Business Studies Department

Student Handbook

Academic Year 2017-2018

HIGHER COLLEGE OF TECHNOLOGY

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1 A MESSAGE FROM THE HEAD OF DEPARTMENT



Welcome to Business Studies Department. It is with greatest pride that the Department places enormous value on learning about the business world through technical knowledge and experience. We are exerting our utmost effort to provide our students with a quality business education and we are proud that this quality is gauged by the success of our graduates. The Department is committed in preparing the success for our students in the near future.

This handbook will provide you with the basic information that will guide you while studying with us here in Business Studies Department, Higher College of Technology.

In case you need any additional information or you have any inquiry, do not hesitate to contact anyone of us from the Departmental Council or any of the senior staff members.

Wishing you all the best and looking forward for a harmonious company with us.

DR. BASSAM KHALIL HAMDAN TABASH
Head of the Department
Email: bassam.tabash@hct.edu.om

2 THE PURPOSE OF THE STUDENT HANDBOOK

The student handbook explains the teaching system in the business studies department through the academic issues and specializations offered. It also covers important aspects that help students to plan their studies in the course of four (4) years. The student is also introduced to the other supporting academic activities like advising, registration, and e-learning. The Student Guide gives insight to students about the expected behavior and code of conduct in the department. This Handbook is a brief summary of criteria to move to the next levels and/or exiting the department. Students are expected to keep this handbook throughout their stay in the department.

Department Vision Mission and Goals

3 DEPARTMENT VISION, MISSION AND GOALS

3.1 VISION

To be the first choice in business institutions not only in the public but in private, as well as for high-achieving motivated students who seek an individualized educational experience with the resources of the government-funded, the Higher College of Technology. This should be recognized by our stakeholders as effective in preparing graduates for careers in public and private business/industry.

3.2 MISSION

To be a part of a highly respected College that develops professionals in business with the personal dedication, ethics, and life-long learning capabilities needed to succeed professionally and to serve society. We work as a diverse community promoting excellence in learning, teaching, scholarship, and service. The Business Studies Department provides an individualized educational experience to develop the business skills and appreciation for continuous learning necessary to succeed in a dynamic global economy. Our high quality programs develop ethical, knowledgeable, and technologically competent business professionals. We strive to do this to further the Higher College of Technology mission of fostering a small-departmental environment but with large opportunities.

3.3 GOAL

The goal of the department is to provide highly quality applied and professional business education in order to produce competent, resourceful, and ethical Omani business graduates in different business disciplines including professional qualification in Accounting.

3.4 OBJECTIVES

1. To produce graduates who are well-equipped with the basic skills in functional areas of business.
2. To produce graduates who are well equipped with analytical skills.
3. To produce graduates who are competent in applying business concepts and theories in real workplace of business.
4. To offer a curriculum designed to take into account modern thinking in business, thus insuring relevance to current world of business practices.
5. To develop student's communication skills.
6. To enable the students to work individually and in a team.
7. To provide the students with the computing facilities to enhance their capabilities in using information technologies.
8. To foster hands-on experience through assignments that use advance educational technologies and software such as the Internet.
9. To enable the students to utilize the available information resources.
10. To enable students to work with highest codes of ethics.

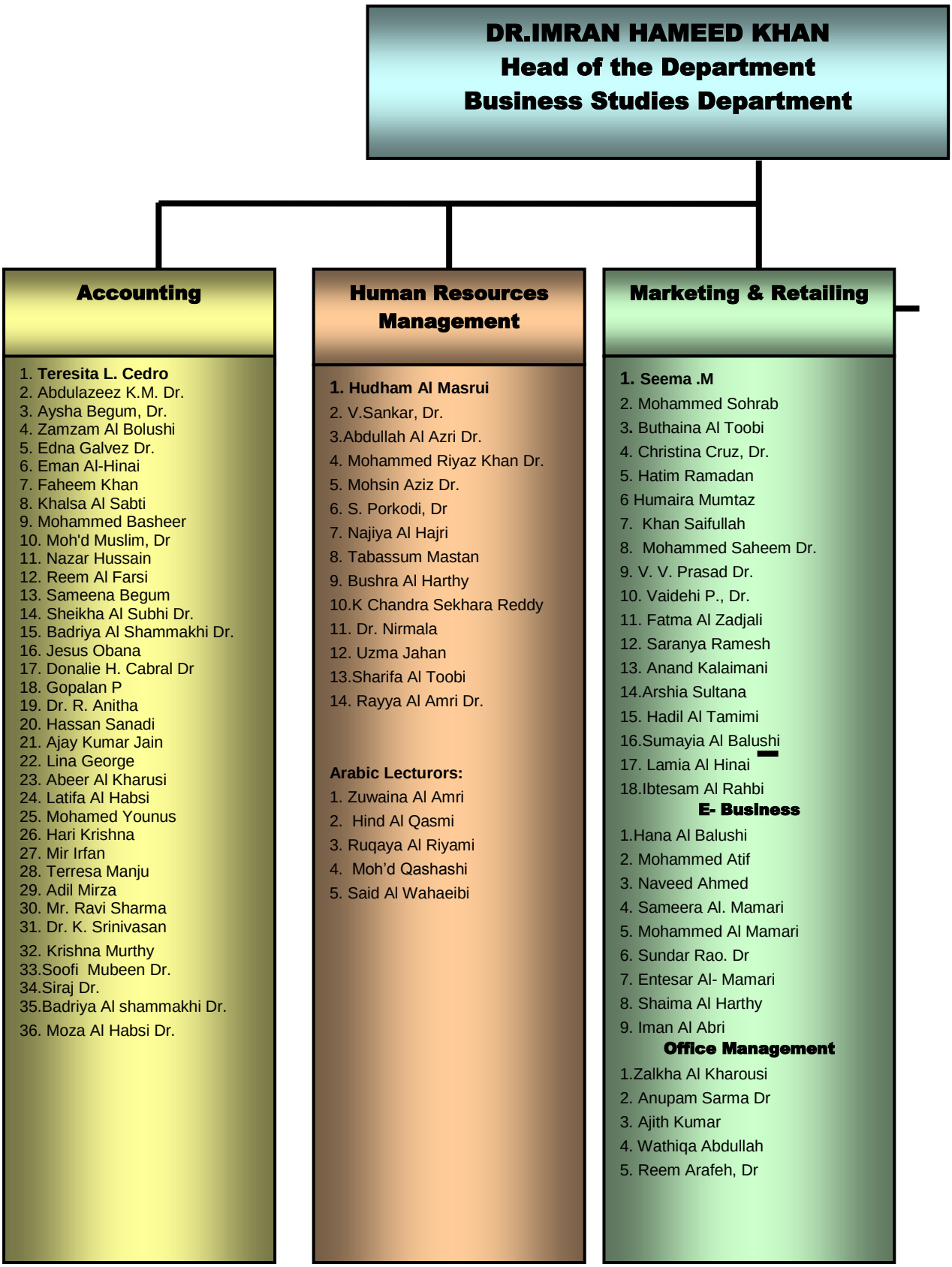


Listen to Wise Bee

Want to understand your department better: Read the "Student Handbook"

Organization Structure of Business Studies

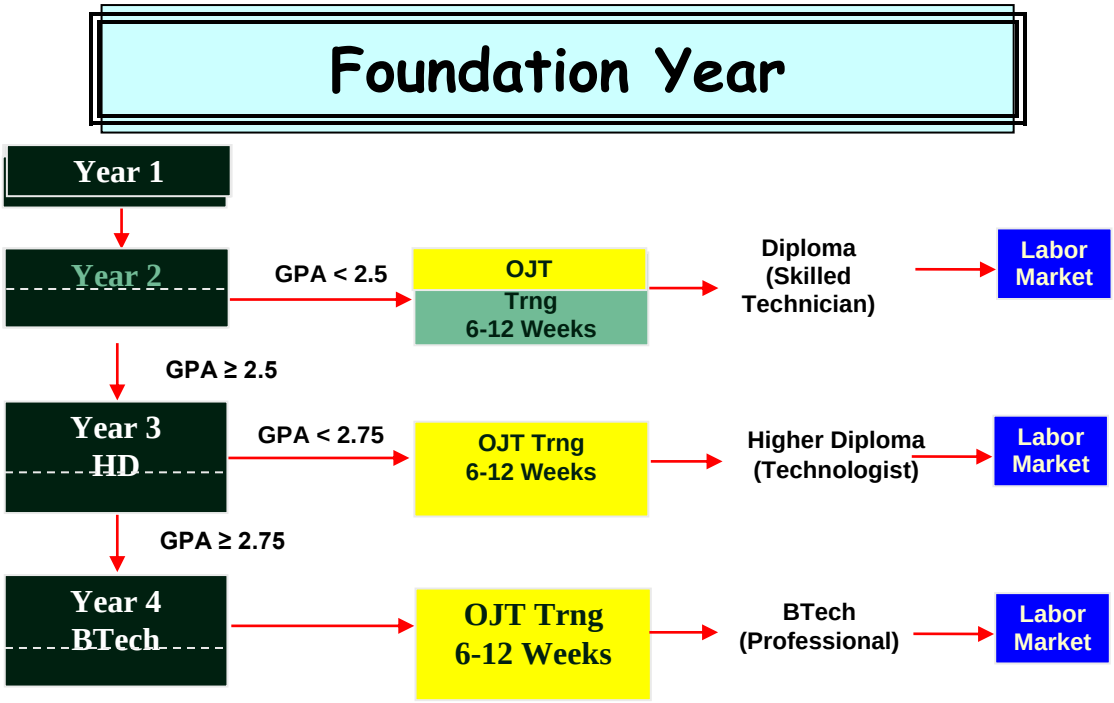
4 DEPARTMENTAL CHART



The Head of the Department has the ultimate responsibility for the administration of the Department. The HoD has delegated executive responsibility to the Section Heads, all Lecturers and Staff to report directly to him/her. All important information and communication takes place through e-mails, memos and meetings

Study Levels and Programs of Business Studies

5 STUDY LEVELS AND PROGRAMS



If a student attains a semester GPA 3, he/she can register for 15 credit hours, subject to the advisor's approval.

If a student attains a semester GPA 3.5, he/ she can register for 18 credit hours, subject to the approval of Asst. Dean (Academic Affairs)

If a student wishes to register for more than 18 hours, he/ she should get the approval of the Dean.

