GENERAL ACADEMIC REQUIREMENTS DIVISION (GARD)

Divisional Mission

The Mission of GARD is to:

• Enhance and integrate the academic and personal development and growth of HCT students through the development of a student-centered learning environment that will provide a comprehensive array of Innovative programs, resources and services.
• Facilitate the successful transition of new students to their career programs by enhancing student engagement, integrating academic and co-curricular programs, and fostering both independent and lifelong learning.

Senior Staff

Executive Dean

Dr. Caroline Louise Jenns

Associate Executive Dean A&ES

Dr. Maryam Al Shamsi

Programs Offered

The following programs are offered at each HCT campus:

- **Academic Success**
- **General Studies**
- **Arabic and Emirati Studies**

Academic Success Program (ASP)

Through its proactive and innovative programs, the ASP design opportunities for students to achieve academic goals and develop as lifelong independent reflective learners.

General Objectives

As an interconnected unit of the General Academic Requirements Division (GARD), ASP aims to support and encourage academic student development outside of class time both on-campus and on-line as an integral part of the HCT student experience in synch with the academic courses. Additionally, ASP aims to coordinate tutoring and academic support to all HCT students in all major programs.

ASP Vision

Three inter-related programming strands are to be designed and released sequentially:

- Learning Centers (Academic Success Centers)
- Skills (both Study Skills and 21st Century Skills)
- Developmental Advising / Mentoring (extended Orientation to Major Selection)

Description
As a broad description, ASP intends to connect and guide students through a First-Year Experience along the three strands, from pre-enrolment (high school) through an extended orientation, through a

guided program of self-development and major selection where the responsibility remains always the student's, through academic support during their classes, until graduation.

ASP subscribes to an "at-the-point-of-need" philosophy in program delivery, meaning that a proactive advising model determines when an intervention is necessary for a specific student, and not all students need to receive the same mass delivery. In other words, ASP support is customized according to each individual student's need.

Further, ASP also commits to a philosophy of early intervention and aims to activate academic support at the earliest sign of need, based on Faculty referrals.

In order to achieve its strategic objective of supporting students' academic performance with out-of-class study, ASP has launched 14 Academic Success Centers across the HCT network of male and female campuses in the UAE, and an online tutorial tracking system now available to all HCT Faculty and Staff – tutTrak.

The Centers, a cornerstone of the HCT's Academic Success Program, provide academic and developmental training services to students by seeking to improve the performance of students who need academic support, as well upgrading their study skills. In addition, the Academic Success Centers attract outstanding students, offering training and workshops that enhance their leadership abilities and future skills, in order to offer them opportunities to tutor and mentor their peers through **Peer Tutoring**.

General Studies

General Studies Program is dedicated to supporting, developing and mentoring all HCT students to reach their full communicative, intellectual, literacy and vocational skills potential.

This is achieved through a cross-curricula approach that challenges students to reflect and develop holistically by providing them with continual applied learning opportunities that broaden their global perspective, critical thinking, problem-solving and information synthesis skills in preparation for the dynamic, increasingly global, work environment.

Admission to Program

As per details in each Academic Division and general admission requirements of HCT.

Arabic & Emirati Studies

Arabic and Emirati Studies (AES) courses are designed to assure that students are proficient in Arabic, the official language of the country and familiar with the history, tradition and culture of the region. AES courses are included under the General Studies course plan as per CAA core life skills requirements.

Program Description

The General Studies (GS) program provides an integrated suite of courses that empowers students to meet the challenges of college, the workplace, and life by enabling students to acquire essential practical skills and competencies. Among those targeted are effective oral and written communication in Arabic and English, creative and critical thinking and

problem solving, multiple forms of data gathering and analysis, moral and ethical decision-making, tolerance and multicultural sensitivity while maintaining the unique national identity and Arab cultural background of the UAE, teamwork and collaboration, and understanding the integrative and cumulative nature of knowledge acquisition.

