



المؤسسة العامة للتدريب التقني والمهني
Technical and Vocational Training Corporation

KINGDOM OF SAUDI ARABIA
Technical and Vocational Training Corporation
Director General for Curricula

المملكة العربية السعودية
المؤسسة العامة للتدريب التقني والمهني
الإدارة العامة للمناهج



الخطط التدريبية للكليات التقنية

Training Plans for Colleges of Technology

CURRICULUM FOR

Department
Management Sciences

Major
Public Administration

نسخة أولية (تحت المراجعة)

Under Revision Draft

A Bachelor's Degree

Trimesters
1444 H – 2022



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Program Description:

Office Management bachelor program has been designed to develop the skills and training necessary for trainees to meet the needs of the labor market.

Training in this program includes general skills needed such as: English Language, Writing Skills, Business Management, Macroeconomic(s), Financial Management, Organization Behavior, Public Budgeting, Research Methods, Creative Training, Strategic Management, Knowledge Management, Human Resources Planning and Development Management Information System, Public Relations Management, Entrepreneurship, Strategic Management, Administrative Leadership,

The bachelor degree program in Office Management allows a plan that will necessarily be highly structured during six Trimesters. The program has 95 credit hours divided into obligatory courses and elective courses.

The Theoretical and Practical Tests and Graduation Projects Determine Learning Outcomes and Trainee Levels for each program.

The training courses contain a theoretical part and a practical part. The practical part is tested as a practical test and the theoretical part is a theoretical test with different evaluation methods

The Bachelor Degree Graduate gets the seventh level in the Saudi Arabian Qualifications Framework (SAQF).

Admission Requirements: The applicant must have a diploma in office management.

Brief Description

Course Name	Macroeconomics	Course Code	ECON304	Credit Hours	4
Description	<p>This course will provide an overview of macroeconomic issues: the determination of output, employment, unemployment, interest rates, and inflation. Monetary and fiscal policies are discussed, as are public debt and international economic issues. It will teach students the basic tools of macroeconomics and apply them to real world economic policy. The goals of the course are for students to (a) understand how to evaluate macroeconomic conditions such as unemployment, inflation, and growth (b) understand how monetary policy and fiscal policy can be used to influence short-run macroeconomic conditions (c) understand media accounts of macroeconomic events.</p>				

Course Name	Financial Management	Course Code	UMAN365	Credit Hours	4
Description	<p>This course introduces the financial environment of the company, examines the relation between finance and accounting. It is, also, assists a learner how to measure financial corporate performance and how to apply the concepts of time-value-of-money to determine the valuation of bonds and stocks. Topic such as the short and long terms planning and investment opportunities are also covered in this course coursework.</p>				

Course Name	Public budgeting	Course Code	UMAN363	Credit Hours	5
Description	<p>This course is intended to provide students with conceptual and operational understanding of theories, and policies of public budgeting. It explains the budgetary process and familiarizes students with the following topics: budget document and budget process; the budget cycle; the balanced budget; Planning, adopting, implementing and controlling the budget; performance measures for public budgeting.</p>				

Course Name	Research Methods	Course Code	UMAN392	Credit Hours	5
Description	Students will learn how to identify problems to study, develop hypotheses and research questions, specify independent and dependent variables check for the validity and reliability of studies and design research projects. Students will be exposed to the broad range of designs used in communication research from laboratory and field experiments, surveys, content analysis, focus groups and in-depth interviewing. Specifically, at the end of this course.				

Course Name	Knowledge Management	Course Code	UMAN444	Credit Hours	5
Description	This course deals with the behavior of the information that allows the organization institutions and systems in an integrated manner identify, request, storage, analysis, broadcast and re-use of information and knowledge of all internal and external sources available to increase production efficiency and competitiveness. It also explains the requirements and techniques of knowledge management systems, with the application of information facilities.				

Course Name	Governance and Administrative Control	Course Code	UMAN436	Credit Hours	5
Description	This course will enable students to understand how governance establishes policies, and continuous monitoring of administrative implementation, by the members of the governing body of an organization. It includes the mechanisms required to balance the powers with the associated accountability. Also students will learn more about administrative coronal agencies and procedures that dictate work.				

Course Name	Administrative Leadership	Course Code	UMAN435	Credit Hours	5
Description	<p>The student will learn the concept of leadership which is the ability to influence the behavior of the members of the group and coordinate their efforts and guide them to reach the desired goals. In addition, he will be able to identify the difference between the leadership and the presidency. The presidency depends in the exercise of its functions on the authority of the authority granted by the law, while the leadership depends on the conviction of the members of the organization and the leader of the great confidence. Then talk about leadership theories such as personality theory, attitude theory, interactive theory, talk about driving requirements and the most prominent administrative leadership styles and then find out the difference between management and leadership.</p>				

Course Name	Management Information System	Course Code	UMAN452	Credit Hours	5
Description	<p>In this course, the student will learn how to impart knowledge and skills of management information systems. Where This course deals with the concept of data (and information), their importance and their sources, the components of the computer, the programs it runs, and the concept of databases, decision support systems, and office systems information, systems and transaction processing and management reports, at the rate of two lectures theories and four lectures process every week.</p>				

Course Name	Human Resources Planning and Development	Course Code	UMAN438	Credit Hours	5
Description	<p>This course enhances trainee awareness and understanding of the importance of human resources management function. Learning ethical approaches to management and human resources planning, and how its human resources management and planning are affected by the vulnerability of the legal and global environments, and economic. Also, this course shows the importance of planning, organization and management of human resources and how to reward superior human resources. Human Resources Management in Saudi Arabia and the nationalization of jobs.</p>				

Course Name	Public Relations Management	Course Code	UMAN439	Credit Hours	5
Description	<p>This course aims at defining the concept of public relations intern and its importance in contemporary administrative organs as well as the study of the concept of public opinion and means of communication and some applied fields of public relations.</p>				

Course Name	Organizational Behavior	Course Code	UMAN337	Credit Hours	5
Description	<p>This course introduces students the concept of organizational behavior and the historical development of the study of organizational behavior, perception, Learning, Motivation, Personal, Working groups, Leadership, Communication & Work stress.</p>				

Course Name	Strategic Management	Course Code	UMAN445	Credit Hours	5
Description	<p>This course focuses on strategic management and administrative policies. It addresses the definition of the basic concepts of the various stages of identifying a general objectives & goals of enterprises, and analyzes the external environment and to identify the opportunities and risks they face, and analysis of the internal environment to identify the strengths and weaknesses that characterize and configure appropriate strategic alternatives implementation and evaluation. This course depends on the use of practical cases.</p>				

Course Name	Entrepreneurship	Course Code	UMAN473	Credit Hours	5
Description	<p>This course is designed to provide the trainee with the knowledge and skills necessary to transform ideas and innovations into practical projects in accordance with the rules of the establishment of sound business projects. The course also seeks to explore various aspects of the process of creating and caring for new projects and development, and how to configure the new businesses at the level of both individuals and companies. In addition, this course seeks to enable the trainee to learn the basics of the project starting from the main requirements for the entrepreneur and how through the planning for the establishment of projects and organization and marketing and the search for funding sources and finally the practical steps to manage the project. The course is characterized by providing the trainee practical action plan for the establishment of a commercial project for discussing with his colleagues in the decision. This course also includes teaching aids used in the course lectures, case studies and external speakers in order to enrich the students' knowledge and introduce them to the challenges faced by entrepreneurs.</p>				

Course Name	Corporate Finance	Course Code	UMAN462	Credit Hours	5
Description	<p>This course examines important issues in corporate finance from the perspective of financial managers. The course focuses on risk and return, cost of capital, capital structure policy, treatment of dividend policy, mergers and acquisition, and leasing as they relate to the value-maximization objective of the firm. Topics such as international corporate finance, risk management, and option valuation are, also, covered in this course.</p>				

Course Name	Organizational Development	Course Code	UMAN464	Credit Hours	5
Description	<p>In this course, theoretical models and the process of OD will be discussed. Students will also learn how to improve individual, group/team and organizational performance through the use of OD techniques or interventions like group dynamics, training, culture change, and work-life balance.</p>				

Course Name	Creative and Critical Thinking	Course Code	UMAN373	Credit Hours	5
Description	<p>This course is designed to familiarize students with the knowledge and skills of the creative and critical thinking, where it is to provide the students with knowledge of originality and fluency, flexibility and automatic thinking and intelligence. This course will be conducted twice a week.</p>				

Course Name	Graduation Project	Course Code	UMAN492	Credit Hours	4
Description	This course enables student to apply what they have learned in research methods and statistics to an administrative issue as a project and present the objectives of the project under the supervision of a faculty member. After completing the study, students should present the project interim report at the end of the semester, grading will be obtained by oral examination to be held by a committee from faculty members.				

Course Name	Principals of Accounting	Course Code	UACC301	Credit Hours	4
Description	This course focuses on basic skills that require understanding of accounting systems, preparing accounting journal, posting to general ledgers, trail balances, and preparing financial statements. In addition, present an overview of generally accepted accounting principles as they relate to the recognition of revenues and expenses, and operations related to the merchandise.				

