

**DEPARTMENT OF BUSINESS STUDIES
COURSE PLAN AUDIT**

Section	
Specialization	All Specializations
Level of Study	Diploma First Year

Course Code	Course Title	Required by	Pre-Requisites	Co-Requisites	Passing Grade	Passing Mark %	Credit Hours	Contact Hours		
								Theory Hours	Practical Hours	
Semester 1										
ENTW1100	Technical Writing I	College	Foundation	–	D	55	3	2	2	
BAMG1100	Introduction to Business	Department	–	–	C-	60	3	2	2	
MATH1103	Applied Mathematics(This subject has moved to foundation)	Department	Basic Math's	–	C-	60	3	2	2	
ITAD1100	Advanced IT Skills	College	IT for foundation	–	D	55	3	0	6	
BAAC1102	Principles of Accounting	Department	–	–	C-	60	3	1	4	
BAMA1101	Business mathematics(for VERSION III)	Department	MATH1103							
Total								15	7	16
Semester 11										
ENTW1200	Technical Writing II	College	ENTW1100	–	D	55	3	2	2	
BAMK1205	Principles of Marketing	Department		–	C-	60	3	2	2	
BAEC1203	Principles of Microeconomics	Department	–	–	C-	60	3	2	2	
BAST1206	Managerial Statistics	Department	MATH1103/ BAMA1101	–	C-	60	3	2	2	
BAMG1207	Principles of Management	Department	BAMG1100	–	C-	60	3	2	2	
Total								15	10	0
Summer Semester										
ENGL1208	Business Communication	Department	ENTW1200	–	C-	60	3	1	4	
BACO1212	Job Search Techniques(replaced with Technical communication)	College		–	D	55	3	1	4	
ENGL2100	Technical communication	College Elective	ENTW1200		D	55	3	0	3	
Total								6	2	8
Overall Total 36										
Theory 36%					Practical 64%					

ENHANCEMENT / PRACTICAL TRAINING

6-12 WEEKS

Section	
Specialization	Human Resource Management
Level of Study	Diploma Second Year

Course Code	Course Title	Required by	Pre-Requisites	Co-Requisites	Passing Grade	Passing Mark %	Credit Hours	Contact Hours		
								Theory Hours	Practical Hours	
Semester 1										
BAMG2111	Entrepreneurship	College	ENTW1200	-	C-	60	3	2	2	
BAFI2109	Financial Management I	Department	BAAC1102	-	C-	60	3	2	2	
BAHR2101	Human Resource Management	Specialization	BAMG1207	-	C	67	3	2	2	
BAHR2102	Psychology at Work	Specialization	BAMG1207	BAHR 2100	C	67	3	2	2	
BAHR2100	Organizational Behavior	Specialization	BAMG1207	-	C	67	3	2	2	
Total									15	10
Semester 11										
BAHR2203	Recruitment & Selection	Specialization	BAHR2101	-	C	60	3	1	4	
BAFI2210	Financial Institutions & Services	Department	BAFI2109	-	C-	60	3	2	2	
BAEC2204	Principles of Macroeconomics	Department	BAEC1203	-	C-	60	3	2	2	
PHIL2208	Business Ethics	College	-	-	D	55	3	2	2	
BAHR2204	Compensation & Benefits	Specialization	BAHR 2101	-	C	67	3	2	2	
Total									15	9
Summer Semester										
BADB2301	Data Base for Small Business	Department	-	-	C-	60	3	0	6	
PHIL2200	Formal Logic (Replaced with Introduction to web Technology)	College	ENGL1200	-	D	55	3	3	0	
ITSE1203	Introduction to web Technology	College	ITAD1100		D	55	3	3	0	
Total									6	3
Overall Total 36 + 36 = 72										
Theory 44%							Practical 56%			

