



OMAN COLLEGE

OF MANAGEMENT & TECHNOLOGY

Student Hand Book

2019-2020

Supervision

Ministry of Higher Education
Sultanate of Oman

Affiliation

Yarmouk University
Irbid - Jordan



Regulations and instructions are clear evidences of performing the work properly and a way of avoiding mistakes and excesses that may have serious consequences. Unawareness of these regulations and instructions will not be an excuse for committing mistakes and excesses. Moreover, the college is keen to keep the academic and administrative processes on the right track and spread a culture of compliance among its students. The college also provides the students with a CD that details their rights and responsibilities. The students must read it carefully and adhere to its contents.

Dean

VISION

OCMT aspires to become a leading institution of higher education nationally and regionally, where quality and excellence are maintained in line with international standards, to produce top calibre graduates with knowledge, skills and attitude.

MISSION

OCMT strives to provide the local community an environment which is conducive for effective teaching–learning process by well qualified professionals supported by latest technological facilities.

We also seek to provide the society, graduates who exhibit sound knowledge and skills required to meet the challenges of a dynamic modern society.

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IMPORTANT GENERAL TERMS

Academic Year:	The academic year consists of two semesters. The period of each semester is sixteen weeks along with an optional summer semester for eight weeks.
Student ID:	<p>A number that shows the academic year and the semester in which the student begins studying, diploma or degree and the sequential number of the student.</p> <p>Example: ID (201415002)</p> <p>(2014): the academic year, (1): the first semester, (5): diploma degree or (6): bachelor degree, (002): the student's sequential order</p>
Abbreviations:	Abbreviations for days; (Sat/Saturday), (Sun/Sunday), (Mon/ Monday), (Tue/ Tuesday), (Wed/Wednesday) , (Thu/Thursday)
Study plan:	Courses that must be taken successfully by the students to get diploma or bachelor degree in a specific program.
Credit hours:	A unit measuring the hours that must be attended by the students for a specific course in a week during the semester. For example: Arabic Language course equals (3) credit hours, which means that the students shall attend (3) hours a week for a period of (16 weeks) during the regular semester.
Compulsory Requirements:	The courses in the study plan that must be taken such as college compulsory courses, department compulsory courses and specialization compulsory courses.
Elective Requirements:	The courses in the study plan from which the student/s can choose the required hours such as college electives, department electives and specialization electives.
Free courses:	The courses that can be taken by the students offered by different departments of the college including the department in which the student is studying in.
Prerequisite:	A course that is required to be taken prior to taking an advanced course.
The Course ID:	A numeric coding for a course that shows the department of the course, the level of the course and the sequential number. For example: The course number is (102101) means that the sequential number is (01), the level is (1) and the department is (102).
Academic Advisor :	A faculty member assigned to guide the students regarding completing the graduation requirements and following up with him/her until graduation.
Academic Advising officer	A senior academic staff appointed by the Dean to follow up the academic advising in the various departments and report to the Deanship
Course Load:	<p>The total credit hours registered by the student in a specific semester.</p> <p>The maximum load is (18) credit hours in the regular semester and can be raised to (21) credit hours by the approval of the College Dean according to the recommendation of the Head of the concerned department.</p>

Semester Average :	The mean of the grades of all courses taken by the student in a semester.
Cumulative Average (GPA):	The average of the grades of all courses taken by the student until the date of calculating the GPA. The process of calculation is as follows: The grade of each course multiplied by its credit hours. Then the results of the multiplications of all courses shall be divided by the total credit hours.
Pass Grade:	The minimum grade to pass the course is (50) and the minimum final grade of the course is (35).
Incomplete:	A remark recorded for the course in which the student did not attend the final exam with a valid excuse or a medical leave. The Dean of the College must approve these excuses. Incomplete status can be removed in a period of not more than four weeks from the beginning of the following semester in which he/she studies the course, excluding the summer semester. If the incomplete status is not removed, he/she will be awarded (zero) in the exam. If the students registered in the Summer semester and the concerned faculty member is available, then the student should sit for the incomplete exam within 2 weeks of the beginning of the semester
On Probation:	The student shall be on probation if his/her cumulative average is less than (60%) at the end of each semester except the first semester, the summer semester and the foundation program.
Academic Warning:	A notification given to the student if his/her average is less than (60%) at the end of every semester except for the first semester of joining the college
Dismissal from Major:	If the student gets three consecutive warnings regarding the decrease in the cumulative average, he/she will be dismissed from the major.
Postponement of study:	The student may postpone his/her study for a period not more than four semesters (two years) whether continuously or intermittently.. the summer semester is not counted for this purpose.
Withdrawal :	Withdrawal from the course that the student has opted in a semester during the specified period, which is until the end of the week (13).
Adding a course:	Adding a new course within a specified period (within the first five days) from the beginning of the study for the first and second semester or the first three days in the summer semester.
Dismissal:	If the student stops attending the classes for one semester or more without getting a written approval of postponement from the dean, he/she will be dismissed.
The Academic Calendar:	A calendar showing the beginning and ending of the three semesters with the dates of registration, addition and withdrawal of courses and the exams.
Graduation:	The student graduates after completing the graduation requirements successfully. The cumulative average shall not be less than (60%).

REGULATIONS FOR THE AWARD OF THE DIPLOMA & BACHELOR'S DEGREE

TITLE AND GENERAL DEFINITIONS

BYLAW TITLE

The instructions in this bylaw are called “Regulations for the Award of the Diploma & Bachelor's Degree”.

DEFINITION

The following words and phrases wherever mentioned in these rules will have the meanings assigned to them as given below, unless the context indicates otherwise.

OCMT	Oman College of Management & Technology
Credit Hour	One teaching hour per week for one semester
College	Oman College of Management & Technology
Dean	College Dean

FIELDS OF STUDY

The provisions of these instructions shall apply to regular students registered for a diploma or bachelor's degree at the following departments in the college.

1. Administration and Financial Science
2. Computer Sciences and Management Information Systems
3. Interior Design

APPROVAL OF STUDY PLANS

The College Council shall approve study plans or their amendments leading to the attainment of the diploma or bachelor's degrees at various departments on the recommendation of the Departments' Councils.

NUMBER OF CREDIT HOURS

The number of credit hours required for the attainment of the diploma degrees is (66) credit hours, and for bachelor's degrees is (132) credit hours.

ACADEMIC STUDY PLAN

STUDY PLAN REQUIREMENTS

The study plan for each specialisation in which a degree is awarded shall include the following requirements:

1. College requirements: Credit hours taken by all students studying for the Bachelor or Diploma degree in the college and distributed as follows:

College Requirements					
Bachelor			Diploma		
Compulsory	Elective	Total	Compulsory	Elective	Total
21	3	24	15	3	18

2. Department requirements: Credit hours taken by all students studying for the bachelor's or Diploma degree in a specific department and distributed as follows

Department Requirements					
Bachelor			Diploma		
Compulsory	Elective	Total	Compulsory	Elective	Total
24	0	24	18	0	18

3. Specialization requirements: Credit hours taken by all students studying for the bachelor's or Diploma degree in a specific specialization and distributed as follows

Specialization Requirements					
Bachelor			Diploma		
Compulsory	Elective	Total	Compulsory	Elective	Total
72	6	78	24	6	30

4. For Bachelor degree, six credit hours can be taken from any course offered by different departments in the college except the college elective courses.
5. For Diploma students, field training for (4) weeks is an essential requirement for graduation. The field training is conducted after the completion of (33) credit hours of the graduation requirements.
6. A student may not enrol in a course without having taken the prerequisite for that course. Otherwise his enrolment as well as his grade for the course shall be annulled.
7. A student cannot take a course and its prerequisite during the same term, unless his graduation depends thereon, or he is repeating the course. In this case, the student must obtain the written approval of the dean.

PERIOD OF STUDY AND ACADEMIC LOAD

MAXIMUM STUDY PERIOD

The maximum period of study for obtaining the diploma degree is three and a half years, and for the bachelor degree shall be seven years. The college council can give the student one additional semester if found that the student can graduate in this additional semester.

ACADEMIC YEAR, SEMESTER, AND CREDIT HOUR

- 1- The academic year consists of two compulsory semesters of sixteen weeks each including the examination period and an optional summer semester of eight weeks including the examination period.
- 2- The credit hour for each course is computed on the basis that each credit hour is equivalent to (16) class periods of one hour each. Laboratory and practical hours shall be determined for each

course separately, provided that each credit hour shall be equal to at least two laboratory hours or two practical hours.

- 3- The student shall bear the responsibility of registering for the courses listed in his academic plan, in accordance with registration procedures adopted by the College.
- 4- Bearing in mind the maximum period of study for obtaining the diploma and bachelor's degrees stipulated in O, the minimum number of credit hours to be taken by a student registered for a degree shall be (12) hours per semester. The maximum number shall be (18), but it could be raised to (21) if it is approved by the dean, subject to the following two conditions:
 1. The student's cumulative average is not less than (76%).
 2. The student's graduation depends on permission to take (21) as the case may be in the semester in which he/she will graduate.
- 5- A student may, with the approval of the dean, be permitted to register for a number of credit hours which is less than the minimum number (12) credit hours, provided that the number is not less than (9) credit hours. The student, however, may continue to study a number of credit hours which is less than the minimum limit, due to his withdrawal from certain courses in specially compelling cases, which must be approved by the dean.
- 6- The number of credit hours for which a student may register in the summer semester shall not exceed (9). However, the number may rise to (12), with the approval of the Dean if the student's graduation depends on permission for him to do so.
- 7- A student registered for a degree shall be classified at the level of the second, third, or fourth year, if he successfully completes not less than (30), (60), or (90) credit hours respectively within the framework of the study plan.

ATTENDANCE AND AUTHORIZED ABSENCE

PERCENTAGE OF ABSENCE

- 1- Attendance is required for all students, according to the hours prescribed for each course in the study plan.
- 2- A student should not be absent for more than (15%) of the hours prescribed for the course.
- 3- If a student is absent for more than (15%) of the total hours in a course without a valid certificate or other compelling reason acceptable to the Department's Head, he shall be banned from sitting for the final examination, and his result in that course shall be zero. The student must take the course again if it is a required course. In all cases, however, the failing grade shall be computed into the student's semester and cumulative average for purposes of warning and dismissal from the Department.

AUTHORISED ABSENCE

- 1- If a student is absent for more than (15%) and not more than (30%) of the hours specified for a certain course, and if such absence was due to sickness or any other compelling reason acceptable

to the Dean, he shall be deemed to have withdrawn from that course and withdrawal provisions shall apply. the Dean shall inform the Head of Admission and Registration. The word (Withdrawn) shall be entered against the course in the student's academic record.

- 2- The sick leave report must be issued to the student-by the physician at the College, or by a hospital accredited by the College. The report must be submitted to the Department's Head within a period not exceeding two weeks from the date of the student's absence. In other compelling cases, the student must provide evidence to that effect within one week from the date of the student's return to the college.
- 3- Department's Head, faculty members and the Head of Admissions and Registration shall be responsible for executing these attendance provisions.

EXAMINATIONS

GRADING

- 1- The final grade for each course shall be calculated on the basis of one hundred, to the nearest whole number.
- 2- The final grade for each course shall be the total of the marks for the final examination and semester work.
- 3- A final examination in each course shall be held once at the end of the semester. It shall be in writing and shall cover the entire course content and shall receive 50% of the final grade for the course. However, the grade of the final examination may include practical and oral tests, or reports for which a certain percentage shall be allocated. Final examination papers shall not be returned to the students.
- 4- Semester work in each course shall include at least one written exam which must be announced to the students at least one week prior to the dates on which it will be held. The test shall be held no later than the end of the eighth week from the beginning of each of the first and second semesters (and fourth week of the summer semester). Test papers shall be returned to students no later than one week after the date on which the test was held. Semester work may include, in addition to the two written tests, oral examinations, reports, and research papers, all or some as may be resolved by the Departmental Council. Corrected test papers, reports and research papers shall be returned to students.
- 5- Seminar, laboratory, field work and project courses may be exempted from the provisions of **Item (3)** above. In this case, the Departmental Council shall determine the method of appraisal, which shall be notified to students at the beginning of the semester.
- 6- A student who is absent from an announced test without a sick report or other compelling reason acceptable to the Department Head shall receive a grade of zero for the test to be computed into his final grade for the course.
- 7- A student who is absent from an announced semester test due to sickness or other compelling reason acceptable to the Department Head shall provide evidence supporting his absence, within

three days following the date of the exam. In this case, the course instructor shall give the student a make-up test.

- 8- A student who is absent from the final examination due to sickness or other compelling reason acceptable to the Dean shall provide evidence supporting his absence within three days following the date on which the examination was held to consider his/her case as incomplete case.

COURSE COORDINATOR

Where a course is taught in several sections, the Department Head shall entrust one of the course instructors to act as course coordinator to monitor the teaching plan, course delivery, examinations and grades.

INSTRUCTOR'S RESPONSIBILITIES

- 1- A course instructor shall inform students at the beginning of each semester of the method of appraisal of the students' work in the course.
- 2- The course instructor shall be responsible for correcting examination papers pertaining to the course, reviewing the grades, entering them in the college system and submitting the statistics to the Department Head no later than (48) hours from the date of the final examination for the course.
- 3- Final grade lists for each course, with all necessary statistics, shall be forwarded to the Department Head for analysis and subsequent submission to the dean for approval by the College Council no later than (72) hours from the date of the final examination. They shall then be sent to the Department of Admissions and Registration. Results may not be announced before they have been received by the Department of Admissions and Registration.

STUDENTS' APPEAL AND MARK ALTERATION

- 1- A student may apply for a review of his final examination paper to the concerned Head of Department through the student affairs department within a maximum period of three days following the announcement of results, on a special review form.
- 2- The review process shall be restricted to material error in adding up grades, or failure to correct a question in part or in full. A committee composed of the Department Head, a faculty member from the specialisation and the course instructor shall review examination papers.
- 3- Alteration of a student's final course grade may be considered only in exceptional cases justified by the course instructor in writing to the dean, within a maximum period of one week after announcement of results. The Dean shall inform the Department of Admissions and Registration thereof.

DISCUSSING THE RESULTS WITH STUDENTS

All test papers, reports, and research papers shall be returned to students after they have been corrected and their grades recorded. the questions should be solved and the results should be discussed with the

students. As for final examination papers, they shall be kept in the office of the Department Head for a period of two semesters.

INCOMPLETE CASES

- 1- If a student is absent from a final examination of a certain course due to sickness or other compelling reason acceptable to the Dean, the word (Incomplete) shall be entered into the course record. The student must take a make-up examination within a maximum period of four weeks from the start of the subsequent semester. (Two weeks in the summer semester if the student has registered for summer). Otherwise, a grade of zero shall be given for that examination and the final result shall be computed accordingly, unless the student had deferred his/her studies to a subsequent semester.
- 2- If a student is absent from a final examination without a sick report or other compelling reason acceptable to the Dean, the word (Absent) shall be entered into the course record. However, such absence shall be considered to be legitimate upon presentation of appropriate evidence, and the result shall be altered to (Incomplete). The student must change his incomplete status in conformity with the provisions of Paragraph (1) of this Article. Otherwise a grade of zero shall be given for that examination and shall be computed into the student's cumulative average.

PASS MARK AND AVERAGES

- 1- The minimum passing grade in a course is (50%) while the minimum grade is (35%).
- 2- The cumulative average is the average of the grades in all courses taken by the student, whether passed or failed, until the date the average is computed. Courses which are given 'Incomplete' status shall be included in the cumulative average when this designation has been eliminated.
- 3- Cumulative averages shall have the following values:

Cumulative Average	Appraisal
84%-100%	Excellent
76%< 84%	Very Good
68%<76%	Good
60%<68%	Satisfactory

- 4- Students with GPA less than 60 shall not graduate and they shall be required to repeat some courses to raise their GPA to 60 or above.
- 5- The semester average is the average of grades for all courses taken by a student during that semester.
- 6- Any of the averages above shall be calculated by multiplying the grade for each course included in the average by its credit hours and dividing the result by the total number of credit hours.
- 7- The average shall be computed to the nearest decimal number.

COURSE REPETITION

AVERAGE IMPROVEMENT FOR GRADUATION

- 1- In all cases of course repetition, the higher grade attained in the course shall be the one included in the computation of the student's cumulative average. However, the higher grade shall be considered only for purposes of fulfilling graduation requirements.
- 2- The mark of the repeated course should not be higher than 59%.
- 3- If a student repeats a course, the hours relating to the course shall be included only one time in the total number of hours required for graduation.
- 4- A student may repeat any course for the purpose of improving his average in that course.
- 5- A student may take an elective or free elective course in lieu of an elective or free elective course for which he had received a failing grade.

PROBATION AND DISMISSAL

PROBATION

- 1- A student shall be placed on probation if his cumulative average falls below (60%) at the end of any semester except the first semester of his study and the summer semester. The Department of Admissions and Registration shall notify the student thereof via his college email.
- 2- A student who is placed on probation must eliminate the reasons which have led to his placement on probation within a maximum period of two semesters following the semester in which his performance had led to such placement and summer semester is not counted in this case.

DISMISSAL

- 1- If the student is unable to eliminate the reasons which had led to his placement on probation, he shall be dismissed from the specialization in which he is enrolled.
- 2- There shall be exception from dismissal from the specialization given to any student who has successfully completed (90) hours of the credit hours for bachelor degree and (45) hours of the credit hours for Diploma.
- 3- A student shall be dismissed from the college and cannot be admitted again if he has attained a cumulative average of under (50%) in any semester except first semester of his study and summer semester, having studied more than (15) credit hours which are part of his average.
- 4- A student who is dismissed from his specialization may apply for transfer to another specialization before the start of the subsequent semester. However, if the student is not accepted by any other department, he shall finally be dismissed from the College. If he is accepted by another specialization, one semester shall be deducted from the maximum number of years for graduation against every (15) credit hours counted for him.

WITHDRAWAL, DROP AND ADDITION

GENERAL PROVISIONS

- 1- A student shall be allowed to drop courses in which he has been registered or add new courses within the first five teaching days (excluding holidays) of the first and second semesters, and within the first three teaching days (excluding holidays) of the summer semester. Courses which a student has dropped will not be entered into his academic record.
- 2- A student shall be permitted to withdraw from one or more courses within a maximum period of up to the end of the thirteenth week of the first and second semesters, and the end of the seventh week of the summer semester. In such case, the course shall be entered into the student's record, and the word (Withdrawn) shall be placed against it. A course from which a student has withdrawn shall not be included in the number of hours studied by the student with respect to success, failure or graduation requirements. However, if the student does not withdraw during the said period, the course instructor shall enter the result in the student's academic record.
- 3- The number of hours for which a student is registered may not, as a result of withdrawal, fall below the minimum academic load permitted by these Instructions except by a decision from the dean, provided that the number of the student's credit hours during the semester shall not be less than nine credit hours.
- 4- If a student is considered to have withdrawn from all the courses for which he was registered in any semester, he shall be considered as having deferred his studies. The semester concerned shall be counted as part of the deferment period allowed according to the deferment regulations, and this shall be entered into his academic record.
- 5- A student may apply to the dean for withdrawal from all courses in which he has been registered in any semester. After approval by the College Council on the recommendation of the Department Council, the student shall be considered as having deferred his studies. However, the student must submit such an application at least two weeks prior to the date of the final examinations.

DEFERMENT, CESSATION OF STUDY AND WITHDRAWAL FROM THE COLLEGE

DEFERMENT

- 1- A student may defer his studies at the College for a period not exceeding four semesters (two years), whether intermittent or continuous.
- 2- If teaching has started in either of the first or second semesters and a student has not registered for that semester, his registration at the College shall be considered void unless he provides a compelling excuse acceptable to the party concerned with acceptance of such excuses. Authority for accepting excuses shall be vested to the following:
 1. The Dean: if the excuse was submitted within two weeks following the commencement of the semester, and in this case the student may be allowed to register for courses or defer his studies.
 2. The Dean on the recommendation of the Department Council, if the excuse was submitted within a period exceeding two weeks from the commencement of the semester. If his excuse is accepted, he will be considered to have deferred his studies with respect to the semester concerned.

- 5- The deferment period shall not be considered as part of the maximum period for graduation, or for purposes of clearing probation or removing the word (Incomplete).
- 6- Should the student remain absent beyond the approved deferment period, he shall lose his place at the College. However, he shall be entitled to apply again for reacceptance, and if he is accepted in the same department, his academic record shall be fully maintained, provided that he completes all graduation requirements. In this case, the previous period of study shall be counted for him within the maximum number of years for graduation. However, if he is accepted in another department, the provisions of transferring from one department to another shall apply. If the student loses his place due to having gone beyond the approved deferment period for a compelling reason, the College Council may, on the recommendation of the Department Council, consider the overstay period within the maximum limit of the deferment period permitted.
- 7- Deferment for a new or transferred student may be permitted only after the completion of at least one semester from commencement of study and based on the approval from the Dean.

WITHDRAWAL FROM THE COLLEGE

- 1- If a student wishes to withdraw from the College, he shall submit an application, on the specified form, to the Department of Admissions and Registration. In this case, the term "Withdrawn from the College" shall be entered into his record, and the student shall lose his registration at the College. The Head of Admissions and Registration shall inform the relevant parties within and outside the College of all such withdrawals. However, if the student wishes to rejoin the College, he shall submit a new application. If he is accepted in the same department, his academic record shall be fully maintained, provided that he completes all graduation requirements according to the academic plan in force at the time of his return to the College, and the previous period of study shall be counted for him within the maximum number of years for graduation.
- 2- If a student interrupts his study for one or more semesters, without obtaining written approval of deferment from the dean, he shall lose his place at the College. He may however, submit a new application for reacceptance to the College. If he is accepted in the same department, his academic record shall be fully maintained, provided that he complete all graduation requirements according to the academic plan in force at the time of his return to the College, and the previous period of study shall be counted for him within the maximum number of years for graduation. If he is accepted in another department, the provisions of transferring from one department to another shall apply. If a student loses his seat for failing to register for a period of one or more semesters due to a compelling reason, the College Council may, on the recommendation of the Department Council, consider the period of absence within the maximum deferment limit permitted.

TRANSFER FROM OTHER COLLEGES OR UNIVERSITIES

APPLICATION

- 1- Applications for transfer from other colleges or universities shall be submitted in accordance with the following conditions:

1. The student must meet the conditions of admission to the College as well as other conditions required by the Department concerned and ratified by the College Council.
2. The student must be transferred from a recognized university, or university college or a college.
- 8- The Department of Admissions and Registration shall refer the accepted applications to the dean for calculation of hours studied by the student at his college/university in the light of the study plan of the department which he wishes to join, provided that not more than (50%) of the total credit hours be allowed for him under the department's approved study plan. The Department of Admissions and Registration shall be notified of this in writing.
- 9- Courses previously studied by the student at another college/university shall not be included in his cumulative average at the College.
- 10- One semester shall be deducted from the maximum number of years for graduation against every (15) credit hours counted for a transferred student.

CREDIT HOURS EARNED OUTSIDE THE COLLEGE

STUDYING CREDIT HOURS OUTSIDE THE COLLEGE

The students of Oman College of Management & Technology shall be permitted to study no more than (12) credit hours at another recognized university. These hours shall be credited to them according to the following conditions:

- 1- The student must have successfully completed no less than (36) credit hours at Oman College of Management & Technology.
- 2- The student must have obtained prior written approval from the dean.
- 3- He must have attained passing grades therein.
- 4- Grades attained therein shall not be included in the student's cumulative average.

TRANSFER FROM ONE SPECIALISATION TO ANOTHER WITHIN THE COLLEGE

APPLICATION

Applications for transfer shall be submitted to the Department of Admissions and Registration at the beginning of the first or second semesters of each year. These applications shall be acted upon according to the following conditions:

1. The student has not been transferred from one specialisation to another in the past
2. The student must not have been dismissed previously from the specialisation to which he wishes to transfer.
3. The student's average in the general secondary certificate, and conditions stipulated, must be within the acceptable range in the year he was accepted by the College or in the year of intended transfer.
4. A place must be available in the specialisation to which he wishes to transfer.

COURSES COUNTED

When a student transfers to another specialization, the courses which he has studied in the specialisation from which he is transferring shall be counted for him (failed and passed) and shall be included in the study plan of the specialization to which he has transferred. Grades for these courses shall be included in the student's cumulative average. The student can select free courses or elective courses from the courses he studies before in the previous specialisation.

REQUIREMENTS FOR AWARDING DEGREE

REQUIREMENTS

The diploma or bachelor's degrees shall be awarded to a student after he has met the following requirements:

1. He must have passed in all courses required under the study plan prescribed for the diploma or bachelor's degree in his specialization, and has attained a cumulative average of not less than (60%) in all courses.
2. He must be within the maximum number of years for graduation stipulated.
3. He must have been a regular student during his last two semesters at the College, including the graduation semester, even if it is a summer semester. However, any deferment period shall not be included in this period of study.