Study Plan

توزيع الخطة التدريبية على الفصول التدريبية لمرحلة البكالوريوس بالنظام الثلاثي The Curriculum Framework Distributed on Trimesters

1st Trimester	No.	Course Code	Course Name	Prereq	No. of Units					المتطلب	اسم المقرر	رمز المقرر	م	الفصل التدريبي الأول	
					و.م	مج	عم	تم	س.أ						
					CRH	L	P	T	CTH						
	1	ENGL 301	English Language (1)		4	4	0	2	6		لغة انجليزية ١	٣٠١ انجل	١		
	2	ARAB301	Writing Skills		2	2	0	0	2		مهارات الكتابة الفنية	٣٠١ عربي	٢		
	3	ULAW301	Principles of Law		4	4	0	2	6		مبادئ القانون	٣٠١ قنون	٣		
	4	ECON304	Macroeconomic		4	4	0	2	6		اقتصاد كلي	٣٠٤ اقصد	٤		
	5	UACC301	Principles of Accounting		4	4	0	2	6		مبادئ المحاسبة	٣٠١ محاسب	٥		
Total Number of Units					18	18	0	8	26	المجموع					

2nd Trimester	No.	Course Code	Course Name	Prereq	No. of Units					المتطلب	اسم المقرر	رمز المقرر	م	الفصل التدريبي الثاني	
					و.م	مج	عم	تم	س.أ						
					CRH	L	P	T	CTH						
	1	ENGL302	English Language (2)	ENGL 301	4	4	0	2	6	٣٠١ انجل	لغة انجليزية ٢	٣٠٢ انجل	١		
	2	ISLM301	Financial Transactions in Islamic Jurisprudence		2	2	0	1	3		فقه المعاملات	٣٠١ اسلم	٢		
	3	STAT481	Advanced Statistics		4	4	0	2	6		احصاء متقدم	٤٨١ احصا	٣		
	4	UMAN365	Financial Management		4	4	0	3	7		إدارة مالية	٣٦٥ ادار	٤		
Total Number of Units					14	14	0	8	22	المجموع					

3rd Trimester	No.	Course Code	Course Name	Prereq	No. of Units					المتطلب	اسم المقرر	رمز المقرر	م	الفصل التدريبي الثالث	
					و.م	مج	عم	تم	س.أ						
					CRH	L	P	T	CTH						
	1	UMAN305	Business Management		4	4	0	2	6		إدارة اعمال	٣٠٥ ادار	١		
	2	UMAN363	Public Budgeting		5	5	0	2	7		الموازنة العامة	٣٦٣ ادار	٢		
	3	UMAN392	Research Methods		5	5	0	2	7		طرق البحث	٣٩٢ ادار	٣		
Total Number of Units					14	14	0	6	20	المجموع					

و.م: وحدات معتمدة،	مح : محاضرة،	عم : عملي/ورش،	تم : تمارين،	س.أ: ساعات اتصال أسبوعي	CRH: Credit Hours	L: Lecture	P: Practical	T: Tutorial	CTH: Contact Hours
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4th Trimester	No.	Course Code	Course Name	Prereq	No. of Units					المتطلب	اسم المقرر	رمز المقرر	م	الفصل التدريبي الرابع
					و.م	مج	عم	تم	س.أ					
					CRH	L	P	T	CTH					
1	UMAN435	Administrative Leadership		5	5	0	2	7		القيادة الادارية	٤٣٥ ادار	١		
2	UMAN452	Management Information System		5	5	0	2	7		نظم معلومات ادارية	٤٥٢ ادار	٢		
3	UMAN438	Human Resources Planning and Development	UMAN305	5	5	0	2	7	٣٠٥ ادار	تخطيط وتطوير الموارد البشرية	٤٣٨ ادار	٣		
4	UMAN***	Elective Course - 1		5	5	0	1	6		مقرر اختياري ١-	*** ادار	٤		
Total Number of Units				20	20	0	7	27	المجموع					

5th Trimester	No.	Course Code	Course Name	Prereq	No. of Units					المتطلب	اسم المقرر	رمز المقرر	م	الفصل التدريبي الخامس
					و.م	مج	عم	تم	س.أ					
					CRH	L	P	T	CTH					
1	UMAN462	Corporate Finance	UMAN365	5	5	0	2	7	٣٦٥ ادار	تمويل الشركات	٤٦٢ ادار	١		
2	UMAN445	Stratigic Management	UMAN305	5	5	0	2	7	٣٠٥ ادار	الإدارة الاستراتيجية	٤٤٥ ادار	٢		
3	UMAN***	Elective Course - 2		5	5	0	1	6		مقرر اختياري ٢-	*** ادار	٣		
Total Number of Units				15	15	0	5	20	المجموع					

6th Trimester	No.	Course Code	Course Name	Prereq	No. of Units					المتطلب	اسم المقرر	رمز المقرر	م	الفصل التدريبي السادس
					و.م	مج	عم	تم	س.أ					
					CRH	L	P	T	CTH					
1	UMAN473	Entrepreneurship	UMAN305	5	5	0	2	7	٣٠٥ ادار	ريادة الاعمال	٤٧٣ ادار	١		
2	UMAN***	Elective Course - 3		5	5	0	1	6		مقرر اختياري ٣-	*** ادار	٢		
3	UMAN492	Graduation Project	STAT481	4	4	0	2	6	٤٨١ احصا	مشروع التخرج	٤٩٢ ادار	٣		
Total Number of Units				14	14	0	5	19	المجموع					

CRH: Credit Hours L: Lecture P: Practical T: Tutorial CTH: Contact Hours					و.م: وحدات معتمدة، مح: محاضرة، عم: عملي/ورش، تم: تمارين، س.أ: ساعات اتصال أسبوعي								
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Total Number of Semesters Units				CRH	L	P	T	CTH	المجموع الكلي لوحدات البرنامج				
				و.م	مج	عم	تم	س.أ					
				95	95	0	39	134					

Total Contact Hours × 13		Co-operative Training	المجموع الكلي لوحدات التدريب		التدريب التعاوني		ساعات الإتصال الكلية × ١٣	
1742		0	1742		.		١٧٤٢	

Elective Courses

المقررات الاختيارية - ١	م	رمز المقرر	اسم المقرر	المتطلب	No. of Units					Prereq	Course Name	Course Code	No.	Elective Courses -1
					س.أ	تم	عم	مح	و.م					
					CTH	T	P	L	CRH					
١	٤٤٤ ادار	إدارة المعرفة			6	1	0	5	5		Knowledge Management	UMAN444	1	
٢	٤٣٦ ادار	الحوكمة والرقابة الادارية			6	1	0	5	5		Governance and Administrative Control	UMAN436	2	
و.م: وحدات معتمدة، مح: محاضرة، عم: عملي/ورث، تم: تمارين، س.أ: ساعات اتصال أسبوعي														
CRH: Credit Hours L: Lecture P: Practical T: Tutorial CTH: Contact Hours														

المقررات الاختيارية - ٢	م	رمز المقرر	اسم المقرر	المتطلب	No. of Units					Prereq	Course Name	Course Code	No.	Elective Courses -2
					س.أ	تم	عم	مح	و.م					
					CTH	T	P	L	CRH					
١	٤٣٩ ادار	إدارة العلاقات العامة			6	1	0	5	5		Public Relations Management	UMAN439	1	
٢	٣٣٧ ادار	السلوك التنظيمي	٣٠٥ ادار		6	1	0	5	5	UMAN305	Organizational Behavior	UMAN337	2	
و.م: وحدات معتمدة، مح: محاضرة، عم: عملي/ورث، تم: تمارين، س.أ: ساعات اتصال أسبوعي														
CRH: Credit Hours L: Lecture P: Practical T: Tutorial CTH: Contact Hours														

المقررات الاختيارية - ٣	م	رمز المقرر	اسم المقرر	المتطلب	No. of Units					Prereq	Course Name	Course Code	No.	Elective Courses -3
					س.أ	تم	عم	مح	و.م					
					CTH	T	P	L	CRH					
١	٤٦٤ ادار	تطوير المنظمات			6	1	0	5	5		Organizational Development	UMAN464	1	
٢	٣٧٣ ادار	التفكير الإبداعي والناقد			6	1	0	5	5		Creative and Critical Thinking	UMAN373	2	
و.م: وحدات معتمدة، مح: محاضرة، عم: عملي/ورث، تم: تمارين، س.أ: ساعات اتصال أسبوعي														
CRH: Credit Hours L: Lecture P: Practical T: Tutorial CTH: Contact Hours														

Courses Description

Department	General Study	Major								
Course Name	Business management	Course Code	UMAN305							
0Prerequisites	-	Credit Hours CRH	4		CTH			6		
			L	4	P	0	T	2		
Course Description :										
Course description : The Business Administration course aims to describe the holistic aspect of the main administrative process, by highlighting the main administrative functions on which this process is based, such as: nurturing, organizing, directing, and controlling. It covers the stages of decision-making in business administration, types of leadership, methods of conducting organizational work, administrative communication, and understanding forms of ownership in business management.										
Topics: <ul style="list-style-type: none">• Introduction• Management theory development• Management and the environment• Forms of ownership in business administration• Planning• Organization• Making and making decisions• Leadership• Censorship• financial management• Operations Management• Marketing Management										
Experiments: if applicable it will support the course topics.										
References: Kreitner, R, Management (5 ed.,) Boston: Houghton Mifflin Company, 1992 Drucker, P. F. The Practice of Management. New York: Harper & Brothers, 1954										
General Objective:										
The Business Administration course aims to introduce the student to the nature of the administrative process, its importance and theories of management, then to identify the functions of business administration and their impact on the organization’s goal and to gain knowledge of the main activities in business administration such as marketing, production and financial management activities.										
Detailed Objectives:										
Trainee will be able to:										
1-	Understand the importance of business management.									
2-	Understand the Management theory development.									
3-	Describe the forms of ownership in business administration									
4-	Able to understand the functions of business administration - planning									
5-	Able to understand the functions of business administration – organazation									

6-	Able to understand the functions of business administration – Making & making decision
7-	Able to understand the functions of business administration - leadership
8-	Able to understand the functions of business administration - consership
9-	Understand the importance of the main functional activities in business organizations – finintal management
10-	Understand the importance of the main functional activities in business organizations – operation management
11-	Understand the importance of the main functional activities in business organizations – marketing management

Detailed of Theoretical Contents		
Hours	Contents	Assessment Tools
2	Introduction <ul style="list-style-type: none"> - Definition of management - The importance of running a business - Director and organization - Types of managers - Leadership roles 	Class activity Homework Quiz Exams
6	Management Theory Development <ul style="list-style-type: none"> - Scientific Management Theory - Bureaucratic theory - Management principles theory - Behavioral thought theory 	Class activity Homework Quiz Exams
6	Management and The Environment <ul style="list-style-type: none"> - General environment concept - Economic factors - Technological agents - Social factors - Political factors - International factors - The immediate environment - Organization culture 	Class activity Homework Quiz Exams
12	Forms of Ownership in Business Administration <ul style="list-style-type: none"> - Individual companies - Solidarity companies - Limited solidarity companies - Joint stock companies - Types of joint stock companies - International business projects - Functional Journals of Management in International Business Projects 	Class activity Homework Quiz Exams
8	Functions of Business Administration - Planning <ul style="list-style-type: none"> - Basic concepts of the planning process - Classification of goals - Types of planning - Steps in the planning process - Management by goals 	Class activity Homework Quiz Exams