**ON JOB TRAINING
ENHANCEMENT / PRACTICAL TRAINING**

**8 WEEKS
6-12 WEEKS**

Section	
Specialization	Human Resource Management
Level of Study	Higher Diploma

Course Code	Course Title	Required by	Pre-Requisites	Co-Requisites	Passing Grade	Passing Mark %	Credit Hours	Contact Hours		
								Theory Hours	Practical Hours	
Semester 1										
BAMA3113	Research Methodology	Department	BAST 1206	-	C-	60	3	2	2	
BAHR3105	Human Resource Information System	Specialization		-	C	67	3	1	4	
BAHR3106	Training & Development	Specialization	BAHR2203	-	C	67	3	2	2	
BAHR3101	Managing Troubled Employees	Specialization		-	C	67	3	2	2	
BAEB2203	E-Commerce	Specialization	-	-	C	67	3	1	4	
Total								15	8	14
Semester 11										
BAHR3207	Management of Diversity	Specialization	-	-	C	67	3	2	2	
ENGL3100	Public Speaking	College	-	-	D	55	3	2	2	
BAHR3102	Total Quality Management	Specialization		-	C	67	3	2	2	
BAHR3208	International Issues in HRM	Specialization		-	C	67	3	2	2	
BAFI3211	Banking Theory & Practice	Department	BAFI2210	-	C-	60	3	2	2	
Total								15	10	10
Summer Semester										
BAMG3312	Teamwork Management	Department	-	-	C-	60	3	2	2	
BAPR3311	Senior Project	Specialization	BAMA3113	-	C	67	3	0	6	
Total								6	2	8
Overall Total 36 + 36 + 36 = 108										
Theory 38%							Practical 62%			

**ON JOB TRAINING
ENHANCEMENT / PRACTICAL TRAINING**

**8 WEEKS
6-12 WEEKS**

Section	
Specialization	Human Resource Management
Level of Study	Baccalaureate

Course Code	Course Title	Required by	Pre-Requisites	Co-Requisites	Passing Grade	Passing Mark %	Credit Hours	Contact Hours		
								Theory Hours	Practical	
Semester 1										
BALW4115	Business Law	Department	-	-	C-	60	3	3	0	
BAHR4109	Performance Management & Productivity	Specialization		-	C	67	3	2	2	
BAHR4110	Manpower Planning	Specialization	-	-	C	67	3	2	2	
BAEB4200	Management Information Systems	Specialization	-	-	C	67	3	2	2	
BAMG4216	Strategic Management	Specialization	-	-	C	67	3	2	2	
Total							15	11	8	
Semester 11										
BAOM4109	Employee Relations	Specialization	-	-	C	67	3	2	2	
BAHR4104	Business Strategy and HRM	Specialization	BAMG4216	-	C	67	3	1	4	
BAFI4212	Insurance: Theory & Practice	Department	-	-	C-	60	3	2	2	
BAPR4211	Senior Project	Specialization	BAHR3311(senior Project)	-	C	67	3	0	6	
BAHR4205	Practical HR Training	Specialization	-	-	C	67	3	0	6	
Total							15	5	20	
Summer Semester										
PHIL3200	Formal Arabic Communication	College	-	-	D	55	3	2	2	
PHIL4100	Oman Civilization	College	-	-	D	55	3	2	2	
Total							6	4	4	
Overall Total							36 + 36 + 36 + 36 = 144			
Theory							38 %	Practical 62 %		

**ON-THE-JOB TRAINING
ENHANCEMENT / PRACTICAL TRAINING**

**8 WEEKS
6-12 WEEKS**

Section	
Specialization	Accounting & finance
Level of Study	Diploma Second Year

Course Code	Course Title	Required by	Pre-Requisites	Co-Requisites	Passing Grade	Passing Mark %	Credit Hours	Contact Hours		
								Theory Hours	Practical Hours	
Semester 1										
BAAC2100	PRINCIPLES OF ACCOUNTING-2	Specialization	BAAC 1102	–	C	67	3	2	2	
BAFI2109	FINANCIAL MANAGEMENT	Department	BAAC 1102	–	C-	60	3	2	2	
BAAC2101	COST ACCOUNTING -1	Specialization	BAAC 1102	–	C	67	3	2	2	
BAAC2205	ACCOUNTING APPLICATION BY COMPUTER	Specialization	BAAC1102	–	C	67	3	0	6	
BAMG2111	ENTREPRENEURSHIP	Department	ENTW 1200	–	C-	60	3	2	2	
Total								15	8	14
Semester 11										
BAAC2202	CORPORATE ACCOUNTING (1)	Specialization	BAAC 2100	–	C	67	3	2	2	
BAEC2204	PRINCIPLES OF MACRO ECONOMICS	Department	BAEC 1203	–	C-	60	3	2	2	
BAAC2204	MANAGEMENT ACCOUNTING (1)	Specialization	BAAC2100	–	C	67	3	2	2	
PHIL2200	FORMAL LOGIC(Replaced with Introduction to Web Technology)	College	ENGL1200	–	D	55	3	3	0	
ITSE1203	Introduction to Web Technology	College	ITAD1100		D	55	3	3	0	
BAAC2206	INTERMEDIATE ACCOUNTING (1)	Specialization	BAAC2100	–	C	67	3	2	2	
Total								15	11	8
Summer Semester										
BAAC2203	AUDITING & CONTROL (1)	Specialization	BAAC2100	–	C	67	3	2	2	
PHIL3108	BUSINESS ETHICS	College		–	D	55	3	2	2	
Total								6	4	4
Overall Total : 36 + 36 = 72										
Theory 47 %								Practical 53 %		