GRADUATION

REMAINING COURSES AND ALTERNATIVE COURSES

1. If the probability of a student's graduation is dependent on one or two required courses, the Department Council may permit the student to take one alternative course or two, provided that the subject of the course is somehow similar or more advanced in the following cases:
 - a. If the course is not offered in that semester
 - b. If the course is in conflict with another course and can't be substituted.
 - c. If the student fails in the course more than one time.
2. If the student doesn't graduate in that semester for any reason, the alternative courses that he/she has taken successfully shall not be his/her right unless he/she has failed many times or the original course is not offered in the subsequent semester including the summer if he/she registered for summer semester.
3. If a student needs less than (12) credit hours in his/her graduation semester, he/she can register the hours he/she needs.
4. The concerned Department Head shall inform the Dean in writing about his/her decision and the Dean shall accordingly inform the Admissions and Registration Department in writing about this.
5. The student who is expected to graduate by the end of a semester should fill the graduation from within a maximum period of one weeks from the beginning of the first and second semester and three days from the beginning of the summer semester. The Department will then see if he /she meets the graduation conditions and inform him/her accordingly.

CONTINUING STUDIES IN OTHER DEPARTMENTS,

- 1- If a student holding a diploma or bachelor's degrees from Oman College of Management & Technology in a certain specialization wishes to study for a diploma or bachelor's degrees in another specialization at the College, he must submit an application to the Department of Admissions and Registration. His application will be considered in light of conditions of acceptance in the new specialization. It shall then be referred to the concerned Head of the Department for calculation of the courses passed which fall within the study plan of the new specialization. One semester shall be deducted from the maximum number of years for graduation against every (15) credit hours. The number of hours required for attaining the diploma or bachelor's degrees in the second specialization shall not be fewer than (50%) of the study plan credit hours.
- 2- If a regular student at Oman College of Management & Technology applies for acceptance in another specialization, his academic record shall be fully maintained, provided that he completes the requirements for graduation in the second specialisation and the previous study period shall be deducted from the maximum number of years for graduation.

FOLLOWING UP STUDENTS' PROGRESS

The academic department and the Department of Admissions and Registration shall be responsible for following up the student's academic progress, and for ensuring that he has fulfilled the conditions for graduation.

GRADUATION FORM

The student must obtain the mentioned form from the College in order to complete graduation formalities.

AWARENESS OF THE REGULATIONS

No student may claim ignorance of these instructions, College publications or information posted on the College notice board in connection with these Instructions.

CERTIFICATE DATES

The diploma and bachelor's degrees certificates shall bear its due date.

COMPLIANCE

The College Council shall resolve matters arising out of the implementation of these Instructions.

RESPONSIBILITIES OF EXECUTION

The Dean, the Head of the Department, and the Head of Admissions and Registration department shall be responsible for executing the provisions of these Regulations.

UNIQUENESS OF REGULATIONS

These Regulations shall supersede any previous instructions in this regard.

ACADEMIC EXCELLENCE

OUTSTANDING SCHOLARSHIP

The college shall grant the outstanding students a scholarship of 20% of the amount of fees paid for the hours approved for the first and second semesters as stipulated by the College Financial Bylaws, provided that their accumulated average is 90% and above.

LIST OF HONOUR

- 1- The names of the toppers shall be put in the list of honour, if the total cumulative average is (90%) and above. In this case, a certificate of appreciation shall be granted, signed by the Dean of the College.
- 2- The list of honour is a nameplate where the name of the student is written in full, with the field of specialization and the cumulative average. The **nameplate** shall be fixed and exhibited in a prominent place at the entrance of the college on permanent basis.
- 3- The student should spend the two mandatory semesters of the academic year, wherein each student is registered for one semester where the provisions above are applicable for (12) accredited hours.
- 4- The Admission and Registration Department shall prepare the lists of toppers at the end of the second semester every academic year.
- 5- The Dean of the college shall handover the certificates of appreciation to the high achievers in a public function held by the college.

REGULATIONS FOR FIELD TRAINING

REQUIREMENT FOR DIPLOMA

All graduation requirements for Diploma consist of field training for a period of not less than four weeks. This training is an essential requirement for graduation. The following instructions regulate the training programs:

ELIGIBILITY FOR TRAINING

Student who is to be sent to practical training should have completed at least (33) accredited hours of graduation requirements.

AIMS OF THE PROGRAMME

The program aims to achieve the following:

- 1- Implementation of the roles assigned in different areas of work and to realize the importance of that role.

- 2- Provide opportunities for students to grow the interest in the commercial, industrial and different services activities.
- 3- Practice the skills acquired by students at the College and acquisition of new skills.

DURATION AND PLACE OF TRAINING

- 1- The duration of the program is one hundred and twenty hours (120) of work distributed over four weeks.
- 2- Training shall be conducted in official institutions, especially the ones that use the specialization of student under training.
- 3- The College might accept a number of students as trainees in its administrative departments on a particular order and in special cases.

TRAINING FOLLOWING UP

- 1- A special committee shall be established for the purpose of following up the implementation and evaluation of training in the workplace and as follows:
 - a. Assistant Dean for Academic Affairs Chairman
 - b. The Academic Department Heads Members
 - c. Head of the Dept. of Quality Assurance Member
 - d. OJT Coordinator Member / Reporter
- 4- Adoption of model-based training manuals in the College for the follow-up of training activities.

REGULATIONS FOR GENERAL FOUNDATION PROGRAMME

TITLE AND GENERAL DEFINITIONS

INSTRUCTIONS TITLE

The instructions shall be referred to as “Regulations for General Foundation Programme”

DEFINITIONS

The following words and phrases wherever mentioned in these rules will have the meaning assigned to them as given below, unless the context indicates otherwise.

GFP	General Foundation Programme
College	Oman College of Management & Technology
CBPT	Computer Based Placement Test

THE AIMS OF GFP

- 1- Providing the students with an open and equal opportunity learning environment conducive for improving their English Language proficiency, proper training in general and academic English, personal and professional development and creating a regional, and global cultural awareness.
- 2- Providing the students with the necessary basic theoretical and operational skills in mathematics so as to prepare them for the academic diploma and degree programmes.
- 3- Providing the students with basic knowledge on information technology and thoroughly train them in input, processing and analysing skills necessary in various higher education programmes.
- 4- Providing the students with basic study and academic skills necessary for higher education programmes.
- 5- Providing the right environment for students to develop sound practical and critical analytic skills that will help them in their more advanced studies at OCMT.

PLACEMENT TEST AND EXIT EXAM

GFP – COMPUTER BASED PLACEMENT TEST (CBPT)

The placement test which is partly computer based, is evolved, broadly considering the academic standards of the Secondary School students. The exam tests all the major language skills with proper allocation of time and scores as in other prototype international tests. The students are allocated Levels 1, 2, 3 or academic programs, based on their performance in the CBPT. Once allocated to the foundation level, the students go through an intensive year of skill-based language learning where maximum possible coaching is given to all aspects of language learning. All the modules are based on well defined learning outcomes as detailed in the course syllabus approved by the college.

THE COLLEGE’S STANDARD TESTS

The college has three different standardized (CBPT) Placement Tests:

A. ENGLISH

OCMT has a standardized Computer Based Placement Test developed in consultation with the Yarmouk University, which is a certified centre for TOEFL. It is administered to test the proficiency level of prospective enrollees. The test takes into consideration the level of proficiency in English of Arab secondary school graduates, in addition to the prototype international tests like TOEFL, IELTS, and Michigan Test. The following categories of students are exempted from **taking placement tests** and can register directly in English 1 (701101):

1. Students with a minimum score of 500 on the TOEFL
2. Students with a band 5 minimum score on the IELTS
3. Students with a minimum score of 50/100 on the Michigan Test
4. Students who hold the Cambridge certificate in Advanced English
5. Students who previously scored a minimum of 65 on the Placement Test

However, the students admitted to English – 1 due to exemption as mentioned above will have to study Mathematics and Study Skills during their first semester at the College.

B. MATHEMATICS

The college has a standardized test for mathematics based on the pattern of National Talent Test, which is conducted in India.

C. COMPUTER SKILLS

The college has a standardized test for Computing, based on ICDL first three modules.

The marks obtained by a student in Computing are used according to the table below to decide the level in which students will be placed.

Proficiency Level Allocation in Computer Studies

Score on CBPT	Level / Course Allocation
Between 0 and 49	Should study Computer studies in GFP
Between 50 and above	Exempted (no need to learn the subject in GFP.)

The marks obtained by a student in English and Mathematics are used according to the table below to decide the level in which student will be placed.

Proficiency Level Allocation in English and Mathematics

Score on PT	Level / Course Allocation
Between 0 and 29	GFP Level 1
Between 30 and 49	GFP Level 2
Between 50 and 64	GFP Level 3
65 and above	English-1 (Direct entry into Academic Program)

EXIT EXAM

It is mandatory for all students to appear for an Exit Exam after successful completion of all the courses at the foundation programme. The exit exam will be a comprehensive exam covering the learning outcomes of the GFP. The exam will be a paper-based test. It will be scored out of 100 marks. The pass mark will be 50 out of 100. The exam will cover all the language skills and the pattern would be broadly IELTS based.

The college will be having a “question bank” from which exam items will be chosen as per the exam pattern. The duration of the exam will be two hours. Upon successful completion of the exam, students will be awarded a non-credit “certificate of attainment”.

GENERAL FOUNDATION PROGRAMME STUDY PLAN

The study plan of the general foundation programme consists of the following courses,

A. LEVEL 1 REQUIREMENTS

(21) Credit Hours distributed as follows

No	Code	Course Name	Hours	Prerequisites
1	500011	Mathematics -1	3	NIL
2	700011	Reading -1	3	NIL
3	700012	Writing -1	3	NIL
4	700013	Listening - 1	3	NIL
5	700016	Grammar - 1	3	NIL
6	700017	Special Grammar - 1	3	NIL
7	700018	Speaking - 1	3	NIL

B. LEVEL 2 REQUIREMENTS

(21) Credit Hours distributed as follows

No	Code	Course Name	Hours	Prerequisites
1	500021	Computer	3	NIL
2	500022	Applied Mathematics	3	500011
	500023	Pure Mathematics	3	500011
3	700021	Reading - 2	3	700011
4	700022	Writing - 2	3	700012
5	700023	Listening - 2	3	700013
6	700027	Special Grammar - 2	3	700017
7	700028	Speaking - 2	3	700018

C. LEVEL 3 REQUIREMENTS

(21) Credit Hours distributed as follows

No	Code	Course Name	Hours	Prerequisites
1	500033	Mathematics -3	3	500021
2	700031	Reading - 3	3	700021
3	700032	Writing - 3	3	700022
4	700033	Listening - 3	3	700023
5	700034	Study Skills	3	700016
6	700037	Special Grammar - 3	3	700027
7	700038	Speaking - 3	3	700028

ACADEMIC PROGRAMMES' STUDY PLANS

The study plan for each specialization in which a degree is awarded shall include the following requirements:

COLLEGE REQUIREMENTS

(24) Credit hours for bachelor's degree and (18) for diploma. These courses contain the following

COLLEGE COMPULSORY COURSES

21 credit hours for the bachelor's degree (15 for a diploma degree), distributed as follows:

COLLEGE COMPULSORY COURSES FOR DIPLOMA DEGREE:

Code	Course Title	Prerequisites	C H
102106	Entrepreneurship: Creativity and Innovation		3
701101	English Language I		3
701102	English Language II	701101	3
701103	English Language III	701102	3
701105	Arabic Language		3
Total			15

COLLEGE COMPULSORY COURSES FOR BACHELOR'S DEGREE:

Code	Course Title	Prerequisites	C. H
102106	Entrepreneurship : Creativity and Innovation		3
701101	English Language I		3
701102	English Language II	701101	3
701103	English Language III	701102	3
103202	Scientific Research Methods		3
701105	Arabic Language		3
Total			21

COLLEGE ELECTIVES

(3) Credit hours to be selected by the student from the following courses:

Code	Course Title	C.H
701107	History of Oman	3
701108	Arab Islamic Civilization	3
701110	Environment & Society	3
701113	Media Culture	3
701114	Islamic Economics	3
701120	Physical Education	3
701109	Islamic Culture	3
701118	Introduction to Library Science	3
701112	Omani Society	3
701122	Human Rights issues	3
701117	Introduction to Psychology	3

DEPARTMENT REQUIREMENTS:

Bachelor's	Diploma
24 credit hours	18 credit hours

SPECIALIZATION REQUIREMENTS

The specialization requirements are as follows

Type of Requirement	Bachelor's	Diploma
Compulsory	72 credit hours	24
Electives	6 credit hours	6
Free	6 credit hours	0 credit hours

AVERAGE CALCULATION

1. The semester average is the average of grades for all courses taken by a student during that semester. The process of calculating Semester Grade for the student is done by finding the sum of all final marks of the student at that semester divided by the number of courses in this semester.

$$\text{Semester Grade} = \frac{(\text{Total semester marks})}{\text{Number of courses in that semester}}$$

Example: A student studied the following courses at a specific semester and got the corresponding marks as shown in the table below:

First Semester 2015-2016		
Course Code	Course Name	Mark
103202	Research methods	85
502101	Calculus 1	71
701112	Omani society	55
502202	Data Structures	52

$$\text{Semester average} = \frac{85 + 71 + 55 + 52}{4} = \frac{263}{4} = 65.75$$

The process of calculating Cumulative Grade (GPA) for the student is done by finding the sum of all the student final marks divided by the number of all the student courses.

$$\text{Cumulative Grade} = \frac{(\text{Sum of the marks of the Courses})}{\text{Number of all courses}}$$

Example: A student studied the following courses at three semesters and got the corresponding marks as shown in the table below:

First Semester 2015-2016		
Course Code	Course Name	Mark
103202	Research methods	85
502101	Calculus 1	71
701112	Omani society	55
502202	Data Structures	52

Second Semester 2015-2016		
Course Code	Course Name	Mark
502104	Probabilities	60
503407	Multimedia systems	41
502105	Programming in Selected language	50
502103	Discrete Mathematics	70
503401	Operating System	51

First Semester 2016-2017		
Course Code	Course Name	Mark
502201	Operations Research	77
503416	Internet Programming	67
503200	Programming in Java	44
503303	Computer graphic	35

Cumulative Grade

$$\begin{aligned}
 &= \frac{85 + 71 + 55 + 52 + 60 + 41 + 50 + 70 + 51 + 77 + 67 + 44 + 35}{13} \\
 &= \frac{758}{13} \\
 &= 58.31
 \end{aligned}$$

BUSINESS ADMINISTRATION

BACHELORS DEGREE STUDY PLAN

COLLEGE COMPULSORY REQUIREMENTS (21 HRS)

#	Code	Course Name	Hrs	Prerequisite
1.	102106	Entrepreneurship: Creativity and Innovation	3	
2.	103202	Scientific Research Methods	3	
3.	701101	English Language I	3	
4.	701102	English Language II	3	(701101)
5.	701103	English Language III	3	(701102)
6.	701105	Arabic Language	3	
7.	701108	Arabic Islamic Civilization	3	

COLLEGE ELECTIVE REQUIREMENTS (3 HRS)

#	Code	Course Name	Hrs	Prerequisite
1.	701107	History of Oman	3	
2.	701109	Islamic Culture	3	
3.	701110	Environment& Society	3	
4.	701112	Omani Society	3	
5.	701114	Islamic Economics	3	
6.	701117	Introduction to Psychology	3	
7.	701118	Introduction to Library Science	3	
8.	701120	Physical Education	3	
9.	701122	Human Rights Issues	3	

DEPARTMENT COMPULSORY REQUIREMENTS (24 HRS)

#	Code	Course Name	Hrs	Prerequisite
1.	102101	Principles of Management I	3	
2.	102103	Principles of Macro Economics	3	
3.	102104	Principles of Microeconomics	3	
4.	*102201	Principles of Statistics	3	
5.	202101	Principles of Accounting I	3	
6.	202102	Principles of Accounting II	3	202101
7.	302201	Principles of Finance I	3	
8.	403201	Principles of Marketing I	3	

SPECIALIZATION COMPULSORY REQUIREMENTS (72 HRS)

#	Code	Course Name	Hrs	Prerequisite
1.	102102	Principles of Management II	3	(102101)
2.	102202	Introduction to Public Management	3	

#	Code	Course Name	Hrs	Prerequisite
3.	103201	Commercial Law	3	
4.	103203	Organization Behavior	3	(102101)
5.	103204	Computer Applications In Business	3	(102101)
6.	103205	Commercial Statistics	3	(*102201)
7.	103209	Human Resources Management	3	(102101)
8.	103210	Quantitative Analysis I	3	(103205)
9.	103211	Production Management	3	(102101)
10.	103301	Quantitative Analysis II	3	(103210)
11.	103303	Small Business Management	3	(102101)
12.	103313	Knowledge Management	3	(102102)
13.	103401	International Business Management	3	(102101)
14.	103402	Management Information System	3	(103204)
15.	103403	Organization Theory	3	(102102)
16.	103404	Strategic Management	3	(102101)
17.	103405	Graduation Project	3	
18.	103406	Taking Decision Theories	3	(102102)
19.	103407	Practice & Development of Administrative Skills	3	(102101)
20.	103408	Administration of Organizational Changes	3	(102101)
21.	103409	Recent Issues in Management	3	(102101)
22.	203401	Managerial Accounting	3	(202102)
23.	403401	Consumer Behavior	3	(403201)
24.	403402	Marketing Management	3	(403201)

SPECIALIZATION ELECTIVES REQUIREMENTS (6 HRS)

#	Code	Course Name	Hrs	Prerequisite
1.	103206	Organizational Supervision	3	(102102)
2.	103305	Production Planning & Control	3	(103211)
3.	103306	Wages & Salaries Management	3	(102102)
4.	103308	Feasibility Study	3	(102101)
5.	103410	Industrial Relating Management	3	(102102)
6.	103412	Crises Management	3	(103404)
7.	203206	Cost Accounting I	3	(202102)
8.	303302	Investment Management	3	(302201)
9.	303306	Financial Management	3	(302201)

FREE REQUIREMENTS

The student can select and register any two courses which are not compulsory in his/her study plan

GUIDANCE PLAN

First Year			
Semester 1			
Course No	Course Name	Prerequisites	C. H.
701105	Arabic Language		3
701101	English Language I		3
103202	Commercial law		3
102101	Principles of Management I		3
202101	Principles of Accounting I		3
Total			15
Semester 2			
Course No	Course Name	Prerequisites	C. H.
701108	Islamic Culture		3
102103	Principles of Macro Economics		3
302201	Principles of Finance I		3
701102	English Language II	701101	3
102102	Principles of Management II	102101	3
Total			15

Second Year			
First Semester			
103203	Organization Behavior	102102	3
102104	Principles of Micro Economics	102103	3
102202	Introduction to Public management		3
103202	Scientific Research Methods		3
701103	English Language III	701102	3
*102201	Principle of Statistics		3
Total			18
Second Semester			
Course No	Course Name	Prerequisites	C. H.
103205	Commercial Statistics	*102201	3
103209	Human Resources Management	102101	3
	Elective College Requirement		3
103204	Computer Applications in Business	*102201	3
202102	Principles of Accounting II	202101	3
103201	Commercial Law		3
Total			18

Third Year			
Semester 1			
Course No	Course Name	Prerequisites	C. H.
	Elective Specialization Requirement		3
403201	Principles of Marketing I		3
103210	Quantitative Analysis I	103205	3
103211	Production Management	103210-103210	3
	Free Course		3
Total			15
Semester 2			
Course No	Course Name	Prerequisites	C. H.
103303	Small Business Management	102102	3
103301	Quantitative Analysis II	103210	3
	Free Course		3
103402	Management Information Systems	103204	3
103313	Knowledge Management	103203	3
103401	International Business Management	103209&403201	3

Fourth Year			
Semester 1			
Course No	Course Name	Prerequisites	C. H.
103404	Strategic Management	102101	3
103406	Taking decision theory	102102	3
103407	Practice & Development of Administrative skills	102101	3
103408	Administration of Organization Change	102101	3
103409	Recent Issues in Management	102101	3
103405	Graduation project		3
Total			18
Semester 2			
Course No	Course Name	Prerequisites	C. H.
203401	Managerial Accounting	202102	3
403401	Consumer Behavior	403201	3
403402	Marketing Management	403201	3
102106	Entrepreneurship: Creativity and Innovation		
102106	Elective Specialization Requirement		3
Total			15

DIPLOMA DEGREE STUDY PLAN**COLLEGE COMPULSORY REQUIREMENTS****(15) CREDIT HOURS**

#	Code	Course Title	CH	Pre requisites
1.	102106	Entrepreneurship: Creativity and Innovation	3	
2.	701101	English Language Skills (1)	3	
3.	701102	English Language Skills (2)	3	701101
4.	701103	English Language Skills (3)	3	701102
5.	701105	Arabic Language	3	

COLLEGE ELECTIVE REQUIREMENTS**(3) CREDIT HOURS**

#	Code	Course Title	CH	Pre requisites
1.	01107	History of Oman	3	
2.	701108	Arabic Islamic Civilization	3	
3.	701109	Islamic Culture	3	
4.	701110	Environment and Society	3	
5.	701112	Omani Society	3	
6.	701113	Communicational Culture	3	
7.	701114	Islamic Economy	3	
8.	701117	Introduction to Psychology	3	
9.	701118	Introduction to Library Science	3	
10.	701120	Physical Education	3	
11.	701122	Human Rights Issues	3	

DEPARTMENT REQUIREMENTS COMPULSORY**(18) CREDIT HOURS**

#	Code	Course Title	CH	Pre Requisites
1.	102101	Principles of Management (1)	3	
2.	102103	Principles of Macro economies	3	
3.	102201	Principles of statistics	3	
4.	103202	Scientific Research methods	3	
5.	202101	Principles of Accounting (1)	3	
6.	202102	Principles of Accounting (2)	3	202101

SPECIALIZATION COMPULSORY REQUIREMENTS (24) CREDIT HOURS

#	Code	Course Title	CH	Pre Requisites
1.	102102	Principles of Management (2)	3	102101
2.	103204	Computer Application in Business	3	(102101)
3.	103205	Commercial Statistics	3	102201
4.	103209	Human Resource Management	3	102102
5.	103210	Quantitative Analysis (1)	3	103205
6.	103211	Production Management	3	(102101)
7.	302201	Principles of Finance (1)	3	
8.	403201	Principles of Marketing (1)		

SPECIALIZATION ELECTIVE REQUIREMENTS**(6) CREDIT HOURS**

#	Code	Course Title	CH	Pre Requisites
1.	102104	Principles of Microeconomics	3	
2.	102202	Introduction to Public Management	3	
3.	103201	Commercial Law	3	
4.	103203	Organization Behaviour	3	102102
5.	103206	Organizational Supervision	3	102102
6.	103404	Strategic management	3	403201

FIELD TRAINING

Student should take Field Training for (4) weeks during study Period

GUIDANCE PLAN

First Year			
Semester 1			
Course No	Course Name	Prerequisites	C. H.
701105	Arabic language		3
701101	English Language I		3
	Elective college requirement		3
102101	Principles of management I		3
201101	Principles of Accounting I		3
Total			15
Semester 2			
Course No	Course Name	Prerequisites	C. H.
202102	Principles of Accounting II	202101	3
102103	Principles of Macro Economics		3
701102	English Language II	701101	3
302201	Principles of Finance I		3
*102201	Principles of Statistics		3
102102	Principles of Management II	102101	3
Total			18

Second Year			
Semester 1			
Course No.	Course Name	Prerequisites	C. H.
102106	Elective College Requirement		3
103202	Scientific Research Methods		3
701103	English Language III	701102	3
103205	Commercial statistics	*102201	3
403201	Principles of Marketing I		3
103209	Human Resources Management	102101	3
Total			18
Semester 2			
Course No.	Course Name	Prerequisites	C. H.
103204	Computer Applications in Business	*102201	3
103210	Quantitative Analysis I	103205	3

103211	Production Management	102101	3
	Elective Specialization Requirement		3
	Elective Specialization Requirement		3
Total			15

ACCOUNTING

BACHELOR STUDY PLAN

COLLEGE COMPULSORY REQUIREMENTS (21 HRS)

#	Course	Course Name	Hrs	Prerequisite
1.	102106	Entrepreneurship: Creativity and Innovation	3	
2.	103202	Scientific Research Methods	3	
3.	701101	English Language I	3	
4.	701102	English Language II	3	
5.	701103	English Language III	3	(701101)
6.	701105	Arabic Language	3	(701102)
7.	701108	Arabic Islamic Civilization		

COLLEGE ELECTIVE REQUIREMENTS (3 HRS)

#	course	Course Name	Hrs	Prerequisite
1.	701107	History of Oman	3	
2.	701109	Islamic Culture	3	
3.	701110	Environment& Society	3	
4.	701112	Omani Society	3	
5.	701114	Islamic Economics	3	
6.	701117	Introduction to Psychology	3	
7.	701118	Introduction to Library Science	3	
8.	701120	Physical Education	3	
9.	701122	Human Rights Issues	3	

DEPARTMENT COMPULSORY REQUIREMENTS (24 HRS)

#	course	Course Name	Hrs	Prerequisite
1.	102101	Principles of Management- I	3	
2.	102103	Principles of Macroeconomics	3	
3.	102104	Principles of Microeconomics	3	
4.	*102201	Principles of Statistics	3	
5.	202101	Principles of Accounting-1	3	(202101)
6.	202102	Principles of Accounting-2	3	
7.	302201	Principles of Finance-1	3	
8.	403201	Principles of Marketing	3	

SPECIALIZATION COMPULSORY REQUIREMENTS (72 HRS)

#	course	Course Name	Hrs	Prerequisite
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1.	103201	Commercial law	3	
2.	103205	Commercial Statistics	3	(*102201)
3.	103308	Feasibility Study	3	(102101)
4.	203201	Intermediate Accounting	3	(202102)
5.	*203202	Company Accounting	3	(202102)
6.	203203	Accounting for Government and Non-Profit Organisation	3	(202102)
7.	203205	Accounting for Financial Institutions	3	(202102)
8.	203206	Cost Accounting-1	3	(202102)
9.	203207	Financial Statement Analysis	3	(202102)
10.	203208	Taxation Accounting	3	(202102)
11.	203210	Computer Application in Accounting	3	(202101)
12.	203301	Specialised Financial Accounting	3	(202102)
13.	203302	Auditing-1	3	(202102)
14.	203303	Intermediate Accounting-II	3	(203201)
15.	203304	Advanced Accounting	3	(202102)
16.	203305	Cost Accounting-II	3	(203206)
17.	203401	Managerial Accounting	3	(202102)
18.	203402	Auditing-II	3	(203302)
19.	203403	Accounting Information System	3	(203303)
20.	203404	Accounting Theory	3	(203303)
21.	203405	Graduation Project	3	(202102)
22.	203406	International Accounting	3	
23.	203408	Oil and Mineral Accounting	3	(202102)
24.	203306	Financial Management	3	(302201)

SPECIALIZATION ELECTIVES REQUIREMENTS (6 HRS)

#	course	Course Name	Hrs	Prerequisite
1.	103209	Human Resource Management	3	(102101)
2.	103210	Quantitative Analysis-1	3	(103205)
3.	103404	Strategic Management	3	(102101)
4.	203209	Islamic Accounting	3	(202102)
5.	203407	Problems and Cases in Accounting	3	(203303)
6.	303301	Insurance Theory	3	(302201)
7.	303302	Investment Management	3	(303201)
8.	303305	Financial Markets	3	(302201)

FREE REQUIREMENTS

The student can select and register any two courses which are not compulsory in his/her study plan.

