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## Course Description

### College Requirement Courses (18 Credit hours) Compulsory:

These courses are common and compulsory for study plans of Accounting, Business Administration, Finance and Banking and Human Resource Management**.**

**1-BCGE 001: Arabic Language**

This course aims to provide students with the necessary knowledge of Arabic. It also motivates them to appreciate the different styles of Arabic. They acquire grammatical skills and learn the rhetorical expression of the language. The focus is on developing the student’s oral and written skills.

**2-BCGE 002: Islamic Culture**

The course aims to define the Islamic identity of Muslim students and the main characteristics of this identity so as to be able to build up his/her own Islamic independent personality. The course is intends to acquaint students with the dangers that threaten the Islamic identity and with problems and constraints that the Islamic society encounter

**3-BCGE003: Oman Society**

The course includes some of the topics, which aims to develop the values of loyalty and belonging.  This course aims to state the efforts done by the Sultanate of Oman in various areas of social and economic development. The student will learn that the nature of the Omani society is based on tolerance and advancement in systems and laws and also recognize the efforts of the Sultanate in the development of human resources. Students will use the knowledge and skills they possess in developing their creative thinking, being aware of the cultural role of Omani society. It also aims to develop within students how to communicate effectively with other people from other cultures and civilizations, and how to interact with them in a globalized world.

**4-BCGE004- Study Skills**

The course helps students to improve their English and gives them skill and practice in using English as a language of instruction; in this case they can improve their study habits in English. The course stresses the fact that once the skill has been introduced, it is the student’s responsibility to continue practicing it on his/her own until it is mastered efficiently. Therefore, the course deals with topics such as using an English dictionary, learning vocabulary in English, outlining, improving your reading, using a library and preparing for examinations.

**5-COMP100: Computers: Their Impact & Uses**

This course aims to give the students a general understanding of what computers are, how they are organized, how they work, how data is presented and how computers are programmed. Emphasis is also put on problem solving.

**6-ENGL002: General English**

It is a course in English as a foreign Language. It provides practice in the Language skills of listening, speaking, reading and writing and a review of structures, vocabulary and registers appropriate to the student’s field.

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### Department Requirement Courses (33) Credit hours Compulsory:

**1-ACCT220: Introduction to financial accounting**

**Prerequisite MATH 103**

**Course Description:**

Introduces the role of accounting in business and society , a summary of the accounting process , accounting measurement issues , analyzing and recording financial transactions, accounting valuation and allocation issues, conceptual foundation for understanding financial reporting , the usefulness of financial statements for decision- making , and financial statement analysis and interpretation.

**2-ACCT230: Introduction to Managerial Accounting**

**Prerequisite ACCT 220**

**Course Description:**

This course covers basic topics of management accounting and introduces a business management approach to the development and use of accounting information. In today’s competitive market place, an excellent accounting information system is essential for organizations to make better decisions. The main concern of this course is to supply students with the basic concepts and principles of managerial accounting. This course covers firms’ internal accounting systems and their use in decision-making, planning and control. Major topics include cost classification, cost behavior, cost-volume-profit analysis, flexible budget, capital budget and variance analysis and decision making.

**3-BLAW: 280: Business Law 1**

**Course Description:**

Primary objective of this course is to introduce students to understandable explanations related to business law and the legal environment, the origin and nature of law. The course covers contracts in

their many forms, negotiable instruments, types of business organization, the concept of property, environmental law, labor- management relations law, and intellectual property and computer law**.**

**4-BUS105: Business Communication**

**Course Description**

This course concentrates on the study and practice of the techniques of achieving clarity, brevity, and effectiveness in professional communication. Attention will be given to planning, preparing, and evaluating business letters, memos, resumes, proposals, and reports.

**5-ECON 160: Microeconomics Principles**

**Course Description**

This course is designed to introduce basic economic concepts related to individual decision makers in the economy -households, business firms, and governments- and how they interact. Meaning, nature, and methods of economic study are introduced. Supply, demand, and elasticity are used to analyze consumer and firm behaviors in different types of markets. Rationale for various public policies designed to modify the workings of markets will be examined.

**6-ECON 161: Macroeconomics Principles**

**Prerequisite ECON 160**

**Course Description**

This course is designed to introduce basic economic concepts related to aggregate economic relationships such as output and income, national income accounting, aggregate supply and aggregate demand, unemployment, inflation, economic growth and development, money and banking, and international economy. This course emphasizes the main components of aggregate expenditure and determination of equilibrium level of income, in addition to the analysis of the effects of fiscal and monetary policies on the economy. It extends the understanding of the ability of a government to influence economic performance.