Detailed of Theoretical Contents		
Hours	Contents	Assessment Tools
8	Functions of Business Administration - Organization <ul style="list-style-type: none"> - Meaning of regulation - The importance of the regulatory function - Basic rules for the organizing process - Organizational Chart - The basic components of the organizational structure - Centralization and decentralization - Scope of supervision - Effective delegation 	Class activity Homework Quiz Exams
8	Functions of Business Administration – Making & Making Decision <ul style="list-style-type: none"> - Types of problems - Types of decisions - Decision-making models - Steps in the decision-making process - Collective decision making - 	Class activity Homework Quiz Exams
4	Functions of Business Administration - Leadership <ul style="list-style-type: none"> - Defining leadership - Leader and Director - Sources of a Leader's Power - Types of leadership - Entrance features - Behavioral approach - Situational Entrance 	Class activity Homework Quiz Exams
4	Functions of Business Administration - Consership <ul style="list-style-type: none"> - Definition of censorship - Control levels - Control process steps - Classification of types of control - Supervisory tools - Gant Map - Quality Control Maps - Inventory control 	Class activity Homework Quiz Exams
4	Finicial Management <ul style="list-style-type: none"> - Definition of financial management - Financial management jobs - Preparing the financial plan - Plan financing - Short-term financing sources - Sources of long-term financing - Equity financing 	Class activity Homework Quiz Exams
4	Operation Management <ul style="list-style-type: none"> - Definition of operations management - The conversion process as the basis for production - The main activities of operations management - Product design - Production planning, scheduling and control 	Class activity Homework Quiz Exams

Detailed of Theoretical Contents		
Hours	Contents	Assessment Tools
	<ul style="list-style-type: none"> - Material management - Stock control - Productivity and its measurement methods 	
4	Marketing Management <ul style="list-style-type: none"> - Definition of marketing - Marketing functions - Marketing concept - Elements of the Marketing Mix - Customer satisfaction - Marketing data - Marketing information systems - Marketing research 	Class activity Homework Quiz Exams
4	Transformational Management <ul style="list-style-type: none"> - Transformational leadership concept - Dimensions of transformational leadership - Impact and attractiveness - Propulsion and inspiration - Pay attention to individual feelings - the management of change - The role of transformational leadership in change 	Class activity Homework Quiz Exams
4	Crisis Management <ul style="list-style-type: none"> - What is crisis management? - The concept of crisis management - Crisis Elements - Types of crises - Foundations and principles of crisis management 	Class activity Homework Quiz Exams

Textbook	<ul style="list-style-type: none"> • Kreitner, R, Management (5 ed.,) Boston: Houghton Mifflin Company, 1992 • Drucker, P. F. The Practice of Management. New York: Harper & Brothers, 1954
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Department	Administrative Technology	Major	Office Management					
Course Name	Principals of Accounting	Course Code	UACC301					
Prerequisites		Credit Hours CRH	4		CTH		6	
			L	4	P	0	T	2
CRH: Credit Hours L: Lecture P: Practical T: Tutorial CTH: Contact Hours								
Course description: This course represents the first part of the set of courses that show the nature of accounting, its importance, objectives, branches, role in society and the concepts and bases on which it is based. It focuses on accounting skills and application of the entire accounting cycle, starting with the preparation of journal, posting to general ledgers, preparing trail balance and financial statements. In addition, making the necessary accounting adjustments and transactions relating to the merchandise, in accordance with generally accepted accounting principles.								
Topics: <ul style="list-style-type: none">Accounting concepts and principlesAccounting systemFinancial statementsAdjusting the accountsAccounting for merchandising								
Experiments: If applicable, it will support the theoretical topics.								
References: Required: <ul style="list-style-type: none">Weygandt, J. J., Kimmel, & P. D., KIESO, D. (2014). Accounting Principles. Issues in Accounting Education, Eleventh Edition. Wiley. Recommended: <ul style="list-style-type: none">David Young and Jacob Cohen. (2014). Corporate Financial Reporting and Analysis 3rd ed. Wiley.Kieso, Donald E., Jerry J. Weygandt, and Terry D. Warfield. (2014). Intermediate Accounting: IFRS edition. 2nd ed. John Wiley & Sons.								

Detailed of Theoretical Contents			
	Contents	Hours	
1	Accounting Concepts and Principles <ul style="list-style-type: none"> What the community needs from accounting? How to produce accounting information? Accounting definition. Accounting objectives. Basic characteristics of information. Ethics in financial reporting. 	12	

	<ul style="list-style-type: none"> • Generally accepted accounting principles. • Measurement principles. • Assumption. • Basic accounting terminology. • Branches of accounting. 	
2	Accounting system <ul style="list-style-type: none"> • The basic accounting equation <ul style="list-style-type: none"> - Assets, - Liabilities - Owner's equity - Using the accounting equation - Transaction analysis - Summary of transaction • Accounting Cycle <ul style="list-style-type: none"> - Double-entry accounting recording process. - The accounting cycle. - Identification and recording of transactions and other events. - Journalizing and posting to the ledger. - Trial balance. 	24
3	Financial Statements <ul style="list-style-type: none"> • Income statement. • Balance sheet. • Closing accounts. 	8
3	Adjusting the accounts <ul style="list-style-type: none"> - The basics of adjusting entries - Types of adjusting entries - Adjusting entries for deferrals - adjusting entries for accruals - The adjusted trial balance and financial statements - Preparing the adjusted trial balance - Preparing financial statements 	12
4	Completing the accounting cycle <ul style="list-style-type: none"> - Using a worksheet: - Steps in preparing a worksheet - Preparing financial statements from a worksheet - Preparing adjusting entries from a worksheet - Closing the books - Preparing closing entries - Posting closing entries - Preparing a post-closing trial balance 	12

6	Accounting for merchandising <ul style="list-style-type: none">● Merchandising operations<ul style="list-style-type: none">-Operating cycles-Flow of costs● Recording purchases of merchandise<ul style="list-style-type: none">- Freight costs- Purchase returns and allowances- Purchase discounts● Completing the accounting cycle<ul style="list-style-type: none">- Adjusting entries- Closing entries● Forms of financial statements<ul style="list-style-type: none">- Multiple- step income statement- Single step income statement- Classified balance sheet	12
Textbook:	<ul style="list-style-type: none">● David Young and Jacob Cohen. (2014). Corporate Financial Reporting and Analysis 3rd ed. Wiley.● Kieso, Donald E., Jerry J. Weygandt, and Terry D. Warfield. (2014). Intermediate Accounting: IFRS edition. 2nd ed. John Wiley & Sons● Weygandt, J. J., Kimmel, & P. D., KIESO, D. (2014). Accounting Principles. Issues in Accounting Education, Eleventh Edition. Wiley.	

Department	Management Sciences	Major	Accounting					
Course Name	Financial Management	Course Code	UMAN365					
Prerequisites		Credit Hours CRH	4		CTH		7	
			L	4	P	0	T	3
CRH: Credit Hours L: Lecture P: Practical T: Tutorial CTH: Contact Hours								
Course description : This course is designed to survey the field of finance and provide the foundation for more advanced finance coursework. Topics include forms of business and financial information, corporate financial performance, short and long term planning, the time-value-of-money, and capital budgeting. Topics : Environment of Financial Management Financial Statements, Taxes, and Cash Flows Working with Financial Statements Long Term Financial Planning and Growth Short Term Finance and Planning The Time Value of Money Discounted Cash Flow Valuation Interest Rates and Bond Valuation Stock Valuation Net Present Value and Other Investment Criteria Making Capital Investment Decisions Project Analysis and Evaluation Experiments: not applicable. References : Required: Ross, Westerfield, Jordan, Lim, and Tan, Fundamentals of Corporate Finance, Asian Global Edition (2016), McGraw-Hill, ISBN-13: 978-9814595049 Recommended: Breasley, Myers, & Marcus: Fundamentals of Corporate Finance, 7th Edition (2012), McGraw-Hill, ISBN 9780078034640; 9780077410711								
Detailed of Theoretical Contents								
	Contents							Hours
1.	Environment of Financial Management Forms of Business Organization The Goal of Financial Management							3
2.	Financial Statements, Taxes, and Cash Flows The Balance Sheet The Income Statement Taxes Cash Flow							8

3.	Working with Financial Statements Cash Flow and Financial Statements Standardized Financial Statements Ratio Analysis The Due Pont Identity Using Financial Statements Information	8
4.	Long Term Financial Planning and Growth What Is Financial Planning? Financial Planning Models: A First Look The Percentage of Sales Approach External Financing and Growth Some Caveats Regarding Financial Planning Models	8
5.	Short Term Finance and Planning Tracing Cash and Net Working Capital The Operating Cycle and the Cash Cycle Some Aspects of Short-term Financial Policy The Cash Budget Short-term Borrowing A Short-term Financial Plan	8
6.	The Time Value of Money Future Value and Compounding Present Value and Discounting More about Present Value and Future Values	8
7.	Discounted Cash Flow Valuation Future and Present Values of Multiple Cash Flow Valuing Level Cash Flows Comparing Rates Loan Types and Loan Amortization	8
8.	Interest Rates and Bond Valuation Bonds and Bond Valuation. More about Bond Features Bond Ratings Some Different Types of Bonds Bond Market Inflation and Interest Rates Determinants of Bond Yields	8
9.	Stock Valuation Common Stock Valuation Some Features of Common and Preferred Stocks The Stock Markets in the U.S. and in Saudi Arabia	8
10.	Net Present Value and Other Investment Criteria Net Present Value The Payback Rule The Discount Payback	8

	The Average Accounting Return The Internal Rate of Return The Profitability Index The Practices of Capital Budgeting	
11.	Making Capital Investment Decisions Project Cash Flow: A First Look Incremental Cash Flows Pro Forma Financial Statements and Project Cash Flows More about Project Cash Flow Alternative Definitions of Operating Cash Flow Some Special Cases of Discounted Cash Flow Analysis More About Modified ACRs Depreciation (MACRS)	8
12.	Project Analysis and Evaluation Evaluating NPV Estimates Scenario and Other What-if Analyses Break-Even Analysis Operating Cash Flow, Sales Volume, and Break-Even Operating Leverage Capital Rationing	8
Textbook:	Ross, Wester field, Jordan, Lim, and Tan, Fundamentals of Corporate Finance, Asian Global Edition (2016), McGraw-Hill, ISBN-13: 978-9814595049	

