



# **Oman College of Management & Technology**

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

### **Bachelor Courses**

### **Courses Description**

## **Bachelor Degree: Business Administration**

### **College Requirements**

#### **501100: Introduction to Computer Sciences (3 Credit Hours)**

General introduction to computer systems, technology and applications, Computer application package such as word processing, database management systems, power point, Internet etc.

#### **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)**

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**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.

## **Electives**

### **701107: History of Oman**

**(3 Credit Hours)**

This course deals with the history of Oman history in the Islamic and modern periods. In the first period, it addresses the entry of Islam to Oman and Oman's political and cultural conditions during the Amawi and Abbasi periods. It also discusses the emergence of the Ibadhi Imamate and its stand against the ambitions regional powers during the same period until the sixteenth century AD /the tenth century AH. The second period focuses on the history of Oman in the modern era, starting from the establishment of the State Eliearbi and the struggle against foreign powers and the establishment of the State of Al-Said and its internal and external policies as well as the role of Oman in the human civilization during the periods in question.

### **701109: Islamic Culture**

**(3 Credit Hours)**

This course aims to establish the concept of Islamic culture and its position among the other international cultures, its position in the Muslim life, its sources, its bases and its characteristics. It also the fields of Islamic culture in faith, worship, relations, morals, knowledge, the clash between cultures in addition to Globalization, Human Rights, Woman Rights, Democracy and other contemporary issues

### **701110: Environment & Society**

**(3 Credit Hours)**

Society and the Environment is an examination of the interactions between people and the environment. The course examines the concepts, actors, and processes of environment and society, an assessment of environmental and political philosophies, models for action, social movements, and the problems and prospects of creating sustainable societies. Each semester selected case studies will be examined.

### **701112: Omani Society**

**(3 Credit Hours)**

This course aims to enlighten students with the reality contemporary Omani society focusing on the of the Renaissance and the path to modernization and comprehensive development, through descriptive and analytical study of the following: the general features of the Omani society; the administrative organization of the state; the Omani contemporary economy; the Oman village in the context of agricultural development; industrial development; education and human resource development; and social welfare policies and their evolution.

**701113: Communicational Culture****(3 Credit Hours)**

This offers a broad overview of the conceptual vocabularies and critical strategies that scholars use to study communication. The goal here is to provide students with the ability to recognize and discuss these various perspectives, and thus begin to develop the tools needed to become an intelligent observer of human communication as well as an effective participant in contemporary culture.

**701114: Islamic Economic****(3 Credit Hours)**

This Course allows the student to develop a critical understanding of the development of Islamic economic and finance theory and become more appreciative of the contributions made by Muslim thinkers. Other than referring to the Quran and Sunnah as the key referral materials, this module also discusses the related theories from the conventional perspective.

**701117: Introduction to Psychology****(3 Credit Hours)**

Psychology can be defined as the scientific study of mental processes and behavior. . While psychology is most often associated with clinical issues (i.e. abnormal, personality), this makes up only a small portion of the field. Other specialties within the field include, to name a few, physiological, social, organizational, and developmental psychology. We cannot understand ourselves or the individuals around us without looking at how we develop, how we behave in a social context, or the physiological components of our behavior. Thus, this course will serve as an overview of the major fields within psychology with an emphasis on developing an understanding of psychology as the science of human thought and behavior. We will also learn to critically evaluate "common sense" knowledge about how people function.

**701118: Introduction to Library Sciences****(3 Credit Hours)**

An overview of the history, philosophy, purpose, functions and processes, users, collections and evaluation of academic, public, school and special libraries and information centers; of the history and trends of books and other media, publishing, and information technology; of the principles and basic elements of the collection development process; of relevant legal and ethical topic intellectual property (copyright), access, confidentiality of records, intellectual freedom and censorship; and of current professional issues.

**701120: Physical Education****(3 Credit Hours)**

The purpose of this course is to provide students with the knowledge, skills and values they need to become healthy and physically active for a lifetime. This course addresses both the health and skill related components of fitness which are critical for students' success. Activities in this course may include, but are not limited to the following: Health-related fitness components, fitness/wellness concepts, nutrition, goal setting, spinning, stability balls, Pilates, steps, aerobics, circuit training, weight training, resistance bands, jump ropes, walking, wellness center equipment.

**701122: Human Right Issues****(3 Credit Hours)**

This course offers philosophical, legal, and political perspectives on human rights. After a short historical introduction to international human rights, it surveys international human rights treaties, courts, and institutions. Next it turns to topics in human rights theory, covering some contemporary philosophical theories of human rights. The final section explores some human rights problems and controversies such as economic and social rights, group rights, and cultural relativism.

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**701102: English Language (2)****(3 Credit Hours)**

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

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**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.