GUIDANCE PLAN

First Year			
Semester 1			
Course No	Course Name	Prerequisites	C. H.
701105	Arabic language		3
701101	English Language I		3
103201	COMMERCIAL LOW		3
102101	Principles of Management I		3
202101	Principles of Accounting I.		3
Total			15
Semester 2			
Course No	Course Name	Prerequisites	C. H.
701108	Arabic Islamic civilization		3
102103	Principles of Macroeconomics		3
302201	Principles of Finance I		3
701102	English Language II	701101	3
202102	Principles of Accounting II	202101	3
Total			15

Second Year			
Semester 1			
Course No	Course Name	Prerequisites	C. H.
203206	Cost Accounting I	202102	3
102104	Principles of Microeconomics	102103	3
203201	Intermediate Accounting I	202102	3
103202	Scientific Research Methods		3
701103	English Language III	701102	3
102201*	Principles of Statistics		3
Total			18
Semester 2			
Course No	Course Name	Prerequisites	C. H.
203301	Specialized Financial Accounting	202102	3
203208	Taxation Accounting	202102	3
*203202	Company Accounting	202102	3
203203	Accounting for Governmental and Non-Profit Organizations	202102	3
203205	Accounting for Financial Institutions	202102	3
203210	Computer Applications in Accounting	202101	3
Total			18

Third Year			
Semester 1			
Course No	Course Name	Prerequisites	C. H.
103201	Commercial Law		3
203302	Auditing I	202102	3
203303	Intermediate Accounting II	203201	3
203305	Cost Accounting II	203206	3
203207	Financial Statement Analysis	202102	3
203401	Managerial Accounting	202102	3
Total			18

Semester 2			
Course No	Course Name	Prerequisites	C. H.
203402	Auditing II	203302	3
203403	Accounting Information System	203303	3
203404	Accounting Theory	203303	3
203406	International Accounting	202102	3
303306	Financial Management	302201	3
	Free Course		3
Total			18

Fourth Year			
Semester 1			
Course No	Course Name	Prerequisites	C. H.
403201	Principles of Marketing I		3
203408	Oil & Minerals Accounting	202102	3
203304	Advanced Accounting	202102	3
	Free Course		3
103205	Commercial Statistics	*102201	3
	Compulsory College Requirement		3
Total			18
Semester 2			
Course No	Course Name	Prerequisites	C. H.
	Elective Specialization Requirement		3
	Elective Specialization Requirement		3
103308	Feasibility Study	102101	3
203405	Graduation Project	HOD Approval	3
Total			12

DIPLOMA STUDY PLAN

COLLEGE COMPULSORY REQUIREMENTS (15 HRS)

#	Code	Course Name	Hrs	Prerequisite
1.	102106	Entrepreneurship: Creativity and Innovation	3	
2.	701101	English Language I	3	
3.	701102	English Language II	3	(701101)
4.	701103	English Language III	3	(701102)
5.	701105	Arabic Language	3	

COLLEGE ELECTIVE REQUIREMENTS (3 HRS)

#	Code	Course Name	Hrs	Prerequisite
1.	701107	History of Oman	3	
2.	701109	Islamic Culture	3	
3.	701110	Environment & Society	3	
4.	701112	Omani Society	3	
5.	701113	Media Culture	3	
6.	701114	Islamic Economics	3	
7.	701117	Introduction to Psychology	3	

8.	701118	Introduction to Library Science	3	
9.	701120	Physical Education	3	
10.	701122	Human Rights Issues	3	
11.	701108	Arabic Islamic Civilization	3	

DEPARTMENT COMPULSORY REQUIREMENTS (18 HRS)

#	Course	Course Name	Hrs	Prerequisite
1.	102101	Principles of Management I	3	
2.	102103	Principles of Macroeconomics	3	
3.	*102201	Principles of Statistics	3	
4.	103202	Scientific Research Methods	3	
5.	202101	Principles of Accounting I	3	
6.	202102	Principles of Accounting II	3	(202101)

SPECIALIZATION COMPULSORY REQUIREMENTS (24 HRS)

#	Course	Course Name	Hrs	Prerequisite
1.	203201	Intermediate Accounting I	3	(202102)
2.	*203202	Company Accounting	3	(202102)
3.	203203	Accounting for Gov. and Non Profit Org.	3	(202101)
4.	203206	Cost Accounting I	3	(202102)
5.	203207	Financial Statement Analysis	3	(202102)
6.	203210	Computer Application in Accounting	3	(202101)
7.	203303	Intermediate Accounting II	3	(203201)
8.	302201	Principles of Finance I	3	(202101)

SPECIALIZATION ELECTIVES REQUIREMENTS (6 HRS)

#	course	Course Name	Hrs	Prerequisite
1.	102104	Principles of Microeconomics	3	
2.	103201	Commercial Law	3	(202102)
3.	203205	Accounting for Financial Institutions	3	
4.	203208	Taxation Accounting	3	(202102)
5.	203209	Islamic Accounting	3	(202102)
6.	403201	Principles of Marketing I	3	(102102)

FIELD TRAINING

Student should take Field Training for (4) weeks during study Period

DIPLOMA DEGREE GUIDANCE PLAN

First Year
Semester 1

Course No	Course Name	Prerequisites	C. H.
701105	Arabic language skills		3
701101	English Language I		3
	Elective specialization requirement		3
102101	Principles of Management I		3
202101	Principles of Accounting I.		3
Total			15
Semester 2			
Course No	Course Name	Prerequisites	C. H.
701108	Arabic Islamic Civilization		3
102103	Principles of Macroeconomics		3
403201	Principles of Marketing I		3
701102	English Language II	701101	3
202102	Principles of Accounting II	202101	3
Total			15

Second Year			
Semester 1			
Course No	Course Name	Prerequisites	C. H.
302201	Principles of Finance I		3
103202	Scientific Research Methods		3
701103	English Language III	701102	3
*102201	Principles of Statistics		3
203201	Intermediate Accounting I	202102	3
*203202	Company Accounting	202102	3
Total			18
Semester 2			
Course No	Course Name	Prerequisites	C. H.
203206	Cost Accounting I	202102	3
203207	Financial Statements Analysis	202102	3
203210	Computer Applications in Accounting	202101	3
203303	Intermediate Accounting II	203201	3
102106	Entrepreneurship : creativity and innovation		3
	Elective Specialization Requirement		
Total			18

BANKING & FINANCIAL SCIENCES

BACHELORS DEGREE STUDY PLAN

COLLEGE COMPULSORY REQUIREMENTS (21 HRS)

#	Code	Course Name	Hrs	Prerequisite
1.	102106	Entrepreneurship: Creativity and Innovation	3	
2.	103202	Scientific Research Methods	3	
3.	701101	English Language I	3	
4.	701102	English Language II	3	(701101)
5.	701103	English Language III	3	(701102)
6.	701105	Arabic Language	3	
7.	701108	Arabic Islamic Civilization	3	

COLLEGE ELECTIVE REQUIREMENTS (3 HRS)

#	Code	Course Name	Hrs	Prerequisite
1.	701107	History of Oman	3	
2.	701109	Islamic Culture	3	
3.	701110	Environment& Society	3	
4.	701112	Omani Society	3	
6.	701114	Islamic Economics	3	
7.	701117	Introduction to Psychology	3	
8.	701118	Introduction to Library Science	3	
9.	701120	Physical Education	3	
10.	701122	Human Rights Issues	3	

DEPARTMENT COMPULSORY REQUIREMENTS (24 HRS)

#	Course	Course Name	Hrs	Prerequisite
1.	102101	Principle of management I	3	
2.	102103	Principle of Macro economics	3	
3.	102104	Principle of Microeconomics	3	
4.	*102201	Principles of Statistics	3	
5.	202101	Principles of Accounting I	3	
6.	202102	Principles of Accounting II	3	(202101)
7.	302201	Principle of Finance I	3	
8.	403201	Principle of marketing I	3	

SPECIALIZATION COMPULSORY REQUIREMENTS (72 HRS)

#	Code	Course Name	Hrs	Prerequisite
1.	203202	Company Accounting	3	202102
2.	103201	Commercial Law	3	
3.	103308	Feasibility study	3	102101
4.	203205	Accounting for financial institutions	3	202101

5.	3303202	Principles of Finance II	3	(302201)
6.		Mathematic Finance	3	
7.	303204	Introduction to Money and Banking Management	3	(302201)
8.	303205	Islamic Banking	3	
9.	303206	Financial Institutions	3	(302201)
10.	303207	Financial Analysis	3	(302201)
11.	303208	Computer Application in Finance	3	(302201)
12.	303210	Banking & Financial Laws & Regulations	3	(302201)
13.	303301	Insurance Theory	3	(302201)
14.	303303	Introduction to International Finance	3	(302201)
15.	303304	Bank Management	3	(302201)
16.	303403	Portfolio Management	3	(303302)
17.	303404	Graduation Project	3	
18.	303407	Credit Management	3	(303202)
19.	303302	investment Management	3	(303202)
20.	303402	Risk Management	3	(303302)
21.	303401	International Banking Operation	3	(303303)
22.	303306	Financial Management	3	(302201)
23.	303305	Financial Markets	3	(302201)
24.	303203	Mathematics of Finance	3	

SPECIALIZATION ELECTIVES REQUIREMENTS (6 HRS)

#	Code	Course Name	Hrs	Prerequisite
1.	303209	Personal Finance	3	(302201)
2.	303405	Advance Modern Investment Theory	3	(303302)
3.	303406	Banking Applications	3	(303306)
4.	303408	Special Topics in Finance	3	(303202)
5.	203401	Administration Accounting	3	202102
6.	203304	Advanced accounting	3	202102
7.	103210	Quantitative analysis	3	102201
8.	103209	Human resources management	3	102201
9.	103404	Strategic management	3	102201

FREE REQUIREMENTS

The student can select and register any two courses which are not compulsory in his/her study plan.

BACHELOR'S DEGREE GUIDANCE PLAN

First Year			
Semester 1			
Course No	Course Name	Prerequisites	C. H.
701105	Arabic language		3
701101	English Language I		3
103201	Commercial Law		3
302201	Principles of finance I		3
202101	Principles of Accounting I.		3
Total			15
Semester 2			

First Year			
Course No	Course Name	Prerequisites	C. H.
701108	Arabic Islamic civilization		3
102103	Principles of Macroeconomics		3
303202	Principles of Finance II		3
701102	English Language II	701101	3
202102	Principles of Accounting II	202101	3
Total			15

Second Year			
Semester 1			
Course No	Course Name	Prerequisites	C. H.
102101	Principles of management I		3
102104	Principles of Microeconomics	102103	3
203202	Company Accounting		3
103202	Scientific Research Methods		3
701103	English Language III	701102	3
102201*	Principles of Statistics		3
Total			18
Semester 2			
Course No	Course Name	Prerequisites	C. H.
303202	Mathematics and finance	302201	3
303204	Introduction to management banking	302201	3
	Elective college requirement		3
303205	Islamic banking		3
303206	Financial institutions	302201	3
303207	Financial analysis	302201	3
Total			18

Third Year			
Semester 1			
Course No	Course Name	Prerequisites	C. H.
102106	Entrepreneurship: Creativity and innovation		3
303208	Computer application in finance	302201	3
303210	Finance and banking law	302201	3
303301	Assurance theory	302201	3
303302	Investment management	302201	3
	Elective specialization requirement		3
Total			18
Semester 2			
Course No	Course Name	Prerequisites	C. H.
203205	Accounting financial institution	202201	3
303303	Introduction to international finance	302201	3
303304	Management banking	302201	3
303305	Financial markets	302201	3
303306	Financial management	303201	3
	Free Course		3

Total18	18
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Fourth Year			
Semester 1			
Course No	Course Name	Prerequisites	C. H.
403201	Principles of Marketing I		3
303401	International banking operations	303204	3
303402	Risk management	303302	3
303403	Portfolio management	303302	3
	Elective specialization requirement		3
	Free Course		3
Total			18
Semester 2			
Course No	Course Name	Prerequisites	C. H.
403307	Marketing banking	403201	3
303407	Assurance management	303202	3
103308	Feasibility Study	102101	3
203405	Graduation Project	HOD Approval	3
Total			12

DIPLOMA STUDY PLAN

COLLEGE COMPULSORY REQUIREMENTS (15 HRS)

#	Code	Course Name	Hrs	Prerequisite
1.	102106	Entrepreneurship: Creativity and Innovation	3	
2.	701101	English Language I	3	
3.	701102	English Language II	3	(701101)
4.	701103	English Language III	3	(701102)
5.	701105	Arabic Language	3	

COLLEGE ELECTIVE REQUIREMENTS (3 HRS)

#	Code	Course Name	Hrs	Prerequisite
1.	701107	History of Oman	3	
2.	701109	Islamic Culture	3	
3.	701110	Environment& Society	3	
4.	701112	Omani Society	3	
5.	701113	Media Culture	3	
6.	701114	Islamic Economics	3	
7.	701117	Introduction to Psychology	3	
8.	701118	Introduction to Library Science	3	
9.	701120	Physical Education	3	
10.	701122	Human Rights Issues	3	
11.	701108	Arabic Islamic Civilization	3	

DEPARTMENT COMPULSORY REQUIREMENTS (18 HRS)

Code	Course Title	CH	Pre Requisites
102101	Principles of Management (1)	3	
102103	Principles of Macro economies	3	
102201	Principles of statistics	3	
103202	Scientific Research methods	3	
202101	Principles of Accounting (1)	3	
202102	Principles of Accounting (2)	3	(202101)

SPECIALIZATION COMPULSORIES REQUIREMENTS (24) CREDIT HOURS

Code	Course Title	CH	Pre Requisites
302201	Principles of Finance I	3	(202101)
303202	Principles of Finance II	3	(302201)
303203	Mathematics of Finance	3	
303204	Int. to Money and Banking Manag.	3	(302201)
303206	Financial Institutions	3	(302201)
303207	Financial Analysis	3	(302201)
303306	Computer Applications in Finance	3	(302201)
303306	Financial Management		(302201)

SPECIALIZATION ELECTIVE REQUIREMENTS (06) CREDIT HOURS

Code	Course Title	CH	Pre Requisites
102104	Principles of Microeconomics	3	Removed
103201	Commercial Law	3	
203205	Accounting for Financial Institutions.	3	(202102)
303205	Islamic Banking	3	
303209	Personal Finance.	3	(302201)
303210	Banking & Financial Laws & Regulations.	3	(302201)
403210	Principles of Marketing	3	(102102)

FIELD TRAINING

Student should take Field Training for (4) weeks during study Period

DIPLOMA DEGREE- GUIDANCE PLAN

First Year			
Semester 1			
Course No	Course Name	Prerequisites	C. H.
701105	Arabic language skills		3
701101	English Language I		3
	Elective specialization requirement		3
302201	Principles of Finance I		3
202101	Principles of Accounting I.		3
Total			15
Semester 2			
Course No	Course Name	Prerequisites	C. H.

	Elective college requirement		3
102103	Principles of Macroeconomics		3
303202	Principles of finance II	302201	3
701102	English Language II	701101	3
202102	Principles of Accounting II	202101	3
Total			15
Second Year			
Semester 1			
Course No	Course Name	Prerequisites	C. H.
102101	Principles of management I		3
102106	Entrepreneurship : creativity and innovation		3
	Elective specialization requirement		3
103202	Scientific research method		3
701103	English language III		3
102201	Principles of statistics		3
Total			18
Semester 2			
Course No	Course Name	Prerequisites	C. H.
303203	Mathematics and finance		
303204	Introduction to Management of money and banking	302201	
303208	Computer application in banking	302201	
303306	Financial management	303201	
303206	Financial institutions	302201	
303207	Financial analysis	302201	
Total			18

MARKETING & ELECTRONIC COMMERCE

BACHELORS DEGREE STUDY PLAN

COLLEGE COMPULSORY REQUIREMENTS (21 HRS)

#	Code	Course Name	Hrs	Prerequisite
1.	102106	Entrepreneurship: Creativity and Innovation	3	(701101) (701102)
2.	103202	Scientific Research Methods	3	
3.	701101	English Language I	3	
4.	701102	English Language II	3	
5.	701103	English Language III	3	
6.	701105	Arabic Language	3	
7.	701108	Arabic Islamic Civilization	3	

COLLEGE ELECTIVE REQUIREMENTS (3 HRS)

#	Code	Course Name	Hrs	Prerequisite
1.	701107	History of Oman	3	
2.	701109	Islamic Culture	3	
3.	701110	Environment & Society	3	
4.	701112	Omani Society	3	
5.	701114	Islamic Economics	3	
6.	701117	Introduction to Psychology	3	

7.	701118	Introduction to Library Science	3	
8.	701120	Physical Education	3	
9.	701122	Human Rights Issues	3	

DEPARTMENT COMPULSORY REQUIREMENTS (24 HRS)

#	Course	Course Name	Hrs	Prerequisite
1.	102101	Principles of Management I	3	
2.	*102201	Principles of Statistics	3	
3.	202101	Principles of Accounting I	3	
4.	202102	Principles of Accounting II	3	202101
5.	102103	Principles of Macro Economics	3	
6.	102104	Principles of Microeconomics	3	
7.	302201	Principles of Finance I	3	202101
8.	403201	Principles of Marketing I	3	102102

SPECIALIZATION COMPULSORY REQUIREMENTS (72 HRS)

#	Course	Course Name	Hrs	Prerequisite
1.	102102	Principles of Management II	3	(102101)
2.	103201	Commercial Law	3	
3.	203401	Managerial Accounting	3	(202102)
4.	403202	Principles of Marketing -II	3	(403201)
5.	403203	Service Marketing	3	(403201)
6.	403204	Sales Management	3	(403201)
7.	403205	Product Management	3	(403201)
8.	403206	Promotion Management	3	(403201)
9.	403207	Computer Applications in Marketing	3	(403201)
10.	403301	International Marketing	3	(403201)
11.	403302	Retailing	3	(403201)
12.	403304	Distribution Channels	3	(403201)
13.	403305	Tourism Marketing	3	(403201)
14.	403307	Banking Marketing	3	(403201)
15.	403308	E-Commerce I	3	(403307)
16.	403309	E-Commerce II	3	(403308)
17.	403401	Consumer Behavior	3	(403201)
18.	403402	Marketing Management	3	(403201)
19.	403403	Marketing Research	3	(403402), (103202)
20.	403404	Graduation Project	3	
21.	403405	Marketing Strategies	3	(403402)
22.	403406	Marketing Information Systems	3	
23.	403408	E-Marketing I	3	(403308)
24.	403409	E-Marketing II	3	(403408)

SPECIALIZATION ELECTIVES REQUIREMENTS (6 HRS)

#	Course	Course Name	Hrs	Prerequisite
1.	103205	Commercial Statistics	3	*102201- 102201
2.	103209	Human Resources Management	3	102102
3.	103210	Quantitative Analysis I	3	103205
4.	103404	Strategic Management	3	(102101)

5.	303302	Investment Management	3	(302201)
6.	303305	Financial Markets	3	(302201)
7.	403210	industrial marketing	3	(403201)
8.	403306	Whole Trading	3	(403201)
9.	403411	Marketing Issues	3	
10.	403412	Marketing and Quality Assurance	3	(403201)
11.	403413	Logistics Operating and Distribution	3	(403201)

FREE REQUIREMENTS

The student can select and register any two courses which are not compulsory in his/her study plan.

BACHELOR'S DEGREE GUIDANCE PLAN

First Year			
Semester 1			
Course No	Course Name	Prerequisites	C. H.
701105	Arabic language		3
701101	English Language I		3
103201	Commercial Law		3
102101	Principles of Management I		3
403201	Principles of Marketing I		3
Total			15
Semester 2			
Course No	Course Name	Prerequisites	C. H.
701108	Arab Islamic Civilization		3
102103	Principles of Macroeconomics		3
202101	Principles of Accounting I		
701102	English Language II	701101	3
102102	Principles of Management II	102101	
Total			15

Second Year			
Semester 1			
Course No	Course Name	Prerequisites	C. H.
302201	Principles of Finance I		3
*102201	Principles of Statistics		3
701103	English Language III	701102	3
403202	Principles of Marketing II	403201	3
102104	Principles of Microeconomics	102103	3
103202	Scientific Research Methods		3
Total			18
Semester 2			
Course No	Course Name	Prerequisites	C. H.
	Elective specialization requirement		3

403207	Computer Application in Marketing	*102201	3
403308	E-Commerce I	403207	3
202102	Principles of Accounting II	202101	3
403205	Product Management	403201	3
403206	Promotion Management	403201	3
Total			18

Third Year

Semester 1

Course No	Course Name	Prerequisites	C. H.
102106	Entrepreneurship : creativity and innovation		3
403309	E – Commerce II	403308	3
203401	Managerial Accounting	202102	3
403203	Service Marketing	403201	3
403204	Sales Management	403201	3
	Elective College Requirement		3
Total			18

Semester 2

Course No	Course Name	Prerequisites	C. H.
403301	International Marketing	403201	3
403302	Retailing	403201	3
403304	Distribution Channels	403201	3
403305	Tourism Marketing	403201	3
	Free Course		3
	Elective Specialization Requirement		3
Total			18

Fourth Year

Semester 1

Course No	Course Name	Prerequisites	C. H.
403408	E- marketingI	403411	3
403307	Banking Marketing	403201	3
403401	Consumer Behavior	403201	3
403402	Marketing Management	403201	3
403403	Marketing Research	103202or 403201	3
	Free Course		3
Total			18

Semester 2

Course No	Course Name	Prerequisites	C. H.
403405	Marketing Strategies	403402	3
403406	Marketing Information Systems	403207	3
403409	E – Marketing II	403408	3
403404	Graduation Project	HOD Approval	3
Total			12

DIPLOMA DEGREE STUDY PLAN

COLLEGE COMPULSORY REQUIREMENTS (15) CREDIT HOURS

#	Code	Course Title	CH	Pre requisites
	102106	Entrepreneurship: Creativity and Innovation	3	
	701101	English Language Skills (1)	3	
	701102	English Language Skills (2)	3	701101
	701103	English Language Skills (3)	3	701102
	701105	Arabic Language	3	

COLLEGE ELECTIVE REQUIREMENTS (3) CREDIT HOURS

#	Code	Course Title	CH	Pre requisites
	701107	History of Oman	3	
	701108	Arabic Islamic Civilization	3	
	701109	Islamic Culture	3	
	701110	Environment and Society	3	
	701112	Omani Society	3	
	701113	Communicational Culture	3	
	701114	Islamic Economy	3	
	701117	Introduction to Psychology	3	
	701118	Introduction to Library Science	3	
	701120	Physical Education	3	
	701122	Human Rights Issues	3	

DEPARTMENT REQUIREMENTS COMPULSORY (18) CREDIT HOURS

#	Code	Course Name	Hrs	Prerequisite
	102101	Principles of Management I	3	-
	102103	Principles of Macroeconomics	3	-
	*102201	Principles of Statistics	3	-
	103202	Scientific Research Methods	3	-
	202101	Principles of Accounting I	3	-
	202102	Principles of Accounting II	3	202101

SPECIALIZATION COMPULSORY REQUIREMENTS (24) CREDIT HOURS

Code	Course Name	Hrs	Prerequisite
302201	Principles of Finance I	3	202101
403201	Principles of Marketing I	3	-
403202	Principles of Marketing II	3	403201
403203	Service Marketing	3	403201
403204	Sales Management	3	403201
103211	Product Management	3	403201
403206	Promotion Management	3	403201
403207	Computer Applications in Marketing	3	*102201

SPECIALIZATION ELECTIVE REQUIREMENTS (06) CREDIT HOURS

Code	Course Name	Hrs	Prerequisite
102104	Principles of Microeconomics	3	
103201	Commercial Law	3	-
403210	Industrial Marketing	3	403201
403305	Tourism Marketing	3	403201
403306	Whole Trading	3	403201
403307	Banking Marketing	3	403201

FIELD TRAINING

Student should undertake Field Training for FOUR weeks during the study period.