Department	Management Sciences	Major	Accounting							
Course Name	Corporate Finance	Course Code	UMAN462							
Prerequisites	UMAN365	Credit Hours CRH	5		CTH		7			
			L	5	P	0	T	2		
CRH: Credit Hours L: Lecture P: Practical T: Tutorial CTH: Contact Hours										
Course description :										
<p>This course is a completion of the financial management course. It focuses on the concept of risk and return. The course covers also capital structure policy, treatment of dividend policy, capital market efficiency, and leasing as they relate to the value-maximization objective of the firm. In order to enrich learner’s understanding of corporate finance, topics such as international corporate finance, risk management, and option valuation are included in this course.</p>										
Topics:										
<ul style="list-style-type: none">• Introduction to Corporate Finance• Some Lessons From Capital Market History• Return, Risk and The Security Market Line• The Cost of Capital• How Firms Raise Capital• Capital Structure Policy• Dividends, Stock Repurchases, and Payout Policy• International Corporate Finance• Risk Management• Option and Corporate Finance• Mergers and Acquisition• Leasing										
Experiments: not applicable.										
References :										
Required:										
<ul style="list-style-type: none">• Ross, Westerfield, Jordan, Lim, and Tan, Fundamentals of Corporate Finance, Asian Global Edition (2016), McGraw-Hill, ISBN-13: 978-9814595049										
Recommended:										
<ul style="list-style-type: none">• Breasley, Myers, & Marcus: Fundamentals of Corporate Finance, 7th Edition (2012), McGraw-Hill, ISBN 9780078034640; 9780077410711										

Detailed of Theoretical Contents		
	Contents	Hours
1.	<p>Introduction to Corporate Finance</p> <ul style="list-style-type: none"> • Corporate Finance and Financial Manager • The Agency Problem and Control of the Corporation • Financial Markets and the Corporation 	4
2.	<p>Some Lessons From Capital Market History</p> <ul style="list-style-type: none"> • Returns • The Historical Record • Average Returns • The Variability of Returns • More about Average Returns • Capital Market Efficiency 	7
3.	<p>Return, Risk and The Security Market Line</p> <ul style="list-style-type: none"> • Expected Returns and Variances • Portfolios • Announcements, Surprises, and Expected Returns • Risk: Systematic and Unsystematic • Diversification and Portfolio Risk • Systematic Risk and Beta • The Security Market Line • The SML and the Cost of Capital 	8
4.	<p>The Cost of Capital</p> <ul style="list-style-type: none"> • The Cost of Capital: Some Preliminaries • The Cost of Equity • The Cost of Debt and Preferred Stock • The Weighted Average Cost of Capital • Divisional and Project Cost of Capital • Flotation Costs and the Weighted Average Cost of Capital 	8
5.	<p>Raising Capital</p> <ul style="list-style-type: none"> • The Financing Life Cycle of a Firm • Selling Securities to Public • Alternative Issue Methods • Underwriters • IPOs and Underpricing • New Equity Sales and the Value of the Firm • The Cost of Issuing Securities • Rights • Dilution • Issuing Long-term Debt 	8

	<ul style="list-style-type: none"> Shelf Registration 	
6.	<p>Financial Leverage and Capital Structure Policy</p> <ul style="list-style-type: none"> The Capital Structure Question The Effect of Financial Leverage Capital Structure and the Cost of Equity Capital M&M Propositions I and II with Corporate Taxes Bankruptcy Costs Optimal Capital Structure The Pie Again The Pecking-Order Theory Observed Capital Structures A Quick Look at Bankruptcy Process 	8
7.	<p>Dividends and Payout Policy</p> <ul style="list-style-type: none"> Cash Dividends and Dividend Payment Does Dividend Policy Matter? Real-World Factors Favoring a High Dividend Payout Stock Repurchases Managing Cash Disbursement Stock Dividends and Stock Splits Corporate Tax System 	8
8.	<p>International Corporate Finance</p> <ul style="list-style-type: none"> Terminology Foreign Exchange Markets and Exchange Rates Purchasing Power Parity Interest Rate Parity, Unbiased Forward Rates, and the International Fisher Effect International Capital Budgeting Exchange Rate Risk Political Risk 	8
9.	<p>Risk Management</p> <ul style="list-style-type: none"> Hedging and Price Volatility Managing Financial Risk Hedging with Forward Contracts Hedging with Futures Contracts Hedging with Swap Contracts Hedging with Option Contracts 	8
10.	<p>Option and Corporate Finance</p> <ul style="list-style-type: none"> Options Fundamentals of Option Valuation Valuing a Call Option Employee Stock Options 	8

	<ul style="list-style-type: none"> • Equity as a Call Option on the Firm's Assets • Options and Capital Budgeting • Options and Corporate Securities 	
11.	<p>Mergers and Acquisition</p> <ul style="list-style-type: none"> • The Legal Forms of Acquisitions • Taxes and Acquisitions • Gains from Acquisitions • The NPV of an Acquisition • Dubious Reasons for Mergers • Defensive Tactics • Some Evidence on Acquisitions • Divestitures and Restructuring 	8
12.	<p>Leasing</p> <ul style="list-style-type: none"> • Leases and Lease Types • Accounting and Leasing • Taxes, the Tax Authority, and Leases • The Cash Flows from Leasing • Lease or Buy • A leasing Paradox • Reasons for Leasing 	8
Textbook:	<ul style="list-style-type: none"> • Ross, Westerfield, Jordan, Lim, and Tan, Fundamentals of Corporate Finance, Asian Global Edition (2016), McGraw-Hill, ISBN-13: 978-9814595049 	

Department	Management Science	Major	Office Management						
Course Name	Public budgeting	Course Code	UMAN363						
Prerequisites		Credit Hours CRH	5		CTH		7		
			L	5	P	0	T	2	
CRH: Credit Hours		L: Lecture	P: Practical	T: Tutorial	CTH: Contact Hours				

Course description :

This course is intended to provide students with conceptual and operational understanding of theories, and policies of public budgeting. It explains the budgetary process and familiarizes students with the following topics: budget document and budget process; the budget cycle; the balanced budget; Planning, adopting, implementing and controlling the budget; performance measures for public budgeting.

Topics :

- Introduction to budgeting
- Theories of public budgeting.
- Policies of public budgeting.
- Types of public budgeting.
- National Budgeting
- Budgetary process In Saudi Arabia.
- Budget document and instructions.
- The budget cycle.
- The balanced budget
- Planning, adopting, implementing and controlling the budget
- Performance measures for public budgeting.
- Final account and review

Experiments : if applicable it will support the theoretical topics.

Required:

Menifield, Charles E. (2013). The basics of public budgeting and financial management: a handbook for academics and practitioners. 2nd edition. Lanham, MD: University Press of America.

References :

Wang, XiaoHu (2014). Financial management in the public sector: tools, applications, and cases. 3rd edition. New York: NY: Routhledge.

Finkler, Smith, Calabrese & Purtell (2016). Financial management for public, health, and not-for-profit organizations. 5th edition. Thousand Oaks, CA: CQ Press (cited below as Finkler).

Detailed of Theoretical Contents		
	Contents	Hours
1	<ul style="list-style-type: none"> • Introduction to budgeting <ul style="list-style-type: none"> - The concept of public sector budgeting - Difference between public and private budgeting - Importance of budgeting for government 	6
2	<ul style="list-style-type: none"> • Theories of public budgeting. <ul style="list-style-type: none"> - Capital budgeting and long-term financing 	8
3	<ul style="list-style-type: none"> • Policies of public budgeting and funded state budget. <ul style="list-style-type: none"> - Fiscal policy - Expanded budgeting - Reduced budgeting - Static budgeting 	8
4	<ul style="list-style-type: none"> • Types of public budgeting. <ul style="list-style-type: none"> - Item budgeting - Zero based budgeting - Programmed budgeting 	6
5	<ul style="list-style-type: none"> • National Budgeting <ul style="list-style-type: none"> - Budget decisions and the cost of public services - Concept of budget - Government deficit and debt - Review Questions - Internal Assessment. 	8
6	<ul style="list-style-type: none"> • Budgetary process In Saudi Arabia. <ul style="list-style-type: none"> - Preparing a budget process - State and local government accounting 	8
7	<ul style="list-style-type: none"> • Budget document and instructions <ul style="list-style-type: none"> - Budget technic and analytical models - At Department level - At managerial level - At Ministerial level 	8
8	<ul style="list-style-type: none"> • The budget cycle and negotiation. <ul style="list-style-type: none"> - Budget Development - Budget discussion - Budget negotiation 	8
9	<ul style="list-style-type: none"> • Mid-term Exam 	2
10	<ul style="list-style-type: none"> • The balanced budget <ul style="list-style-type: none"> - The balance sheet 	6
11	<ul style="list-style-type: none"> • Planning, adopting, implementing and controlling the budget <ul style="list-style-type: none"> - Planning the budget - Tools for financial planning and budgeting techniques - Adopting, implementing and controlling the budget 	8
12	<ul style="list-style-type: none"> • Performance measures for public budgeting. <ul style="list-style-type: none"> - Reporting the results - Comparing achievements with performance measures 	7

13	• Final account and review	6
14	Final Exam	2
Textbook:	Minefield, Charles E. (2013). The basics of public budgeting and financial management: a handbook for academics and practitioners. 2nd edition. Lanham, MD: University Press of America.	

Department	Management Sciences	Major	Office Management						
Course Name	Research Methods	Course Code	UMAN392						
Prerequisites		Credit Hours CRH	5		CTH		7		
			L	5	P	0	T	2	
CRH: Credit Hours L: Lecture P: Practical T: Tutorial CTH: Contact Hours									
Course Description : Students will learn how to identify problems to study, develop hypotheses and research questions, specify independent and dependent variables check for the validity and reliability of studies and design research projects. Students will be exposed to the broad range of designs used in communication research from laboratory and field experiments, surveys, content analysis, focus groups and in-depth interviewing. Specifically, at the end of this course.									
Topics: <ul style="list-style-type: none">• Introduction to research• Research process steps 1 to 3• Research process steps 4 and 5• Research process 6• Research designs• Measurement of variables• Data collection methods• Sampling• Statistical analysis• Data analysis and interpretation• The research report									
References: Research Methods for Business: A Skill Building Approach, 7 th edition. Uma Sekaran, Uma and Bougie, Roger. Wiley, 2016 Research methods for the behavioral sciences,4 th ed. Gravetter, Fredrick J and Foranzo, Lori-Ann B.									