**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

**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.

**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.

**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.

**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.

**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.

**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.

**103204 Computer Application 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.

**103301 Quantitative Analysis (2)****(3 Credit Hours)**

The focus of this course is the thorough examination of specialized techniques in areas such as forecasting, project management, inventory control, and queuing models. The course should develop the application capabilities of students and strengthen their modeling experiences of real world problems in the above mentioned areas

**103303 Small Business Management****(3 Credit Hours)**

Introduction to entrepreneurship and small business management, their definitions & importance. Startup of small firms, preparing the business plan, small business marketing, managing small business appertains, financial & administrative control.

**103313 Knowledge Management****(3 Credit Hours)**

Thorough coverage of the latest theory and practice of Knowledge Management (KM), with an integrated interdisciplinary presentation that makes sense of the confusingly wide variety of computer science and business KM perspectives arising simultaneously from artificial intelligence, information systems, and organizational behavior. Solidly covers the "hard" technical components of computer tools and technology for managing knowledge, without losing sight of the "soft" management needs and challenges in leveraging knowledge effectively within an organization. Critically evaluates the nature, computer representation, access, and utilization of knowledge versus information within a human context. Essential preparation for managerial, technical, and systems workers alike in today's modern knowledge-based economy.

**103401 International Business Management****(3 Credit Hours)**

This course examines the challenges facing managers that are competing in a global economy. In particular, we will devote our attention to strategic management in a globally competitive environment and the role of culture in motivation, leadership, communication, negotiation, decision making, HRM practices, and the management of a multicultural workforce abroad or at home. We will cover the process of management based on both the macro (organizational) level of environment and strategy and the micro (interpersonal) level of culture and human resources. Some of the critical topics to be explored include: 1. Assessing the Environment of International Management. 2. Understanding the Cultural Context of International Management. 3. Formulating and Implementing Strategy for International Operations. 4. Managing Human Resources around the World.

**103402 Management Information System****(3 Credit Hours)**

Nature of system, parameters for the business system, measurement problem, information theory and its relationship to measurement and control system design, analysis models for management, decision-making and control of systems.

**103403 Organization Theory****(3 Credit Hours)**

Organizational effectiveness, the external environment, manufacturing, service and advanced information technology in organizations, organization size, growth, and life cycle, designing organization structure, information technology and organizational control, and organizational culture.

**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.

**103405 Graduation Project****(3 Credit Hours)**

It's an internship program for students to get acquainted with the work life environment in applying the theoretical knowledge gained by them during the academic program in their specialized area.

**103406 Taking Decision Theories****(3 Credit Hours)**

The course introduces key concepts and themes that concern the enhancement of decision makers' judgment based on hypothetical and real life situation. The course demonstrates the deficiencies and insufficiencies of rational economic model in decision making. It draws attention to number of biases that hinder the effectiveness of decision maker judgment based on the model. Moreover it exposes the students to how decisions are practiced in varied organizational and managerial situations including job and career prospects, investments, disclosure, contracts, mergers and acquisitions, change aspects, environmental issues and moral aspects. In more specific terms, then course aims to :

- a- Highlight the insufficiency of rational/economic model in achieving effective decisions.
- b- Identify biases and decision making attribute to issues such as: perception, associations, irretrievability, referential points, anchoring and overconfidence.

Develop students' ability in Decision making.

**103407 Practice & Development of Administrative Skills****(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. Definition of development, general models of development, e role of Administrative in development bureaucracy and development.

**103408 Administration of Organizational Changes****(3 Credit Hours)**

This course provides students with knowledge and skill regarding different areas and aspects of OD concepts and interventions. It enhances students' awareness of the importance and significance of the general area of organizational change, development and learning. It helps students understand the importance of organizational renewal and total planned change. It also integrates that with in-depth knowledge relating to corporate culture and value system. Providing students with knowledge and skill regarding the importance of change and adaptation is a core issue in this course. Specifically related, the environmental uncertainty and the turbulent environmental changes facing present organization to the extent that change has become a way of life for most organizations

**103409 Recent Issues in Management****(3 Credit Hours)**

This course aims at shedding the light on management topics which were developed by contemporary management research and attract practitioners because of its role in increasing their awareness and because of its impact on the effectiveness of business organizations they work in the topics which the course will cover include: E- business, Globalization, Virtual Organizations, Total Quality Management, Re-engineering, Learning Organizations, Business Incubators, Institutionalism, and others.

**203401 Managerial Accounting****(3 Credit Hours)**

Introduction to management accounting, cost-volume-profit relationship for multi-product firms, short-term decisions, the comprehensive budget, capital budgeting, divisional performance measurement and transfer pricing.