DIPLOMA DEGREE GUIDANCE PLAN

First Year			
Semester 1			
Course No	Course Name	Prerequisites	C. H.
701105	Arabic Language		3
701101	English Language I		3
	Elective college requirement		3
102101	Principles of Management I		3
403201	Principles of Marketing I		3
Total			15
Semester 2			
Course No	Course Name	Prerequisites	C. H.
202101	Principles of Accounting I		3
102103	Principles of Macroeconomics		3
701102	English Language II	701101	3
*102201	Principles of Statistics		3
403202	Principles of Marketing II	403201	3
Total			15

Second Year			
Semester 1			
Course No	Course Name	Prerequisites	C. H.
102106	Entrepreneurship : Creativity and innovation		3
103202	Scientific Research Methods		3
701103	English Language III	701102	3
403207	Computer Application in Marketing	*102201	3
302201	Principles of Finance I		3
	Elective Specialization Requirement		3
Total			18
Semester 2			

Course No	Course Name	Prerequisites	C. H.
403203	Service Marketing	403201	3
403204	Sales Management	403201	3
403205	Product Management	403201	3
403206	Promotion Management	403201	3
	Elective Specialization Requirement		3
202102	Principles of Accounting II	202101	3
Total			18

COMPUTER SCIENCES

BACHELORS DEGREE STUDY PLAN

COLLEGE COMPULSORY REQUIREMENTS (21 HRS)

#	Code	Course Name	Hrs	Prerequisite
1.	102106	Entrepreneurship: Creativity and Innovation	3	
2.	103202	Scientific Research Methods	3	
3.	701101	English Language I	3	
4.	701102	English Language II	3	(701101)
5.	701103	English Language III	3	(701102)
6.	701105	Arabic Language	3	
7.	701108	Arabic Islamic Civilization	3	

COLLEGE ELECTIVE REQUIREMENTS (3 HRS)

#	Code	Course Name	Hrs	Prerequisite
1.	701107	History of Oman	3	
2.	701109	Islamic Culture	3	
3.	701110	Environment& Society	3	
4.	701112	Omani Society	3	
5.	701113	Media Culture	3	
6.	701114	Islamic Economics	3	
7.	701117	Introduction to Psychology	3	
8.	701118	Introduction to Library Science	3	
9.	701120	Physical Education	3	
10.	701122	Human Rights Issues	3	

DEPARTMENT COMPULSORY REQUIREMENTS (24 HRS)

#	course	Course Name	Hrs	Prerequisite
1.	502101	Calculus I	3	
2.	502103	Discrete Mathematics	3	
3.	502105	Programming in a Selected Language	3	
4.	502202	Data Structures	3	(502105)
5.	502301	Object Oriented Programming	3	(502105)
6.	502302	Database Management Systems	3	(502301)

7.	503401	Operating Systems	3	(502105)
8.	503407	Multimedia Systems	3	

SPECIALIZATION COMPULSORY REQUIREMENTS (72 HRS)

#	course	Course Name	Hrs	Prerequisite
1.	502102	Calculus II	3	(502101)
2.	502104	Probability	3	
3.	502203	Algorithms Analysis & Design	3	(502202)
4.	503200	Programming in Java Language	3	(502105)
5.	503201	Assembly Language Programming	3	
6.	503202	Computation Theory	3	(502103)
7.	503203	Applications Software Packages	3	
8.	503205	System Programming	3	(502105)
9.	503207	Information Technology	3	
10.	503209	File Structures	3	(502202)
11.	503210	Digital Logic Design	3	
12.	503301	System Analysis and Design	3	(502302)
13.	503302	Building Systems Using 4GL	3	(502302)
14.	503303	Prolog Language Programming	3	(502105 & 502103)
15.	503304	Artificial Intelligence	3	(503303)
16.	503305	Computer Graphics	3	(502202)
17.	503402	Compilers Design	3	(503202)
18.	503403	Computer Architecture	3	(503210)
19.	503404	Data Communications & Networks	3	(503207)
20.	503405	Software Engineering	3	(502301)
21.	503409	Graduation Project	3	Approval of HoD
22.	503416	Internet Programming	3	
23.	503417	Data Security	3	(502101)
24.	503418	Object-Oriented Analysis and Design	3	(502301)

SPECIALIZATION ELECTIVES REQUIREMENTS (6 HRS)

#	course	Course Name	Hrs	Prerequisite
1.	502201	Microprocessors and Microcomputers	3	(503210)
2.	503204	Operation Research	3	(502202)
3.	503206	Human Computer Interaction	3	
4.	503208	Simulation Techniques	3	(502105)
5.	503307	Functional Programming	3	(502202)
6.	503308	Programming Languages Techniques and Methodologies	3	(502202)
7.	503406	Information Retriever Systems	3	(502202)
8.	503408	Expert Systems	3	(503304)
9.	503410	Parallel Processing & Programming	3	(503205)
10.	503415	Natural Language Processing	3	(502105)
11.	503419	Advanced Topics in Computer Science	3	Approval of HoD

FREE REQUIREMENTS

The student can select and register any two courses which are not compulsory in his/her study plan.

BACHELOR'S DEGREE GUIDANCE PLAN

First Year			
Semester 1			
Course No	Course Name	Prerequisites	C. H.
701101	English Language I		3
502101	Calculus I		3
	Elective College Requirement		3
701105	Arabic Language		3
502105	Programming in a Selected Language		3
Total			15
Semester 2			
Course No	Course Name	Prerequisites	C. H.
701102	English Language II	701101	3
502102	Calculus II	502101	3
103202	Scientific Research Methods		3
503201	Assembly Language Programming		3
701108	Arabic Islamic Civilization		3
Total			15
Second Year			
Semester 1			
Course No	Course Name	Prerequisites	C. H.
502103	Discrete Mathematics		3
701103	English Language III	701102	3
502301	Object-Oriented Programming	502105	3
503210	Digital Logic Design		3
503203	Application Software Packages		3
502104	Probability		3
Total			18
Semester 2			
Course No	Course Name	Prerequisites	C. H.
502202	Data Structures	502105	3
503401	Operating Systems	502105	3
502203	Algorithms Analysis and Design	502202	3
503202	Computation Theory	502103	3
503416	Internet Programming		3
	Free Course		3
Total			18
Third Year			
Semester 1			
Course No	Course Name	Prerequisites	C. H.
502302	Database Management Systems	502301	3
503303	Prolog Language Programming	502105& 502103	3
503301	System Analysis and Design	502302	3
503305	Computer Graphics	502202	3
503207	Information Technology		3
	Elective Specialization Requirement		3

Total			18
Semester 2			
Course No	Course Name	Prerequisites	C. H.
503200	Programming in Java Language	502105	3
503302	Building Systems Using 4GL	502302	3
503304	Artificial Intelligence	503303	3
503205	System Programming	502105	3
503209	File Structure	502202	3
	Elective Specialization Requirement		3
Total			18

Fourth Year			
Semester 1			
Course No	Course Name	Prerequisites	C. H.
503402	Compilers Design	503202	3
503403	Computer Architecture	503210	3
503404	Data Communications and Networks	503207	3
503405	Software Engineering	502301	3
102106	Entrepreneurship: Creativity and Innovation		3
Total			15
Semester 2			
Course No	Course Name	Prerequisites	C. H.
503417	Data Security	502101	3
503418	Object-Oriented Analysis and Design	502301	3
503409	Graduation Project		3
503407	Multimedia Systems		3
	Free Course		3
Total			15

DIPLOMA DEGREE STUDY PLAN

COLLEGE COMPULSORY REQUIREMENTS (15) CREDIT HOURS

#	Code	Course Title	CH	Pre requisites
1.	102106	Entrepreneurship: Creativity and Innovation	3	
2.	701101	English Language Skills (1)	3	
3.	701102	English Language Skills (2)	3	701101
4.	701103	English Language Skills (3)	3	701102
5.	701105	Arabic Language	3	

COLLEGE ELECTIVE REQUIREMENTS (3) CREDIT HOURS

#	Code	Course Title	CH	Pre requisites
1.	701107	History of Oman	3	
2.	701108	Arabic Islamic Civilization	3	
3.	701109	Islamic Culture	3	
4.	701110	Environment and Society	3	
5.	701112	Omani Society	3	

6.	701113	Media Culture	3	
7.	701114	Islamic Economy	3	
8.	701117	Introduction to Psychology	3	
9.	701118	Introduction to Library Science	3	
10	701120	Physical Education	3	
11	701122	Human Rights Issues	3	

DEPARTMENT REQUIREMENTS COMPULSORY

(18) CREDIT HOURS

#	course	Course Name	Hrs	Prerequisite
1.	502101	Calculus I	3	
2.	502103	Discrete Mathematics	3	
3.	502105	Programming in a Selected Language	3	
4.	502301	Object Oriented Programming	3	(502105)
5.	502302	Database Management Systems	3	(502301)
6.	103202	Scientific Research Methods	3	

SPECIALIZATION COMPULSORY REQUIREMENTS (24 HRS)

#	course	Course Name	Hrs	Prerequisite
1.	502202	Data Structures	3	(502105)
2.	502201	Microprocessors and Microcomputers	3	(503210)
3.	503401	Operating Systems	3	(502105)
4.	503201	Assembly Language Programming	3	
5.	503203	Applications Software Packages	3	
6.	503210	Digital Logic Design	3	
7.	503302	Building Systems Using 4GL	3	(502302)
8.	503416	Internet Programming	3	

SPECIALIZATION ELECTIVES REQUIREMENTS (6 HRS)

#	course	Course Name	Hrs	Prerequisite
1.	502104	Probability	3	
2.	503200	Programming in Java Language	3	(502105)
3.	502203	Algorithms Analysis & Design	3	(502202)
4.	503202	Computation Theory	3	(502103)
5.	503205	System Programming	3	(502105)
6.	503207	Information Technology	3	
7.	503206	Human Computer Interaction	3	
8.	503209	File Structures	3	(502202)
9.	503208	Simulation Techniques	3	(502105)

FIELD TRAINING

Student should undertake Field Training for FOUR weeks during the study period.

DIPLOMA DEGREE GUIDANCE PLAN

First Year

Semester 1

Course No	Course Name	Prerequisites	C. H.
701101	English Language I		3
502101	Calculus I		3
	Elective Specialization Requirement		3
701105	Arabic Language		3
502105	Programming in a Selected Language		3
Total			15
Semester 2			
Course No	Course Name	Prerequisites	C. H.
701102	English Language II	701101	3
503201	Assembly Language Programming		3
103202	Scientific Research Methods		3
502103	Discrete Mathematics		3
502301	Object-Oriented Programming	502105	3
	Elective College Requirement		3
Total			18

Second Year			
Semester 1			
Course No	Course Name	Prerequisites	C. H.
701103	English Language III	701102	3
102106	Entrepreneurship: Creativity and Innovation		3
502201	Microprocessor and Microcomputers	503210	3
502202	Data Structures	502105	3
502302	Database Management Systems	502301	3
503203	Application Software Packages		3
Total			18
Semester 2			
Course No	Course Name	Prerequisites	C. H.
503210	Digital Logic Design		3
503302	Building Systems Using 4GL	502302	3
503401	Operating Systems	502105	3
503416	Internet Programming		3
	Elective Specialization Requirement		3
Total			15

INTERIOR DESIGN

BACHELORS DEGREE STUDY PLAN

COLLEGE COMPULSORY REQUIREMENTS (21 HRS)

#	Code	Course Name	Hrs	Prerequisite
1.	102106	Entrepreneurship: Creativity and Innovation	3	
2.	103202	Scientific Research Methods	3	
3.	701101	English Language I	3	
4.	701102	English Language II	3	(701101)
5.	701103	English Language III	3	(701102)

#	Code	Course Name	Hrs	Prerequisite
6.	701105	Arabic Language	3	
7.	701108	Arabic Islamic Civilization	3	

COLLEGE ELECTIVE REQUIREMENTS (3 HRS)

#	Code	Course Name	Hrs	Prerequisite
1.	701107	History of Oman	3	
2.	701109	Islamic Culture	3	
3.	701110	Environment & Society	3	
4.	701112	Omani Society	3	
5.	701113	Media Culture	3	
6.	701114	Islamic Economics	3	
7.	701117	Introduction to Psychology	3	
8.	701118	Introduction to Library Science	3	
9.	701120	Physical Education	3	
10.	701122	Human Rights Issues	3	

DEPARTMENT COMPULSORY REQUIREMENTS (24 HRS)

#	Code	Course Name	CH	Prerequisite
1.	602101	Introduction to Drawing	3	
2.	602102	Introduction to 3D Design	3	
3.	602103	Introduction to Aesthetics	3	
4.	602104	Material Science	3	
5.	602105	Design: Theory and History	3	
6.	602201	Principles of 2D Design	3	602101
7.	602202	Principles of 3D Design	3	602102
8.	602205	Design Methodology	3	602102

SPECIALIZATION COMPULSORY REQUIREMENTS (72 CREDIT HOURS)

#	Code	Course Name	CH	Prerequisite
1.	602106	Colour Theory & Applications I	3	
2.	602204	Quantity Calculations	3	602205
3.	603201	3D Illustration	3	602102
4.	603202	Computer Graphics	3	
5.	603203	Design Psychology	3	
6.	603204	History of Interior Design	3	
7.	603205	Interior Design Technology	3	602202
8.	603206	Interior Space Planning	3	603202
9.	603207	Islamic Design and Architecture	3	
10.	603208	Ergonomics	3	602102
11.	603301	Lighting	3	603206
12.	603302	Residential Interior Design	3	603206
13.	603303	Commercial Interior Design	3	603206
14.	603304	Environmental Design	3	603206
15.	603305	Workshop I	3	602104
16.	603306	Colour Theory & Applications II	3	602106
17.	603307	Material Technology	3	602104
18.	603308	Drawing & Painting: Materials &	3	602106

#	Code	Course Name	CH	Prerequisite
		Techniques		
19.	603309	Special Topics in Interior Design	3	603302
20.	603312	Computer as a Design Tool	3	603305
21.	603402	Workshop II	3	602205
22.	603404	Field Studies in Interior Design	3	603303
23.	603405	Advanced Studies in Interior Design	3	603303
24.	603406	Graduation Project	3	HOD Approval

SPECIALIZATION ELECTIVES REQUIREMENTS (6 CREDIT HOURS)

#	Code	Course Name	CH	Prerequisite
1.	603209	Arabic Calligraphy	3	
2.	603310	Creative Study	3	602205
3.	603311	History of photography	3	
4.	603401	Seminar in Design Methodology	3	603202
5.	603403	Special Topics in Photography	3	
6.	603407	Special Topics in Graphic Design	3	602205
7.	603408	Special Topics in Textile Design	3	602205
8.	603409	Advanced Studies In photography	3	603403
9.	603410	Technology of Textile Design	3	602201
10.	603411	Special Topics in Industrial Design	3	603303
11.	603412	Seminar in Aesthetics	3	602103

FREE REQUIREMENTS (6 CREDIT HOURS)

The student can select and register any two courses (6 Credit Hours) which are not compulsory in his/her study plan. Except for college elective requirements list.

BACHELOR'S DEGREE GUIDANCE PLAN

First Year			
Semester 1			
Course No	Course Name	Prerequisites	C. H.
701101	English Language I		3
602101	Introduction to Drawing		3
	Free Course		3
701105	Arabic Language		3
602102	Introduction to 3D Design		3
Total			15
Semester 2			
Course No	Course Name	Prerequisites	C. H.
701102	English Language II	701101	3
602201	Principles of 2D Design	602101	3
103202	Scientific Research Methods		3
602103	Introduction to Aesthetics		3
701108	Arabic Islamic Civilization		3
Total			15

Second Year

Semester 1			
Course No	Course Name	Prerequisites	C. H.
602205	Design Methodology	602102	3
701103	English Language III	701102	3
602104	Material Science		3
602105	Design: Theory & History		3
602106	Color Theory and Applications I		3
602202	Principles of 3D Design	602102	3
Total			18
Semester 2			
Course No	Course Name	Prerequisites	C. H.
603207	Islamic Design & Architecture		3
602204	Quantity Calculations	602205	3
603201	3D Illustration	602102	3
603202	Computer Graphics	602202	3
603203	Design Psychology	603203	3
	Elective College Requirement		3
Total			18

Third Year			
Semester 1			
Course No	Course Name	Prerequisites	C. H.
603204	History of Interior Design		3
603205	Interior Design Technology	602202	3
603206	Interior Space Planning	603202	3
603307	Material Technology	602104	3
603305	Workshops I	602104	3
	Elective Specialization Requirement		3
Total			18
Semester 2			
Course No	Course Name	Prerequisites	C. H.
603302	Residential Interior Design	603206	3
	Free Course		3
603402	Workshop II	603305	3
603306	Color Theory & Applications II	602106	3
603301	Lighting	603205	3
	Elective Specialization Requirement		3
Total			18
Fourth Year			
Semester 1			
Course No	Course Name	Prerequisites	C. H.
603304	Environmental Design	603302	3
603308	Drawing & Painting: Materials and Techniques	602106	3
603303	Commercial Interior Design	603206	3
603208	Ergonomics	602102	3
102106	Entrepreneurship: Creativity and Innovation		3
Total			15
Semester 2			

Course No	Course Name	Prerequisites	C. H.
603309	Special Topics in Interior Design	603302	3
603202	Computer Graphics	602202	3
603404	Field Study in Interior Design	602205	3
603405	Advanced Studies in Interior Design	603303	3
603406	Graduation Project	H.O.D Approval	3
Total			15

DIPLOMA DEGREE STUDY PLAN

COLLEGE COMPULSORY REQUIREMENTS (15) CREDIT HOURS

#	Code	Course Title	CH	Pre requisites
1.	102106	Entrepreneurship: Creativity and Innovation	3	
2.	701101	English Language Skills (1)	3	
3.	701102	English Language Skills (2)	3	701101
4.	701103	English Language Skills (3)	3	701102
5.	701105	Arabic Language	3	

COLLEGE ELECTIVE REQUIREMENTS (3) CREDIT HOURS

#	Code	Course Title	CH	Pre requisites
1.	701107	History of Oman	3	
2.	701108	Arabic Islamic Civilization	3	
3.	701109	Islamic Culture	3	
4.	701110	Environment and Society	3	
5.	701112	Omani Society	3	
6.	701113	Communicational Culture	3	
7.	701114	Islamic Economy	3	
8.	701117	Introduction to Psychology	3	
9.	701118	Introduction to Library Science	3	
10.	701120	Physical Education	3	
11.	701122	Human Rights Issues	3	

DEPARTMENT REQUIREMENTS COMPULSORY (18) CREDIT HOURS

#	Code	Course Name	CH	Prerequisite
1.	103202	Scientific Research Methods	3	
2.	602101	Introduction to Drawing	3	
3.	602102	Introduction to 3D Design	3	
4.	602103	Introduction to Aesthetics	3	
5.	602105	Design: Theory and History	3	
6.	602201	Principles of 2D Design	3	602101

SPECIALIZATION COMPULSORY REQUIREMENTS (24 CREDIT HOURS)

#	Code	Course Name	CH	Prerequisite
1.	602202	Principles of 3D Design	3	602102
2.	603201	3D Illustration	3	602102
3.	603202	Computer Graphics	3	

4.	603203	Design Psychology	3	
5.	603204	History of Interior Design	3	
6.	603205	Interior Design Technology	3	602202
7.	603206	Interior Space Planning	3	603202
8.	603207	Islamic Design and Architecture	3	

SPECIALIZATION ELECTIVES REQUIREMENTS (6 CREDIT HOURS)

#	Code	Course Name	CH	Prerequisite
1.	602106	Colour Theory & Applications I	3	
2.	603208	Ergonomics	3	602102
3.	603209	Arabic Calligraphy	3	
4.	603301	Lighting	3	603206
5.	603302	Residential Interior Design	3	603206
6.	603312	Computer as a Design Tool	3	

FIELD TRAINING:

Diploma Students should take a field training of NOT less than **four (4) weeks (120 hours)** during study period. This is considered as a requirement for graduation.

DIPLOMA DEGREE GUIDANCE PLAN

First Year			
Semester 1			
Course No	Course Name	Prerequisites	C. H.
701101	English Language I		3
602101	Introduction to Drawing		3
602105	Design : Theory and History		3
701105	Arabic Language		3
602102	Introduction to 3D Design		3
Total			15
Semester 2			
Course No	Course Name	Prerequisites	C. H.
701102	English Language II	701101	3
602201	Principles of 2D Design	602102	3
103202	Scientific Research Methods		3
602103	Introduction to Aesthetics		3
	Elective College Requirement		3
Total			15

Second Year			
Semester 1			
Course No	Course Name	Prerequisites	C. H.
701103	English Language III	701102	3
603203	Design Psychology		3
102106	Entrepreneurship: Creativity and Innovation		3

602202	Principles of 3D Design	602102	3
603204	History of Interior Design		3
	Elective Specialization Requirement		3
Total			18
Semester 2			
Course No	Course Name	Prerequisites	C. H.
603205	Interior Design Technology	602202	3
603206	Interior Space Planning	603202	3
603207	Islamic Design & Architecture		3
603202	Computer Graphics	602202	3
603201	3D Illustrations	602102	3
	Elective Specialization Requirement		3
Total			18

MANAGEMENT INFORMATION SYSTEMS

BACHELORS DEGREE STUDY PLAN

COLLEGE COMPULSORY REQUIREMENTS (21 HRS)

#	Code	Course Name	Hrs	Prerequisite
1.	102106	Entrepreneurship: Creativity and Innovation	3	
2.	103202	Scientific Research Methods	3	
3.	701101	English Language I	3	
4.	701102	English Language II	3	(701101)
5.	701103	English Language III	3	(701102)
6.	701105	Arabic Language	3	
7.	701108	Arabic Islamic Civilization	3	

COLLEGE ELECTIVE REQUIREMENTS (3 HRS)

#	Code	Course Name	Hrs	Prerequisite
1.	701107	History of Oman	3	
2.	701109	Islamic Culture	3	
3.	701110	Environment & Society	3	
4.	701112	Omani Society	3	
5.	701113	Media Culture	3	
6.	701114	Islamic Economics	3	
7.	701117	Introduction to Psychology	3	
8.	701118	Introduction to Library Science	3	
9.	701120	Physical Education	3	
10.	701122	Human Rights Issues	3	

DEPARTMENT COMPULSORY REQUIREMENTS (24 HRS)

#	course	Course Name	Hrs	Courses
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1.	502101	Calculus I	3	
2.	503407	Multimedia Systems	3	
3.	502103	Discrete Mathematics	3	
4.	502105	Programming in a Selected Language	3	
5.	502202	Data Structures	3	(502105)
6.	502301	Object Oriented Programming	3	(502105)
7.	502302	Database Management Systems	3	(502301)
8.	503401	Operating Systems	3	(502105)

SPECIALIZATION COMPULSORY REQUIREMENTS (72 HRS)

#	course	Course Name	Hrs	Prerequisite
1.	102101	Principles of Management I	3	
2.	*102201	Principles of Statistics	3	
3.	202101	Principles of Accounting I	3	
4.	302201	Principles of Finance I	3	
5.	403201	Principles of Marketing I	3	(102101)
6.	403308	E-Commerce I	3	
7.	503204	Operation Research	3	(502202)
8.	503301	System Analysis and Design	3	(502302)
9.	503302	Building Systems Using 4GL	3	(502302)
10.	503404	Data Communications and Networks	3	(803202)
11.	503416	Internet Programming	3	
12.	802101	Introduction Management Information Systems	3	
13.	803201	Information Technology Management	3	(802101)
14.	803202	Managerial Data Communication and Internet	3	(403308)
15.	803203	Management System Development Programming	3	(802101)
16.	803301	Creative Technology Management	3	(102101)
17.	803302	Legal Sides in Information Management	3	(802101)
18.	803303	Software Project Management	3	
19.	803304	Production Information Systems	3	(503301)
20.	803401	Decision Support Systems	3	(802101)
21.	803402	Controlling and System Security	3	(503301)
22.	803403	Decision Making Theory	3	
23.	803404	Graduation Project	3	Approval of HoD
24.	803405	Development of Internet Applications	3	(803202)

SPECIALIZATION ELECTIVES REQUIREMENTS (6 HRS)

#	course	Course Name	Hrs	Prerequisite
1.	102103	Principles of Macro Economics	3	
2.	103205	Commercial Statistics	3	(*102201)
3.	103209	Human Resources Management	3	(102101)
4.	103303	Small Business Management	3	(102101)
5.	202102	Principles of Accounting II	3	(202101)
6.	303203	Mathematics of Finance	3	
7.	403204	Sales Management	3	(403201)
8.	403307	Banking Marketing	3	(403201)
9.	403309	E-Commerce II	3	(403308)

10.	502104	Probability	3	
11.	503206	Human Computer Interaction	3	
12.	803408	Management Database Systems	3	(503301)
13.	803406	Quality Assurance	3	(503301)
14.	803407	Financial Information Systems	3	(503301)

FREE REQUIREMENTS

The student can select and register any two courses which are not compulsory in his/her study plan.