ON JOB TRAINING

8 WEEKS

ENHANCEMENT / PRACTICAL TRAINING

6-12 WEEKS

Section	
Specialization	Accounting & finance
Level of Study	Higher Diploma

Course Code	Course Title	Required by	Pre-Requisites	Co-Requisites	Passing Grade	Passing Mark %	Credit Hours	Contact Hours	
								Theory Hours	Practical Hours
Semester 1									
BAAC3100	INTERMEDIATE ACCOUNTING (2)	Specialization	BAAC 2206	–	C	67	3	2	2
BAMA3113	RESEARCH METHODOLOGY	Department	BAST 1206	–	C-	60	3	2	2
BAHR3102	TOTALQUALITY MANAGEMENT	Specialization		–	C	67	3	2	2
BAMG4201	PRODUCTIONAND OPERATIONS MANAGMENT	Specialization	BAAC2100	–	C	67	3	2	2
BAAC3102	BANKING AND INSURANCE ACCOUNTING	Specialization	BAAC 2100	–	C	67	3	2	2
Total							15	10	10
Semester 11									
BAAC3203	GOVERNMENT ACCOUNTING	Specialization	BAAC2100	–	C	67	3	2	2
BAFI3200	PORTFOLIO MANAGEMENT	Specialization	BAFI2109	–	C	67	3	2	2
BAAC3204	COST ACCOUNTING (2)	Specialization	BAAC2101	–	C	67	3	2	2
BAAC3205	CORPORATE ACCOUNTING (2)	Specialization	BAAC 2202	–	C	67	3	2	2
ENGL3100	PUBLIC SPEAKING	College	–	–	D	55	3	2	2
Total							15	10	10
Summer Semester									
BAFI3301	PROJECT APPRAISAL	Specialization	BAAC 2109	–	C	67	3	2	2
BAAC3206	CONTEMPORARY ISSUES IN ACCOUNTING	Specialization	BAAC 3100	–	C	67	3	2	2
Total							6	4	4
Overall Total : 36 + 36 + 36 = 108									
Theory 50 %							Practical 50 %		

ON JOB TRAINING

8 WEEKS

ENHANCEMENT / PRACTICAL TRAINING

6-12 WEEKS

Section	
Specialization	Accounting & finance
Level of Study	Baccalaureate

Course Code	Course Title	Required by	Pre-Requisites	Co-Requisites	Passing Grade	Passing Mark %	Credit Hours	Contact Hours		
								Theory Hours	Practical Hours	
Semester 1										
BAAC4100	MANAGEMENT ACCOUNTING (2)	Specialization	BAAC2204	-	C	67	3	2	2	
BALW4115	BUSINESS LAW	Department	-	-	C-	60	3	3	0	
BAAC4101	FINANCIAL ANALYSIS AND CONTROL	Specialization	BAAC3100	-	C	67	3	2	2	
BAFI4100	APPLICATION OF FINANCE BY COMPUTER	Specialization	BAFI3100	-	C	67	3	0	6	
BAAC4102	INTERNATIONAL ACCOUNTING STANDARDS	Specialization	BAAC3100	-	C	67	3	3	0	
Total									15	10
Semester 11										
BAAC4203	AUDITING & CONTROL (2)	Specialization	BAAC 2203	-	C	67	3	2	2	
BAAC4204	ACCOUNTING THEORY	Specialization	BAAC3100	-	C	67	3	3	0	
BAAC4205	FOREX MANAGEMENT	Specialization	BAEC2204	-	C	67	3	3	0	
BAAC4211	GRADUATION PROJECT	Specialization	BAMA 3113	-	C	67	3	0	6	
BAAC4206	TAXATION ACCOUNTING	Specialization	BALW4115	-	C	67	3	2	2	
Total									15	10
Summer Semester										
PHIL3200	FORMAL ARABIC COMMUNICATION	College		-	D	55	3	2	2	
PHIL4200	OMAN CIVILIZATION	College	-	-	D	55	3	2	2	
Total									6	4
Overall Total : 36 + 36 + 36 + 36 = 144										
Theory 50 %									Practical 50%	