Academic Year

Three Semesters		
SEMESTER	DURATION	SEMESTER BREAK
Semester 1	15 weeks	1 week
Semester 2	14 weeks	1 week break
Semester 3	13 weeks	7 weeks summer break

COURSES AND SPECIALIZATIONS

6 COURSES & SPECIALIZATIONS

Business Studies Departments like other departments of HCT offers Post-Foundation studies in THREE levels; Diploma, Higher Diploma & Bachelor. Upon the completion of each level, the student will be awarded the qualification designated for that level. The levels & year of study in each of the programs are as follows:

Diploma	Year
First Year of Diploma	First Academic Year
Second Year of Diploma	Second Academic Year
Higher Diploma	Third Academic Year
Bachelor /Degree	Fourth Academic Year

A student has to choose from the following five areas of specializations after completion of First year of Diploma as follows:

1. Accounting
2. Human Resource Management (HR) Specialization
3. Marketing

Criteria to get the specialization

Specialization criteria are changed from this semester. Only CGPA will be considered for choosing the specialization. However, students will be given the chance to change their current specializations if they achieve at least a CGPA of 3 during this semester.



Wise Bee



7 HEAD OF SECTION- ACCOUNTING MESSAGE



Welcome!

The Accounting Section, Business Studies Department, Higher College of Technology (HCT) is the only section which caters for students with Accounting specialization up to the Bachelor's level of certification; though this is also offered by most of the technical colleges under the auspices of the Ministry of Manpower.

We are proud and elated of our successful graduates who are now gainfully employed in their chosen field of accounting specialization and even demonstrated competitiveness in some competitions in both local and international standards. Thus, in behalf of all the Accounting staff members, we would like to express our full commitment and deepest support to our students.

Should you have any query, please feel free to contact the Section Head at 24473632 in Room N342 or any of the Accounting staff members in the Department.

MS. TERESITA L. CEDRO
Section Head-Accounting
BS 042, EXTN. 5032

7.1 FACULTY LIST ACCOUNTING SECTION

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33	Dr.Moza Al Habsi	Lecturer	5213	Moza-alhabsi@hct.edu.om

8 MESSAGE FROM THE SECTION HEAD H.R.M



We would like to welcome you to Human Resource Management program and thank you for your interest and enthusiasm. The main goal of Human Resource Management program is to satisfy the HR market requirements of current Omani industries in areas such as knowledge, skills, qualifications and professional competence. This will facilitate practical learning and more career opportunities for you. Moreover, the HRM program offers both theoretical and practical experience that shall result to distinct and well qualified HR graduates.

The Human Resource Section aims to equip HCT students with effective and efficient knowledge and practice of human resource concept. Specifically, it focuses on enabling the students to learn and practice the required HR skills such as recruitment and selection, performance appraisal, team work, conflict management, or compensation and benefits that are necessarily essential in today's organizations.

Students who study HRM program are expected to learn theoretical and practical HR skills that will enable them to create mutual relationships with people develop professional competence personality and graduate from the college with increased levels of self-confidence, maturity and professionalism.

Wish you the best and a successful career with us.

Ms Hudham Al Mazrui
Head of Section
BS 042, EXTN. 5212

8.1 FACULTY LIST HRM

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8.2 FACULTY LIST ARABIC LECTUREERS

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9 MESSAGE FROM HEAD OF SECTION : MARKETING



Welcome to the Marketing Section at Higher College of Technology. The field of marketing is concerned with developing an understanding of how consumers and producers interact in markets. The importance of marketing for organizations today cannot be underestimated. The best product in the world can fail if it is not marketed appropriately. Effective marketing is critical for the long-term success of any business organizations because this function insures that the firm attracts, retains and grows customers by creating, delivering and communicating superior customer value. Organizations need individuals who can identify consumer needs and configure appropriate solutions, and a marketing degree provides graduates with skills.

The marketing program in HCT is designed for students who envision a career in which marketing plays a central role. The faculty members in the marketing section disseminate the knowledge via the courses ranging from basic (consumer behavior) to Strategic (marketing strategy) and industry verticals (services marketing, marketing for non-profit organizations). As a result, students acquire the best possible insight of the marketing world.

Domains of Marketing:

- Marketing management
- Sales management
- Advertising management
- Retailing
- Branding
- Marketing research
- Product management, etc.

Careers in Marketing:

As every organization has a marketing function therefore, career opportunities for graduates are plentiful like

- Marketing managers
- Brand /Product managers

- Sales managers,
- Advertising managers,
- Retailing, Others.

9.1 FACULTY LIST OFFICE MANAGEMENT

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9.2 FACULTY LIST E-BUSINESS ADMINISTRATION SECTION

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10 MARKETING SPECIALIZATION

10.1 INTRODUCTION

Marketing specialization is the newest specialization offered by the Business Studies Department. Moreover, the specialization is witnessing an accelerate demand from students who choose to enter this field coping with the noticeable work opportunities available in the market.

10.2 SCOPE OF THE SPECIALIZATION

The purpose of the Marketing and retailing specialization is to prepare students for advancement in marketing and retailing careers. Marketing is a vast and diverse discipline. It encompasses activities within production, as well as aspects of consumption. It is as specific as procedures for inventory control and, at the same time, as general as the creativity needed in effective promotion. The function of marketing occurs in all industries.

The course focuses on key marketing concepts, the role of marketing within organizations, and the role of marketing in society. This course allows students to build foundational marketing skills, which further can be explored through the elective course offerings. Emphasis is placed on the development of competence in marketing functions and foundations to create a well-rounded education, enabling students to pursue further education in their chosen marketing career.

11 MESSAGE FROM HEAD OF SECTIONS

Students are responsible to update their knowledge of the college/department rules and regulations Newly specialized student should submit a copy of their civil identification card to the Head of sections as they may be demand to fill personal information form H. diploma and Baccalaureate level Marketing Students are advised to check with their project assessors -who is a marketing lecturers -about the project titles available for them by the department Students are advised to academic problems FIRST with their course lecturer and then raise it to their advisor or department head of section. Complaining directly to the Head of Business Department is not allowed and the complaints will be rejected. Student should present acceptable behavior in-outside their classes. It is a must to establish a direct healthy relationship with academic advisors and update them with any trends and problems.

Need for assistance:
Ms. M. Seema
Head of Section
BS 055, 24473814, Ext. 5214

10.3 FACULTY LIST MARKETING SECTION

.	Name	Designation	Extension	E-Mail Address:
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15	Sumaia Al Balushi	Lecturer	5031	sumaia.albalushi@hct.edu.om
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17	Ibtisam Al Rahbi	Lecturer	5031	Ibtesam.alrahbi@hct.edu.om

Important Rules for Students

11. STUDENT DISCIPLINE & ORDER

Once registered, a student must fully abide by the bylaws, and follow HCT rules and regulations. Refer PART EIGHT: DISCIPLINE & ORDER of College Bylaws for more details. Some policies which students should observe regarding ID Cards, Student Behaviour and Dress Code are stated below:

11.1 I.D. CARDS

All students are required to carry their ID cards at all times inside the premises of the college. Any staff member is authorized to ask a student to produce their ID cards at any time. If a student refuses, disciplinary action would be taken.

11.2 STUDENT BEHAVIOUR

Students are required to resist from creating disturbance or making noises in the corridors. Any student found indulging in an inappropriate behavior can be reported by any staff member to Student Affairs to take a Disciplinary action. And any such written or verbal warning given to a student will be recorded in the student's file, so as to deal with repeat offenders severely. Also if a student is found to be guilty of misbehavior with a member of the staff, s/he will be punished, which can be extended up to the dismissal of the student from the college.

11.3 ACADEMIC MISCONDUCT & PLAGIARISM

Every student associated with HCT is expected to adhere to the principles of academic integrity central to the academic function of the College. Any breach of academic integrity represents a serious offense. Each student has a responsibility to know the standards of conduct and expectations of academic integrity that apply to academic tasks.

11.4 DRESS CODE

Omani male students should wear the official national dress, the white dish - dasha and a turban/ Omani cap. Also long hair will not be allowed for male students. College Bylaws require female students to be dressed modestly. For practical classes, students should wear the safety clothing issued to them by the college (Refer the Health & Safety Rules of each department). Any breach of this requirement shall not be accepted and students will not be allowed to attend the class and will be marked as absent.

Wise Bee



All students must wear Omani National Dress.

12 EXAMINATIONS AND ASSESSMENT

12.1 GRADING SYSTEM:

Marks	Code	Credit Points
A	90-100	4.0
A-	85-89	3.7
B+	80-84	3.3
B	76-79	3.0
B-	73-75	2.7
C+	70-72	2.3
C	67-69	2.0
C-	60-66	1.7
D	55-59	1.0
F	Less than 55	0.0

12.2 G.P.A. (GRADE POINT AVERAGE)

To compute the grade point average for a semester, first multiply the grade points earned in each course by the number of credit hours assigned to that course. The resulting product is the number of quality points for that course. Then divide the total number of quality points earned during the semester by the total number of credits carried in that semester. The result is carried out to two decimal places to produce the grade point average for that semester.

12.3 THE CUMULATIVE AVERAGE

The cumulative average is the average of the grades obtained by the student in all the courses he/she studied until the date of calculating the average irrespective of success or failure in the incomplete courses. In case the student sits for a complementary examination, the grade he/she obtains will replace the term "incomplete."

Cumulative average is calculated by multiplying the grade point which the student obtained by the number of the course's credit hours. The total is divided by the total credit hours of all the courses that have grades. As for the "pass/fail" courses, grades are not calculated in the cumulative average. The decimal fraction in the cumulative average is approximated to the nearest second decimal point. (Article 65 of College by Law)

The cumulative average is applied in all three academic levels independently. However; an overall CGPA will be calculated to move to next level or graduation .(Article 66 of College by Law)

12.4 HOW TO CALCULATE GPA and CGPA

THE FORMULA

$$\text{Sem GPA} = \frac{\sum(\text{Grade points earned for courses registered} \times \text{Credit Hours})}{\sum \text{Credit Hours}}$$

$$\text{CGPA} = \frac{\sum(\text{Grade points earned for courses registered in level} \times \text{All Credit Hours for the level})}{\sum \text{All Credit Hours for the level}}$$

AN EXAMPLE

Regular Case

Student X1 is in Certificate Level and has successfully completed 5 courses in Semester 1 (2008-2009) and 6 courses in Semester 2 (2008-2009). The grades obtained in different courses are given below. The GPA & CGPA at the end of each semester are calculated follows:-

Semester 1 (2008-2009)

Courses	Credit	Grade	Points	Total Points
Course #101	3	B+	3.3	9.9
Course #102	3	A	4	12
Course #103	3	C+	2.3	6.9
Course #104	3	C	2	6
Course #105	3	B	3	9
Sem: Credit H	**15**			**43.8**
Sem.G.P.A.	**2.92**		C.G.P.A	**2.92**
G.P.A.=	$\frac{43.8}{15}$			

Semester 2 (2008-2009)

Courses	Credit	Grade	Points	Total Points
Course #111	3	B	3	9
Course #112	3	A-	3.7	11.1
Course #113	3	C	2	6
Course #114	3	C	2	6
Course #115	3	B+	3.3	9.9
Course #116	3	B-	2.7	8.1
Sem: Credit H	**18**			**50.1**
Sem.G.P.A.	**2.78**		C.G.P.A	**2.85**
C.G.P.A. =	$\frac{(43.8+50.1)}{15+18}$			

In first semester of any level, GPA & CGPA will be same.

