



كلية مزون
Mazoon College

Affiliated with Missouri University of Science and Technology, USA
and
Purdue University Northwest, USA

College bylaws

Under the supervision of
Ministry of Higher Education, Research and Innovation
Sultanate of Oman.

2025 - 2024



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MAZON COLLEGE

Your way to success and future



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PREAMBLE

College bylaws promote academic excellence and framework for governance, operations, and conduct. The bylaws guide students, staff, and administrators to fulfill the mission and values of the institution. The bylaws aim to promote transparency, collaboration, and effective decision-making at the college therefore College provides a dynamic and supportive academic environment for students to achieve their full potential to contribute to the betterment of society.

This set of bylaw pertains to conduct, academic laws, procedures and conduct of students. The governance of college is guided by separate policies and procedures. Similarly, employee's handbook details the rights, responsibilities, and obligations of employees.

The college is committed to cultivating an educational environment that is diverse and inclusive, ensuring equal opportunities for all students. Throughout all activities and interactions, we uphold the principles of integrity, respect, and accountability to prepare our students as responsible citizens who are informed, and ethical in their conduct.

These bylaws are subject to periodic review and revision to ensure continued growth and success in fulfilling the mission of the institution.



Message from the Dean

Dear Students and Respected Members of the College Community,

I am pleased to share the latest edition of our College Bylaw—a foundational document guiding the governance and operations of Mazoon College. It reflects our commitment to academic excellence, integrity, and inclusivity, providing a framework to ensure transparency, fairness, and efficiency in our college.

The bylaws align with the College’s mission, vision, core values, and graduate attributes, which are central to shaping our identity and driving our aspirations. I urge all stakeholders—students, faculty, and staff—not only to read and familiarize themselves with these guiding principles but to fully understand and integrate them into their roles. These elements are vital for fostering a unified culture and developing future-ready graduates.

As Mazoon College evolves to meet the dynamic demands of higher education, periodic reviews and updates to our bylaws ensure relevance and effectiveness. Your engagement in this process is invaluable. By sharing insights and feedback, you contribute to the growth and success of our community.

The Bylaw is more than a regulatory guide; it is a testament to our shared values and collective aspirations. Together, we can uphold these principles and cultivate an environment that nurtures learning, growth, and excellence.

Thank you for your dedication to Mazoon College and its vision for the future. Please feel free to reach out with any questions or suggestions regarding the bylaws. Your involvement is critical to our continued success.

Warm regards,

Dean,

Mazoon College



About the College

Mazoon College is a private academic institution that has operated under the supervision of the Ministry of Higher Education Research and Innovation since 1999. It was established to provide Omani society with higher education in different fields.

The College gives high school graduates and employees the chance to gain educational skills and knowledge of high technology to cope with the ever-changing modern development both in the national and international job market.

From the time of its establishment, Mazoon College has made firm steps to continually develop and improve its services and monitor its progress in the fields of education and science. Mazoon College strives to provide the best educational system with qualified and dedicated academic and administrative staff. Mazoon College offers courses per the market demand, which will help in creating more opportunities and professional development for the students. We shall with utmost care continue to work towards excellence and bridging the gap between “who you are” and “who you can be” as future workforce in the Omani society.

Location

The Campus of the College is located at Airport Heights in Seeb.

Vision Statement

Mazoon College aims to be a leading institution of academic excellence, research, and innovation in Oman, addressing societal needs globally and contributing to a sustainable future.

Mission Statement

Mazoon College offers diverse educational programs to local and international students, integrating knowledge, skills, and values for professional success and personal growth. We foster a collaborative learning and research environment that embraces cultural diversity, promotes ethical practices, supports lifelong learning, and contributes to societal well-being and sustainability.

Core Values

1. Collaboration

Fostering teamwork, cooperation, and mutual respect to create a supportive and inclusive environment where all stakeholders work together toward common goals.



2. **Integrity**
Adhering to ethical principles of accountability, transparency, and professionalism in all aspects of education, ensuring trustworthiness and reliability in all actions.
3. **Diversity and Inclusion**
Promoting an environment that embraces diversity and welcomes all individuals, regardless of race, ethnicity, religion, or cultural orientation, fostering a rich and inclusive learning atmosphere.
4. **Communication**
Ensuring the effective and efficient exchange of information with all stakeholders to foster trust, understanding, and strong relationships across the college community.
5. **Critical Thinking**
Encouraging individuals to develop their ability to analyze, question, and evaluate ideas, leading to informed decisions and the capacity to solve problems effectively in various contexts.
6. **Innovation**
Supporting creativity, innovation, and leadership to address contemporary issues and contribute to societal progress, fostering an environment where new ideas are encouraged and valued.
7. **Sustainability and Environmental Stewardship**
Promoting practices that contribute to a greener and more sustainable future by embracing environmentally conscious behaviors and encouraging environmental literacy in students and stakeholders.
8. **Community Engagement and Social Responsibility**
Nurturing responsible global citizenship through active participation in service-learning activities and promoting meaningful engagement with the community to address societal challenges.

Graduate Attributes

1. **Knowledge**
The ability to understand and apply the fundamental principles, concepts, and theories in a specific field of study, enabling graduates to solve real-world problems effectively.
2. **Communication**
The capacity to convey ideas and information clearly and persuasively in both written and oral forms, and to engage in effective interpersonal interactions across diverse contexts.
3. **Critical Thinking**
The ability to analyze, evaluate, and synthesize information logically and objectively, empowering graduates to make informed decisions and tackle complex problems.



4. **Social Responsibility and Economic Awareness**

The understanding of ethical, social, and economic issues, coupled with the ability to make decisions that benefit society, considering both environmental and societal impacts.

5. **Leadership**

The ability to lead, motivate, and inspire others, make sound decisions, and take initiative in both team and organizational settings to achieve common goals.

6. **Lifelong Learning**

A commitment to continuously seek knowledge and personal development throughout one's career, adapting to changes, and pursuing ongoing learning opportunities to stay relevant.

Strategic Plan AY 2024-2029

- Strategic Priority One: Institutional Sustainability and Growth
- Strategic Priority Two: Academic Excellence
- Strategic Priority Three: Research and Innovation
- Strategic Priority Four: Student Development, and Academic Support
- Strategic Priority Five: Faculty and Staff Development for Institutional Excellence
- Strategic Priority Six: External Engagement

Academic Affiliation

Mazoon College is affiliated with Missouri University of Science & Technology, USA, one of the oldest and most prestigious universities in USA, well known for its science, technology and mining programs. It presents more than 55 majors in different fields and is an internationally accredited university.

It presents high quality education to cope with the latest developments in various educational fields and has students from different parts of the world. Mazoon College students can join Missouri University for either an exchange program or advanced studies.

Mazoon College has also signed an academic cooperation with Purdue University Northwest in the United States of America. Purdue University Northwest (PNW) is a premier metropolitan university located in Northwest Indiana.

Academic Life at Mazoon College

The academic life at Mazoon College is centered on the principle of respecting the individual, developing human capabilities, and serving individuals and society as a whole. Our primary objective is to develop good human beings in the community, enhance their patriotism and sense of belonging, and enhance their awareness of the modern world's needs.



Facilities & Services:

Students at Mazoon College are provided with the following services:

1. Computer labs equipped with up-to-date equipment and software.
2. Library with books, references, tapes, and other supporting materials.
3. Internet services and information resources that help students in their studies.
4. Multimedia lab for English learning skills.
5. Prayer Rooms
6. A well-furnished hostel for female students located in campus with transportation facilities.
7. One canteen, two cafeterias, and one mini market.
8. Clinic working 24 hours.
9. Activity hall.
10. Social, cultural, and academic clubs.
11. Stationary corner.
12. Playground.

Article (1): Admission Requirements

a) Entry criteria:

Admission Procedure

Candidates seeking admission into Mazoon College programs will take a placement test in English, Mathematics, and Information Technology subjects. Students who fail to achieve the required marks in the placement test are required to enroll in one of the three levels of the General Foundation Program. Candidates with a valid IELTS certificate (academic) of band 5 or equivalent are exempted from English courses at GFP and students with ICDL and IC3 certification are exempted from IT courses.

Students who enroll in any level of the GFP must pass the level to proceed to the following level or to be promoted to the respective study program.

Application Procedure

Students seeking admission to Mazoon College are required to submit the following documents:

1. A completed "College Application form" from the Admissions and Registrations Department.
2. The applicant's original copy of the General Education Diploma Certificate (pass) or equivalent.
3. The original copy of the General Education Diploma Transcript.
4. Four recent passport-size photos of the applicant.
5. Copies of the applicant's ID card and passport.
6. A copy of the applicant's guardian ID card or passport (if applicable).



Full-time and Part-Time Students

All students, whether Full-time or Part-Time, are held to identical admission standards, governed by uniform rules and regulations, and obligated to fulfill identical degree requirements. Part-time students should not anticipate differential treatment based on their employment status or scheduling constraints.

- Full-time students attend morning classes.
- Part-time students are accommodated with evening classes.

Note:

- Morning students who want to register for evening courses need their guardians' approval.
- Evening students who want to register for morning courses need workplace approval (If applicable).

b) Changing specialization (MC student):

1. Formally apply within the first week of a regular semester.
 - Getting approval from the respective HoD.
 - Getting approval from their sponsor if applicable.

2. Course equalization criteria.

The course equalization criteria for both the Associate Degree (Diploma) and the Bachelor's Degree programs set specific limits on the number of courses with low grades ("D-", "D", "D+") that can be equalized. For the Associate Degree, only 4 such courses can be equalized, while for the Bachelor's Degree, up to 8 courses can be equalized. The grades of the remaining courses will be transferred as they are. (p. 9).

c) Change of degree (MC student):

1. If Associate degree graduates apply to continue in the Bachelor's program, equivalency will be considered for the maximum number of courses completed at Mazoon College, based on the compatibility of the courses in the newly applied degree program.
2. If a Bachelor's degree student applies to change to an associate degree, the courses studied at Mazoon College under the Bachelor level will be marked as "No Credit (NC)". If the courses are on the transfer course list, they will be considered null and void resulting in their removal from the student's official record.

d) Withdrawal from the college:

1. A student who wishes to withdraw permanently from the College must submit an application form stating the reasons for their withdrawal.
2. Before initiating the withdrawal procedure, the student must settle all financial dues and complete the exit survey form provided by the ARD.
3. The student's application will be processed by the relevant departments and ultimately endorsed by the College Dean.



e) Courses equivalences (general terms & procedures):

The respective academic department at the College is the only authorized entity to equalize courses for transferred students, aligning with the study plan for their selected specialization.

Consider the following conditions for course equalization:

1. The content and description of equalized courses must match the College's by at least 70%. Students can receive credits for up to 50% of the total program courses.
2. Requests for credit hour transfer must be made before the student begins their studies; no appeals will be accepted after enrollment. The Department Head's decision is final, and no further course exemptions will be granted during the program.
3. Grades for equalized courses will not affect the transferred student's GPA or CGPA; they will only be marked as "eqv" on the transcript.
4. Only students from colleges or universities recognized and accredited by the Sultanate of Oman are accepted to transfer.
5. Students must provide an original or certified copy of their official transcript along with detailed course descriptions/syllabi for equivalency assessment.
6. If a student with an Associate Degree (Diploma) from another institution wants to pursue a Bachelor's degree at MC in the same specialization:
 - a. The Associate Degree (Diploma) specialization must match with the existing degree at MC.
 - b. The student must follow MC's study plan for the remaining courses, excluding those equalized.

f) Admission rules for external students at Mazoon College:

7. The student's previous college or university must be recognized by MoHERI.
8. The student needs a high school certificate or its equivalent and must adhere to MC's rules and regulations for the transfer year.
9. The student must not have been dismissed from their previous institution for misconduct reasons. If found dismissed, their admission will be canceled.
10. The student must submit a transfer application to the Admission and Registration Department. It will be processed according to MC's admission system and forwarded to the relevant department for necessary procedures.

g) Tuition fees:

General Foundation Program

General Foundation Program (GFP)	Level 1	Level 2	Level 3
Fees	R.O. 704/-	R.O. 704/-	R.O. 704/-



Academic Programs

Tuition fees depend on the number of registered credit hours per semester. The credit hour fees (in R.O) are stated in the following table:

Major	Fees for 15 Credit Hours	Fees for 12 Credit Hours	Fees for 9 Credit Hours
Business Administration	995	796	597
Accounting	1150	920	690
Organizational Leadership and Supervision	1225	980	735
Economics	1075	860	645
Entrepreneurship	1225	980	735
Computer Science	1150	920	690
Information Science & Technology	1075	860	645
Management Information Systems	1150	920	690
English Language	920	735	552
Psychology	1075	860	645
Criminal Justice	1225	980	735

h) Book fees:

1. Books for the General Foundation Program (GFP): R.O. 70/-
2. Academic Course Books: Depends on the course and number of registered credit hours.

i) Services fees:

SN	Name of the service	Cost (R.O.)
1	Registration fees (Non-Refundable)	100
2	Graduation certificate (First Time)	Free
3	Graduation notification (First Time)	Free
4	Graduation fees for students wishing to attend the ceremony	40
5	Graduation fees for students who do NOT wish to attend the ceremony but would like to take the gown and the gift.	20
6	Graduation fees for students who do NOT wish to attend the ceremony and will NOT take the gown and the gift.	Free
7	Graduation certificate (Duplicate) <ul style="list-style-type: none"> • Bachelor Degree • Associate Degree 	40 20
8	Graduation notification (Duplicate)	5
9	Foundation completion letter with transcript	Free
10	Foundation completion certificate	10



11	Transcript (First Time)	Free
12	Transcript (Duplicate)	5
13	Formal letter	Free
14	General services fees for students sponsored by Ministry of Higher Education Research & Innovation	Free
15	General services fees for students who are NOT sponsored by Ministry of Higher Education Research and Innovation or self-sponsored students	Free
16	Course equivalence for students who are NOT sponsored by Ministry of Higher Education Research & Innovation or self-sponsored students	50
17	Course equivalence for students sponsored by Ministry of Higher Education Research and Innovation	Free
18	Hostel deposit (refundable upon vacating the hostel)	100
19	Caution deposit (refundable)	100
20	Fees for international students who are NOT sponsored by Ministry of Higher Education Research & Innovation or self-sponsored students (Medical examination, Visa, Residence Card)	50
21	Fees for international students sponsored by Ministry of Higher Education Research and Innovation (Medical examination, Visa, Residence Card)	50
22	Appeal against result (per course)	5
23	Makeup final exam (per course)	5
24	Re-sit Exam (per course)	25

j) Fees refund:

Students are entitled to a refund of tuition fees (excluding the cost of books, registration, and service fees) if they choose to withdraw from one or more courses, provided they meet the following criteria:

Semester 1 (Fall) & Semester 2 (Spring)

Basic Semester (16 weeks)	Refund Percentage
During the registration & Add/ Drop period	100%
Within the first 5 working days of the study	90%
From working day 6 to 10	70%
From working day 11 to 25	50%
After working day 25	0%

Summer Semester:

Period	Refund Percentage
During the registration & Add/ Drop period	100%
Within the first 5 working days of the study	50%
From working day 6 to 11	25%
After working day 11	0%



Article (2): Academic Progression

a) Qualification Framework:

Mazoon College follows the Oman Qualification Framework for organizing the study program on a semester basis. The following are some important definitions for some concepts that might be used in the above-mentioned system.

