كلية الكويت التقنية

kuwait
technical
college

College Bulletin

Message from the President

Welcome to Kuwait Technical College (ktech) where a wide variety of opportunities await you as a student. By selecting ktech as your college of choice, you are embarking on a journey that will allow you to specialize in either Information Systems and Technology (IT) or Business Management (BM), and gain valuable certificates. ktech international certificates are the portal into the workplace market which is rapidly ever changing and continuously developing and which is in need to recruit highly skilled and qualified employees.

You will find at ktech that each and every student is warmly welcomed and given the full attention of excellent faculty, staff and administration. Our aim is to assist all of our students in reaching the highest levels of success in their chosen course of study. If you decide to continue your education after the first two years at ktech, we have established a unique partnership with local and international universities in order to facilitate your journey towards obtaining a Bachelors degree .

At ktech, we offer an innovative learning environment with an outstanding international faculty. We strongly believe that your college experience should be well rounded and therefore provide a broad range of activities outside of the classroom, including a fully-equipped athletic facility, student events, lectures, and more.

Most importantly, by joining ktech, students are definitely boosting their professional career considering ktech's various agreements with world leading IT organizations like Microsoft, CISCO, and CompTIA. We are here to provide you with all the help you need to achieve your educational goals. Staff and faculty members are always ready to help you any time you need it.

Sincerely,

College President

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1. An Introduction to ktech

Kuwait Technical College (ktech) was established to provide opportunities to students who lean towards practical education in preference to the traditional theoretical approach. It encourages students to pursue a career supported by professional training programs leading to a diploma degree in addition to international certification in two years.

Kuwait Technical College graduates will have the advantage of gaining internationally accredited certificates from Microsoft, CISCO, and CompTIA that will enable them to join the workforce without the need for further practical training. This will ensure graduates have an advantage in the Kuwait job market.

The college specializes in two main degree programs: Information Systems and Technology or Business Management. These programs are ideal for ambitious students who wish to pursue a career in IT or business.

True to its mission, ktech offers students in Kuwait and the GCC practical opportunities for educational, economic and professional development. The curricula are career-oriented and the college seeks to create an effective workforce to cater to current and future market needs.

Unlike other technical colleges, ktech has distinct competitive advantages. it has several partnership with local and international university. This affiliation is a credential in itself. Students also have the benefit of a flexible learning program and tailor-made learning for the work place, ensuring they receive real life practical experience that can be applying directly once they secure employment. Many of the course activities and lab sessions are work related applications built into the curricula.

Secondly, ktech has formed an articulation with the Gulf University for Science and Technology in Kuwait, to provide ktech graduates with the opportunity to continue their studies at GUST by enabling them to transfer their ktech credits. This articulation will provide our students with excellent opportunities to earn bachelor's degrees at a prestigious university and it is a great way for students to keep learning and growing into careers that propel their long-term goals.

All this is backed by excellent resources and support services, including highly qualified instructors, academic advisors, tutors, a library, career advice, and job search support. Parental support is also encouraged. ktech believes in a holistic approach to the development of its students that encompasses their educational, intellectual, emotional and social development. The ultimate goal is to groom students into accomplished citizens who play an important role in their communities.

Vision

We envision ktech as a premier technical education resource with a reputation as a major economic development force in Kuwait. We dedicate our resources in creating a culture of shared excellence with our stakeholders by closely aligning our purpose with the economic aspirations of the State. We appreciate the assets of our diverse constituency, add value within the community, and provide solutions for the betterment of our society.

Mission

ktech is a private two-year comprehensive institution of higher education established to provide the citizens of Kuwait and Gulf region opportunities for educational, economic, and professional development. The College educates and trains students to provide an effective work force to support market needs and economic growth.

ktech Academic Structure

Under ktech academic system, students are required to pass all courses set for their academic program. Students register courses at the beginning of each semester according to each program study plan and graduation requirements within the permitted study load. The academic year consists of two semesters. Each semester is 16 weeks including supervision, registration and final exams periods. Students at ktech are required to successfully complete 4 academic semesters in addition to the foundation course in order to complete the Diploma requirements. All students are required to complete **64-68 credit hours** depending on their major.

Academic Degree Programs

K-tech provides a Two-In-One opportunity to develop students' academic and career goals through a dual pathway. In this sense, students can absolutely earn both qualifications:

- A Diploma Degree
- A Certified IT Professional

Diploma Degrees at ktech

i. **Information Systems and Technology**

1) Network System Maintenance and Security

2) Network Design Technical (NDT)

3) Software Applications and Programming

4) Web Applications and Programming

ii. **Business Management**

1) Management of Information Systems

2) Sales and Marketing

3) E-Commerce

Academic Courses

An academic course includes theoretical, practical or field study content and is taught over one semester period and assigned a specific number of credit hours.

Types of Academic Courses:

Based on the relation between courses within the academic program study plan, academic courses can be classified into two categories:

- Prerequisite course: which a student should take and pass in order to register for the higher course which requires this prerequisite
- Co requisite course: which should be taken concurrently with another course

Credit Hours

Credit hours are calculated based on the number of theoretical, practical or field study contact hours weekly. Credit hours are assigned based on the type of instruction and are as follows:

- One theoretical lecture hour equals one credit hour
- Two practical or lab work hours equal one credit hour
- Three field study or workshop hours equal one credit hour

Study Load

Students are to register in the College online or through the Registration Office according to the following:

- Full-Time Students (Private University Council (PUC) Scholarship or Private Students) are required to take a minimum of 12 credits per semester, unless it is their last semester.
- Special-Needs Students (PUC Scholarship or Private Students) may take a minimum of 9 credits per semester, unless it is their last semester.
- Part-Time Private Students are required to take a minimum of 6 credits per semester, unless it is their last semester or have received approval from the Vice President for Student Affairs.
- Students with good academic standing may enroll in more than 18 credit hours but less than 21 credits after receiving approval from the Vice President for Student Affairs.
- A student on Academic Warning is prohibited from taking more than 15 credits during the term he/she is on Academic Warning. If the student has pre-registered for more than 15 credits, the student will be required to drop the excess credits. All students on Academic Warning are strongly encouraged to meet with their academic advisor prior to enrollment for the next semester.
- A student on Academic Probation is prohibited from taking more than 12 credits during the term he/she is on Academic Probation unless he/she receives approval from the Vice President of Student Affairs. If the student has pre-registered for more than 12 credits, the

student will be required to drop the excess credits. All students on Academic Probation are strongly encouraged to meet with their academic advisor prior to enrollment for the next semester.

- Students receiving internal or external scholarships, stipends, assistantships or other payments toward education expenses are handled according to their sponsor rules and regulations.

Time Frame

- All degree-seeking students are required to consult an academic advisor prior to their initial registration in any regular semester. At the conclusion of the student's advising session, the advisor will issue the enrollment authorization electronically.

- Full-time students are required to graduate within seven semesters from the day of admission. An exception for additional semesters may be given with the approval of the Vice President for Student Affairs.

- Part-Time Students are required to graduate within eight semesters from the day of admission. An exception for additional semesters may be given with the approval of the Vice President for Student Affairs.

2. Admission and Registration

Admission Policy and Entry Requirements

− Admission to ktech is open to all students who are high school graduates from an accredited high school with a minimum average of 55% for annual based certificates and 1.75/4.00 CGPA for semester based certificates. High school graduates of both Arts and Sciences field are eligible to major in either Business Management or Information Systems and Technology.

− Prospective students who wish to study at ktech should complete an application for admission and meet with an admission officer.

− Admission to any ktech program is based on both high school grades and pre-college placement tests in the areas of English, Mathematics and Computing.

− All ktech applicants who are private high school graduates or high school graduates outside the State of Kuwait are required to provide a high school equivalency certified by the Kuwait Ministry of Education. ktech will not accept responsibility for securing high school equivalency certifications.

Placement Testing

In addition to meeting the minimum high-school academic standards, all applicants must demonstrate acceptable level of performance in English, Mathematics and Computing in order to be admitted to ktech. Consequently, all applicants should take a placement test in each of those areas. Admission will be granted based on individual test scores in each area as described in the following table:

Score	Level
Score > 69	Program
$49 < \text{Score} \leq 69$	Foundation II
$29 < \text{Score} \leq 49$	Foundation I
Score ≤ 29	Not Accepted to the College

At the end of Foundation I and Foundation II, students take an exit test to determine their promotion to the next level of study. Depending on their scores, students are either:

- Promoted from Foundation I to Foundation II.
- Promoted from Foundation I to their major program.
- Promoted from Foundation II to their major program.
- Failed and forced to repeat the current foundation level.

Applicants who have a valid and official English language proficiency score at or above the scores listed in the table below will be waived from taking the English proficiency placement test. Only original score reports less than two years old from the date of application submission will be accepted. However, those applicants should take Mathematics and Computing placement tests to be promoted to Foundation II or to their major program.

IELTS	TOEFL (iBT)	TOEFL (CBT)	TOEFL (PBT)
5	60	173	500

Placement Test – Repetition and Validity

– Prospective ktech students are permitted to take the ktech Placement Test a maximum of two times per semester and the highest score obtained will be used.

– Students are eligible to repeat the placement test regardless of the scores achieved.

– For the purpose of admission to ktech, placement tests scores are valid for one calendar year from the date of the student taking the test.

Foundation Course

The Foundation Course can be completed in a minimum of one academic semester (refer to the 'Grading System' section for further details). Each Foundation Course consists of three courses (English, Mathematics, and Computing). Credits earned in Foundation course (13 credits) do not count towards degree credits. The aim of the course is to provide students with necessary skills and knowledge to join the graduate programs and majors at ktech. Students' mathematical, technical, and communication skills are enhanced through the Foundation Course in order to successfully earn a diploma and reach international academic benchmarks.

Transfer Credits Policy

A) FOR TRANSFER STUDENTS FROM OTHER UNIVERSITIES/COLLEGES

RULES AND REGULATIONS

– College credits are evaluated based on previous colleges' accreditation statuses, course contents and applicability to our ktech degree program. Credits from some specialized institutions may not be acceptable.

– Credits must be earned from a university/college that is accredited and recognized by the Ministry of Higher Education (MOHE) in the State of Kuwait.

– Transfer students may transfer a maximum of 30 semester credits hours (or equivalent) for the use toward ktech diploma degree.

- Credits will be transferred for courses similar in content and scope to the courses required to fulfil ktech degree requirements and passed with a grade of "C-" or better. Credit for short term courses are not to be transferred from another institution.
- Credits transferred from other universities/colleges will be counted as earned credits in the student's official transcript; however, it will not be used in determining the student's cumulative grade point average (CGPA).
- Transfer credits may not be more than 7 years old. Any exceptions to this time limit must be obtained in writing from the Vice President for Academic Affairs.

REQUIREMENTS

All transfer credit evaluations are subject to all applicable institutional policies and procedures. Course transferability and equivalents are subject to change. The following are the required procedures for students who wish to transfer courses from foreign universities/colleges:

- The student must meet all the admission requirements for study at ktech.
- The transfer student must not be suspended from the previous university/college for disciplinary reasons.
- Mail the official transcripts from every college/university attended directly to the Office of Admissions at ktech. Each transcript must include the official seal of the college or university, or the signature of a college or university official. Copies or faxes are not considered as official.
- Send course descriptions or course catalogs (in English) directly to the Office of Admissions at ktech.
- The course equivalency requests will be sent to the relevant ktech Academic Departments for the possibility of credit transferring.
- The student will be notified of the official evaluation results within two weeks of admission to the College or receipt of official transcript from the previous institution(s), whichever is later.
- The Academic Department Curriculum Committee and the Department Chair decisions will be considered final after the approval of the Vice President for Academic Affairs.

B) **FOR MATRICULATED ktech STUDENTS**

RULES AND REGULATIONS

Students who matriculate at ktech as freshman may transfer credits from other accredited universities/colleges during their study at ktech based on the following conditions:

- Students may not transfer courses from another institution when the equivalent course is offered during the same semester at ktech.

C) Transfer credits may be granted only for courses completed at other colleges or universities accredited by the Ministry of Higher Education (MOHE) in the State of Kuwait.

- Credits will be transferred for courses similar in content and scope to the courses required to fulfil ktech degree requirements and passed with a grade of "C-" or better. Credit for short term courses are not to be transferred from another institution.
- For all courses with a laboratory component at ktech, both lecture and laboratory must be taken concurrently at the host college/university.
- Students who matriculate at ktech as freshmen (with no transfer credits) and completed 15 residence credits hours may transfer a maximum of 7 non-residence credits hours during their period of study at ktech.
- Credits transferred from other universities/colleges will be counted as earned credits in the student's official transcript; however, it will not be used in determining the student's cumulative grade point average (CGPA).
- Students who matriculate with fewer than 7 transfer credits hours may transfer additional non-residence credits hours to complete the remaining of the 7 pre-matriculation credits hours.
- Students who matriculate with 7 or more pre-matriculation credits (fewer than 30 transfer credit hours) are not allowed to transfer additional non-residence credits hours toward their degree requirements.
- The language of instruction of the course(s) taken at the host college/university must be English.

REQUIREMENTS

All transfer credit evaluations are subject to all applicable institutional policies and procedures. Course transferability and equivalents are subject to change. The following are the requirements for matriculated students who wish to transfer courses from foreign universities/colleges during their study at ktech:

- Students must obtain permission from the Academic Department Chair prior to registering for courses at the host college/university. The Academic Department Curriculum Committee and the Department Chair decisions will be considered final after the approval of the Vice President for Academic Affairs.
- Students must be in good academic standing (at the end of the current semester) to be granted permission to take courses at another institution.
- Upon completion of the course(s), a student must submit to the Office of the Registrar an official sealed transcript from the host college/university. For foreign institutions, students must obtain MOHE verification of transcript. Copies or faxes are not considered as official.
- Students will not be able to register in courses at ktech if the prerequisite has been taken at the host college/university until the official transcript is submitted.

Note: PUC Scholarship students are financially responsible for the tuition fees to the host university/college.

Registration and Tuition Fees

1. 15 K.D. is payable upon submission of the application form, in addition to 5 K.D per placement exam.

2. The student is required to pay 150 K.D. upon receipt of his/her acceptance letter in order to secure a place. This payment is considered part of the total semester tuition fee should the student complete the registration process and enroll in offered classes.

3. Semester tuition fees are divided into two installments:

   a) The first installment, equal to a minimum of 50% of the total tuition fees, is to be paid in order to register for courses.

   b) The second and final installment of the remaining tuition fees must be paid during week seven of the semester.

Any student with pending payments shall not be permitted to take their end of term examinations.

Tuition and Fees

ITEM	Value (K.D.)	Notes
Application form	15 (non-refundable)	---
Placement examinations	15 (non-refundable)	3 exams (5K.D. per exam)
Acceptance and seat reservation	150 (non-refundable)	- To be paid after the student has submitted the placement examinations. - To be debited from the student's total semester fees in the event that the student completes the registration process.
Tuition fees	160 (per credit)	---
Foundation Program Fees	2080 (per foundation semester)	---
Library, Internet and use of facilities	100 (non-refundable)	To be paid at the beginning each semester
Graduation Ceremony	50 (non-refundable)	---
Transcript	5 (non-refundable)	For each official transcript
Diploma Certificate re-issuance fee	10 (non-refundable)	For each certificate
Student ID re-issuance fee	3 (non- refundable)	---

To Whom It May Concern Letter	3 (non-refundable)	For each letter. *Issued for the first time after the seventh week of starting classes.
Late payments charges	10 (non- refundable)	For late registration
Charges for late payments, one week prior to final examination	30	With respect to other applicable charges and fees

− Registration and Tuition fees apply to all students with no exception. The Board of Trustees at ktech maintain the right to change/modify the registration and tuition list.