12.5 UNFAIR MEANS IN EXAMINATION

The Punishment for use of unfair means for the first time is that the student will be declared FAIL for that course and will not be allowed to register for the next semester and will be deprived of stipend for the next semester in accordance with Article 80 of the Bylaws. Use of unfair means for a second time will result in dismissal from the college. If any student is found using unfair means, then the exam paper shall immediately be withdrawn from the student and he/she shall not be allowed to continue with the paper. Using any notes, whether written on paper or on any part of your clothing or body, will be considered as use of unfair means. If it is found during the examination that your table has notes on it relevant to the examination, it will be considered as use of unfair means. Similarly if any item in your possession like calculator, ruler, eraser, etc is found to have anything written on it which is relevant to the exam, it will be considered as use of unfair means. Mobile phones, blue tooth devices or any other communication device, including calculators with infrared transmission capability are not allowed in the exam hall/ room.

All mobile phones, blue tooth devices, or any other communication device shall not be allowed to be kept in possession of the students taking an exam. All such devices shall be deposited in a box to be kept in the exam hall for this purpose. If any student is found to be in possession of a mobile phone, blue tooth or any other communication device during the exam, the exam paper of that student shall be withdrawn immediately and the student shall be awarded a grade of FAIL in that exam. .

Communicating with other students whether whispering, making signals or by any other means will be considered as cheating, and action will be taken accordingly. All students, particularly female students are not allowed to keep their handbags at their desks during the exam. Students are allowed to keep only materials like pen, pencil, eraser, calculator required for writing the exam. Superfluous items shall not be allowed to be kept on or near the desks.

Use of any unfair mean in the examination



Wise Bee



12.6 A SUCCESSFUL STUDENT

The student is deemed successful in the three academic levels, if he/she passes all the courses required for the level, obtains a cumulative average of 2 or more, and completes On the Job Training.

12.7 STUDENT APPEALS

The student has the right to appeal against the results of his/her examinations by completing the Appeal Form (Attached) and submitting it to the Head of the Department within three days from the date of announcement of results. The Examinations Committee will review the papers within one week from the date of submitting the appeal to verify the accuracy of all marks, or to mark any unmarked questions. (Article 68 of College by Law)

12.8 STUDENT ATTENDANCE

12.8.1 CLASS ATTENDANCE

Attendance is compulsory in all subjects.
The student will be warned in writing if his/her absence reaches 10% of the set hours in each academic semester without any valid excuses, and a letter will be sent to his/her parent/guardian.

The same procedure will be followed if the student's absence reaches 20%.

In both cases, the student must be warned in writing and his/her guardian must be informed that the student will be debarred from the final examination if his/her absence reaches 30%. (Article 69 of College by Law)

Coming to class on time and abiding by the timing of lectures. The student must be aware that any absence will negatively affect his/her academic performance/achievement and in turn will minimize the student's chances to sit for the final exams.

Excused absence because of sickness must comply with the rules and regulations of the Ministry of Health. Being late for three times in any lecture sessions will be considered as one class absence, and the staff in charge of these theoretical or practical classes has the prerogative to evaluate the student's lateness.

Keeping a record of all his/her activities within the college, such as registration, schedules, forms, grades, reports, as well as copies of courses, tests, electronic files and all documents related to his/her program.

12.8.2 EXAMINATION ATTENDANCE

If a student fails to attend a semester examination for a reason deemed to be acceptable by the College Council, then the student should submit an Appeal for Make-up Exam available with the Examination Committee along with the evidence within ONE week from the date of the missed examination. If the Appeal is accepted then a Make-up exam will be given in the 4th week of the following Semester.

If the student also fails to attend the Make-up exam, he/she will repeat the required course or any substitute course recommended by the concerned Head of Center or Department. (Article 71 of College by Law)

12.8.3 NON-SHOW CASE

If a student is absent from a class for two consecutive weeks, the concerned lecturer reports the case to the Advisor. The concerned advisor writes his/her comments and check with the student's other course lecturers. If the advisor finds that the student is not attending all other courses then he/she will report the non-show case. A non show case is then suspended from the semester.

12.8.4 DISMISSAL OF STUDENT

1. A student will be dismissed from the college on the following grounds:
Being absent from classes for two consecutive weeks, without an acceptable reason.

2. Failure to maintain the required CGPA 2.0 at the end of third probation. The college council has the right to assess student's cases that necessitate a fourth probation.

Complying with a decision issued by the Disciplinary Committee. (Article 72 of College by Law)

Business Studies Department

Know your Advisor



STUDENT ADVISORS: YOUR GUIDING FORCE



Wise Bee

13 KNOW YOUR ADVISOR

After joining the department every student is assigned an academic advisor. Academic advising is an integral part of the educational process at HCT and affects students in numerous ways.

Advisors are the guides of students in the department. Advisors enhance student learning and development. Students have the opportunity to become participants in and contributors to their own education.

Student contact their advisors through in-person appointments, mail, telephone, Email, or other means.

Advisors gain meaningful insights into students' diverse academic, social, and personal experiences and needs. Advisors use these insights to assist students as they are absorbed in the department.

Advisors help develop sound academic and career goals, and ultimately, become successful learners.

Advisors introduce and assist students by helping them see value in the learning process, gain perspective on the college experience,

Advisors help students to become more responsible and accountable, set priorities and evaluate their progress, and uphold honesty with themselves and others about their successes and limitations.

Advisors encourage self-reliance and support students as they strive to make informed and responsible decisions, set realistic goals, and develop lifelong learning and self-management skills.
Advisors respect students' rights to their individual beliefs and opinions.

Advisors help students establish realistic goals and objectives and encourage them to be responsible for their own progress and success.

Advisors seek to understand and modify barriers to student progress, identify ineffective and inefficient policies and procedures, and work to affect change.

When the needs of students and HCT are in conflict, advisors seek a resolution that is in the best interest of both parties. In cases where the student finds the resolution unsatisfactory, they inform students regarding appropriate grievance procedures.

Advisors recognize the changing nature of the college environment and diversity within the student body. They are sensitive to the responsibilities and pressures placed on students to balance course loads, financial and family issues, and interpersonal demands.

Advisors respect student confidentiality rights regarding personal information. Such information includes, but is not limited to, a student's academic grades and progress and any other personal issues discussed with his/her advisor and/or department.

Advisors seek access to and use student information only when the information is relevant to the advising process.

13.1 SYSTEM AND DURATION OF STUDY

The minimum number of credit hours, for a full-time student, is 15 credit hours per semester and 6 credit hours for the summer semester. Student registration for what exceeds the minimum depends on his/her semester's GPA as follows:

- The attainment of a semester GPA 2.75 to register for 18 credit hours (6 courses) and if completing the level and semester GPA 2.75 can register for 21 credit hours subject to the approval of the Assistant Dean for Academic Affairs.

13.2 ACADEMIC PROBATION

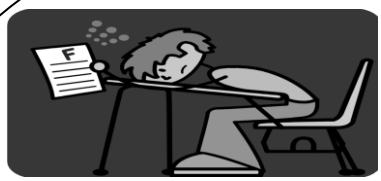
A full-time student will be under academic probation, if his/her GPA is less than 2.0 in any semester. Accordingly, he/she will be allowed to register for only four courses with a maximum of 12 credit hours.

Should he/she be subjected to academic probation for a second successive time, he/she will be allowed to register for only four courses, with a maximum of 12 credit hours. As for the part-time student, he/she will not be allowed to register for more than one course with a maximum of 4 credit hours. (Article 51 of College by Law)

A Student is considered to be in the third probation if she/he could not be able to get out from the second probation in the previous semester (excluding summer semesters). Any students with 3rd probation will get a chance to complete her/is study if the student will be benefit by improving his GPA and getting out from the probation through repeating for the 1st time any passed courses with grade of (C) or below. The student can repeat maximum of THREE courses at any level.

Wise Bee





A student under academic probation must repeat all the courses he/she failed

13.3 REPEATING A COURSE

A student obtaining C,C-, or D grade in a course for the first time may repeat that course to get a better grade. Accordingly, his/her old grade will be replaced by the new grade, irrespective of the latter being lower or higher. A student can repeat only three courses per level.

If a course is attempted three or more times, the second attempt and the attempts that follow will be reconsidered for calculating the GPA. The number of substituted courses or credit hours should not exceed:

- 9 credit hours for the Diploma level
- 12 credit hours for the Higher Diploma level, and
- 15 credit hours for the B. Tech. level. (Article 53 of College by Law)

13.4 WITHDRAWING A COURSE

- A student who has registered the minimum number of credit hours as specified in the by-laws (15 credit hours during a regular semester, 6 credit hours during a summer semester and 12 credit hours under probation/mixing level) will be eligible for withdrawing only ONE course during the semester. Students who have registered below the minimum number of credit hours as specified in the bylaws will NOT be eligible to withdraw any course.

- Students who wish to withdraw a course may do so after the declaration of mid-term results. Beyond the specified weeks, the student is NOT eligible to withdraw any course.

- Students who are NOT eligible to withdraw a course under any criteria specified above and wish to withdraw a course can write an appeal to the "Students Academic Appeal Committee".

Note:

1. Withdrawal of a course by a student is through his/her advisor.
2. The withdrawal should reflect in the student's transcript of records for the semester and it should show the letter "W" in the grade column.

13.5 POSTPONEMENT

The College Council is authorized, in case of acceptable reasons, to agree to the postponement of a student's study for a maximum period of two semesters, throughout the period of his/her study. (Article 56 of College by Law)

Therefore in case of any clarification or grievance in the department your advisor is the person whom you should contact immediately.

13.6 DEAN'S HONOR LIST

At the end of each semester, the Admission and Registration Department will prepare the Dean's Honor List. To qualify for this list, the student must meet the following criteria:

Must have registered and completed a minimum of 12 credit hours in that semester.

- Must have obtained a semester GPA of greater or equal to 3.7 in at least one semester.
- Must not have failed any course.
- Must not have faced any disciplinary or punitive action.
- A minimum of 15 credit hours
- B grade or higher in all completed courses.
- Grade point average GPA of greater or equal to 3.7.