- **OQF Credit Hours (Ref: OQF manual)**
- One OQF Credit Hour equates to three hours of activity per week for one semester (a minimum of 14 weeks). Based on a 14-week semester, each OQF Credit Hour has a minimum of 42 notional learning hours. Each OQF Credit Hour comprises a combination of learning activities, for example, this may be but is not exclusive to:
 - One hour of class or laboratory contact time and two hours of learning activities
 - Two hours of class or laboratory contact time and one-hour of learning activities
 - Three hours of learning activities

A minimum of one OQF Credit Hour (42 notional learning hours) is required for a qualification to be Listed or Aligned and placed on the NRQ.

k) Academic Terms:

1. **Academic Semester:** A period of **16** weeks in which the courses are taught and student performance is evaluated from its beginning until the end of that period.
2. **Academic Year:** It consists of two mandatory academic semesters (Fall and Spring), and one optional Summer Semester of **8** weeks.
3. **GPA:** The Grade Point Average of the numeric value of the entire courses' results that a student got in that semester.
4. **CGPA:** The Accumulative Grade Point Average of the numeric value of the entire courses' results that the student got until the last studied semester.
5. **Degree Plan:** A group of courses and study activities like the theoretical, practical, core and elective courses that grant the student an academic degree, whether it is an Associate Degree (Diploma), or a Bachelor Degree, or a Master Degree if he/she has passed successfully.
6. **Prerequisite Course:** A course that the student should pass before registering for another course that is dependent on it.
7. **Academic Advisor:** A teaching staff member who is assigned by the academic advising center in order to help students choose the courses to study based on their degree plans. The advisor assumes the role of guidance for students in academic and social matters until the student graduates.
8. **Academic Probation:** a student will be placed on academic probation if his/her CGPA is less than 2.0 out of 4.0.
9. **At-Risk:** a student will be placed on the at-risk if his/her CGPA is between 2.0 to 2.1.
10. **Potential Risk:** a student who completed the first academic semester with a CGPA less than 2.0 but does not qualify for probation due to the two-semester policy.



l) System of Study:

1. System of Study at Mazoon College is in line with the Oman Qualification Framework (OQF).

Study Period	Credit Hours Earned
First Year	0 – 29 CH
Second Year	30 – 59 CH
Third Year	60 – 89 CH
Fourth Year	90 and above CH in the study plan

2. Each academic year consists of two semesters: Semester 1 (Fall) and Semester 2 (Spring). Each semester spans 16 study weeks, including examination periods. Additionally, there is an optional Summer Semester, which comprises 8 study weeks, including examinations.
3. GFP consists of three semesters each semester spans 13 study weeks, including examination periods.

Note: Students must complete their Associate Degree (Diploma) within THREE academic years and their Bachelor's Degree within SIX academic years, respectively excluding the General Foundation Program period and excluding students who have postponed their studies with approval.

However, Ministry-sponsored students should apply for the postponement of the study through MoHERI portal, and self-sponsored students may contact ARD at Mazoon College.

m) Course registration process:

1. Students are required to consult their respective academic advisers to discuss the course registration plan suitable for their progression.
2. A student is not allowed to register for a course without completing its prerequisite.
3. A student may, with permission from the respective HoD, take both a course and its prerequisite in the same Semester, if they have failed the prerequisite course and/or are a graduating student.
4. The GFP courses, credits, and grades are not included or counted in the academic study plans at the College.
5. Students with a CGPA ≥ 2.1 , can do their online registration during the registration period as specified in the Academic Calendar after consulting with their academic advisers.
6. Students with a CGPA < 2.0 (on-probation) and students with CGPA between 2.0 to 2.10 (at risk) must visit their respective advisers to discuss their remedial academic plan and complete their registration under the guidance of the advisers.
7. Add/Drop of courses can be done within the dates specified in the Academic Calendar.
8. Withdrawing from courses can be done within the dates specified in the Academic Calendar.
9. Courses with "F" marks should be registered first before registering for new courses.
10. A student can only repeat a course with grades of "D-", "D", "D+", and "C-". Repeating such courses incurs financial consequences for students. The concerned student must sign a declaration stating they will pay for the fees of the repeated course(s), which should be kept with the academic adviser for future reference.
11. The following students must register for morning classes:
 - I. Students sponsored by the MoHERI,
 - II. Hostel students,



However, some exceptions can be made for students sponsored by the MoHERI or hostel students to have evening classes based on graduating purposes or timetable clashes.

- Students allowed to register for evening classes must obtain prior approval.
- Students are required to check the registration instructions published on the College notice boards, website, and college email.

n) Course substitution:

A course in a study plan can be substituted with another course in the following cases:

1. Failing in the course three times. (Only for Electives)
2. If the student is graduating and the required course is NOT offered in that semester.
3. If a student is NOT able to register the minimum registration load.

In all of the above-listed cases, the substitution will be granted upon approval of the concerned HoD based on satisfactory inputs. Substitution of a course will take place at a similar or higher level

1. If the failing course is a major requirement course or department requirement course that will be substituted with a course from the same department.
2. If the failing course is an elective course that can be substituted from a course from other departments.

o) Add, delete, and withdraw courses:

1. Students have the right to add or drop any course in a semester during the allowed period specified in the Academic Calendar.
2. To add or drop a course(s), a student should contact his/her academic advisor for approval.
3. A student may withdraw from one or more courses after the end of the drop/add allowed period up to the end of the 9th week of an ordinary semester or the 5th week of a summer semester. In such cases, withdrawn courses will be marked (Withdrawn) in the student's transcript and will NOT be counted in calculating his GPA and CPGA. However, the fees of the dropped course will be refunded as per college regulations.
4. In emergency situations, a student may withdraw from all registered courses in a semester. This process requires submitting a written request to the Dean, detailing the reasons for withdrawal and including any supporting evidence, if available. The request must be submitted at least two weeks before the end of the regular semester, or one week before the end of the summer session. If the withdrawal is approved, all courses for the respective semester will be considered withdrawn, and the tuition fees for the withdrawn credit hours will not be refunded.
5. Students are allowed to drop courses without any financial liability or academic consequences during the add/drop timeframe. Students who withdraw after the add/drop timeframe and before the deadline set by the academic calendar are considered withdrawn. Such students would face financial consequences, and a "W" would appear in their transcripts. Sponsored students must get prior approval from their sponsor before applying to withdraw/drop any course.
6. Withdrawal from a course(s) must be done by using the specific form provided by the Admission & Registration Department for this purpose and after approval of the relevant sponsor (if any), the academic advisor, the Department Head who will transfer the form to the Academic Advising Center to be kept in the student's advisory file.



7. A Student who stops attending classes in the enrolled course in the semester for four consecutive weeks in the regular semester or two weeks in the summer semester without having valid excuses will be considered a “No-Show Student”.

p) Credit hours:

The required credit hours to achieve the degree.

Major	Credit Hours for Associate Degree	Credit Hours for Bachelor Degree
Business Administration	63	120
Accounting	63	120
Entrepreneurship	NA	120
Economics	NA	120
Organizational Leadership and Supervision	NA	120
Computer Science	63	120
Information Science & Technology	63	120
Management Information Systems	63	120
English Language	63	120
Psychology	NA	124
Criminal Justice	NA	120

q) Study load:

Study Load (Course registration) during Semester 1 (Fall) and Semester 2 (Spring).

CGPA	Minimum No. of Credit Hours (CH)	Maximum No. of Credit Hours (CH)
> or = 2.7	15 CH	18 CH (Self & Company Sponsor) MoHERI sponsored students should get approval from the MoHERI)
2.0 to < 2.7	12 CH	15 CH
1.5 to < 2.0	9 CH	12 CH
< 1.5	9 CH	9 CH

The minimum academic load allowed for a student in the Summer Semester (6) credit hours and the maximum load is (9) credit hours.

Note:

- Students under 1st probation may repeat 50 percent of the below C- grade Courses.
- Students under 2nd probation must repeat 75 percent of the below C- grade Courses.
- Students under 3rd probation must repeat 100 percent of the below C- grade Courses.



r) Assessment and Evaluation:

Course evaluation is based on the assessment methods defined in the syllabus generally, the marks are allocated as follows:

Assessment Type	Allocated Marks
Coursework Assessment	50
Final Assessment	50
Total Assessment	100

Mazoon College follows the following letter grade system:

Letter Grade	Marks	Points
A	90 and above	4.00
A-	87 - 89	3.70
B+	83 - 86	3.30
B	80 - 82	3.00
B-	77 - 79	2.70
C+	73 - 76	2.30
C	70 - 72	2.00
C-	67 - 69	1.70
D+	63 - 66	1.30
D	60 - 62	1.00
D-	57 - 59	0.70
F	Below 57	0
I	Incomplete	-
W	Withdrawal	-
UW	Unofficial Withdrawal	0

Performance Grading Schema:

Cumulative GPA	Performance Grading Schema
3.50 – 4.00	Excellent
3.00 - 3.49	Very Good
2.50 - 2.99	Good
2.11 - 2.49	Satisfactory
1.99 or less	On Probation



s) Grade Appeal

1. Appeals for grade reviews for final exams will be accepted after the announcement of results.
2. Student should fill the grade appeal form, available on student portal, and submit to the Admission and Registration Department (ARD)
3. ARD will collect all appeal requests and forward them to the respective academic departments.
4. The academic department will evaluate the appeals and return the final decisions to the ARD, which will then communicate to the students.

t) Re-assessment and substitution of missing assessments:

1. For any missing assessment by the students due to a valid excuse, he/she is entitled to apply for a makeup exam. Makeup exam is only applicable for Centralized Exams and students are required to fill out the Makeup exam form and submit it to his/her advisor for endorsement. If the request is approved the student will be informed by the department. The Examination center prepares and announces the exam dates (makeup and re-sit). It is the responsibility of the students to follow up on their cases with their respective HoDs and advisors.

2. Makeup Exam:

Any student having valid and approved evidence for absence from the final assessment will have an opportunity to take a makeup exam.

- The student must apply for the makeup exam by paying the prescribed fee.
 - The makeup exam opportunity is restricted to one attempt only.
3. Not availing of the scheduled Makeup Final Exam without an acceptable excuse, the student will fail the course(F). For acceptable excuse cases (verified and approved by the Dean), (W) status will be assigned to the respective course.
 4. Any student who misses any semester work/assessment without providing an acceptable excuse will be given a zero in that assessment.

5. Re-sit /Makeup Exam:

Students with an “F” grade in the final assessment have an opportunity to pass the course by re-sitting the examination.

- Students have to apply for the re-sit by paying the prescribed fee.
- Students are permitted to apply for the re-sit exam only one time.
- Students barred from the final exam due to attendance warnings and malpractice incidents in the final exam are not permitted to apply for re-sit /makeup exam.
- Students who are “Debarred and under Investigation action” are not eligible to apply for a re-sit /makeup exam.



u) Attendance:

All excuses provided by the student related to all types of assessments must be submitted one week from the date of exam / assessment.

Students Attendance Warnings

Attending all classes related to the enrolled course is mandatory for the student, and in the case of absenteeism:

1. Students will be given the first warning at 10 % absenteeism, the second at 20%, and the third with debarring the student from final exam at 30%.
2. Since the student will be debarred from the final exam, zero marks will be given in the final exam.
3. Internal marks (including zero in the final exam) earned by the student will be counted in the total.

No-Show Student

A no-Show student is a student who stopped attending classes in the enrolled course in the semester for four consecutive weeks in the regular semester or two weeks in the summer semester without having valid excuses.

The No-Show student will be withdrawn from the enrolled course, and he will be assigned a grade of "UW" (Unofficial Withdrawn). It is equivalent to failure and carries a grade of zero 'F' in the course, in addition to losing the entire amount paid for this registered course.

Late Coming

Students have to be in their respective classrooms on time as scheduled. A grace period of 10 minutes late is given to students, otherwise, the student arriving in the class late for more than 10 minutes may attend the class but his attendance status is deemed (Late) in this class. Being late three times will be equivalent to one absence.

List of Excuses for Absence of Students:

SN	Acceptable	Unacceptable (Rejected)
1	Health issues (on submission of a genuine MC, duly stamped). If the hospital is private document should be stamped by the government hospital/center.	Transport problems
2	Death of an immediate family member	Unavailability of a babysitter and similar personal issues
3	Traveling for official or medical reasons	Traveling for personal reasons
4	Involvement in bona fide college activities	Going hometown early (Thursdays or other day)
5	Maternity leave	Attending ailing relatives
6	Religious holidays	Accompanying relatives to clinics
7	Court cases	Accompanying classmates at clinics



8	College visits or other activities related to a future career	Repairing car or household items
9	Government/Ministry Assignment	Shopping
10	Accompanying immediate family members to the hospital.	Attending a sporting event (personal)
11	Attending a sporting Event (as a college team member)	Other reasons that are not mentioned in the category "Acceptable"
12	Physical Environment Risk (such as heavy rain and cyclones etc)	
13	Representing the Sultanate of Oman in national and international events	

v) Academic probation & students at-risk:

Any student who scores below a CGPA of 2.0 by the end of any semester, except for the student's first Semester or summer semester, shall be put on the First Academic Probation.

1. A student who is on academic probation must meet his academic advisor to discuss the remedial plan advised by the respective advisor to help the student get out of the on-probation state at the earliest possible time. The remedial plan may require the on-probation student to repeat some of the "D-", "D", "D+", C- grade courses (plus all courses with grades of "F") to help the student move out of probation in accordance with regulations for course registration. (re-registration fee apply)
2. After receiving the First Academic Probation warning, if the student fails to raise the CGPA to 2.0 or above at the end of the next semester a Second Probation Warning will be issued.
3. If the CGPA continues to be less than 2.0 after the Second Probation Warning for one semester a Third Probation Warning will be issued.
4. If still, the CGPA continues to be less than 2.0 after the Third Probation Warning, the College Council will study the student's case to decide the next action for the student.
5. Taking into account the total number of credit hours that a student studied under academic probation and his CGPA, the College Council has the right to give a one-semester chance, Fall/Spring/Summer, to improve his CGPA provided the student has completed 50% of the total credit hours. If the student fails to do so, he/she shall be dismissed from the Program / College at the end of the period granted by the College Council.
6. If a student achieves a CGPA of less than 2.0 as a result of the summer semester, he will carry the same probation to the next regular semester. His probation will be waived if CGPA becomes 2.0 or above by the end of the summer semester.
7. Those students whose CGPA is between 2.0 to 2.10 and are expected to be below 2.0 in the next regular semester are considered to be "**at-risk students**". At-risk students are advised to take 12 credit hours maximum in order to improve their performance (optional).
8. Potential Risk Students are advised to take 12 credit hours maximum and advised to repeat course(s) (*optional*) in order to improve their performance.