BACHELOR'S DEGREE GUIDANCE PLAN

First Year			
Semester 1			
Course No	Course Name	Prerequisites	C. H.
701101	English Language I		3
502101	Calculus I		3
	Elective College Requirement		3
701105	Arabic Language		3
502105	Programming in a Selected Language		3
Total			15
Semester 2			
Course No	Course Name	Prerequisites	C. H.
701102	English Language II	701101	3
502301	Object-Oriented Programming	502105	3
103202	Scientific Research Methods		3
802101	Introduction to Management Information Systems		3
701108	Arabic Islamic Civilization		3
Total			15

Second Year			
Semester 1			
Course No	Course Name	Prerequisites	C. H.
502103	Discrete Mathematics		3
701103	English Language III	701102	3
403308	E-Commerce I		3
502202	Data Structures	502105	3
102101	Principles of Management I		3
202101	Principles of Accounting I		3
Total			18
Semester 2			
Course No	Course Name	Prerequisites	C. H.
502302	Database Management Systems	502301	3
503401	Operating Systems	502105	3
503416	Internet Programming		3
503204	Operation Research	502202	3
803202	Managerial Data Communication and Internet	403308	3
	Free Course		3

Total	18
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Third Year			
Semester 1			
Course No	Course Name	Prerequisites	C. H.
503407	Multimedia Systems		3
503301	System Analysis and Design	502302	3
503404	Data Communications & Networks	803202	3
803203	Management Systems Development Programming	802101	3
302201	Principles of Finance I		3
	Elective Specialization Requirement		3
Total			18
Semester 2			
Course No	Course Name	Prerequisite	C. H.
503302	Building Systems Using 4GL	502302	3
403201	Principles of Marketing I	102101	3
803201	Information Technology Management	802101	3
803302	Legal Sides in Information Management	802101	3
*102201	Principles of Statistics		3
	Elective Specialization Requirement		3
Total			18

Fourth Year			
Semester 1			
Course No	Course Name	Prerequisite	C. H.
803405	Development of Internet Applications	803202	3
803301	Creative Technology Management	102101	3
803304	Production Information Systems	503301	3
803402	Controlling and System Security	503301	3
102106	Entrepreneurship: Creativity and Innovation		3
Total			15
Semester 2			
Course No	Course Name	Prerequisites	C. H.
803303	Software Project Management		3
803401	Decision Support Systems	802101	3
803403	Decision Making Theory		3
803404	Graduation Project		3
	Free Course		3
Total			15

DIPLOMA DEGREE STUDY PLAN

COLLEGE COMPULSORY REQUIREMENTS

(15) CREDIT HOURS

#	Code	Course Title	CH	Pre requisites
1.	102106	Entrepreneurship: Creativity and Innovation	3	
2.	701101	English Language Skills (1)	3	
3.	701102	English Language Skills (2)	3	701101

4.	701103	English Language Skills (3)	3	701102
5.	701105	Arabic Language	3	

COLLEGE ELECTIVE REQUIREMENTS

(3) CREDIT HOURS

#	Code	Course Title	CH	Pre requisites
1.	701107	History of Oman	3	
2.	701108	Arabic Islamic Civilization	3	
3.	701109	Islamic Culture	3	
4.	701110	Environment and Society	3	
5.	701112	Omani Society	3	
6.	701113	Media Culture	3	
7.	701114	Islamic Economics	3	
8.	701117	Introduction to Psychology	3	
9.	701118	Introduction to Library Science	3	
10.	701120	Physical Education	3	
11.	701122	Human Rights Issues	3	

DEPARTMENT REQUIREMENTS COMPULSORY

(18) CREDIT HOURS

#	course	Course Name	Hrs	Prerequisite
1.	502101	Calculus I	3	
2.	502103	Discrete Mathematics	3	
3.	502105	Programming in a Selected Language	3	(501100)
4.	502301	Object Oriented Programming	3	(502105)
5.	502302	Database Management Systems	3	(502301)
6.	102302	Scientific Research Methods	3	

SPECIALIZATION COMPULSORY REQUIREMENTS (24 HRS)

#	course	Course Name	Hrs	Prerequisite
1.	102101	Principles of Management I	3	
2.	403308	E-Commerce I	3	(403207)
3.	503302	Building Systems Using 4GL	3	(502302)
4.	503401	Operating Systems	3	(502105)
5.	503416	Internet Programming	3	
6.	802101	Introduction Management Information Systems	3	
7.	803202	Managerial Data Communication and Internet	3	(403308)
8.	803203	Management System Development Programming	3	(802101)

SPECIALIZATION ELECTIVES REQUIREMENTS (6 HRS)

#	course	Course Name	Hrs	Prerequisite
1.	102102	Principles of Management II	3	(102101)
2.	102103	Principles of Macro Economics	3	
3.	102201	Principles of Statistics	3	
4.	103209	Human Resources Management	3	(102102)
5.	103303	Small Business Management	3	(102102)
6.	202101	Principles of Accounting I	3	
7.	303203	Mathematics of Finance	3	
8.	403201	Principles of Marketing I	3	

9.	502104	Probability	3	
10.	502202	Data Structures	3	(502105)
11.	503206	Human Computer Interaction	3	(503207)

FIELD TRAINING:

Diploma Students should take a field training of NOT less than **four (4) weeks (120 hours)** during study period. This is considered as a requirement for graduation

DIPLOMA DEGREE GUIDANCE PLAN

First Year			
Semester 1			
Course No	Course Name	Prerequisites	C. H.
701101	English Language I		3
502101	Calculus I		3
	Elective Specialization Requirement		3
701105	Arabic Language		3
502105	Programming in a Selected Language		3
Total			15
Semester 2			
Course No	Course Name	Prerequisites	C. H.
701102	English Language II	701101	3
502301	Object-Oriented Programming	502105	3
103202	Scientific Research Methods		3
802101	Introduction to Management Information Systems		3
502103	Discrete Mathematics		3
	Elective College Requirement		3
Total			18

Second Year			
Semester 1			
Course No	Course Name	Prerequisites	C. H.
701103	English Language III	701102	3
403308	E-Commerce I		3
803203	Management System Development Programming	802101	3
102101	Principles of Management I		3
102106	Entrepreneurship: Creativity and Innovation		3
502302	Database Management Systems	502301	3
Total			18
Semester 2			
Course No	Course Name	Prerequisites	C. H.
503401	Operating Systems	502105	3
503416	Internet Programming		3
503302	Building Systems Using 4GL	502302	3
803202	Managerial Data Communications and Internet	403308	3
	Elective Specialization Requirement		3

Total	15
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COURSE DESCRIPTION

102106	Entrepreneurship: Creativity and Innovation	(3 Credit Hours)
This course is an introductory course in entrepreneurship and innovation. The course aims at exposing undergraduate students of various academic backgrounds of business venturing and entrepreneurial activity. Students will apply themselves to developing their own business ideas and assessing them using knowledge and skills acquired during the course.		
102101	Principles of Management (1)	(3 Credit Hours)
This course is a conceptual one, which is designed mainly to provide the student with the introductory managerial concepts and knowledge, it focus on the three functions of management: planning, organizing and controlling, discuss the nature of managerial work, the evolution of management history, the organizational culture, the effect of external environment forces on the organization success and how managers make decisions.		
102103	Principles of Macroeconomics	(3 Credit Hours)
This course deals with introduction to the general principles of national income, employment and prices in closed and open economies. The role of government, money, inflation, international trade, economic growth and development.		
102201	Principles of Statistics	(3 Credit Hours)
This course deals with statistical techniques in all the functional areas of business including accounting, finance, marketing, production and personal management. Topic includes data collection, probability, sampling, and hypothesis testing and decision analysis.		
103202	Scientific Research Methods	(3 Credit Hours)
The course focuses on the analysis of business problems and the use of scientific research as a problem solving tool. This encompasses the understanding and application of appropriate research designs, research methods, research project execution, and research statistics, the use of the computer for data analysis, report writing, and presentation.		
102102	Principles of Management (2)	(3 Credit Hours)
This course is designed to complement and broaden the student's knowledge of the essential principles and concepts of management. The student will be given the opportunity to learn about the concept of strategic management, human resource management, organizational behavior, motivation and other related concepts. All of which will help the student to learn the skills required to be a good leader and manager.		
103204	Computer application in Business	(3 Credit Hours)
The course aims to prepare students to use microcomputers in business. It introduces students to Microsoft office, SPSS, quantitative analysis package, and other application software.		
103205	Commercial Statistics	(3 Credit Hours)
The statistical techniques introduced in this course are used in all the functional areas of business, accounting, finance, marketing, production and personal management. Topic include probability distribution, sampling, statistical estimation, hypothesis testing and decision analysis, Simple regression and correlations, time series and forecasting.		
103209	Human Resource Management	(3 Credit Hours)
This course is intended to introduce the human resource functions found in different types of organizations. The course emphasizes the basic human resource management activities and techniques used to manage the human resource in organizations which will influence organization competitiveness. This course focuses on strategic human resource management, planning, job		

analysis, recruiting, selection, development, developing careers, performance appraisal, and compensation.

103210 Quantitative Analysis (1) (3 Credit Hours)

The focus of this course is thorough examination of specialized techniques in areas such as linear programming both graphical and simplex method, sensitivity analysis of these methods, integer programming, and transportation problems. The course develops the application capabilities of students and strengthens their modeling experience of real world problems in the above-mentioned areas.

103211 Production Management (3 Credit Hours)

The student will learn the concepts and methods related to designing and managing operations and will gain the knowledge about the operation strategies and functions and how it relates to other business activities.

102104 Principles of Microeconomics (3 Credit Hours)

This course deals with introductory aspects where the general principles of pricing and resource allocation are discussed in the market type economies.

102202 Introduction to Public Management (3 Credit Hours)

A study concerned with the identification and understanding of the foundations and the general principles of the administration. It also concerns the interface between the nature of the administration and its application in practice and the analysis of its problems in the society ' in addition to the development of the needed skills for handling the different administrative situations.

103201 Commercial Law (3 Credit Hours)

This course focuses on development of commercial companies, types of companies, their general regulations, solidarity companies, limited liability companies, by actions, companies, mergers, Bankruptcy and compromise protecting there from.

103203 Organizational Behavior (3 Credit Hours)

This course deals with behavior in formal organization, organization structure, behavioral patterns, authority, motivation, conflict, organization climate interpersonal communication.

103206 Organizational Supervision (3 Credit Hours)

The organizational supervision course is concerned with giving students with an idea of the process of supervision, techniques, human relations in supervision, criteria of effective supervision and the technique of maintaining a effective organizational climate for employees.

103404 Strategic Management (3 Credit Hours)

Examination of the basic concepts of strategic management, and developing student skills related to the formulation, selection, implementation, evaluation and controlling of managerial strategies.

202101 Principles of Accounting 1 (3 Credit Hours)

This course provides the students basic concepts, the double-entry, accounting system, the accounting cycle, merchandising operations, business transactions and receivables as well as preparation of financial statements.

202102 Principles of Accounting 11 (3 Credit Hours)

This course covers the following: topics: inventories and cost of goods sold, accounting problems relating to long lived assets, short-term liabilities, payroll accounting, introduction to partnership accounting and Corporations accounting.

203201 Intermediate Accounting 1 (3 Credit Hours)

This course deals with introduction to financial accounting theory, measurements of the elements of financial statements, accounting for assets applications on the international accounting standards, short-term liabilities, stockholders equity, correction of errors, disclosures of changes in accounting methods,

revenue measurement and income determination, accounting for leases and pension, statement of sources and uses of fund, applications of the international accounting standards.

203202	Company Accounting	(3 Credit Hours)
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This course covers introduction to partnerships accounting and corporation accounting, forming partnerships and corporation, measuring profitability of partnership and corporations, accounting for liquidation, admission or withdrawal of partners, increasing and decreasing capital for partnership and corporations, accounting for bonds, instructions of issuing companies disclosure, accounting and auditing standards.

203203	Accounting for Govt. and non-profit making organizations	(3 Credit Hours)
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This course covers the following: Fund theory; government budget, the accounting systems, internal control, journal entries of governmental transactions, control on revenues and expenses; the final account.

203205	Accounting for Financial Institutions	(3 Credit Hours)
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The objective of this module is to provide the student with information related to banks and insurance companies and their Accounting system that provide information to the users of this sector.

203206	Cost Accounting (1)	(3 Credit Hours)
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This course covers the following: Introduction to cost accounting, cost behavior, cost-volume-profit analysis, cost classification, cost accumulation, job order costing, process costing, cost allocation, joint and by-products, income statement of manufacturing companies.

203207	Financial Statement Analysis	(3 Credit Hours)
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This course covers the methods used to analyse financial information which could reveal the financial strength or weakness on any firm, analysis of balance sheet, analysis of income statement, and analysis of statement of cash flows.

203208	Taxation Accounting	(3 Credit Hours)
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This course covers the following: Objectives of tax systems, efficiency and equity of taxes, tax structure in Oman, Omani income tax law, computing income tax for employees, individuals, partnerships and corporations with different activities evaluation of income tax law.

203210	Computer Application in Accounting	(3 Credit Hours)
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This course covers the following: Using computers in recording and classifying financial transactions, preparing the financial statements, and inventory control

203301	Specialized Financial Accounting	(3 Credit Hours)
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This course deals with special accounting treatment of various specialized organizations such as agricultural projects, hire-purchase and installments, consignments and divisions.

203302	Auditing (1)	(3 Credit Hours)
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This course deals with introduction to auditing, professional code of ethics, objectives and responsibilities of auditors, types of audit evidence and documentation, audit planning, estimating materiality and risk, study and evaluation of internal control system, auditing of sales and collection cycle, auditing report, international auditing standards.

203303	Intermediate accounting (2)	(3 Credit Hours)
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This course covers the following: characteristics of a partnership, formation at a partnership, division of profits and losses, changes of partnership capital, admission and retirement of partners, partnership financial statement, consolidation and liquidation.

203304	Advanced Accounting	(3 Credit Hours)
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This course covers the following:: advanced aspects in branches, mergers, re-organization liquidation, and consolidated financial statements, foreign currencies transactions.

203305	Cost Accounting (2)	(3 Credit Hours)
This course covers the following:: Standard cost accounting and deviation analysis, variable and absorption costing, cost behavior, regression analysis, cost estimation, advanced aspects of process costing, contract costing.		
203401	Managerial Accounting	(3 Credit Hours)
This course focuses on Introduction to management accounting, cost-volume-profit relationship for multi-product firms, short-term decisions, the comprehensive budget, capital budgeting, divisional performance measurement and transfer pricing.		
203402	Auditing (2)	(3 Credit Hours)
This course covers the following:: Tests of transactions, tests of balances, auditing samples, cases, international auditing guidelines		
203403	Accounting Information Systems	(3 Credit Hours)
This course covers the following:: Concepts related to analyzing, designing, using improving and controlling of effective accounting information systems, application to computers.		
203404	Accounting Theory	(3 Credit Hours)
This course covers the following:: The role of accounting theory, accounting conventions, accounting principles, statements of fund and cash flow, interpreting and comparing of financial reports, financial accounting for holding companies, current cost accounting, accounting for social responsibility		
203405	Graduation Project	(3 Credit Hours)
This course covers the following:: It is an internship program for students to get acquainted with the work life environment in applying the theoretical knowledge gained by them during the academic program in their specialized area.		
203406	International Accounting	(3 Credit Hours)
This course deals with the basic methodology for solving the problems of different cases of international projects engaged by international business organizations.		
203408	Oil and Mineral Accounting	(3 Credit Hours)
This course covers the following:: At the end of the term, the students will learn the concepts and methods related to oil and mineral accounting methods. This is a special accounting subject wherein the students will be able to gain the skills of the methods of accounting in the business organizations engaged in the field of Oil and Mineral resources.		
203209	Islamic Accounting	(3 Credit Hours)
This course covers the following:: Accounting measures in Islam, elements of expenditures and revenues, accounting for Islamic Banks, accounting for Zakat, accounting for inheritance.		
203407	Problems and Cases in Accounting	(3 Credit Hours)
This course covers the following:: 7Accounting tools for dealing with different types of problems and cases, including problems of sole Proprietorship, partnerships, corporations, co-operatives, agricultural projects, inflation accounting.		
302201	Principles of Finance (1)	(3 Credit Hours)
This course is designed to introduce students with finance. In this course student will come to know about financial analysis, risks & return concepts, the time values of money concept, and the valuation of stocks & bond.		
303202	Principles of Finance (2)	(3 Credit Hours)
This course is designed to introduce students with the principles through which finance is to be managed, it will cover the topic like short-term money market instruments and long-term financial instruments in addition to capital budgeting.		

303203	Mathematics in Finances	(3 Credit Hours)
This course deals with principles of financial mathematics which cover issues such as simple and compound interest rates, annuities, bond prices and returns, functions and relations; linear model and transcendental functions and their use in finance.		
303204	Introduction to Money and Banking	(3 Credit Hours)
The course focuses on structure and operation of domestic financial systems of developed and developing economic systems. Heavy emphasis is on the Oman financial setup, nature and functions of money, the banking system and other financial institutions.		
303205	Islamic Banking	(3 Credit Hours)
This course covers all aspects of Islamic banking, including the definitions of, interest rate the rate, of return. It follows the development of banking credit historically. Then the Islamic banks corrects and applications in introduced also, it explain all Islamic Banking Product & services.		
303206	Financial Institutions	(3 Credit Hours)
This course deals with concepts and target of financial institutions, analysis the sources and use of funds, working capital management, credit analysis policies in financial institutions.		
303207	Financial Analysis	(3 Credit Hours)
This course deals with tools of financial analysis, their limitations, and the employment of financial analysis in the decision making process of creditors and investors.		
303210	Computer Application in Finance	(3 Credit Hours)
The focal point of this course is the use of computers and other modern equipment in banks. It includes practical training on computers. This course focuses on analyzing data, interpreting the output from the Microsoft Excel and E-views, and explaining how to use this software. The course aims to prepare students to use microcomputers in business. It introduces students to Microsoft office, quantitative analysis package, and other application software.		
303210	Banking and Financial Laws and Regulations	(3 Credit Hours)
This course deals with legal aspects governing the operations of banks and financial institution in Oman.		
303301	Insurance Theory	(3 Credit Hours)
This course deals with study of individual life insurance, homeowners, in addition to the various types of health, life and fire insurance, and the applications of these various types of insurance policies.		
303302	Investment Management	(3 Credit Hours)
This course deals with investment values, construction and prerequisites of investment programs, measurement of risk and Return, Economic, Industry and Fundamental Security analysis, in addition to bond & stock valuations.		
303303	Introduction to International Finance	(3 Credit Hours)
This course deals with analysis of financial decisions made by multinational firms, including foreign exchange, risk management and export financing. This course examines the importance of foreign currency markets, dealing with it in international trade, exchange systems, forward, Arbitrage, and swaps operation.		
303304	Bank Management	(3 Credit Hours)
This course deals with investment values, construction and prerequisites of investment programs, measurement of risk and Return, Economic, Industry and Fundamental Security analysis, in addition to bond & stock valuations		
303305	Financial markets	(3 Credit Hours)
This course deals with foreign exchange market, the balance of payments, foreign trade and the national income, adjustment policies and the financial system. To enhance the students' awareness of financial markets, and to study their functions, forms, and the financial instruments they provide, the role of money		

and capital in the processes of change and development, flow of funds, institution and pricing in financial markets.

303306	Financial Management	(3 Credit Hours)
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This course deals with policies and practices required planning and controlling the sources and use of firm's funds, emphasis on formulation, implementation and modification of corporate financial policies, management of liquid assets, selection among alternative investment opportunities, funds acquisition, and dividend policies determination of the optimal debt-equity mix.

303401	International Banking Operations	(3 Credit Hours)
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This course deals with analysis of financial decisions made by multinational firms, including foreign exchange, risk management and export financing. This course examines the importance of foreign currency markets, dealing with it in international trade, exchange systems, forward, Arbitrage, and swaps operation

303402	Risk Management	(3 Credit Hours)
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It amplifies the students' comprehension of the various types of risk and their impact on investors. It also deals with risks associated with capital budgeting decisions, and the possible measures taken to minimize those risks

303403	Portfolio Management	(3 Credit Hours)
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This course deals with modern theories of portfolio management. Diversification of portfolios, and recent trends of portfolio investment

303404	Graduation Project	(3 Credit Hours)
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It is an internship program for students to get acquainted with the work life environment in applying the theoretical knowledge gained by them during the academic program in their specialized area.

303407	Credit Management	(3 Credit Hours)
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This course deals with tools of credit analysis, Foreign Trade Finance, Management of domestic currency flows, and collection policies.

303209	Personal Finance	(3 Credit Hours)
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This course will examine the importance of personal finance, the planning it requires, decisions concerning savings, investments, and buy-sell issues.

303405	Advanced Modern Investment Theory	(3 Credit Hours)
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This course focuses on financing entrepreneurial companies, especially start-up and early-stage ventures. Investing in such ventures is characterized by very high degrees of uncertainty and complex asymmetries of information between investors and the entrepreneur which can lead to misalignment of incentives and conflicts of interest.

303406	Banking Operations	(3 Credit Hours)
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This course focuses on providing practical training to the students on the various operations in banking and other financial institutions

303408	Special Topics in Finance	(3 Credit Hours)
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The aim of this course is to introduce students to new topics in Banking and Finance. It allows students to write and discuss specialized topics such as privatization, globalization, Marge's, new regulations and rules related to opening to the world economy and their financial effect.

403201	Principles of Marketing I	(3 Credit Hours)
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The course focuses on basic concepts in Marketing, examining the main elements of the marketing mix (product, place, price, and promotion), consumer behavior, market segmentation, strategic market planning, managing the marketing mix in a dynamic environment.

403202	Principle of Marketing 2	(3 Credit Hours)
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This course deals with advanced topics in marketing such as social and ethical responsibility in marketing, global marketing, marketing research, product management, in addition to marketing services.

403203	Service Marketing	(3 Credit Hours)
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This course deals with new concepts in major public and private service sector like banking, insurance, tourism, hospitals and high education services.

403204	Sales Management	(3 Credit Hours)
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This course deals with sales distribution and planning, organizing for sales, management of workers, the methods of selling, and analysis of seller performance.

403205	Product Management	(3 Credit Hours)
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This course deals with planning, forecasting and production of a product, marketing kinds of purchase, the role of stores and purchase mechanism practiced in organizations, management of procurement and analysis of order.

403206	Promotion Management	(3 Credit Hours)
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This course deals with promotion mix, sales promotion techniques, policies and procedures of opening new markets, development and expansion of the existing markets.

403207	Computer Applications in Marketing	(3 Credit Hours)
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The course aims to prepare students to use computers in business. It introduces students to Microsoft office, SPSS, quantitative analysis package, and other marketing application software.

403301	International Marketing	(3 Credit Hours)
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This course deals with the structure, organization, policies and procedures of international marketing. The effect of foreign competition on local market and the problems related to foreign markets penetration.

403302	Retailing	(3 Credit Hours)
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This course includes the nature, importance, strategic planning and types of retail trade, retail technology and the use of the franchise, marketing mix planning, and monitoring activities of retail.

403304	Distribution Channels	(3 Credit Hours)
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This course deals with the structure of distribution, retailing ,wholesaling, distribution center, development of appropriate marketing mix, organization and marketing of distribution the behavioral attitude of distribution channels (such as power, conflict and cooperation), assessment and control of the activities related to channels of distribution.

403305	Tourism Marketing	(3 Credit Hours)
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This course deals with the nature of tourism marketing and its importance at the national level, how to set up marketing plans to promote tourism, shedding light on the tourist dimensions and areas in Oman and ways of activating their role.

403307	Banking Marketing	(3 Credit Hours)
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The course focuses on application of marketing concepts and tools within the banking industry. Strategies and plans for bank marketing in a changing environment are emphasized.

403308	E- Commerce I	(3 Credit Hours)
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This course deals with main concept and the basic foundation of e-commerce , its importance in the activation of institutional performance, key areas of electronic commerce and its role in achieving competitive advantages in the present time, such as banking, insurance, tourism, hospitals, higher education etc. ...

403309	: E- Commerce II	(3 Credit Hours)
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This course deals with the main applications of electronic commerce in the private and public services such as banking, insurance, tourism, hospitals, higher education etc. It also addresses cases studies and the key pillars of electronic commerce.

