



# **Oman College of Management & Technology**

## **Department of Administrative and Financial Sciences**

### **Diploma Courses**

### **Courses Description**

## **Diploma Degree: Business Administration**

### **701101: English Language (1)**

**(3 Credit Hours)**

This course will have more stress on language skills, especially from a business point of view. The course aims at a consolidation of language skills at the intermediate level as continuation of foundation studies. Each skill will be taught in more extensive manner to enable the students to use the language as a source of communication more accurately. Stress will be on teaching the basic grammatical structure as well that are important for the use and application of basic skills. Extensive reading exercises and group discussions will be held to enable the students to learn new vocabulary and then practice and apply it more effectively. Along with that guided and individual writing exercises will be done at the end of each module. The course will cover all the areas of language skills. It will support them for the future English studies and equip them to use their language skills without fail.

### **701102: English Language (2)**

**(3 Credit Hours)**

This course is a continuation of language skills learnt at the intermediate level. The course will have extensive writing and reading components and will take students to upper intermediate level of language competency. It equally stresses functional grammar and comprehensive coverage of vocabulary related to marketing, finance and human resources. As part of the course, students are required to acquire skills in report writing, negotiating, emails and presentations. The course also features a lot of speaking activities tailor made to suit the business environment in the modern day context. The course also functions as a preparation for advanced level of English, as language is taught in a very comprehensive manner.

**701103: English Language (3)****(3 Credit Hours)**

This course is the final polishing and shaping of the student's language at the advanced level of English learning. This course will enlighten the student's abilities of using proper language skills. It's a combination of stimulating content with comprehensive grammar, vocabulary and skill work. This course will give students an experience of learning the language as a whole, not through separated skills. The clear explanation and extensive practice exercises revise and expand student's knowledge of grammar. Man of today needs high frequency and useful vocabulary that is practiced in this course by special focus on phrases and language "chunks". Competence in speaking skills is more focused as compared to other skills. So, the target of the course is to enable the students to speak and understand English completely and also to adjust their selves in any kind of working environment, in or out of their country.

**701105: Arabic Language****(3 Credit Hours)**

The course covers grammar, reading and writing practice as well as an insight into the culture of the region. Students will learn the basics of the language and be able to build up enough knowledge to read and write at a basic level. Given the subtle differences between eastern and western cultures, it is beneficial to the students to be aware of such differences which are embedded in the language.

**701108: Arabic Islamic Civilization****(3 Credit Hours)**

This course is designed as an introduction to Islamic civilization and thought and requires no prior knowledge of Islam or Middle Eastern History. It will focus on the political, social and religious institutions that shaped Islamic civilization as well as on the intellectual and scholarly traditions which characterized the Muslim world from the foundation of Islam onwards. Beginning with the geographical, cultural and historical context of the rise of Islam, the life of the Prophet, the Qur'an, it will extend through modernity and beyond, with a special emphasis on texts.

**501100 Introduction to Computer Science****(3 Credit Hours)**

This course covers a general introduction to computer systems, technology and applications, Computer application package such as word processing, database management systems, power point, Internet etc.

**102101 Principles of Management (1)****(3 Credit Hours)**

This course is a conceptual one, which designed mainly to provide the student with the introductory managerial concepts and knowledge, it focus on the three functions of management: planning, organizing and controlling, discuss the nature of managerial work, the evolution of management history, the organizational culture, the effect of external environment forces on the organization success and how managers make decisions.

**102103 Principles of Macroeconomics****(3 Credit Hours)**

An introduction to the general principles of national income, employment and prices in closed and open economies and the role of government, money, inflation, international trade, economic growth and development

**102201 Principles of Statistics****(3 Credit Hours)**

The statistical techniques introduced are used in all the functional areas of business including accounting, finance, marketing, production and personal management. Topic includes data collection, probability, sampling, and hypothesis testing and decision analysis.

**103202 Scientific Research Methods****(3 Credit Hours)**

The course focuses on the analysis of business problems and the use of scientific research as a problem solving tool. This encompasses the understanding and application of appropriate research designs, research methods, research project execution, and research statistics, the use of the computer for data analysis, report writing, and presentation.

**202101 Principles of Accounting (1)****(3 Credit Hours)**

Basic Concepts, the double-entry, accounting system, the accounting cycle, merchandising operations, cash transactions and receivables and commercial papers, special journals, preparation of financial statements.