Detailed of Theoretical Contents		
No.	Contents	Hours
1	Review of the course <ul style="list-style-type: none"> • introduction to the course • , discussing course plan and requirements with students 	6
2	introduction to research <ul style="list-style-type: none"> • What is research; business research; types of research • Scientific investigation 	6
	The research process: steps 1-3 <ul style="list-style-type: none"> • Broad problem area • Preliminary data collection 	6

3	<ul style="list-style-type: none"> Problem definition 	
4	The research process: steps 4 and 5 <ul style="list-style-type: none"> Variables Theoretical framework Hypothesis development Hypothesis testing 	6
5	The research process: step 6 <ul style="list-style-type: none"> The research design The purpose of the study Types of investigation 	6
6	Experimental design <ul style="list-style-type: none"> Causal vs correlational analysis The laboratory and the field experiment Ethical issues in research and lab experiment 	6
7	Measurement of variables <ul style="list-style-type: none"> Operational definition Scales and measurement Developing scales Validity Reliability 	6
8	Data collection methods <ul style="list-style-type: none"> Interviewing Questionnaires Observation Some special data sources such as focus group and static and dynamic panels 	6
9	Sampling <ul style="list-style-type: none"> Population Element Population frame Sample Subject sampling 	6
10	Statistical terms and tests <ul style="list-style-type: none"> Descriptive statistics: frequencies; measures of central tendency Inferential statistics: correlation, t-test; anova; multiple regression Analysis of qualitative data 	6
11	Data analysis and interpretation <ul style="list-style-type: none"> Editing data 	

	<ul style="list-style-type: none"> • Handling blank responses • Coding • categorization 	6
12	qualitative analysis, data collection procedures, and mixed method approaches	5
13	Statistical tests; parametric and non-parametric statistics	5
14	Data analysis and interpretation	5
15	Research report	5
16	Presentations	5
Textbook	Research Methods for Business: A Skill Building Approach, 7 th edition. Uma Sekaran and Roger Bougie. Wiley, 2016	

Department	Management Sciences			Major		Office Management					
Course Name	Knowledge Management			Course Code		UMAN444					
Prerequisites				Credit Hours CRH		5		CTH		6	
						L	5	P	0	T	1
CRH: Credit Hours		L: Lecture		P: Practical		T: Tutorial		CTH: Contact Hours			

Course Description:

This course deals with the behavior of the information that allows the organization institutions and systems in an integrated manner identify, request, storage, analysis, broadcast and re-use of information and knowledge of all internal and external sources available to increase production efficiency and competitiveness. It also explains the requirements and techniques of knowledge management systems, with the application of information facilities.

General objectives of the course:

- Definition and Relationships.
- Types of Knowledge, Characteristics and Factors Affecting It.
- Knowledge and Characteristics of The Community.
- Knowledge Management, Functions and Objectives of The Fields.
- Knowledge Management Requirements and Operations.
- Knowledge Management Problems and Success Factors.
- Knowledge Management Systems and Tools Techniques.
- Knowledge Management Applications and Its Role In The Development of Information Facilities.
- The Future of Knowledge Management

References:

Book: Nashar, Sayed. Basics of knowledge Management. Alexandria: Dar Scientific Culture, 2010
Book: Ali, Abdul Sattar. Guendelji, Amer. Omari, Ghassan. The Gateway to Knowledge Management. Amman: Dar almasyrar .2009
Book: Shimi, Hosni. Knowledge Management: Alras marafayah alternative. Cairo: Dar dawn, 2009

Detailed of Theoretical Contents		
No.	Contents	Hours
1	Definition and relationships	4
2	Types of knowledge	6
3	Knowledge of the characteristics and factors affecting it	6
4	Knowledge and characteristics of the community	6
5	Knowledge management goals	6

6	Functions and areas of knowledge management	6
7	Knowledge management requirements and operations	6
8	Knowledge management problems and success factors	6
9	Knowledge management tools and systems technologies	6
10	Knowledge management applications	8
11	The role of knowledge management in the development of information facilities	6
12	The future of knowledge management	6
13	Training complete + final assessment	6
Textbook: Nashar, Sayed. Basics of knowledge Management. Alexandria: Dar Scientific Culture, 2010		

Department	Management Science	Major	Office Management									
Course Name	Governance and Administrative Control	Course Code	UMAN436									
Prerequisites		Credit Hours CRH	5		CTH			6				
			L	5	P	0	T	1				
CRH: Credit Hours L: Lecture P: Practical T: Tutorial CTH: Contact Hours												
Course description :												
<p>This course will enable students to understand how governance establishes policies, and continuous monitoring of administrative implementation, by the members of the governing body of an organization. It includes the mechanisms required to balance the powers with the associated accountability. Also students will learn more about administrative coronal agencies and procedures that dictate work.</p>												
Topics :												
<ul style="list-style-type: none">• Introduction to Governance and public administration• Introduction to Governance and Administrative Control• Origins of the concepts• Contents of good governance• Public sector management control• Accountability and control.• Transparency and information• Corruption and control• Participation and governance• The reliability and integrity of information• Compliance with policies, plans, and procedures.• Compliance with applicable laws and regulations.• The safeguarding of assets• The accomplishment of established objectives and goals of operations or programs												
Experiments :if applicable, it will support the theoreticaltopics.												
References :												
Massey, Andrew and Johnston, Karen (2015). The International Handbook of Public Administration and Governance. Edward Elgar Publishing, UK.												

Detailed of Theoretical Contents		
	Contents	Hours
1	<ul style="list-style-type: none"> • Introduction to Governance and public administration <ul style="list-style-type: none"> - Introduction - Public administration, public management and governance 	4
2	<ul style="list-style-type: none"> • Introduction to Governance and Administrative Control <ul style="list-style-type: none"> - Governance - Administrative Control 	6
3	<ul style="list-style-type: none"> • Origins of the concepts 	4
4	<ul style="list-style-type: none"> • Contents of good governance <ul style="list-style-type: none"> - The processes for making and implementing decisions - The best possible process for making those decisions. - Consultation policies and practices, meeting procedures, service quality protocols, employees conduct, role clarification and good working relationships. 	4
5	<ul style="list-style-type: none"> • Public sector management control <ul style="list-style-type: none"> - Agencies of public sector control in Saudi Arabia - Control system in SA 	4
6	<ul style="list-style-type: none"> • Accountability and control. <ul style="list-style-type: none"> - Procedures of accountability in public organizations - Requirements of accountability in public organizations 	4
7	<ul style="list-style-type: none"> • Transparency and information <ul style="list-style-type: none"> - Transparency requirements - The role of transparency in control and governance 	6
8	<ul style="list-style-type: none"> • Corruption and control <ul style="list-style-type: none"> - Corruption essences - Ways to control corruption - Agencies of coloration control in Saudi Arabia 	6
9	<ul style="list-style-type: none"> • Mid-term Exam 	
10	<ul style="list-style-type: none"> • Participation and governance <ul style="list-style-type: none"> - Public participation in decision making - Participation as a requirements of good governance 	6
11	<ul style="list-style-type: none"> • The reliability and integrity of information <ul style="list-style-type: none"> - Information reliability - Information integrity - Importance of information for good governance and control 	6

12	<ul style="list-style-type: none"> • Compliance with policies, plans, and procedures. <ul style="list-style-type: none"> - Introduction to compliance - Compliance with policies - Compliance with plans - Compliance with procedures 	6
13	<ul style="list-style-type: none"> • Compliance with applicable laws and regulations. <ul style="list-style-type: none"> - Compliance with applicable laws - Compliance with regulations 	6
14	<ul style="list-style-type: none"> • The safeguarding of assets <ul style="list-style-type: none"> - Assets protection 	6
15	<ul style="list-style-type: none"> • The accomplishment of established objectives and goals of operations or programs <ul style="list-style-type: none"> - Annual reports - Financial reports 	6
16	<ul style="list-style-type: none"> • Final Exam 	4
Textbook:	Massey, Andrew and Johnston, Karen (2015). The International Handbook of Public Administration and Governance. Edward Elgar Publishing, UK.	

Department	Management Sciences	Major	Office Management
Course Name	Administrative Leadership	Course Code	UMAN435
Prerequisites		Credit Hours CRH	5
			CTH 7
			L 5 P 0 T 2
CRH: Credit Hours L: Lecture P: Practical T: Tutorial CTH: Contact Hours			

Course Description:

The student will learn the concept of leadership which is the ability to influence the behavior of the members of the group and coordinate their efforts and guide them to reach the desired goals. In addition, he will be able to identify the difference between the leadership and the presidency. The presidency depends in the exercise of its functions on the authority of the authority granted by the law, while the leadership depends on the conviction of the members of the organization and the leader of the great confidence. Then talk about leadership theories such as personality theory, attitude theory, interactive theory, talk about driving requirements and the most prominent administrative leadership styles and then find out the difference between management and leadership.

General objectives of the course:

- introduction to administrative leadership.
- integrative managerial issues.
- Planning.
- Organizing.
- Leading.
- Controlling.

Experiments: If applicable, it will support the course topics.

References:

- Robbins, Stephen P, and Coulter, Mary. (2012) Management, 11th Edition, Prentice Hall

Detailed of Theoretical Contents		
No.	Contents	Hours
1	Effective Management for Managers Today <ul style="list-style-type: none"> • Introduction to Management and Organizations. • Introduction to Administrative Leadership. • Management Yesterday and Today. • Organizational Culture and Environment • The Constraints. • Social. • Responsibility and Managerial Ethics. 	14

2	Management Functions and Techniques Decision-Making: <ul style="list-style-type: none"> • The Essence of the Manager's Job. • Foundations of Planning, planning tools and techniques. • Organizational Structure and Design. Human 	14
3	Resource Management: <ul style="list-style-type: none"> • Managing Change and Innovation. • Understanding Groups and Teams. • Leadership skills. Foundations of Control. • Operations and Supply Chain Management. 	14
4	Administrative Leadership Study Entries: <ul style="list-style-type: none"> • The individual entrance. • The social entrance. • The conciliatory entrance. 	14
5	Administrative Leadership Forms: <ul style="list-style-type: none"> • Authoritarian Leadership • Lax Leadership • Leadership participation 	14
6	Contemporary Management Competencies <ul style="list-style-type: none"> • Time Management Skills. • Effective Communication Skills. • Problem Solving Skills. • Crisis Management Skills. 	11
7	Theories of his traditional administrative leadership <ul style="list-style-type: none"> • Theory of personality. • Theory of position. • Interactive theory. 	10
Textbook: <ul style="list-style-type: none"> • Robbins, Stephen P, and Coulter, Mary. (2012) Management, 11th Edition, Prentice Hall 		

Department	Management Sciences	Major	Office Management						
Course Name	Management Information System	Course Code	UMAN452						
Prerequisites		Credit Hours CRH	5		CTH		7		
			L	5	P	0	T	2	
CRH: Credit Hours		L: Lecture	P: Practical	T: Tutorial	CTH: Contact Hours				

Course Description:

In this course, the trainee is trained to impart knowledge and skills of management information systems. Where This course deals with the concept of data (and information) and their importance and their sources, and the components of the computer, and the programs it runs, and the concept of databases, decision support systems, and office systems information, systems and transaction processing and management reports, at the rate of two lectures theories and four lectures process every week.