Private University Council (PUC) Scholarships

High school graduates may apply for PUC scholarships which fully cover all admission and course enrollment expenses. Students must meet all the requirements and conditions administered by the PUC to apply for the scholarship. PUC scholarship students are entitled for funds covering all their tuition fees and books allowance excluding fees of courses in which the student withdraws from after the allowed add/drop period. Please visit PUC website: www.puc.edu.kw for more details.

3. ktech Academic Departments

Department of English and General Studies

The Department of English and General Studies (DEGS) includes the Foundation Program and general subject courses in the major programs. The Foundation Program consists of two semesters of intensive English, Math and IT courses that prepare students for their college major courses. Students who excel in the first semester of the Foundation Program have the opportunity to pass directly to the major program (based on semester and final exam results). DEGS major courses include subjects in English writing, Math, critical thinking, history, and career development. DEGS instructors are highly qualified individuals with international teaching and professional experience and come from a diverse range of cultures.

Department of Information Systems and Technology (IST)

The IST Department offers a diploma in Information Systems and Technology, which is designed to prepare students with the applied knowledge and technical skills necessary to succeed in the ever-changing field of technology. Graduates will have the opportunity to pursue challenging and interesting careers in commerce, industry or government organizations requiring extensive IT skills.

Students can enroll in one of the offered diploma courses that emulate diverse career outcomes for catering the industry's need for graduates with specialized computing knowledge. ktech offers four majors in Network System Maintenance and Security, Network Design Technical , Software Applications and Programming, and Web Applications and Programming.

The career path of an Information Systems and Technology graduate is determined by the graduate's interests, perhaps focusing on a specific aspect of computing, commerce, industry, science or engineering, developed during the course. Courses help students develop the skills to design, install, protect, and maintain networks, develop and troubleshoot hardware and software applications, design and manage databases, and develop web applications.

IST Program Length: The Diploma in Information Technology program consists of 64 to 68 credit hours, depending on the student's major program. Upon successful completion of the program, students will be awarded a Diploma in Information Systems and Technology.

IST Program Outcomes:

ITPA-1.   Demonstrate a basic understanding of computer hardware and software.

ITPA-2.   Gain the necessary knowledge to demonstrate problem solving skills.

ITPA-3.   Demonstrate working knowledge of the internet and constructing information technology solutions.

ITPA-4.   Apply effective oral and written communication, quantitative reasoning, and technology competencies to real-world project scenarios.

ITPA-5.   Understand technology trends, practices, and gain hands-on experience with a variety of software and hardware products.

ITPA-6.   Gain the theoretical and practical skills necessary to become eligible to obtain international certifications from CompTIA, Microsoft and/or Cisco.

ITPA-7.   Work in teams to achieve collective goals.

ITPA-8.   Demonstrate a high-level of written and verbal communication skills to achieve professional results.

The following is a brief description and summary of the Information Systems and Technology program concentrations (majors):

a) Network System Maintenance and Security

Program General Description: The Network System Maintenance and Security (NSMS) major provides fundamental knowledge and application in preparing students for a career in technical and professional areas of network systems engineering. In addition to the program outcomes for the Diploma in Information Systems and Technology, NSAS graduates are expected to gain the major-specific outcomes:

NSMS-1.   Create, design, install, implement, maintain and administer different systems in a network environment.

NSMS-2.   Design, install, implement, maintain and manage network operating systems and server systems.

NSMS-3.   Provision basic and advanced services for servers and network management.

NSMS-4.   Analyze, implement, and administer network systems security using Microsoft systems.

Job opportunities: Operating System Technician - Technical Support Specialist - Technical Specialist

b) Network Design Technical

Program General Description: The Network Design Technical (NDT) major provides proper knowledge and training to individuals who are seeking to become professional in network administration. In addition to the program outcomes for the Diploma in Information Systems and Technology, NSAS graduates are expected to gain the major-specific outcomes:

NDT-1.   Gain basic and advanced networking concepts.

NDT-2.   Provision of the best technical support to solve problems of local area networks (LAN) and wide area networks (WAN)

NDT-3.   Assessing network requirements and solutions for network design and management.

NDT-4.   Identify and assess network security risks and demonstrate the skills for the use of various technical solutions.

Job Opportunities: Network Administrator - Security Specialist - Network Designer - Network Operation Specialist

c) Software Applications and Programming

Program General Description: Those individuals seeking to obtain comprehensive and advanced technical skills in developing software applications can enroll into the Software Applications and Programming (SAP) major. In addition to the program outcomes for the Diploma in Information Systems and Technology, SAP graduates are expected to gain the major-specific outcomes:

SAP-1.   Apply logical skills to program in a variety of languages.
SAP-2.   Obtain skills in software design and programming implementations.
SAP-3.   Design, code, test, and debug computer programs.
SAP-4.   Gain some needed networking and database management skills.
SAP-5.   Design databases and create data-driven applications.
SAP-6.   Work effectively on a software development team.

Job opportunities: Professional Software Developer for Microsoft Windows

d) Web Applications and Programming

Program General Description: A major developed to meet the increasing use of the Internet and Web technologies around the world and its vast influence on the global economy. Students interested in gaining an understanding of technical skills and the knowledge to develop and master Web applications, can enroll into the Web Applications and Programming (WAP) major. In addition to the program outcomes for the Diploma in Information Systems and Technology, SAP graduates are expected to gain the major-specific outcomes:

WAP-1.   Apply logical skills to program in a variety of languages.
WAP-2.   Understand and use the Internet and the World Wide Web and obtain the needed networking and database management skills.
WAP-3.   Gain extensive knowledge on a variety of Internet technologies (HTML, CSS, XML, JavaScript, PHP, and the Microsoft .Net Platform).
WAP-4.   Develop interactive web applications that allow users to interact with back-end applications and databases.
WAP-5.   Design, code, test, and debug web applications and web user interfaces.
WAP-6.   Integrate with and write web-based services.
WAP-7.   Work effectively on a web application development team.

Job Opportunities: Professional Software Developer for Web applications.

Information Systems and Technology

Major Sheets and Study Plans

NETWORK SYSTEM MAINTENANCE AND SECURITY MAJOR
MAJOR SHEET

Course Code	Course Title	Credit	Pre-Co Requisites
ENGL-101	Developmental Writing and Reading	3	
ENGL-102	Composition I	3	ENGL-101
Total Communication Skills Credits		**6**	
HUMN-101	History of Arab Islamic Civilization	3	
Total Humanities Credits		**3**	
CARD-205	Career Development	2	
Total Personal and Professional Development Credits		**2**	
MATH-105	Technical Mathematics	4	
MATH -107	College Algebra	4	
Total Mathematics Credits		**8**	
BSM-223	Project Management	3	
Total Business Credits		**3**	
IST-101	PC Software	3	
IST -102	PC Hardware	3	
IST -125	Introduction to Programming Using C I	3	
Total Computing Basics Credits		**9**	
IST-103	Network Essentials	3	IST-101 and IST-102
IST-231	Introduction to Databases	3	
Total Technical Basics Credits		**6**	
IST-104	Windows Client Operating Systems	4	IST-101 and IST-102
IST-207	Database Management	4	IST-231
IST-209	Windows Network Operating Systems	3	IST-104
IST-210	Network Infrastructure I	3	IST-103
IST-211	Network Infrastructure II	3	IST-210
IST-212	Network Infrastructure III	4	IST-209 Co Requisite IST-211
IST-215	Networks Security Administration	3	IST-104, Co Requisite: IST-212
IST-219	Network Operating Systems	3	IST-104
IST-224	Final Project	3	Final Semester or VPAA Approval
Total Technical Core Credits		**30**	
TOTAL PROGRAM CREDITS		**67**	

NETWORK SYSTEM MAINTENANCE AND SECURITY MAJOR
STUDY PLAN

First Year						
Semester I				**Semester II**		
ENGL-101	Developmental Writing and Reading	3		ENGL-102	Composition I	3
MATH-105	Technical Mathematics	4		MATH-107	College Algebra	4
IST-101	PC Software	3		IST-103	Network Essentials	3
IST-102	PC Hardware	3		IST-104	Windows Client Operating Systems	4
IST-125	Introduction to Programming Using C I	3		IST-231	Introduction to Databases	3
	Total	**16**			**Total**	**17**
Second Year						
Semester I				**Semester II**		
IST-207	Database Management	4		IST-211	Network Infrastructure II	3
IST-209	Windows Network Operating Systems	3		IST-212	Network Infrastructure III	4
IST-210	Network Infrastructure I	3		IST-215	Network Security Administration	3
HUMN-101	History of Arab Islamic Civilization	3		IST-219	Network Operating Systems	3
BSM-223	Project Management	3		IST-224	Final Project	3
				CARD-205	Career Development	2
	Total	**16**			**Total**	**18**
Program Total Credits: 67						

NETWORK DESIGN TECHNICIAN MAJOR
MAJOR SHEET

Course Code	Course Title	Credit	Pre-Co Requisites
ENGL-101	Developmental Writing and Reading	3	
ENGL-102	Composition I	3	ENGL-101
Total Communication Skills Credits		**6**	
HUMN-101	History of Arab Islamic Civilization	3	
Total Humanities Credits		**3**	
CARD-205	Career Development	2	
Total Personal and Professional Development Credits		**2**	
MATH-105	Technical Mathematics	4	
MATH -107	College Algebra	4	
Total Mathematics Credits		**8**	
BSM-223	Project Management	3	
Total Business Credits		**3**	
IST-101	PC Software	3	
IST -102	PC Hardware	3	
IST -125	Introduction to Programming Using C I	3	
Total Computing Basics Credits		**9**	
IST-104	Windows Client Operating Systems	4	IST-101 and IST-102
Total Technical Basics Credits		**4**	
IST-177	Internetworking Principles & Technologies	8	IST-101 and IST-102
IST-209	Windows Network Operating Systems	3	IST-104
IST-219	Network Operating Systems	3	IST-104
IST-279	LAN Management	4	IST-177
IST-280	WAN Management	4	IST-177 Co Requisite IST-279
IST-288	Networks Design	4	IST-279 and IST-280
IST-289	Networks Security	4	IST-279 and IST-280
IST-299	Final Project	3	Final Semester or VPAA Approval
Total Technical Core Credits		**33**	
TOTAL PROGRAM CREDITS		**68**	

NETWORK DESIGN TECHNICAL MAJOR
STUDY PLAN

First Year						
Semester I				**Semester II**		
ENGL-101	Developmental Writing and Reading	3		ENGL-102	Composition I	3
MATH-105	Technical Mathematics	4		MATH-107	College Algebra	4
IST-101	PC Software	3		IST-104	Windows Client Operating Systems	4
IST-102	PC Hardware	3		IST-177	Internetworking Principles & Technologies	8
IST-125	Introduction to Programming Using C I	3				
	Total	**16**			**Total**	**19**
Second Year						
Semester I				**Semester II**		
IST-209	Windows Network Operating Systems	3		IST-288	Networks Design	4
IST-279	LAN Management	4		IST-289	Networks Security	4
IST-280	WAN Management	4		IST-219	Network Operating Systems	3
HUMN-101	History of Arab Islamic Civilization	3		IST-299	Final Project	3
BSM-223	Project Management	3		CARD-205	Career Development	2
	Total	**17**			**Total**	**16**
Program Total Credits: 68						

SOFTWARE APPLICATIONS AND PROGRAMMING MAJOR
MAJOR SHEET

Course Code	Course Title	Credit	Pre-Co Requisites
ENGL-101	Developmental Writing and Reading	3	
ENGL-102	Composition I	3	ENGL-101
Total Communication Skills Credits		**6**	
HUMN-101	History of Arab Islamic Civilization	3	
Total Humanities Credits		**3**	
CARD-205	Career Development	2	
Total Personal and Professional Development Credits		**2**	
MATH-105	Technical Mathematics	4	
MATH -107	College Algebra	4	
Total Mathematics Credits		**8**	
BSM-223	Project Management	3	
Total Business Credits		**3**	
IST-101	PC Software	3	
Total Computing Basics Credits		**3**	
IST-125	Introduction to Programming Using C I	3	
IST-126	Introduction to Programming Using C II	3	IST-125
IST-127	Introduction to Programming	3	
IST-128	Object Oriented Programming	3	IST-127
IST-152	HTML	3	
IST-231	Introduction to Databases	3	
Total Technical Basics Credits		**18**	
IST-232	SQL Programming	3	IST-231
IST-233	Advanced Programming I	3	IST-127
IST-234	Advanced Programming II	3	IST-233
IST-235	Distributed & Mobile App Development	3	IST-233
IST-236	Data Warehousing and Data Mining	3	IST-231
IST-254	Introduction to XML	3	
IST-249	Final Project	3	Final Semester or VPAA Approval
Total Technical Core Credits		**21**	
TOTAL PROGRAM CREDITS		**64**	

SOFTWARE APPLICATIONS AND PROGRAMMING MAJOR
STUDY PLAN

First Year						
Semester I				**Semester II**		
ENGL-101	Developmental Writing and Reading	3		ENGL-102	Composition I	3
MATH-105	Technical Mathematics	4		MATH-107	College Algebra	4
IST-101	PC Software	3		IST-126	Introduction to Programming Using C II	3
IST-125	Introduction to Programming Using C I	3		IST-128	Object Oriented Programming	3
IST-127	Introduction to Programming	3		IST-152	HTML	3
	Total	**16**			**Total**	**16**
Second Year						
Semester I				**Semester II**		
IST-231	Introduction to Databases	3		IST-232	SQL Programming	3
IST-233	Advanced Programming I	3		IST-234	Advanced Programming II	3
IST-254	Introduction to XML	3		IST-235	Distributed and Mobile Applications Development	3
HUMN-101	History of Arab Islamic Civilization	3		IST-236	Data Warehousing and Data Mining	3
BSM-223	Project Management	3		IST-249	Final Project	3
				CARD-205	Career Development	2
	Total	**15**			**Total**	**17**
Program Total Credits: 64						

WEB APPLICATIONS AND PROGRAMMING MAJOR
MAJOR SHEET

Course Code	Course Title	Credit	Pre-Co Requisites
ENGL-101	Developmental Writing and Reading	3	
ENGL-102	Composition I	3	ENGL-101
Total Communication Skills Credits		**6**	
HUMN-101	History of Arab Islamic Civilization	3	
Total Humanities Credits		**3**	
CARD-205	Career Development	2	
Total Personal and Professional Development Credits		**2**	
MATH-105	Technical Mathematics	4	
MATH -107	College Algebra	4	
Total Mathematics Credits		**8**	
BSM-223	Project Management	3	
Total Business Credits		**3**	
IST-101	PC Software	3	
Total Computing Basics Credits		**3**	
IST-125	Introduction to Programming Using C I	3	
IST-126	Introduction to Programming Using C II	3	IST-125
IST-127	Introduction to Programming	3	
IST-128	Object Oriented Programming	3	IST-127
IST-231	Introduction to Databases	3	
IST-233	Advanced Programming I	3	IST-127
Total Technical Basics Credits		**18**	
IST-152	HTML	3	
IST-253	Web Architecture and Development	3	IST-127and IST-152
IST-254	Introduction to XML	3	
IST-255	ASP.NET Applications Development	4	IST-233
IST-256	XML Web Services	4	IST-233 and IST-254
IST-236	Data Warehousing and Data Mining	3	IST-231
IST-274	Final Project	3	Final Semester or VPAA Approval
Total Technical Core Credits		**23**	
TOTAL PROGRAM CREDITS		**66**	

WEB APPLICATIONS AND PROGRAMMING MAJOR
STUDY PLAN

First Year						
Semester I				**Semester II**		
ENGL-101	Developmental Writing and Reading	3		ENGL-102	Composition I	3
MATH-105	Technical Mathematics	4		MATH-107	College Algebra	4
IST-101	PC Software	3		IST-126	Introduction to Programming Using C II	3
IST-125	Introduction to Programming Using C I	3		IST-128	Object Oriented Programming	3
IST-127	Introduction to Programming	3		IST-152	HTML	3
	Total	**16**			**Total**	**16**
Second Year						
Semester I				**Semester II**		
IST-231	Introduction to Databases	3		IST-236	Data Warehousing and Data Mining	3
IST-233	Advanced Programming I	3		IST-255	ASP.NET Applications Development	4
IST-253	Web Architecture and Development	3		IST-256	XML Web Services	4
IST-254	Introduction to XML	3		IST-274	Final Project	3
HUMN-101	History of Arab Islamic Civilization	3		CARD-205	Career Development	2
BSM-223	Project Management	3				
	Total	**18**			**Total**	**16**
Program Total Credits: 66						

Department of Business Management (BM)

The Business Management program is designed to prepare the students with the general education, applied knowledge, technical skills, and communication skills necessary to compete and succeed in today's diverse business environment.

