

Business Administration

Course Description

Course Code: SPMS 1185 / 85-Introduction to Speech

This course provides the students with an opportunity to study the components of a good presentation. It gradually guides candidates to prepare and introduce effective presentations. It also aims at increasing self-confidence through controlling stage fright, enhancing participation skills, and involving students in debates and discussion.

Course Code: Eng 1120 / Eng 20-Exposition and Argumentation

This course will provide participants the opportunity to continue to develop the necessary writing skills with special emphasis on expository, descriptive, persuasive (argumentative) and narrative writing. This course will introduce advanced writing concepts and continued emphasis will be place on writing according to the rules of good essay writing.

Course Code: MATH / MATH 1103 -Pre-Calculus Prerequisite

Basic principles of algebra including the number line and an introduction to equations and inequalities, polynomials, rational expressions, exponents and radicals, the quadratic formula, and functions.

Course Code: BUS 110 / BUS 1110-Management and Organizational Behavior

The course covers classic and current management principles as well as the study of the behavior of individuals and groups in an organizational setting. Topics include motivation, leadership, organizational design, and conflict resolution.

Course Code: BUS 209/ BUS 3209-Fundamentals of Management:

This course provides an introduction to the management of organizations and is designed to familiarize the students with management principles, concepts, and practices. The work of the manager is studied in terms of roles, required knowledge and skills. Topics covered include managing in a global environment, planning, organizing, leading, and controlling. Particular attention is given to the importance of decision making since it is the key function of the management of any sort of organization.

Course Code: BUS 251/ Mkt 3311-Marketing Management

Marketing is the most critical business discipline in many organizations, providing the integrative element that binds together disparate business activities and ensures that the focus is where it should be - on the needs of customers. Introduce students to the field of marketing management: analysis, planning and implementation of marketing strategies as the means for achieving an organization's objectives. Students analyze cases and participate in workshops that focus on key marketing management tasks: marketing research, consumer behavior, segmentation and targeting, sales forecasting, products and brand management, distribution channels, pricing, and promotion and advertising strategies.



Course Code: STAT 115 / STAT 1115 -Statistics for Business I

This course introduces students to concepts of Statistics, Logic, and issues involved in statistical reasoning. It provides interpretation of output, an understanding of complex process and the use of computer resources.

Course Code: BUS 120 / BUS 1210-Financial Accounting

This course is an introduction to financial accounting and its significant role in making sound business decisions. Emphasis is on what accounting information is, why is it important and how is it used to make economic decisions.

Course Code: IST 50/IST 1750-Introduction to Management Information Systems

This course familiarizes the students with the fundamental concepts and principles of management information systems. Topics covered include the strategic role of IT, decision support systems, database and data warehouse, enterprise applications, mobile applications, and social and ethical issues related to information systems.

Course Code: ECO 121/ ECO 1100-Principles of Micro Economic

This course covers the major concepts and subject matter of microeconomics. This course guides the students to study about the resource allocation in the household and firms, the Cost functions, and the Market mechanism.

Course Code: ENG 1160 / ENG 60-Writing & Research

Academic conventions of writing a research paper. Terminology and concepts of research: research proposal, thesis statement, bibliography, references, literature review, abstract, appendix, footnotes, acknowledgement, and table of content. The process of writing a research paper: formulation of thesis statement; writing a research proposal; follow ordering of table of contents in accordance with academic standards.

Course Code: Math 1212 / Math 12-Calculus for Accounting & Business

Calculus for Bus. & Mgt. Sys, Econ & Finance, or Info. Sci. & Tech; also, possibly Bio. Sci, Soc. Sci., or Humanities. Derivatives, optimization, exponential and logarithmic functions, integration, multivariate functions, partial derivatives, Lagrange multipliers, applications.

Course Code: Bus 230 / Bus 2910-Business Law

Topics include introduction to the legal system, constitutional and criminal law governmental regulation of business: antitrust, employment and environment law, contracts, sales, real and personal property and international law.

Course Code: IST 51 / IST 1551-Implementing Information Systems

Introduction to object-oriented programming in the context of developing and implementing the various components of an information system with particular attention given to system interface such as window and web forms. Class will include numerous projects covering foundational programming.



Course Code: ECO 122 / ECO 1200 -Principles of Macro Economic

This course covers the major concepts and subject matter of macroeconomics. This course guides the students to study about the macro-economic issues like unemployment, inflation and the policies of monetary and fiscal economics.

Course Code: Phil1335 / Phil35-Business Ethics

This course is an examination of the principles of ethics and issues that guide behavior in the world of business. The topics covered are corporate responsibility, employee rights, and the nature of the free enterprise system, environmental concern, and ethical business practices.

