



الكلية التقنية العالمية بمحائل عسير
International Technical College at Maha'el Asseer

المشغل
Operated By



STUDENT GUIDE

Associate Diploma and Diploma
Business (Small Business Management)

Foundation

Planning

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Foundation	Level 1	Level 2	Level 3	Level 4	Level 5

Subjects

ENGLISH	INFORMATION TECHNOLOGY	BASIC SKILLS
Foundation English CEFR (A1)	Module 1: Using the computer and managing files Module 2: Information and communication using Internet Explorer	Introductory projects Math projects Technology projects VT introduction
ISLAMIC WORK ETHICS		
Islamic values Problem solving Leadership Time management Organizational skills Team working		

Progression criteria

- Average GPA over 60%

External assessments

- Assessments: English (PET)*, IT (Modules 1 and 2)
- Eligibility criteria: minimum attendance of 60% and attend all internal assessments

* Upon student performance and readiness for the exam

Level 1: Associate Diploma in Small Business Management

Planning

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Foundation	Level 1	Level 2	Level 3	Level 4	Level 5

Subjects

ENGLISH	INFORMATION TECHNOLOGY	
Business related English Preparation for PET (CEFR A1+)	Module 3: Word processing using Microsoft Word Module 4: Spreadsheets using Microsoft Excel	
BASIC COMPUTER SKILLS	RECORD KEEPING: I	EMPLOYABILITY
Unit 1: Develop keyboarding skills for speed and accuracy and use computer applications relevant to the workplace Unit 2: Produce business documents Unit 3: Create electronic presentations Unit 4: Produce a range of spreadsheets Unit 5: Create and use database	Unit 7: Maintain business records and documentation Unit 10: Utilize a knowledge management system	Unit E01: Understand self- management skills

Progression criteria

- Average GPA over 60%
- Portfolio completed

External assessments

- Assessments: English (PET), IT (CIT: Modules 3 and 4)
- Eligibility criteria: minimum attendance of 60% and attend all internal assessments

Level 2: Associate Diploma in Small Business Management

Planning

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Foundation	Level 1	Level 2	Level 3	Level 4	Level 5

Subjects

ENGLISH	SALES MANAGEMENT	EMPLOYABILITY
Business related English Preparation for PET (CEFR A2)	Unit 6: Contribute to marketing activities Unit 20: Deliver a service to customers Unit 21: Develop and implement business development strategies to expand customer base	Unit E02: Understand how to work as a member of a team
ACCOUNTANCY	PERSONAL ORGANIZATION	
Unit 8: Maintain business resources Unit 9: Retrieve details from information and/or records Unit 16: Maintain financial records and monitor cash flow Unit 17: Perform financial calculations	Unit 12: Organize business travel	

Progression criteria

- Average GPA over 60%
- Portfolio completed

External assessments

- Assessments: English (PET)
- Eligibility criteria: minimum attendance of 60% and attend all internal assessments

Level 3: Associate Diploma in Small Business Management

Planning

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Foundation	Level 1	Level 2	Level 3	Level 4	Level 5

Subjects

ENGLISH	PERSONAL ORGANIZATION: II	EMPLOYABILITY: III
Business related English Preparation for CBT Preparation for PET (CEFR A2+)	Unit 11: Organize personal work priorities and development	Unit E03: Understand work and career progression
RISK MANAGEMENT	RISK PREVENTION	
Unit 13: Comply with organizational requirements for protection and use of intellectual property Unit 14: Apply and evaluate health, safety, emergency and environmental procedures Unit 15: Work effectively in a business continuity context	Unit 18: Understand Insurance I Unit 19: Establish customer relationship and present details of insurance products	

Progression criteria

- Average GPA over 60%
- Portfolio completed
- Pass Capstone and CBT
- PET (CEFR A2)

External assessments

- Assessments: English (PET), Business (Capstone/CBT/Portfolio)
- Eligibility criteria: minimum attendance of 60%, attend all internal assessments and complete portfolio

On job training

- 200 OJT hours at the end of the qualification
- If available, dual mode (lessons and OJT along the term) will be offered to the students

Level 4: Diploma in Small Business Management

Planning

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Foundation	Level 1	Level 2	Level 3	Level 4	Level 5