403401	Consumer Behavior	(3 Credit Hours)
Emphasis on behavioral aspects of the buyer and the influence of various factors on consumer behavior(such as learning, perception, personality, self-concept, attitudes, personal factors, culture, family, reference groups, social class, life style...etc.) In addition, persuasive strategies are considered through effective communication programmes.		
403402	Marketing Management	(3 Credit Hours)
This course deals with analysis of marketing problems of organizations, emphasis on the role of marketing manager in developing and presenting goal-oriented strategies, use of behavioral science concepts understand buyers, study of marketing decision areas including advertising, personal selling, product planning, pricing, distribution and competitive strategies.		
403403	Marketing Research	(3 Credit Hours)
This course deals with the Scientific Research Methods in marketing and distribution, and the role of marketing information as a tool in decision-making.		
403405	Marketing Strategies	(3 Credit Hours)
This course includes an introduction to the marketing strategy and its relationship to the establishment strategy, the stages of developing a strategic plan for marketing and the development of alternative marketing strategy to achieve the goals and its implementation and following-up.		
403404	Graduation Project	(3 Credit Hours)
It is an internship program for students to get acquainted with the work life environment in applying the theoretical knowledge gained by them during the academic program in their specialized area.		
423406	Marketing Information Systems	(3 Credit Hours)
This course focuses on role of information systems in marketing activities, coordination between internal and external information of the marketing firm, marketing decision support system.		
403408	E- Marketing	(3 Credit Hours)
This course deals with main concepts of e- marketing and its foundations and its importance in the activation of the marketing activities especially marketing mix. It also includes theoretical frameworks and introduction to the basic concept of e-marketing		
403409	E- Marketing II	(3 Credit Hours)
This course deals with deepening the knowledge of electronic marketing by offering many case studies (pioneering companies using electronic marketing) and the leading role played by the electronic marketing in the success of these companies.		
403210	Industrial Marketing	(3 Credit Hours)
This course deals with principles of wholesale and industrial exchange, analysis of wholesale and industrial marketing institutions and the problems and issues related to strategic planning for goods directed to wholesale and business, industrial and governmental institutions.		
403306	Whole Trading	(3 Credit Hours)
This course deals with the nature and importance of the wholesale, functions, classification and types of wholesalers, types of agents and assisting institutions and the marketing mix in the wholesale.		
403411	Marketing Issues	(3 Credit Hours)
This course deals with selection of contemporary marketing problems in certain areas and enabling the students to solve them, using modern methods.		
403412	Marketing and Quality Assurance	(3 Credit Hours)
This course deals with study of quality management methods and the impact of quality on marketing operations.		
403413	Logistics Operating and Distribution	(3 Credit Hours)

This course deals with study of methods for efficient logistics operations and their impact on the operations of various marketing.

502105 Programming in a Selected Language (3 Credit Hours)

This course provides the students with the necessary knowledge to be able to design and write programmes using a selected language. It also, provides the students with the capability to analyse the problems and design suitable solutions. In practical side, the student should be capable to write programmes, implement them and get the results. The course includes basic principles on programming, input/output instructions, control instructions, arrays, functions and principles of object oriented design.

502101 Calculus I (3 Credit Hours)

This course was designed to provide the students with the knowledge necessary for computer science specialist in the field of mathematics. Upon completing this course the student should be familiar with the essential mathematics principles relevant to Computer Science.

This course provides the students with the capabilities to analyse different problems and provide the appropriate solutions using suitable approaches. The course covers the basic differentiation and integration part of calculus and applications of them such as Velocity, acceleration, mean value theorem and area under the curves.

502103 Discrete Mathematics (3 Credit Hours)

This course provides the students with the knowledge and information about the essential discrete mathematics and its application to computer science. It, also, gives the students the ability to analyse and solve problems related to discrete quantities.

502202 Data Structures (3 Credit Hours)

This course provides the students with the necessary knowledge in the field of data structures principles. It covers the following; Logical and Physical representation of data, algorithms, complexity and efficiency, data structure operations, dense lists, and matrix representations, linked lists and their different variations, string storage representation and manipulation, queues and stacks and their applications, tree structures and their different variations, graphs and networks, sorting techniques, searching techniques.

502301 Object Oriented Programming (3 Credit Hours)

This course covers the concepts of object-oriented way of thinking; it includes theoretical sessions and practical labs. It includes classes and methods, messages, instances and initialization, inheritance, static and dynamic binding, replacement and refinement, polymorphism, visibility and dependency, implementation issues, case studies and examples. The course is structured around one of the object-oriented languages: such as C++ and Java.

502302 Database Management Systems (3 Credit Hours)

This course aims to provide the students with the basic knowledge and principles of database management systems. It covers the following: Concepts, database architecture, relational algebra, the relational model and the normalization process, functional dependencies, database integrity and security, concurrent operations on databases, distributed database systems architecture, object-oriented database approach, and deductive databases.

503401 Operating Systems (3 Credit Hours)

This course provides the students with the principles of the operating systems. It covers the following: Operating system structure and services, processor scheduling, concurrent processes, synchronization techniques, Deadlocks, memory management, virtual memory, input/output, secondary storage management, and file systems

503407 Multimedia Systems (3 Credit Hours)

This course covers the following: Multimedia concepts and terminology, interactive multimedia technology, multimedia data types and formats (graphics, images, animation, audio, video, etc.), desktop publishing, hypermedia, presentation media, integrated multimedia authoring techniques, techniques for designing and producing multimedia applications, using multimedia authoring tools, industry standards, future directions in interactive multimedia technology.

502102	Calculus II	(3 Credit Hours)
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This course covers aims to provide the student with the knowledge of advance mathematic topics related to computer science and applications. The following material are covered in this course: Trigonometric functions, derivatives, velocities, tangent lines, rules of differentiation, rates, mean value theorem, local extremes, integrals, area under a curve, mean value theorem for integrals, indefinite integrals, derivations of inverse functions, general logarithms, exponential function, hyperbolic functions, method of integration.

502104	Probabilities	(3 Credit Hours)
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The course covers the basic principles of the theory of probability and its applications. Topics include combinatorial analysis used in computing probabilities, the axioms of probability, conditional probability and independence of events; discrete and continuous random variables; joint, marginal, and conditional densities, moment generating function; laws of large numbers; binomial, Poisson, gamma, univariate, and bivariate normal distributions.

502203	Algorithms Analysis and Design	(3 Credit Hours)
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This course covers the following topics: Complexity analysis of algorithms, design and analysis of computer algorithms such as; divide and conquer, greedy method, trees, graphs, NP-complete problems.

503200	Programming in Java Language	(3 Credit Hours)
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The course includes the following topics: Java Applications, Java Applets, Control Structures, Methods, Arrays, Object-Based Programming: Inheritance, Polymorphism, Strings and Characters, Exception Handling and Files and Streams.

503201	Assembly Language Programming	(3 Credit Hours)
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Topics include number systems and their rules for arithmetic; basic central processing unit (CPU) organization concepts such as registers, data paths, the arithmetic and logic unit (ALU), and the interface to random access memory (RAM); instruction formats, addressing modes and their uses with a variety of data structures; and parameter passing techniques including the use of a stack frame. The use of good programming methodologies to develop and document algorithms at the assembly language level is emphasized.

503202	Computation Theory	(3 Credit Hours)
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This course covers the following: Languages and their representation, grammars, finite automata; deterministic and non-deterministic. Regular languages, regular expressions. Context-Free languages, push down automata, computability and complexity

503203	Applications Software Packages	(3 Credit Hours)
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This course is designed for developers who are moving to Visual Basic with some understanding of basic programming concepts. Student will learn Visual Basic syntax, event-driven programming, and how to compile an application with the native code compiler. The students will learn the VBA language, handle run-time errors, debug, work with forms and controls, and add simple database support to their applications

503205	System Programming	(3 Credit Hours)
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This course covers the following: Design and implementation of systems programs, including text editors, file utilities, monitors, assemblers, relocating linking loaders, I/O handlers, schedulers, programming language definitions, design of interpreter programs

503207	Information Technology	(3 Credit Hours)
This course covers the following: Data processing technologies, I/O and storage technologies, multimedia technologies, emerging telecommunications and network technologies, IT applications (such as: electronic mail, electronic publishing, e-commerce, e-learning, e-government, money transfer and banking systems, robotics and factory control systems), selecting hardware and software criteria, the software and hardware market, societal and global issues of IT, future trends		
503209	File Structures	(3 Credit Hours)
This course covers the following: File concepts, basic file operations, physical file organization and compression techniques, sequential file structures, hashing and direct organization structures, indexed structures, list file structures (inverted, multi-key, etc.), tree structures (B trees, B+ trees...etc.), external sorting techniques, searching techniques		
503210	Digital Logic Design	(3 Credit Hours)
This course covers the following: Numbering Systems, conversion methods, binary and complement arithmetic, Boolean algebra, circuit minimization techniques, Combinational circuits: Adders, Decoders, Encoders, Code Converters, ROMs, PLAs, Sequential Circuits: flip-flops, counters, registers, synchronous sequential circuits		
503301	Systems Analysis and Design	(3 Credit Hours)
The course presents foundations for systems development-topics like system development tools, cost benefit analysis, prototyping, alternate system design strategies, designing human interface, rapid application development and CASE tools are presented, System development lifecycle, systems planning and selection, system analysis, system design, system implementation and operation		
503302	Building Systems Using 4GLs	(3 Credit Hours)
This course covers the following: High level languages vs. 4GLs, software Engineering life cycle, selecting a 4GL, applying features of 4GLs (including: data dictionary, nonprocedural language interactive query facilities, report generator, screen formatter, data analysis and modelling tools, macros, reusable code, backup and recovery, security and privacy safeguards, links to other DBMS, links to HL languages, records and file maintenance, etc.), system portability, application and program generators. Examples of 4GLs and application case studies		
503303	Prolog Language Programming	(3 Credit Hours)
This course covers the following: The use of functional and logic based approaches to artificial intelligence (AI) programming problems. The course will introduce the theory of functional and logic based approaches. Prolog programming languages will be explained		
503304	Artificial Intelligence	(3 Credit Hours)
This course covers the following: Overview of Artificial Intelligence (AI), knowledge representation, Prolog and other AI programming languages, symbolic logic, structured knowledge, search strategies, matching techniques, expert systems, natural language processing, pattern recognition and image processing		
513305	Computer Graphics	(3 Credit Hours)
This course covers the following: Introduction of Computer graphics and applications, graphic systems hardware components and software utilities, graphics primitives (point, lines, circles, ...etc), two dimensional graphics, three dimensional graphics, graphics arts and animations, graphics (Transformation and viewings) libraries such as open GL		
503402	Compilers' Design	(3 Credit Hours)
This course covers the Basic concepts, compiler components, lexical analysis, symbol tables handling, parsing techniques, error handling and recovery, syntax-directed translation, type checking, run time organization, intermediate code generation, code generation, code optimization		

503403	Computer Architecture	(3 Credit Hours)
This course covers the following: Instruction set architecture, processor performance and design; data path, control (hard wired, micro programmed). Memory organization with cache, virtual memory. Pipelines techniques, the architecture of RISC, and CISC machines, I/O channels and I/O processors, parallel processing		
503404	Data Communications and Networks	(3 Credit Hours)
This course covers the following: Design and evaluation of computer networks using current trends in hardware and software. Various types of computer buses, local area networks, and long haul networks are defined. Case studies of popular networks are presented. Layered network models are studied. The design and installation of a local area and/or long haul networks where a network operating system such as the latest windows version		
503405	Software Engineering	(3 Credit Hours)
This course covers the following: Concepts and terminology, the software development process, software planning and management, software requirements specifications, system modelling, software prototyping, quality specifications, program specifications, system and software design This course covers the following: approaches (function-oriented design, object-oriented design, distributed systems design), software engineering CASE tools		
503416	Internet Programming	(3 Credit Hours)
This course covers the following: Basic concepts of the internet and internet browsers, internet Applications (Operating System dependent vs. Operating System independent), Web page creation tools and languages, Basic HTML (Text, fonts, colours, images, lists, and tables), Advanced HTML (Frames, Forms), Scripting and Scripting Languages, Web pages and Web site Creation case studies		
503417	Data Security	(3 Credit Hours)
an introduction to computer information security and privacy. Topics to be covered include: the use of forensic tools, understanding how to go about gathering, handling, transporting, and using computer forensic evidence, image analysis, and email analysis, data acquisition and analysis, network and hard drive analysis, security, and protection. Course will also include procedures for identification, preservation, and extraction of electronic evidence, auditing and investigation of network and host system intrusions, analysis and documentation of information gathered, and preparation of expert testimonial evidence, forensic tools and resources for system administrators and information system security officers, ethics, law, policy, and standards concerning digital Evidence. It will also cover some details about some of the available hardware and software security and forensics tools for the different operating systems		
503418	Object Oriented Design and Analysis	(3 Credit Hours)
Object-oriented design concepts, features and problems of complex systems, evolution the object-oriented model, foundations and elements of the object-oriented model, classes and objects, relationships among classes, relationships among objects, interplay of classes and objects, approaches to identifying classes and objects, object-oriented design methodologies, methodology notation (elements of UML or any other selected notation, class and object diagrams, interaction diagrams, state transition diagrams, process and module diagrams, etc.), the object-oriented software development process (analysis, design and implementation), code reusability, management issues, applications and case studies, CASE tools		
502201	Microprocessors and Microcomputers	(3 Credit Hours)
This course covers the following items: The evolution of microprocessor systems, their characteristics and applications, machine instructions and addressing modes, microprogramming and assembly languages, pint functions, asynchronous data transfer, decoding, programming in DMA and PIC controllers, 16-bit and 32-bit families		

503204	Operation Research	(3 Credit Hours)
Introduction: (Evolution of OR models, methodology of OR in problem solving the role of quantitative analysis in decision making process), linear programming, transportation and assignment, forecasting models, project scheduling (PRT, CPM), inventory models, queuing models, computer applications		
503206	Human Computer Interaction	(3 Credit Hours)
This course covers the following: Concepts, human information processing (cognition, perception, movement, culture, communication, human diversity, motivation for computer interaction, human performance models, etc.), user interface design principles, information presentation, visual, auditory and tactile displays, speech communication, data entry, controls, tools and feedback, human factors in computer programming, workspace design, environmental and legal considerations		
503208	Simulation Techniques	(3 Credit Hours)
This course covers the following: Concepts of simulation, the use of simulation in information systems, simulation methodologies, elements of discrete simulation, gathering statistical observations in simulation, collection and analysis of results, simulation languages (with concentration on GPSS or SIMSCRIPT)		
503307	Functional Programming	(3 Credit Hours)
This course introduces the functional programming paradigm and the implementation technology for functional programming languages. It aims to develop a broad understanding of the benefits of the functional programming style, together with an understanding of implementation issues that are relevant not only to functional languages but also to other systems that require automatic dynamic memory management. understand the basics of the lambda calculus and combinatory and how they are used in the implementation of functional languages; understand the main features of a modern lazy functional language; write non-trivial functional programs; understand the computation, synchronization and memory management issues affecting the sequential and parallel implementation of lazy functional languages; read and understand the research and technical literature on functional programming		
503308	Programming Language Technique and Methodologies	(3 Credit Hours)
This course covers the following: Concepts, design and evaluation criteria, language components, syntax and semantics historical review, evolution of major imperative programming languages, language taxonomy, data types and objects, expressions and statements, subprograms, modules and packages, scope rules and visibility, passing parameters, activation records and call management, concurrent programming, exception handling, functional programming languages, logic programming, object-oriented programming		
503406	Information Retrieval Systems	(3 Credit Hours)
This course covers the following: Functional view of information retrieval, types of IRS, design issues of IRS (Keyword based retrieval, file structures, thesaurus construction, etc.), IR data structures and algorithms (lexical analysis, stemming, term weighting, associative indexing, Boolean operation, string searching and matching techniques, etc.) relevance feedback and query modification, applications and case studies		
503408	Expert Systems	(3 Credit Hours)
This course covers the following: concepts, the typical issues of knowledge representation (particularly representing human knowledge in a machine manipulatable form), reasoning and uncertainty, expert systems technology (knowledge acquisition, design and diagnosis), software tools and architecture (tools and environment for building expert systems). Case studies of available systems		
503410	Parallel Processing And Programming	(3 Credit Hours)
Concepts and foundation of parallel processing, parallel processing applications, computational models, parallel algorithms, parallel software characteristics and requirements (languages, compilers, and		

operating systems), parallel computer architecture, highly parallel computers, structured parallel programming, algorithmic skeletons, performance of parallel systems

503415 Natural Languages Processing (3 Credit Hours)

This course covers the following topics: Syntactic processing, semantic interpretation and strategies, context and world knowledge, response generation systems (question-answering systems, natural language generation), typical application issues (e.g. machine translation), Arabic applications

503419 Advanced Topics in Computer Science (3 Credit Hours)

Introducing a course on an advance topic related to computer science of the selection of the instructor and approval of the department

602101 Introduction to Drawing (3 Credit Hours)

Definition of drawings principles through drawing techniques through interior Design Fields. Students will develop drawing skills using pencil, ink, water colour and charcoal to master shading, contour, gesture, and perspective techniques. The class will consist of in class projects along with homework assignments that will supplement the in class work students will develop drawing skills using pencil, ink, and charcoal to master shading, contour, gesture, and perspective techniques.

602102 Introduction to (3D) Design (3 Credit Hours)

Definition of drawing principles through different types of perspective through one vanishing point & two vanishing points, isometric through using free hand drawing techniques in the field of interior design.

602103 Introduction to Aesthetics (3 Credit Hours)

Aesthetics is the branch of philosophy that studies art, specifically, matters of beauty and judgments of taste. Brief study of Aesthetics, through ages, arts and psychological theories, aesthetic values, art Criticism and classification.

602104 Material Sciences (3 Credit Hours)

Including raw Materials used in different architecture and interior design, from chemical, physical& Mechanical Side and recognizing the different methods of Production, understanding the role of designer in selecting the suitable raw materials for different field of Design, and how to select and use them in architecture and interior design.

602105 Design: History and Theory (3 Credit Hours)

Including definition for the concept of Design through different historical stages, and the most important recent and old theories starting with handicrafts then industrial revolution, Art Nouveau, Art Deco, Bauhaus school, up to the most recent Scientific and technological Developments in this field.

602106 Colour Theory and Applications I (3 Credit Hours)

Understanding the colour meaning and its historical, Social & physiology indication and the study of the colour properties and its physical, chemical components through Practical use of colour in different design. Study of the colour wheel and additive and subtractive principles of colour theory as they apply to the visual design process. Emphasis placed on colour mixing, colour relationships, visual impact as well as psychological and symbolic uses of colour.

602201 Principles of (2D) Design (3 Credit Hours)

Enhancing student's performance in the field of using elements and relations of 2-Dimensional design and its various functional application in the fields of interiors, industrial, graphic, textile design and photography. And aims to indicate the role of these designs to meet the needs of various rights.

602202 Principles of (3D) Design (3 Credit Hours)

Development of the Student performance in the field of geometric & free hand Perspective to in order know the various aesthetic relationships in the field of interiors, industrial, Graphic Design, Textile&

photography and aim to describe these relations and its effect to upon human being the basic standard for these designs.

602204 Quantity Calculations (3 Credit Hours)

Includes definitions and concepts of quantity calculations and its role in identifying different production systems used in factories and companies. Role of the designer in these systems and defining the various costs for the products so as to benefits from its practical aspects in factories and companies.

602205 Design Methodology (3 Credit Hours)

Defining the evaluation of the concept of self-criticism and objectivity in applying the design criteria and design solutions and the study of traditional design methodologies based upon drawings only. And the new methodologies that reviled in the British & American Conferences through out of the full study for realistic and virtual example which reveals the new methodological dimensions and the effect of the subsidiary systems such as Ergonomics, Mathematics, computer and others on enhancing the methods and increase its abilities.

603201 3D Illustration (3 Credit Hours)

The study of the mass and the space and their aesthetic values and their relations with the space and the production mass and its use according to the perspective and geometric rules. Preparing block model of the components of building; Preparing a 3D model of an apartment including; space distribution, staircase and landscape, Exterior & Interior model of building

603202 Computer Graphics (3 Credit Hours)

Defining the designing throughout computer, and using it in an effective way by Designers & artist using Adobe Creative Suite & Google's Sketchup programs in the production methods in 2D & 3D Design and in various Multimedia rendering and the methods of Colour Treatments.

603203 Design Psychology (3 Credit Hours)

Definition of the Contemporary psychology schools, including Behaviourism and gestalt, and psychotherapy with an emphasis on theories of cognition, communication and the psychology of visual perception, and psychological reactions and their implications on different design products such as graphics, interior, industrial, textile and photographic products.

603204 History of interior Design (3 Credit Hours)

Enhance the student's historical knowledge of interior design through examining interior architect developments throughout history. Students will familiarize themselves with sources and concepts used in interior design history and theory; enhance their critical thinking and writing skills within the field of interior design

603205 Technology of Interior Design (3 Credit Hours)

The definition of the interior cladding materials through its resources or its installation or treatments and giving the students' knowledge about the methods of modelling, used in wall, floor and false ceilings, including internal furnishing and fittings. In addition to this, emphasize would be placed on Graphic communications.

603206 Interior Space planning (3 Credit Hours)

To study the basic interior space in terms of space distribution in the houses and apartments Determining owner's needs, number of rooms, sleeping area, dining area, halls, utilities, doors and windows locations, styles, and sizes, etc. Distribution of furniture, and hall ways and in term of identifying the linkage between gap requirements, aesthetics and functionality.

603207 Islamic Design & Architecture (3 Credit Hours)

Definition of design concept of Islamic Architecture in applied arts, to detect the themes & aesthetics values through Islamic patterns

603208	Ergonomics	(3 Credit Hours)
Identification of design as a technological foundation that emphasis on the Ideal relationship between Human and environment, as human beings are the basic unit in the design process. This course covers the organs of the human Assembly from the synthetic point of view to identify the freedom of movement and make use of it in the work of various designs. Emphasis is placed on health and safety.		
603209	Arabic Calligraphy	(3 Credit Hours)
Submission of a brief study about the creation and evolution of the types Arabic calligraphy, the most famous calligrapher, it's also aim to identify the rules of these calligraphy and basic tools for its implementation.		
603301	Lighting	(3 Credit Hours)
Study of natural lighting in different situations associated with the daily movement of the sun in one hand, and the change of the season between winter and summer, on the other hand, with a view to take advantage of the spaces and sizes that fit with the above variables. It aims to conduct practical studies to detect the effect of colour, surface and material texture and their natural light reflections and comparing them with the industrial lighting, and electrical light sources.		
603302	Residential Interior Design	(3 Credit Hours)
It contains a study of the various spaces in the houses and apartments through projections processing, distribution of furniture, and ceiling, lighting and internal and external sections. This is also done through making necessary illustrations and making a model of the project by choosing appropriate measures and scale 1/10 to 1/100.		
603303	Commercial Interior Design	(3 Credit Hours)
Student will complete a non-residential interior design project from client conference to final Presentation. A project from this class is frequently in compliance with design completion. Professional Presentation techniques, codes, symbols, energy conversation and problem solving are presented, with an emphasis on design creativity.		
603304	Environmental Design	(3 Credit Hours)
The aim of the course is to introduce the students to the principles of landscape design. This course would then enable the students to successfully design landscape in relationship to interior spaces and exterior spaces, and the effect of the environment on the design and materials to be used.		
603305	Workshop I	(3 Credit Hours)
The aim of the course is to introduce the machines and equipment required for manufacturing and production process in terms of functions, capacity and capabilities by conducting productivity exercises and using them in the development of designs and drawings for each productive work.		
603306	Colour Theory and Applications II	(3 Credit Hours)
This course extends the topics and concepts introduced in colour theory I and would aid the students in creating success full Colour schemes for their projects by understanding the application of colours. The physical and psychological effects of Colour are explored. Skill building in the application of Colour, light and related design principles to the man-made environment is emphasized.		
603307	Material Technology	(3 Credit Hours)
The aim of this course is to enhance the student's knowledge about the materials that can be possibly used in the different fields of interior design. Students are introduced to appropriate use of textiles, Decorative accessories and surface materials such as Glass wood, metal and natural stone in interior design.		
603308	Drawing & Painting: Techniques & Materials	(3 Credit Hours)

An introduction to basic techniques of representative drawing using pencil and colours, sketches, still life, 3D design in class and interior spaces on Field trips. Emphasis is placed on student abilities to produce representational drawings with in short time frame.

603309 Special Topics in Interior Design (3 Credit Hours)

The aim of the course is to enable the students to develop in research, analysis and criticism capability in the interior design field. Special projects based on current issues in the field of interior design and architecture are required both in class and home work.

603310 Creative study (3 Credit Hours)

The submission of the study reflects the interest of student concepts and contemporary issues in the area of specialization, focusing on the most important intellectual foundation that defines its directions and style of art in Design.

603311 History of Photography (3 Credit Hours)

The study of historical evolution of photography since the invention of the camera since nineteen centuries through the artistic movement in the accompanying plastic and highlighted photographer until present time.

603312 Computer as a Design Tool (3 Credit Hours)

Use of computer- aided Design (CAD) Specifically two-dimensional and three-Dimensional drafting using AutoCAD software for designing residential and commercial interiors.

603401 Seminar in Design Methodology (3 Credit Hours)

This Course will explore the origin of ideas and the design process through problem solving. Sketching alternatives, applied research and appropriate media for design communication will be stressed. It will be based on a research, development and presentation of a programming proposal for a large-scale interior design project

603402 Workshop II (3 Credit Hours)

Includes the development of the student abilities in manufacturing process of wood, plastic and metal products to be acquainted with the materials, devices and equipment used carpentry and black smiting workshops and plastic through a training process with in these workshops.

603403 Special Topics in Photography (3 Credit Hours)

Students learn the basics of digital photography, includes studying the distribution of artistic lighting and aesthetically and the identification of photographic equipment in addition to study the microscopic structure of picture and the relationship of photography.

603404 Field Studies in Interior Design (3 Credit Hours)

It includes an analytical and critical study of key local designs in different design fields. It also offers a discussion of various design aspects and examines the ways of local and global achievement & creativity in this field.

603405 Advanced Studies in Interior Design (3 Credit Hours)

Advance study of the draft contains integrated and realistic aspects of the functional, aesthetic and technical drawing of the general location, distribution of furniture, available of empty buildings and is done through students to submit detailed proposal studies, the graduation projects and the approaches taken, and the information sources approved it, and then discuss these proposals for final approval.