The primary goal of this business program is to prepare students for employment upon graduation. In addition, students may decide to continue their studies at four-year institutions and beyond.

BM Program Length: The Diploma in Business Management program consists of 65 to 66 credit hours, depending on the student major program. Upon successful completion of the program, students will be awarded a Diploma in Business Management.

BM Program Outcomes:

BMPA-1.   Demonstrate and understand the major functional areas in business.
BMPA-2.   Understand how diversity and ethics can impact the global business environment.
BMPA-3.   Apply effective oral and written communication, quantitative reasoning, and technical competencies to real-world business scenarios.
BMPA-4.   Develop critical thinking, problem solving, leadership, and motivational skills to make an appropriate business related decisions.
BMPA-5.   Gain the business skills needed to be successful when opening or managing small business.

The Business Management program at ktech offers three majors (concentration) that provide students with the knowledge and skills required to manage enterprises within the public and private sectors.

The following is a brief description and summary of the Business Management program concentrations.

a) Management of Information Systems

Program General Description: The Management of Information Systems (MIS) major provides fundamental knowledge and application in both business and information technology. This major is designed to prepare students to achieve and excel in a constantly changing global economic environment. In addition to the BM program outcomes for the Diploma in Management of Information Systems, MIS graduates are expected to gain the major-specific outcomes:

MIS-1.   Understand and apply core knowledge in Management Information Systems (MIS).
MIS-2.   Identify, analyze, gather requirements, and design an information system.
MIS-3.   Explain fundamental database concepts and apply these concepts to the design and development of information systems.
MIS-4.   Demonstrate the major steps in the design and implementation phases of the system development life cycle (SDLC).
MIS-5.   Understand how current technologies and decision-support tools can affect the business operations.

MIS-6.   Understand and apply project management principles.

Job Opportunities: Upon graduation opportunities for employment will fall within but not limited to the following job titles: Programmer, System Analyst, Business Analyst, Database Administrator, System Designer, or Information System Professional.

b) Sales and Marketing

Program General Description: The Sales and Marketing major prepares students for a variety of employment opportunities in marketing, sales, and advertising management. In addition to the BM program outcomes for the Diploma in Sales & Marketing, S&M graduates are expected to gain the major-specific outcomes:

SM-1.   Analyze and understand customer needs and wants.

SM-2.   Develop sales strategies and promote marketing plans and budget control.

SM-3.   Describe the purpose of management in the business environment.

SM-4.   Evaluate statistics and write sales reports.

SM-5.   Develop a business idea from concept through a complete business plan.

SM-6.   Develop retail campaigns based on an understanding of consumer buying behavior.

Job Opportunities: Upon graduation opportunities for employment will fall within but not limited to the following job titles: Entrepreneur, Customer Service Liaison, Banker, Sales Executive, Marketing Executive, or Sales and Marketing Representative.

c) E-Commerce

Program General Description: The E-Commerce major blends business and information technology to address the emerging field of e-Commerce and e-Business. In addition to the BM program outcomes for the Diploma in E-Commerce, graduates are expected to gain the major-specific outcomes:

Ecomm-1.   Gain basic skills to help organizations transfer most of their activities over the Web.

Ecomm-2.   Acquire the necessary skills and fundamental knowledge to combine technical and business processes.

Ecomm-3.   Utilize programming skills to solve common business problems and Web development techniques.

Ecomm-4.   Taking advantage of the marketing revolution by effective use of technology in different retail sectors.

Ecomm-5.   Contribute to e-Business companies with multiple roles.

Job Opportunities: Upon graduation opportunities for employment will fall within but not limited to the following job titles: Entrepreneur, Market Research Analyst, Computer System Analyst, Banker, Web Developer, or Computer System Analyst.

Business Management

Major Sheets and Study Plans

MANAGEMENT OF INFORMATION SYSTEMS MAJOR
MAJOR SHEET

Course Code	Course Title	Credit	Pre-Co Requisites
ENGL-101	Developmental Writing and Reading	3	
ENGL-102	Composition I	3	ENGL-101
Total Communication Skills Credits		**6**	
HUMN-101	History of Arab Islamic Civilization	3	
Total Humanities Credits		**3**	
CARD-102	Critical Thinking & Problem Solving	2	
CARD-205	Career Development	2	
Total Personal and Professional Development Credits		**4**	
MATH -107	College Algebra	4	
Total Mathematics Credits		**4**	
IST-101	PC Software	3	
BSM-105	Computer Applications for Business	3	
BSM-106	Adv. Computer Applications for Business	4	BSM-105
Total Computing Basics Credits		**10**	
BSM-101	Introduction to Business	3	
Total Business Basics Credits		**3**	
BSM-154	Business Information Systems	3	
BSM-223	Project Management	3	
BSM-229	Web Design and Development	4	IST-152
BSM-255	System Analysis and Design	3	BSM-154
BSM-256	Object Oriented System Design	4	BSM-255
BSM-258	Database Systems Design	4	IST-231
BSM-274	Final Project	3	Final Semester or VPAA Approval
IST-127	Introduction to Programming	3	
IST-152	HTML	3	
IST-231	Introduction to Databases	3	
IST-233	Advanced Programming I	3	IST-127
Total Business Core Credits		**36**	
TOTAL PROGRAM CREDITS		**66**	

MANAGEMENT OF INFORMATION SYSTEMS MAJOR
STUDY PLAN

	First Year					
Semester I				**Semester II**		
ENGL-101	Developmental Writing and Reading	3		ENGL-102	Composition I	3
MATH-107	College Algebra	4		IST-127	Introduction to Programming	3
BSM-101	Introduction to Business	3		IST-152	HTML	3
IST-101	PC Software	3		BSM-154	Business Information Systems	3
BSM-105	Computer Applications for Business	3		BSM-106	Adv. Computer Applications for Business	4
	Total	**16**			**Total**	**16**
	Second Year					
Semester I				**Semester II**		
HUMN-101	History of Arab Islamic Civilization	3		BSM-229	Web Design and Development	4
IST-231	Introduction to Databases	3		BSM-256	Object Oriented System Design	4
IST-233	Advanced Programming I	3		BSM-258	Database Systems Design	4
BSM-223	Project Management	3		BSM-274	Final Project	3
BSM-255	Systems Analysis and Design	3		CARD-205	Career Development	2
CARD-102	Critical Thinking & Problem Solving	2				
	Total	**17**			**Total**	**17**
	Program Total Credits: 66					

SALES AND MARKETING MAJOR
MAJOR SHEET

Course Code	Course Title	Credit	Pre-Co Requisites
ENGL-101	Developmental Writing and Reading	3	
ENGL-102	Composition I	3	ENGL-101
Total Communication Skills Credits		**6**	
HUMN-101	History of Arab Islamic Civilization	3	
Total Humanities Credits		**3**	
CARD-102	Critical Thinking & Problem Solving	2	
CARD-205	Career Development	2	
Total Personal and Professional Development Credits		**4**	
MATH -107	College Algebra	4	
MATH -208	Statistics for Decision Making	4	MATH-107
Total Mathematics Credits		**8**	
IST-101	PC Software	**3**	
BSM-105	Computer Applications for Business	**3**	
BSM-106	Adv. Computer Applications for Business	4	BSM-105
Total Computing Basics Credits		**10**	
BSM-101	Introduction to Business	3	
Total Business Basics Credits		**3**	
BSM-176	Principles of Management	3	
BSM-178	Principles of Marketing	3	BSM-101
BSM-223	Project Management	3	
BSM-233	Internet Marketing	3	BSM-178
BSM-279	Consumer Behavior	3	
BSM-280	Advertising and Public Relations	3	BSM-178
BSM-281	Accounting for Business	4	Math-107
BSM-283	Salesmanship	3	
BSM-285	Market Research Methods	3	
IST-231	Introduction to Databases	3	
Total Business Core Credits		**31**	
TOTAL PROGRAM CREDITS		**65**	

SALES AND MARKETING MAJOR
STUDY PLAN

<table>
<tr><td colspan="7">First Year</td></tr>
<tr><td colspan="3">Semester I</td><td></td><td colspan="3">Semester II</td></tr>
<tr><td>ENGL-101</td><td>Developmental Writing and Reading</td><td>3</td><td></td><td>ENGL-102</td><td>Composition I</td><td>3</td></tr>
<tr><td>MATH-107</td><td>College Algebra</td><td>4</td><td></td><td>BSM-176</td><td>Principles of Management</td><td>3</td></tr>
<tr><td>BSM-101</td><td>Introduction to Business</td><td>3</td><td></td><td>BSM-178</td><td>Principles of Marketing</td><td>3</td></tr>
<tr><td>IST-101</td><td>PC Software</td><td>3</td><td></td><td>BSM-106</td><td>Adv. Computer Applications for Business</td><td>4</td></tr>
<tr><td>BSM-105</td><td>Computer Applications for Business</td><td>3</td><td></td><td>IST-231</td><td>Introduction to Databases</td><td>3</td></tr>
<tr><td></td><td>Total</td><td>16</td><td></td><td></td><td>Total</td><td>16</td></tr>
<tr><td colspan="7">Second Year</td></tr>
<tr><td colspan="3">Semester I</td><td></td><td colspan="3">Semester II</td></tr>
<tr><td>MATH-208</td><td>Statistics for Decision Making</td><td>4</td><td></td><td>BSM-281</td><td>Accounting for Business</td><td>4</td></tr>
<tr><td>BSM-223</td><td>Project Management</td><td>3</td><td></td><td>BSM-233</td><td>Internet Marketing</td><td>3</td></tr>
<tr><td>BSM-279</td><td>Consumer Behavior</td><td>3</td><td></td><td>BSM-283</td><td>Salesmanship</td><td>3</td></tr>
<tr><td>BSM-280</td><td>Advertising and Public Relations</td><td>3</td><td></td><td>BSM-285</td><td>Market Research Methods</td><td>3</td></tr>
<tr><td>CARD-102</td><td>Critical Thinking & Problem Solving</td><td>2</td><td></td><td>CARD-205</td><td>Career Development</td><td>2</td></tr>
<tr><td>HUMN-101</td><td>History of Arab Islamic Civilization</td><td>3</td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td>Total</td><td>18</td><td></td><td></td><td>Total</td><td>15</td></tr>
<tr><td colspan="7">Program Total Credits: 65</td></tr>
</table>

E-COMMERCE MAJOR
MAJOR SHEET

Course Code	Course Title	Credit	Pre-Co Requisites
ENGL-101	Developmental Writing and Reading	3	
ENGL-102	Composition I	3	ENGL-101
Total Communication Skills Credits		**6**	
HUMN-101	History of Arab Islamic Civilization	3	
Total Humanities Credits		**3**	
CARD-102	Critical Thinking & Problem Solving	2	
CARD-205	Career Development	2	
Total Personal and Professional Development Credits		**4**	
MATH -107	College Algebra	4	
Total Mathematics Credits		**4**	
IST-101	PC Software	**3**	
Total Computing Basics Credits		**3**	
BSM-101	Introduction to Business	3	
BSM-127	E-Commerce Foundation	4	BSM-101
BSM-178	Principles of Marketing	3	MATH-107 and BSM-101
Total Business Basics Credits		**10**	
BSM-223	Project Management	3	
BSM-228	E-Commerce Business Issues	3	BSM-127
BSM-229	Web Design and Development	4	IST-152
BSM-230	Web Applications Development	3	IST-127 and IST-152
BSM-231	Internet Systems Management	4	BSM-127
BSM-233	Internet Marketing	3	BSM-178
BSM-235	B2C E-Commerce Systems	3	BSM-230
BSM-236	B2B E-Commerce Systems	3	BSM-228
IST-127	Introduction to Programming	3	
IST-152	HTML	3	
IST-231	Introduction to Databases	3	
Total Business Core Credits		**35**	
TOTAL PROGRAM CREDITS		**65**	

E-COMMERCE MAJOR
STUDY PLAN

<table>
<tr><td colspan="7">First Year</td></tr>
<tr><td colspan="3">Semester I</td><td></td><td colspan="3">Semester II</td></tr>
<tr><td>ENGL-101</td><td>Developmental Writing and Reading</td><td>3</td><td></td><td>ENGL-102</td><td>Composition I</td><td>3</td></tr>
<tr><td>MATH-107</td><td>College Algebra</td><td>4</td><td></td><td>BSM-127</td><td>E-Commerce Foundation</td><td>4</td></tr>
<tr><td>IST-101</td><td>PC Software</td><td>3</td><td></td><td>IST-127</td><td>Introduction to Programming</td><td>3</td></tr>
<tr><td>BSM-101</td><td>Introduction to Business</td><td>3</td><td></td><td>CARD-102</td><td>Critical Thinking & Problem Solving</td><td>2</td></tr>
<tr><td>IST-152</td><td>HTML</td><td>3</td><td></td><td>HUMN-101</td><td>History of Arab Islamic Civilization</td><td>3</td></tr>
<tr><td></td><td>Total</td><td>16</td><td></td><td></td><td>Total</td><td>15</td></tr>
<tr><td colspan="7">Second Year</td></tr>
<tr><td colspan="3">Semester I</td><td></td><td colspan="3">Semester II</td></tr>
<tr><td>BSM-178</td><td>Principles of Marketing</td><td>3</td><td></td><td>BSM-223</td><td>Project Management</td><td>3</td></tr>
<tr><td>IST-231</td><td>Introduction to Databases</td><td>3</td><td></td><td>BSM-231</td><td>Internet Systems Management</td><td>4</td></tr>
<tr><td>BSM-228</td><td>E-Commerce Business Issues</td><td>3</td><td></td><td>BSM-233</td><td>Internet Marketing</td><td>3</td></tr>
<tr><td>BSM-229</td><td>Web Design and Development</td><td>4</td><td></td><td>BSM-235</td><td>B2C E-Commerce Systems</td><td>3</td></tr>
<tr><td>BSM-230</td><td>Web Applications Development</td><td>3</td><td></td><td>BSM-236</td><td>B2B E-Commerce Systems</td><td>3</td></tr>
<tr><td></td><td></td><td></td><td></td><td>CARD-205</td><td>Career Development</td><td>2</td></tr>
<tr><td></td><td>Total</td><td>16</td><td></td><td></td><td>Total</td><td>18</td></tr>
<tr><td colspan="7">Program Total Credits: 65</td></tr>
</table>