General objectives of the course:

1. Basic concepts of management information systems
2. IT
3. Decision Support Systems
4. Office Information Systems
5. Transaction processing systems and management reports

References:

- 1) Ibrahim Sultan, Management Information Systems: Systems Approach, (Alexandria, University House, 2005).
- 2) Mr. Ismail, Management Information Systems for Management Decision-Making, (Alexandria, New Arab Office, No date).
- 3) Raymond McLeod, Arabization: Srouf Ali Ibrahim Srouf, Management Information Systems, (Riyadh, Dar almareq.1998).
- 4) Salem Ibrahim Alhussnia, Management Information Systems, (Amman, Warraq Foundation, 1997).
- 5) Sonia Mohammed Albakri, Management Information Systems, (Alexandria, the modern Arab Bureau, No date).
- 6) Talat Asaad Abdul Hamid, Hatem Saad Cain, Abdul Hakim Rabe Njm, Introduction to Management Information Systems, (Cairo, Ain Shams Library, 1992).
- 7) Annan Oeselat, Hilal al-Bayati, Ala ALSalmi, The Entrance to The Management Information Systems, (Amman, Dar Almanaheg, 2000).

8) Manal Mohammed Kurdi, Jalal Ibrahim AlSaeed, Introduction to Management Information Systems: Theory - Tools - Applications, (Alexandria, University House, No date).

9) Hisham Saleh Ktuh, Management Information Systems, (Jeddah, King Fahd National Library, 2004)

Detailed of Theoretical Contents		
No.	Contents	Hours
1	<p><u>Entrance systems:</u></p> <ul style="list-style-type: none"> - The concept of the system - The elements of the system - The general theory of systems 	6
2	<p><u>The nature of management information systems:</u></p> <ul style="list-style-type: none"> - The concept of management information systems - The importance of management information systems - Management Information Systems attributes 	6
3	<p><u>Data and information:</u></p> <ul style="list-style-type: none"> - The difference between data and information - Data and information sources - What are the good data and information - How to convert data into information 	6
4	<p><u>Information Technology:</u></p> <ul style="list-style-type: none"> - Historical Perspective - Computer components to: <ul style="list-style-type: none"> • Unit input • CPU • unit output 	6
5	<p><u>Computer programs running:</u></p> <ul style="list-style-type: none"> - What are the computer programs - Types of computer programs 	7

	<ul style="list-style-type: none"> - Generations of programming languages - New types of programming languages - Programs in the practical application 	
6	<p><u>Databases:</u></p> <ul style="list-style-type: none"> - Database model - The composition and organize files - The nature and characteristics of the database - Database management systems - What decision support systems: - The concept of decision - The definition of decision support systems - Support decisions systems components - Decision support systems characteristics - Decision support systems outputs 	8
7	<p><u>Group Decision Support Systems:</u></p> <ul style="list-style-type: none"> - The concept of collective decision-support systems - Group Decision Support Systems components - Use patterns support the collective decisions 	8
8	<p><u>Office Information Systems:</u></p> <ul style="list-style-type: none"> - The concept of office information systems - Recent developments Office Information Systems - Benefits Office Information Systems - Office Information Systems Applications: <ul style="list-style-type: none"> • Document management systems • correspondence systems • conferences dimensional systems • office support systems 	8

9	<p><u>Transaction processing and management reporting systems:</u></p> <p>1- Transaction processing systems:</p> <ul style="list-style-type: none"> • the concept of transaction processing systems • Jobs transaction processing systems • transaction processing systems cycle • subsystems for transaction processing systems • transaction processing systems reports <p>2- Management reporting systems:</p> <ul style="list-style-type: none"> • The concept of management reporting systems • the development of management reporting systems • management reporting systems characteristics • outputs (reports) management reporting systems • the characteristics of the contents of management reports 	12
10	<p><u>Practical Training (IT):</u></p> <p>The trainee under the supervision of trainer will apply practically identification of computer components, and various drivers.</p>	8
11	<p><u>Practical training (creation of databases):</u></p> <p>The trainee under the supervision of trainer prepares tables, forms, queries and reports by a database programs</p>	8
12	<p><u>Practical Training: (management information systems) applications:</u></p> <p>The trainee under the supervision of trainer apply offices management systems and transaction processing systems, and systems management reporting by a management information system software</p> <p>The future of knowledge management</p>	8
<p>Textbook:</p>	<p>1) Ibrahim Sultan, Management Information Systems: Systems Approach, (Alexandria, University House, 2005).</p> <p>2) Mr. Ismail, Management Information Systems for Management Decision-Making, (Alexandria, New Arab Office, No date).</p>	

Department	Management Sciences	Major	Office Management							
Course Name	Human Resources Planning and Development	Course Code	UMAN438							
Prerequisites	UMAN302	Credit Hours CRH	5		CTH		7			
			L	5	P	0	T	2		
CRH: Credit Hours		L: Lecture	P: Practical	T: Tutorial		CTH: Contact Hours				

Course Description:

This course enhances trainee awareness and understanding of the importance of human resources management function. Learning ethical approaches to management and human resources planning, and how its human resources management and planning are affected by the vulnerability of the legal and global environments, and economic. Also, this course shows the importance of planning, organization and management of human resources and how to reward superior human resources. Human Resources Management in Saudi Arabia and the nationalization of jobs.

General objectives of the course:

- Human Resources Planning: indicators and trends, identification of supply and demand in the field of human resources. The reasons for the request.
- The methods and techniques to predict and human resource needs.
- Functional Analysis: design, information and uses, the factors that affect jobs in design, methods and techniques analysis functions. Evaluation of job analysis methods.
- Employment: factors affecting employment, recruitment and selection of staff operations, validity and reliability of the methods of choice.

Ethics in the selection and appointment of equal opportunity.

The use of information methods in making selection decisions, such as equal opportunities.

The use of information methods in making selection decisions, guidance and placement in appointments, mentoring programs, follow-up. Placement, promotions, transfers, leakage, layoffs and termination, exclusion and separation.

References:

Book: Human Resources Management, by Robert Matthews and John Jackson (2008). Edition 12.

Detailed of Theoretical Contents			
No.	Contents		Hours
1	<ul style="list-style-type: none"> • Nature of Human Resources Planning • Strategic planning of human resources 		6

2	<ul style="list-style-type: none"> Human Resources Planning and Law: Texts and irregularities 	7
3	<ul style="list-style-type: none"> The difference between the job description and job descriptions the benefits of functional analysis, functional analysis and operation planning, and functional analysis techniques 	7
4	<ul style="list-style-type: none"> The legal framework for equal employment opportunities What is the Employment The difference between the recruitment, selection and placement 	7
5	<ul style="list-style-type: none"> General factors that affect the recruitment, selection methods, selection processes 	7
6	<ul style="list-style-type: none"> Steps recruitment process 	7
7	<ul style="list-style-type: none"> Management and organizational development 	7
8	<ul style="list-style-type: none"> Orientation and training of staff, the importance of training why do we need for training 	7
9	<ul style="list-style-type: none"> Steps in the training program Business Rating, and methods of job evaluation 	7
10	<ul style="list-style-type: none"> Performance of departments 	7
11	<ul style="list-style-type: none"> Compensation of human resources, and strategies for compensation practices, executive compensation, employee benefits administration 	7
12	Employee relations; health, safety and security	8
13	The rights of employees and discipline	7
Textbook: Human Resources Management, by Robert Matthews and John Jackson (2008). Edition 12.		

Department	Management Sciences	Major	Office Management						
Course Name	Public Relations Management	Course Code	UMAN439						
Prerequisites	UMAN301	Credit Hours CRH	5		CTH			6	
			L	5	P	0	T	1	
CRH: Credit Hours		L: Lecture	P: Practical	T: Tutorial	CTH: Contact Hours				

Course Description:

This course aims at defining the concept of public relations intern and its importance in contemporary administrative organs as well as the study of the concept of public opinion and means of communication and some applied fields of public relations.

General objectives of the course:

- The emergence of public relations and development.
- The concept and the importance of public relations.
- The principles of public relations and ethics.
- Public Relations site in the organizational structure.
- The goals of public relations.
- Communication.
- The internal organization of the Public Relations Department.
- Public Relations Research.
- Planning in Public Relations.
- Working in public relations properties.
- Public relations and public opinion.
- Important issues in public relations.

References:

- 1 - Tahir Marina (2000). Skill & Science & public relations. Cairo Dar Nahda
2. Abdul Bari Dora, Nabil Khalaf (2010) Public Relations in The Twentieth Century Atheist.Dar Wael Publishing. Jordan
3. Foundations of Public Relations, Abdul Muti Assaf, Mohammed Faleh .2004, Dar Al-Hamed, Amman, Jordan.

Detailed of Theoretical Contents		
No.	Contents	Hours
1	- The emergence of public relations and development - Historical overview, and the reasons for attention to public relations and development	6
2	- The concept and the importance of public relations. - The definition of public relations, foundations and characteristics of public relations	6
3	The principles of public relations and ethics. The principles of public relations, public relations ethics.	6
4	Public Relations site: -In the organizational structure -In companies and institutions Models for public relations management. .	6
5	-The goals of public relations: In government organizations, and private organizations.	6
6	-Communication: Different skills -means - and methods of construction	6
7	- The internal organization of the Public Relations Management: Public Relations Management patterns, competences of public relations, forms of internal organization for public relations management, steps to organize the management of public relations, methods of organization of the Public Relations Department.	6
8	Public Relations Research: The concept and the goals of public relations, types of research, steps of scientific research in the field of public relations.	6
9	Planning in public relations: The concept and planning function, the benefits of planning, the types of planning, the planning stages, planning steps.	6
10	Employers features in the public relations	6

11	Public relations and public opinion: The concept of public opinion, public opinion qualities, characteristics of public opinion, and public opinion functions, types of public opinion, public opinion and to measure trends.	6
12	Continued public relations and public opinion: Public and types, rumors and ways to deal with it.	6
13	Important issues in public relations and public relations, including in government institutions and civil society organizations. Crisis management.	6
Textbook: Tahir Marina (2000). Skill & Science & public relations. Cairo Dar Nahda		

Department	Management Sciences	Major	Office Management						
Course Name	Organizational Behavior	Course Code	UMAN331						
Prerequisites	UMAN301	Credit Hours CRH	5		CTH			6	
			L	5	P	0	T	1	
CRH: Credit Hours		L: Lecture		P: Practical		T: Tutorial		CTH: Contact Hours	

Course Description:

The material of this course addresses the issue of organizational behavior study elements of individual behavior (cognition, learning, motivation, personality & psychological trends) in addition to the elements of the collective behavior (work groups, leadership and communication) and outputs the behavior of individuals within their business performance, productivity and satisfaction with work.