**7-ENGL 007: English for Business**

**Prerequisite: ENGL 002**

**Course Description**

This course is designed for students majoring in Business and Management to increase their proficiency in English within the context of business affairs and needs. It focuses on reading in the

content area, managing technical data and utilizing varied forms of communication for the purpose of transmitting information.

**8-MATH 103: Mathematical Methods for Business**

**Course Description**

This course covers basic operations of mathematics and numbers, applications of straight line in business and economics. The course gives knowledge and applications of algebra and calculus to business. Topics included functions, systems of equations, matrices, system of linear equations, different methods to solve linear equations, percentage, the derivatives and simple interest and business-related topics in calculus.

**9-MGT 100: Introduction to Management**

**Course Description**

This course covers fundamental management principles and concepts. Emphasis is placed on the management functions of planning, organizing, staffing, directing and controlling.

**10-MKT 100: Principles of Marketing**

**Course Description**

This course covers the business activities of marketing functions. Students learn the basic concepts of marketing and developing marketing strategies. Emphasis is placed on giving understanding of consumer behavior, marketing business environment and marketing mix.

**11-SOM 120: Basic Business Statistics**

**Prerequisite: MATH 103**

**Course Description**

The course provides knowledge of using statistical tools in business and economics. The course gives practical application of descriptive statistics, elements of probability, probability distributions, sampling distribution, statistical inference for means and proportions, simple linear regression and correlation.

## Program Major Course requirements (60 credit hours)

**1-BUS 401: Research Methodology**

Prerequisite: SOM 120

**Course Description**

The course helps the students to gain insights into how scientific research is conducted. It is important to know how research is used in decision making and understanding a wide variety of research methodologies as well as basic skills in applying them

**2-BUS 402: Graduation Project**

Prerequisite: BUS 401

**Course Description**

The purpose of graduation project is to enable the students to apply the knowledge and skills through research to evaluate real life business issues. The course gives the students an understanding of analyzing data and present information and findings in a formal report.

**3-ECON309: Economics for Managers**

Prerequisite: ECON 161

**Course Description:**

This course is designed to acquaint students with practical concepts of Managerial Economics. This course gives the students knowledge of supply and demand, and their applications. Profits and cost and revenues of the firm are covered also in this course. The other topics include the value of the firm and methods of estimation of the expected values of the firm

**4-MGT 201: Human Resource Development**

**Course Description:**

This course provides an introduction and over view of the theory and practices of Human Resources Management functions like HRP, Staffing, Recruitment, selection, training and development and concepts of performance appraisal. The course also explains the environmental effects on HRM. The course provides and understanding of performance management systems and Human Resource Planning.

**5- MGT 202 Training and Development**

Prerequisite: MGT 201

**Course Description**

This course examines the most up-to-date developments in training and research in practice; It provides students with understanding of the strategic role of training and development in enhancing the competitive advantage of organizations, the training process and training needs assessment, management development programs, training evaluation, and the link between performance analysis and training.

**6-MGT 203: Recruitment and Selection**

Prerequisite: MGT 201

**Course Description**

This course is designed to highlight the recruitment and selection processes, analyzing jobs and human resource planning, how to attract applicants to apply for positions and what steps are necessary to

increase the effectiveness of your selection. The course will also emphasize on understanding of the laws, regulations and labor market.

**7-MGT360: Management & Organizational Behavior**

Prerequisite: MGT 100

**Course Description**

This course introduces the students to the necessity of understanding and analyzing the behavior of employees in the organization in order to accomplish organizational goals. It analyses the process of organizational behavior and its goals. Areas covered include issues and challenges faced in OB field, various theories which shed light on analyzing human behavior, the dynamics of individual behavior and its relation with organizational effectiveness, the influence of leadership and teams in achieving the organizational goals, the foundations of organizational structure and the influence of individual culture on it. The knowledge of individual perceptions, motivations and behaviors will help the human resource managers to frame policies accordingly so as to manage a diverse workforce.

**8-MGT 370: Management Skills**

Prerequisite: MGT 100

**Course Description:**

The course aims at providing the students with the necessary skills required to be an efficient manager. Emphasis is placed on time management, leadership, delegation, and motivation and coaching. Gain supervisory skills, tools to become a great leader, understand leadership qualities, correct poor performance, conflict management, win over difficult employees and learn to coach the work teams.

**9-MGT 380: Employment Practices**

Prerequisite: MGT 100

**Course Description**

The course provides the students the legal and organizational framework of employment. Topics covered includes the legal frame work of employment in Oman, types of contracts and implications, importance of equal opportunity in employment, grievance handling systems in organizations, health and safety policies of organizations and various types of payments for the employees and employee benefits.