ON THE JOB TRAINING

8 WEEKS

ENHANCEMENT / PRACTICAL TRAINING

6-12 WEEKS

Section	
Specialization	Marketing & Retailing
Level of Study	Diploma Second Year

Course Code	Course Title	Required by	Pre-Requisites	Co-Requisites	Passing Grade	Passing Mark %	Credit Hours	Contact Hours		
								Theory Hours	Practical Hours	
Semester 1										
BAFI2109	Financial Management	Department	BAAC 1102	–	C-	60	3	2	2	
BAMG2211	Entrepreneurship	Department	BAMG 1207	–	C-	60	3	2	2	
BAMK2100	Principles of Sales	Specialization	BAMK 1205	–	C	67	3	2	2	
BAMK2101	Principles of Retailing	Specialization	BAMK 1205	–	C	67	3	2	2	
BAMK2102	Customer Behavior	Specialization	BAMK 1205	–	C	67	3	2	2	
Total								15	10	10
Semester 11										
BAFI2210	Financial Institutions & Services	Department	BAFI 2109	–	C-	60	3	2	2	
PHIL3108	Business Ethics	College	–	–	D	55	3	2	2	
BAEC2204	Principles of Macroeconomics	Department	BAEC 1203	–	C-	60	3	2	2	
BAMK2203	Sales Management	Specialization	BAMK 2100	–	C	67	3	1	4	
BAMK2204	Retail Management	Specialization	BAMK 2101	–	C	67	3	2	2	
Total								15	9	12
Summer Semester										
BADB2301	Database for Small Business	Department	–	–	C-	60	3	0	6	
PHIL2200	Formal Logic(Replaced by introduction to Web Technology)	College	ENGL 1200	–	D	55	3	3	0	
ITSE1203	Introduction to Web Technology	College	ITAD 1100		D	55	3	3	0	
Total								6	6	6
Overall Total : 36 + 36 = 72										
Theory 44 %							Practical 56 %			

ON JOB TRAINING

8 WEEKS

ENHANCEMENT / PRACTICAL TRAINING

6-12 WEEKS

Section	
Specialization	Marketing & Retailing
Level of Study	Higher Diploma

Course Code	Course Title	Required by	Pre-Requisites	Co-Requisites	Passing Grade	Passing Mark %	Credit Hours	Contact Hours		
								Theory Hours	Practical Hours	
Semester 1										
BAMA3113	Research Methodology	Department	BAST 1206	–	C-	60	3	2	2	
BAMK3207	Advertising and Promotion	Specialization		–	C	67	3	2	2	
BAMK3106	Marketing for Public & Non-Profitable Organizations	Specialization	BAMK 2203	–	C	67	3	2	2	
BAMK3101	Service Marketing	Specialization	–	–	C	67	3	2	2	
BAEB2203	E-Commerce	Specialization	–	–	C	67	3	2	2	
Total							15	10	6	7
Semester 11										
BAFI 3211	Banking: Theory & Practice	Department	BAFI 2210	–	C-	60	3	2	2	
BAMK3208	Global Marketing	Specialization		–	C	67	3	2	2	
BAMK3105	Marketing Research	Specialization	BAMA3113	–	C	67	3	2	2	
ENGL3100	Public Speaking	College	–	–	D	55	3	2	2	
BAMK3120	Industrial Marketing	Specialization	–	–	C	67	3	2	2	
Total							15	10	10	
Summer Semester										
BAMG 3312	Team Work Management	Department	BAMG	–	C-	60	3	2	2	
BAPR3311	Senior Project	Specialization	BAMA 3113	–	C	67	3	0	6	
Total							6	2	8	
Overall Total : 36 + 36 + 36 = 108										
Theory 44 %							Practical 56 %			