General objectives of the course:

Introduction (the concept of organizational behavior and the historical development of the study of organizational behavior).

- perception.
- Learning.
- Motivation.
- Personal.
- Working groups.
- Leadership.
- Communication.
- Work stress.

References:

- Organizational Behavior entrance building skills, Ahmed Maher University House I 8.
- Organizational Behavior - the study of individual and collective behavior in business organizations, Dr. Mohammad Qasim Qaryouti Dar Wael 2009.

Detailed of Theoretical Contents		
No.	Contents	Hours
1	<u>Introduction:</u> The concept of organizational behavior.	6

	The historical evolution of the study of organizational behavior.	
2	<p><u>Perception:</u></p> <p>The meaning and importance of perception of behavior.</p> <p>Factors influencing the perception.</p> <p>Do you believe our judgment on others.</p> <p>Administrative applications of perception.</p>	6
3	<p><u>Learning:</u></p> <p>The concept and the nature of learning and its importance to the conduct of</p> <p>Theories of learning (how can acquire a new behavior).</p> <p>To retain or weakening behavior.</p> <p>The transfer of learner behavior to fruition.</p> <p>The application of learning in management principles.</p>	6
4	<p><u>Motivation:</u></p> <p>The definition of motivation and its relationship to behavior.</p> <p>Theories of motivation.</p> <p>Administrative application of the theories of motivation.</p>	6
5	<p><u>Personal:</u></p> <p>The definition of the concept of personal.</p> <p>Components and personal aspects.</p> <p>Factors affecting the personal formation.</p>	6
6	<p>Some personal data relationships performance.</p> <p>Personal relationship behavior.</p> <p>Personal measurement.</p>	6
7	<p><u>Working Groups:</u></p> <p>The intended work and composition of groups.</p> <p>The cohesion of the group.</p>	6

8	<p><u>Team:</u></p> <p>Group conflict and conflict resolution.</p> <p>Collective decision-making.</p>	6
9	<p><u>Leadership:</u></p> <p>The meaning and importance of leadership behavior.</p> <p>Personal commander.</p> <p>Leadership behavior.</p>	6
10	<p>Studies of modern theories in leadership behavior.</p> <p>Leadership position.</p>	6
11	<p><u>Communication:</u></p> <p>Concept of communication and its importance.</p> <p>Regulatory and administrative communications.</p> <p>Personal skills in communication.</p>	6
12	<p><u>Work pressure:</u></p> <p>The causes of work stress and its impact on performance.</p> <p>Treatment work stress.</p> <p>Regulatory methods for the treatment and prevention of work stress.</p>	6
13	Training complete + final assessments.	6
<p>Textbook: Organizational Behavior entrance building skills, Ahmed Maher University House I 8.</p>		

Department	Management Sciences	Major	Office Management						
Course Name	Strategic Management	Course Code	UMAN445						
Prerequisites	UMAN301	Credit Hours CRH	5		CTH			7	
			L	5	P	0	T	2	
CRH: Credit Hours		L: Lecture	P: Practical	T: Tutorial	CTH: Contact Hours				

Course Description:

This course focuses on strategic management and administrative policies .It addresses the definition of the basic concepts of the various stages of identifying a general objectives & goals of enterprises, and analyze the external environment and to identify the opportunities and risks they face, and analysis of the internal environment to identify the strengths and weaknesses that characterize and configure the appropriate strategic alternatives implementation and evaluation. This course depends on the use of practical cases.

General objectives of the course:

- Part 1: Strategic management concepts and fields.
- Part 2: The setup for the development of strategic management.
- Part 3: External environment analysis.
- Part 4: Internal environment analysis.
- Part 5: Analysis of the strategic gap.
- Part 6: Configure and evaluating strategic alternatives.
- Part 7: Strategic application.
- Part 8: Strategic Evaluation.

Section II: Practical Cases

Part 9: The skill of address practical situations.

Part 10: practical cases for analysis

References:

- Dr. Kamel Mr. Alsayd Gurab, Strategic Management - Scientific Assets and Practical Situations, King Saud University - Riyadh 1415 (1995).

Detailed of Theoretical Contents		
No.	Contents	Hours
1	Part 1: Strategic Management Concepts and Fields. Strategic Management Fundamentals	8

2	The Areas of Application of Strategic Management	8
3	Part 2: The Setup For the Development of Strategic Management	8
4	Part 3: External Environment Analysis	8
5	Part 4: Internal Environment Analysis	8
6	Part 5: Analysis of The Strategic Gap	6
7	Part 6: Configure and Evaluating Strategic Alternatives	8
8	Take The Strategic Choice Decision	6
9	Part 7: Strategic Application	7
10	Part 8: Strategic Evaluation	6
11	Part 9: The skill of Address Practical Situations	6
12	Examples of The Process to Address The Situation	6
13	Part 10: Practical Cases For Analysis	6
Textbook: Dr. Kamel Mr. Alsayd Gurab, Strategic Management - Scientific Assets and Practical Situations, King Saud University - Riyadh 1415 (1995)		

Department	Management Sciences			Major	Office Management				
Course Name	Entrepreneurship			Course Code	UMAN473				
Prerequisites	UMAN301			Credit Hours CRH	5		CTH		7
					L	5	P	0	T
CRH: Credit Hours		L: Lecture	P: Practical	T: Tutorial	CTH: Contact Hours				

Course Description:

This course is designed to provide the trainee with the knowledge and skills necessary to transform ideas and innovations into practical projects in accordance with the rules of the establishment of sound business projects. The course also seeks to explore various aspects of the process of creating and caring for new projects and development, and how to configure the new businesses at the level of both individuals and companies. In addition, this course seeks to enable the trainee to learn the basics of the project starting from the main requirements for the entrepreneur and how through the planning for the establishment of projects and organization and marketing and the search for funding sources and finally the practical steps to manage the project. The course is characterized by providing the trainee practical action plan for the establishment of a commercial project for discussing with his colleagues in the decision. This course also includes teaching aids used in the course lectures, case studies and external speakers in order to enrich the students' knowledge and introduce them to the challenges faced by entrepreneurs.

General objectives of the course:

- Basics of entrepreneurship
- Recipes and skills of the entrepreneur
- Creativity, innovation and entrepreneurship

References:

Entrepreneurship Dr. Ahmed Abdel Rahman AlShamimri , Dr. Wafa Nasser Almberek Al-Shaqri Library 2010.

Detailed of Theoretical Contents			
No.	Contents	Hours	
1	<p>- The basics of entrepreneurship:</p> <ul style="list-style-type: none"> • Orientation towards entrepreneurship - the definition of entrepreneurship - the development and growth of entrepreneurship. • Supporting factors for the emergence of entrepreneurs - the benefits of entrepreneurship. • The potential negatives of entrepreneurship and risk. 	6	

2	- The qualities and skills of the entrepreneur: <ul style="list-style-type: none"> • Know yourself - qualities of the entrepreneur - Schools recipes entrepreneur. • School features - environmental school - behaviorism - contemporary school 	8
3	• Creativity, innovation and entrepreneurship: <ul style="list-style-type: none"> • The concept of creativity -thinking and creativity - creative features - support creativity factors - barriers to creativity. 	8
4	-Incentives for innovation: <ul style="list-style-type: none"> • The personal qualities of the entrepreneur - the idea - correct knowledge. • Avoid traps - Vision - creativity and imagination - sincerity - the foundation. • The motives of the establishment of small-scale project. 	8
5	- Transforming ideas into the project: <ul style="list-style-type: none"> • Create components business - sources of ideas to create a small project. • Idea and its impact on the success of the entrepreneur - thinking horizontal versus vertical thinking. • Plan - Quick creation of small - Franchise Project. • Is your idea can be applied - the stages of the development of the idea to the project. • How to reduce the start project - sources of information to create a new project risks. 	8
6	• Entrepreneurship and small enterprises: <ul style="list-style-type: none"> • The concept of small enterprises - small legal form of the entity. • Characteristics of small enterprises - supporting parties for entrepreneurs. 	8
7	• Success and failure of small enterprises: <ul style="list-style-type: none"> • Small business failure - the external environment problems - the problems of internal environment. • The success of small businesses - personal factors - factors relating to the entity. • Factors related to the environment - how can you avoid failure . 	8
8	• Business Plan:	

	<ul style="list-style-type: none"> • What is the plan for what Labor-Business-planning work planning requirements. • the limits of the action plan - write a business plan - the language of the Plan of Action. • recipes good working plan - elements of the action plan - submission of the plan. • important criteria to consider when developing a plan. 	6
9	<ul style="list-style-type: none"> • Financing of the project: the initial funding - funding of ownership and debt financing. • Sources of financing for entrepreneurs - Choosing the appropriate funding source factors. 	6
10	<ul style="list-style-type: none"> • Management team, accounting, marketing: • Labor-formation team of human resources planning - accounting system. • Marketing - the marketing mix - the project site - the marketing plan. 	8
11	<ul style="list-style-type: none"> • Operational Plan: • Operational Plan - the goals of the elements of the operational plan • Steps to put the operational plan - the plan - monitor the implementation of the plan details. 	6
12	<ul style="list-style-type: none"> • Configuration of the labor market: • Social Responsibility - the dimensions of social responsibility. • Work ethics - ethics pioneering work - working conditions in the private sector. • Employment in the private sector stages - CV - a personal interview. 	6
13	Hosting an entrepreneur.	5
Textbook:	Entrepreneurship Dr. Ahmed Abdel Rahman AlShamimri , Dr. Wafa Nasser Almberek Al-Shaqri Library 2010.	