(Article 55 of College by Law)

On-Line Registration System

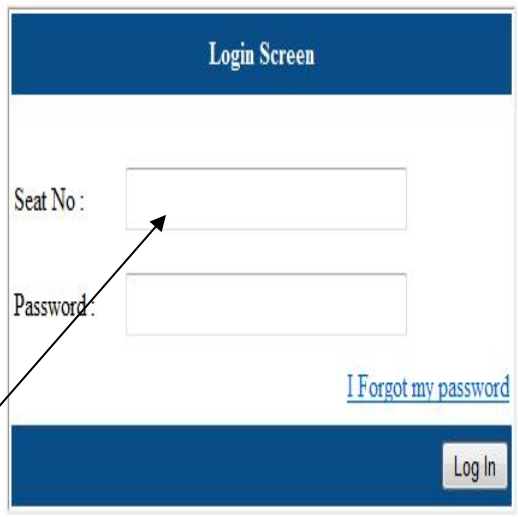
14 ON-LINE REGISTRATION

(Via the Internet)

14.1 Instructions

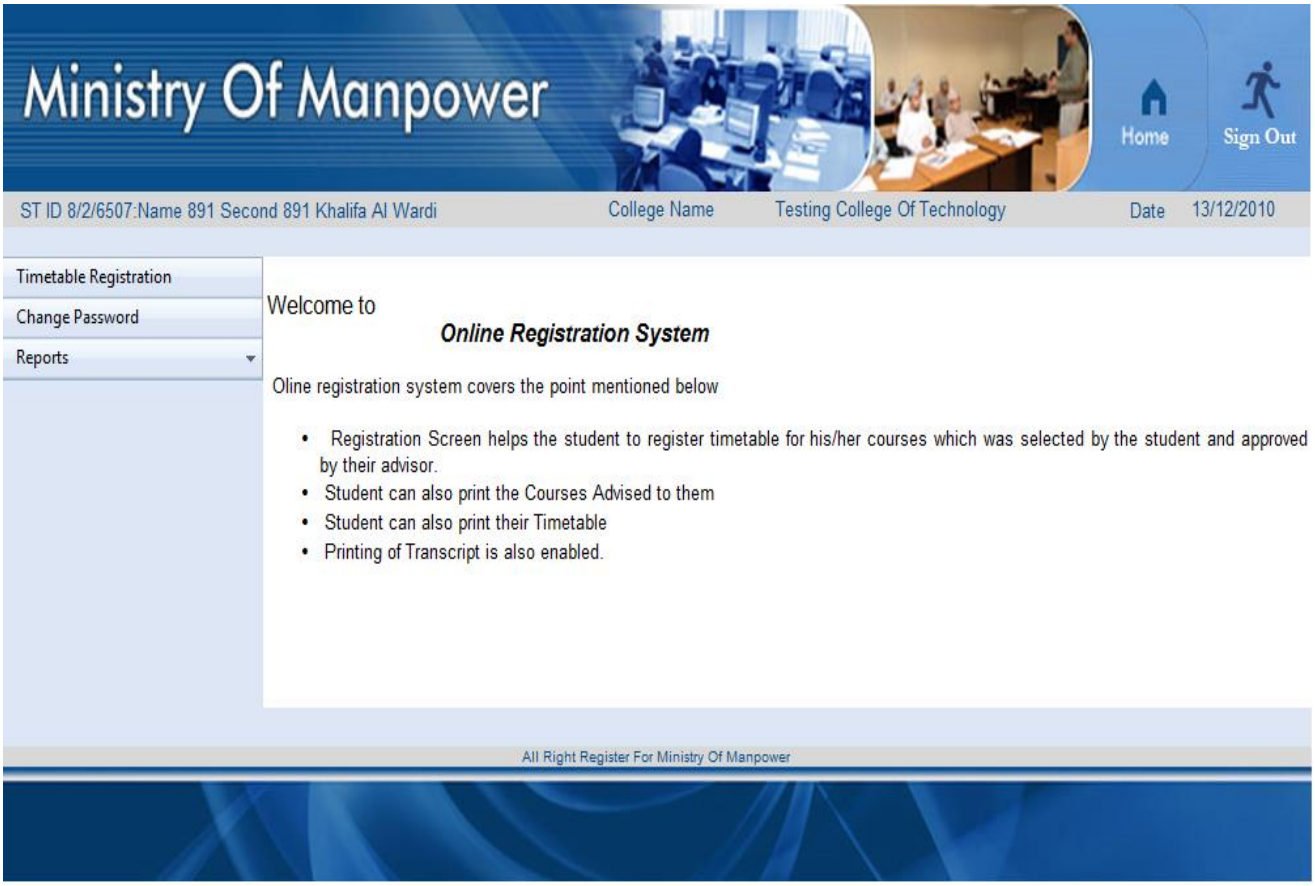
Below is the site address for on-line registration system
http://www.manpower.gov.om/college_system/
(1) Type the above address to display the Login screen





(2) Use your ID. No. for both, the Seat No. and Password, and then click on log In button
Tip: - For the first time only, use your ID No for both, the User Name and the Password.

After login, the following Main Page (Main Menu) will appear:



(3) Change Password

Each student should change his/her password. Make sure that you remember your password.

Instructions:

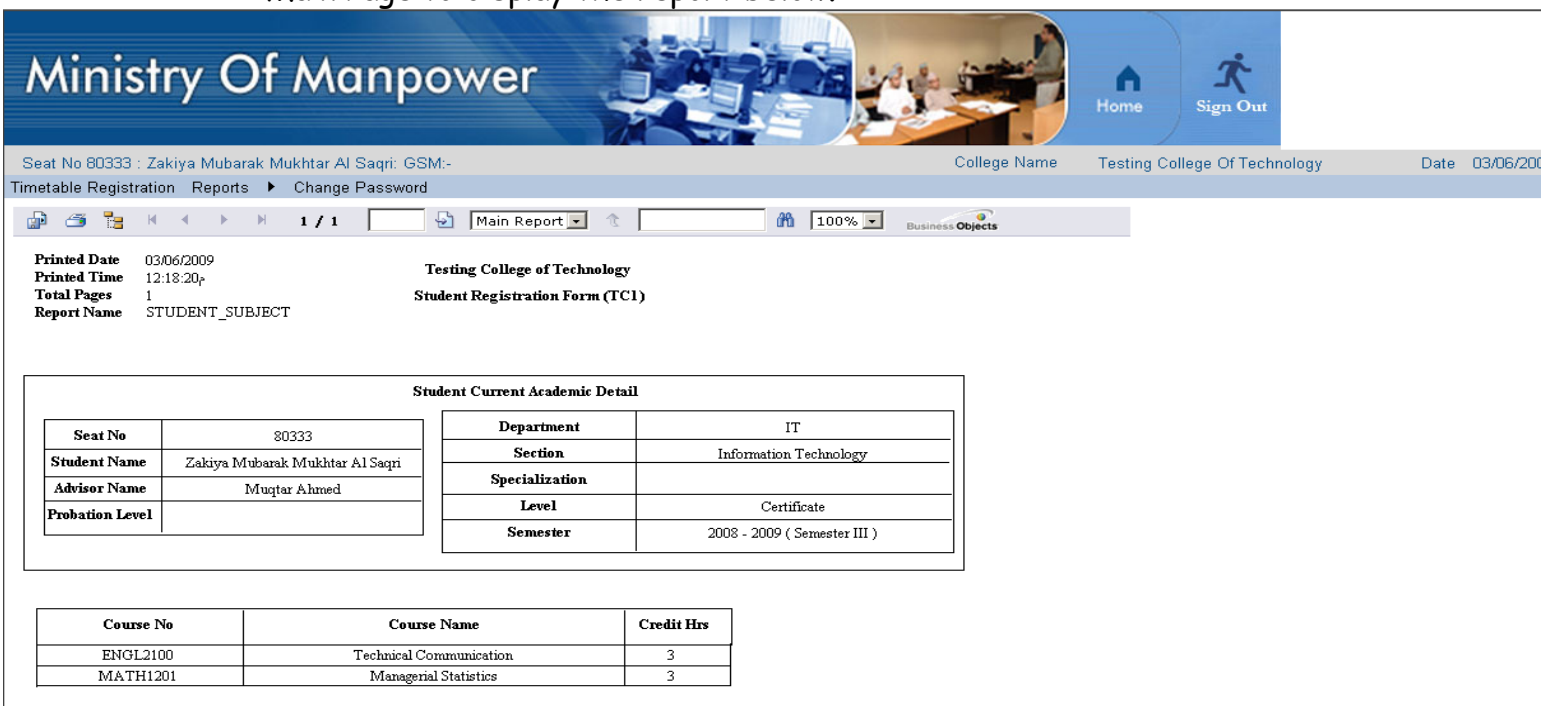
- Click on Change Password tab in the Main Page to display the screen below.



- Type the Old Password, Your New Password and then confirm the New Password (by retyping the New Password) as shown in the screen.
- Click Change Password button.
- Click Home to go back to the Main Page.

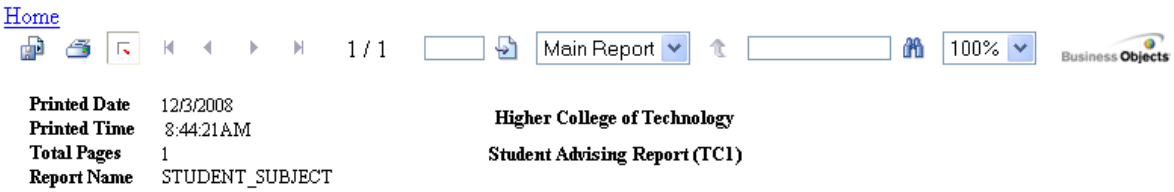
View Student Advising Course (TC1) Report

- The student's Main Page contains an option, "Student Advising Course (TC1)" Report which enables the student to view the courses to be registered (before registration time).
- Instructions:
- Click on Student Advising Course (TC1) Report under Reports in the Main Page to display the report below.



- If these courses are appropriate, you start registration process. If not, refer to your advisor to seek help for a new plan, who should approve it.
- Click Home to go back to the Main Page.

Tip: - To print this Report, click on "Printer" icon on the right top of your transcript page.



5) College Timetable

The student's Main Page contains an option "College Timetable" which allows the student to see and print the Department Timetable (Courses and sections).

Instructions:

- Click the College Timetable under Reports in the Main Page. (Before registration time)

(6) Timetable Registration (During the registration time)

Timetable Registration allows students to register the selected courses.