Course Code: Econ 1175 / Eco 75-Economic Development in the Gulf States

Principles and concepts of economic growth and development; theories of economic development, economic development since 1990s, factors of growth and development in the Gulf countries, employment, health, education, training, entrepreneurship, and its role in the development of the region; natural resources and its role in Gulf region.

Course Code: Soc 1100/ Pol 90/ SOC 100-Omani Society

This course is intended to provide the students with an understanding of the Omani Society and provide an overview of the different sectors of Oman, its geography and history, institutions and policies, access to law, values of society and culture.

Course Code: ACC 131/ ACC 1131-Financial Accounting II

This course is a continuation of Accounting 130 and deals with basic accounting aspects relating to Sole Proprietorships, Partnerships and Corporate form of organizations. It also deals with the Inventory Systems, and various methods involved in the valuation of inventory.

Course Code: BUS 270/ BUS 5370-Human Resource Management

This course provides a set of methodologies for systematically bringing about high-performance organization. Topics include employee selection, performance appraisal, training and development, compensation, legal issues, and labor relations.

Course Code: PSYCH 50/ PSYCH 1101-Introduction to Psychology

Designed to assist the individual in developing a growing understanding of basic psychological concepts, an increased awareness of oneself, a continuous interest in human behavior, and an increased effectiveness in relating to other people.

Course Code: ECO 221 / Econ 2100 -Intermediate Microeconomics

This course covers the key theoretical issues in micro economic decision making. This course broadly deals with the key problems in the allocation of resources, the forces of demand and supply, Markets in action, Theories of consumer behavior, Production, Cost and Market structure Emphasis on efficiency attainment.



Course Code: ECO 211 / Econ 2300 -Introduction to Economic Statistics

This course covers the econometric and statistical methods used in economics and statistics; econometric techniques for the analysis of economic data; estimation of demand and cost functions using linear and non-linear equations, hypothesis testing and forecasting.

Course Code: Eng 1600 / Eng 65-Technical Writing

This course deals with writing that occurs in the workplace and allows the reader to take an action. It will equip students with the necessary range of skills to write in a range of technical documents. Students will analyze and produce texts appropriate to the communication of scientific, technological, and business data.

Course Code: Hist 1100 / Hist111-Western Civilization

A study of selected leading figures of Western Civilization in the fields of science, medicine, art, music, literature, politics, and technology.

Course Code: Fin2150 / Fin250-Corporate Finance

This course focuses on the need for funds in business and the techniques of analysis used to determine how effectively these funds are invested with in the firms. It also explains the Different types of institutions, instruments for raising funds and the capital markets.

Course Code: BUS 260/ BUS 5360-Business Operations Management

This course is an introduction to the essentials of Operations management for running a business. It involves the activities related to producing and delivering products or services that a customer wants and is willing to pay for. Topics include Operations strategy, product design, process selection, quality control, capacity planning, facility location, demand, and inventory management.

Course Code: IST 211 / IST 2211-Web Design

A detailed study designed to teach the building blocks of e-commerce and Web designing. Subjects include basic concepts and architecture of e-commerce and designing, developing, and hosting a web site through HTML, XML and advance web site features through Front Page, VBScript, and ASP.

Course Code: ECO 222 / ECO 2200-Intermediate Macroeconomic

This course covers the key issues in Macroeconomics such as the measurement of key macro-economic variables; The phenomenon of business cycles; Unemployment- The effectiveness of Stabilization policies; The determination of equilibrium income, savings, investment; multiplier accelerator analysis; consumption –investment theories. The concepts of money supply and money demand; Inflation and Interest rates.

Course Code: Stat 111 / Stat 1116-Statistics for Business II

This course introduces students to concepts of Statistics. A course on Statistical methodology for social and behavioral sciences. The objectives of this course give the students confidence in manipulating and drawing conclusions from the date and provide them with critical framework for evaluating study designs and results.



Course Code: TechComm 3580-Business Communication

This course will provide participants to integrate formal language and exercise an extensive range of formal business letters and emails. They will also have the chance to practice a wide range of business skills in different business situations.

Course Code: Bus 320 / Bus 3220-Managerial Accounting

Management accounting has been designed to enable the student to acquire management accounting techniques. This course deals with the theory and practice of Management accounting. Topics include financial reporting and analysis. Evaluating liquidity, Merchandising operations, standard costing, cost behavior analysis, Budgeting, Performance management and evaluation.

Course Code: / MNGT4325 Mngt325-Entrepreneurship

This course is interdisciplinary, it is designed to help students unfold and develop their personal attributes required to become a successful entrepreneur through case studies, and creative problem solving. Students will identify, discuss, and grow an idea about a business they might start.

Course Code: BUS 280 / BUS 5380-Strategic Management

The major functions of top management, the major problems that affect the success in the total organization, and the decisions that determine the direction of the enterprise. Heavy emphasis on the ethical-social responsibility with implications in strategic decision making, including value chain analysis, and internal, external, and global considerations.