Course Descriptions

General Education Courses

ENGL-101 Developmental Writing and Reading

Through a workshop environment centered on reading and writing activities, class discussion, small-group collaboration, individual conferences with instructors, and supplemental lab workshops, students will develop their understanding of and facility with a variety of reading and writing strategies necessary to achieve success in their college courses. Particular emphasis will be given to summarizing, analyzing, and synthesizing ideas, as well as to revising and editing strategies. 3-0-3
Prerequisite: None   *Co requisite: None*

ENGL-102 Composition I

Building on the reading, writing and comprehension skills learned in ENGL 101, students will extend their ability by producing a range of texts used in the workplace. Students will gain theoretical knowledge of business writing and apply the principles learned. Part of the course involves students working in teams to produce a range of collaborative documents that form part of their semester project. Students will also learn to communicate their ideas effectively, culminating in a group presentation to class at the end of the semester. 3-0-3
Prerequisite: ENGL-101   *Co requisite: None*

MATH-105 Technical Mathematics

This is a basic introductory college math course. Topics include basic math operations, involving binary and signed numbers, exponents, number notations, graphing, elementary algebra, and basic statistics. Critical thinking skills are developed through application of these concepts to real-world problems. The course also addresses algebraic operations including factoring, exponents, logarithms, complex numbers and manipulation of equations with a focus on technical applications. Basic Statistics is also covered. Calculators and computers are used as tools. 4-0-4

Prerequisite: None   *Co requisite: None*

MATH-107 College Algebra

This course provides a functional approach to college algebra including study of polynomial, rational, radical and logarithmic functions together with sequences and series. These topics are used in solving a wide spectrum of real-life problems. 4-0-4

Prerequisite: None   *Co requisite: None*

MATH-208 Statistics for Decision Making

This course provides tools used for statistical analysis and decision making in business. The course includes both descriptive statistics and inferential concepts used to draw conclusions about a population. Research techniques, such as sampling and experiment design, are included for both single and multiple sample groups. 4-0-4

Prerequisite: MATH-107   *Co requisite: None*

CARD-102 Critical Thinking & Problem Solving

The course helps students develop strategies for effective problem solving and applies these to a range of practical problems. Major areas of subject matter and activity include problem solving methodologies, research strategies, logical reasoning, critical analysis of information, and cooperative learning. 2-0-2

Prerequisite: None   *Co requisite: None*

CARD-205 Career Development

Career-planning strategies and resources are explored to prepare students for a successful job search and to develop effective methods for career advancement. Activities include self-evaluation, goal setting, company research, personal marketing plans, resume and cover letter preparation, and interviewing practice. At the end of the semester students submit a course portfolio containing documents that will form part of their job application packages. 2-0-2

Prerequisite: None   *Co requisite: None*

HUMN-101 History of Arab Islamic Civilization

The course reviews the main historical events that occurred during the period starting from the holy mission of Prophet Mohammed through the foundation, prospering and flourishing of Islamic civilization. The Islamic and Arab contribution to science is also analyzed to show the significance of its role in the development of humankind throughout history. In addition, the course reviews the biography of famous Islamic nation leaders, scientists, artists, poets, and travelers. 3-0-3

Prerequisite: None   *Co requisite: None*

Information Systems and Technology Courses

IST-101 PC Software

IST-101 PC Software will teach students how to work with different MS operating systems. The course provides both practical and descriptive concepts used for installing and managing Windows family operating systems. Troubleshooting different types of software problems is also included in this course. 2-2-3

Prerequisite: None   *Co requisite: None*

IST-102 PC Hardware

IST-102 PC Hardware will teach students how to install and maintain PC hardware. Students will learn about hardware components, their function and troubleshooting its failures. In addition, students will learn how to install and configure external peripherals. PC hardware upgrade and maintenance issues will also be covered in this course. 2-2-3

Prerequisite: None   *Co requisite: None*

IST-103 Network Essentials

IST-103 Network Essentials will teach students the fundamentals of networking. This course provides the concepts and hands-on experience necessary to implement and manage PC networks. During this course, students will develop proficiency in networking fundamentals, network protocols, cabling and devices, internetworking servers and operating systems, data protection, network security, troubleshooting and maintenance. The concepts covered in this course are vendor-independent aimed to prepare students for networking professionals' positions in any business or government organizations. 2-2-3

Prerequisite: IST-101, IST-102   *Co requisite: None*

IST-104 Windows Client Operating Systems

This course focuses on Windows operating systems, elaborates on key topics related to operating systems and networking that is covered in IST-101 PC Software and IST-102 PC Hardware courses. The course covers topics including client and server operating system installation and configuration, users' management, file resources and disk management, networks and networking services configuration, security management, system performance monitoring and optimization, terminal services and servers' implementation and configuration. 3-2-4

Prerequisite: IST-101, IST-102   *Co requisite: None*

IST-125 Introduction to Programming Using C I

This course builds the fundamentals of computer programming using a modern structured C programming language. Topics covered include computer systems overview, algorithms, overview of C language, expressions, variables, basic types, formatted input and output, selection statements, loops, and functions. 2-2-3

Prerequisite: None   *Co requisite: None*

IST-126 Introduction to Programming Using C II

Building on the basic programming concepts covered in IST-125, this course introduces the advanced features of C structured programming language. Topics covered include program organization, arrays, pointers, strings, preprocessors, structures, unions, enumeration, file input and output, and miscellaneous C library functions. 2-2-3

Prerequisite: IST-125   *Co requisite: None*

IST-127 Introduction to Programming

This course provides an introduction to programming for students with little or no prior programming experience. Through this course, students will build on their previous programming experience to gain a strong, accessible, hands-on foundation in the language skills needed to develop Microsoft Visual C# applications. The course introduces students to the techniques used in the key areas of computer programming including user interface, principles, and control structures. At the end of this course, students will have written a simple application that demonstrates their ability to write visual computer programs. 2-2-3

Prerequisite: None   *Co requisite: None*

IST-128 Object Oriented Programming

This course introduces Object-Oriented Programming (OOP) concepts including objects, classes, encapsulation, polymorphism and inheritance. Using an object-oriented programming language such as C++ students' design, code and document business-oriented programs. 2-2-3

Prerequisite: IST-127   *Co requisite: None*

IST-152 HTML

This course provides an introduction to HTML5, CSS3, and JavaScript. This course helps students gain basic HTML5/CSS3/JavaScript programming skills. This course is an entry point into both the Web application and Windows Store apps training paths. The course focuses on using HTML5/CSS3/JavaScript to implement programming logic, define and use variables, perform looping and branching, develop user interfaces, capture and validate user input, store data, and create well-structured application. 2-2-3

Prerequisite: None   *Co requisite: None*

IST-177 Internetworking Principles & Technologies

This course will enable students to understand QoS, virtualization and cloud services, and network programmability related to WAN, access and core segments. It will provide the foundational understanding of network layers 1-3 that are applicable to core routing and switching plus other advanced technologies. Several topics have been added including; understanding the interactions and network functions of firewalls, wireless controllers and access points, along with additional focus on IPv6 and basic network security. The configuration commands are introduced through examples and supported with lab exercises. A full suite of labs have been developed using the virtual IOS environment with flexible topologies that reinforce concepts with hands-on, guided discovery and challenge labs that align to each lesson module. 4-8-8

Prerequisite: IST-101, IST-102　　　　　*Co requisite: None*

IST-207 Database Management

This course provides students with the knowledge and skills required to install, configure, administer, and troubleshoot the client-server database management system of Microsoft SQL Server. At the end of the course, students will be able to describe SQL Server architecture; plan for a SQL Server installation, and then install an instance of SQL Server; manage files and databases, including determining resource requirements; choose a login security method, configure login security, plan and implement database permissions, and describe how to help protect SQL Server in an enterprise network; perform and automate administrative tasks and create custom administrative tools; back up databases and implement a backup strategy; restore databases; monitor and optimize SQL Server performance; transfer and migrate data into databases; maintain the high availability of SQL Server; and describe how to replicate data from one SQL Server to another. 3-2-4

Prerequisite: IST-231　　　　　*Co requisite: None*

IST-209 Windows Network Operating Systems

This course is the introductory course for installing and configuring Windows Server, including Windows Server. The Student will start installing all type of Windows Server Operating System. Then during the course will configure the basic and advanced Windows Server settings. At the end of this course the students should be able to install and configure Windows Server including Configuring Active Directory, Domain Network and Group Policy Objects. 2-2-3

Prerequisite: IST-104　　　　　*Co requisite: None*

IST-210 Network Infrastructure I

This is the first course in the two courses sequence that covers the issues of Windows Server network infrastructure. This course provides students with the knowledge and skills to implement, manage, and maintain a Microsoft Windows Server network infrastructure. The course is intended for systems administrator and systems engineer candidates who are responsible for implementing, managing, and maintaining Windows based clients and server

networking technologies. Clients related tasks include configuring a host to use a static IP address, assigning IP addresses in a multiple subnet network, configuring a host to obtain an IP address automatically; configure a host so that automatic private IP address configuration is disabled, configuring a host to use name servers, and isolating common connectivity issues. Server related tasks include implementing routing; implementing, managing, and maintaining Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), and Windows Internet Name Service (WINS); securing Internet Protocol (IP) traffic with Internet Protocol security (IPSec) and certificates; implementing a network access infrastructure by configuring the connections for remote access clients; and managing and monitoring network access. 2-2-3

Prerequisite: IST-103   *Co requisite: None*

IST-211 Network Infrastructure II

This course focuses on advanced configuration of services necessary to deploy, manage and maintain a Windows Server infrastructure, such as advanced networking services, Active Directory Domain Services (AD DS), Active Directory Rights Management Services (AD RMS), Active Directory Federation Services (AD FS), Network Load Balancing, Failover Clustering, business continuity and disaster recovery services as well as access and information provisioning and protection technologies such as Dynamic Access Control (DAC), and Web Application Proxy integration with AD FS and Workplace Join. 2-2-3

Prerequisite: IST-210   *Co requisite: None*

IST-212 Network Infrastructure III

This course covers the knowledge and skills needed to provide an enterprise solution that supports manual and automated server installations in a physical and virtual environment including the supporting file and storage services. You will also learn the skills necessary to provide enterprise networking solutions such as DHCP, IPAM, VPN, and DirectAccess. You will also learn the skills necessary to design and implement a forest and domain infrastructure including multi domains/forest and branch office scenarios. At the end of this course, students will be to describe the logical and physical components of Active Directory; create and configure a forest and domain structure by using an Active Directory infrastructure design; plan and implement an organizational unit structure; plan and implement Active Directory user, group, and computer accounts; plan and implement a Group Policy strategy to centrally manage users and computers in an enterprise; deploy, manage, and troubleshoot software that is deployed using Group Policy; implement sites to manage and monitor Active Directory replication; plan and implement the placement of domain controllers, global catalog servers, and DNS servers that are integrated with Active Directory; plan and manage operations masters; back up, restore, and maintain Active Directory; and plan and implement an Active Directory infrastructure that is based on a directory service design that an enterprise architect provides. 3-2-4

Prerequisite: IST-209   *Co requisite: IST-211*

IST-215 Network Security Administration

This course provides students with the knowledge and skills to design a secure network infrastructure for Microsoft networks. At the end of this course, student will be able to plan a framework for network security; identify threats to network security; analyze security risks; design security for physical resources, computers, accounts, authentication, data, data transmission, network perimeters, and incident response procedure. In addition, the course teaches students how to design acceptable use policy, policies for managing networks, and operations framework for managing security. 2-2-3

Prerequisite: IST-104   *Co requisite: IST-212*

IST-219 Network Operating Systems

This course introduces students to the use of various operating systems in a networking environment. The course covers general operating system concepts for the dominant systems in today's market and provides a survey for each of these. The course then focuses on the user commands, basic administration commands, scripting, files, directories and local area network (LAN) management for one or more flavors of the UNIX operating system. Students also gain perspectives on the position of UNIX in the marketplace and its strengths and weaknesses relative to other operating systems. 2-2-3

Prerequisite: IST-104   *Co requisite: None*

IST-224 Final Project

Working in groups, students apply knowledge and skills gained, including problem-solving and project management techniques, to a network project. Based on a typical real world business situation, the project includes planning, designing, installing, configuring and testing client and server network operating systems; network servers such as DHCP, DNS, WINS and TCP/IP physical and logical network; network security infrastructure and network active directory services. Teamwork and communication skills are developed and demonstrated. 1-4-3

Prerequisite: Final Semester or VPAA Approval   *Co requisite: None*

IST-231 Introduction to Databases

IST-231 is an introductory course in database systems. The aim of this course is to teach students the fundamentals of database systems including the concepts and terms of database, database models, theory of Relational Database Management Systems and the basics of Structured Query Language (SQL). In addition, the course provides students with the technical skills required to write basic Transact-SQL queries for Microsoft SQL Server. 2-2-3

Prerequisite: None   *Co requisite: None*

IST-232 SQL Programming

This Microsoft SQL Server training course covers the latest version of developing against Microsoft's SQL Server database server, including how to design, implement, optimize, and troubleshoot SQL Server database and programming objects. The course prepares students for the SQL Server MCSE: Data Platform certification. Students can further prepare for the MCSE certification by taking other elective courses. 2-2-3

Prerequisite: IST-231   *Co requisite: None*

IST-233 Advanced Programming I

This course is the second in a three-course series that provides students with the knowledge and skills needed to develop applications in Microsoft Visual Basic/C# .NET for the Microsoft .NET platform and create Windows Store Apps to prepare students to become Microsoft Certified Software Developers (MCSD). The course focuses on user interfaces, program structure, language syntax, and implementation details. At the end of this course, students will be able to create a simple Visual Basic/C# .NET–based application based on the Windows Application template; use forms and controls to create a user interface; create and use variables and arrays; create and use Sub and Function procedures, including predefined functions; implement decision structures and loops by using conditional expressions; validate user input for fields, controls, and forms; apply object-oriented programming techniques to create classes, add methods, and add properties; resolve syntax, run-time, and logic errors by using the debugger and structured exception handling; enhance the user interface by adding menus, status bars, and toolbars; create a simple Visual Basic/C# .NET–based Web Forms application that uses an XML Web Service; access and manipulate data in a Microsoft Access or Microsoft SQL Server database by using Microsoft ADO.NET; build, package, and deploy an application. 2-2-3

Prerequisite: IST-127   *Co requisite: None*

IST-234 Advanced Programming II

The goal of this course is to provide students with the knowledge and skills needed to develop Microsoft .NET-based applications by using Visual Basic/C# .NET. The course builds on the fundamentals of VB.NET programming covered in IST-233 and teaches students advanced programming practices and techniques that will help them develop Windows Store apps. At the end of this course, students will be able to list the major elements of the .NET Framework and describe some of the major enhancements to new versions of Visual Basic/C#; describe the basic structure of a Visual Basic/C# .NET project and use the main features of the integrated development environment (IDE); use the new language features and syntax in Visual Basic/C# .NET; explain the basic concepts and terminology of object-oriented design; explain and use the basic concepts and terminology of object-oriented programming; create applications by using Microsoft Windows Forms; create Internet applications that use Web Forms and Web Services; create applications that use ADO.NET; implement advanced features, such as using location

information, streaming media to external devices, and integrating with online services. You will also learn how to use Microsoft Visual Studio and Expression Blend tools. 2-2-3