ON JOB TRAINING

8 WEEKS

ENHANCEMENT / PRACTICAL TRAINING

6-12 WEEKS

Section	
Specialization	Marketing & Retailing
Level of Study	Baccalaureate

Course Code	Course Title	Required by	Pre-Requisites	Co-Requisites	Passing Grade	Passing Mark %	Credit Hours	Contact Hours	
								Theory Hours	Practical Hours
Semester 1									
BALW4115	Business Law	Department		-	C-	60	3	3	0
BAMK4109	Direct Marketing	Specialization		-	C	67	3	2	2
BAEB3106	Customer Relationship Management	Specialization		-	C	67	3	3	0
BAMK4104	Advertising Management	Specialization	BAMK3207	-	C	67	3	2	2
BAMG4216	Strategic Management	Specialization	-	-	C	67	3	2	2
Total							15	12	6
Semester 11									
BAMK4205	Supply Chain management	Specialization	-	-	C	67	3	3	0
BAPR4211	senior Project	Specialization	BAPR 3311	-	C	67	3	0	6
BAMK4110	Marketing strategy	Specialization	BAMG4216	-	C	67	3	2	2
BAFI4212	Insurance: Theory & Practice	Department	-	-	C-	60	3	2	2
BAEB4200	Management Information System	Specialization	-	-	C	67	3	1	4
Total							15	8	14
Summer Semester									
PHIL3200	Formal Arabic Communication	College	-	-	D	55	3	2	2
PHIL4100	Oman Civilization	College	-	-	D	55	3	2	2
Total							6	4	4
Overall Total : 36 + 36 + 36 + 36 = 144									
Theory 50 %									
Practical 50 %									

ON-THE-JOB TRAINING

8 WEEKS

ENHANCEMENT / PRACTICAL TRAINING

6-12 WEEKS

Section	
Specialization	E-Business
Level of Study	Diploma Second Year

Course Code	Course Title	Required by	Pre-Requisites	Co-Requisites	Passing Grade	Passing Mark %	Credit Hours	Contact Hours	
								Theory Hours	Practical
Semester 1									
BAFI2109	Financial Management I	Department	BAAC1102	–	C-	60	3	2	2
BAMG2111	Entrepreneurship	Department	ENTW1200	–	C-	60	3	2	2
BAEB2100	Introduction to E-Business	Specialization		–	C	67	3	2	2
BAEB2101	Database Management	Specialization	ITAD1100	–	C	67	3	1	4
ITSE1203	Web Development	Specialization	ITAD 1100	–	C	67	3	1	4
Total							15	8	14
Semester 11									
BAFI2210	Financial Institutions & Services	Department	BAFI2109	–	C-	60	3	2	2
PHIL3108	Business Ethics	College	–	–	D	55	3	2	2
BAEC2204	Principles of Macroeconomics	Department	BAEC1203	–	C-	60	3	2	2
BAEB2203	E-Commerce	Specialization		–	C	67	3	2	2
ITSE1202	Introduction To Operating System	Specialization	ITSE1101–	–	C	67	3	1	4
Total							15	9	21
Summer Semester									
ITSE2200	Visual Basic for Information Systems	Specialization	ITDB1204	–	C	67	3	1	4
PHIL2200	Formal Logic(Replaced with Intorduction to Web Technology)	College	ENGL1200	–	D	55	3	3	0
ITSE1203	Introduction to Web Technology	College	ITAD1100		D	55	3	3	0
Total							6	4	4
Overall Total : 36 + 36 = 72									
Theory 41 %							Practical 59 %		