Instructions:



- Click the Timetable Registration Tab in the Main Page to display the form as shown below.

- To register the course, click on Select against each course to display the sections offered as shown below
- To select the section, click on Add against the section.
- Repeat instructions (No 2 -- No 4) to register the other courses.
- Click Home to go back to the Main Page.

Tip: To see the entire registered course with related sections, click on registered sections tab above.

(7) Printing the Student Timetable

- Click the "Student Timetable" under Reports in the Main Page.
- And then click on "Printer" icon on the left top of your timetable page.
- Click Home to go back to the Main Page.
- Exit the system by logging off.

Note:
To see your transcript:

- Click the "Transcript" under Reports in the Main Page.
- Click Home to go back to the Main Page.
- Exit the system by logging off.

Tip: - To print your transcript click on "Printer" icon at the left top of your transcript page.

Note: If the student wants to take mixing courses, the system will allow him to register the remaining courses only for the current level. For this the student should contact his advisor to approve the mixing situation and then the student will be able to register the new courses as online.

On the Job Training (OJT)

15 ON THE JOB TRAINING (O.J.T.)

On the Job Training (O.J.T.) means a training that occurs in a work place. The student has to undergo O.J.T. for 8 weeks, (at least 300 hours) at exiting level.

All students must complete O.J.T. as a requirement for graduation with any of Diploma, Advanced Diploma, or B. Tech.

Following are the different phases an O.J.T. student should go through:

- The student should first meet the O.J.T. coordinator of the Department to know the name, location and other details of the company in which their training will take place.
- Subsequently the student is assigned a company by the OJT coordinator, and a Log Book is provided to him/her. The O.J.T. coordinator briefs the
- Student about the procedures to be followed while filling the Logbook.
- The student approaches the company according to the oral/ written agreement between the company and the O.J.T. coordinator of the Department. If needed, a letter of recommendation can be provided by the Department to the company.
- In the company, a supervisor is assigned for the student who will brief the student about the nature of work, training schedule, timings, etc.
- A college assessor is assigned for each student by the O.J.T. coordinator.
- Students are assessed by the College Assessor and the O.J.T. supervisor in the workplace
- At the end of O.J.T., the student should submit the Logbook and the assessor informs about the completion of O.J.T, to the department OJT

15.1 General Guidelines for Students

- The students need to fill up an online registration form to register for OJT.
- The link is available in their E learning.
- The students going for OJT should provide correct contact number and fill up all information mentioned in the form.
- If the student approaches any company on his/her own (Self), they should start their OJT within 15days of registration. Otherwise they need to join the company which is allotted by OJT Team/ College.

- The student should first meet the O.J.T. coordinator of the Department to know the name, location and other details of the company in which their training will take place.
- Subsequently the student is assigned a company by the OJT coordinator, and a Log Book is provided to him/her. The O.J.T. coordinator briefs the student about the procedures to be followed while filling the Logbook. (Explain the requirements of Log Book)
- In the company, a supervisor is assigned for the student who will brief the student about the nature of work, training schedule, timings, etc.
- A college assessor is assigned for each student by the O.J.T. coordinator. Students have to inform their respective college assessor and OJT team about the date of starting of their training.
- Within 15 days after completion of O.J.T., the student should submit the Logbook and the assessor informs about the completion of O.J.T, to the department OJT.

CONTACT PERSONS FOR OJT

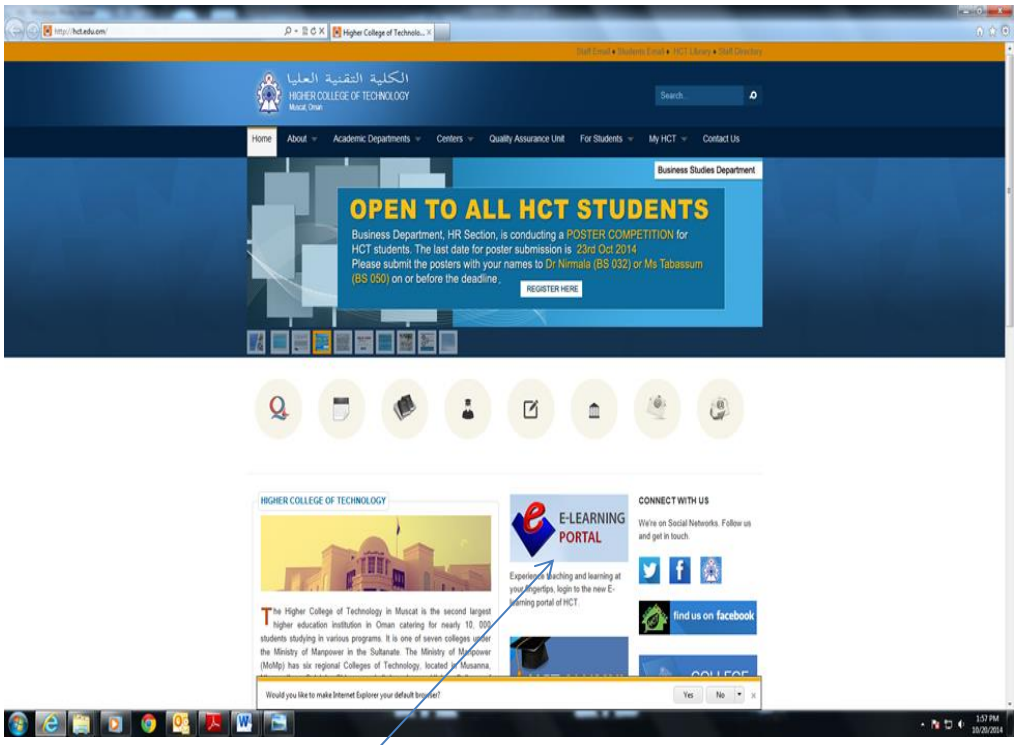
Ms Reem Al Farsi (Coordinator O.J.T)
Room Number 050 24473818
Contact Number: Ext^{n} 5218

15.2 Online Registration process for OJT

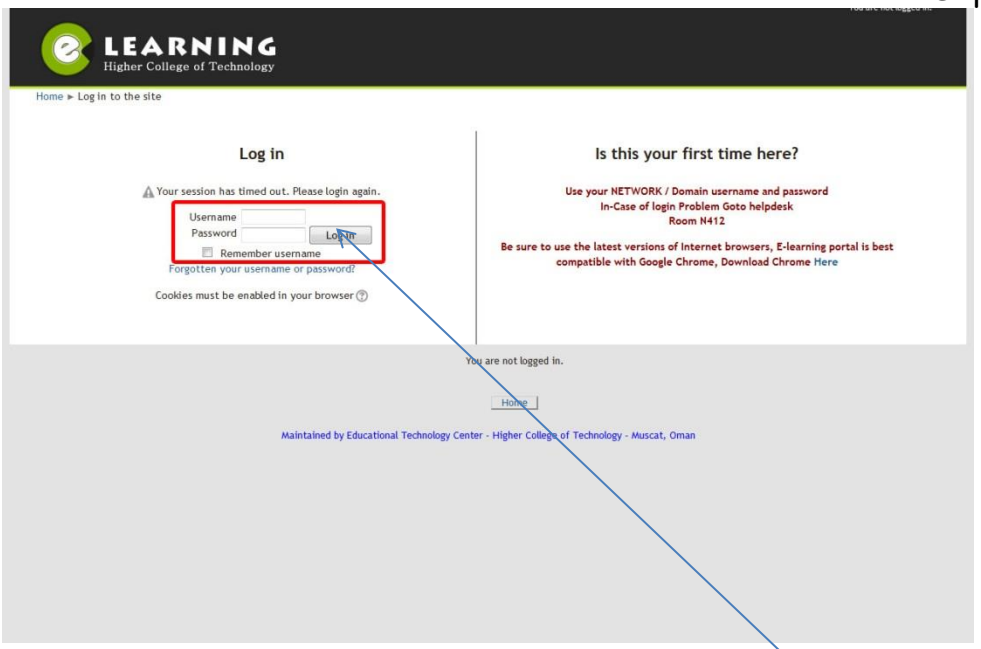
- The students need to fill up an online registration form to register for OJT.
- The link is available in their E learning portal
- The students going for OJT should provide correct contact number and fill up all information mentioned in the form.
- If the student approaches any company on his/her own (Self), they should start their OJT within 15days of registration. Otherwise they need to join the company which is allotted by OJT Team/ College.

15. Instructions

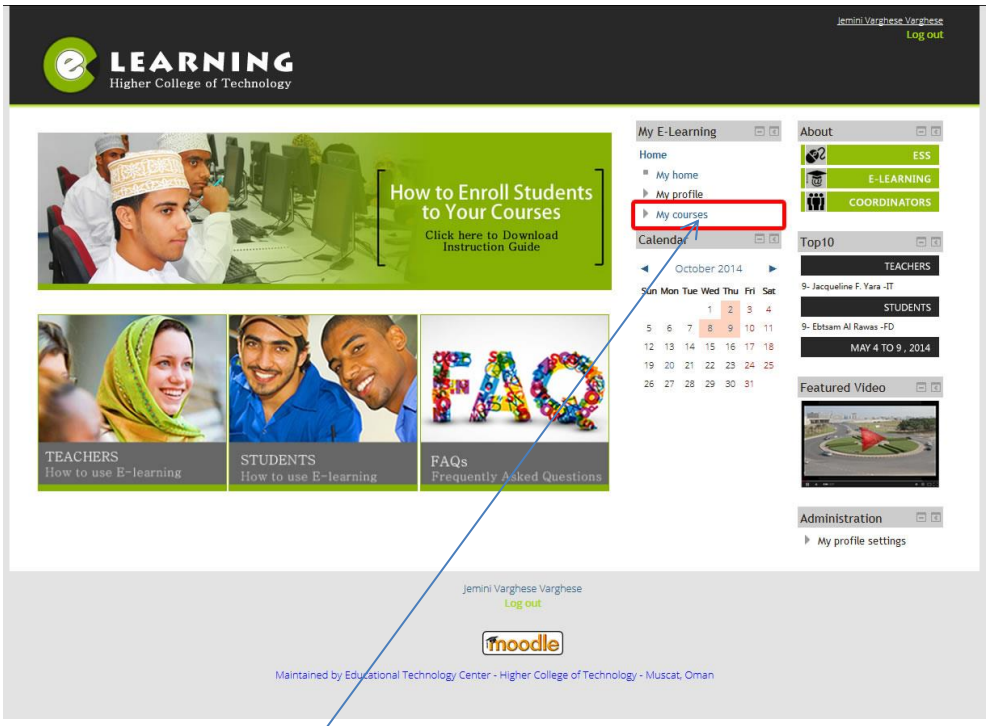
Below is the site address for on-line registration OJT
http://hct.edu.om
(1) Type the above address to display the home screen of Higher College of Technology