Prerequisite: IST-233   *Co requisite: None*

IST-235 Distributed and Mobile Applications Development

This course provides students with the skills required to build Microsoft Windows Forms applications by using the Microsoft .NET Framework. The course will cover the major topics for Windows client application programming on the .NET Framework. At the end of this course, students will be able to create and populate Windows Forms; organize controls on Windows Forms; create menus in a Windows Forms application; add code to form and control event procedures in a Windows Forms application; create Multiple Document Interface (MDI) applications; use dialog boxes in Windows Forms applications; validate user input in a Windows Forms application; create and use user controls in a Windows Forms application; create licenses for controls; bind Windows Forms applications to various data sources by using Microsoft ADO.NET; consume XML Web services from Windows Forms applications; use .NET and COM components in a Windows Forms application; call Microsoft APIs from a Windows Forms application; Windows Forms, GDI+, data access, interoperating with unmanaged code, threading and asynchronous programming issues, simple remoting, web access, web services consumption, debugging, security, and deployment issue for desktop applications, localize a Windows Forms application; add support for Help to localize a Windows Forms application; create Help files in a Windows Forms application; deploy a Windows Forms application; implement code access and role-based security in a Windows Forms application; and add deployment flexibility to applications by using shared assemblies. 2-2-3

Prerequisite: IST-233   *Co requisite: None*

IST-236 Data Warehousing and Data Mining

This course describes how to implement a data warehouse platform to support a BI solution. Students will learn how to create a data warehouse with Microsoft SQL Server, implement ETL with SQL Server Integration Services, and validate and cleanse data with SQL Server Data Quality Services and SQL Server Master Data Services. 2-2-3

Prerequisite: IST-231   *Co requisite: None*

IST-249 Final Project

Working in groups, students apply knowledge and skills gained, including problem-solving and project management techniques, to a software project. Based on a typical real world business situation, the project includes building, deploying and optimizing a data-aware Windows based software solution using VB.NET and ADO.NET. Teamwork and communication skills are developed and demonstrated. 1-4-3

Prerequisite: Final Semester or VPAA Approval   *Co requisite: None*

IST-253 Web Architecture and Development

The goal of this course is to provide students with the knowledge and skills necessary to develop Web applications by using Web development tools and technologies such as HTML, Microsoft Visual Basic Scripting Edition, Microsoft ActiveX, and Active Server Pages (ASP). At the end of the course, students will be able to create an interactive Web page. 2-2-3

Prerequisite: IST-127, IST-152   *Co requisite: None*

IST-254 Introduction to XML

This course provides a technological overview of the structure and programming techniques of XML. This course is aimed to provide the most current XML standards, using real-world case studies and a practical, step-by-step approach for XML. At the end of this course, students will be able to create a well-formed XML document; use XML schemas to validate an instance document; describe how XML Path Language (XPath), XSL Transformations (XSLT), and XQuery are used to create real-world solutions, work with several standard XML vocabularies, including XHTML, MathML, and RSS. 2-2-3

Prerequisite: None   *Co requisite: None*

IST-255 ASP.NET Applications Development

This course will teach students the fundamentals of Web application site implementation by using Microsoft ASP.NET. This course focuses on using the Microsoft Visual Studio .NET environment and the Microsoft .NET platform to create an ASP.NET Web application that delivers dynamic content to a Web site. In this course, students will learn how to design and develop services that access local and remote data from various data sources. Service deployment to hybrid environments are also applied, including local servers and Windows Azure. After completing this course, students will be able to explain the Microsoft .NET Framework and ASP.NET; create a component in Visual Basic .NET/C#; create an ASP.NET Web application project by using Visual Studio .NET; add server controls to an ASP.NET Web Form; create and populate ASP.NET Web Forms; add functionality to server controls that are on an ASP.NET Web Form; use the Trace and Debug objects that are provided with Visual Studio .NET; use validation controls to validate user input; create a user control; access data by using the built-in data access tools that are available in Visual Studio .NET; use Microsoft ADO.NET to access data in an ASP.NET Web application; accomplish complex data access tasks from an ASP.NET Web application; access Extensible Markup Language (XML) data and read it into a Data Set; call an XML Web service from an ASP.NET Web application and incorporate the returned data into a Web application; store application and session data by using a variety of methods; configure and deploy an ASP.NET Web application; and secure an ASP.NET Web application by using a variety of technologies. Once completed, students are expected to receive their MCSD (Microsoft Certified Software Developer) certificate. 3-2-4

Prerequisite: IST-233   *Co requisite: None*

IST-256 XML Web Services

The goal of this course is to provide students with the knowledge and skills that are required to develop Extensible Markup Language (XML) Web services-based solutions to solve common problems in the distributed application domain. The course focuses on using Microsoft Visual Studio .NET and Microsoft ASP.NET to enable students to build, deploy, locate, and consume Web services. After completing this course, students will be able to explain how Web services solve problems encountered with traditional approaches to designing distributed applications; describe the architecture of a Web services-based solution; describe the underlying technologies of Web services and explain how to use the Microsoft .NET Framework to implement them; implement a Web service consumer by using Visual Studio .NET; implement a simple Web service by using Visual Studio .NET; publish and deploy a Web service; secure a Web service; implement caching in a Web service; evaluate the trade-offs and issues that are involved in designing a real-world Web service; and implement nonstandard Web services such as Hypertext Markup Language (HTML) screen scraping and aggregating Web services. 3-2-4

Prerequisite: IST-233, IST-254　　　　　　*Co requisite: None*

IST-274 Final Project

Working in groups, students apply knowledge and skills gained, including problem-solving and project management techniques, to a software project. Based on a typical real world business situation, the project includes building, deploying and optimizing a data-aware Web based software solution using ASP.NET, ADO.NET and XML Web Services. Teamwork and communication skills are developed and demonstrated. 1-4-3

Prerequisite: Final Semester or VPAA Approval　　　*Co requisite: None*

IST-279 LAN Management

The Interconnecting Cisco Networking Devices, Part 2 (ICND2) v2.0 course provides entry-level network administrators, network support, and help desk technicians with the knowledge and skills needed to install, configure, operate, and troubleshoot a small enterprise network.ICND2 v2.0. ICND2 v2.0 focuses on understanding redundant topologies, troubleshooting common network issues, configuring EIGRP and multi-area OSPF in both IPv4 and IPv6, understanding Wide Area Network technologies, and becoming familiar with device management and Cisco licensing. The learner will encounter more troubleshooting and more lab time than with the previous version of ICND. Upon completion of this course, students will gain skills in managing traffic and devices in local area networks (LAN); configure routers for the IPX protocol; filter traffic using access lists; configure and manage VLANS, and identify and resolve network congestion problems. 3-2-4

Prerequisite: IST-177　　　　　　　　*Co requisite: None*

IST-280 WAN Management

The Interconnecting Cisco Networking Devices, Part 2 (ICND2) v2.0 course provides entry-level network administrators, network support, and help desk technicians with the knowledge and skills needed to install, configure, operate, and troubleshoot a small enterprise network.ICND2 v2.0. ICND2 v2.0 focuses on understanding redundant topologies, troubleshooting common network issues, configuring EIGRP and multi-area OSPF in both IPv4 and IPv6, understanding Wide Area Network technologies, and becoming familiar with device management and Cisco licensing. The learner will encounter more troubleshooting and more lab time than with the previous version of ICND. The course will cover advanced networking topics related to Wide Area Networks (WAN's). Topics to be covered include WANs and WAN design; Point to Point Protocol (PPP); ISDN and Frame Relay; and Final Review for the CCNA and Network+ Certification Exam. 3-2-4

Prerequisite: IST-177   *Co requisite: IST-279*

IST-288 Networks Design

The Interconnecting Cisco Networking Devices, Part 2 (ICND2) v2.0 course provides entry-level network administrators, network support, and help desk technicians with the knowledge and skills needed to install, configure, operate, and troubleshoot a small enterprise network.ICND2 v2.0. ICND2 v2.0 focuses on understanding redundant topologies, troubleshooting common network issues, configuring EIGRP and multi-area OSPF in both IPv4 and IPv6, understanding Wide Area Network technologies, and becoming familiar with device management and Cisco licensing. The learner will encounter more troubleshooting and more lab time than with the previous version of ICND. Upon completion of this course, students will be able to describe the principles of network design and present the guidelines for building a network design solution; describe how the Enterprise Composite Network model simplifies the complexity of modern networks; design an Enterprise Campus Network in hierarchical modular fashion; design an Enterprise WAN network; design a network addressing plan; select optimal routing protocols for a network; evaluate security solutions for a network; and assess the design implications of voice transport across a network. 3-2-4

Prerequisite: IST-279, IST-280   *Co requisite: None*

IST-289 Networks Security

Cisco Certified Network Associate Security (CCNA Security) validates associate-level knowledge and skills required to secure Cisco networks. With a CCNA Security certification, a network professional demonstrates the skills required to develop a security infrastructure, recognize threats and vulnerabilities to networks, and mitigate security threats. The CCNA Security curriculum emphasizes core security technologies, the installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality and availability of data and devices, and competency in the technologies that Cisco uses in its security structure. 3-2-4

Prerequisite: IST-279, IST-280   *Co requisite: None*

IST-299 Final Project

Working in groups, students apply knowledge and skills gained, including problem-solving and project management techniques, to a network project. Based on a typical real world business situation, the project includes gathering Internetworking requirements, identify solutions, and design, install, and configure network infrastructure and security components and applications. 1-4-3

Prerequisite: Final Semester or VPAA Approval   *Co requisite: None*

Business Management Department Courses

BSM-101 Introduction to Business

This course introduces business and the environments in which businesses operate. Students examine the roles of major functional areas of business and interrelationships among them. Organizational theories and techniques are examined, and economic, cultural, political and technological factors affecting business organizations are evaluated. 3-0-3

Prerequisite: None   *Co requisite: None*

BSM-105 Computer Applications for Business

This course introduces PC as a tool to be used throughout the ktech programs. The course addresses computer literacy and related ethical issues; introduces the Internet; covers prevalent applications such as word processing, spreadsheet, database, schematic capture and presentation software. Exercises in the lab help students develop practical skills and acquire an understanding, while promoting ethical use, of computers for business and technical problem solving. 2-2-3

Prerequisite: None   *Co requisite: None*

BSM-106 Adv. Computer Applications for Business

This course focuses on advancing competencies taught in BSM-105 and introduces additional business software at the PC level. Using software such as Access and Excel, students develop advanced skills in using personal database applications and computerized spreadsheets for problem solving, as well as the development of advanced skills in the use of computerized spreadsheets for problem solving and decision-making. 3-2-4

Prerequisite: BSM-105   *Co requisite: None*

BSM-127 E-Commerce Foundation

This course is an introductory course in e-Commerce. The course provides a comprehensive overview of E-Commerce terms and concepts, technologies, features of Web sites, tools used to build an E-Commerce web site, and its related diverse issues. At the end of this course, students will be able to describe key Internet terms and concepts; identify major networking protocols and internet servers; use key Internet technologies such as Web browsers and search engines; define E-Commerce and identify its major related issues; Selling and Marketing on the web; identify payment methods for E-Commerce; identify the major E-commerce Softwares; and major issues related to E-commerce security. 4-0-4

Prerequisite: BSM-101   *Co requisite: None*

BSM-154 Business Information Systems

This course introduces students to the study of systems that are used in business. The theory and definition of systems and information is covered to provide the foundation understanding of

information systems. Functional divisions and levels of management in business are discussed to identify the different types of information systems required at each to support business operations. This course also provides a general overview of hardware and software requirements for computer based information systems. Data management tools, networks and the Internet are also covered to illustrate how information is stored, processed, retrieved and communicated in business. Students will also learn how to apply critical thinking and problem solving techniques to determine information systems needs in businesses. In addition, the course provides a general overview of information systems development methodologies. Finally, the course explores key issues related to the use of computer based information systems in businesses such as legal, ethical and security issues. 3-0-3

Prerequisite: None   *Co requisite: None*

BSM-176 Principles of Management

This course examines fundamental management theories and traditional managerial responsibilities in formal and informal organizational structures. Planning, organizing, directing, controlling and staffing are explored, all with an eye towards human behaviors. 3-0-3

Prerequisite: None   *Co requisite: None*

BSM-178 Principles of Marketing

In this course students apply principles and strategies for marketing products and services to industrial, commercial and government entities. Topics include ways in which market information and product life cycle affect product and production design; forecasting techniques; interdependencies between marketing and operations functions; and selling skills. 3-0-3

Prerequisite: BSM-101   *Co requisite: None*

BSM-223 Project Management

This course enhances students' ability to function in a project leadership role. While exploring the project life cycle, they gain experience in budget and timeline management. This course describes the different stages of project management right from project planning to scheduling resources, monitoring and controlling the progress of the project right up to project closure. Project management software is used to design project schedules using methods such as bar charts, program evaluation review technique (PERT) and critical path method (CPM) to produce project plans to apply to the solution of case studies. 3-0-3

Prerequisite: None   *Co requisite: None*

BSM-228 E-Commerce Business Issues

This course teaches students how to conduct business online and manage the technical issues associated with constructing an electronic commerce Web site. Students will learn the similarities and differences between traditional and electronic commerce, and will explore e-commerce technologies at various levels of sophistication. At the end of this course, students will be able to

define electronic commerce and discuss its trends and statistics; explain the legal aspects of e-commerce including jurisdiction, copyright and patents; identify and describe e-commerce marketing goals; explain usability and discuss the factors that effect it; define e-services and formulate an e-service action plan; explain Electronic Data Interchange (EDI) and its role in e-commerce; define e-business and the role it plays in current business; explain inter-office resources for increased productivity and cost reduction; distinguish between e-commerce software options and weigh their advantages and disadvantages; install and customize an e-commerce site with product catalog using software applications; install and verify a payment gateway for transaction processing; administer payment transactions for patching process; identify major components of e-commerce security; generate a certificate request for a trusted third-party certificate authority; install sever certificate; and develop fully transaction enabled e-commerce Web site. 3-0-3

Prerequisite: BSM-127   *Co requisite: None*

BSM-229 Web Design and Development

This course teaches students how to design and publish Web sites. In this course students will work with the latest development tools, as well as study design technologies such as Dynamic HTML, cascading style sheets, JavaScript, Java applets, plug-ins and multimedia. Students will also learn how to manage the Web site development process from the prospective of Web site users. At the end of this course, students will be able to explain and implement Web design concepts including page layout, multimedia, font and color selection, graphic images, audience usability, file hierarchy, and navigation; manage the Web site development process, develop a web strategy with goals and tactics to support it, and implement techniques such as mind mapping and the site metaphor concept; choose and implement basic Web technologies such as HTML tables and frames, metadata, and cascading style sheets; use web production applications and tools to create and manage pages and sites, create animated GIF's, edit graphic image files and create multimedia files; explain and implement advanced Web technologies including scripting languages, Dynamic HTML, Extensible Markup Language (XML), server-side scripting technologies, Java Applets, and plug-ins; explain the functions of Web servers, server administration ports, cookies, databases, and database management systems; identify the Internet governing organizations, research Internet standards, and register a domain name; complete development of a functional Web site; and compare in-house Web site hosting to hosting with an Internet Service Provider, and publish sites to the Web using various tools and techniques. 3-2-4