**w) Repeating courses:**

1. A student who has scored “D-”, “D “, “D+”, or C- in a course is given a chance to repeat that course in order to raise his CGPA. In such a case, the highest grade he scores will be considered and the course credit hours will be considered once for graduation purposes.
2. If a student wishes to repeat a course with a (C) grade and above, he has to make a special application to the Assistant Dean for Academic Affairs pledging to take full financial and academic responsibility for his request. In such a case, the highest grade he scores will be considered and the course credit hours will be considered once for graduation purposes.
3. A student repeating a course will study that repeated course in accordance with the new curriculum set by the instructor. He has to submit all the required assignments as stated in the syllabus. The same rules are applied to a postponing student.
4. A student shall NOT be allowed to repeat a course more than three times (Applicable only for elective courses). In this case, a substitute course will be assigned to the student by the respective academic department.

x) Study postponement and suspension:

1. The summer semester is an optional semester for academic students as well as for foundation students, except for scholarship students where the sponsor’s rules are applied.
2. The student who wishes to postpone his studies must fill out the form and attach all documents. The student must obtain the approval of the College in addition to the consent of the sponsor.
3. The deadline for the postponement of the semester is the end of the course withdrawal period, and he is subject to the rules of postponement, except for critical circumstances excluded by the Dean.
4. A student who fails to register in any regular semester will be considered a suspension case. The student will be re-considered by the deanship after filling out the form and attaching all related documents. If the excuse is accepted, the study will be postponed. If the student's excuse is NOT accepted, the suspension period will be considered from the student's maximum study period.
5. The student can postpone his study for a maximum of three continuous or disconnected semesters (twice without excuse and the third time only in case of a critical problem) except for the summer semester during his whole academic study.

y) Academic excellence “honors list”:

1. Academic Excellence is rewarded to each Foundation student according to the course studied. One student with the highest score in that course will be selected and this will be in every semester, provided that the student should NOT have failed in the same course previously and the study should be in consecutive semesters.
2. Academic Excellence is rewarded to each Associate Degree (Diploma) or Bachelor student (Full-Time) completing 30 credit hours and above after studying two consecutive semesters in the Academic Year (Semester 1 (Fall) and Semester 2 (Spring) and getting a Cum GPA of 3.5 and above out of 4 in each of the two semesters.
3. Academic Excellence is rewarded to each Associate Degree (Diploma) or Bachelor student (Part-Time) completing 24 credit hours and above after studying two consecutive semesters in the



Academic Year (Semester 1 (Fall) and Semester 2 (Spring)) and getting a Cum GPA of 3.5 and above out of 4 in each of the two semesters.

4. For Master students, Academic Excellence is rewarded for acquiring the top three scores, after fulfilling all the academic requirements including the thesis, and after completing their second year of studies. The students should have studied for two years consecutively.
5. A student awarded Academic Excellence must adhere to the rules of conduct and must not have received any written warnings.
6. The College posts the Honor List at the beginning of every academic year for Foundation level, Associate Degree, Bachelor, and Master Degrees.

Note: Excellence awards are granted to students with a clear academic record, free from any misconduct or investigation actions.

z) Graduation Requirements:

Students must fulfill the following requirements to get an Associate Degree (Diploma) or Bachelor's degree:

1. They must successfully pass all the required courses in accordance with the approved study plan of the respective degree.
2. They must have a minimum CGPA of 2.0 out of 4.00

aa) Graduation Ceremony:

1. The Admission and Registration Department is directly responsible for students' academic progress and checking out the fulfillment of graduation requirements.
2. A student is allowed to participate in the graduation ceremony if he/she has completed successfully all the assigned duties regarding graduation requirements based on the College Degree Plan
3. In case a student fails to attend the graduation ceremony, he/she may contact the Admission and Registration Office to receive his certificate
4. A student must pay the graduation ceremony fee as specified by the College.

Article (3): Code of Conduct

a) Dismissal from a program or the college:

1. The College administration has the right to dismiss a student if he/she:
 - I. Fails to achieve degree requirements as per rules and regulations.
 - II. Gets dismissed following a decision taken by the Dean or College Council due to his/her misbehavior.
 - III. Fails to get out of the final academic probation at the end of the period granted by the College Council.
2. If a student is dismissed from the College for any reason whatsoever and he has already achieved the assigned educational requirements for an Associate Degree as specified in these Rules and Regulations, he will be awarded the degree that he deserves as per these Rules and Regulations.
3. If a dismissed student applies to study in the College in a period of less than three years after the



date of his dismissal and is accepted in any specialization other than the one he/she was dismissed from, the courses he covered in his earlier study may be equalized in accordance with the rules of equalizing courses in the College.

b) Investigation measures and behavioral rules:

A) Breaches & Violations

The following acts/ behaviors shall be considered violations of the rules of the College:

1. Any violation of the College's rules and regulations.
2. NOT attending classes or instigating others to do so.
3. Cheating or Exam malpractice: which includes, and is NOT limited to, use of any unauthorized assistance during any course assessment element, as per the adopted syllabus providing any unauthorized assistance to another student in any course assessment element, or depending on the aid of unauthorized person in preparing assignment/report/presentation/solving problem/project.
4. Plagiarism and copyright: which includes, and NOT limited to, submitting a report/presentation/ dissertation/ term paper/research paper or any other work to be graded which includes the production of other author(s) without properly acknowledging the original author(s) of the work, or use the work of other people (paid or unpaid) and submitting it as his own work to claim grades or any other credit.
5. Any misconduct during lectures or in any other college facility (offices, library, common areas, etc.) available inside and outside the college premises.
6. Any misuse of the buildings, commodities, and any other properties of the College or the hostel or using any of them for purposes NOT specified by the College.
7. Any deliberate destruction, damage, or stealing of the College's properties or any misuse of the internet in the College.
8. Breach of the rules and regulations of staying at the hostel such as coming back late to the hostel or sleeping outside the hostel without submitting an approved excuse and/or without prior permission from the concerned bodies in the College or making any change on the hostel or its contents.
9. Impersonating any other person in any matter related to the College.
10. Submitting any fake or forged data or documents to the College, or getting involved in any forgery works in the College.
11. Taking part in or establishing any organizations or political parties without prior permission from the concerned authorities.
12. Taking part in group work NOT in conformity with the decisions, rules and regulations of the College.
13. Keeping, circulating or using any films, pictures, magazines, explosives, drugs flammable materials or any other materials which are against public behaviors, morals, or religious values.
14. Issuing, spreading, or propagating any circulars or brochures or collecting money for donation purposes or for any purpose without prior permission from the concerned people in the College. Or abusing these things after getting permission.



15. Behaving aggressively, offensively, or disrespectfully toward College staff or students.
16. Smoking inside the college buildings or in the public shared areas.
17. Eating inside classrooms, labs, halls, and college corridors.
18. Possessing any of the following on the campus premises:
 - I. Alcohol, drugs, or any other dangerous, flammable or toxic chemicals
 - II. Weapons of any kind (even if it is licensed), knives, or any others. That might be harmful to others.

B) Investigation Measures:

Students who violate college rules and regulations may be subject to the following discipline measures.

1. Verbal warning.
2. Written warning: First, Second, and Third (Final) warning.
3. Zero in one of the course assessment elements, as per the adopted syllabus of the course in which the exam malpractice incident took place.
4. Award of (F) grade in the course in which the exam malpractice incident took place.
5. Cancelling the examinations of one semester and the student therefore is deemed (Fail) in the examinations of the cancelled course(s).
6. A financial obligation to pay for the damaged or destroyed objects in the College.
7. Penalty on violation of rules in using or benefitting facility or service.
8. Stopping the scholarship granted by the College to the student and asking him/her to pay back any amount of money that has been given to him as financial help.
9. Depriving a student who has violated a rule from staying temporarily or permanently in the hostel.
10. In case of the replacement of a student in an exam by an outsider, both will face legal consequences according to the law of Oman.
11. Examination invigilators has the right to expel any student who violates any of the rules and regulations of examinations from the exam hall.
12. A student may be temporarily dismissed from the College for a maximum period of two semesters if he/she:
 - I. Has committed exam malpractice violation after receiving the final written warning.
 - II. Has taken part in and/or got involved in any forgery work in the College.
 - III. Has done wrong to or committed any offense against the Sultanate or religious beliefs.
13. A student can be permanently dismissed from the College if he or she repeats the exam malpractice violation in any of the exams after being temporarily suspended from the College for exam malpractice.
14. A student may be permanently dismissed from the College if he threatens any staff member without prior warning.



c) Cheating, plagiarism, and copyright Investigation measures:

1. Cheating (exam malpractice) and plagiarism are prohibited in the College. Repeated incidents of any of these violations may result in a student's dismissal from the College.
2. A student violates the rules and regulations of an examination and engages in cheating behaviors (e.g. speaking, peaking at another student's paper, possessing cheating materials, and using data storage devices or otherwise), the invigilator/instructor reports the case to the Examination Committee or the respective Head of Department (HoD).
3. The college will take Investigation action upon receiving the Exam Malpractice form if the cheating evidence is clear(undeniable).

d) Violations:

If the violation is committed during the exam other than the final exam, the Investigation action depends upon the following.

1. If the student has no prior exam malpractice violation: Zero will be awarded in the respective exam, and the college will issue the first exam malpractice warning. A copy of the warning is delivered to the respective student and a second copy will be kept in the student's file in the Admission and Registration Department (ARD).
2. If the student has one exam malpractice warning, ZERO will be awarded in the respective course, with a second exam malpractice warning.
3. A student with two earlier exam malpractice warnings, will be awarded ZERO in the respective course, and Investigation Committee will decide about further action. The Investigation Committee calls the student to appear in front of the committee. The committee may cancel the examinations of one semester (at which the violation took place) and the student therefore is deemed to fail in the examinations of the cancelled courses.
4. If the violation is committed during the final exam (end-of-term examination), the student will be awarded an "F" in the course even if it is the first violation committed by the student.
5. Any student who submits a plagiarized report, assignment, or other coursework component will get ZERO marks and a malpractice warning. The procedures provided for in item (3) shall be followed.
6. A student awarded "F" or ZERO because of the malpractice incident will NOT be allowed to have a make-up / re-sit on the respective assessment.
7. If the violation is committed during the final assessment, the case will be referred to the Students' Investigation Committee (SIC). The SIC will forward its recommendations to the Students' Investigation Committee for final decision.
8. If the college finds that the reported exam malpractice incident requires further investigation, the college refers the case to the Students' Investigation Committee to investigate the case and decide accordingly.

e) Students' investigation committee (SIC):

1. SIC shall investigate offenses made by students or any students' violation of rules or policies of the College.



2. The Chair of the SIC shall call the violator to present him/ herself in front of the SIC and in case he/she refuses or absents him/ herself from attending the session, an investigation shall be carried out and continued in his/her absence.
3. The accused student or violator must sign his/her testimony in the report.
4. The SIC's decisions and recommendations shall be forwarded to the Dean for endorsement.
5. Students have the right to appeal against decisions made by the Investigation Committee within one week at maximum from the date of issuing the decree to the Dean.

Article (4): General Rules & Regulations

1. It is not acceptable for students to claim ignorance, unawareness and misunderstandings of these rules and regulations, or information on notice boards, online or via the official College website.
2. Any student who breaks any of these rules or regulations shall be presented in front of the Students' Investigation Committee.
3. Students are NOT allowed to join /leave the class while the lecture is in progress without prior permission from the respective lecturer.
4. Students are expected to perform their best in all learning modules, assignments, participation and projects.
5. Electronic device such as mobile phones, smart watches, I-pads etc. are not permitted to hold during the examination hall.
6. Students are expected to stay calm during the class period following and obeying the lecturer's instructions so as to maintain a suitable teaching and learning atmosphere. Any student who makes disruptions or disturbances (e.g. chatting, answering/making phone calls, making noise, frequently interrupting the lecturer, moving around the class, etc.) may be expelled from the class or reported to the respective HoD to take action.
7. Students are expected to behave politely and respectfully towards all members of the MC community.
8. Students are one of the responsible individuals to maintain a clean environment at the College.
9. Students are NOT allowed to use any of the staff offices or properties without prior permission from the respective staff member.
10. Sports facilities on campus may only be used during college working hours; after those hours a permission from the Students' Affairs Department is needed.

Article (5): Students with disabilities, special needs

Mazoon College is committed to providing equal opportunities and support to all students. Students with disabilities and special needs will be treated on a case-by-case basis by the college. Students with disabilities are required to submit relevant medical documents, including medical reports and certificates from medical consultants to the Admission and Registration Department at the time of admission or as soon as the condition becomes known during their study period. Upon verification of the submitted medical documents, the college will engage in a personalized discussion with the student to determine appropriate provisions for assessments. Students facing medical conditions that impact their studies will receive support from an assigned Academic Advisor. Confidentiality will be strictly maintained while dealing with students who have special medical conditions.



Article (6): Arabic Language Course

Arabic language course (ARAB101/ARAB102) is a required component for completing the degree. Students can take this course in any semester.

Article (7): Students in Times of Need

Mazoon College is dedicated to offering support and assistance to all of its students. In cases of unavoidable circumstances, the college's deanship will assess each situation individually. Students facing such situations must promptly provide relevant documentation to their advisor as soon as the condition is known during their study period. After verifying the submitted documents, the college will determine a suitable recommendation.

Student Organization and Activities:

- a) **Student Council**
- b) **Students Clubs, Sport, and Extracurricular Activities.**

Administrative Departments and Students Support Offices:

- a) **Quality Assurance Department**

Quality Assurance Department (QAD) The Quality Assurance Department ensures educational standards and continuous improvement at Mazoon College. Key services include:

- **Academic Audits:** Reviews of academic programs for quality and compliance.
- **Student Feedback:** Collection and analysis of feedback on courses and teaching.
- **Surveys:** Gathering data on student experiences and academic outcomes.
- **Policy Development:** Updating policies to enhance education quality.
- **Training:** Sessions for faculty and staff on quality assurance practices.
- **Accreditation Support:** Assistance in meeting accreditation standards and preparations.

- b) **Finance Department**

Finance Department (FD) The Finance Department provides support to students in managing their financial responsibilities. Key services include:

- **Tuition and Fees:** Information on tuition fees, payment deadlines, and payment plans.
- **Financial Aid:** Guidance and support for applying for scholarships, and student loans.
- **Billing and Payments:** Assistance with understanding and resolving billing issues.
- **Refunds:** Processes refunds for dropped courses and overpayments.
- **Payment Plans:** Inform payment plans to accommodate students' financial situations.



c) Human Resources Department

Human Resources Department (HRD) The Human Resources Department manages all staff-related functions. Key services include:

- **Recruitment and Staffing:** Plans and oversees the recruitment of academic and non-academic staff.
- **Staff Development:** Conducts professional development programs and maintains staff development plans.
- **Performance and Retention:** Manages performance reviews, staff satisfaction surveys, and retention strategies.
- **Induction Programs:** Organizes induction programs for new staff and monitors their effectiveness.

d) Admission and Registration Department (ARD)

Admission and Registration Department (ARD) Handles all aspects of student enrollment and academic records. Key services include:

- **Admissions Processing:** Manages applications, including transfers from other institutions.
- **Academic Records:** Maintains student records, including transcripts and certificates.
- **Course Registration:** Oversees the registration, add/drop processes, and monitors students' study plans.
- **Degree Conferment:** Awards academic degrees and maintains records of graduates and alumni.

e) Student Affairs Department

Student Affairs Department focuses on student engagement and well-being. Key services include:

- **Orientation Programs:** Conducts comprehensive orientation for new students.
- **Extracurricular Activities:** Offers a variety of clubs and extracurricular activities to enhance student life.
- **Student Conduct:** Manages behavioral misconduct cases and student grievances.
- **Student Representation:** Facilitates student council activities and ensures student representation in decision-making processes.

f) Facilities Management Department

The Facilities Management Department ensures a safe and well-maintained campus environment. Key services include:



- **Maintenance:** Regular maintenance of campus facilities.
- **Health and Safety:** Conducts safety drills and health-related workshops.
- **Infrastructure Evaluation:** Regular assessments of campus infrastructure to ensure adequacy and compliance with standards.

g) **Academic Advising Center**

Academic Advising Center The Academic Advising Center is vital for implementing the Credit Hours System and enhancing student-teacher relationships at Mazoon College. Key services include:

- **Supportive Environment:** Promotes standards and student success.
- **Collaboration:** Enhances learning through department collaboration.
- **Professional Development:** Provides training for academic advisors.
- **Student Development:** Supports student growth through educational experiences.
- **Counseling Sessions:** Organizes sessions for 'at-risk' students.
- **Advisor Management:** Manages academic advisors and advising records.
- **Tracking:** Monitors 'On-Probation' and 'At-risk' students.
- **Registration Supervision:** Oversees the registration process.

h) **International Students Section**

The International Students Section takes care of international students in the college and helps them to integrate with Omani students and create an environment by building bridges of communication and cooperation so that the students do NOT feel a sense of alienation during their years studying at the college.

i) **Student Counseling**

Student Counseling Office Supports students' mental health and well-being. Key services include:

- **Counseling Sessions:** Offers individual counseling for personal and academic issues.
- **Workshops and Initiatives:** Conducts mental health workshops and awareness campaigns.
- **Feedback and Trends:** Analyzes counseling trends and gathers feedback to improve services.

j) **The Hostel**

Hostel: Mazoon College offers a fully furnished hostel for female students with essential facilities. Key guidelines include:

- **Application Process:** Students must complete an application form and sign an obligation letter.