Department	Management Sciences	Major	Office Management						
Course Name	Organizational Development	Course Code	UMAN464						
Prerequisites		Credit Hours CRH	5		CTH		6		
			L	5	P	0	T	1	
CRH: Credit Hours		L: Lecture		P: Practical		T: Tutorial		CTH: Contact Hours	
Course Description : In this course, theoretical models and the process of OD will be discussed. Students will learn how to improve individual, group/team and organizational performance through the use of OD techniques or interventions like group dynamics, training, culture change, and work-life balance.									
References: Thomas G. Cummings and Christopher G. Worley. Organization Development & Change, 9th Edition. South-Western, a part of Cengage Learning, 2009 Dean Anderson and Linda Ackerman Anderson. Beyond Change Management. Jossey-Bass/Pfeiffer, San Francisco									
Topics: <ul style="list-style-type: none">• General Introduction to Organization Development• Overview of Organization Development• The Process of Organization Development• Human Process Interventions• Technostructural Interventions• Human Resource Management Interventions• Strategic Change Interventions• Special Applications of Organization Development									

Detailed of Theoretical Contents		
No.	Contents	Hours
1	General Introduction to Organization Development	8
2	Overview of Organization Development: <ul style="list-style-type: none"> • The Nature of Planned Change • The Organization Development Practitioner 	10
3	The Process of Organization Development: <ul style="list-style-type: none"> • Entering and Contracting • Diagnosing Organizations • Diagnosing Groups and Jobs • Collecting and Analyzing Diagnostic Information • Feeding Back Diagnostic Information • Designing Interventions 	10

	<ul style="list-style-type: none"> Leading and Managing Change Evaluating and Institutionalizing Organization Development Interventions 	
4	Human Process Interventions: <ul style="list-style-type: none"> Interpersonal and Group Process Approaches Organization Process Approaches 	10
5	Technostructural Interventions: <ul style="list-style-type: none"> Restructuring Organizations Employee Involvement Work Design 	10
6	Human Resource Management Interventions: <ul style="list-style-type: none"> Performance Management Developing Talent Managing Workforce Diversity and Wellness 	10
7	Strategic Change Interventions: <ul style="list-style-type: none"> Transformational Change Continuous Change Transorganizational Change 	10
8	Special Applications of Organization Development: <ul style="list-style-type: none"> Organization Development in Global Settings Organization Development in Nonindustrial Settings: Health Care, School Systems, the Public Sector, and Family-Owned Businesses Future Directions in Organization Development 	10
Textbook	Thomas G. Cummings and Christopher G. Worley. Organization Development & Change, 9th Edition. South-Western, a part of Cengage Learning, 2009	

Department	Management Sciences	Major	Office Management						
Course Name	Creative and Critical Thinking	Course Code	UMAN373						
Prerequisites		Credit Hours CRH	5		CTH			6	
			L	5	P	0	T	1	
CRH: Credit Hours		L: Lecture	P: Practical	T: Tutorial	CTH: Contact Hours				

Course Description:

This course is designed to train the trainee the familiarity with the knowledge and skills of the Creative and Critical Thinking, where it is to provide the trainee with knowledge of originality and fluency, flexibility and automatic thinking and intelligence. This course will be conducted twice a week.

General objectives of the course:

1. Authenticity
2. Fluency
3. Flexibility
4. creative thinking methods
5. The relationship between creative thinking and intelligence
6. The role of genetics in creative thinking
7. The relationship between creativity and leadership
8. individual and collective creativity
9. The effect of age on creativity
10. relationship creative thinking education
11. obstacles to creative thinking
12. a personal creative
13. creative thinking and ethics

References:

- 1 -Thinking through the school curriculum development author Rachid Nouri al-Bakr Adam Ihsan Tayeb Abdel Rahim Ahmed and pay Mr. Abdullah, Mr. develop thinking skills second edition of majority Library.
- 2-Books and references that are recommended (scientific journals, reports, etc ...) (attach list them).
- 3-Hosni Abd al-Bari, the entrances to teaching thinking and enrich the school curriculum and Alexandria, the modern Arab Bureau 1999.
- 4-The latest references in the field of the development of thinking skills and training workshops in the development of thinking skills.

- 5-Electronic references, web sites ... etc.
6-Other educational materials such as computer-based / CDs, and standards / technical regulations and regulatory programs:
- Based computers in the development of thinking skills programs
- CDs in training courses in the development of thinking skills.

Detailed of Theoretical Contents		
No.	Contents	Hours
1	1. Definition of thinking 2. The importance of thinking 3. Thinking levels 4. Thinking levels 5. Thinking patterns: <ul style="list-style-type: none"> • Scientific thinking • Logical thinking • Critical thinking • Creative thinking • Analytical thinking 	7
2	6. Thinking properties 7. Global trends in learning and teaching of thinking 8. Global programs in thinking: <ul style="list-style-type: none"> • Kurt program: (CORT) • Six Hats program for teaching thinking (Six Thinking Hates) 	7
3	1. Thinking concept 2. Axial skills 3. Skill focus 4. Skill to gather information 5. The skill of remembering	7

4	6. obstetrics skill 7. skill organize information 8. skill integration 9. skill analysis 10. Evaluation Skill	7
5	1. Definition of creative thinking 2. Terms of the creative idea 3. stages of the creative process: <ul style="list-style-type: none"> - Preparation phase - Incubation phase - Illumination phase - Verification phase 	7
6	4.Creative thinking skills Fluency: <ul style="list-style-type: none"> • fluency words • Fluency associative • expressive fluency • intellectual fluency • fluency shapes 	7
7	Flexibility: <ul style="list-style-type: none"> • Automatic flexibility • flexibility and adaptive Originality: <ul style="list-style-type: none"> • Elaborations • Problem Sensibility 	5

	<ul style="list-style-type: none"> Continuing the trend 	
8	<p>Creative thinking development methods</p> <p>Creativity integration</p> <p>Creativity by thinking upside down</p> <p>Creativity is the familiar questions</p> <p>Creativity through SCAMPER strategy</p>	5
9	<p>Creativity given through the eyes of others</p> <p>Creativity using a method (Brainstorming)</p> <p>Creativity using a method (what if ...?)</p> <p>Creativity game of alternatives and possibilities (APC)</p> <p>Creativity using a method of Random stimuli Techniques</p>	5
10	<p>Creators properties</p> <p>How to become creative?</p> <p>Desire</p> <p>Knowledge and skills</p> <p>Attendance at work</p> <p>Fermentation and insight</p> <p>Evaluation</p>	5
11	<p>1. The importance of critical thinking</p> <p>2. Critical Thinking properties</p> <p>3. Critical Thinking Skills:</p> <ul style="list-style-type: none"> Inductive thinking skills Deductive thinking skills Thinking Skills Assessment 	5
12	<p>4. Critical Thinking Patterns:</p> <ul style="list-style-type: none"> Active Thinking Strategic Thinking 	6

	<ul style="list-style-type: none"> • Systems Thinking • Quantum Thinking • Emotional Thinking 	
13	<p>5. Recipes critic thinker:</p> <ul style="list-style-type: none"> • Intellectual humility • Intellectual courage • Intellectual sympathy • Intellectual Secretariat • Intellectual Insisting • Intellectual independence • Cognitive passion • Find the bag and celebrate and consider any valuable not necessary in order to get it. <p>6. Critical Thinking Scale:</p> <ul style="list-style-type: none"> • Clarity • Resolution • Connectivity • Depth • Logic 	5
Textbook:	<p>Thinking through the school curriculum development author Rachid Nouri al-Bakr Adam Ihsan Tayeb Abdel Rahim Ahmed and pay Mr. Abdullah, Mr. develop thinking skills second edition of majority Library.</p>	

Department	Management Sciences	Major	Office Management					
Course Name	Graduation Project	Course Code	UMAN491					
Prerequisites	STAT381	Credit Hours CRH	4		CTH		6	
			L	4	P	0	T	2
CRH: Credit Hours		L: Lecture	P: Practical	T: Tutorial	CTH: Contact Hours			

Course description :

This course aims at applying office management knowledge learned throughout the program by the student. The student is to work in a real life problem or solving an office management related issue faced by an office management entity whether entities seeking profit or otherwise. Financial accounting or managerial related issues as well as internal control or help entities in implementing corporate governance are examples of the scope of the course. The student can also choose to assist entities in analyzing, designing or evaluating existing management information system.. Students will be exposed to the broad range of designs used in communication research from laboratory and field experiments, surveys, content analysis, focus groups and in-depth interviewing. Specifically, at the end of this course.

Topics :

- Theoretical basis of the assigned topic to the student.
- Implement the determine specialized topics.
- Final discussion.

References :

- Refer to the reference that relates to the assigned topic to be accomplished.

Detailed of Theoretical Contents		
	Contents	Hours
1	<ul style="list-style-type: none"> • Determine specialized topics assigned to the students theoretically. 	28
2	Project or Simulation: <ul style="list-style-type: none"> • Implement the determine specialized topics assigned to the students. 	30
3	Final Discussion	20
Textbook: <ul style="list-style-type: none"> • Refer to the reference that relates to the assigned topic to be accomplished. 		

References

Textbooks	1.	Wang, XiaoHu (2014). Financial management in the public sector: tools, applications, and cases. 3rd edition. New York: NY: Routhledge.
	2.	Finkler, Smith, Calabrese & Purtell (2016). Financial management for public, health, and not-for-profit organizations. 5th edition. Thousand Oaks, CA: CQ Press (cited below as Finkler).
	3.	Menifield, Charles E. (2013). The basics of public budgeting and financial management: a handbook for academics and practitioners. 2nd edition. Lanham, MD: University Press of America.
	4.	Research Methods for Business: A Skill Building Approach, 7 th edition. Uma Sekaran, Uma and Bougie, Roger. Wiley, 2016
	5.	Research methods for the behavioral sciences, 4 th ed. Gravetter, Fredrick J and Foranzo, Lori-Ann B.
	6.	Research Methods for Business: A Skill Building Approach, 7 th edition. Uma Sekaran and Roger Bougie. Wiley, 2016
	7.	Book: Nashar, Sayed. Basics of knowledge Management. Alexandria: Dar Scientific Culture, 2010
	8.	Book: Ali, Abdul Sattar. Guendeljy, Amer. Omari, Ghassan. The Gateway to Knowledge Management. Amman: Dar almasryrah .2009
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	42.	Refer to the reference that relates to the assigned topic to be accomplished.