**403401 Consumer Behavior****(3 Credit Hours)**

Emphasis on behavioral aspects of the buyer and the influence of various factors on consumer behavior (such as learning, perception, personality, self-concept, attitudes, personal factors, culture, family, reference groups, social class, life style...etc.) In addition, persuasive strategies are considered through effective communication programmes.

**403402 Marketing Management****(3 Credit Hours)**

Analysis of marketing problems of organizations, emphasis on the role of marketing manager in developing and presenting goal-oriented strategies, use of behavioral science concepts understand buyers, study of marketing decision areas including advertising, personal selling, product planning, pricing, distribution and competitive strategies.

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

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

**103305 Production Planning & Control (3 Credit Hours)**

This Course Cover the analysis of different project proposals (alternatives).Then the best alternative has to be selected according to specified criteria that should be applied on all alternatives. The selected alter nature then, has to be analyzed in more details to determine the need for different resources (the planning Phase) and to Schedule all projects activates (scheduling phase), and to agree upon certain feedback process (the contact phase of the project management). This course also aims to introduce students with the current issues of quality including its tools and techniques.

**103306 Wages & Salaries Management (3 Credit Hours)**

Design of the different compensation system in setting such as business organizations, government and other institutions of any type and size effects of compensation system on performance, job analysis, job evaluation and how to develop wage structure and fringe benefits and their administration

**103308 Feasibility Study (3 Credit Hours)**

Analyzing projects tables, primary study, market analysis study, technical study, financial analysis, profitability analysis and analyzing cost efficiency.

**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

**303302 Investment Management (3 Credit Hours)**

Investment values, construction and prerequisites of investment programs, measurement of risk and Return, Economic, Industry and Fundamental Security analysis, in addition to bond & stock valuations

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

Policies and practices required planning and controlling 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, and dividend policies determination of the optimal debt-equity mix.

**103202: Scientific Research Method**

**(3 Credit Hours)**

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

## **Bachelor Degree: Accounting**

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

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**501100 Introduction to Computer Science**

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**102101 Principles of Management (1)**

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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.

**103308 Feasibility Study****(3 Credit Hours)**

Analyzing projects tables, primary study, market analysis study, technical study, financial analysis, profitability analysis and analyzing cost efficiency.

**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

**203301 Specialized Financial Accounting (3 Credit Hours)**

Special accounting treatment of various specialized organizations such as agricultural projects, hire-purchase and installments, consignments and divisions.

**203302 Auditing (1) (3 Credit Hours)**

Introduction, professional code of ethics, objectives and responsibilities of auditors, types of audit evidence and documentation, audit planning, estimating materiality and risk, study and evaluation of internal control system, auditing of sales and collection cycle, auditing report, international auditing standards.

**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.

**203304 Advanced Accounting (3 Credit Hours)**

Advanced aspects in branches, mergers, re-organization liquidation, and consolidated financial statements, foreign currencies transactions

**203305 Cost Accounting (2) (3 Credit Hours)**

Standard cost accounting and deviation analysis, variable and absorption costing, cost behavior, regression analysis, cost estimation, advanced aspects of process costing, contract costing.

**203401 Managerial Accounting (3 Credit Hours)**

Introduction to management accounting, cost-volume-profit relationship for multi-product firms, short-term decisions, the comprehensive budget, capital budgeting, divisional performance measurement and transfer pricing.

**203402 Auditing (2) (3 Credit Hours)**

Tests of transactions, tests of balances, auditing samples, cases, international auditing guidelines

**203403 Accounting Information System (3 Credit Hours)**

Concepts related to analyzing, designing, using improving and controlling of effective accounting information systems, application to computers

**203404 Accounting Theory (3 Credit Hours)**

The role of accounting theory, accounting conventions, accounting principles, statements of fund and cash flow, interpreting and comparing of financial reports, financial

accounting for holding companies, current cost accounting, accounting for social responsibility

**203405 Graduation Project (3 Credit Hours)**

It is an internship program for students to get acquainted with the work life environment in applying the theoretical knowledge gained by them during the academic program in their specialized area.

**203406 International Accounting (3 Credit Hours)**

This course deals with the basic methodology for solving the problems of different cases of international projects engaged by international business organizations

**203408 Oil and Mineral Accounting (3 Credit Hours)**

At the end of the term, the students will learn the concepts and methods related to oil and mineral accounting methods. This is a special accounting subject wherein the students will be able to gain the skills of the methods of accounting in the business organizations engaged in the field of Oil and Mineral resources

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

Policies and practices required planning and controlling 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, and dividend polices determination of the optimal debt-equity mix

**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.

**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

**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

**203407 Problems and Cases in Accounting (3 Credit Hours)**

Accounting tools for dealing with different types of problems and cases including problems of sole Proprietorship, partnerships, corporations, co-operatives, agricultural projects, inflation accounting.