- **Deposit and Fees:** A refundable deposit of 100 R.O. and advance payment for two months are required.
- **Notice for Leaving:** A one-month written notice is mandatory before leaving.
- **Operation Hours:** The hostel operates from 8:00 AM to 10:00 PM.
- **Cleanliness:** Students must maintain cleanliness and proper care of accommodations.
- **Emergency Protocol:** Report emergencies to the warden immediately.
- **Compliance:** Adhere to rules or face possible expulsion or Investigation action.

k) **Public Relations and Marketing Department**

Marketing and Public Relations Department This department manages all marketing and promotional activities for the college. Key responsibilities include:

- **Student Recruitment:** Increases enrollment by reaching out to potential students.
- **Institutional Relations:** Strengthens connections with governmental and private institutions.
- **Exhibitions and Visits:** Participates in exhibitions and conducts visits to schools and organizations.
- **Publications:** Updates and distributes promotional materials.
- **Student Activities:** Sponsors activities to promote college programs.
- **Community Engagement:** Builds relationships with cultural and social clubs.
- **Faculty Support:** Assists faculty with administrative tasks and housing needs.
- **Marketing Campaigns:** Develops and implements marketing strategies to attract new students.
- **Social Media and Website:** Manages the college's online presence and engages with stakeholders through social media.

l) **The Library**

Library Provides essential learning resources and support. Key services include:

- **Resource Access:** Offers a wide range of physical and online resources.
- **Workshops and Training:** Conducts training sessions on research and library usage.
- **Feedback and Improvement:** Collects feedback from users to continually enhance library services.

m) **Career Advisory and Alumni Services (CAAS)**

Career Advisory and Alumni Section (CAAS) Supports students in their career development and maintains alumni relations. Key services include:



- **Career Workshops:** Regular career-related advising, skill building workshops and capacity trainings.
- **Awareness Sessions :** Sessions on occupational health and safety protocols for student's placement.
- **Career Fairs:** Organizes career fairs and networking events.
- **Internships and Placements:** Facilitates student internships and job placements through industry connections.
- **Alumni Engagement:** Conducts alumni meetups and maintains an alumni database.

n) Information Technology Services (ITS)

Information Technology Services (ITS) Supports the college's IT infrastructure and services. Key services include:

- **Tech Support:** Provides technical support for hardware and software issues.
- **Digital Literacy:** Conducts workshops on digital literacy and online teaching tools.
- **IT Security:** Ensures the security of IT resources.
- **E-Learning:** Support through Moodle, learning management system provides access to online resources, and learning tools to enhance the learning experience.

o) Transportation

Transportation: Mazoon College provides comfortable transportation services for students throughout the year. Key services include:

- **Campus Transport:** Regular transportation from the campus to various areas in the Muscat region.
- **Shopping Tours:** Organized shopping trips for female students during the week.

p) The Clinic

Clinic Offers on-campus medical services. Key services include:

- **Medical Care:** Provides healthcare and first aid services to students.
- **Health Workshops:** Conducts health education events and workshops.
- **Special Health Needs:** Maintains records and provides support for students with specific health issues.



GENERAL FOUNDATION PROGRAM (GFP)

The General Foundation Department oversees the General Foundation Program. The overall objective of the General Foundation Program is to provide students with the required command of the English language (the medium of instruction at the College), relevant mathematical skills, effective foundation computing skills, and general study skills. In GFP, students are grouped into three levels according to their performance in the placement test. Each one of these three levels lasts for 13 weeks. Courses offered, exemption criteria, placement test details, assessment plan, and grading system specifics are respectively included in the following tables:

Courses Offered in GFP

Level	Course Code	Course Name	Contact Hours
LEVEL 1	GFP 101	Elementary Intensive English	18
Total			18
LEVEL 2	GFP 201	Pre-intermediate Intensive English	18
	GFP 202	Basic Mathematics	03
	GFP 203	Foundation Computing I	03
Total			24
LEVEL 3	GFP 301	Intermediate Intensive English	18
	GFP 302 or GFP 303	Pure Mathematics or Applied Mathematics	03
	GFP 304	Foundation Computing II	03
Total			24

General Study Skills are embedded and tested all across the syllabi of the above-mentioned courses.

Placement Details

No.	Subjects	Placement Test result	Exemptions
1	English Language *(Pearson Level Test)	CEFR -A1	No Exemption (All English courses have to be studied.)
		CEFR- A2	Exemption from GFP101 (GFP201 and GFP301 must be studied).
		CEFR - B1	Exemption from GFP101 & GFP201 (GFP301 must be studied.)
		CEFR - B1+ or above	Exemption from all GFP English Courses



2	Foundation Computing	Passing Section 1 by obtaining 60%	Exemption from GFP203 (GFP304 must be studied.)
		Passing Section 1&2 by obtaining 60%	Exemption from GFP203 & GFP304
3	Mathematics	Passing Section 1 by obtaining 60%	Exemption from GFP202 (GFP302 or GFP 303 must be studied).
		Passing Section1 & 2 by obtaining 60%	Exemption from GFP202 & GFP302 or GFP 303

Exemption Criteria from GFP

No.	Subjects	Exemption Criteria
1	English	<ul style="list-style-type: none"> • IELTS 5.0, or equivalent • Successful completion of GFP English courses in other universities and colleges
2	Foundation Computing	<ul style="list-style-type: none"> • IC3 certificate or equivalent • Successful completion of Foundation Computing courses in other universities and colleges
3	Mathematics	<ul style="list-style-type: none"> • Successful completion of GFP Mathematics courses in other universities and colleges

GFP Assessment Plan

Assessment Component	Assessment /Method	% Weight
Course Work	Assessment 1: Midterm Exam	30%
	Assessment 2: Assignment English (<i>Presentation/Speaking/Extensive Reading (Book Review)/Written Assignment</i>) 2- Math: (<i>Presentation/Written Assignment</i>) 3- IT: (<i>Lab Practice/Presentation/Written Assignment</i>)	20%
	Assessment 3: Final Exam	50 %
Total		100

**Grading System**

Letter Grade	Marks
A	90 and above
A-	87 - 89
B+	83 - 86
B	80 - 82
B-	77 - 79
C+	73 - 76
C	70 - 72
C-	67 - 69
D+	63 - 66
D	60 - 62
D-	57 - 59
F	Below 57
I	Incomplete
W	Withdrawal
UW	Unofficial Withdrawal



ACADEMIC DEPARTMENTS AND COURSES STUDY PLANS

1. Economics and Business Studies Department

- Business Administration**

The Business Administration Program enable students to gain extensive knowledge in the field of business, marketing, and finance. Student's development necessary skills and competency to become successful in their career either as employee or employer. After completing the degree they become able to work, handled different challenges in diverse business environment.

Program Title: Associate Degree in Business Administration

Program Credit Hours (63)

First Year – Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
SPMS1185	Introduction to Speech	3		Common
ENG 1120	Exposition and Argumentation	3		Common
MATH 1105	General Mathematics	3		Common
BUS 1110	Management & Organizational Behavior	3		Core
BUS 3209	Fundamentals of Management	3		Core
Total Credit Hours		15		

First Year – Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
ECON 1100	Principles of Microeconomics	3		Core
IST 1750	Introduction to Management & Information System	3		Common
BUS1210	Accounting I	3		Core
STAT 1115	Statistic for Business I	3	MATH 1105	Common
MKT 3311	Marketing	3	BUS1110	Core
Total Credit Hours		15		

Second Year–Semester I (18 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
MATH 1212	Business Calculus	3	MATH1105, STAT1115	Core
PHIL 1335	Business Ethics	3		Core
ECON 1200	Principles of Macroeconomics	3	ECON1100	Core
IST 1551	Implementing Information System-User Perspective	3	IST 1750	Common



BUS 2910	Business Law	3	BUS1110, ECON1100	Core
ENG1160	Writing and Research	3	ENG1120, SPMS1185	Common
Total Credit Hours		18		

Second Year–Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
PSYCH 1102	General Psychology	3		Common
ACC 1131	Accounting II	3	BUS1210	Core
SOC 1100	Omani Society	3		Common
ECON1175	Economic Development in the Gulf States	3		Common
BUS 5370	Human Resource Management	3	BUS3209, BUS1110	Core
Total Credit Hours		15		

Students can take the following courses in any semester.

ARAB101	Arabic Language	Degree Requirement
ARAB102	Arabic for non-native	Degree Requirement

Elective List :

Core Elective List

1. ECON4710- International Trade
2. MKT4380-Marketing Strategy
3. ECON4230-Money and Banking

Free Electives

1. SPMS3250-Interpersonal Communication
2. IST333-Data Networks and Information Security
3. PSYCH4600-Social Psychology

Program Title: Bachelors of Science in Business Administration

Program Credit Hours (120)

First Year – Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
SPMS1185	Introduction to Speech	3		Common
ENG 1120	Exposition and Argumentation	3		Common
MATH 1105	General Mathematics	3		Common
BUS 1110	Management & Organizational Behavior	3		Core
BUS 3209	Fundamentals of Management	3		Core
Total Credit Hours		15		

**First Year – Semester II (15 Hours)**

Course Code	Course Name	Credit Hours	Prerequisite	Type
ECON 1100	Principles of Microeconomics	3		Core
IST 1750	Introduction to Management & Information System	3		Common
BUS1210	Accounting I	3		Core
STAT 1115	Statistic for Business I	3	MATH 1105	Common
MKT 3311	Marketing	3	BUS1110	Core
Total Credit Hours		15		

Second Year–Semester I (18 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
MATH 1212	Business Calculus	3	MATH1105, STAT1115	Core
PHIL 1335	Business Ethics	3		Core
ECON 1200	Principles of Macroeconomics	3	ECON1100	Core
IST 1551	Implementing Information System-User Perspective	3	IST 1750	Common
BUS 2910	Business Law	3	BUS1110, ECON1100	Core
ENG1160	Writing and Research	3	ENG1120, SPMS1185	Common
Total Credit Hours		18		

Second Year–Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
PSYCH 1102	General Psychology	3		Common
ACC 1131	Accounting II	3	BUS1210	Core
SOC 1100	Omani Society	3		Common
ECON1175	Economic Development in the Gulf States	3		Common
BUS 5370	Human Resource Management	3	BUS3209, BUS1110	Core
Total Credit Hours		15		

Third Year–Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
Free Elective	Free Elective1	3		Elective
FIN2150	Corporate Finance	3	BUS1210	Core
ENG 1600	Technical Writing	3	ENG1160	Common
BUS 4048	Small Business Management	3	BUS3209, BUS1110	Core



ECON 2100	Intermediate Microeconomics	3	ECON1100, ECON1200	Core
Total Credit Hours		15		

Third Year–Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
Core Elective	Core Elective 1	3		Elective
STAT 1116	Statistics for Business II	3	STAT1115	Common
BUS 5360	Business Operations Management	3	BUS3209, BUS1110	Core
ECON 2200	Intermediate Macroeconomics	3	ECON1200	Core
BUS 4675	International Business	3	FIN2150	Core
Total Credit Hours		15		

Fourth Year–Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
TECH COMM 3580	Business Communication	3	ENG1160	Common
Core Elective	Core Elective 2	3		Elective
BUS 4357	E-Commerce	3	IST 1750, IST 1551	Core
ECON 3300	Research Methodology	3	STAT 1116	Core
MNGT 4325	Entrepreneurship	3	BUS1210	Common
Total Credit Hours		15		

Fourth Year–Semester II (12 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
BUS 5380	Strategic Management	3	MKT 3311, BUS 5360, BUS 5370	Core
BUS 4970	Capstone Seminar in Business	3		Core
BUS 4252	Financial Management	3	BUS 1210	Core
Free Elective	Free Elective 2	3		Elective
Total Credit Hours		12		

Students can take the following courses in any semester.

ARAB101	Arabic Language	Degree Requirement
ARAB102	Arabic for non-native	Degree Requirement

Elective List :**Core Elective List**

1. ECON4230-Money and Banking
2. MKT4148 Consumer Behavior
3. MKT4380-Marketing Strategy



4. ACC2220- Accounting by Computer
5. ACC4120-Cost Accounting

Free Electives

1. SPMS3253-Discussion and Conference Method
2. SPMS3250-Interpersonal Communication
3. IST3333-Data Networks and Information Security
4. PSYCH4600-Social Psychology
5. PSYCH4993-Psychology of Gender

MINOR PROGRAMS IN BUSINESS ADMINISTRATION

Minor in Finance & Minor in Marketing.

The minor courses have the same rigor and content as the fundamental courses. The courses are highly complementary. It provides diversity in undergraduate studies for preparing students according to the jobs market. Specialization in certain areas would increase the employability of the students.

In the case of Minor Programs, Students have to take the specific courses given in the Minor plan – courses that are specific to the program.