**202102 Principles of Accounting (2)****(3 Credit Hours)**

Inventories and cost of goods sold, accounting problems relating to long lived assets, short-term liabilities, payroll accounting, introduction to partnership accounting and Corporations accounting

**102102 Principles of Management (2)****(3 Credit Hours)**

This course is designed to complement and broaden the student's knowledge of the essential principles and concepts of management. The student will be given the opportunity to learn about the concept of strategic management, human resource management, organizational behavior,

motivation and other related concepts. All of which will help the student to learn the skills required to be a good leader and manager.

**103204 Computer Applications in Business (3 Credit Hours)**

The course aims to prepare students to use microcomputers in business. It introduces students to Microsoft office, SPSS, quantitative analysis package, and other application software.

**103205 Commercial Statistics (3 Credit Hours)**

The statistical techniques introduced are used in all the functional areas of business, accounting, finance, marketing, production and personal management. Topic include probability distribution, sampling, statistical estimation, hypothesis testing and decision analysis, Simple regression and correlations, time series and forecasting.

**103209 Human Resource Management (3 Credit Hours)**

This course is intended to introduce the human resource functions found in different types of organizations. The course emphasizes the basic human resource management activities and techniques used to manage the human resource in organizations which will influence organization competitiveness. This course focuses on strategic human resource management, planning, job analysis, recruiting, selection, development, developing careers, performance appraisal, and compensation.

**103210 Quantitative Analysis (1) (3 Credit Hours)**

The focus of this course is the thorough examination of specialized techniques in areas such as linear programming both graphical and simplex method, sensitivity analysis of these methods, integer programming, and transportation problems. The course should develop the application capabilities of students and strengthen their modeling experience of real world problems in the above-mentioned areas.

**103211 Production Management (3 Credit Hours)**

The student will learn the concepts and methods related to designing and managing operations, also will gain knowledge and appreciation of the importance of operations strategies and functions and how it is related to other business activities.

**302201 Principles of Finance (1) (3 Credit Hours)**

Introduction to finance, financial analysis, risks & return concepts, the time values of money concept, and the valuation of stocks & bond

**403201 Principles of Marketing (1) (3 Credit Hours)**

The course focuses on basic concepts in Marketing, examining the main elements of the marketing mix (product, place, price, and promotion), consumer behavior, market segmentation, strategic market planning, managing the marketing mix in a dynamic environment.

**102104 Principles of Microeconomics (3 Credit Hours)**

This is also an introductory course where the general principles of pricing and resource allocation are discussed in the market type economies.

**102202 Introduction to Public Management (3 Credit Hours)**

A study concerned with the identification and understanding of the foundations and the general principles of the administration. It also concerns the interface between the nature of the administration and its application in practice and the analysis of its problems in the society, in addition to the development of the needed skills for handling the different administrative situations.

**103201 Commercial Law (3 Credit Hours)**

Development of commercial companies, types of companies, their general regulations, solidarity companies, limited liability companies, by actions, companies, mergers. Bankruptcy and compromise protecting therefrom.

**103203 Organizational Behavior (3 Credit Hours)**

Behavior in formal organization, organization structure, behavioral patterns, authority, motivation, conflict, organization climate interpersonal communication.

**103206 Organizational Supervision (3 Credit Hours)**

Definition of organizational supervision, the process of supervision, techniques, human relations in supervision, criteria of effective supervision

**103404 Strategic Management (3 Credit Hours)**

Examination of the basic concepts of strategic management, and developing student skills related to the formulation, selection, implementation, evaluation and controlling of managerial strategies.

**103202: Scientific Research Method (3 Credit Hours)**

Research, development, and presentation of programming proposal for a large scale Business Administration project.

## **Diploma: Accounting**

### **701101: English Language (1)**

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### **701102: English Language (2)**

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**103201 Commercial Law (3 Credit Hours)**

Development of commercial companies, types of companies, their general regulations, solidarity companies, limited liability companies, by actions, companies, mergers. Bankruptcy and compromise protecting therefrom

**203201 Intermediate Accounting (1) (3 Credit Hours)**

Introduction to financial accounting theory, measurements of the elements of financial statements, accounting for assets applications on the international accounting standards. Short-term liabilities, stockholders equity, correction of errors, disclosures of changes in accounting methods, revenue measurement and income determination, accounting for leases and pension, statement of sources and uses of fund, applications of the international accounting standards.