**10-MGT: 401: Performance Management**

Prerequisite: MGT 201

**Course Description:**

The course highlights the importance of performance appraisal in organizational effectiveness. The aim of the course is to gain basic knowledge and practice about the process of performance management in work environment, personnel planning, performance management cycle, performance appraisal, and how to make effective use of the reward systems in order to improve the performance of employees.

**11-MGT 454: Leadership Power & Politics**

Prerequisite: MGT 360

**Course Description**:

The course gives an understanding of the importance of leadership in the organizations to achieve the organizational goals. Students are introduced to various theories of leadership, the features of a successful leader and how effective leaders are able to change the organizational environment. Leadership is a process not a position. People working in organizations need to be led to work on a definite direction to accomplish goals successfully. Emphasizing important aspects of leadership, power, politics which suits the industry need for the students. The course enables the students to work successfully in culturally diverse organizations in a dynamic environment.

**12-MGT 460: Strategic Human Resource Development**

Prerequisite: MGT360

**Course Description**

This course analyzes the strategic dimensions and elements of managing the human resources effectively, in context of legal, social and economic constraints. The topics covered in this course refer to the practice of human resources management such as the formulation and implementation of human resource strategy, recruitment and selection, training and development, performance appraisal, employee benefits, and the evaluation of the effectiveness of HRM systems. The course emphasizes on integrating human resource management with the overall business strategy and a synthesis of the major HRM elements into a consistency.

**13-PSY 352: Motivation**

Prerequisite: MGT 100

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**Course Description:**

This course introduces the students to various theories and aspects of motivation. It provides students with understanding of the factors influencing individual motivation and performance in work environment. It includes reward systems, stress management, team work & team building, leadership, and social intelligence. This course highlights the importance of motivation as a critical component in achieving organizational goals.

**14-MGT662: Strategic Planning & Implementation**

Prerequisite: MGT 100

**Course Description:**

Pragmatic approach to strategy formulation and implementation from the vantage point of executive management Required students to conduct a strategic analysis of a firm and its lines of business, emphasizing the importance of strategic management and strategic thinking as ongoing processes

**15-FIN303: Financial Management**

Prerequisite: ACCT 220

**Course Description:**

This course provides an overview of finance principles. Students will learn about different types of financial markets, the tasks of financial managers, the determinants of interest rates, time value of money concept, securities valuation and selection etc., .The course is designed to provide students with a broad and systemic view of the basic tools, techniques and theories facilitating corporate finance decision-making.

**16-IS 312: Information System for Business**

Prerequisite: COMP 100

**Course Description**

This is an introductory course that introduces the various information and communications technologies. The objective of the course is to provide a fundamental overview of various automated information systems that are available to support today’s business managers and Human Resource Professional. The course will help the students to examine how information systems are used for make better business decisions. Another objective of this course is to provide the students with introductory knowledge of Human Resource Information Systems (HRIS) and of HR information technology infrastructures like basic networks, cloud computing, and HRIS application software.

**17-PHIL 305: Business Ethics & Public Policy**

**Course Description**

Students will be introduced to the ethical aspect of doing business. They will be introduced to the evolution of ethics, the foundation of ethics, theories and views on ethics and moral responsibility of organizations, ethical dilemma, and role of corporate culture in ethical decision making, whistle blowing, corporate social responsibility and codes of ethics and compliance standards. A number of case studies also support the effective delivery of the course.

**18-MGT 301: Advanced Human Resource Development**

Prerequisite: MGT 201

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**Course Description:**

The course examines the role of human resource manager in the organizational process .The course focuses to provide the opportunity to develop professional HR skills through the examination and application of learning theories and HRD frameworks to individual, group and organizational development needs and challenges.

**19-SOM306: Operations Management**

Prerequisite: SOM 120, MGT201

**Course Description**

This course discusses operational issues facing organizations and introduces operations management concepts and techniques. In planning and controlling these activities, operations management makes a significant contribution to effective competition and sustainable development. The course takes a process perspective and considers contexts, processes and changes. Students develop skills necessary to

improve the productivity and quality of operations in both manufacturing and service organizations. Topics include international competitiveness, quality assurance, forecasting, design and control of operations systems, creating value for the customer, project management and supply chain and inventory management.

**20-MKT 304: Introduction to Marketing Management**

Prerequisite: MKT 100

**Course Description**

The course provides an understanding of marketing management in context of value satisfaction and customer relationship management. The core marketing management areas covered in this course is managing product mix, pricing strategies, distribution and marketing communication strategies.