Program Title: Bachelor of Science in Business Administration with Minor in Finance

Program Credit Hours: (120 credits)

First Year – Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
SPMS1185	Introduction to Speech	3		Common
ENG1120	Exposition & Argumentation	3		Common
MATH1105	General Mathematics	3		Common
BUS1110	Management & OB	3		Core
BUS3209	Fundamentals of Management	3		Core
Total Credit Hours		15		

First Year – Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
ECON1100	Principles of Microeconomics	3		Core
IST 1750	Introduction to Management Information System	3		Common
BUS1210	Accounting I	3		Core
STAT1115	Statistics for Business I	3	MATH 1105	Common
MKT3311	Marketing	3	BUS1110	Core
Total Credit Hours		15		

Second Year–Semester I (18 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
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MATH1212	Business Calculus	3	MATH1105, STAT1115	Core
PHIL1335	Business Ethics	3		Core
ECON1200	Principles of Macroeconomics	3	ECON1100	Core
IST 1551	Implementing Information Systems User Perspective	3	IST1750	Common
BUS2910	Business Law	3	BUS1110, ECON1100	Core
Total Credit Hours		15		

Second Year–Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
PSYCH1102	General Psychology	3		Common
ACC1131	Accounting II	3	BUS1210	Core
SOC1100	Omani Society	3		Common
ECON1175	Economic Development in the Gulf States	3		Common
BUS5370	Human Resource Management	3	BUS3209, BUS1110	Core
Total Credit Hours		15		

Third Year–Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
BUS 4252	Financial Management	3	BUS 1210	Core
STAT1116	Statistics for Business II	3	STAT1115	Common
ENG1600	Technical Writing	3	ENG1160	Common
Core Elective	Core Elective 1	3		Elective
ECONN2100	Intermediate Microeconomics	3	ECON1100, ECON1200	Core
Total Credit Hours		15		

Third Year–Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
ECON3300	Research Methodology	3	STAT 1116	Core
FIN2150	Corporate Finance	3	BUS1210	Core
BUS5360	Business Operation Management	3	BUS3209, BUS1110	Core
ECON4230	Money and Banking	3	ECON1200	Core
FIN4830	Financial Markets and Institutions	3	BUS1210	Core
Total Credit Hours		15		

**Fourth Year–Semester I (15 Hours)**

Course Code	Course Name	Credit Hours	Prerequisite	Type
TechComm3580	Business Communication	3	ENG1160	Common
FIN484	Investment and Portfolio Analysis	3	BUS4252	Core
Core Elective	Core Elective 2	3		Elective
BUS3220	Managerial Accounting	3	ACC1131	Core
MNGT4325	Entrepreneurship	3	BUS1210	Common
Total Credit Hours		15		

Fourth Year–Semester II (12 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
BUS5380	Strategic Management	3	MKT 3311, BUS 5360, BUS 5370	Core
BUS4970	Capstone	3		Core
ECO4720	International Finance	3	FIN2150	Core
Free Elective	Free Elective 1	3		Elective
ACC4300	Financial Statement Analysis	3	ACC1131	Core
Total Credit Hours		12		

Students can take the following courses in any semester.

ARAB101	Arabic Language	Degree Requirement
ARAB102	Arabic for non-native	Degree Requirement

Elective List:**Core Elective**

1. ECON4710-International Trade
2. ACC2220 Accounting by Computer
3. ACC4120-Cost Accounting
4. ECO4228-Public Finance
5. MKT4148-Consumer Behavior

Free Electives

1. SPMS3253-Discussion and Conference Method
2. ENG1160- Writing & Research
3. SPMS3250-Interpersonal Communication
4. IST3333-Data Networks and Information Security
5. PSYCH4600-Social Psychology
6. PSYCH4993-Psychology of Gender



Program Title: Bachelor of Science in Business Administration with Minor in Marketing

Program Credit Hours :(120)

First Year – Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
SPMS1185	Introduction to Speech	3		Common
ENG1120	Exposition & Argumentation	3		Common
MATH 1105	General Mathematics	3		Common
BUS3209	Fundamentals of Management	3		Core
BUS1110	Management & Organizational Behavior	3		Core
Total Credit Hours		15		

First Year – Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
ECON1100	Principles of Microeconomics	3		Core
MKT3311	Marketing	3	BUS1110	Core
BUS1210	Accounting I	3		Core
STAT1115	Statistics for Business I	3	MATH1105	Core
IST 1750	Introduction to Management Information System	3		Common
Total Credit Hours		15		

Second Year–Semester I (18 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
BUS2910	Business Law	3	BUS1110, ECON1100	Core
IST 1551	Implementing Information Systems User Perspective	3	IST 1750	Common
ECON1200	Principles of Macroeconomics	3	ECON1100	Core
PHIL1335	Business Ethics	3		Core
MATHS1212	Business Calculus	3	MATH1105, STAT1115	Common
Total Credit Hours		15		

Second Year–Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
BUS5370	Human Resource Management	3	BUS3209, BUS1110	Core
ECON1175	Economic Development in the Gulf	3		Common
SOC 1100	Omani Society	3		Common
ACC1131	Accounting II	3	BUS1210	Common
PSYCH1102	General Psychology	3		Common
Total Credit Hours		15		

**Third Year–Semester I (15 Hours)**

Course Code	Course Name	Credit Hours	Prerequisite	Type
MKT4148	Consumer Behavior	3	MKT3311	Core
FIN2150	Corporate Finance	3	BUS1210	Core
ENG1600	Technical Writing	3	ENG1160	Core
ECON3300	Research Methodology	3	STAT 1116	Core
MKT4248	Services Marketing	3	MKT3311	Core
Total Credit Hours		15		

Third Year–Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
Core Elective	Core Elective 1	3		Elective
MKT4348	Sales Management	3	MKT3311	Core
BUS5360	Business Operation Management	3	BUS3209, BUS1110	Core
STAT1116	Statistics for Business II	3	STAT1115	Core
BUS4357	E-Commerce	3	IST 1750, IST 1551	Core
Total Credit Hours		15		

Fourth Year–Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
TECH COMM 3580	Business Communication	3	ENG1160	Common
BUS4675	International Business	3	FIN2150	Core
MKT4448	Retail Management	3	MKT3311	Core
Core Elective	Core Elective 2	3		Elective
MNGT4325	Entrepreneurship	3	BUS1210	Core
Total Credit Hours		15		

Fourth Year–Semester II (12 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
BUS5380	Strategic Management	3	MKT 3311, BUS 5360, BUS 5370	Core
BUS4970	Capstone	3		Core
MKT4380	Marketing Strategy	3	MKT3311	Core
Free Elective	Free Elective1	3		Elective
Free Elective	Free Elective2	3		Elective
Total Credit Hours		15		

Students can take the following courses in any semester.

ARAB101	Arabic Language	Degree Requirement
ARAB102	Arabic for non-native	Degree Requirement

**Elective List:****Major Electives**

1. ECON4230-Money and Banking
2. ECON4710-International Trade
3. ECON4730-Economic Development
4. ACC2220 Accounting by Computer
5. ACC4120-Cost Accounting

Free Electives

1. SPMS3253-Discussion and Conference Method
2. SPMS3250-Interpersonal Communication
3. ENGL1160-Writing and Research
4. IST3333-Data Networks and Information Security
5. PSYCH4600-Social Psychology
6. PSYCH4993-Psychology of Gender

- **Accounting**

Accounting program qualifies students to become knowledgeable and skillful in accounting and business. It helps them to acquire the necessary knowledge and ability to compete successfully in the job market. It also helps students in the field of accounting. It provides students with the opportunity to improve themselves and pursue their higher education.

Program Title: Associate Degree in Accounting**Program Credit Hours (63)****First Year – Semester I (15 Hours)**

Course Code	Course Name	Credit Hours	Prerequisite	Type
ACC 1130	Accounting I	3		Common
SPMS 1185	Introduction to Speech	3		Common
ENG 1120	Exposition and Argumentation	3		Common
ECON 1100	Principles of Microeconomics	3		Core
MATH 1105	General Mathematics	3		Common
Total Credit Hours		15		

First Year – Semester II (18 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
BUS 3209	Fundamentals of Management	3		Core
ACC 1131	Accounting II	3	ACC 1130	Core
PHIL 1335	Business Ethics	3		Common
STAT 1115	Statistics for Business I	3	MATH 1105	Core
ENG 1160	Writing & Research	3	ENG 1120	Common
PSYCH 1102	General Psychology	3		Common
Total Credit Hours		18		

**Second Year–Semester I (15 Hours)**

Course Code	Course Name	Credit Hours	Prerequisite	Type
ECON 1175	Economic Development in the Gulf States	3		Common
ACC 2220	Accounting by Computer	3	ACC 1131	Core
ACC 3220	Management Accounting	3	ACC 1131	Core
ACC 4307	Intermediate Accounting I	3	ACC 1131	Core
SPMS 3250	Interpersonal Communication	3		Common
Total Credit Hours		15		

Second Year–Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
IST 1750	Introduction to Management Information System	3		Common
ACC 4120	Cost Accounting I	3		Core
BUS 4252	Financial Management	3	ACC 1130	Core
ECON 1200	Principles of Macroeconomics	3	ECON 1100	Core
STAT 1116	Statistics for Business II	3	STAT 1115	Core
Total Credit		15		

Students can take the following courses in any semester.

ARAB101	Arabic Language	Degree Requirement
ARAB102	Arabic for non-native	Degree Requirement

Program Title: Bachelor of Science in Accounting**Program Credit Hours (120)****First Year – Semester I (15 Hours)**

Course Code	Course Name	Credit Hours	Prerequisite	Type
ACC 1130	Accounting I	3		Common
SPMS 1185	Introduction to Speech	3		Common
ENG 1120	Exposition and Argumentation	3		Common
ECON 1100	Principles of Microeconomics	3		Core
MATH 1105	General Mathematics	3		Common
Total Credit Hours		15		

First Year – Semester II (18 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
BUS 3209	Fundamentals of Management	3		Core
ACC 1131	Accounting II	3	ACC 1130	Core
PHIL 1335	Business Ethics	3		Common
STAT 1115	Statistics for Business I	3	MATH 1105	Core
ENG 1160	Writing & Research	3	ENG 1120	Common



PSYCH 1102	General Psychology	3		Common
Total Credit Hours		18		

Second Year–Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
ECON 1175	Economic Development in the Gulf States	3		Common
ACC 2220	Accounting by Computer	3	ACC 1131	Core
ACC 3220	Management Accounting	3	ACC 1131	Core
ACC 4307	Intermediate Accounting I	3	ACC 1131	Core
SPMS 3250	Interpersonal Communication	3		Common
Total Credit Hours		15		

Second Year–Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
IST 1750	Introduction to Management Information System	3		Common
ACC 4120	Cost Accounting I	3		Core
BUS 4252	Financial Management	3	ACC 1130	Core
ECON 1200	Principles of Macroeconomics	3	ECON 1100	Core
STAT 1116	Statistics for Business II	3	STAT 1115	Core
Total Credit		15		

Third Year–Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
ACC 4300	Financial Statement Analysis	3	ACC 1131	Core
ACC 4308	Intermediate Accounting-II	3	ACC 4307	Core
ENG 1600	Technical Writing	3	ENG 1160	Common
MATH 1212	Calculus for Accounting & Business	3	STAT 1115	Core
Core Elective	Core Elective-1	3		Elective
Total Credit Hours		15		

Third Year–Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
ACC 3240	Business Law for Accountants	3	ACC 1131	Core
ECON 3300	Research Methodology	3	STAT 1116	Core
ACC 4121	Cost Accounting II	3	ACC 4120	Core
ACC 3171	Corporate Accounting I	3	ACC 1131	Core
ACC 4350	Introduction to Taxation	3	ACC 1131	Core
Total Credit Hours		15		

**Fourth Year–Semester I (15 Hours)**

Course Code	Course Name	Credit Hours	Prerequisite	Type
ACC 4181	Corporate Accounting II	3	ACC3171	Core
ACC 4970	Capstone	3	ACC 1131	Core
SOC 1100	Omani Society	3		Core
MNGT 4325	Entrepreneurship	3	ACC 1130	Common
Total Credit Hours		12		

Fourth Year–Semester II (12 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
ACC 4351	Government Accounting and Budgeting	3	ACC 4307	Core
ACC 5342	Theory and Practice of Auditing	3	ACC 4308/ ACC 3220	Core
FIN 2150	Corporate Finance	3	ACC 1130	Core
FREE ELECTIVE	Free Elective 1	3		Elective
FREE ELECTIVE	Free Elective 2	3		Elective
Total Credit Hours		15		

Students can take the following courses in any semester.

ARAB101	Arabic Language	Degree Requirement
ARAB102	Arabic for non-native	Degree Requirement

Elective List:**Core Elective List (Choose 01 course)**

1. ECON4230-Money and Banking
2. FIN4830- Financial Markets and Institutions
3. ECON4710-International Trade

Free Electives List (Choose 02 Courses)

1. SPMS3253-Discussion and Conference Method
2. PHIL2001-Ethics for Computer
3. IST3333-Data Networks and Information Security
4. MKT3311-Marketing
5. PSYCH4993-Psychology of Gender



- **Economics**

The Economics Program is designed to provide knowledge of modern economics and commerce. It equips the students to demonstrate the best practices to meet the increasing demand of different commercial private and public companies. Graduates of Economics will have an opportunity to work in private and public sector organizations. Graduates will utilize their knowledge, skills, and abilities to succeed in their career endeavors.

Program Title: Bachelor of Science in Economics

Program Credit Hours: (120)

First Year – Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
ENG 1120	Exposition and Argumentation	3		Common
PSY1102	General Psychology	3		Common
IST 1750	Introduction to Mgt. & Info Systems	3		Common
MATH 1105	General Mathematics	3		Common
SPMS 1185	Introduction to Speech	3		Common
Total Credit Hours		15		

First Year – Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
STAT 1115	Statistics for Business 1	3	MATH1103	Common
ECON 1100	Principles of Microeconomics	3		Core
IST 1551	Implementing Information System-User Perspective	3	IST 1750	Common
BUS 1110	Management & Organizational Behavior	3		Core
PHIL 1335	Business Ethics	3		Common
Total Credit Hours		15		

Second Year–Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
BUS 3209	Fundamentals of Management	3		Core
ECON 3247	Political Economy	3		Core
ACC1130	Accounting I	3		Core
ECON 1200	Principles of Macroeconomics	3	ECON 1100	Core
ENG 1160	Writing & Research	3		Common
Total Credit Hours		15		

Second Year–Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
ECO 1175	Economic Development in the Gulf States	3		Common
ACC 1131	Accounting II	3	ACC1130& STAT 1115	Core



ART 1180	Art Appreciation	3		Common
MATH 1212	Business Calculus	3	MATH 1105	Core
STAT 1116	Statistics for Business II	3	STAT 1115	Core
Total Credit		15		

Third Year–Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
ENG 1600	Technical Writing	3	ENG 1160	Common
BUS 2910	Business Law	3	ECON1100&BUS1110	Core
ECON 2100	Intermediate Microeconomics	3	ECON1100&ECON1200	Core
ECON 3147	Oman Economy	3		Core
MNGT 4325	Entrepreneurship	3	ACC1130	Common
Total Credit Hours		15		

Third Year–Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
ECON 2200	Intermediate Macroeconomics	3	ECON1100&ECON1200	Core
ECON 3300	Research Methodology	3	STAT 1115	Core
ECON 2114	Managerial Economics	3	ECON1100&ECON1200	Core
ECON 4310	Mathematical Economics	3	ECON2100, MATH1212	Core
Free Elective	Free Elective 1	3		Elective
Total Credit Hours		15		

Fourth Year–Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
TECH COMM 3580	Business Communication	3		Core
SOC 1100	Omani Society	3		Common
ECON 4230	Money and Banking	3	ECON1100&ECON1200	Core
ECON 4710	International Trade	3	ECON2100	Core
Core Elective	Core Elective 1	3		Elective
Total Credit Hours		15		

**Fourth Year–Semester II (15 Hours)**

Course Code	Course Name	Credit Hours	Prerequisite	Type
ECONN 4730	Economic Development	3	ECON 2100, ECON 2200	Core
SMIS 4860	Capstone Course in Economics	3		Core
ECON4820	Labor Economics	3		Core
Core Elective	Core Elective 2	3		Elective
Free Elective	Free Elective 2	3		Elective
Total Credit Hours		15		

Students can take the following courses in any semester.