**203202 Company Accounting (3 Credit Hours)**

Introduction to partnerships accounting and corporation accounting, forming partnerships and corporation, measuring profitability of partnership and corporations, accounting for liquidation, admission or withdrawal of partners, increasing and decreasing capital for partnership and corporations, accounting for bonds, instructions of issuing companies disclosure, accounting and auditing standards

**203203 Accounting for Govt. and non-profit making organizations (3 Credit Hours)**

Fun theory; government budget, The accounting systems, internal control, journal entries of governmental transactions, control on revenues and expenses; the final account

**203205 Accounting for Financial Institutions (3 Credit Hours)**

The objective of this module is to provide the student with information related to banks and insurance companies and their Accounting system that provide information to the users of this sector.

**203206 Cost Accounting (1) (3 Credit Hours)**

Introduction to cost accounting, cost behavior, cost-volume-profit analysis, cost classification, cost accumulation, job order costing, process costing, cost allocation, joint and by-products, income statement of manufacturing companies

**203207 Financial Statement Analysis (3 Credit Hours)**

Methods used to analyse financial information which could reveal the financial strength or weakness on any firm, analysis of balance sheet, analysis of income statement, and analysis of statement of cash flows.

**203208 Taxation Accounting (3 Credit Hours)**

Objectives of tax systems, efficiency and equity of taxes, tax structure in Oman, Omani income tax law, computing income tax for employees, individuals, partnerships and corporations with different activities evaluation of income tax law.

**203210 Computer Application in Accounting (3 Credit Hours)**

Using computers in recording and classifying financial transactions, preparing the financial statements, and inventory control

**203303 Intermediate accounting (2) (3 Credit Hours)**

Definition and characteristics of a partnership, formation at a partnership, division of profits and losses, changes of partnership capital, admission and retirement of partners, partnership financial statement, consolidation and liquidation.

**203209 Islamic Accounting**

**(3 Credit Hours)**

Accounting measures in Islam, elements of expenditures and revenues, accounting for Islamic Banks, accounting for Zakat, accounting for inheritance

**103202: Scientific Research Method**

**(3 Credit Hours)**

Research, development, and presentation of programming proposal for a large scale Accounting project.

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**203205 Accounting for Financial Institutions (3 Credit Hours)**

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**303202 Principles of Finance (2) (3 Credit Hours)**

This course deals with principles of financial management from the corner of short-term money market instruments and long-term instruments in addition to capital budgeting

**303203 Mathematics in Finance (3 Credit Hours)**

Principles of financial mathematics which cover issues such as simple and compound interest rates, annuities, bond prices and returns. Functions and relations; linear model and transcendental functions and their use in finance

**303204 Introduction to Money and Banking (3 Credit Hours)**

The structure and operation of domestic financial systems of developed and developing economic systems. Heavy emphasis is on the Oman financial setup. Nature and functions of money, the banking system and other financial institutions.

**303206 Financial Institutions (3 Credit Hours)**

Concepts and target of financial institutions, analysis the sources and use of funds, working capital management, credit analysis policies in financial institutions

**303205 Islamic Banking (3 Credit Hours)**

This course covers all aspects of Islamic banking, : including the definitions of, interest rate the rate, of return . It follows the development of banking credit historically. Then the Islamic banks corrects and applications in introduced also, it explain all Islamic Banking Product & services

**303207 Financial Analysis (3 Credit Hours)**

Tools of financial analysis, their limitations, and the employment of financial analysis in the decision making process of creditors and investors.

**303210 Computer Application in Finance (3 Credit Hours)**

The focal point of this course is the use of computers and other modern equipment in banks. It includes practical training on computers. This course focuses on analyzing data, interpreting the output from the Microsoft Excel and E-views, and explaining how to use this software. The course aims to prepare students to use microcomputers in business. It introduces students to Microsoft office, quantitative analysis package, and other application software

**303306 Financial Management (3 Credit Hours)**

Policies and practices required to plan and control the sources and use of firm's funds, emphasis on formulation, implementation and modification of corporate financial policies, management of liquid assets, selection among alternative investment opportunities, funds acquisition, dividend polices, determination of the optimal debt-equity mix.

**303209 Personal Finance**

**(3 Credit Hours)**

This course will examine the importance of personal finance, the planning it requires, decisions concerning savings, investments, and buy-sell issues.

**303210 Banking and Financial Laws and Regulations**

**(3 Credit Hours)**

The legal aspects governing the operations of banks and financial institution in Oman.

**403201 Principles of Marketing (1)**

**(3 Credit Hours)**

The course focuses on basic concepts in Marketing, examining the main elements of the marketing mix (product, place, price, and promotion), consumer behavior, market segmentation, strategic market planning, managing the marketing mix in a dynamic environment.

**103202: Methods of Research**

**(3 Credit Hours)**

Research, development, and presentation of programming proposal for a large scale Banking and Financial Science project.