Major Electives

BUS 252/ BUS 4252- Financial Management:

Financial Management is concerned with planning and controlling of financial aspects of a business concern. This course focuses on financial decision-making techniques with an eye on creation of wealth. The main chapters include Time value of Money, Valuation and characteristics of Bonds and Stocks. Capital Budgeting and risk analysis, Working Capital Management etc.

ACC 220/ ACC 3220 -Accounting by Computer:

The course covers the need and use of computer in accounting, rationale behind the computerization accounting. Process of computer accounting, chart of accounts, coding, processing and various documents and reports which can be generated with the help of computer, inputs, outputs, and security data.

BUS 357/ BUS 4357 E- Commerce:

The course aims at introducing and giving overview of e-commerce to the students of business administration. Topics include developing online strategies for launching and organizing a site, planning and overseeing the transaction system etc.



FIN 250/ FIN 2150- Corporate Finance:

Corporate Finance is concerned with the way companies handle their own financial affairs. Measuring and controlling risk are the core themes of mastering finance. The chief chapters of this course include Risk and Portfolio Diversification Capitals Structure Planning and Dividend decisions.

ECO 322/ ECO 4710 - International Trade:

This course covers the theories of international trade; analysis of gains from trade; effects of trade restrictions on trade flow and income distribution; arguments for restricting trade; effects of trade on economic development, employment, and human capital development.

Eco 323/ Eco 4720-International Finance:

Examination of the international monetary system, the balance of Payments, the foreign exchange market, futures and options markets, foreign exchange and other risk management for firms, financing from a global perspective and direct foreign investment.

ECO 223/ ECO 2114- Managerial Economic:

This course brings together those topics in micro theory that can be applied to business decision making. The course will enable the students to understand the business objectives and how market economic forces create opportunities for making profit. It includes the study of the firm's Cost function, Production function, Market structure, pricing, optimum output decisions etc.

ECO 320/ ECO 4230- Money and Banking:

This course introduces the student to the functions of money and banks and the working of the money and financial markets. This course broadly deals with the following topics: What is money? The functions of money; The Financial and money market instruments; Money supply process; Credit creation; Theories behind the Demand for money & meaning and determination of Exchange rates.

Fin 350/ Fin 5160-Corporate Finance 2:

This course provides a rigorous and consistent presentation of the theory of financial decisions. Capital markets are analyzed under assumptions of risk aversion and uncertainty. Models of modern portfolio theory are discussed including the CAPM and the Modigliani – Miller analysis.

Fin 360/ Fin 5260- Investments I:

Introduction to fundamental elements of investment analysis. Students learn financial tools and gain necessary knowledge to select among alternative financial assets. Real world experience includes stock analysis, portfolio simulations and interactions with professionals in the securities industry. Field trip required.

Bus 375/ Bus 4675 International Business:

International Business is concerned with the way companies handle concept of domestic to transnational business. Measuring and controlling forms of restriction and theory of comparative costs in terms of money. The chief chapters of this course include Advantages and Disadvantages



of Free trade; International business environment; International Institution Systems; Strategy of International Business.

Bus 4111 Business Negotiations:

The purpose of this course is to understand the practices and processes of negotiation for negotiating successfully in a variety of settings. The course is designed to be relevant to the broad spectrum of negotiation problems faced by managers, consultants, etc. Because almost everyone negotiates all the time, this course is relevant to almost any student. Prerequisites: At least junior status.

MKT 380 / MKT 4380 Marketing Strategy:

Identification and analysis of strategic managerial marketing issues. Integration of marketing concepts through theoretical overview and practical analysis, including extensive use of simulation.

ERP 2210 Introduction to Enterprise Resource Planning:

Fundamentals of enterprise resource planning (ERP) systems concepts, and the importance of integrated information systems in an organization. The focus of this course is on illustrating procurement, production, and sales business processes using ERP software. Use of SAP as an example ERP system.

ERP 2110 Introduction to Enterprise Resource Planning

Fundamentals of enterprise resource planning (ERP) systems concepts, and the importance of integrated information systems in an organization. The focus of this course is on illustrating procurement, production, and sales business processes using ERP software. Use of SAP as an example ERP system.

Buss 256-(Personal Management)

This course provides the students with a clear understanding of the procedure and process of personnel management principles, practices, and general human resources operations and perspectives in both the public and private sectors. This course is to explain to the students with personnel management and general human resources practices Students are also introduced to the nature, structure, roles, competitiveness, and parameters of best practices for recruiting, motivating, and retaining the best talent in the industry, and ways to improve talent challenges.

TechComm 3580- Business Communication:

This course will provide participants to integrate formal language and exercise an extensive range of formal business letters and emails. They will also have the chance to practice a wide range of business skills in different business situations.