ARAB101	Arabic Language	Degree Requirement
ARAB102	Arabic for non-native	Degree Requirement

Elective List:**Core Electives :**

1. ECON 4330 Econometrics
2. FIN 2150 Corporate Finance
3. BUS 5370 Human Resource Management
4. ECON 4228 Public Finance
5. ACC 2220 Accounting by Computer

Free Electives :

1. SPMS3253-Discussion and Conference Method
2. PSYCH 4993 Psychology of Gender
3. SPMS3250-Interpersonal Communication
4. IST3333-Data Networks and Information Security
5. PSYCH4600-Social Psychology

Program Title: Bachelor of Science in Economics (With Minor in Energy Economics)

Program Credit Hour: (120)**First Year – Semester I (15 Hours)**

Course Code	Course Name	Credit Hours	Prerequisite	Type
ENG1120	Exposition and Argumentation	3		Common
PSY1102	General Psychology	3		Common
IST 1750	Introduction to Mgt. Info Systems	3		Common
MATH1105	General Mathematics	3		Common
SPMS1185	Introduction to Speech	3		Common
Total Credit Hours		15		

**First Year – Semester II (15 Hours)**

Course Code	Course Name	Credit Hours	Prerequisite	Type
STAT 1115	Statistics for Business I	3	MATH1105	Common
ECON 1100	Principles of Microeconomics	3	IST1750	Core
IST 1551	Implementing Information System-User Perspective	3		Common
BUS 1110	Management & Organizational behavior	3		Core
PHIL 1335	Business Ethics	3		Common
Total Credit Hours		15		

Second Year–Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
BUS 3209	Fundamentals of Management	3	BUS1110	Core
ECON 3247	Political Economy	3		Core
BUS 1210	Accounting I	3		Core
ECON 1200	Principles of Macroeconomics	3	ECON 1100	Core
ENG 1160	Writing & Research	3	ENG1120&SPMS 1185	Common
Total Credit Hours		15		

Second Year–Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
ECON 1175	Economic Development in the Gulf States	3		Common
ACC 1131	Accounting II	3	BUS 1210	Core
ART 1180	Art Appreciation	3		Common
MATH 1212	Business Calculus	3	MATH1105&ST AT1115	Core
SOC 1100	Omani Society	3		Common
Total Credit Hours		15		

Third Year–Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
ENG 1600	Technical Writing	3	ENG 1160	Common
BUS 2910	Business Law	3	ECON1100&BUS1110	Core
ECON 2100	Intermediate Microeconomics	3	ECON 1100	Core
ECON 2300	Introduction to Economic Statistics	3	ECON1200&STAT1115	Core
MNGT 4325	Entrepreneurship	3	BUS 1210	Common
Total Credit Hours		15		

**Third Year–Semester II (15 Hours)**

Course Code	Course Name	Credit Hours	Prerequisite	Type
ECON 2200	Intermediate Macroeconomics	3	ECON1100&ECON1200	Core
ECON 3300	Research Methodology	3	STAT1115	Core
ECON 2114	Managerial Economics	3	ECON1100&ECON1200	Core
ECON 4310	Mathematical Economics	3	ECON2100, MATH1212	Core
Free Elective	FREE ELECTIVE 1	3		Elective
Total Credit Hours		15		

Fourth Year–Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
ECON 4310	Oman Economy	3		Core
ECON 4727	Energy Markets	3		Core
ECON 4230	Money & Banking	3	ECON1100&ECON1200	Core
ECON 4710	International Trade	3	ECON2100	Core
ECON 4540	Energy Economics	3	ECON2100	Core
Total Credit Hours		15		

Fourth Year–Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
ECON 4730	Economic Development	3		Core
SMIS 4860	Capstone Course in Economics	3		Core
ECON 4440	Environmental & Natural Resource Economics	3		Core
ECON 4330	Oil & Gas Industry Operations and Markets	3		Core
ECON 4541	Energy Sustainability	3		Core
Total Credit Hours		15		

Students can take the following courses in any semester.

ARAB101	Arabic Language	Degree Requirement
ARAB102	Arabic for non-native	Degree Requirement

Free Electives :

1. SPMS255-Discussion and Conference Method
2. SPMS150-Interpersonal Communication
3. IST233-Data Networks and Information Security
4. PSYCH4600-Social Psychology



Program Title: Bachelor of Science in Economics (With Minor in International Economics)

Program Credit Hour: (120)

First Year – Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
ENG1120	Exposition and Argumentation	3		Common
PSY1102	General Psychology	3		Common
IST1750	Introduction to Management Information System	3		Common
MATH1105	General Mathematics	3		Common
SPMS1185	Introduction to Speech	3		Common
Total Credit Hours		15		

First Year – Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
STAT1115	Statistics for Business I	3	MATH1105	Common
ECON1100	Principles of Microeconomics	3		Core
IST1551	Implementing Information System-User Perspective	3	IST1750	Common
BUS1110	Management and Organizational Behavior	3		Core
PHIL1335	Business Ethics	3		Common
Total Credit Hours		15		

Second Year–Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
BUS 3209	Fundamentals of Management	3		Core
MKT 3311	Marketing	3		Core
BUS 1210	Accounting I	3		Core
ECON 1200	Principles of Macroeconomics	3		Core
ENG 1160	Writing and Research	3		Common
Total Credit Hours		15		

Second Year–Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
ECON1175	Economic Development in the Gulf States	3		Common
ACC 1131	Accounting II	3		Core
ART1180	Art Appreciation	3		Common
MATH 1212	Business Calculus	3		Core
Core Elective	Core Elective1	3		Common
Total Credit Hours		15		

**Third Year–Semester I (15 Hours)**

Course Code	Course Name	Credit Hours	Prerequisite	Type
ENG 1600	Technical Writing	3	ENG1160	Common
BUS 2910	Business Law	3	ECON1100&BUS1110	Core
ECON 2100	Intermediate Microeconomics	3	ECON1100&ECON1200	Core
ECON 2300	Introduction to Economic Statistics	3	ECON1200&STAT1115	Core
SOC1100	Omani Society	3		Common
Total Credit Hours		15		

Third Year–Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
ECON 2200	Intermediate Macroeconomics	3	ECON1100&ECON1200	Core
ECON 3300	Research Methodology	3	ECO2300/STAT115	Core
ECON 2114	Managerial Economics	3	ECO1100,ECON1200	Core
ECON 4310	Mathematical Economics	3	ECON2100, MATH1212	Core
Free Elective	Free Elective 1	3		Elective
Total Credit Hours		15		

Fourth Year–Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
TECH COMM3580	Business English	3	ENG1160	Common
MNGT 4325	Entrepreneurship	3	BUS1210	Common
ECON 4230	Money and Banking	3	ECON1100, ECON1200	Core
ECON 4710	International Trade	3	ECO2100	Core
ECON 4720	International Finance	3	ECO2200	Core
Total Credit Hours		15		

Fourth Year–Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
ECON4730	Economic Development	3	ECO2100,ECO2200	Core
SMIS 4860	Capstone	3		Core
ECON 4440	Environmental and Natural Resource Economics	3	ECO2100	Core
SPMS 3250	Interpersonal Communication	3	SPMS1185	Core
Core Elective	Core Elective2	3		Core
Total Credit Hours		15		

Students can take the following courses in any semester.

ARAB101	Arabic Language	Degree Requirement
ARAB102	Arabic for non-native	Degree Requirement



Elective List:

Major Electives

1. BUS5370-Human Resource Management
2. ECON3157- Econometrics
3. ECON3247-Political Economy
4. FIN2150-Corporate Finance I
5. FIN5260- Investment I

Free Electives

1. SPMS255-Discussion and Conference Method
2. SPMS150-Interpersonal Communication
3. ENGL1160-Writing and Research
4. IST233-Data Networks and Information Security
5. PSYCH4600-Social Psychology

• Organizational Leadership and Supervision

Program Title: Bachelor of Science in Organizational Leadership and Supervision

Program Credit Hour: (120)

First Year – Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
ENGL10400	English Composition I	3		Common
COM11400	Fundamentals of Speech Communication	3		Common
MA14700	Pre-calculus	3		Common
OLS16300	Fundamentals of Self- Leadership	3		Core
OLS25200	Human Relations in Organizations	3		Core
Total Credit Hours		15		

First Year – Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
ENGL22000	Technical Report Writing	3	ENGL 10400	Common
PSY11102	General Psychology	3		Common
STAT13000	Statistics And Contemporary Life	3		Common
CIS20400	Introduction To Computer- Based Systems	3		Common
OLS13100	Introduction to Safety & Health Management	3		Core
Total Credit Hours		15		

Second Year–Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
OLS37400	Supervisory Management	3	OLS 25200	Core



OLS38400	Leadership Process	3	OLS 16300 and OLS 25200	Core
BHS20100	Statistical Methods For The Behavioral Sciences	3		Common
OLS37500	Training Methods	3	OLS 25200	Core
SOC1100	Omani Society	3		Common
Total Credit Hours		15		

Second Year–Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
ECON21000	Principles Of Economics	3		Common
CORE ELECTIVE	Core Elective -1	3		Elective
OLS35000	Applied Creativity for Business and Industry	3		Core
FREE ELECTIVE	FREE ELECTIVE -1	3		Elective
OLS 27200	Job Evaluation	3		Core
Total Credit Hours		15		

Third Year–Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
OLS37600	Human Resource Issues	3	OLS25200	Core
CORE ELECTIVE	Core Elective -2	3		Elective
CORE ELECTIVE	Core Elective -3	3		Elective
OLS45400	Gender and Diversity in Management	3	OLS25200	Core
BUS2910	Business Law	3		Core
Total Credit Hours		15		

Third Year–Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
PHIL32400	Ethics For the Professions	3		Core
CORE ELECTIVE	Core Elective -4	3		Elective
OLS37800	Labor/Management Relations	3	OLS25200	Core
OLS47700	Conflict Management	3		Core
FREE ELECTIVE	FREE ELECTIVE-2	3	COM11400	Elective
Total Credit Hours		15		

Fourth Year–Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
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OLS 47400	Conference Leadership Training	3	COM11400	Core
Elective	Core Elective	3		Elective
OLS48300	The Common Law of the Workplace	3	OLS37800	Core
OLS46800	Personnel Law	3	OLS 25200	Core
FREE ELECTIVE	FREE ELECTIVE-3	3		Elective
OLS49300	Senior Project Phase - I	1		Core
Total Credit Hours		15		

Fourth Year–Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
MNGT4325	Entrepreneurship	3		Core
CORE ELECTIVE	Core Elective -6	3		Elective
OLS49700	Senior Project	2		Core
ENGL42000	Business Writing	3	ENGL 10400	Common
CORE ELECTIVE	Core Elective -7	3		Elective
Total Credit Hours		15		

Students can take the following courses in any semester.

ARAB101	Arabic Language	Degree Requirement
ARAB102	Arabic for non-native	Degree Requirement

Elective List:

Core Elective

- OLS33600 Fundamentals of Risk Assessment and Management
- OLS33700 Introduction to Emergency Management
- OLS36300 Fundamentals of Self-Management
- OLS36400 Professional Development Program
- OLS38700 Emergency Planning and Exercises
- OLS57400 Managerial Training and Development
- OLS57600 Advanced Topics in Human Resource Management
- OLS58000 Interpersonal Skills for Leaders
- OLS58100 Workshop in Organizational Leadership and Supervision
- OLS58300 Coaching and Mentoring in Organizations
- OLS58800 Strategic Planning and Marketing for Technology
- OLS58900 Leadership And Ethics
- OLS59000 Individual Research Problems in Supervision and Personnel.

Free Elective

- SOC10000 Introduction to Sociology
- ART80 Art Appreciation
- HIST10400 Introduction to Modern World



ECO1175 Economic Development in the Gulf States
 CS1570 Introduction to Programming
 IST2211 Web Design

- **Entrepreneurship**

Program Title: Bachelor of Arts in Business with a Major in Entrepreneurship

Program Credit Hour: (120)

First Year – Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
COM11400	Fundamentals of Speech Communication	3		Common
BUSM10100	Introduction To Business	3		Core
ENGL10400	English Composition I	3		Common
MA15300	College Algebra	3		Common
*SOC1100	Omani Society	3		Common
COM11400	Fundamentals of Speech Communication	3		
Total Credit Hours		15		

**Local context requirement course*

First Year – Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
BIA10200	Computer Utilization For Management	3		Common
ENTR10000	Introduction to Entrepreneurship	3		Core
ECON25100	Microeconomics	3		Core
ENGL10500	English Composition II	3	ENGL 10400	Common
ACC20000	Introductory Accounting	3		Core
Total Credit Hours		15		

Second Year–Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
OBHR22100	Principles of Management	3		Core
MKG22400	Principles Of Marketing	3		Core
ECON25200	Macroeconomics	3	ECON 25100	Core
BIA22500	Fundamental of Managerial Statistics	3	MA 15300	Core
ACC20100	Management Accounting I	3	ACC 20000	Core
Total Credit Hours		15		

Second Year–Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
OBHR42300	Negotiations	3	OBHR 22100	Core



PHIL12000	Critical Thinking	3		Core
BUSM34400	Business Ethics	3		Core
OBHR33000	Introduction to Organizational Behavior	3		Core
*ECON1175	Economic Development in the Gulf States	3		Common
Total Credit Hours		15		

*Local context requirement course

Third Year–Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
BIA36000	Operations and Supply Chain Management	3	MA 15300	Core
MKG42400	Consumer Behavior	3	MKG 22400	Core
FIN31000	Financial Management	3	ACC 20000	Core
BUSM35400	Legal Foundations of Business I	3		Core
ENTR31001	Launching a New Venture	3		Core
Total Credit Hours		15		

Third Year–Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
COM39400	Business Communication	3	MA 15300	Core
BUSM38000	International Business	3		Core
BUSM41100	Entrepreneurship and Creative Managerial Thinking	3		Core
OBHR 44400	Leadership	3		Core
Core Elective	Core Elective 01	3		Core
Total Credit Hours		15		

Fourth Year–Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
ENTR30000	Growing the Firm	3		Core
ENTR30300	Entrepreneurial Finance	3		Core
OBHR43100	Human Resources Management	3	OBHR 22100	Core
Core Elective	Core Elective 02	3		Elective
Free Elective	Free Elective 01	3		Elective
Total Credit Hours		15		

Fourth Year–Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
BUSM45000	Strategic Management	3	OBHR 22100	Core
ENTR40100	Social Entrepreneurship	3	ENTR10000	Core
ENTR42000	Business Plan Development	3	ENTR10000	Core
MKG42200	International Marketing	3	MKG 22400	Core
Free Elective	Free Elective 02	3		Elective



Total Credit Hours	15	
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Students can take the following courses in any semester.

ARAB101	Arabic Language	Degree Requirement
ARAB102	Arabic for non-native	Degree Requirement

Elective List:

Core Electives

MKG 42500 - Marketing Research
 FIN 44400 - Investment Management,
 MKG 42000 - Digital Marketing Campaigns
 ENTR 41000-Advance Small Business Consulting

Free Electives

PSY 12000 - Elementary Psychology
 ITS 100 - Information Technology Fundamentals
 CIS 16600 - Introduction to Programming,
 SOC 10000 - Introductory Sociology
 FIN 21000 - Principles of Finance

2. English Language Department

English Language Department educates promising students from all backgrounds. The Department develops a well-structured curriculum to meet students' needs and prepare them for future job market to work as English language teachers, translators, interpreters, journalists etc.