Prerequisite: IST-152   *Co requisite: None*

BSM-230 Web Applications Development

This course teaches students how to create custom solutions and enterprise-level Web sites by using ASP.NET MVC applications. At the end of this course, students will be able to design the architecture and implementation of a web application that will meet a set of functional requirements, user interface requirements, and address business models; create MVC Models and write code that implements business logic within Model methods, properties, and events;

add Controllers to an MVC Application to manage user interaction, update models, and select and return Views; create Views in an MVC application that display and edit data and interact with Models and Controllers; run unit tests and debugging tools against a web application in an integrated development environment such as Visual Studio , and configure an application for troubleshooting; develop a web application that uses the ASP.NET routing engine to present friendly URLs and a logical navigation hierarchy to users; describe how to package and deploy an ASP.NET MVC web application from a development computer to a web server for staging or production; write JavaScript code that runs on the client-side and utilizes the jQuery script library to optimize the responsiveness of an MVC web application; build an MVC application that resists malicious attacks and persists information about users and preferences; modify the way browser requests are handled by an MVC application; and describe how to write a Windows Azure web service and call it from and MVC application. 2-2-3

Prerequisite: IST-127 and IST-152   *Co requisite: None*

BSM-231 Internet Systems Management

In this course, students will learn basic and advanced implementation and configuration concepts and skills for various Internet systems and services. Basic concepts and skills include user management concepts in Windows server and configuration of Domain Name System (DNS) services, Samba, and FTP. Students will also learn about choosing appropriate Internet system platforms and develop hands-on experience on how to calculate throughput, choose appropriate Internet connections and configure Windows Server to use TCP/IP. The advanced concepts and skills include installation and configuration of Web, newsgroup, e-mail and proxy servers; in-depth understanding of how to connect e-commerce databases to Web servers; and enabling CGI on Windows. Students will also learn about backup and load balancing issues, and receive foundational knowledge concerning Internet security. 3-2-4

Prerequisite: BSM-127   *Co requisite: None*

BSM-233 Internet Marketing

The course focus on internet marketing and how it is different from traditional marketing and how it complements traditional marketing. The course begins with the foundation of internet marketing. In addition, the course discussing the implementation of the contemporary marketing tools and the development of the internet marketing strategies. The student leaving this course will have developed the skills required for effective performance in the internet marketing as a medium to large business. Students will also be prepared to take advantage of the growing number of entrepreneurial situations in today`s business environment. 3-0-3

Prerequisite: BSM-178   *Co requisite: None*

BSM-235 B2C E-Commerce Systems

The goal of this course is to students with an introduction to creating a custom Business-to-Consumer (B2C) solution by using content management software. At the end of the course, students will be able to describe the role that Commerce Server plays in developing a B2C Web

site. Build and import catalogs; create Web pages that display and search catalog data; use user and group profiles to identify and authenticate users; create a basic shopping basket; create advertisement, or ad, and discount campaign items; implement a marketing campaign; and package a Commerce Server Web site for deployment. 2-2-3

Prerequisite: BSM-230   *Co requisite: None*

BSM-236 B2B E-Commerce Systems

This course covers the use of information systems and technology to interact, collaborate, and transact business with the company's customers, employees, suppliers, partners, and society. With an emphasis on the theory, technologies and issues of conducting electronic business transactions between businesses. The course examines current and future trends of B2B e-Commerce business models. Procurement process between businesses using traditional and electronic methods is also explored in depth covering technologies and software packages used to support eProcurement and legal, security and trust issues that rise with the use of electronic transactions between trading partners. The course also focuses on Supply Chain Management (SCM) which plays an important role in national and international economy. Electronic Marketplaces are also discussed as one of the approaches of implementing B2B transactions. Finally, the course explores the role of governments in promoting and supporting B2B e-Commerce in addition to the use of e-Commerce between businesses and governments. 3-0-3

Prerequisite: BSM-228   *Co requisite: None*

BSM-255 Systems Analysis and Design

This course exposes students to the concepts and techniques of analyzing business problems from a systems solution concept. Students completing this course will have the ability to focus on the problems concerning the business and apply practical systems analysis methodology that will yield desired results. The concepts, techniques and tools covered in the course enable the student to identify, define, analyze, recommend and implement solutions to complex business problems. In addition, students must have an understanding of advanced PC applications that will be useful in solving system problems. Students will become familiar with the steps involved in planning and implementing a business systems project from initial perception of the need, to determining the feasibility of the project, and to planning the necessary resources and implementation of the final project. 3-0-3

Prerequisite: BSM-154   *Co requisite: None*

BSM-256 Object Oriented System Design

This course teaches students object-oriented analysis and design techniques using the Unified Modeling Language (UML) in the context of Rational Unified Process. This course provides an overview of object technology and object-oriented principles such as encapsulation, abstraction, inheritance and polymorphism. Students will study tradition software development life cycle models, as well as the ways in which the Rational Unified Process expands on these ideas to create

robust environment for software development. The course provides specific examples of UML diagrams as well as techniques used in requirements gathering, analysis, and design. The course also includes a discussion of proper design techniques and the object-oriented design metrics that can be used to evaluate the strength of a design. The course concludes with a brief discussion of the implementation and testing process. 4-0-4

Prerequisite: BSM-255   *Co requisite: None*

BSM-258 Database Systems Design

This course teaches students how to plan and design relational database systems. Students will learn the theory behind relational databases, and relational algebra. As well as Structured Query Language (SQL) and optimizing databases through normalization. Upon completion of this course, students will be able to define and describe database management systems (DBMSs) and identify the advantages and disadvantages of using DBMS; define relational model terminology and describe tables and their characteristics; explain the database design life cycle and discuss the various aspects of database planning; describe relational database design methodology and discuss the phases of database design; discuss the normalization process and describe normal forms; identify design issues related to logical and physical database design, use database definition languages, define and use the Structured Query Language; and define relational algebra and explain related concepts. To implement topics learned Students will use a DBMS to build a functional database according to predefined set functional requirements. 4-0-4

Prerequisite: IST-231   *Co requisite: None*

BSM-274 Final Project

Working in groups, students apply knowledge and skills gained, including problem-solving and project management techniques, to a windows and web solution project. Based on a typical real world business situation, the project includes gathering and analyzing business requirements, designing, developing, testing and implementing a software solution for a windows and web computing environment. 1-4-3

Prerequisite: Final Semester or VPAA Approval   *Co requisite: None*

BSM-279 Consumer Behavior

The course will introduce the student to understand and develop information about consumer behavior. Consumer behavior covers four basic domains; Psychological Core, Decision-Making Process, Consumer Culture and Consumer Behavior Outcomes. These four domain will be studied in depth to develop effective strategies and tactics to reach customer satisfaction. The psychological Core will cover areas related to motivations, ability, opportunities, memory and knowledge and attitude formation and change. The student will gain an understanding of the consumer decision process, including problem recognition, judgment and decision making on high & low effort, and post decision processes. Consumer Culture domain will examine the importance of social influences on consumer behavior, consumer diversity, household and social class

influences, values, personality and lifestyle. Consumer Behavior Outcomes domain highlights innovations adoption, resistance and diffusion by consumers as well as symbolic consumer behavior and its effect. 3-0-3

Prerequisite: None   *Co requisite: None*

BSM-280 Advertising and Public Relations

This course will provide students with a broad overview of advertising and promotion from an integrated Brand Promotion (IBP) perspective. It will focus on different area such as advertising and IBP in business and society, analyzing the environment for advertising and integrated brand promotion, the creative process, placing the message in conventional and new media, and integrated brand promotion. The course will cover diverse range of advertising theories & practices, advertising & promotion industry, advertising & promotion history, advertising & promotion society, advertising & promotion agencies, advertising & promotion media planning, advertising & promotion strategies, advertising & promotion creative techniques, advertising & promotion research, advertising & promotion social responsibilities, ethics in advertising & promotion, sales promotion. 3-0-3

Prerequisite: BSM-178   *Co requisite: None*

BSM-281 Accounting for Business

This course is intended for students in the technology-intensive programs where understanding of the basic principles of finance and managerial accounting is essential to future successful contribution to organizational achievement. Students are introduced to the accounting system, financial statements, and essential elements of cost and managerial accounting within the context of management decision making. Capital investment analysis and other budgeting methods are studied in relation to goal attainment and organizational success. The effect of activities in the functional areas of business on the financial viability of the organization is emphasized. 4-0-4

Prerequisite: MATH-107   *Co requisite: None*

BSM-283 Salesmanship

This course introduces the students to the exciting world of sales management. This course addresses the complex and demanding responsibilities of sales personnel, including forecasting, territory management, understanding customer expectations and buyer behavior; gathering feedback; communicating; budgeting and relating sales goals to marketing goals. It emphasizes on the significance of the strategic role of the sales function and the importance of recruiting, training and rewarding the right salesforce to enhance the performance of the organization. 3-0-3

Prerequisite: None   *Co requisite: None*

BSM-285 Market Research Methods

This course provides a perspective on marketing research's role in the business world today. Topics include the nature and scope of marketing research, data collection, data analysis, and marketing research applications. 3-0-3

Prerequisite: None   *Co requisite: None*

4. Academic Information

Course Attendance

Regular classroom attendance is expected of all students. Students should receive a **"First Warning Letter"** upon missing 6.25% or more of the total scheduled course contact hours. A **"Second Warning Letter"** should be issued once a student misses 12.5% or more of the total scheduled course contact hours. Instructors may, at their discretion, excuse a student for an absence if the student provides evidence to the satisfaction of the instructor. If a student is absent for more than the acceptable 18.75% of the total scheduled course contact hours, a **"Dismissal from the Course Letter"** should be sent by the instructor to the student informing that he/she has failed their course due to non-attendance. In this case, the student will receive a grade of **"FA"** (Failure of Absences) and it will be marked on his record. A student who does not withdraw before the **"Last Day to Drop a Course"** date and is dismissed due to non-attendance, will also be given a grade of **"FA"**.

Grading System

Academic standing at the College is based on the grading system below:

Letter Grade	Description	Score	Grade Points
A	Excellent	90-100	4.0
B+	Very Good	85-89	3.5
B	Good	80-84	3.0
C+	Fairly Good	75-79	2.5
C	Fair	70-74	2.0
D+	Poor	65-69	1.5
D	Very Poor	60-64	1.0
F	Failure	0-59	0.0
FA	Failure of Absences	---	0.0

Note: The lowest grade(s) obtained for repeated course(s) will remain on the transcript with an (**E**) prefix succeeding the course code (no degree credit earned and grade does not compute in the student's cumulative GPA (CGPA)).

Grading System for Foundation Courses:

Grade Notation	Grade Description	Grade Points
P+	Pass to Program	N/A
P	Pass to Foundation II	N/A
NP	Not Pass (must repeat the current foundation level)	N/A

The following grades will appear in the official transcript, but will not affect in calculation of the grade point average (GPA):

Grade Notation	Grade Description	Grade Points
I	Incomplete	N/A
AUS	Audit Successful	N/A
AUU	Audit Unsuccessful	N/A
W	Withdrawal from a Course	N/A
WD	Semester Withdrawal	N/A
WX	College Withdrawal	N/A
TC	Transfer Credits	N/A
IP	In Progress	N/A

The grade point average (GPA) for the semester is determined by multiplying the point value of the letter grade outlined above by the number of GPA credit hours. The result is the grade points earned for the semester. Then divide the total grade points by the total GPA credit hours.

The cumulative grade point average (CGPA) states the overall student's academic standing and is based on all grades and credit hours earned to date on courses that are required for graduation.

Incomplete Grades

Students receiving a grade of "I" (Incomplete) will be evaluated according to the minimum standards for academic progress and will be re-evaluated during the first week of the following semester. This grade is not included in the calculation of CGPA, but will count as credit hours attempted for the purposes of calculating the successful course completion percentage. A course grade of "I" not changed by the course instructor during the first week of the semester, will automatically change to "F" and will be calculated in the CGPA. An "I" is assigned only when the student has been making satisfactory progress in the program and was unable to complete the course requirements because of unusual circumstances beyond personal control. These circumstances must be documented by the student and accepted by the instructor.

Repeating a Course

It may be possible to repeat a program course and replace a grade (grade forgiveness) using the Course Repeat Policy. The ktech policy has been developed to ensure that it is academically rigorous and fair for students. You should contact your academic advisor, major department, or registration department for restrictions and limitations regarding the course repeat policy.

The Repetition of Program Courses Policy provides the criteria for which students are permitted to repeat program courses at Kuwait Technical College (ktech), because they either failed a program course or wish to repeat the course in order to improve their Cumulative Grade Point Average (CGPA).

Course Repeat Policy Information:

− You may only repeat a course in which you received a grade of "F", "FA", "D", and "D+".

− All students will be limited to a maximum of SIX repeats for grade forgiveness and the highest grade attained will be used when calculating your GPA regardless of whether the student is repeating a passing (D or D+) or a failing grade (F or FA). In case of repeating a course with a passing grade (D or D+), no student may repeat the course more than once unless given permission by the academic advisor and department chair. Petitions to repeat the course third time (i.e. fourth attempt) will not be considered.

− The courses must be repeated at ktech to impact your GPA.

− Elective courses may be repeated with a different elective with the approval of his/her academic advisor and department chair.

− The lowest grade obtained for a repeated course will remain on the transcript with an E prefix succeeding the course code (no degree credit earned and grade does not compute in the student's GPA).

− If the student exceeds the SIX repeats limit then the course grades (old and new grades) will both be calculated into the student's overall GPA.

− In all cases, all enrollments and all grades will appear on the student's permanent record (transcript).

Note (For PUC Scholarship Students): PUC may or may not cover the costs of repeating program courses. PUC Scholarship students should check with the Registration Department about the PUC course repeat policy.

Academic Progress

The college is committed to helping students attain their educational goals. The Standards of Academic Progress are intended to identify students who seemingly are making little or no progress and help them correct academic weaknesses as early as possible. The standards include limits on the number of credits for which students may register and prescribe specific kinds of assistance. A student's academic progress will be reviewed at intervals of each 16 semester hours attempted. The goal for the College and its students is to improve academic performance so that students may attain their academic and career goals.

The following chart details the measures that will be used to determine your academic standing. The standards have a quality component (CGPA) measured against a quantitative component (number of GPA credits).

GPA CREDITS	CGPA REQUIRED	ACADEMIC WARNING	ACADEMIC PROBATION	ADACDEMIC SUSPENSION	ACADEMIC DISMISSAL
0-16	1.25	Below 1.25	Previous Semester Warning, CGPA below 1.25	Previous Semester Probation, CGPA below 1.25	Previous Semester Suspension, CGPA below 1.25
17-32	1.5	Below 1.50	Previous Semester Warning, CGPA below 1.50	Previous Semester Probation, CGPA below 1.50	Previous Semester Suspension, CGPA below 1.50
33-48	1.75	Below 1.75	Previous Semester Warning, CGPA below 1.75	Previous Semester Probation, CGPA below 1.75	Previous Semester Suspension, CGPA below 1.75
Above 48	2.00	Below 2.00	Previous Semester Warning, CGPA below 2.00	Previous Semester Probation, CGPA below 2.00	Previous Semester Suspension, CGPA below 2.00

Note: Students academic standing for the summer session will not appear on their transcript.

Attempted Credits are defined as all credits that appear on the academic history record. Any credit for which a grade is awarded is counted as an attempted credit. These credits include passed, repeated, failed, incomplete, and withdrawals credits.