ON JOB TRAINING

8 WEEKS

ENHANCEMENT / PRACTICAL TRAINING

6-12 WEEKS

Section	
Specialization	E-Business
Level of Study	Higher Diploma

Course Code	Course Title	Required by	Pre-Requisites	Co-Requisites	Passing Grade	Passing Mark %	Credit Hours	Contact Hours		
								Theory Hours	Practical Hours	
Semester 1										
BAMA3113	Research Methodology	Department	BAST 1206	–	C-	60	3	2	2	
BAEB3106	Customer Relationship Management	Specialization	–	–	C	67	3	2	2	
BAEB3107	Introduction to E-Marketing	Specialization	BAEB2100	–	C	67	3	2	2	
BAEB3116	Computer Security for E-Business	Specialization	BAEB2101	–	C	67	3	2	2	
ITDB2101	System Analysis & Design	Specialization	ITAD1100	–	C	67	3	2	2	
Total								15	10	10
Semester 11										
ITSE1101	Introduction to Programming	Specialization	–	–	C	67	3	2	2	
BAEB3209	Enterprise Resource Planning	Specialization	–	–	C	67	3	2	2	
ENGL3100	Public Speaking	College	–	–	D	55	3	2	2	
BAEB3202	E-Commerce & Advertising	Specialization	BAEB2203	–	C	67	3	2	2	
BAMK4205	Supply chain Management	Specialization	–	–	C	67	3	2	2	
Total								15	10	10
Summer Semester										
BAMG3312	Team Work Management	Department	–	–	C-	60	3	2	2	
BAPR3311	Senior Project	Specialization	BAMA 3113	–	C	67	3	0	6	
Total								6	2	10
Overall Total : 36 + 36 + 36 = 108										
Theory 44 %				Practical 56 %						

ON JOB TRAINING

8 WEEKS

ENHANCEMENT / PRACTICAL TRAINING

6-12 WEEKS

Section	
Specialization	E-Business
Level of Study	Baccalaureate

Course Code	Course Title	Required by	Pre-Requisites	Co-Requisites	Passing Grade	Passing Mark %	Credit Hours	Contact Hours	
								Theory Hours	Practical Hours
Semester 1									
BALW4115	Business Law	Department		-	C-	60	3	3	0
BAEB4111	Legal Issues in E-Commerce	Specialization	BAEB3116	-	C	67	3	3	0
BAEB4112	Elements of E-Business	Specialization		-	C	67	3	3	0
BAEB4119	Enterprise Development Tools	Specialization	BAEB3209	-	C	67	3	2	2
ITDB3111	Project Management	Specialization	-	-	C	67	3	2	2
Total							15	13	4
Semester 11									
BAEB4218	Telecommunication Network Management	Specialization	-	-	C	67	3	2	2
BAPR 4211	Senior Project	Specialization	BAEB3311(Senior Project)	-	C	67	3	0	6
BAFI4212	Insurance: Theory & Practice	Department	-	-	C-	60	3	2	2
ITSE2102	Introduction to Software Engineering	Specialization	ITDB2101	-	C	67	3	2	2
BAEB4213	Contemporary Issues in E-business Environment	Specialization	BAEB4111	-	C	67	3	2	2
Total							15	8	14
Summer Semester									
PHIL3201	Formal Arabic Communication	College	-	-	D	55	3	2	2
PHIL4101	Oman Civilization	College	-	-	D	55	3	2	2
Total							6	4	4
Overall Total : 36 + 36 + 36 + 36 = 144									
Theory 53 %							Practical 47 %		

**ON-THE-JOB TRAINING
ENHANCEMENT / PRACTICAL TRAINING**

**8 WEEKS
6-12 WEEKS**

Section	
Specialization	Office Management
Level of Study	Diploma Second Year

Course Code	Course Title	Required by	Pre-Requisites	Co-Requisites	Passing Grade	Passing Mark %	Credit Hours	Contact Hours	
								Theory Hours	Practical Hours
Semester 1									
BAMG2111	Entrepreneurship	Department	BAMG 1207	–	C-	60	3	1	4
BAFI2109	Financial Management I	Department	BAAC 1102	–	C-	60	3	2	2
BAOM2100	Office Management	Specialization	BAMG1207	–	C	67	3	2	2
BAOM2101	Electronic Office Management	Specialization	BAOM 2100	–	C	67	3	2	2
BAHR 2100	Organizational Behavior	Specialization	BAMG1207	–	C	67	3	2	2
Total							15	9	12
Semester 11									
BAOM 2203	Document Formatting	Specialization	BACO 1208	–	C	67	3	1	4
BAFI 2210	Financial Institutions & Services	Department	BAFI 2109	–	C-	60	3	2	2
BAEC 2204	Principles of Macroeconomics	Department	BAEC 1203	–	C-	60	3	2	2
PHIL 3108	Business Ethics	College	–	–	D	55	3	2	2
BAOM 2204	Record Management	Specialization	BAOM 2100	–	C	67	3	1	4
Total							15	8	14
Summer Semester									
BADB2301	Database for Small Business	Department	ITSE1100	–	C-	60	3	0	6
PHIL 2200	Formal Logic	College	ENGL1200	–	D	55	3	3	0
Total							6	3	6
Overall Total 36 + 36 = 72									
Theory 38 %							Practical 62 %		