The structure of the General Studies (including Arabic and Emirati Studies courses)) program is aligned with the CAA Standards for Licensure and Accreditation (2019) and consists of the following categories

1. English language
2. Arabic language
3. Islamic studies
4. UAE studies
5. Social Science
6. Natural Science
7. Mathematics

Program Learning Outcomes

a. Graduates will be able to:

1. Comprehend and express concepts in English and Arabic in oral, written, and digital formats
2. Collect, analyze, interpret and report qualitative and quantitative data effectively at a basic level
3. Develop decision making processes that incorporate critical and creative problem-solving skills
4. Work effectively, in teams and independently, understanding strategies that promote healthy dialog and discussion among people from different nationalities, cultures, and backgrounds
5. Identify and devise creative solutions to address potential future challenges students may face in their educational experience, career, and life
6. Identify areas for personal, academic, and professional growth and development and self-access means for improving identified areas
7. Reflect on the attitudes and beliefs relevant to individual and social choices and actions.
8. Demonstrate a knowledge of mathematics and its application in various contexts.

Completion Requirements

As a graduation requirement, students must successfully complete the following minimum credits:

Description	Data
Bachelor	33 credits

Mandatory Courses

General Studies courses which are mandatory for all students completing a Bachelor's degree to include

Code	Title	Credit Hours
AES 1003	Emirati Studies	3
AES 1013	Arabic Communications	3
AES 1033	Islamic Culture	3
LSC 1103	Professional Communication and Reporting	3
LSS 1003	Life and Future Skills	3
LSS 1123	Basic Research Methods	3
LSC 2193	Applied Skills Capstone	3
ICT 2013	Computational Thinking and Coding	3
BUS 2403	Innovation and Entrepreneurship	3
One course from Mathematics option		3
One course from Natural Science option		3

Code	Title	Credit Hours
English, Arabic or other Languages		
Required Credits: 12		
Required:		
AES 1013	Arabic Communications	3
OR:		
AES 2003	Arabic for Non-Native Speakers [*]	3
AES 1033	Islamic Culture [*]	3
Required:		
LSC 1103	Professional Communication and Reporting	3
And one elective course from:		
LSC 1503	Academic Spoken Communication [*]	3
LSC 2193	Applied Skills Capstone	3
LSC 3023	Professional English [*]	3
Humanities or Arts		
Required Credits: 3		
AES 1003	Emirati Studies	3
PST 1173	Islamic Studies [*]	3
Mathematics and Information Technology		
Required Credits: 6		
ICT 2013	Computational Thinking and Coding	3
LSM 1003	Applied Mathematics	3
Or		
LSM 1103	Technical Mathematics	3
Or		
LSM 1113	Statistical Mathematics	3
Or		
LSM 1123	Quantitative Reasoning	3
Or		
MTH 1113	Statistics for Engineering	3
And		
The Natural Sciences		
Required Credits: 3		
One of the following courses:		
AHM 1203	Aviation Physics [*]	3
ECE 2123	Fundamentals of Mathematics and Science in Early Childhood	3
HSC 1013	Human Biology	3
HSC 1233	Human Growth and Development	3
LSN 1113	Introduction to Sustainability	3
PHY 1103	Physics of Mechanics and Motion	3
VET 1123	General Chemistry	3
CIS 4003	Green Computing [**]	3
The Social or Behavioral Sciences		
Required Credits: 9 [*]		

LSS 1003	Life and Future Skills	3
LSS 1123	Basic Research Methods	3
BUS 2403	Innovation and Entrepreneurship *	3
NPS 2103	Naval Leadership and Management ***	3
*Military and Security programs may have different requirements		
** For CIS Students only.		
*** For Naval Science program		

Description	Data
Total Required Credits	33 Credits

Preparatory Courses

Preparatory Courses

In some circumstances, students may supplement their learning through preparatory courses.

Preparatory Courses
LSC 0209 English Communications I
LSC 0306 English Communications II
LSC 0303 English Communications II
LSM 0103 Applied Mathematics Fundamentals

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