

DEGREE AUDIT NEW

Department of Business Studies

Degree : **Certificate**

Semester I **College Elective Hrs.:** **Dept. Elective Hrs :** **Spec. Elective Hrs.:**

Course Code	Course Title	Course Type Name	Credit Hours	Theory Hours	Practical Hours	Passing Grade
BAMG1100	Introduction to Business	Dept. Requirements	3	2	2	60
BAMA1101	Business Mathematics	Dept. Requirements	3	2	2	60
BAAC1102	Principles of Accounting	Dept. Requirements	3	1	4	60
ENTW1100	Technical Writing I	College Requirements	3	2	2	55
ITSE1100	Information System Multimedia	College Requirements	3	0	6	55
Total Semester Credit Hours			15			

Semester II **College Elective Hrs.:** **Dept. Elective Hrs :** **Spec. Elective Hrs.:**

Course Code	Course Title	Course Type Name	Credit Hours	Theory Hours	Practical Hours	Passing Grade
ENTW1200	Technical Writing II	College Requirements	3	2	2	55
BAMK1205	Principles of Marketing	Dept. Requirements	3	2	2	60
BAMG1207	Principles of Management	Dept. Requirements	3	2	2	60
BAEC1203	Principles of Microeconomics	Dept. Requirements	3	2	2	60
BAST1206	Managerial Statistics	Dept. Requirements	3	2	2	60
Total Semester Credit Hours			15			

Semester III **College Elective Hrs.:** **Dept. Elective Hrs :** **Spec. Elective Hrs.:**

Course Code	Course Title	Course Type Name	Credit Hours	Theory Hours	Practical Hours	Passing Grade
ENGL2108	Business Communication	Dept. Requirements	3	3	0	60
BACO1212	Job Search Techniques	College Requirements	3	1	4	60
Total Semester Credit Hours			6			

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Department of Business Studies

Degree : **Certificate**

Semester I **College Elective Hrs.:** **Dept. Elective Hrs :** **Spec. Elective Hrs.:**

Course Code	Course Title	Course Type Name	Credit Hours	Theory Hours	Practical Hours	Passing Grade
BAMG1100	Introduction to Business	Dept. Requirements	3	2	2	60
BAMA1101	Business Mathematics	Dept. Requirements	3	2	2	60
BAAC1102	Principles of Accounting	Dept. Requirements	3	1	4	60
ENGL1100	Advanced Writing I	College Requirements	1	2	1	55
ITSE1100	Information System Multimedia	College Requirements	3	0	6	55
Total Semester Credit Hours			13			

Semester II **College Elective Hrs.:** **Dept. Elective Hrs :** **Spec. Elective Hrs.:**

Course Code	Course Title	Course Type Name	Credit Hours	Theory Hours	Practical Hours	Passing Grade
ENGL1200	Advanced Writing II	College Requirements	1	3	0	55
BAMK1205	Principles of Marketing	Dept. Requirements	3	2	2	60
BAMG1207	Principles of Management	Dept. Requirements	3	2	2	60
BAEC1203	Principles of Microeconomics	Dept. Requirements	3	2	2	60
BAST1206	Managerial Statistics	Dept. Requirements	3	2	2	60
Total Semester Credit Hours			13			

Semester III **College Elective Hrs.:** **Dept. Elective Hrs :** **Spec. Elective Hrs.:**

Course Code	Course Title	Course Type Name	Credit Hours	Theory Hours	Practical Hours	Passing Grade
ENGL2108	Business Communication	Dept. Requirements	3	3	0	60
BAEC1212	Principles of Macroeconomics	College Requirements	3	3	0	60
Total Semester Credit Hours			6			

DEGREE AUDIT OLD

Department of Business Studies

Degree : **Diploma**
Specialization : **Office Management**

Semester 1 **College Elective Hrs.:** **Dept. Elective Hrs :** **Spec. Elective Hrs.:**

Course Code	Course Title	Course Type Name	Credit Hours	Theory Hours	Practical Hours	Passing Grade
BAMG2111	Entrepreneurship	Dept. Requirements	3	3	0	60
BAFI2109	Financial Management	Dept. Requirements	3	3	0	60
BAHR2100	Organizational Behavior	Major Requirements	3	3	0	67
BAOM2101	Electronic Office Management	Major Requirements	3	3	0	67
BAOM2100	Office Management	Major Requirements	3	3	0	67
Total Semester Credit Hours			15			

Semester II **College Elective Hrs.:** **Dept. Elective Hrs :** **Spec. Elective Hrs.:**

Course Code	Course Title	Course Type Name	Credit Hours	Theory Hours	Practical Hours	Passing Grade
BAFI2210	Financial Institutions and Services	Dept. Requirements	3	3	0	60
PHIL3108	Business Ethics	College Requirements	3	3	0	55
PHIL2200	Formal Logic	College Requirements	3	3	0	55
BAOM2203	Document Formatting	Major Requirements	3	3	0	67
BAOM2204	Record Management	Major Requirements	3	3	0	67
Total Semester Credit Hours			15			

Semester III **College Elective Hrs.:** **Dept. Elective Hrs :** **Spec. Elective Hrs.:**

Course Code	Course Title	Course Type Name	Credit Hours	Theory Hours	Practical Hours	Passing Grade
BACO2212	Job Search Techniques	College Requirements	1	1	0	55
BADB2301	Database for Small Business	Dept. Requirements	3	3	0	55
Total Semester Credit Hours			4			

DEGREE AUDIT OLD

Department of Business Studies

Degree : **Higher Diploma**
Specialization : **Office Management**

Semester 1 **College Elective Hrs.: 3** **Dept. Elective Hrs : 3** **Spec. Elective Hrs.:**

Course Code	Course Title	Course Type Name	Credit Hours	Theory Hours	Practical Hours	Passing Grade
BAMA3113	Research Methodology	Major Requirements	3	3	0	67
BAOM3105	Public Relations	Major Requirements	3	3	0	67
BAHR3100	Human Resource Management	Major Elective	3	0	3	67
BAOM3106	Professional Profile	Major Requirements	3	3	0	67
BAEB2203	E-Commerce	College Elective	3	3	0	60
Total Semester Credit Hours			15			

Semester II **College Elective Hrs.:** **Dept. Elective Hrs :** **Spec. Elective Hrs.:**

Course Code	Course Title	Course Type Name	Credit Hours	Theory Hours	Practical Hours	Passing Grade
PHIL3200	Formal Arabic Communication	College Requirements	2	3	0	55
ENGL3100	Public Speaking	College Requirements	3	2	2	55
BAHR3102	Total Quality Management	Major Requirements	3	3	0	67
BAOM3208	Specialized Software Application	Major Requirements	3	0	3	67
BAOM3207	Office System Supervision	Major Requirements	3	3	0	67
Total Semester Credit Hours			14			

Semester III **College Elective Hrs.:** **Dept. Elective Hrs :** **Spec. Elective Hrs.:**

Course Code	Course Title	Course Type Name	Credit Hours	Theory Hours	Practical Hours	Passing Grade
BAMG3312	Teamwork Management	Major Requirement	3	3	0	67
BAPR3311	Senior Project	Major Requirement	3	3	0	67
Total Semester Credit Hours			6			