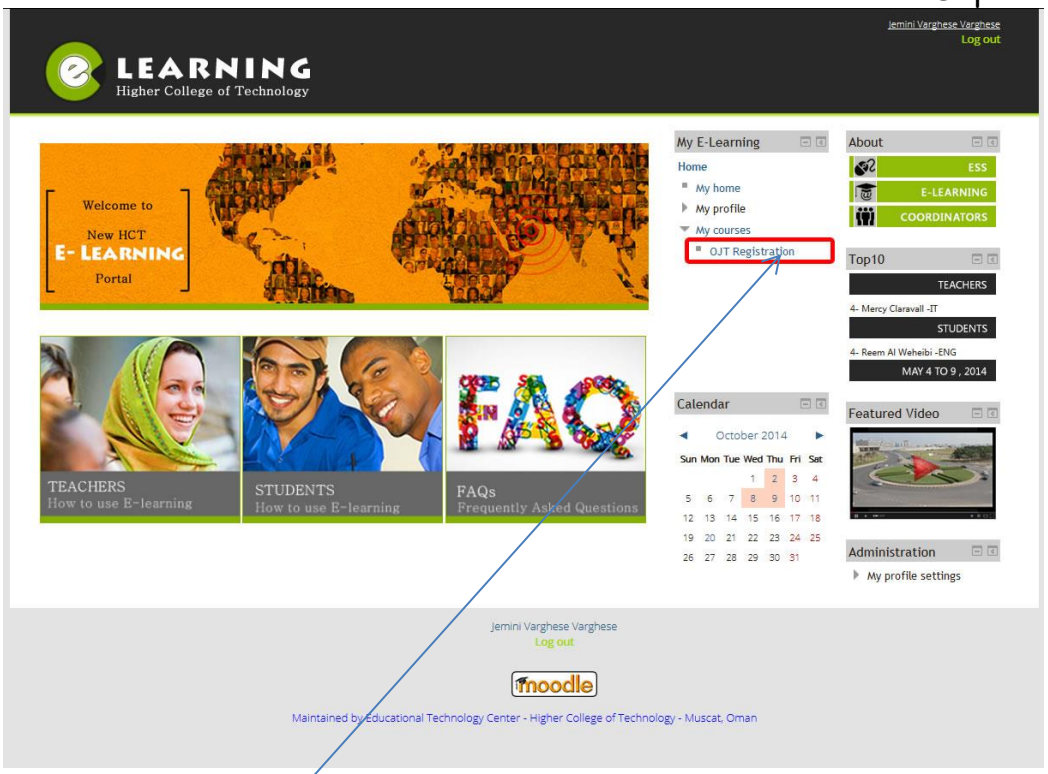
(1) Click on E-learning portal to display the login screen



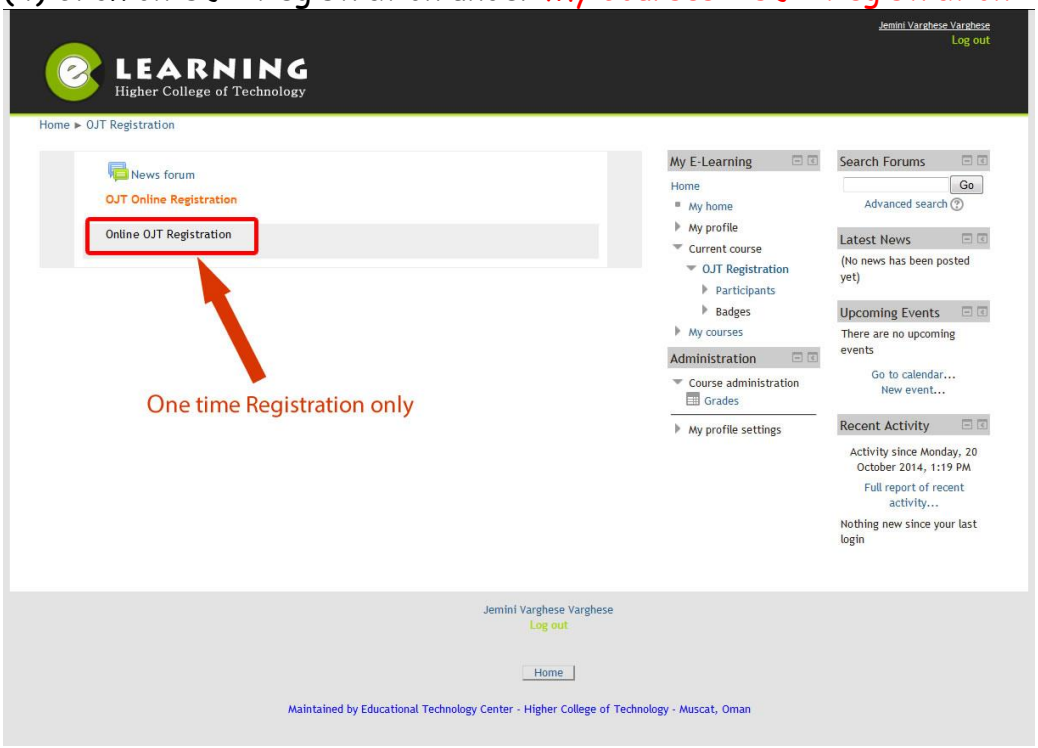
(2) Use your ID. No. and Password, and then click on login button



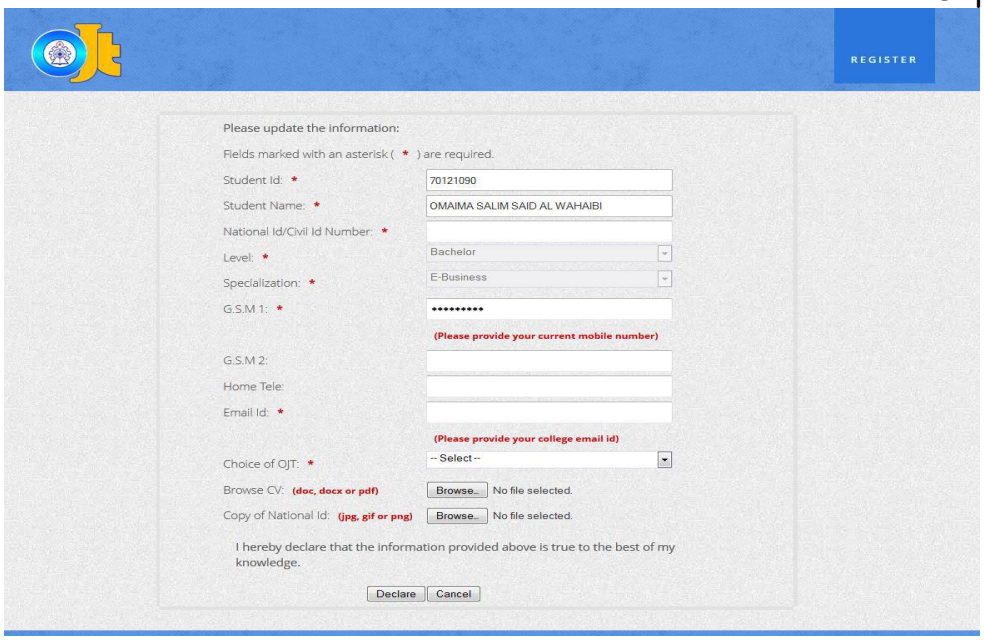
(3) Click on my courses under MY E-Learning > HOME >My Courses



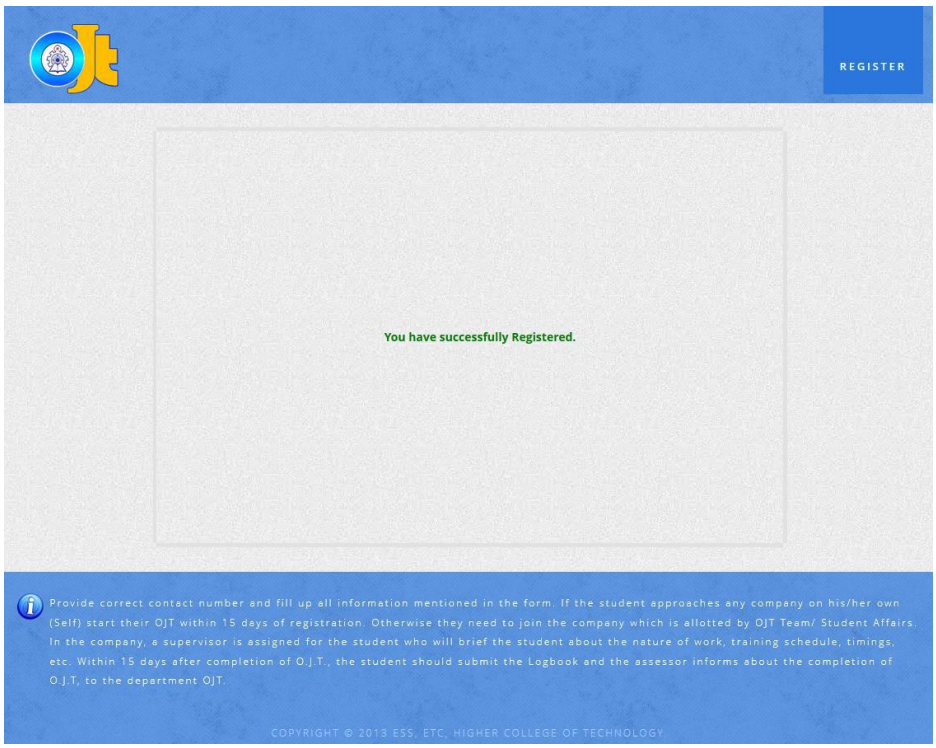
(4) Click on OJT Registration under My Courses > OJT Registration



(5) Click on Online OJT Registration



(6) Update the relevant information completely. It is mandatory to provide the information with * (red asterisk).



(7) Once the information required is submitted and saved it sends the message that you have successfully registered for OJT.