**ON JOB TRAINING
ENHANCEMENT / PRACTICAL TRAINING**

**8 WEEKS
6-12 WEEKS**

Section	
Specialization	Office Management
Level of Study	Higher Diploma

Course Code	Course Title	Required by	Pre-Requisites	Co-Requisites	Passing Grade	Passing Mark %	Credit Hours	Contact Hours		
								Theory Hours	Practical Hours	
Semester 1										
BAMA 3113	Research Methodology	Department	BAST 1206	–	C-	60	3	2	2	
BAOM 3105	Public Relation	Specialization	BAHR 2100, BAMG 1207	–	C	67	3	2	2	
BAOM 3106	Professional Profiles	Specialization	BAMG 1207	–	C	67	3	2	2	
BAMG 3102	Total Quality Management	Specialization	BAMG 1207	–	C	67	3	2	2	
BAEB 2203	E. Commerce	Department	ITSE 1100	–	C-	60	3	2	2	
Total								15	10	10
Semester 11										
BAOM 3208	Specialized Software Application	Specialization	ITSE 1100	–	C	67	3	2	2	
ENGL 3100	Public Speaking	College	–	–	D	55	3	2	2	
BAHR 3100	Human Resource Management	Specialization	BAHR 2100	–	C	67	3	2	2	
BAOM 3207	Office System Supervision	Specialization	BAMG 1207	–	C	67	3	2	2	
BAFI 3211	Banking: Theory & Practice	Department	BAFI 2210	–	C-	60	3	2	2	
Total								15	10	10
Summer Semester										
BAMG 3312	Team Work Management	Department	BAMG 1207	–	C-	60	3	2	2	
BAOM 3311	Senior Project	Specialization	BAMA 3113	–	C	67	3	0	6	
Total								6	2	8
Overall Total : 36 + 36 + 36 = 108										
Theory 44 %										
Practical 56 %										

ON JOB TRAINING

8 WEEKS

ENHANCEMENT / PRACTICAL TRAINING

6-12 WEEKS

Section	
Specialization	Office Management
Level of Study	Baccalaureate

Course Code	Course Title	Required by	Pre-Requisites	Co-Requisites	Passing Grade	Passing Mark %	Credit Hours	Contact Hours	
								Theory Hours	Practical Hours
Semester 1									
BALW 4115	Business Law	Department	BAMG 1100	-	C-	60	3	3	0
BAOM 4109	Employee Relations	Specialization	BAMG 1207, BAHR 2100	-	C	67	3	2	2
BAOM 4204	Office System Technology Management	Specialization	BAOM 2100, BAOM 2101	-	C	67	3	2	2
BAOM 4110	Conflict Resolution & Negotiations Management	Specialization	BAMG 1207, BAHR 2100	-	C	67	3	2	2
BAMG 4216	Strategic Management	Specialization	-	-	C	67	3	2	2
Total							15	11	8
Semester 11									
BAOM 4201	Communication Theory	Specialization	BAHR 2100 BACO 1208	-	C	67	3	3	0
BAEB 3201	Management Information System	Specialization	-	-	C	67	3	1	4
BAFI4212	Insurance: Theory & Practice	Department	-	-	C-	60	3	2	2
BAOM 4211	Graduation project	Specialization	BAMA 3113	-	C	67	3	0	6
BAMG 3101	Production and Operations Management	Specialization	-	-	C	67	3	2	2
Total							15	8	14
Summer Semester									
PHIL 3200	Formal Arabic Communication	College	-	-	D	55	3	2	2
PHIL 4100	Oman Civilization	College	-	-	D	55	3	2	2
Total							6	4	4
Overall Total : 36 + 36 + 36 + 36 = 144									
Theory 47 %							Practical 53 %		

ON JOB TRAINING

8 WEEKS

ENHANCEMENT / PRACTICAL TRAINING

6-12 WEEKS