603406 Graduation Project (3 Credit Hours)

This course covers the design process of the final graduation project for interior design students from the conceptual sketches to the final presentation. It includes the implementation of the graduation project that the student prepared previously in the framework of the standards and rules that he\she has taken in

previous courses. In this course, the students prepare plans and theoretical studies, and then present it in a way that shows its dimensions and aspects for assessment.

603407	Special Topics in Graphics Design	(3 Credit Hours)
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This course provides the student an opportunity to explore in-depth a specialization in the graphic design, architecture and interior design industry. Topics may include identity design and guidelines, branding and packaging design, publication design, environmental design, information architecture, and signage and front-store design. Other topics address critical thinking in graphic design and may include such issues as design and social responsibility.

603408	Special Topics in Textiles	(3 Credit Hours)
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Studying the different types of textiles and accessories (classifications and finishes) also selecting and designing of specific furnishing of interior space to behave as a unity through studying the scientific relations between parts by using principles of design to serve both of function and beauty.

603409	Advanced Studies in Photography	(3 Credit Hours)
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Provision of advance study in photography (Beyond the basics) includes lenses, various equipment, methods of Photography, modern printing and acidification. Student work on providing full comprehensive and detailed study of a photography major project.

603410	Technology of Textile Design	(3 Credit Hours)
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The most important types of textiles and the materials that control their quality. This is done through advanced laboratory experiments to measure capability, durability, quality and technical characteristics of different types of yarn. It also covers the study of the types of hand and mechanical looms and processing methods on the basis of sophisticated and creative technical specifications.

603411	Special Topics in Industrial Design	(3 Credit Hours)
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Modern industrial design and advance stages of production for a number of industrial products, appliances and electrical equipment by using computer techniques and the implementation of miniature model of the proposed designs very high Accuracy to assist students in developing the ability to face special problems in the area of specialization.

603412	Seminar in Aesthetics	(3 Credit Hours)
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A comprehensive study of a number of topics of aesthetics and famous philosophers, and their most important theories to know the relationship between aesthetics, culture and other human concepts. It also covers the study of the aspects of industrial aesthetics through assigning the students to prepare a thorough research on the above-mentioned areas.

701101	English Language I	(3 Credit Hours)
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This course will have more stress on language skills, especially from a business point of view. The course aims at a consolidation of language skills at the intermediate level as continuation of foundation studies. Each skill will be taught in more extensive manner to enable the students to use the language as a source of communication more accurately. Stress will be on teaching the basic grammatical structure as well that are important for the use and application of basic skills. Extensive reading exercises and group discussions will be held to enable the students to learn new vocabulary and then practice and apply it more effectively. Along with that guided and individual writing exercises will be done at the end of each module. The course will cover all the areas of language skills. It will support them for the future English studies and equip them to use their language skills without fail

701102	English Language II	(3 Credit Hours)
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This course is a continuation of language skills learnt at the intermediate level. The course will have extensive writing and reading components and will take students to upper intermediate level of language competency. It equally stresses functional grammar and comprehensive coverage of vocabulary related to

marketing, finance and human resources. As part of the course, students are required to acquire skills in report writing, negotiating, emails and presentations. The course also features a lot of speaking activities tailor made to suit the business environment in the modern day context. The course also functions as a preparation for advanced level of English, as language is taught in a very comprehensive manner.

701103	English Language III	(3 Credit Hours)
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This course is the final polishing and shaping of the student's language at the advanced level of English learning. This course will enlighten the student's abilities of using proper language skills. It's a combination of stimulating content with comprehensive grammar, vocabulary and skill work.

This course will give students an experience of learning the language as a whole, not through separated skills. The clear explanation and extensive practice exercises revise and expand student's knowledge of grammar. Man of today needs high frequency and useful vocabulary that is practiced in this course by special focus on phrases and language "chunks". Competence in speaking skills is more focused as compared to other skills. So, the target of the course is to enable the students to speak and understand English completely and also to adjust themselves in any kind of working environment, in or out of their country.

701105	Arabic Language	(3 Credit Hours)
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The course covers grammar, reading and writing practice as well as an insight into the culture of the region. Students will learn the basics of the language and be able to build up enough knowledge to read and write at a basic level. Given the subtle differences between eastern and western cultures, it is beneficial to the students to be aware of such differences which are embedded in the language.

701108	Arabic Islamic Civilization	(3 Credit Hours)
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This course is designed as an introduction to Islamic civilization and thought and requires no prior knowledge of Islam or Middle Eastern History. It will focus on the political, social and religious institutions that shaped Islamic civilization as well as on the intellectual and scholarly traditions which characterized the Muslim world from the foundation of Islam onwards. Beginning with the geographical, cultural and historical context of the rise of Islam, the life of the Prophet, the Qur'an, it will extend through modernity and beyond, with a special emphasis on texts.

701107	History of Oman	(3 Credit Hours)
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This course deals with the history of Oman history in the Islamic and modern periods. In the first period, it addresses the entry of Islam to Oman and Oman's political and cultural conditions during the Amawi and Abbasi periods. It also discusses the emergence of the Ibadhi Imamate and its stand against the ambitions regional powers during the same period until the sixteenth century AD /the tenth century AH. The second period focuses on the history of Oman in the modern era, starting from the establishment of the State Eliearbi and the struggle against foreign powers and the establishment of the State of Al-Said and its internal and external policies as well as the role of Oman in the human civilization during the periods in question.

701109	Islamic Culture	(3 Credit Hours)
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This course aims to establish the concept of Islamic culture and its position among the other international cultures, its position in the Muslim life, its sources, its bases and its characteristics. It also the fields of Islamic culture in faith, worship, relations, morals, knowledge, the clash between cultures in addition to Globalization, Human Rights, Woman Rights, Democracy and other contemporary issues.

701110	Environment & Society	(3 Credit Hours)
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Society and the Environment is an examination of the interactions between people and the environment. The course examines the concepts, actors, and processes of environment and society, an assessment of

environmental and political philosophies, models for action, social movements, and the problems and prospects of creating sustainable societies. Each semester selected case studies will be examined.

701112 Omani Society (3 Credit Hours)

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

701113 Media Culture (3 Credit Hours)

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

701114 Islamic Economics (3 Credit Hours)

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

701117 Introduction to Psychology (3 Credit Hours)

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

701118 Introduction to Library Science (3 Credit Hours)

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

701120 Physical Education (3 Credit Hours)

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

701122 Human Rights Issues (3 Credit Hours)

This course offers philosophical, legal, and political perspectives on human rights. After a short historical introduction to international human rights, it surveys international human rights treaties, courts, and institutions. Next, it turns to topics in human rights theory, covering some contemporary philosophical

theories of human rights. The final section explores some human rights problems and controversies such as economic and social rights, group rights, and cultural relativism.

802101	Introduction to Management Information Systems	(3 Credit Hours)
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An introduction to the field of MIS, Integrating of management, information, and system theory and concepts into a unified framework. MIS development, design, implementation and evaluation strategies.

803202	Managerial Data Communication and Internet	(3 Credit Hours)
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Fundamental models, components, and terminology related to data communications are presented. Understanding of data communications technologies and how they help organizations to be more effective, efficient and competitive. A survey of the technologies and applications of telecommunication systems with emphasis on LANs, Internets and intranets.

803201	Information Technology Management	(3 Credit Hours)
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Effective use of information technology has become critical to the success of many organizations. This applies to industries as varied as retail banking, airlines, and package delivery, as well as to different business functions such as production, logistics, financial management, and marketing. This is reflected by statistics indicating that one out of every two dollars spent on equipment in the private sector is targeted at information technology. The course is designed to familiarize the students with issues, problems, and opportunities that executives face today when planning, acquiring, and managing information technology (IT).

803203	Management System Development Programming	(3 Credit Hours)
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Interface of management requirements with programming tasks, functional specifications, data design, system design, system testing and implementation.

80330	Creative Technology Management	(3 Credit Hours)
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Competitive, economic, and political factors that influence technology innovation in public and private organizations. Topics include management of research and development, project selection, resource allocation, technology planning and management of development projects, quality, manufacturing and intellectual property rights.

803202	Legal Sides in Information Management	(3 Credit Hours)
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This course examines human, ethical and legal issues resulting from the current technological revolution, and stresses the role of ethics in effective leadership. Students will receive a foundation in ethical principles, and will be challenged to assess their own principles by evaluating the human, ethical and legal considerations of various business scenarios. The course covers the difficulties inherent in legislation on the use of information and technology.

803303	Software Project Management	(3 Credit Hours)
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Presents the technical, managerial, and organizational concepts and tactics associated with managing software development and/or acquisition projects.

803304	Production Information System	(3 Credit Hours)
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Basic understanding of how the production function has applied the computer in both the physical systems of the organization and its conceptual system. Analyze production control systems such as MRP and JIT, monitoring the production function practically by means of networked data collection terminals. How systems like CAD, CAM, CUM, and others help to optimize the production process. More application systems such Inventory control computerized systems.

803401	Decision Support System	(3 Credit Hours)
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Probability and Bayesian statistics as well as artificial intelligence concepts including intelligent systems, case-based reasoning, expert systems, rule-based systems, machine learning methods, data mining, and neural networks.

803402	Controlling and System Security	(3 Credit Hours)
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What can go (and has gone) wrong with information systems: computer crimes and security risks. Topics include protecting information and computerized systems from fraud, damage, and error as well analyzing business information systems to detect problems and weaknesses.

803403	Decision Making Theory	(3 Credit Hours)
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Introduction to Decision making, Managerial decision making topic such as Management Information Systems in Decision making which includes Planning, Acquisition, and Controls. Issues, problems, and opportunities that executives face today when planning, acquiring and managing decision making.

803404	Graduation Project	(3 Credit Hours)
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Projects for a client-business firm or other organization. Students work with their clients, perform an analysis, provide design alternatives, evaluate alternatives, develop and demonstrate a working model of a part of the system, prepare a recommendation and make a formal presentation to the client.

803405	Development of Internet Applications	(3 Credit Hours)
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This course covers the development of projects for a client-business firm or other organization. Students work with their clients, perform an analysis, provide design alternatives, evaluate alternatives, develop and demonstrate a working model of a part of the system, prepare a recommendation and make a formal presentation to the client.

803406	Quality Assurance	(3 Credit Hours)
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This course studies the operational aspect of quality improvement in organizations today. A substantial amount of time will be spent in developing a thorough understanding of statistical process control. We will also consider the broader issues of Total Quality Management and look at the difficulties in implementing quality efforts in organizations.

803407	Financial Information Systems	(3 Credit Hours)
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This course is a fundamental of financial systems. Types of computer applications related to the financial aspects of accounting data. Topic includes contribution of internal auditors, external auditors, and marketing researchers to the computerized financial systems, long-range forecasting and its position in the MIS framework, tasks of financial information systems in terms of money flow, design and analysis of the financial annual reports.

803408	Management Database Systems	(3 Credit Hours)
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This course provides the management with a computer software application that interacts with the user, and the database itself to capture, analyze and monitor the organisation's functionalities.

REGULATIONS ON STUDENT DISCIPLINE

INSTRUCTIONS' TITLE AND BASIC DEFINITIONS

INSTRUCTIONS' TITLE

These instructions shall be called Regulations for Disciplinary Actions against Students in the Oman College of Management & Technology.

BASIC DEFINITIONS

The following terms shall have the definitions assigned next to them in these instructions unless the paragraph requires otherwise.

Terms	Definitions
The College	The Oman College of Management & Technology
The Dean	The Dean of Oman College of Management & Technology
The Committee	The Disciplinary Committee or any other The disciplinary committee
The Guardian	The legal guardian for the student
The Sponsoring Party	An institution or a party that pays for the student's tuitions

These instructions shall apply to all students registered in the College.

TYPES OF VIOLATIONS AND PENALTY

TYPES OF VIOLATIONS

The following acts shall be considered violations that make the student subject disciplinary actions set forth in these instructions:

- A. Deliberately being absent from attending classes and other activities that the regulations require or any act of instigation of the same.
- B. Cheating/attempting to cheat during tests and exams or breaching their regulations.
- C. Any act committed by the student in the College that is considered to be degrading, immoral, of misconduct or any act that harm the reputation of the College or its staff. This paragraph shall apply to the mentioned acts if they are committed outside the College in an event or an activity that the College participate in.
- D. Establishing or participating in any organization inside the College without getting a prior approval from the concerned authority in the College or participate in any group work in a way that violates the organizational rules in the College.
- E. Using the College's facilities and building for purposes other than what they are made for or without getting a prior approval.
- F. Distributing publications, issuing newspapers in the College, collecting signatures or donations without getting an approval from the concerned authorities in the College or abusing the use of such approval for conducting the said activities.

- G. Violating the rules or not attending the lectures held in the College.
- H. Any insult or abuse that the student throws at a faculty member, any staff in the College or another student.
- I. Damaging the movable or immovable assets of the College deliberately or by negligence.
- J. Violate the applicable laws, rules, instructions and decisions in the College.
- K. Forging official documents or using forged documents for academic purposes.

PENALTIES

The following shall be the penalties that may be imposed on the students:

- A. Cautioning
- B. Dismissing the student from the classroom
- C. Depriving the student from attending some of the lectures of the course that he has violated the regulation or disallowing him from attending all the lectures.
- D. Depriving the use of the College's facilities for a specific period.
- E. First warning
- F. Second Warning
- G. Final Warning
- H. Cancelling a course or more in the semester that a violation that has occurred in.
- I. Temporary suspension from the College for one semester or more.
- J. Dismissal from the College
- K. Postponing awarding the academic certificate to the student.
- L. Cancelling the decision to award the certificate if it is established there is a case of forgery or fraud in the procedures of getting such certificate.

Two or more penalties set forth in these instructions may be combined.

If the student is caught cheating during the test or exams, the following penalties may be applied together or separately:

- A. He shall be considered to have failed in the course after he has signed the declaration that he cheated. If he refuses to sign, the phrase (refused to sign) shall be written and the supervising teacher shall sign in such declaration.
- B. Any penalties set forth in paragraphs (E-F) of article (5) herein.

The kind of disciplinary action taken shall be recorded in the student's file and may be reported to the student's Guardian or the Sponsoring Party if any.

DISCIPLINARY COMMITTEE

THE FORMATION OF THE COMMITTEE

The College's Committee shall be formed at the beginning of each academic year for one year. It shall be made of three members of the faculty in the College with a representative from the Student Council to investigate violations committed by the students in the College's facilities (teaching halls, labs, workshops, training areas and offices). These violations shall also include the violations committed by the students during scientific activities that the College hold. The Dean shall refer these violations to the Committee for investigation and imposing the appropriate penalties.

If the allocated period expires for any investigation committee, it shall continue to exercise its authority until the formation of a new replacing committee.

THE COMMITTEE'S DECISIONS

All disciplinary committee decisions shall be final, except for penalties set forth in paragraphs (I), (J), (K) and (L) of article (5) of these instructions. The students may appeal against the decision to the College Council within fifteen days from the date of notification of the decision. The College Council may endorse, amend or cancel the penalty.

THE AUTHORITY FOR IMPOSING PENALTIES

The jurisdictions to impose disciplinary penalties on students are defined as follows:

- A. A faculty member or who teaches the course may impose the penalties set forth in the paragraphs (A) and (B) of article (5) herein provided that it shall not result in denying access to the test or exam.
- B. The Dean may assign any penalties set forth in paragraphs from (A) to (G) of article (5) herein.
- C. The College Council may assign any penalty set forth in article (5).
- D. If any of the parties provided for in paragraphs (A,B,C) of article (12) finds that the violation requires a penalty heavier than what it is assigned to, it shall refer the same to the higher authority.

The Dean may undertake all responsibilities related to imposing penalties set forth in these instructions in cases of disturbances or violations of the public order in the College resulting in non-attendance in the College or resulting in a threat for the same, which requires quick resolution. The Dean shall notify the Council of the decision that he has issued in such case.

A student may not be punished for a single violation by more than one disciplinary authority.

Imposing any penalty stipulated herein shall not exempt the student from paying for any damage he causes. The College shall be entitled to claim for these damages.

Unawareness of regulations, instructions and decisions applicable in the College shall not exempt students from the liabilities.

The Dean may issue executive and procedural decisions that he deems necessary for the application of these instructions.

REGULATIONS FOR STUDENT GRIEVANCE AND APPEAL

INSTRUCTION'S TITLE AND BASIC DEFINITIONS

INSTRUCTIONS' TITLE

These instructions shall be called (Instructions for Student Grievance System in Oman College of Management & Technology

BASIC DEFINITIONS

The following words and terms shall have the definitions assigned next to them in these instructions unless the context requires otherwise.

The College:	Oman College of Management & Technology
The Council:	the College Council
The Dean:	The College's Dean
The Head of the Department:	The head of the concerned academic department

AIMS OF THE REGULATIONS

The College aims from these instructions at regulating the process of receiving and documenting students' complaints in a transparent way that makes sure that the students receive a reply to their inquiries and a solution for their complaints.

SCOPE

The provisions of these regulations shall apply to regular students registered in various academic departments including the foundation department.

INSTRUCTIONS FOR FILING A COMPLAINT

PROCEDURES FOR FILING A COMPLAINT

If a student wants to make a complaint and submit a specific grievance to get appropriate answers for his inquiries, he must adhere to the following procedures:

- A. He shall write the complaint in the approved form that is available in Department of Students Affairs. It shall be made in three copies and each complaint shall have a special number assigned.
- B. The student shall receive the receipt found at the end of form to facilitate reference to the complaint.

- C. The Department of Student Affairs shall send the complaint to the concerned departments and shall follow up to get the appropriate response for the student.
- D. The student shall receive a reply to his complaint from the Department of Student Affairs and shall sign to confirm his receipt of the reply within two days except under special circumstances where it requires to be submitted before the Department/College Council.
- E. The student may not refer to other departments regarding the complaint in order to establish points of contact.

GENERAL INSTRUCTIONS

RESUBMITTING COMPLAINTS

If the student is not satisfied with the reply that he or she receives, he or she may resubmit it through Department of Students Affairs to the Dean of the College to resolve it or refer it to the council for considerations. He or she may meet the Dean or the Head of Department to address the issue with coordination with the Department of Students Affairs.

CONFIDENTIALITY

All Complaints shall be treated in the strictest manner of confidentiality so that the complainant shall not be subject to any bias that may harm his/her interests.

COMPLAINTS OF SPECIAL NATURE

Complaints of special nature that the supervisor deal with and follow to get answers without documenting that in writing and shall be excluded from the above instructions.

AUTHORITY RESPONSIBLE FOR EXECUTING THE INSTRUCTIONS

The Dean and the Head of the Students' Affairs Department shall be responsible for executing these instructions.

REGULATIONS FOR STUDENT TRIPS

INSTRUCTIONS' TITLE AND BASIC DEFINITIONS

THE TITLE

These instructions shall be called Regulations for Student Trips at Oman College of Management & Technology.

BASIC DEFINITIONS

The following terms shall have the definitions assigned next to them in these instructions unless the context requires otherwise.

Terms	Definitions
The College	Oman College of Management & Technology
The Dean	The Dean of Oman College of Management & Technology

The Council
The Supervisor

The College's Council
The individual who is in charge of the trip and who has been appointed by the Dean or the Department of Students Affairs

TYPES AND OBJECTIVES OF THE TRIPS

THE OBJECTIVES:

The College aims to regulate Student Trips for fulfilling the following objectives:

- A. Introducing students to the historical and civilisation landmarks in Oman, Arab and foreign countries.
- B. Strengthening the established relationships between students, faculty members and staff.
- C. Developing students' interest in travelling.
- D. Providing an opportunity to meet with students from Arab and foreign universities.
- E. Allowing high-achieving students in extra-curricular activities to represent their College in courses, cultural, sports and arts festivals and gatherings organized inside and outside the country.

TYPES OF TRIPS

A. Public Trips

Trips organized by the College to visit archaeological sites and tourist attraction sites to witness civilizational, cultural and economic landmarks inside and outside the Sultanate of Oman.

B. Special Trips

Trips organized by the College for those who are engaged in cultural, arts and sports public services activities to fulfil the objectives of these activities.

C. Student Exchange Program

Student trips that are organized based on agreements between the College and academic and educational institutions inside and outside Oman.

D. Scientific Trips

Trips that fulfil special purposes inside and outside Oman. Students that meet certain criteria can participate in these trips.

TRIPS ORGANIZATION AND SUPERVISION

ORGANIZING TRIPS

Student Trips are organized through the Department of Students Affairs as per the following terms and conditions:

- A. The Department of Students Affairs shall announce for the public and special trips for all concerned students before enough time from the date of the trip as per the annual program made by the Department of Students Affairs.
- B. The trip announcement shall include all the necessary information about the trip.
- C. The participating students will be selected as per the regulation set forth by the Department of Students Affairs for each trip.
- D. Applications shall be submitted as per the following schedule:
 - 1. At least one week before the trip date for one-day internal trips.
 - 2. At least two weeks before the trip date for internal trips that is for more than one day.
 - 3. At least four weeks before the trip date for external trips in Arab countries.

4. At least eight weeks before the trip date for external trips in foreign countries.
- E. The following information must be fulfilled:
 1. The type of the trip, its level and duration.
 2. The estimated cost for the trip and the participation fees.
 3. The number of participating students in the trip.
 4. The signatures from the trip supervisor and the officer in charge.
- F. The necessary information along with the list of the participating students with their IDs as well as money receipts for transportation shall be submitted to the concerned officer in the Department of Students Affairs 3 days prior to the trip.
- G. After approval from the Dean, The Department of Students' Affairs shall send this list to the trip supervisor in order to abide by it and to arrange the appropriate means of transportation.

TRIP SUPERVISION

The trip supervisor must be from the faculty or the administrative staff of the College.

APPOINTING SUPERVISORS

Appointing supervisors shall be according to the following:

- A. One supervisor at least for every (25) students for one-day internal trips.
- B. One supervisor at least for every (20) students for internal trips that are for more than a day.
- C. One general supervisor for the trip and a supervisor for every (25) students in external trips.
- D. Appointing supervisors for internal and external trips shall be in coordination with the concerned student affairs officer and by the consent of the Dean.

THE RESPONSIBILITIES OF THE TRIP SUPERVISOR

Supervisors for internal and external trips shall be responsible for the following matter.

- A. Make trip pre arrangements and supervise its financial and administrative matters.
- B. Set the general program, issue instructions for the trip and supervise the execution of such instructions.
- C. Accompany the students at all times.
- D. Provide the necessary reports to the Dean once the trip is concluded.

FINANCIAL MATTERS

THE COLLEGE'S CONTRIBUTION

The College shall spend no more than (20%) of the accommodation and travel expenses for public trips organized by Department of Students Affairs and shall bear all travel and accommodation expenses for scientific trips.

The financial matters regarding the students' contributions in special trips shall be specified by a decision from the Dean with the coordination of the Head of Students Affairs Department.

COSTS FOR EXCHANGE VISIT PROGRAMS

- A. Students selected for exchange visit programs will benefit from the agreements made between the College and other parties.
- B. In a case that the College bears any cost in the student exchange visit program, each student shall bear no less than (50%) of the cost that he bears.

The College's contribution shall be restricted to cover the expenses for the students and the supervisor from the faculty or the administrative staff who are participating in the trip.

The Dean shall determine student participation fees and the following matters shall be taken into consideration when determining the participation fees:

- A. The College's contribution towards the expenses for the trip.
- B. The internal and external travel expenses, accommodation costs and fees for visiting tourist sites, theatres and other places listed in the general program for the trip.
- C. Facilities provided by the concerned authority in the country to which the trip is organized.

The available funds in any student activities shall be transferred to the activity budget in order to be spent on activities.

Supervisors for internal and external trips shall get travel allowances as per the regulations applicable in the College.

GENERAL PROVISIONS

Student trips are an indispensable part of the university life and everything that is prohibited and banned inside the College shall be prohibited and banned during student trips.

Those participating in Student Trips shall completely follow the written or oral instructions made by the trip supervisor. Any violation committed by the student during the trip shall be punished as per the applicable disciplinary regulations in the College.

Students participating in internal and external trips for more than one day shall submit a proof of approval from their guardian to participate in the trips.

No trip shall be organized except under these instructions.

The Dean and the Head of Students Affairs Department shall be responsible for the implementation of these instructions.

ACADEMIC ADVISING

Academic advising is an opportunity to exchange information prepared to assist students to attain their educational and career goals. Advising system is a shared responsibility between advisor and advisee. Ultimately, it is the responsibility of the student to make academic decision plan to achieve that educational goal through providing effective and efficient academic advising system. A faculty member (academic advisors) is assigned to guide students regarding the completion of graduation requirements and following up with him/her until graduation. The advisee is an equal partner in advising process. The advisee is ultimately responsible for his/her educational choices and appropriate decision considering academic interests and goals.

The academic advisors can communicate and advice their advisees by using the following college IT facilities:

- a. College System
- b. College Email
- c. College Edugate Portal

GUIDELINES FOR ACADEMIC ADVISORS

- a. Advisors must encourage students to take initiative and make them aware about their presence in college. They must ensure that their advisees know them respectfully and can easily avail the opportunity to meet them during assigned office hours
- b. Advisors must make sure that their office hour's schedule is on display by the starting of the semester and is easily accessible.
- c. Advisors must make them familiar with college programs, study plans and student handbook.
- d. Advisors must make themselves familiar with student GPA system, its calculation and also how to bring improvement in the GPA.
- e. The advisors must make themselves familiar with allocation of free and alternative courses and under which circumstances they can be allocated to advisees.
- f. Advisors must explore the possibilities and potential among their advisees and must encourage them to discuss their extra/co-curricular activities with them. They must play a parental role in helping students, guiding them, motivating them, coordinating with them and protecting them.