Subjects

ENGLISH	BUSINESS RELATIONSHIPS	EMPLOYABILITY
Business related English Preparation for PET (CEFR B1)	Unit 26: Work efficiently in a business environment Unit 37: Manage a small team Unit 39: Build and maintain relationship with small business stakeholders	Unit E04: Demonstrate self-management skills Unit E05: Work as a member of a team
BUSINESS PROJECTS	BUSINESS DOCUMENTATION	
Unit 22: Coordinate and administer projects Unit 23: Contribute to workplace innovation Unit 27: Monitor and manage small business operations Unit 33: Undertake small business planning	Unit 24: Produce complex business documents Unit 25: Handle receipt and dispatch of information Unit 32: Establish legal and risk management requirements of a small business	

Progression criteria

- Average GPA over 60%
- Portfolio completed

External assessments

- Assessments: English (PET)
- Eligibility criteria: minimum attendance of 60% and attend all internal assessments

Level 5: Diploma in Small Business Management

Planning

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Foundation	Level 1	Level 2	Level 3	Level 4	Level 5

Subjects

ENGLISH	RECORD KEEPING	EMPLOYABILITY
Business related English Preparation for CBT Preparation for PET (CEFR B1+)	Unit 30: Maintain financial records in a small business Unit 31: Set up a business or records system for a small business	Unit E06: Demonstrate work and career progression skills
ACCOUNTING: II	SALES MANAGEMENT	
Unit 28: Conduct financial transactions Unit 29: Establish and maintain a cash accounting system	Unit: 34 Plan and implement sales activities Unit 35: Develop negotiation skills Unit 36: Market the small business Unit 38: Build and launch a small business website	

Progression criteria

- Average GPA over 60%
- Portfolio completed
- Pass Capstone and CBT
- PET (CEFR B1)

External assessments

- Assessments: English (PET), Business (Capstone/CBT/Portfolio)
- Eligibility criteria: minimum attendance of 60%, attend all internal assessments and complete portfolio

On job training

- 200 OJT hours at the end of the qualification
- If available, dual mode (lessons and OJT along the term) will be offered to the students

Student support



STUDENT SERVICES

Different services are offered at our College. Check the College timetables, regulations and activities schedule at the Student Affairs office.

- Learning Resources Centre
- Library
- Cafeteria
- Sport facilities



COUNSELLING AND ORIENTATION

Your class tutor, the Counselling Department and the Student Affairs office will support you with educational, academic and professional orientation.

- Individual counselling
- Tutor and counsellor support
- Vocational orientation
- Career orientation



COLLEGE ACTIVITIES

Professional, cultural and sport activities are held each term at the College. Check the College boards for more information and news.

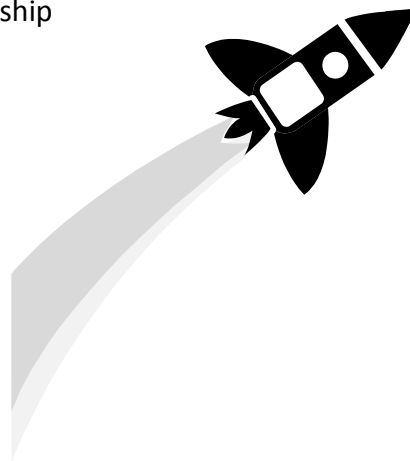
- Workshops
- Sport activities
- Reading club
- Football championship



MONDRAGON AWARDS

Awards for the best students to encourage the relationship with Mondragon environment. You can collect the awards regulations from the Student Affairs office.

- Best attendance
- Best performance



College Regulations

Students are expected to show respect at all times for teachers, other school staff and all other people working in the College as well as fulfil the College regulations.

Students must:

- Comply with all the College policies
- Respect all students and members of staff.
- Be punctual for all lessons
- Participate in all classroom activities
- Have their classroom neat and tidy
- Wear the College uniform
- Wear their student ID card

Students must not:

- Misuse their mobile phones in the classroom
- Eat or drink in the classroom or laboratories.
- Wear rings, necklaces, bracelets and other kinds of jewellery in the laboratories
- Smoke inside any of the buildings
- Engage in behaviour that infringes the safety and rights of others

ATTENDANCE AND ABSENCES

Authorised absences:

- Justified medical absences
- Justified family absences
- Other justified absences: court, special cases

Non-Authorised absences:

- Performing Hajj or Umra
- Prayer times
- Short-term illnesses

DISCIPLINARY PROCESS

Minor misconducts:

- Suspension up to 2 days
- Suspension from extracurricular activities
- Cost reimbursement
- Counselling

Serious misconducts:

- Suspension up to 5 days
 - Warning letters
 - Meeting with parents
 - Dismissal
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