GPA Credits are defined as credits that are used in calculating the GPA. These credits include all passed and failed credits, excluding the lowest grades obtained for repeated courses within the course repeat limits. Please refer to the Course Repeat Policy (Page 53) for further details.

If a student fails to successfully complete enough courses in a semester and/or does not meet a required grade point average as shown in the above table, the student may be placed under one of the following academic restrictions:

Academic Warning: Academic warning is indicated on the student transcript. A student on Academic Warning is prohibited from taking more than 15 credits during the term he/she is on Academic Warning. If the student has pre-registered for more than 15 credits, the student will be required to drop the excess credits. All students on Academic Warning are strongly encouraged to meet with their academic advisor prior to enrollment for the next semester.

Academic Probation: Academic probation is indicated on the student transcript. A student on Academic Probation is prohibited from taking more than 12 credits during the term he/she is on Academic Probation unless he/she receives approval from the Vice President of Student Affairs. If the student has pre-registered for more than 12 credits, the student will be required to drop the excess credits. All students on Academic Probation are strongly encouraged to meet with their academic advisor prior to enrollment for the next semester.

Academic Suspension: Academic suspension is indicated on the grade report (transcript). Students are required to discontinue enrollment for one semester (fall or spring). Students that are placed on academic suspension at the end of the spring semester may register for the summer session in order to successfully raise their cumulate grade point average (CGPA) and to remove the academic suspension status. Moreover, students that are placed on academic suspension at the end of the fall semester will be suspended from the College in the following spring semester and are eligible to apply for readmission to the College for the summer session. Admission will be on a petition basis. The petition must present evidence of some change in the student's circumstances and must be approved by the Student Affairs Committee. A meeting will be scheduled between Student Affairs Committee and the student applying for reestablishment to determine if the student has the academic ability and desire to successfully continue in the program. If a student is readmitted, the student must review his/her academic program with an academic advisor prior to enrollment for the next semester and the student will be placed on probation for a period of one academic semester.

Petition to Reduce Academic Suspension: A student facing academic suspension may petition to the Student Affairs Committee in order to be exempted from suspension. Students must complete the form detailing their reasons for seeking exemption. Forms are available at the Student Affairs Office.

Academic Dismissal: Academic dismissal is indicated on the grade report (transcript). A student readmitted to the College following an Academic Suspension shall be placed on Academic Dismissal if the student CGPA falls below the defined standard at the end of that semester.

A student who has been dismissed is prohibited from enrolling in any credit courses offered by the College for two regular semesters. The student may reapply for admission after the dismissal period and will be readmitted on Academic Probation/Dismissal status. The student will then be subject to the following:

− Admission will be on a petition basis. The petition must present evidence of some change in the student's circumstances and must be approved by the Student Affairs Committee. A meeting will be scheduled between Student Affairs Committee and the student applying for reestablishment to determine if the student has the academic ability and desire to successfully continue in the program.

− If a student is readmitted, then at the end of the probationary semester following an Academic Dismissal, the student's academic standing will be reevaluated. If the student's CGPA meet the defined standard, the student shall be restored to good academic standing the subsequent semester.

- If, during the probationary semester following an Academic Dismissal, the student CGPA falls below the defined standard, the student shall be permanently dismissed from the College.

Withdrawal Policy

Official Leave of Absence

A student may apply for an Official Leave of Absence through the Office of the Vice President for Student Affairs. This form must be completed before the term begins or during the Add/Drop period. Students who are currently enrolled, but do not intend to register for classes in an upcoming semester may maintain their matriculated status by applying for a leave of absence. Students cannot apply for a leave of absence for a semester in which they are currently registered for classes. A leave of absence can only be approved before a semester has begun. An *"Approved Leave of Absence"* may be extended for another semester after the approval of the Student Affairs Committee and the College President for a period of up to two (2) consecutive semesters. Students who fail to register for a third (3rd) consecutive regular academic semester will lose their matriculated status. Students who stop attending without notifying the College may apply for leaves of absences before failing to register for a second consecutive regular academic semester. If a leave of absence is granted, students can maintain matriculated status. However, the total number of consecutive semesters missed shall not exceed two semesters. *Steps to take prior to returning to the College,* (1) please contact the Registrar's Office to inform them that you are returning, (2) contact your department chairperson to meet with an academic advisor for selection of courses.

Unofficial Leave of Absence

A student who does not register for a regular academic semesters and is not granted an "**Approved Leave of Absence**" will lose matriculated status and be dismissed from the College at the end of the second semester Add/Drop period. Dismissed students may not re-admit to the College for a period of one academic year starting from the date of dismissal. The student will be required to apply for readmission to the College through the Admissions and Registration Office and meet any program requirements which have been officially instituted. Students are strongly encouraged to notify the Registrar's Office if they plan to withdraw from the College.

Withdrawal from the Current Semester

A student, who withdraws from all classes within a current semester, must complete a *"Withdraw from Current Semester"* form. When a student withdraws from a current semester, a "**WD**" (withdrawal) grade is received. Please note that if a student wishes to take a leave of absence mid-way through a semester, the student must first withdraw from the current semester and then apply for a leave of absence for the upcoming semester. Enrolled students who stop attending classes but do not officially withdraw from the semester, will receive a grade of "**FA**" in all enrolled

courses. Students must submit a strong documented justification with "*Withdraw from Current Semester*" form to establish the circumstances that warrant a semester withdrawal.

Withdrawal from the College

To "Withdraw from the College", a student must obtain a withdrawal form from the Admissions and Registration Office. The date of withdrawal will be determined by the date the student begins the withdraw process. When an enrolled student withdraws from the College, a "**WX**" (withdrawal) grade is received. Enrolled students who stop attending classes but do not officially withdraw from the College, will receive a grade of "**FA**" in all enrolled courses. A withdrawal from the College should not be confused with an "Approved Leave of Absence", since college withdrawal is for an indefinite length of time. The student may re-admit to the College after one full academic year and must complete the necessary paperwork for "Readmission" through the Admissions Office. An exception to re-admit before one full academic year must be obtained from the Vice President for Student Affairs.

Withdrawal from a Course(s) Timeline

Add/Drop Period: Any course dropped during the Add/Drop period will not be recorded on the permanent records.

During 2-6 Week of the Semester: A "Withdraw Request Form" must be secured from the Office of the Registrar. The reason for the request may be stated on the form and must be signed by the student, the course instructor, and the student academic advisor. Upon receipt of the form, the Office of the Registrar will enter a grade of **"W"** on the student transcript for the withdrawn course. If the student withdraws from the semester or the college during this period, a grade of **"WD"** or **"WX"** will be recorded, respectively.

During 7-14 Week of the Semester: Withdrawing during this period is only valid for College withdrawal or Semester withdrawal. Withdraw must be considered exceptional and may occur only with the approval of the Student Affairs Committee and the College President and only for good and sufficient reasons beyond the control of the student. If the withdraw is approved, a grade of "**WD**" (for Semester withdrawal case) or a grade of "**WX**" (for College withdrawal case) will be recorded on the student transcript.

During 15-16 Week of the Semester: No withdrawal is allowed during this period.

Please note: Withdraw or dropping classes does not eliminate your financial obligation to the College. You are still responsible for any charges owed to the college at the time you withdraw or drop classes, based on the College's tuition and fee refund policies. Contact "College Financial Department" for financial implications of withdrawal.

Withdrawal Refunds

1) PUC Scholarship Students:

- No charges will be incurred should the student withdraw from a specific course, within the first week of commencement of classes.
- Should the student withdraw from course(s) during the second week of semester, the student shall pay 25% of the course fees.
- Should the student withdraw from course(s) during the third week of semester, the student shall pay 50% of the course fees.
- Should the student withdraw from course(s) during the fourth week of semester, the student shall pay 75% of the course fees.
- Should the student withdraw from course(s) after the fourth week of semester until the last day of course withdrawal, the student shall pay 100% of the course fees.

Note: In all cases, the minimum amount of credit hours per semester should not fall below the minimum full-time course load requirements.

2) Non-PUC Scholarship Students:
- A full refund of payments excluding the non-refundable amount of 150 K.D., will be made provided should the student withdraw from course(s), semester, or college, within the first week of the commencement of classes.
- Should the student withdraw from course(s), semester, or college, during the second week of the semester, 25% of the tuition fee shall be payable by the student.
- Should the student withdraw from a course(s), semester, or college, during the third week of the semester, 50% of the tuition fee shall be payable by the student.
- Should the student withdraw from course(s), semester, or college, during the fourth week of the semester, 75% of the tuition fee shall be payable by the student.
- Should the student withdraw from course(s), semester, or college, after the fourth week until the last day of semester/course withdrawal, the student shall pay 100% of the tuition fees.

Re-Entrance/ Readmission to ktech

Re-Entrance

Students must have previously been admitted and matriculated at ktech and voluntarily withdrew in good academic standing to be re-admitted. Re-entering students must receive written approval from the chair of the department and the Vice President for Student Affairs in order to re-enter. The Admissions Office staff will request this departmental approval on the student's behalf as part of the re-entrant application evaluation process.

Re-Admission to the College following an Academic Dismissal

Students who are dismissed (academic) must be absent from ktech for one academic year from the official start of their dismissal. For more information, please contact the Admissions Office.

Transfer between Programs

Students wishing to transfer from one program to another must:

- Complete permission for transfer form.
- Meet all admission requirements for the intended program.

Meet all graduation requirements for the intended program in order to graduate.

Graduation Requirements

In order to qualify for the degree, students must complete all courses required for each program and achieve a CGPA of at least 2.0. Full-time students are required to graduate within seven semesters from the day of admission. An exception for additional semesters may be given with the approval of the President. Part-Time Students are required to graduate within eight semesters from the day of admission. An exception for additional semesters may be given with the approval of the President.

Academic Achievements

Good Standing

A student is in Good Standing at ktech when he or she is enrolled in course(s) and is not on either academic or disciplinary warning, probation, suspension, or dismissal.

Semester Honor Roll

All full-time students with good academic standing, who have registered in a minimum of 12 credits and have no incomplete grade (I) in a current semester, will be placed on the Honor Roll List at the end of that semester as indicated below:

Honor List	$3.5 \leq GPA \leq 3.69$
Vice President List	$3.7 \leq GPA \leq 3.84$
President List	$GPA \geq 3.85$

The Semester Honor Roll is determined in Spring and Fall terms only. Students must not have been subjected to any disciplinary action during the semester to be placed on the Honor Roll List. Letters of notification are sent to qualifying students to their ktech email accounts in January for the previous fall semester; May for the previous spring semester; and the respective List notation appears on student transcripts.

Degrees with Honors

Candidates for diploma's degrees with ktech CGPA indicated below will be awarded honors at graduation.

Cum Laude	$3.5 \leq CGPA \leq 3.69$
Magna Cum Laude	$3.7 \leq CGPA \leq 3.84$
Summa Cum Laude	$CGPA \geq 3.85$

To qualify for degree honors, students must:
- Carry a minimum of 3.5 CGPA.
- Present a minimum of 45 letter-graded credit hours of ktech undergraduate coursework.
- Have registered in a minimum of 12 credits per semester, unless it is their last semester.
- Not have failed in any course at ktech.
- Not have repeated courses to improve his/her GPA.
- Not have been subjected to any disciplinary action.

5. Student Bylaws

Plagiarism/Cheating

Plagiarism is cheating by taking or copying another person's work and submitting it as your own work. ktech treats instances of plagiarism very seriously and students should understand K-TECH's policies regarding plagiarism to ensure that they do not commit it. There are severe penalties for plagiarism, including dismissal from the college.

Definition:

Plagiarism includes, but is not limited to:

1. An individual claiming any part of another's work as their own, regardless of whether the work has been published or whether permission to use the work has been granted by the author;
2. Using material without correctly citing the source;
3. Paying another person to complete your work and then submitting it as your own;
4. Downloading material from the Internet and submitting it as your own work.

Penalties:

1. First instance of plagiarism/cheating = warning and student repeats the assignment;
2. Second instance of plagiarism/cheating = zero for the assignment;
3. Third instance of plagiarism/cheating = grade of F for the course and student is reported to the President for possible further action, including dismissal from the college. The student's college file is annotated.

Dress Code Policy

The purpose of the Student Dress Code is to provide a sense of belonging and pride of association to the College. Being a part of the Kuwaiti community, all students are required to comply with what is socially and religiously acceptable. The Dress Code also promotes the safety and security of students by allowing them to be easily identified.

Rules and Consequences for Breach

1. ktech does not insist on any particular dress for its employees or students, except where there are health and safety or security concerns.
2. For security reasons, all employees, students and visitors to the College's premises must be readily identifiable. This means that security, reception and other staff and students should be able to identify a person on campus, usually by comparing their face to the photograph on their College ID. Arriving at the gate without suitable identification will result in you being denied access to campus. It is for the security of all those present that all staff, students and visitors are identified and acknowledged at the gate.
3. College security staff have the right to ask individuals to identify themselves by comparing their photograph with their ID card. Anyone who refuses permission may be removed from the College's premises.
4. Modest and appropriate clothing should be worn on campus in line with the cultural environment of Kuwait.
5. Female students are **NOT** permitted to wear short, tight or transparent clothing. Sleeveless shirts and blouses or those showing cleavage are also prohibited.
6. Male students are **NOT** allowed to wear short shorts and beach sandals or sleeveless T-shirts.

7. Body tattoos of any kind should be covered by clothing.
8. Clothing which carry symbols or slogans considered offensive shall be reported to the Student Affairs Office and disciplinary action shall be taken.
9. Students are **NOT ALLOWED** to wear their sunglasses inside classrooms.
10. Visible body piercing, such as eyebrow and nose rings, may not be worn.
11. Instructors are authorized to deny a student entry to class if their clothing is deemed inappropriate.
12. Disciplinary action ranging from **verbal warning to College dismissal** shall be applied to those who breach the Dress Code Policy at ktech.

Code of Conduct

Students are members of both the College community and the larger community outside the College. As members of the College community, students are guaranteed those rights described in this document. As members of the larger community, students are afforded those rights guaranteed by the state and government constitutions, the authority of which extends across both communities.

At the same time, both communities have established standards of conduct designed to protect their essential purposes. The College community has defined in its Student Conduct Code that conduct in which its members may not engage without penalty. The larger community has defined such behavior in its laws.

Students shall observe Kuwait laws as well as behavioral regulations of ktech. Any student that College finds to have committed a violation of K-TECH's regulations is subject to the disciplinary sanctions outlined in this Student Code of Conduct. Students are responsible for the behavior of their guests and parents on campus.

Respect

Students must give complete respect to:

- Themselves - by building a reputation based upon honesty, competence and diligence.
- The ktech Community – Students should always give respect to fellow students, instructors, and to all those who work at, and visit, the ktech campus, regardless of their status, age, gender or nationality.
- ktech Learning Environment – Students should respect what ktech stands for both inside and outside classroom and make a positive contribution to the learning environment.
- ktech by-laws – students must respect and abide by all the by-laws and rules of ktech, follow the directions of staff and respect all notices and other instructions.

- ktech Property – students should always respect ktech property, never willingly cause damage to ktech buildings, campus, or equipment, and report any damage or misuse of K-TECH property immediately.

ktech will not accept any behavior by any student who does not show respect for the ktech learning environment and the ktech community.

