

# General Education Division



The General Education Division Contains two primary units: the Foundations Studies Program and Liberal Studies. Both of these areas are designed to prepare students for future success through either program readiness or curricular extensions in Bachelor programs.

The Foundation Studies Program supports students needing assistance in meeting Bachelor degree program admission criteria. The Foundation Studies Program consists of four levels of English preparation and two courses in mathematics. Students are placed according to their ability into the English and mathematics courses.

Liberal Studies supports the Bachelor degrees by providing breadth through introducing students to ideas which will prepare students for a lifetime of continuing education. The Liberal Studies courses cover communication, mathematics, humanities, social sciences, and science to offer students a broad base of knowledge which they can draw upon throughout their lives.

## Foundations Studies Program

The Foundations Studies Program provides support for students needing assistance in meeting the academic admissions standards for HCT Bachelor degree programs. The Foundations Studies Program consists of four levels of English preparation and two levels of mathematics. Depending on a student's entry level

scores, a student may spend between one semester (entering at the highest level) and four semesters (entering at the lowest level) preparing to meet degree admission criteria. To exit foundations, students must earn an IELTS overall band 5.0 or an accepted equivalence.

## Course Offerings in Liberal Studies

The General Education Program courses do not make up a separate credential or degree but form a set of courses that all Bachelor-seeking students must complete. General Education complement core courses allow students to learn about ideas with which they

otherwise might not come into contact. As a graduation requirement, all Bachelors students are required to take a minimum of 39 credit units of Liberal Studies.

		Course Credits			Course Credits
<b>Communication</b>					
<b>Required Credits: 12</b>					
LSC 1003	Applied German Communications I	3	LSS 1233	Human Growth & Development	3
LSC 1103	Academic Reading and Writing 1	3	LSS 2003	Creating Your Future	3
LSC 1203	Creative Writing	3	LSS 2053	Cultural Diversity	3
LSC 1303	Introduction to Literature	3	LSS 2063	Culture, Climate, and Values	3
LSC 1503	Academic Spoken Communication	3	LSS 2103	Personal Finance	3
LSC 2103	Academic Reading and Writing 2	3	LSS 2203	Psychology	3
LSC 2113	English for Classroom Management	3	LSS 2313	Economics	3
LSC 2123	English for Engineering Technology	3	LSS 2323	Economics of the UAE	3
LSC 2133	English for Health Sciences	3	LSS 2333	Sociology	3
LSC 2143	English for Computer Users	3	LSS 2533	Research Methods	3
LSC 2153	English for The Media	3	LSS 3003	Sports, Leisure, and Society	3
LSC 2163	English for Business Studies	3			
LSC 3013	Professional Communications	3			
<b>Social &amp; Behavioral Studies</b>					
<b>Required Credits: 9</b>					
<b>Mathematics</b>					
<b>Required Credits: 3</b>					
LSM 1003	Applied Mathematics	3	LSN 1003	Human Sciences I	3
LSM 1053	College Algebra	3	LSN 1013	Human Sciences II	3
LSM 1103	Technical Mathematics	3	LSN 1023	Human Biology	3
LSM 1113	Statistical Mathematics	3	LSN 1103	Anatomy & Physiology I	3
LSM 1123	Quantitative Reasoning	3	LSN 1203	Anatomy & Physiology II	3
<b>Physical &amp; Biological Science</b>					
<b>Required Credits: 6</b>					
			LSN 1213	Personal Health & Physical Education	3
			LSN 1223	Chemistry	3
			LSN 1263	Physics	3
			LSN 1303	Health and Wellness	3
<b>Art &amp; Humanities</b>					
<b>Required Credits: 6</b>					
LSF 2083	Introduction to Journalism	3	<b>Global Studies</b>		
LSF 2203	Art Appreciation	3	<b>Required Credits: 3</b>		
LSF 2543	History & Practice of Photography	3	LSG 2013	Globalization, Mass Media, and Society	3
LSH 2103	Foundations for Reasoning	3	LSG 2023	Globalization and the Arab Gulf	3
LSH 2113	Foundations of Leadership	3	LSG 2453	Global Media Trends	3
LSH 2203	Critical Thinking	3			
LSH 2343	Ethical Issues	3			
LSH 2803	Historical Perspectives of the Arab World	3			
LSH 2813	Modern History of the Gulf	3			
LSH 2823	Modern History of the Middle East	3			
LSH 2903	Community Service Learning	3			
LSH 2913	Drama Appreciation	3			