Program Title: Associate Degree in English

Program Credit Hours: (63)

First Year – Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
ENG1000	Special Problems in Reading	3		Core
ENG1120	Exposition and Argumentation	3		Common
ENG1310	Practical English Grammar	3		Core
SPMS1185	Introduction to Speech	3		Common
MATH1105	General Mathematics	3		Common
Total Credit Hours		15		

First Year – Semester II (18 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
ENG1160	Writing and Research	3	ENG1120	Core
ENG2001	Introduction to Literature	3	ENG1120	Core
IST 1750	Introduction to Management Information System	3	-----	Common
LING1010	Introduction to Translation	3	ENG1120	Core



PSYCH1102	General Psychology	3	-----	Common
SOC1100	Omani Society	3	-----	Common
Total Credit Hours		15		

Second Year–Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
ECON1175	Economic Development in the Gulf States	3	-----	Common
ENG1211	British Literature I	3	ENG2001	Core
LING1020	Translation for Business	3	LING1010	Core
PHIL1335	Business Ethics	3	-----	Common
FREE ELECTIVE	FREE ELECTIVE 1	3	-----	Elective
Total Credit Hours		15		

Second Year–Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
ENG1600	Technical Writing	3	ENG1120	Common
ENG1212	British Literature II	3	ENG1211	Core
ENG1221	American Literature I	3	ENG1211	Core
ENG3303	Grammatical Structure of English	3	ENG1310	Core
CORE ELECTIVE	CORE ELECTIVE 1	3	-----	Elective
Total Credit Hours		15		

*** Students can take the following courses in any semester.

ARAB101	Arabic Language	Degree Requirement
ARAB102	Arabic for non-native	Degree Requirement

Program Title: Bachelor of Arts in English**Program Credit Hours: (120)****First Year – Semester I (15 Hours)**

Course Code	Course Name	Credit Hours	Prerequisite	Type
ENG1000	Special Problems in Reading	3		Core
ENG1120	Exposition and Argumentation	3		Common
ENG1310	Practical English Grammar	3		Core
SPMS1185	Introduction to Speech	3		Common
MATH1105	General Mathematics	3		Common
Total Credit Hours		15		

**First Year – Semester II (18 Hours)**

Course Code	Course Name	Credit Hours	Prerequisite	Type
ENG1160	Writing and Research	3	ENG1120	Core
ENG2001	Introduction to Literature	3	ENG1120	Core
IST 1750	Introduction to Management Information System	3	-----	Common
LING1010	Introduction to Translation	3	ENG1120	Core
PSYCH1102	General Psychology	3	-----	Common
SOC1100	Omani Society	3	-----	Common
Total Credit Hours		15		

Second Year–Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
ECON1175	Economic Development in the Gulf States	3	-----	Common
ENG1211	British Literature I	3	ENG2001	Core
LING1020	Translation for Business	3	LING1010	Core
PHIL1335	Business Ethics	3	-----	Common
FREE ELECTIVE	FREE ELECTIVE 1	3	-----	Elective
Total Credit Hours		15		

Second Year–Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
ENG1600	Technical Writing	3	ENG1120	Common
ENG1212	British Literature II	3	ENG1211	Core
ENG1221	American Literature I	3	ENG1211	Core
ENG3303	Grammatical Structure of English	3	ENG1310	Core
CORE ELECTIVE	CORE ELECTIVE 1	3	-----	Elective
Total Credit Hours		15		

Third Year–Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
ENG3214	The Plays of William Shakespeare	3	ENG1211	Core
ENG1170	Creative Writing	3	63 credits	Core
ENG1222	American Literature II	3	ENG1221	Core
MNGT4325	Entrepreneurship	3	-----	Common
CORE ELECTIVE	CORE ELECTIVE 2	3	-----	Elective
Total Credit Hours		15		

**Third Year–Semester II (15 Hours)**

Course Code	Course Name	Credit Hours	Prerequisite	Type
ENG3306	Linguistic Study of Modern English	3	ENG3303	Core
ENG2250	American Short Story	3	ENG 1222	Core
ENG3223	American Poetry II	3	ENG 1222	Core
HIST1200	Modern Western Civilization II	3	63 credits	Core
CORE ELECTIVE	CORE ELECTIVE 3	3	-----	Elective
Total Credit Hours		15		

Fourth Year–Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
ENG3219	The English Novel II	3	ENG 1212	Core
ENG3170	Teaching & Supervising Reading and Writing	3	ENG 3306	Core
ENG3232	Contemporary American Literature	3	ENG 1222	Core
ENG2002	Critical Approaches to Literature	3	ENG 1212, ENG1221	Core
ENG3101	Capstone A (Advanced Composition)	3	ENG1160	Capstone (A)
Total Credit Hours		15		

Fourth Year–Semester II (12 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
ENG3216	British Romantic Literature	3	ENG 1222	Core
ENG4290	Texts and Contexts (Capstone)	3	ENG2002, ENG3101	Capstone (B)
ENG3226	The American Novel	3	ENG 1222	Core
ENG3233	Contemporary British Literature	3	ENG 1212	Core
Total Credit Hours		12		

Students can take the following courses in any semester.

ARAB101	Arabic Language	Degree Requirement
ARAB102	Arabic for non-native	Degree Requirement

Elective List:**Core Elective List**

1. ENG2410 - International Trade
2. SPMS3253 - Discussion and Conference Methods
3. SPMS3283 - Business and Professional Communication
4. SPMS3281- Communication Application
5. ENG3001- Special Topics (Phonetics and Phonology)
6. ART1180 - Art Appreciation
7. SPMS3250 - Interpersonal Communication
8. TECHOM3580 - Business Communication



Free Electives List

1. PSYCH 4700 - Industrial Psychology
2. BUS1110 - Management and Organizational Behavior
3. BUS3209 - Fundamentals of Management
4. ECON1100 - Principles of Microeconomics
5. ACC1130 - Accounting I
6. IST2211 - Web Design

3. Department of Computing and Informatics

The Department of Computing and Informatics prepares the students to be well-qualified specialists in the field of Computer Science and Information Technology in order to meet the high demands in national and international levels. Apart from the regular curriculum, the department organizes various technical seminars, workshops, industrial visits to the students for the purpose of exposing their knowledge and gaining practical knowledge to the real-world environments.

• Computer Science

Program Title: Associate Degree in Computer Science

Program Credit Hours: (63)

First Year – Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
MATH1105	General Mathematics	3	GFP302	Common
CS1010	Introduction to Computer Science	3	GFP304	Common
IST1551	Implementing Information System User Perspective	3		Core
SPMS1185	Introduction to Speech	3		Common
ENG1120	Exposition and Argumentation	3		Common
Total Credit Hours		15		

First Year – Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
CS1200	Discrete Mathematics for Computer Science	3	GFP302 and GFP304	Core
CS1971	Introduction to Programming Methodology	3		Core
SOC1100	Omani Society	3		Common
PSYCH1105	General Psychology	3		Common
STAT3111	Statistical Tools for Decision Making	3	MATH1105	Core
Total Credit Hours		15		

**Second Year–Semester I (15 Hours)**

Course Code	Course Name	Credit Hours	Prerequisite	Type
CS3800	Introduction to Operating Systems	3	CS1/CS1010	Core
CS1510	Data Structures	3		Core
CS5300	Database Management	3	CS1/CS1010	Core
ECON1175	Economic Development in the Gulf States	3		Common
Phil1335	Business Ethics	3		Common
Total Credit Hours		15		

Second Year–Semester II (18 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
MATH3108	Linear Algebra I	3	MATH1105	Core
ENG1600	Technical Writing	3	ENG20/ENG1120	Common
CS3600	Introduction to Computer Security	3	IST51/IST1551	Core
CS2500	Algorithms	3	CS153/CS1510	Core
CS3610	Introduction to Computer Networks	3	CS1010	Core
	Core Elective 01	3		Elective
Total Credit Hours		18		

Students can take the following courses in any semester.

ARAB101	Arabic Language	Degree Requirement
ARAB102	Arabic for non-native	Degree Requirement

Program Title: Bachelor of Science in Computer Science**Program Credit Hours: (120)****First Year – Semester I (15 Hours)**

Course Code	Course Name	Credit Hours	Prerequisite	Type
MATH1105	General Mathematics	3	GFP302	Common
CS1010	Introduction to Computer Science	3	GFP304	Common
IST1551	Implementing Information System User Perspective	3		Core
SPMS1185	Introduction to Speech	3		Common
ENG1120	Exposition and Argumentation	3		Common
Total Credit Hours		15		

First Year – Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
CS1200	Discrete Mathematics for Computer Science	3	GFP302 and GFP304	Core
CS1971	Introduction to Programming Methodology	3		Core
SOC1100	Omani Society	3		Common



PSYCH1105	General Psychology	3		Common
STAT3111	Statistical Tools for Decision Making	3	MATH1105	Core
Total Credit Hours		15		

Second Year–Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
CS3800	Introduction to Operating Systems	3	CS1/CS1010	Core
CS1510	Data Structures	3		Core
CS5300	Database Management	3	CS1/CS1010	Core
ECON1175	Economic Development in the Gulf States	3		Common
Phil1335	Business Ethics	3		Common
Total Credit Hours		15		

Second Year–Semester II (18 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
MATH3108	Linear Algebra I	3	MATH1105	Core
ENG1600	Technical Writing	3	ENG20/ENG1120	Common
CS3600	Introduction to Computer Security	3	IST51/IST1551	Core
CS2500	Algorithms	3	CS153/CS1510	Core
CS3610	Introduction to Computer Networks	3	CS1010	Core
	Core Elective 01	3		Elective
Total Credit Hours		18		

Third Year–Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
CS2889	Introduction to Computer Organization and Assembly	3	CS153/CS1510	Core
CS5420	Introduction to Machine Learning	3		Core
CS2200	Theory of Computer Science	3	CS158/ CS1200	Core
CS2001	Special Topics	3		Core
CS5099	Research Methods	3		Core
Total Credit Hours		15		

Third Year–Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
MNGT4325	Entrepreneurship	3	ACC130/ACC1130	Common
CS4489	Multimedia Systems	3	IST51/IST1551	Core
CS5402	Introduction to Data Mining	3		Core
CS2300	File Structures and Introduction to Database Systems	3	CS304/CS5300	Core
CS3100	Software Engineering	3	-	Core



Total Credit Hours	15	
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Fourth Year–Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
CS4095	Capstone: Senior Design-I/ Internship- I	3	SR. LEVEL	Core
CS2501	Java and Object-Oriented Design	3	IST51/IST1551	Core
CS5400	Introduction to Artificial Intelligence	3	CS253/CS2500	Core
CS5403	Introduction to Robotics	3	IST51/IST1551	Core
CS5404	Introduction to Computer Vision	3	CS253/CS2500	Core
Total Credit Hours		15		

Fourth Year–Semester II (12 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
CS4096	Capstone: Senior Design-II/ Internship- II	3	SR. LEVEL	Core
CS5102	Object-Oriented Analysis and Design	3	CS206/CS3100	Core
	Core Elective 02	3		Elective
	Free Elective 01	3		Elective
Total Credit Hours		12		

Students can take the following courses in any semester.

ARAB101	Arabic Language	Degree Requirement
ARAB102	Arabic for non-native	Degree Requirement

Elective List:**Core Elective**

- CS1570 Introduction to Programming
- IST1552 Implementing Information System Data Perspective
- IST2211 Web Design
- ERP2110 Introduction to Enterprise Resource Planning
- CS3601 Digital Forensics
- ERP5310 Supply Chain Management Systems in an ERP Environment
- CS5101 Software Testing and Quality Assurance
- CS5801 The Structure of Operating System
- IST4261 Information Systems Project Management
- IST5251 Leadership in Technology-Based Organizations
- IST5001 Special Topics

Free Elective

- FIN2150 Corporate Finance
- BUS1110 Management & Organizational Behavior
- ECON1100 Principles of Microeconomics
- ART1180 Art Appreciation
- MKT3110 Marketing



- **Information Science and Technology**

Program Title: Associate Degree in Information Science and Technology

Program Credit Hours: (63)

First Year – Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
MATH1105	General Mathematics	3	GFP 302	Common
IST1750	Introduction to Management Information Systems	3	GFP 304	Common
IST1551	Implementing Information System User Perspective	3		Core
ENG1120	Exposition and Argumentation	3		Common
SPMS1185	Principle of Speech	3		Common
Total Credit Hours		15		

First Year – Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
CS1200	Discrete Mathematics for Computer Science	3	GFP 302 and GFP304	Core
IST1561	Algorithms and Programming with Java	3	IST1750	Core
Psych1102	General Psychology	3		Common
SOC1100	Omani Society	3		Common
STAT3111	Statistical Tools for Decision Making	3	MATH1105	Core
Total Credit Hours		15		

Second Year–Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
MATH3108	Linear Algebra	3	MATH1105	Core
IST3423	Database Management	3	IST1750	Core
IST1562	Java and Data Structures	3		Core
PHI1335	Business Ethics	3		Common
ECON1175	Economic Development in the Gulf States	3		Common
Total Credit Hours		15		

Second Year–Semester II (18 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
IST2000	Special Problems	3		Core
IST3131	Computing Internals and Operating Systems	3	IST1750	Core
IST3333	Data Networks and Information Security	3	IST1750	Core
ENG1600	Technical Writing	3	ENG1120	Common
ERP2110	Introduction to Enterprise Resource Planning	3	IST1750	Core



Elective	Core Electives 01	3		Elective
Total Credit Hours		18		

Students can take the following courses in any semester.

ARAB101	Arabic Language	Degree Requirement
ARAB102	Arabic for non-native	Degree Requirement

Program Title: Bachelor of Science in Information Science and Technology

Program Credit Hours: (120)

First Year – Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
MATH1105	General Mathematics	3	GFP 302	Common
IST1750	Introduction to Management Information Systems	3	GFP 304	Common
IST1551	Implementing Information System User Perspective	3		Core
ENG1120	Exposition and Argumentation	3		Common
SPMS1185	Introduction to Speech	3		Common
Total Credit Hours		15		

First Year – Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
CS1200	Discrete Mathematics for Computer Science	3	GFP 302 and GFP304	Core
IST1561	Algorithms and Programming with Java	3	IST1750	Core
Psych1102	General Psychology	3		Common
SOC1100	Omani Society	3		Common
STAT3111	Statistical Tools for Decision Making	3	MATH1105	Core
Total Credit Hours		15		

Second Year–Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
MATH3108	Linear Algebra	3	MATH1105	Core
IST3423	Database Management	3	IST1750	Core
IST1562	Java and Data Structures	3		Core
PHI1335	Business Ethics	3		Common
ECON1175	Economic Development in the Gulf States	3		Common
Total Credit Hours		15		

Second Year–Semester II (18 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
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IST2000	Special Problems	3		Core
IST3131	Computing Internals and Operating Systems	3	IST1750	Core
IST3333	Data Networks and Information Security	3	IST1750	Core
ENG1600	Technical Writing	3	ENG1120	Common
ERP2110	Introduction to Enterprise Resource Planning	3	IST1750	Core
Elective	Core Elective 01	3		Elective
Total Credit Hours		18		

Third Year–Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
IST5099	Research Method	3		Core
IST 3420	Introduction to Data Science and Management	3		Core
IST3343	System Analysis and Design	3	IST1750	Core
IST4654	Web & Digital Media Development	3	-	Core
IST3321	Network Performance Design and Management	3	IST1750	Core
Total Credit Hours		15		

Third Year–Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
MNGT4325	Entrepreneurship	3	ACC1130	Common
IST5680	Digital Media Development and Interactive Design	3		Core
IST4641	Digital Commerce and IoT Analytics	3		Core
	Core Elective 02	3		Elective
	Core Elective 03	3		Elective
Total Credit Hours		15		

Fourth Year–Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
IST3553	Modular Software Systems in Java	3	IST1551	Core
IST4261	Information Systems Project Management	3	IST1750	Core
IST 5450	Introduction to Information Visualization	3		Core
IST4095	Capstone: Senior Design-I/Internship- I	3	Sr. Level	Core
	Free Electives 01	3		Elective
Total Credit Hours		15		

Fourth Year–Semester II (12 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
IST4096	Capstone: Senior Design-II/ Internship- II	3	SR. LEVEL	Core
IST5251	Leadership in Technology-Based Organizations	3		Core



IST5780	Human and Organizational Factors in Cybersecurity	3		Core
IST5001	Special Topics	3		Core
Total Credit Hours		12		

Students can take the following courses in any semester.