REGULATIONS FOR STUDENT DORMITORIES

REGULATIONS TITLE AND BASIC DEFINITIONS

TITLE

These regulations shall be called Regulations for Student Dormitory in Oman College of Management & Technology.

BASIC DEFINITIONS

The following terms, wherever they appear in these regulations, shall have the following meanings assigned to them hereunder unless otherwise indicated by context:

College	Oman College of Management & Technology
The Council	The College's Council
The Dean	The College's Dean
The Assistant	The Assistant Dean Administrative and Financial Affairs
The Dormitory Officer	The administrative staff in charge of the dormitory and supervisor
The Dormitory supervisor	The male/female supervisor for the dormitory
The Doctor	The College's Doctor

ACCOMMODATION ACCEPTANCE AND FEES

REQUIREMENTS FOR ACCOMMODATION ACCEPTANCE

The following conditions apply for acceptance into the hostel. The student should;

- A. be registered in one course or more in the College.
- B. be medically fit and free from contagious diseases by virtue of doctor's certificate.
- C. have the Guardian's signature that he/she shall adhere to dormitory regulations and instructions as per the form made for that purpose.
- D. agree to the fee structure determined by the College and the accommodation related security deposits in due date as per the applicable payment arrangement.
- E. be of good conduct.

FEES AND SECURITY DEPOSITS

The Council shall determine the accommodation fees and security deposits before the start of the academic year.

Students shall pay accommodation fees and Security deposits for the academic semester at the beginning of the semester.

The summer semester shall be calculated as a half semester for the purpose of accommodation fees.

The accommodation fees shall not be refunded if the student leaves the dormitory during the semester for any reason other than sickness and he or she cannot stay in the dormitory as per an approved medical report from a doctor. In such cases, the duration of the student's stay shall be deducted from the accommodation fees.

Security Deposit fees shall be refunded to the student at the time of leaving the accommodation after deducting the cost of damages, if any.

FOLLOWING THE INSTRUCTIONS

PUNISHMENTS FOR VIOLATING THE INSTRUCTIONS

In case of student violation of the provisions of these regulations and the instructions thereof, the punishments set forth in disciplinary regulations for on-campus students shall apply.

INSTRUCTIONS VIOLATION COMMITTEE

The Dean shall establish a permanent committee under the presidency of the Assistant Dean and the membership of the Head of Students' Affairs in the College and the Dormitory officer to deal with violations to these instructions.

Students who violate these instructions shall face actions of varying degrees depending on the scale and the type of violation. The action will be determined by the committee that handles the issue. The actions are:

- a. Verbal cautioning
- b. Written cautioning
- c. Three warnings (first, second, final)
- d. Paying no less than the double value of the item(s) damaged by the student.
- e. Dismissal from the dormitory.

Two actions or more may be combined.

The Assistant Dean for Administrative and Financial Affairs shall sign on the above actions.

These instructions shall be binding on the student once he or she signs on the accommodation contract. Pleading ignorance to these instructions shall not be valid.

STAYING AT THE ACCOMMODATION

ACCOMMODATION TIMINGS

- A. The dormitory shall be available before a week from the beginning of the academic year.
- B. Students shall vacate rooms no later than three days after the end of the study and exam for each semester.
- C. Students may remain in the dormitory during official leaves and short vacations that do not exceed two weeks without any extra fees.

GRADUATES

Graduates may stay in the dormitory for two days free-of-charge after graduation in coordination with the Assistant Dean after making a written request to the Assistant Dean provided that they pay if they exceed the period of stay.

GENERAL PROVISIONS

When staying in dormitory, the following matters must be followed:

RETAINING THE DORMITORY

- a. Each student shall be responsible for using various equipments in the building in a sound manner as per the instructions made for that purpose.
- b. The furniture in the student's room is considered as given to her custody. The student shall retain it and shall not move it outside the room.
- c. Using nails on the room's walls or corridors to hang picture, paintings or anything else is prohibited. Adhesive materials that leave no mark on the wall may be used for that purpose.
- d. Changing door's lock shall not be permissible without an approval from the dormitory officer.

ELECTRICAL DEVICES

Students may not use electronic devices in the room like TV, big refrigerator, microwave, PC etc. without permission from the Assistant Dean.

REPORTING OF DAMAGES

In case of noticing any damage or defects in the room or other facilities, students should immediately report in writing to the dormitory supervisor in a record made for that purpose.

HYGIENE

- Each student shall be responsible for cleaning and arranging the room. They shall maintain the public hygiene of the building in general. However, there are workers who clean the corridors and sanitary facilities daily.
- Each student shall be responsible for cleaning personal clothes in the washing machines as per the applicable rules in the dormitory management. However, the management shall be responsible for cleaning and ironing bed sheets and pillow bags.

FOOD AND USE OF KITCHEN

- Food shall be kept in the cupboards designated in the dormitory's kitchen and may not be kept in the wardrobes.
- Each student shall be responsible for leaving kitchenware and other gadgets clean after use.
- Electricity, water and gas should be used moderately.

HEALTH, SAFETY AND STUDENT'S PERSONAL BELONGINGS

- a. Students may not bring alcohol, drugs or any kind of harmful medicine.
- b. Students may not use any fire-conductive devices or combustible materials. Therefore, the use of electrical heating stove, kerosene, gas oil and gas shall be prohibited inside the room or in the dormitory's corridors and halls.
- c. Sick students should see the doctor. In medical emergency situations, the supervisor shall be notified to take the necessary actions.
- d. Keeping pets is prohibited in the building.
- e. Students shall be responsible for their personal belongings. The College and the dormitory management shall not be responsible for the loss of any of them. Therefore, theft claims shall not be investigated unless there is evidence that warrants an enquiry.
- f. At the end of each semester and when leaving the accommodation, students shall take all their personal belongings and the dormitory management shall not be held accountable for the loss of any of them.
- g. The dormitory management shall keep an additional key for each room for safety and security purposes.

MAINTAINING PEACE, SILENCE AND ORDER

- a. Refraining from causing any form of disturbance to others (high noise, recorder, radio or TV)
- b. Maintaining complete peace and silence from 10 pm until 8 am.
- c. The complete peace and quiet periods shall be maintained from 8 pm to 8am during exams.
- d. Good clothing should be maintained and walking outside the room in night clothes shall be completely banned.
- e. Each student shall stay in their designated room and they shall remain in their room during the inspection time given by the dormitory supervisor.
- f. Changing or switching rooms shall not be allowed without the approval of the dormitory management.
- g. To celebrate personal or other occasions inside the dormitory, permission must be taken from the dormitory supervisor. In any case, the celebration is preferably made during holidays and as per the applicable rules.

LEAVING AND RETURNING TO THE DORMITORY

- a. Returning to dormitory shall be as per the timings determined every semester.
- b. The name must be recorded in the daily check-out record when leaving the dormitory.
- c. Staying out overnight shall be permitted on weekends and public holidays with the people named in the declaration approved by the student's guardian by filling out the requisite overnight stay form with the dormitory supervisor.

- d. Staying out overnight shall not be permitted during weekdays unless it is an emergency and after taking a prior permission from the student's guardian by fax and getting the approval of the Head of Students' Affairs Department.
- e. Students may participate in college trips as per the College trips regulations. However, Evenings out and tours in Oman shall be under the supervision of the Department of Student Affairs.

HUMANISTIC RELATIONS AND PUBLIC CONDUCT

- a. Students should contribute to building a positive humanistic relationship based on care and respect to colleagues and supervisors working the dormitory.
- b. Students should use refined language and proper conduct when dealing with the parties mentioned in the previous article.
- c. Students should refrain from committing any act that violates the fundamental values of the society or harming their reputations and/or those of their colleagues and the university and its staff.
- d. Students shall refrain from distributing leaflets or collecting signatures or donations without getting a prior consent to carry out such activities.

RECEIVING GUESTS

- a. Students should receive their guardians and visitors in the reception hall designated for that purpose in each dormitory. Names shall be registered in the record made for that purpose. They may not take them to the rooms or floors or let them stay in.
- b. Guests from outside the dormitory may not stay in after the visiting hours.

STUDENT COUNCIL INSTRUCTIONS

The college follows the unified regulations of the students' councils in higher education institutes, issued on 14th October, 2014.

REGULATIONS FOR OCMT ALUMNI

TITLE OF THE INSTRUCTIONS AND BASIC DEFINITIONS

TITLE OF THE INSTRUCTIONS

These instructions shall be called Regulations for Alumni Association at the Oman College of Management & Technology.

BASIC DEFINITIONS

The following words and terms shall have the definitions assigned next to them in these instructions unless the context requires otherwise.

Association	Alumni Association at Oman College of Management & Technology (hereinafter "OCMT Alumni Association")
Chairperson	Chairperson of OCMT Alumni Association
Vice Chairperson	Vice Chairperson for OCMT Alumni Association who substitutes the Chairperson in his/her absence and enjoys all powers given to the Chairperson as per the regulation.

Member	person who fulfils the membership requirement in this regulation.
The General Board	The registered members in the OCMT Alumni Association as per this regulation
The Administrative Board	The administrative board as per this regulation
Committee	Any Committee formed by the administrative board to execute certain tasks
Secretary	A member of the Administrative Board who prepares for OCMT Alumni Association's meetings, records the minutes of meetings and the administrative board's resolutions and handles any commitments or tasks given by the Administrative Boards.

BOARD MEMBERSHIP AND FORMATION

THE GENERAL AND THE ADMINISTRATIVE BOARDS

- A. The General Board shall appoint from its members a temporary administrative board for a maximum of six months from date of approving the registration.
- B. The temporary administrative board shall invite the General Board to hold an election for a permanent administrative board as per this regulation before the end of the period mentioned in paragraph (A) of this article.
- C. The temporary administrative board is by default members of the General Board.

ESTABLISHING THE ASSOCIATION

- A. An Association called OCMT Alumni Association shall be established as per the provisions of law. It shall have an its own personality and shall have the right to sue and do any work permissible to do so by the law
- B. The HQ for OCMT Alumni Association shall be in the premises of the College.
- C. The Association may establish its own place outside the College as per the conditions agreed upon by the College.

THE OBJECTIVES

- A. The Association shall work to realize the following objectives:
 1. Boosting cultural and social development among the graduates.
 2. Exchanging academic ideas, achievements and lectures between the OCMT graduates and graduates from other reputed colleges and universities.
 3. Enhancing and strengthening the ties between the graduates and the colleges.
 4. Assisting in finding opportunities for higher studies for graduates.
 5. Providing job opportunities for graduates inside and outside Oman
- B. The Association shall not aim to generate income.
- C. The Association shall not have political, regional, sectarian or tribal goals.

ACHIEVING THE ASSOCIATION'S OBJECTIVES

The Association shall exercise its activities to realize its objective according to the following:

- A. Open the doors to all members to actively participate in setting the Association plans and activities.
- B. Hold workshops for graduates in job market.
- C. Contact corporations and companies inside and outside Oman to provide job opportunities for graduates.
- D. Launch a website to market the graduates and introduce their qualifications.
- E. Invite students to participate in various activities conducted by the college.
- F. Hold seminars, lectures and workshops in the areas of concern to the graduates.
- G. Hold festivals during national, social and university events and strengthen the humanitarian ties by organizing trips and visits inside and outside the Sultanate.
- H. Publish a bulletin in the name of the Association concerning its activities and highlighting the interests and the concerns of graduates, manpower affairs and advancement in science and knowledge.

MEMBERSHIP REQUIREMENTS

- A. Anyone who may be admitted as a member in the General Board shall fulfil the following:
 - 1. A graduate from the College in any academic degree conferred by the College.
 - 2. Not convicted in felonies or misdemeanour concerning honour or public ethics.
- B. A member in the temporary administrative board shall not be less than (20) years old.

ASSOCIATION MEMBERSHIP

- A. Affiliation request to the Association shall be submitted in the form made by the Administrative Board. It may approve or reject the application.
- B. Applicants whose applications have been rejected may apply again. If their applications are rejected again, they are entitled to request that their applications be reviewed by the General Board.
- C. After approving the affiliation application by the Administrative Board, the member shall get a membership card after paying the affiliation fees determined in the regulation.

HONORARY MEMBERSHIP

- A. The Administrative Board may confer honorary membership to individuals who provide exceptional services to the Board.
- B. The Administrative Board may accept supporting members who fulfil the membership requirements for the period it may deem fit.
- C. Honorary and supporting members shall not be entitled to nominate themselves in the Administrative Board or vote in the elections.

FORFEITURE OF MEMBERSHIP AND RE-AFFILIATION

- A. Any Association member may lose his membership under the following conditions:
 - 1. A written resignation submitted to the Administrative Board.
 - 2. If he loses any requirement that qualifies him to be a member in the Association by virtue of this regulation.

3. If he fails to pay for his financial obligations after three months from their due dates provided that he was notified in writing in a recorded book or he signed on the receipt notification.
 4. Death
- B. Dismissal: the Administrative Board may dismiss any member by the overwhelming public or private voting under the following conditions:
1. The explicit violation of any membership requirement.
 2. Harming the reputation of the Association and the provision of this regulation.
 3. Committing any act that may bring material, moral or financial harm to the Association
- C. Reactivation of membership: a member who lost his membership in the Association due to resignation or non-payment of financial obligations may submit a new application to the Administrative Board which may approve the reactivation of membership provided that he pays the due payment of his subscription for the deactivated period.

RIGHTS AND OBLIGATIONS OF THE MEMBERS

- A. Members' rights: Each member of the Association shall be entitled to the following:
1. To give or withhold one vote.
 2. To be a nominee or a candidate.
 3. To utilize the Association's facilities and benefit from the facilities and aids it provide to the Association's members.
- B. Obligations: a member shall be obliged to the following:
1. To adhere to the Association's objectives and strive to realize them.
 2. To abide by the resolutions, directives and instructions issued by the Administrative Board.
 3. To pay all his financial obligations in the date specified in this regulation.
 4. To notify the Administrative Board of his address and the changes thereto.

THE GENERAL BOARD

MEMBERS OF THE GENERAL BOARD

The General Board shall include of all members who fulfil the membership requirement.

THE BOARD'S MEETINGS

- A. The General Board shall hold a general assembly once a year by an invitation from the Administrative Board. Members shall be notified in writing of the date and avenue of the meeting prior fifteen days at least. The agenda shall be attached thereto.
- B. The general assembly shall be considered valid if attended by the overwhelming majority of the General Board's members. Should there be a lack of quorum in the first meeting, The General Board shall request holding another meeting after fifteen days from the date of the first meeting. The quorum shall be considered valid regardless of the number of the attendees provided that it shall not be less than the number of the Administrative Board of the Association.

- C. The General Board may hold one extra-ordinary meeting or more during the year by an invitation from the Administrative Board or by the request of the one third of the General Board members. The invitation to the members shall include in writing the matters that the General Board would discuss in the extra-ordinary meeting. If there is a request to hold the meeting based on the request from one third of total number of the General Board's members, the Administrative Board shall convoke this meeting within a month from the request submission date.
- D. The Administrative Board shall prepare a list of the members entitled to attend the General Board's meeting.
- E. No member may participate in a meeting organized by the General Board and vote in its resolutions unless he pays all financial obligations before seven days from the meeting date.
- F. The meeting of the General Board shall be headed by the Chairperson or the Vice Chairperson.
- G. The General Board shall take decisions by consensus or the overwhelming majority of the attending members depending on the importance of the subject of the resolution.
- H. The concerned authority shall be notified in writing of the date and the avenue of the general assembly before fifteen days at least from the meeting date. The agenda shall be attached thereto.

THE GENERAL BOARD'S RESPONSIBILITIES:

The General Board shall undertake the following responsibilities and tasks in the ordinary general assembly:

- A. Discussing the annual activity report of the Association submitted by the Administrative Board regarding activities conducted during the ended year and setting the general policy for the Association.
- B. Reviewing the report from the legal account auditor, discussing the financial report and endorsing the final account for the current ended year.
- C. Approving the budget draft for the next year.
- D. Nominating the Administrative Board
- E. Discussing any matter decided by the Administrative Board to include in the invitation to the meeting.
- F. Discussing the issues suggested by the members of the General Board and submitted in writing to the Administrative Board before a week at least from the meeting date.

VOTING ON RESOLUTIONS

Voting on resolution drafts shall be by the show of hands. Members may choose for a lot provided that voting on the resolution must be by secret ballot.

THE ADMINISTRATIVE BOARD

The Administrative Board for the Association is the executive board and it shall be for two years.

MEMBERS OF THE ADMINISTRATIVE BOARD

The Administrative Board shall be made of seven members including the Chairperson. They shall be nominated from the General Board.

NOMINATIONS REQUIREMENTS FOR THE ADMINISTRATIVE BOARD

Whoever nominates himself to be a member of the Administrative Board shall:

- A. Be an active member in the General Board.
- B. Has completed at least one year from getting the full membership.
- C. Has paid all financial obligations at least one week from the General Board's meeting.

NOMINATION OF THE ADMINISTRATIVE BOARD'S MEMBERS.

- A. The election for Administrative Board's members shall be made by virtue of the election cards provided that these cards are stamped by Alumni stamp and signed by the Head of the Election Supervisory Committee.
- B. The election cards shall be given to the members entitled to elect as per the list of members' names. The Election Supervisory Committee shall confirm the identity of the voter.
- C. A special box shall be allocated to put the election card in. The voting shall be in public and shall be organized the Election Supervisory Committee.
- D. In case of equal votes for the candidates, the winner shall be chosen by lot from the Board or re-election or by mutual consent.

THE ADMINISTRATION OF THE ADMINISTRATIVE BOARD:

- A. The Administrative Board shall consist of the Chairperson, the Vice Chairperson, the secretary, the cashier and three members.
- B. The Administrative Board shall nominate the Chairperson, the Vice-Chairperson, the cashier, the secretary from its members in its first meeting in an open or closed-door session.

THE ADMINISTRATIVE BOARD'S MEETINGS

- A. The Chairperson or his deputy –(in the absence of Chairperson) –shall head the meetings of the Administrative Board. The decisions shall be made unanimously or by simple majority.
- B. The Administrative Board shall hold an ordinary meeting once every two weeks. The Chairperson may call for an Administrative board meeting when necessary.
- C. The membership of the Administrative Board member shall be deactivated if he misses three consecutive or non-consecutive meetings without reason acceptable to the administration.
- D. In case of resignation or loss of membership of any Administrative Board member, whoever comes after in the number of votes for which the administrative board has been nominated shall replace him. If there was no backup and the number was over two, an additional election shall be organized.

- E. The Administrative Board shall be considered to have resigned if half of its members have resigned in order to nominate a new administrative board within a maximum of two months and a minimum of two weeks provided being informed of the resignation and the meeting by the members as per the Bylaw.
- F. In case of resignation of the Administrative Board, the College shall form a temporary committee headed by its representative and the membership of two members from the General Board. Its task shall be to manage the Association until the nomination of the Administrative Board.

RESPONSIBILITIES OF THE ADMINISTRATIVE BOARD

The obligations of the Administrative Board shall be as the following:

A. The Chairperson:

The Chairperson is the head of the Association, the head of the Administrative Board and the legal representative of the Association. He represents the Association before public corporations and association that he is invited to. He may delegate anyone from the Administrative Board. He heads the Administrative Board meeting and instruct the secretary to call for the general assembly. He and the cashier are jointly liable for all practices that harm the Board when there is a violation of the provisions of the law.

B. The Vice Chairperson:

The Vice Chairperson shall act in the behalf of the Chairperson when he is absent and shall carry out all his obligation during his leave. He shall supervise any task instructed by the Chairperson and the Administrative Board.

C. The Secretary:

1. Shall maintain the Board's documents, records and stamps.
2. Shall prepare minutes of meetings for the Administrative Board and the General Board.
3. Shall be responsible for the Board's inventory.
4. Shall call for the General Assembly and Administrative Board's meetings as per the Chairperson's instruction.

D. The Cashier:

1. Shall maintain financial records, accounts, cash receipts and payment vouchers and shall jointly with the Chairperson sign on payment vouchers.
2. Shall prepare financial reports submitted to the General and Administrative Boards.
3. Shall collect participation and membership fees from the members and the Association's earnings.
4. Shall collect donations approved by the Administrative Board.
5. Shall carry out any other task commissioned by the Administrative Board.

BREAKDOWN OF THE ADMINISTRATIVE BOARD'S ELECTION

In case of a breakdown of the Administrative Board's Election due to negligence or lapse of the supervisory board, the Chairperson may appoint a temporary administrative board for two months. Its role shall be preparing for the General Board's meeting and organizing the election.

FINANCIAL MATTERS

THE FINANCIAL YEAR

The Financial year for the Association shall commence on the first day of January and shall end on the last day of December of the same year.

FINANCIAL RESOURCES FOR THE ASSOCIATION

The financial resources of the Association shall be from the following sources:

- A. The annual membership and participation fees
- B. Donations and contributions given to the Association provided that they shall not be conditional.
- C. Revenues from activities.
- D. Any other revenue that is not in conflict with the provisions of law.

FEES

- A. Membership fees for each member shall be five Omani rials.
- B. The annual participation fees for each member shall be twelve Omani rials paid monthly or annually.
- C. The participation and membership fees may be amended by the consent of the majority of the General Board.

MONEY DEPOSIT AND DISBURSEMENT

- A. The Association's money is deposited in a registered bank determined by the Administrative Board and shall notify the College of the same.
- B. The cashier shall not keep in the Association treasury more than 100 OMR as imprest cash to be used during emergency.
- C. No money shall be withdrawn unless signed jointly on a check by the Chairperson or the Vice Chairperson and the Cashier.

REPORTS ON THE ACCOUNTS

The Cashier shall submit a monthly report on the accounts to the Administrative Board and shall be accountable before the Administrative Board for the financial matters within the scope of his responsibilities.

ACCOUNT AUDITING

The Administrative Board shall appoint a chartered auditor to audit the Association's accounts and to endorse the annual financial report submitted to the General board by the Administrative Board.

ASSOCIATION'S INVESTMENTS

The Association shall be entitled to own and lease real estate, lands, movable and immovable properties. It shall also be entitled to sell, mortgage and lease any of them by a decision made by the Administrative Board.

TRAVEL AND OFFICIAL VISIT ALLOWANCES

If any of the Administrative Board has been tasked with any work or assignment outside Oman, he shall be entitled to remuneration and daily travel allowances decided by the Administrative Board, if no other party shall undertake paying the allowances.

GENERAL INSTRUCTIONS

AMENDING THE BYLAW

The General Board is the supreme empowered authority that may amend the Bylaw by a majority of two third of votes and the approval of the College Chairperson.

DISSOLUTION OF THE ASSOCIATION

The Association shall be dissolved by a written decision taken by the General Board in an extra-ordinary meeting provided that the number of supporting votes shall be no less than three fourth of the active members.

In case of dissolving the Association, all its movable and immovable assets shall go to the student fund in the College after paying all financial payables from the Association.

The Administrative Board shall lay down internal instructions to execute the provisions of this regulation and to secure good work progress provided that these instructions shall not conflict with the provisions of law and this regulation.

FEES

STUDY FEES

- A. The cost of the foundation program is RO 700/- for the levels I and II for 14 weeks and RO 600/- for level III for 12 weeks.
- B. The tuition fees for diploma and bachelor programs shall be as follows:

Type of Fee	Computer Science, MIS & Interior Design	Other Departments
Registration Fee (paid once & not refunded)	R.O. 100	R.O. 100
Graduation Fee	R.O. 25	R.O. 25
Insurance Fees	R.O. 25	R.O. 25
Tuition Fees per credit hour	R.O. 60	R.O. 50
Diploma Degree Fees	3960	R.O 3300
Bachelor Degree Fees	7920	R.O 6600

METHOD OF PAYMENT

GENERAL FOUNDATION PROGRAMME:

A. Full Payment

Students need to pay 100% of the total due before the First Exam of the particular semester.

B. Installments

a. First Payment

Students need to pay 50% of the total due before the midterm Exam of the particular semester.

b. Second Payment:

Students need to pay 100% of the total due before the final Exam of the particular semester.

ACADEMIC PROGRAMME:

A. Full Payment

Students need to pay 100% of the total due before the midterm Exam of the particular semester.

B. Installments

a. First Payment

Students need to pay 25% of the total due on the beginning of the particular semester.

b. Second Payment:

Students need to pay 50% of the total due before the midterm Exam of the particular semester.

c. Third Payment:

Students need to pay 100% of the total due before the Final Exam of the particular semester.

A. .

DOCUMENTS REQUIRED FOR REGISTRATION

- The original secondary school certificate or equivalent, or a certified copy of it.
- Copy of ID card or passport.
- (4) Photos (4 × 6) cm.

ADMISSION REQUIREMENTS

Students with the general education diploma or its equivalents can join all majors according to the terms and conditions outlined in the College Admission Policy. Except for Computer Science, students should have studied the pure math at the general education diploma.

Prepared by

Dr Mohammad Al-Azawi

Mr Mohammed AlZadjali

Asst. Dean for Academic Affairs

Head of Admission and Registraton Dept.

Verified by

Prof. Dr Waleed Hmedat

QA Number:

Dean of the College

OCMT/QA/28/01/2019

Approved by College Council on Oct. 7th. 2010 / Decision number 07/02/2019/2020

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