## Work Readiness Program



The program is designed to assist Nationals with varied educational achievements to secure job opportunities, primarily with the private sector. It provides training in basic skills in the subjects of English, Arabic, Computers, Mathematics and Workplace Skills. There is also a work experience component in real work environments thereby providing opportunities for students to apply their skills and adapt to the real world of employment. It equips participating nationals with the necessary skills to enter the job market and provide opportunities to build their future careers. Increasingly, those companies accepting students for work placement have provided students with full time employment opportunities upon completion of the program. The HCT/CERT is uniquely situated to provide such a bilingual educational/vocational program as well as a recognized certificate diploma from the Ministry of Higher Education with a salary scale of (4/2) to ensure career enhancement.

[www.workreadinessprogram.com](http://www.workreadinessprogram.com)

## Work Readiness

**MISSION:** The Work Readiness Certificate Program prepares graduates for entry level positions in a variety of jobs in the public and private sectors as well as preparatory study in a variety of discipline areas. The first and second semesters of the program have a major focus on areas of General Education as defined by HCT, namely: English, Computing, Mathematics, Arabic, and Work Skills.

The third and fourth semesters focus on the Job Specific Skills on one of the following optional discipline areas:

- General Business
- Information Technology
- Electronic Engineering
- Electrical Engineering
- Construction Engineering
- Instrumentation Engineering

Any future required discipline could be added to the above list.

All courses carry an embedded non-credit component leading to a final assessment for personal development (PDVA N1100 – Personal Development Assessment).

The program seeks to be a full implementation of a comprehensive set of graduate outcomes.

**PROGRAM ENTRY REQUIREMENTS:** No prerequisite programs

**PROGRAM REGULATIONS:** Students who do not meet HCT admission criteria of UAE Nationality, completion of 12 years schooling, completion of CEPA and completion of GSC are not eligible to transfer to other HCT programs.

Courses at all campuses last for four semesters of 16 weeks each. Students who meet course and program requirements receive a CC (=Continuing Course) grade for all semesters prior to the final semester. A final grade is entered at the end of the final semester. Course credit is awarded on successful completion of all semesters. Grade point averages do not apply to this program.

**EXIT CRITERIA:** In order to graduate successfully from the program, the following criteria are applied.

A trainee is deemed to have been successful if:

1. The standards required by both the HCT and employers during WORK N1100 are met at a minimum of 60%.
2. The PDVA N1100 final assessment (all scores combined) is a minimum of 60%.
3. A final aggregated composite score of a minimum 60% is reached on all taught courses.

	*GSC	Course Credits	Total Periods
<b>Years 1 - Semesters 1 and 2</b>			
<b>Required Credits: 40</b>			
WREN N1100	English Communication Skills	12	192
WRAR N1100	Arabic Communication Skills	4	64
WRCO N1100	Computer Skills	10	160
WRMA 1100	Mathematic Skills	4	64
WRWK N1100	Work Skills	10	160
<b>Years 2 - Semesters 3</b>			
<b>Required Credits: 20</b>			
WREN N1100	English Communication Skills	6	96
WRAR N1100	Arabic Communication Skills	2	32
WRCO N1100	Computer Skills	5	80
WRMA N1100	Mathematic Skills	2	32
WRJS N1100	Job Specific Skills	5	80
<b>Years 2 - Semesters 4</b>			
<b>Required Credits: 19</b>			
WREN N1100	English Communication Skills	3	48
WRAR N1100	Arabic Communication Skills	1	16
WRCO N1100	Computer Skills	3	40
WRMA N1100	Mathematic Skills	1	16
WRJS N1100	Job Specific Skills	3	40
WORK N1100	Work Experience	8	8 weeks

Program Required Credits	79	Program Required Courses	7
Program Length , Full Time (Year/s)	2	Maximum Duration Of Study , Full Time (Year/s)	3
		Program Code	WKR DWR