ARAB101	Arabic Language	Degree Requirement
ARAB102	Arabic for non-native	Degree Requirement

Elective List:

Core Elective

- CS1570 Introduction to Programming
- CS1971 Introduction to Programming Methodology
- IST2211 Web Design
- CS3600 Introduction to Computer Security
- IST1552 Implementing Information System Data Perspective
- ERP 4610 Customer Relationship Management in ERP Environment
- CS 3601 Digital Forensics
- IST3443 Database Applications in Business
- IST5520 Data Science and Machine Learning with Python
- CS5402 Introduction to Data Mining
- IST 3001 Special Topics
- IST5652 Advanced Web Development
- CS5400 Introduction to Artificial Intelligence

Free Elective

- ECON 1200 Principles Of Macroeconomics
- BUS1110 Management and Organizational Behavior
- HIST1200 Modern Western Civilization
- ART 1180 Art Appreciation
- CS3100 Software Engineering

• Management Information System

Program Title: Associate Degree in Management Information System

Program Credit Hours: (63)

First Year – Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
MATH1105	General Mathematics	3	GFP 302	Common
IST1750	Introduction to Management Information Systems	3	GFP 304	Common
IST1551	Implementing Information Systems – User Perspective	3		Core



ENG1120	Exposition and Argumentation	3		Common
SPMS1185	Introduction to Speech	3		Common
Total Credit Hours		15		

First Year – Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
CS1200	Discrete Mathematics for Computer Science	3	GFP 302 and GFP304	Core
SOC1100	Omani Society	3		Common
BUS3209	Fundamentals of Management	3		Core
ECON1100	Principles of Microeconomics	3		Core
PSYCH1102	General Psychology	3		Common
Total Credit Hours		15		

Second Year–Semester I (15 Hours)

Course Code	Course Name	Credit Hours		Type
CS1510	Data Structures	3		Core
PHIL1335	Business Ethics	3		Common
ECON1175	Economic Development in the Gulf States	3		Common
STAT3111	Statistical Tools for Decision Making	3	MATH1105	Core
ACC1130	Accounting 1	3		Core
Total Credit Hours		15		

Second Year–Semester II (18 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
Math3108	Linear Algebra	3	MATH1105	Core
IST3423	Database Management System	3	IST1750	Core
IST3131	Computing Internals & Operating Systems	3	IST1750	Core
IST3333	Data Networks and Information Security	3	IST1750	Core
ENG1600	Technical Writing	3	ENG1120	Common
	Electives 01	3		Elective
Total Credit Hours		18		

Students can take the following courses in any semester.

ARAB101	Arabic Language	Degree Requirement
ARAB102	Arabic for non-native	Degree Requirement



Program Title: Bachelor of Science Management Information System

Program Credit Hours: (120)

First Year – Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
MATH1105	General Mathematics	3	GFP 302	Common
IST1750	Introduction to Management Information Systems	3	GFP 304	Common
IST1551	Implementing Information Systems – User Perspective	3		Core
ENG1120	Exposition and Argumentation	3		Common
SPMS1185	Introduction to Speech	3		Common
Total Credit Hours		15		

First Year – Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
CS1200	Discrete Mathematics for Computer Science	3	GFP 302 and GFP304	Core
SOC1100	Omani Society	3		Common
BUS3209	Fundamentals of Management	3		Core
ECON1100	Principles of Microeconomics	3		Core
PSYCH1102	General Psychology	3		Common
Total Credit Hours		15		

Second Year–Semester I (15 Hours)

Course Code	Course Name	Credit Hours		Type
CS1510	Data Structures	3		Core
PHIL1335	Business Ethics	3		Common
ECON1175	Economic Development in the Gulf States	3		Common
STAT3111	Statistical Tools for Decision Making	3	MATH1105	Core
ACC1130	Accounting 1	3		Core
Total Credit Hours		15		

Second Year–Semester II (18 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
Math3108	Linear Algebra	3	MATH1105	Core
IST3423	Database Management System	3	IST1750	Core
IST3131	Computing Internals & Operating Systems	3	IST1750	Core
IST3333	Data Networks and Information Security	3	IST1750	Core
ENG1600	Technical Writing	3	ENG1120	Common
	Core Elective 01	3		Elective



Total Credit Hours	18	
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Third Year–Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
IST3343	System Analysis and Design	3	IST1750	Core
CS2889	Introduction to Computer Organization and Assembly	3	CS1510	Core
IST 3001	Special Topics	3		Core
IST4642	E-Commerce Architecture	3	IST1750	Core
IST5099	Research Method			Core
Total Credit Hours		15		

Third Year–Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
MNGT4325	Entrepreneurship	3	ACC1130	Common
IST4680	Introduction to Web and New Media Studies	3	IST1750	Core
FIN2150	Corporate Finance I	3		Core
CS2300	File Structure and Introduction to Database System	3	IST1750	Core
	Core Elective 02	3		Elective
Total Credit Hours		15		

Fourth Year–Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
MIS4095	Capstone: Senior Design-I/ Internship- I	3	SR. LEVEL	Core
IST5251	Leadership in Technology-Based Organizations	3		Core
IST4261	Information Systems Project Management	3	IST1750	Core
BUS 5980	Business Models for Entrepreneurship and Innovation	3		Core
IST3553	Modular Software Systems in Java	3	CS1570	Core
Total Credit Hours		15		

Fourth Year–Semester II (12 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
MIS 4096	Capstone: Senior Design-II/ Internship- II	3	SR. LEVEL	Core
CS 5801	The Structure of Operating Systems	3	IST3131	Core
	Core Electives 03	3		Elective
	Free Electives 01	3		Elective
Total Credit Hours		12		

Students can take the following courses in any semester.

ARAB101	Arabic Language	Degree Requirement
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ARAB102	Arabic for non-native	Degree Requirement
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Elective List:

Core Elective

CS1570	Introduction to Programming
CS1971	Introduction to Programming Methodology
CS3600	Introduction to Computer Security
IST2211	Web Design
ERP2110	Introduction to Enterprise Resource Planning
IST1552	Implementing Information System Data Perspective
ERP5310	Supply Chain Management Systems in an ERP Environment
IST5520	Data Science and Machine Learning with Python
CS5402	Introduction to Data Mining
CS3601	Digital Forensics
CS5400	Introduction to Artificial Intelligence
IST5652	Advanced Web Development
IST5001	Special Topics

Free Electives

BUS1110	Management & Organizational behavior
ART 1180	Art Appreciation
MKT 3110	Marketing
MKT5310	Digital Marketing and Promotions
CS3100	Software Engineering

4. Humanities Department

The mission of the Humanities Department of Mazoon College is to provide excellent academic knowledge and skills in the interInvestigation area of psychology and criminal justice. The department provides continuous support and guidance in promoting quality education and research innovations among the students to contribute to the community and society on a larger scale.

The Humanities department offers interInvestigation programs and courses providing a comprehensive curriculum that adapts advanced educational and technological skills. We offer two different Bachelor Programs in the following disciplines:

1. Bachelor of Science in Psychology
2. Bachelor of Arts in Sociology with major in Criminal Justice

• Psychology

Program Title: Bachelor of Science in Psychology

Program Credit Hour: (124)

First Year – Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
ENG1120	Exposition and Argumentation	3	-----	Common
PSYCH1102	General Psychology	3	-----	Common



MATH1103	Pre Calculus	3	GFP 303	Common
IST1750	Introduction to Management Information Systems	3	GFP 304	Common
SPMS1185	Introduction to Speech	3	-----	Common
Total Credit Hours		15		

First Year – Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
ECON1100	Principles of Microeconomics	3	-----	Common
SOC1100	Omani Society	3	-----	Common
BUS3209	Fundamentals of Management	3	-----	Common
PSYCH4590	Health Psychology	3	PSYCH1102	Core
PSYCH3310	Developmental Psychology	3	PSYCH1102	Core
Total Credit Hours		15		

Second Year–Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
ACC1130	Accounting I	3	MATH1105	Common
PSYCH3311	Psychological and Educational Development of Adolescent	3	PSYCH1102	Core
PSYCH4600	Social Psychology	3	PSYCH1102	Core
ENG1160	Writing and Research	3	ENG1120, SPMS1185	Common
STAT1115	Statistics for Business I	3	MATH1105	Common
Total Credit Hours		15		

Second Year–Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
PHIL1335	Business Ethics	3	-----	Common
PSYCH4993	Psychology of Gender	3	PSYCH1102	Core
ECON1175	Economic Development in the Gulf States	3	-----	Common
ENG1600	Technical Writing	3	ENG1120, SPMS1185, ENG1160	Common
PSYCH2300	Educational Psychology	3	PSYCH1102	Core
Total Credit Hours		15		

Third Year–Semester I (18 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
PSYCH-FE01	Free Elective 1	3	-----	Elective
PSYCH4501	Abnormal Psychology	3	PSYCH1102	Core
STAT1116	Statistics for BusinessII	3	STAT1115	Common
HIST1200	Modern Western Civilization	3	-----	Common
PSYCH4700	Industrial Psychology	3	PSYCH1102	Core



-----	Core ELECTIVE-1	3	-----	Elective
Total Credit Hours		18		

Third Year–Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
PSYCH-FE02	Free Elective 2	3	-----	Elective
TECHCOM3580	Business Communication	3	ENG1600	Common
PSYCH4710	Human Factors	3	PSYCH1102	Core
MNGT4325	Entrepreneurship	3	ACC1130	Common
PSYCH4510	Clinical Psychology	3	PSYCH4501	Core
Total Credit Hours		15		

Fourth Year–Semester I (16 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
PSYCH4001	Counseling Psychology I	3	PSYCH1102, PSYCH4510	Core
PSYCH4410	Neuroscience	3	PSYCH4501	Core
PSYCH2200	Research Methods	4	PSYCH1102, STAT1115, STAT1116	Core
-----	Core Elective 2	3	-----	Elective
-----	Core Elective 3	3	-----	Elective
Total Credit Hours		16		

Fourth Year–Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
PSYCH4099	Undergraduate Research	3	Stat116, Psych2200	Core
-----	Core Elective 4	3	-----	Elective
-----	Core Elective 5	3	-----	Elective
PSYCH 4990	Internship	6	Students must have completed 70% of psychology courses.	Core
Total Credit Hours		15		

Students can take the following courses in any semester.

ARAB101	Arabic Language	Degree Requirement
ARAB102	Arabic for non-native	Degree Requirement

Elective List:**Core Elective List**

- PSYCH3400 Theories of Learning
PSYCH4601 Group Dynamics



PSYCH4602	Organizational Psychology
PSYCH 4310	Psychology of the Exceptional Child
PSYCH 3501	Drugs and Behavior
PSYCH4500	Personality Theory
PSYCH4400	Cognitive Psychology
PSYCH4721	Psychology of Social Technology
PSYCH4610	Psychology of Leadership in Organizations

Free Electives List

IST1551	Implementing Information System, User Perspective
IST2211	Web Design
SPMS3250	Interpersonal Communication
MKT3311	Marketing
Bus5370	Human Resource Management
SPMS3253	Discussion and Conference Methods

• Criminal Justice

Program Title: Bachelor of Arts in Sociology with Major in Criminal Justice

Program Credit Hour: (120)

First Year – Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
CRJU15000	Introduction To The Criminal Justice System	3		Core
MATH1105	General Mathematics	3	GFP 303	Common
SOC10000	Introductory Sociology	3		Core
ENG1120	Exposition and Argumentation	3		Common
IST1750	Introduction to Management Information System	3	GFP 304	Common
Total Credit Hours		15		

First Year – Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
PSYCH1102	General Psychology	3		Common
SOC22000	Social Problems	3	SOC10000	Core
SPMS1185	Introduction to Speech	3		Common
CRJU 27000	Introduction to Courts in Oman	3	CRJU15000	Core
SOC1100	Omani Society	3		Common
Total Credit Hours		15		

Second Year–Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
ENG1600	Technical Writing	3	ENG1120	Common



ECON1175	Economic Development in the Gulf States	3		Common
CRJU24000	Introduction to Corrections	3	CRJU15000	Core
STAT1115	Statistics for Business I	3	MATH1105	Common
ACC1130	Accounting I	3	MATH1105	Common
Total Credit Hours		15		

Second Year–Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
CRJU23000	Introduction to Law Enforcement	3	CRJU15000	Core
LAW10000	Introduction to Law	3		Core
	Free Elective 1	3		Elective
PHIL1335	Business Ethics	3		Common
LAW10500	Basic Law of The State	3		Core
Total Credit Hours		15		

Third Year–Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
OLS47700	Conflict Management	3		Common
POL34600	Law and Society	3	LAW10000	Core
CRJU34100	Criminal Investigation	3	CRJU15000	Core
SOC42100	Juvenile Delinquency	3	SOC10000	Core
	Core Elective 1	3		Elective
Total Credit Hours		15		

Third Year–Semester II (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
STAT1116	Statistics for Business II	3	STAT1115	Common
	Free Elective 2	3		Elective
MNGT 4325	Entrepreneurship	3	ACC1130	Common
	Core Elective 2	3		Elective
SOC32400	Criminology	3	SOC10000	Core
Total Credit Hours		15		

Fourth Year–Semester I (15 Hours)

Course Code	Course Name	Credit Hours	Prerequisite	Type
CRJU44000	Criminal Law	3	LAW 10000	Core
	Free Elective 3	3		Elective
SOC38300	Research Methods in Sociology	3	STAT 1115	Core
	Core Elective 3	3		Elective
SOC45300	Intimate Violence	3	SOC 10000	Core
Total Credit Hours		15		

**Fourth Year–Semester II (12 Hours)**

Course Code	Course Name	Credit Hours	Prerequisite	Type
CRJU44300	Field Experience in Criminal Justice	6	90 Credit hrs. need to complete	Core
	Core Elective 4	3		Elective
	Core Elective 5	3		Elective
SOC45000	Graduation Project	3	90 Credit hrs. need to complete	Core
Total Credit Hours		12		

Students can take the following courses in any semester.

ARAB101	Arabic Language	Degree Requirement
ARAB102	Arabic for non-native	Degree Requirement

Elective List:**Core Elective List**

LAW20000 Administrative Law
 LAW38000 Personal Status Law
 LAW43000 Civil and Commercial Procedures Law
 LAW44500 Criminal Procedures Law
 LAW45000 Public International Law
 SOC42600 Social Deviance and Control
 POL36000 Women and The Law
 SOC35201 Drugs Culture and Society

Free Elective List

LAW42000 Civil Procedures Law
 PSY 33200 Forensic Psychology
 IST1551 Implementing Information System-User Perspective
 SPMS 3250 Interpersonal Communication
 SPMS3253 Discussion and Conference Methods