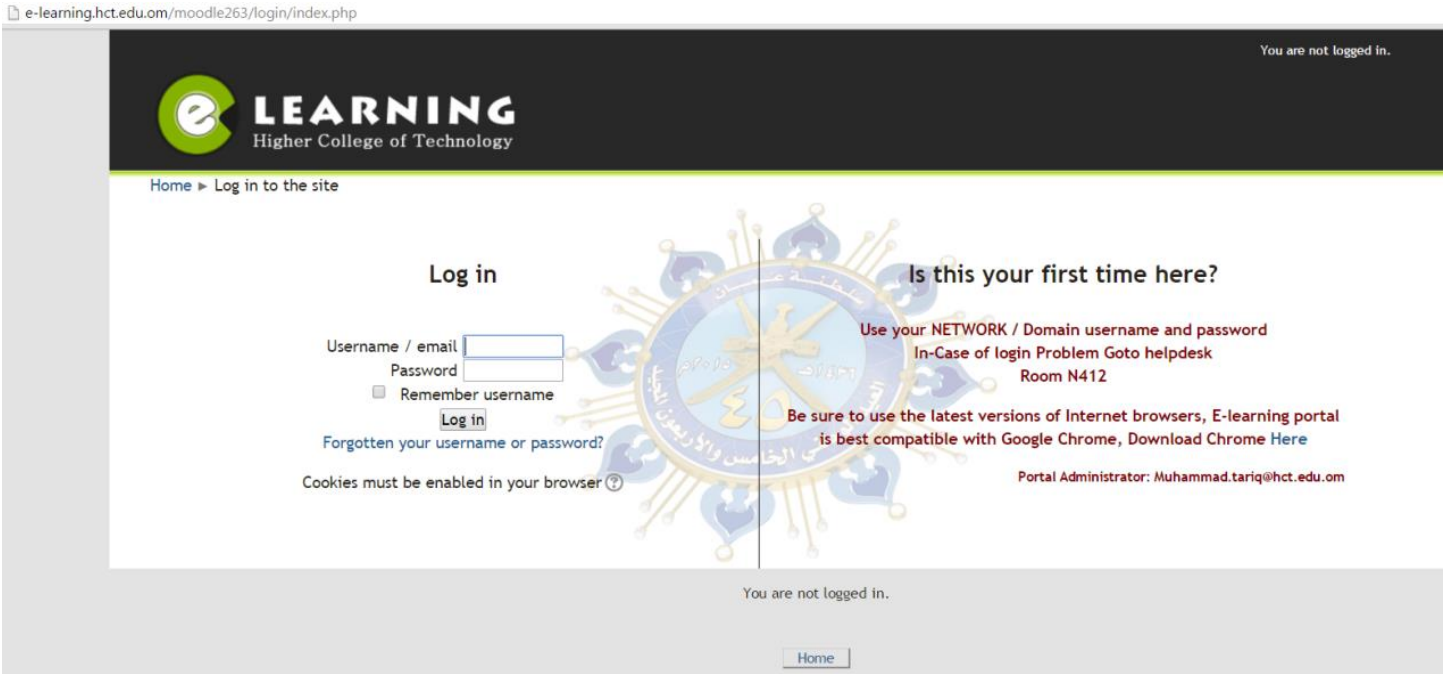
E-Learning

16 BASICS OF THE E-LEARNING PORTAL

The E-Learning Portal is an educational support tool that provides you access to flexible learning in the college. This guide assumes that you have at least a basic knowledge of how to use a computer including using input devices like a mouse and a keyboard. In this guide you will be introduced to the basics of participating in an online course, accessing the course materials prepared for you by your teacher.

17 ACCESSING THE E-LEARNING PORTAL

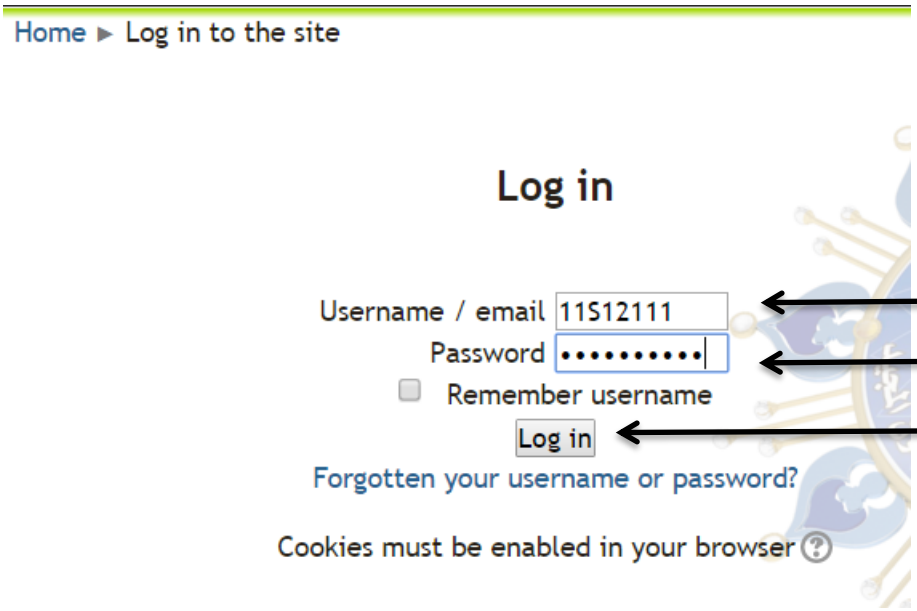
Open your browser and enter the address http://e-learning.hct.edu.om in order to access the HCT E-learning Portal. After which, you will be able to see a page as shown below:



Should there be any difficulties in accessing the E-learning Portal, you can ask for assistance from the E-learning team by accomplishing and submitting an E-learning Service Request form which can be obtained from the ETC Printing Room 413.

17.1 LOGGING IN TO THE E-LEARNING PORTAL

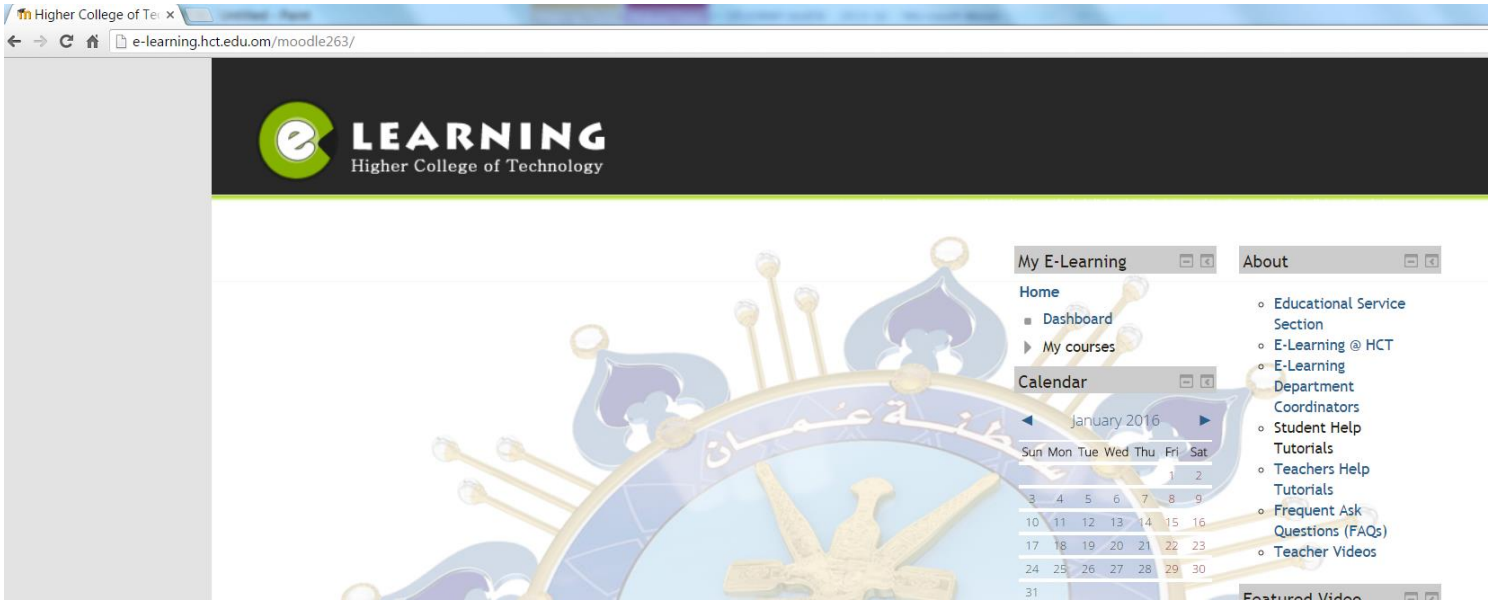
To be able to use the E-learning Portal, firstly you need to login by entering your E-learning username and password and by clicking the login button.



If you encounter any difficulties in logging in to the E-learning Portal, you can file a formal request for verification of your E-learning account by accomplishing and submitting an E-learning Service Request form which can be obtained from the ETC Printing Room 413.

17.2 NAVIGATION IN YOUR HOMEPAGE

Upon successful login to the E-learning Portal, you will see various components in your homepage which are shown below :

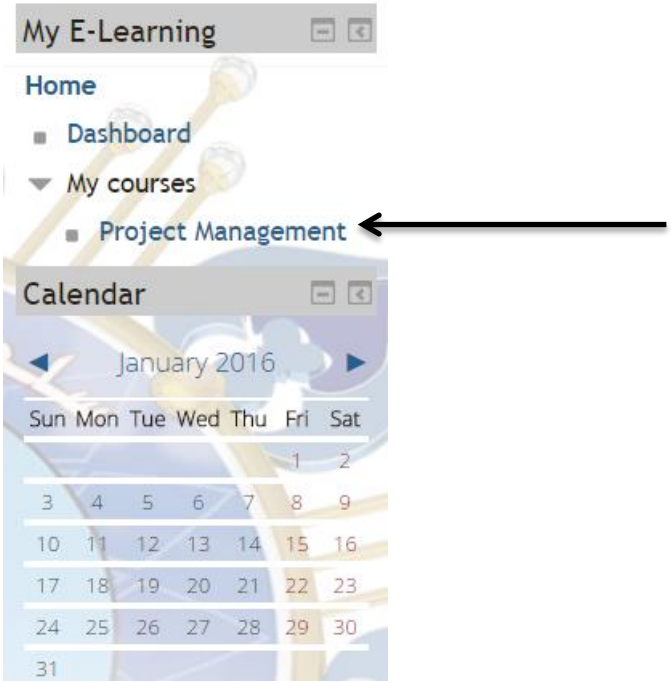


17.3 ACCESSING YOUR COURSES

In the right side of your homepage, you will find "My courses" block. This is the block that enables you to go to your assigned course(s).



To enter to a specific course, simply click the name of the course listed in your "My Courses" block.



Click on name of the subject

17.4 BASIC NAVIGATION IN YOUR COURSE

There are a number of ways to move around the course:

"Breadcrumbs" – this is a menu positioned below the course title which shows your position in the course. The notes below the following breadcrumbs example will make this clearer.