Behavior

K-TECH students should always show:

- Respect for fellow students – students must always respect the learning environment of other students, allowing them to study, learn and participate in their own way, free of any disruption.
- Respect for ktech staff – students must always respect instructors, and all other ktech staff, allowing them to teach and work in the way they judge best.
- Respect for ktech Visitors – students must always respect visitors to ktech, allowing them to carry out their business free of any disruption.

Communication

K-TECH students should be open in communication. Students should:

- Share information freely with fellow students and instructors in a dignified and respectable manner.
- Be honest and straightforward in communication.

Image

K-TECH students should present an image that:

- Reflects the culture and social norms of adult education in Kuwait.
- Respects the views of fellow students and ktech staff.
- Reflects the normal dress and image of the employment sector you are planning to seek a career in.

Student, Faculty, and Staff Relationship

In the Classroom

Student Rights

A student who enrolls in a course has the following rights:

- To know from the instructor the goals and content of the course;

- To know from the beginning the instructor's expectations and grading methods;
- To be evaluated on the materials of the course and not on extraneous matters; and
- To consult with the instructor outside the classroom on matters related to the course.

Student Responsibilities

A student who enrolls in a course has responsibility to observe the standards of academic performance defined by the instructor, and the standards of conduct established by the instructor, so as to assure the freedom of the instructor to teach and the freedom of the other students to learn.

Outside the Classroom

Students have a right to the services provided by faculty and staff, including such services as academic advising, counseling over a broad range of areas, dissemination of information, and clarification of College policies and procedures, including those involving grievances. Students have the primary responsibility for initiating requests for such services, although faculty and staff are expected to be sensitive to students' needs and to offer assistance if students appear to need it.

Violation of Code of Conduct

1. **Unacceptable Behaviors**
   1.1 Engaging in conduct that disrupts class including, but not limited to, the use of cell phones or other electronic devices for voice or text communication, unless permitted by the faculty member.
   1.2 Any unauthorized use of electronic or other devices to make an audio or video record of any person without his/her prior knowledge or consent.
   1.3 Disruption or obstruction of teaching, research, administration, College programs, operations or other College-sponsored activities, on or off campus.
   1.4 Cheating on exams by copying from another student's test paper, using materials during the test not authorized by the instructor or collaborating with any other person during an exam without permission.
   1.5 Plagiarism, which shall mean the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit.
   1.6 Distribution of any material that may be deemed as offensive to the College Administration and various pertinent administrative and judicial organs of the State of Kuwait.
   1.7 Engaging in conduct which disturbs the peace, order, or discipline at the College.

1.8 Participation in an on-campus demonstration, riot, or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community.

1.9 Deliberate disobedience or resistance of an identified college official acting in the line of duty.

1.10 Failure to adequately identify oneself and/or produce a valid ktech identification card to Campus Security.

1.11 Refusal to vacate a building, sidewalk, driveway or other facility of the College when directed to do so by an authorized officer of the College having just cause to order the evacuation; failure to evacuate for a fire alarm or re-entry prior to return signal.

1.12 Stealing or possession of others' belongings.

2. Smoking, Drugs or Alcohol

2.1 Use, possession or distribution of drugs or alcoholic beverages is prohibited by Kuwait Law and ktech regulations.

2.2 Misuse of any legal pharmaceutical drugs.

2.3 Smoking is prohibited inside the campus in order to provide a healthy and comfortable environment for all staff, faculty, and students.

3. Acts of Violence

3.1 Inflicting physical injury upon another.

3.2 Placing another in fear of, or at risk of, physical injury or endangering the emotional health and safety of another through verbal abuse, harassment, threats or intimidation.

3.3 Intentionally or recklessly acting in a manner that creates a substantial risk of bodily harm to another.

3.4 Sexually harassing another, whether physically, verbally or communicated in any electronic or written format.

4. Providing False Information

4.1 Intentional false reporting of a fire, explosion or other emergency.

4.2 Forgery, alteration, or misuse of any College document, records, or instrument of identification.

4.3 Falsely identifying oneself to a College official or furnishing false information, oral or written, to any College official, faculty or staff member.

5. Safety Violations

5.1 Possession of firearms, dangerous weapons, or other dangerous articles that could injure another person.

5.2 Possession and/or use of fireworks.

5.3 Tampering with firefighting or fire alarm equipment.

5.4 Smoking inside College facilities.

5.5 Unauthorized presence or unauthorized use of College property, resources or facilities.

5.6 Reckless driving on campus and parking in unauthorized places.

6. **Damage/Vandalism**

   6.1 Intentional or reckless damage to or destruction of College property or of property of others on College premises.

   6.2 Using, or attempting to use, College property in a manner inconsistent with its designated purpose.

   6.3 Graffiti.

7. **Computer and Network Abuse**

   7.1 Jeopardizing the security of the College's computing systems and services, or tampering with or falsifying electronic information.

   7.2 Use of another person's computing identification and/or password without authorization or permission.

   7.3 Participating in the viewing or exchange of inappropriate materials.

   7.4 Sending or posting discriminatory, harassing, threatening messages, images, or sending and posting messages that defame or slander other individuals or their beliefs.

Student Discipline

Disciplinary Sanctions

Sanctions under ktech Code of Conduct serve as a clear statement about the College's standards and expectations, educates students on the effects of their behavior, and attempts to improve future behavior.

One or more of the sanctions listed below may be imposed for non-academic misconduct:

1. **Verbal Warning:**
   A clear statement of what offence has occurred and what behavior is expected in the future.

2. **Written Warning:**
   A written statement indicating the offence, the required behavior and an indication that repetition of the offence may lead to the next level of disciplinary action. A student can receive up to 3 written warnings for different behavior/misconduct. Any misconduct thereafter will lead to suspension or dismissal.

3. **Educational Response:**

    The student is required to write a paper or letter of apology, engage in community service, or other educational responses to address the student's conduct.

4. **Suspension:**

    Student will not be allowed to attend classes for ONE semester. During this period, the student status shall be placed on hold. Conditions for readmission may be specified. Any misconduct by student after suspension may lead to dismissal.

5. **Dismissal:**

    The student is no longer considered part of the ktech community and is no longer allowed to complete their study at the College. Any future enrollment of the dismissed student will be at the discretion of the President and the Office of Student Affairs. The dismissed student has no right to a refund of course fees.

Misconduct that involves the following will result in **IMMEDIATE SUSPENSION or DISMISSAL** from the College:

- Usage or possession of alcohol, drugs, weapons or materials dangerous to public health
- Substantial theft or fraud
- Substantial physical or emotional or mental harm to persons, or actions that create a substantial risk of bodily harm
- Sexual harassment
- Significant physical damage to ktech property
- Taking pictures or recording of ktech management, instructor or student without prior approval of the concerned person or to be used later to ridicule or harm the concerned person
- Making unauthorized disclosure or having unauthorized access to official college documents, computer resources or information, or confidential information

Misconduct that involves the following will result in **Written Warning** or **Suspension**:

- Disrespectful behavior
- Major damage of College property
- Minor physical altercations
- Repetitive cheating or plagiarism
- Disobeying any security guard and/or instructions of a ktech staff member

Misconduct that involves the following will result in a **Verbal Warning** or **Written Warning**:

- Disruptive behavior
- First offence of cheating or plagiarism
- Disorderly conduct

- Minor damage of College property
- Verbal altercations
- Inappropriate dress code
- Inappropriate physical contact

The above listed violations and their corresponding sanctions are only a guideline and may be administered at the discretion of the Office of Student Affairs and the President.

Appeals

Any student subject to disciplinary action may lodge an appeal against the penalty imposed. An appeal letter must be submitted within 5 working days of receiving the penalty decision detailing why and on what grounds the appeal is made. An appeal is not granted automatically simply by submitting the letter. An appeal will be upheld if grounds are substantiated in the letter.

The Vice President for Student Affairs will decide whether to reject or uphold appeals. **All appeal decisions are final.**

6. Student Affairs

New Student Orientation

New Student Orientation provides an overview of K-TECH's policies, procedures, and services. The initial concerns of both traditional and non-traditional students are addressed. Orientation dates and times can be found in the current ktech schedule of classes.

Other Services Include:

- Campus Tours (group and individual)
- Parent Leadership Program
- Community orientation seminars

Academic Advising

Academic advising, an integral component of each student's success at ktech, is an ongoing process. Any prospective student interested in talking with an advisor should contact the Advising and Counseling department. All new students allocated an advisor prior to registration at ktech. Students are strongly encouraged to meet with their advisor each semester to evaluate their academic progress, solve problems, and receive support throughout their time at ktech.

Academic advising offers:

- Assistance for undecided and new students in selecting a field of study
- Information about classes and programs
- Assistance with registration and adjustment to College life
- Information about academic requirements

- Procedures for dropping a class, appealing grades, registration, etc.
- Preparation for telephone and web registration
- Assistance in establishing a degree plan

Career Services

Career Services offers a variety of services to enhance the career planning and job-search process. The service is intended to assist students in making career decisions and completing the job-search process. These services are FREE to students and ktech graduates and some are available to members of the community. During their final semester, students complete CARD-205 (Career Development) and participate in the "career fair" during projects week.

Disability Rules and Services

Commitment

ktech is committed to providing equality of opportunity to students with learning disabilities through a supportive academic and social environment. Faculty and students work together in partnership to determine students' needs. Although the College does not provide a comprehensive learning disabilities program, we do welcome enquiries from special needs students.

Support

Many resources and services are available to students with learning disabilities. The Office of Student Affairs is responsible for assisting students with diagnosed learning disabilities through reasonable academic accommodations. The Manager also provides access to adaptive technology provided by the College.

Policies

Diagnostic Documentation

Diagnostic documentation is critical in determining suitable accommodations. It is the individual student's responsibility to identify him/herself as a person with a learning disability and to provide the College with diagnostic documentation of the disability from an appropriately licensed professional/center. The documentation should demonstrate how the learning disability limits the student's ability to participate in an academic setting and must be submitted to the Director of Students' Affairs for verification before an accommodation is sought.

A current psycho-educational or neuropsychological report from a qualified professional is required to document a learning disability for students at ktech. For newly enrolled students, the assessment must be current in order to assist in determining reasonable accommodations at the College.

Communication

ktech expects students with learning disabilities to take an active role in communicating their needs because they can best describe their strengths and weaknesses. It is important that students inform the College of their disabilities as soon as possible, preferably within two weeks of being diagnosed. The College needs sufficient time to make any necessary arrangements. Please be advised that reviewing documentation and arranging for appropriate accommodations takes time and students' delays in providing information could delay receiving such accommodations.

Confidentiality and Information Release

ktech is committed to ensuring that all disability information regarding a student is kept confidential as required or permitted by law. In most instances, the College will not inform the faculty member as to the nature of the student's disorder unless it is necessary for providing appropriate accommodations or in order to protect the health and safety of the student and/or others. Faculty is informed as to what accommodations are necessary or appropriate to meet the student's disability-related needs.

Procedure for Requesting Academic Accommodations

1. Submit current documentation (generally within the past year) regarding the specific disability to the Office of Student Affairs. The documentation should state, as determined by an appropriate professional/authority, what reasonable accommodations the student needs. The documentation will be reviewed and verified and the student will be notified once that process is completed.
2. It is recommended that the student meets with the Office of Student Affairs to discuss the review/verification findings and the appropriate academic accommodations. The initial academic accommodations recommended for a student may be modified as directed by a change in the student's need or the nature of course requirements. It is the student's responsibility to request the modification and to provide support to the change.
3. Some accommodations may dictate that the student, Manager, and course instructor/ professor collaborate to identify an accommodation that meets the needs of both the student and professor. Should such collaboration be necessary, it is the student's responsibility to inform the Student Affairs Manager.
4. Students who encounter difficulties with a professor or other College personnel regarding accommodations should report it to the Student Affairs Department where they will be requested to complete a grievance form for further investigation by the Manager.

Appropriate Academic Accommodations and Auxiliary Aids

Appropriate academic accommodations and auxiliary aids may include, but are not limited to:

- Class Presentations
    - Provide on audio tape
    - Provide in large print
    - Reduce number of items per page or line
    - Provide a designated reader
    - Present instructions orally
- Student Responses
    - Allow for verbal responses
    - Allow for answers to be dictated to a scribe
    - Allow the use of tape recorder to capture responses
    - Permit responses to be given via computer
    - Permit answers to be recorded directly into test booklets
- Timing
    - Allow frequent breaks
    - Extend allotted time for tests
- Setting
    - Provide preferential seating
    - Provide space lighting or acoustic variations
    - Provide a space with minimal distractions
    - Administer a test in a small group setting
    - Administer a test in private room or alternative test site
- Test scheduling
    - Administer a test over several timed sessions or over several days
    - Allow subtests to be taken in a different order
    - Administer a test at a specific time of day
- Other
    - Provide special test preparation
    - Provide on-task/focusing prompts
    - Provide any reasonable accommodation that a student need that does not fit under the above category

Selecting and monitoring the effectiveness of accommodations is an ongoing process and changes (with involvements of students, parents and educators) are made as often as needed.

Assignments Grading

Assignments and tests completed with accommodations should be graded the same way as those completed without accommodations. Accommodations are meant to level the standard, provide equal and ready access to the task at hand and not meant to provide an undue advantage to the user.

7. ktech Facilties

At ktech we strive to enrich the learning experience by complementing it with facilities catered to meet our student's social and athletic needs. It is out of our deep concern that the students feel welcomed and supported by providing these facilites aiming at creating a warm environment for ktech students. Spending most of their day on campus, we would like our students to have an ongoing connection with our staff by sharing with us their skills, hobbies and desires.

Cafeteria

Our cafeteria located in the ground floor provides our students with fresh and healthy snacks all day. Close monitoring by the management is given to the quality of food and service presented by the cafeteria to ensure the highest levels of safety and hygiene. ktech cafeteria can accommodate over 100 students at one time segregated into male/female sections. Students are free to choose from a variety of snacks and meals in addition to cold and hot drinks.

Auditorium

Equipped with the latest audio-visual technology, the auditorium at ktech is designed to hold 250 visitors. With the comfort of our students and visitors in mind, we have taken all measures to ensure maximum comfort and satisfaction for all those present in our auditorium. The auditorium has been designed to host seminars, workshops, orientation sessions and other various social and cultural activities.

Sports Center

Health awareness has become an important component of our lives, and the management at K-TECH believes that it is necessary to provide our students with sports facilities which support their hobbies and athletic requirements, and contribute to a healthy lifestyle. Sports all over the world are used to develop a more socially and psychologically healthy student body. Our sports center is designed to host indoor football and volleyball teams and has been equipped with seating suitable for tournament play.

General Support Facilities

Students at ktech are the main concern of its management, staff, faculty and administration. It is out of this concern that we have ensured the availability of prayer rooms and shops to meet the various needs of the student. Students also enjoy unlimited Wi-Fi connection on campus so as to facilitate their need to conduct their homework and communicate with staff members and faculty. As we are also avid believers that college experience should encompass all aspects of the student's needs, we have equipped our library with free access computers so that our students may conduct any research needed and complete all group work within the comfort of their own campus.

8. ktech Library

The Library of any academic institute represents the heart of the campus. It is dedicated to maintaining excellent services in providing information and resources to support the need of students. The primary mission of the library is to support educational and research activities of the College by providing access to information in hard copy and online. K-TECH's library has computer facilities, printing and copying options, study offices, desks and lounge areas.

Library Services:

- Computer labs provide access to the campus network, Wi-Fi and assistance in device connectivity and technical support
- Expert level support and services for acquiring resources and reference material
- Study room facilities to support the demands of learning and teaching
- Keeping in touch with the new trends in the library and information world