## Elective Courses (9 credit hours)

**1-ECON 320: Labor Economics**

Prerequisite: ECON 160

**Course Description**

The course focuses on the application of microeconomics to the study of labor markets. Topics covered in this course are the demand and supply of labor, wage determination in markets, human capital investment, compensation policies, trade unions and unemployment.

**2-MGT 464: International Business Management**

Prerequisite: MGT 100

**Course Description:**

International business management is the study of transactions taking place across national borders for the purpose of satisfying the needs of individuals and organizations. At the present time, the world’s most developed economies are slowing down and many MNEs are cutting back their workforces in order to compete more effectively in this environment. Today the World Trade Organization is the major group responsible for governing the international trading system.

**3-MGT 458: Decision Making & Creativity**

Prerequisite: MGT 100

**Course Description:**

The course introduces the students to the principles and techniques of creativity for optimistic decision making. The course emphasizes on learning of different methods for accomplishing creative solutions within the constraints of the business environment. Develop viable product or service concepts around which ventures can be initiated.

**4-BUS 497: Capstone**

Prerequisite: MGT 100, MKT 100

**Course Description**

This course introduces the students to the foundations of entrepreneurship. The course gives the students an opportunity to use creativity in developing a feasible and viable business plan. The course

enables the students to use knowledge of planning and evaluating a business venture in a given environment.

**5-MGT302: Supervised Training**

**Course description**

The course is practical in nature, so students can be sent to business organization to take benefits about how business organizations are running to get practical experience how they work what is called on the job training under the supervision of the trainer in that business organization.

**6-MGT 204: Attitude & persuasion**

Prerequisite: MKT 201

**Course description**

This course will focus on the constructs of attitudes and attitude change. In this course we will address how attitude influences behavior and how they can be changed. This course will help students think more critically about the use of attitude construct in their own content areas, by developing productive attitude about work and towards others at work. The course will, also familiarize students with the nature and importance of persuasion.

**7-MGT 382 : International Human Resource Management**

Prerequisite: MGT 201

**Course description**

The course demonstrates understanding of the details of conducting HRM programs in international and cross-cultural contexts. This course will examine organizational and employee perspectives on the design and delivery of international HRM programs. The course focuses on the issues of equality and diversity in strategies for global recruitment and selection. Some of the key issues addressed in the course are multi-country compensation programming, cross-cultural adjustment and repatriation, performance management and career development for multinational employees.

**8-MKT 346: Marketing Research**

Prerequisite: MKT 100

**Course description**

The goal of this course is to provide a fundamental understanding of marketing research methods. The course is intended to provide the students an organized way of developing and providing information for decision-making purposes. The course emphasizes on the use of the skills for systematic problem analysis and to translate management problems into the appropriate marketing research problems. This course will also focus on qualitative and quantitative aspects of marketing research and how it helps managers in addressing substantive marketing problems such as: market segmentation, estimating market potential, forecasting, developing advertising and pricing policies and designing and positioning new products.

**9-SOM 316: Quantitative Analysis for Business**

Prerequisite: SOM 120

**Course Description**

The aim of this course is to introduce the students to the basic quantitative methods used in business decision making. The course enables the students to apply different quantitative analysis models in decision making. The course gives an understanding to analyze the data to use the models of both the operations and the environment of a business to respond appropriately as managers to quantitative information and quantitative models to be able to make better business decisions.

**10-MGT 454: Negotiation and Conflict Management**

Prerequisite: MGT 201

**Course Description**

The main objective of the course is to introduce students to current theories and practices of negotiation and conflict management as practices in a variety of settings. The course also builds students skills in using negotiation and conflict management techniques.

**11-MGT 663: Compensation and Employee Management**

Prerequisite: HRM 100

**Course Description**

This course familiarizes students with the concepts of compensation management within the wider context of human resource management. It illustrates the critical importance of positive employee relations and urges to understand those relations, sensitive labor issues such, as contract administration, wages and salaries, benefits, grievance and disciplinary procedures, need to be explored. The course also provides learners with insights into work relations.

**12-MGT 662: Strategic Management**

Prerequisite: MGT 201

**Course Description:**

The course emphasizes the importance of strategic management with introduction of essential elements of corporate Strategic Management with focus on contemporary issues and the necessary approaches to strategy formulation and implementation. Course contents include how to develop systematic approaches to analyze and facilitate decision making process to solve real-life problems in business environment. This course explains the whole process of strategy formulation, implementation, evaluation, control, and strategic issues.

**13- MKT 441: Sales Management**

Prerequisite: MKT 304

**Course Description**

The course focuses on the understanding and knowledge of activities and organization of the sale department. Methods employed by sales managers in selecting, training and supervising sales people selling methods, materials, and campaigns distribution channels and territories pricing budgets controls and sales research.