Figure 6 - Breadcrumbs

Home: Clicking on this would take you to the screen which displays all of the courses on the site.

ELST: This is the shortened name for this course, clicking on this would take you the main course page.

17.5 VIEWING LESSONS IN THE COURSE

The most important thing that you should learn is how to view the lessons that your teacher has prepared for you. This is mainly the objective of the E-Learning Portal for you to have an electronic access to the lessons and course materials from your teacher. For you to view the lessons, you will have to take the following steps:

Click the Lesson title and you will be directed to the page that contains the lesson.

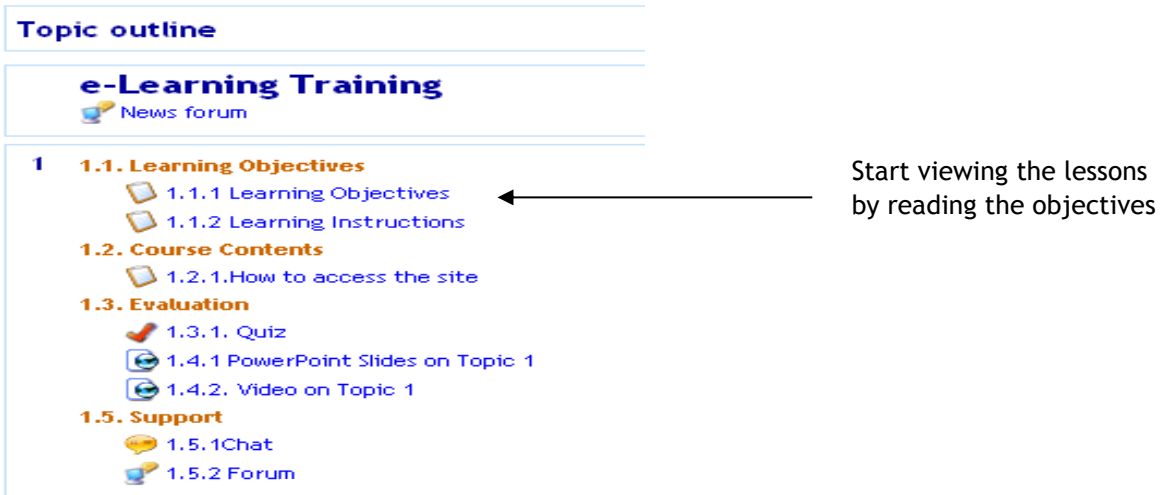


Figure 7 - Topic Outline

After clicking the lesson title, you will see the content of the lesson as shown below:

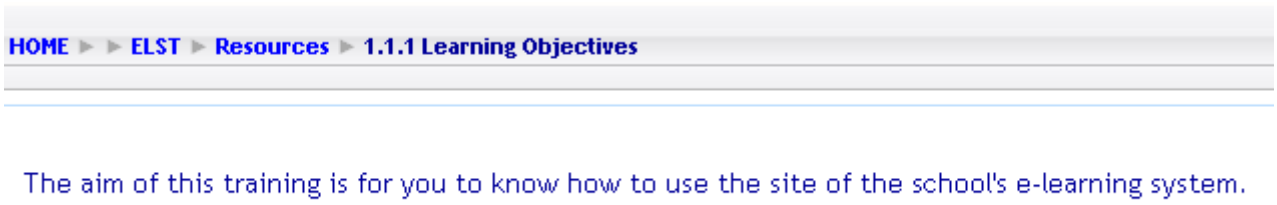


Figure 8 - Example of a learning objective content

To go back to the course page, you may click the "breadcrumbs" icons or you can click the [ELST] text icon.

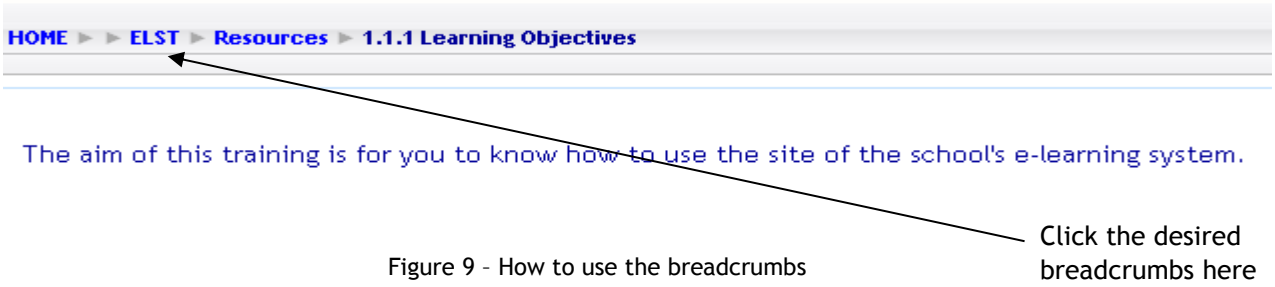


Figure 9 - How to use the breadcrumbs

17.6 Logging Out

☞ Once all your activities in the course have been completed, you will need to logout from the E-Learning Portal by clicking on the "logout "text icon which can be found on the top-right corner of the page below your name.

☞ Note that it is important to logout after you are finished with all the activities in the online course.



Figure - Logout Button

For more details go to the student guide in the e learning portal of HCT website

Wise Bee 

Do you have a question? Wise bee has the answer…….



Wise Bee

18 F.A.Q. Frequently Asked Questions

Wise Bee	Who is an advisor?
	Advisor is a person explains college policies and procedures and assists his advisee with registration/provides guidance in course selection in keeping with the student's interests, Monitors academic progress of students; analyzes progress reports from lecturers; determines eligibility and satisfactory progress toward degree; identifies current and potential needs and refers students to appropriate campus resources for assistance, if needed. Assesses the student's stage of development (academic, career, and personal) and promotes student growth by determining suitable developmental tasks; assists student in establishing realistic and attainable academic and career goals. Student contact their advisors through in-person appointments, mail, telephone, Email, or other means.
	How can I find my advisor?
	The name of the advisor will be found from the notice board in the department or you can find from the registrar of the department.
	How can I move from one level to another level?
	If you are in Diploma level who passed in all subjects and scored a minimum CGPA 2.50 and scored a minimum of 390 (internal) and 450 (external)in TOFEL she can move to Higher Diploma and to Bachelor level he /she should passed in all subjects and scored a minimum CGPA 2.75 and score a minimum of 390 (internal) and 500 (external)

	in TOFEL
	How much TOFEL score is required to move to Higher Diploma, Bachelor?
	To move to Higher Diploma the student should score a minimum of 390 (internal) and 450 (external) and to Bachelor level he /she should score a minimum of 390 (internal) and 500 (external)
	From where do I get my I.D. card?
	You can get your ID from the student affairs department
	What is G.P.A? How can I calculate it?
	Semester GPA is Weighed average of all the grades obtained in one semester To compute the grade point average for a semester, first multiply the grade points earned in each course by the number of credit hours assigned to that course. The resulting product is the number of quality points for that course. Then divide the total number of quality points earned during the semester by the total number of credits carried in that semester. The result is carried out to two decimal places to produce the grade point average for that semester.
	What is C.G.P.A. and how to calculate it?
	Weighed average of the grades obtained by the student in all semester till date. To compute the cumulative grade point average, divide the total quality points earned by the total credits attempted in all semesters. So CGPA is the accumulation of the total points earned from the beginning of a level divided by the total credit hours the student has taken up to the date of calculating the CGPA. CGPA is applied in all three academic levels independently. A student can graduate if s/he has a CGPA>=2.0, irrespective of the level
	I am not able to login to E-Learning portal Whom should I contact?
	You should contact your advisor or Room Number 426.
	Can I improve grades in any of the passed course?

	I f you got C or C - or D you can repeat the same course and can improve your grade. These is allowed only once in each level .and maximum of 3 courses per level

	How many subjects can I take in each semester?
	A full-time student should compulsorily register for a minimum of 15 credit hours (5 courses) in a normal semester and 6 credit hours (2 courses) in the summer semester.
	What is mixing of level?
	If a student has less than 12 credit hours remaining (3 courses left) to finish a level and his/ her CGPA allows him/ her to proceed to next higher level s/he is allowed to register courses from the higher level. This is called Mixing. In this case, the total number of credit hours registered by the student from both the levels should not exceed 12 credit hours in a regular semester or 6 credit hours in the summer semester i.e., in mixing level student should compulsorily register for 12 credit hours (4 courses) in a regular semester and 6 credit hours (2 courses) in the summer semester
	What is probation?
	A full-time student will be under academic probation if his/ her Semester GPA is less than 2.0 in any semester. In this case, a student under FIRST/ SECOND probation should compulsorily register for 12 credit hours (4 courses) in a regular semester and 6 credit hours (2 courses) in the summer semester. (A student under probation should first clear all the courses s/he failed in the previous semester.)
	I missed the Final exam what should I do?
	If you have a valid reason, you can make an appeal to Examination committee with the valid document, the HO.D. will consider and if he/she feels that it is justifiable reason they can allow you for Resist exam
	If I am not satisfied with the grade in the exam, what should I do?
	You can make an appeal to the Departmental Exam Moderation Committee; they will revalue your exam paper and will be informing the status of you mark with in one week.

	What is a warning letter?
	If a student's absence reaches 10% of the set hours in each academic semester without any valid excuses, s/he will be issued First warning letter. Second Warning letter will be issued if the absence reaches 20% and the student will be debarred from the final examination if his/her absence reaches 30%15. In all the above cases, a copy of the warning letter is sent to Student Affairs and to the concerned Advisor and the parent/ guardian of the student is informed about the issue of the warning letter, by Student Affairs Department
	Can I postpone one semester for a valid reason?
	A student is allowed to postpone his/her studies only 2 times during his/her entire period of study in the college. A student who wishes to postpone a semester should approach the Student Affair's office to fill the necessary forms and inform the advisor and the H.O.D. of the department.
	What is valid reason?
	A reason which acceptable by the Head of the department and is supported by some document or proof.
	When can a student be dismissed from the college?
	A student can be dismissed from the college on the following grounds: Failure to maintain the required GPA 2.0 in the courses he/she studied at the end of the semester, following his/her placement under academic probation. Being absent from classes for two consecutive weeks, without and acceptable reason.

Forms for Students

Forms

1. Form to Postpone a Semester
2. Form to Withdrawal
3. Reactivation Form
4. Graduation Clearance Form
5. Staff Offices and extension Numbers
6. New Degree Audit
7. OJT Form for Manual Registration
8. Complaint Form