



Study Plan

Degree : Intermediate Diploma Faculty : Jubail Industrial College Plan Hrs.: 69
 Semester : 451 Department : Business Administration Plan Type : Major
 Edition : 6 Gender : Both
 Major : 1-3-101 Office Management

Council Session: Deanship Session : Faculty Session : Dept Session:
 Council Date: Deanship Date: Faculty Date: Dept Date :

Group Type : Compulsory 1

First							
code	course name	H	G	L	H	requisite	Yrl
BUS 101	Principles of Management	3				-	-
BUS 116	Arabic Typing Skills	2				-	-
BUS 117	Word Processing I	1				-	-
ENGL 119	Academic Writing	3				-	-
GES 103	Physical Education	1				-	-
MATH 109	Applied Finite Mathematics	3				-	-
MIS 102	Principles of Management Information Systems	3				-	-
Total							16

Second							
code	course name	H	G	L	H	requisite	Yrl
ACCT 141	Accounting	3				MATH 109 - / P	-
BUS 111	Office Management I	3				BUS 101 - / P	-
BUS 122	Word Processing II	1				BUS 117 - / P	-
BUS 151	Microeconomics	3				-	-
BUS 218	English Typing Skills	2				-	-
ENGL 129	Professional Communication	3				ENGL 119 - / P	-
IAS 111	Arabic Language Foundation	2				-	-
Total							17

Third							
code	course name	H	G	L	H	requisite	Yrl
226 BUS	Organizational Behavior and Design	3				BUS 101 - / P	-
BUS 227	Spreadsheet	1				-	-
BUS 228	Office Management II	3				BUS 111 - / P	-
BUS 231	Principles of Marketing	3				BUS 101 - / P BUS 151 - / P	-
CIT 124	Soft Skills	3				-	-
ENGL 213	Technical Writing	3				ENGL 129 - / P	-
IAS 121	Islamic Culture	2				-	-
Total							18

Fourth							
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Group Type : Compulsory 1

Fourth							
code	course name	H	G	L	H	requisite	Yrl
BUS 225	Public Relations	3				-	-
BUS 244	Legal Environment in Business	3				-	-
BUS 290	Cooperative Work Experience	3				-	-
CIT 233	Enterprise Resource Planning	3				MIS 102 - / P or ENGL 119 - / P	-
HRM 112	Human Resource Management	3				BUS 101 - / P	-
Total							15

Category : College Requirement

Group Type : Elective 1 (3)

code	course name	H	G	L	H	requisite	Yrl
BUS 153	Introduction to Finance	3				ACCT 141 - / P	-
BUS 235	Sales Management	3				BUS 231 - / P	-
BUS 243	Total Quality Management	3				BUS 101 - / P	-
BUS 246	Business Plan	3				-	-
LSCM 353	Business Process Management	3				BUS 101 - / P MIS 102 - / P	-
Total							15



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Free Hrs. : 0