**303301 Insurance theory (3 Credit Hours)**

Study of individual life insurance, homeowners, in addition to the various types of health, life and fire insurance, and the applications of these various types of insurance policies

**303302 Investment management (3 Credit Hours)**

Investment values, construction and prerequisites of investment programs, measurement of risk and return, economic, industry and fundamental security analysis, in addition to bond and stock valuations

**303305 Finance markets (3 Credit Hours)**

Foreign exchange market, the balance of payments, foreign trade and the national income, adjustment policies and the financial system to enhance the students' awareness of financial markets, and to study their functions, forms, and the financial instruments they provide, the role of money and capital in the processes of change and development, flow of funds, institution and pricing in financial markets

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

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

## **Bachelor Degree: Banking and Financial Sciences**

### **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.

**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.

**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

**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.

**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.

**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.

**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.

**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.

**103308 Feasibility Study (3 Credit Hours)**

Analyzing projects tables, primary study, market analysis study, technical study, financial analysis, profitability analysis and analyzing cost efficiency.

**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.

**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

**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.

**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

**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

**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

**303210 Banking and Financial Laws and Regulations** (3 Credit Hours)  
The legal aspects governing the operations of banks and financial institution in Oman.

**303301 Insurance Theory** (3 Credit Hours)  
Study of individual life insurance, homeowners, in addition to the various types of health, life and fire insurance, and the applications of these various types of insurance policies

**303302 Investment Management** (3 Credit Hours)  
Investment values, construction and prerequisites of investment programs, measurement of risk and Return, Economic, Industry and Fundamental Security analysis, in addition to bond & stock valuations.

**303303 Introduction to international finance (3 Credit Hours)**

Analysis of financial decisions made by multinational firms, including foreign exchange, risk management and export financing. This course examines the importance of foreign currency markets, dealing with it in international trade, exchange systems, forward, Arbitrage, and swaps operation.

**303304 Bank Management (3 Credit Hours)**

Investment values, construction and prerequisites of investment programs, measurement of risk and Return, Economic, Industry and Fundamental Security analysis, in addition to bond & stock valuations

**303305 Financial markets (3 Credit Hours)**

Foreign exchange market, the balance of payments, foreign trade and the national income, adjustment policies and the financial system. To enhance the students' awareness of financial markets, and to study their functions, forms, and the financial instruments they provide, the role of money and capital in the processes of change and development, flow of funds, institution and pricing in financial markets

**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.

**303401 International Banking Operations (3 Credit Hours)**

Analysis of financial decisions made by multinational firms, including foreign exchange, risk management and export financing. This course examines the importance of foreign currency markets, dealing with it in international trade, exchange systems, forward, Arbitrage, and swaps operation

**303402 Risk Management (3 Credit Hours)**

It amplifies the students' comprehension of the various types of risk and their impact on investors. It also deals with risks associated with capital budgeting decisions, and the possible measures taken to minimize those risks

**303403 Portfolio Management (3 Credit Hours)**

Modern theories of portfolio management. Diversification of portfolios, and recent trends of portfolio investment

**303404 Graduation Project (3 Credit Hours)**

It's an internship program for students to get acquainted with the work life environment in applying the theoretical knowledge gained by them during the academic program in their specialized area.

**303407 Credit Management (3 Credit Hours)**

Tools of credit analysis, Foreign Trade Finance, Management of domestic currency flows, and collection policies.

**403307 Banking Marketing (3 Credit Hours)**

The course focuses on application of marketing concepts and tools within the banking industry. Strategies and plans for bank marketing in a changing environment are emphasized.

**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

**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

**203304 Advanced Accounting (3 Credit Hours)**

Advanced aspects in branches, mergers, re-organization liquidation, and consolidated financial statements, foreign currencies transactions.

**203401 Managerial Accounting (3 Credit Hours)**

Introduction to management accounting, cost-volume-profit relationship for multi-product firms, short-term decisions, the comprehensive budget, capital budgeting, divisional performance measurement and transfer pricing

**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.

**303405 Advanced Modern Investment theory (3 Credit Hours)**

This course focuses on financing entrepreneurial companies, especially start-up and early-stage ventures. Investing in such ventures is characterized by very high degrees of uncertainty and complex asymmetries of information between investors and the entrepreneur which can lead to misalignment of incentives and conflicts of interest.

**303406 Banking Operations (3 Credit Hours)**

This course focuses on providing practical training to the students on the various operations in banking and other financial institutions

**303408 Special Topics in Finance (3 Credit Hours)**

The aim of this course is to introduce students to new topics in Banking and Finance. It allows students to write and discuss specialized topics such as privatization, globalization, Marge's, new regulations and rules related to opening to the world economy and their financial effect

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

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

