

English Composition I (ENGL 101):	This course emphasizes writing at the paragraph level. Methods of sentence combination into a sequence conveying a central idea of thought are introduced and employed in the context of descriptive, comparative, and explanatory composition of one or two paragraphs. Attention is also paid to such important aspects of text as coherence, unity and structure readability, and to areas of grammar and sentence structure such as fragments, fused sentences and subject-verb agreement.
Calculus for Management I (MATH 111):	Topics covered in this course include: introduction to calculus, limits, differentiation, and techniques of differentiation, local extrema, first and second derivative tests for local extrema, concavity and inflection points, curve sketching, applied extrema problems, and the mean value theorem and applications.
Microeconomics (ECON 101)	This course is concerned with general microeconomic concepts related to the firm, supply, demand, production, cost, markets, pricing and investment.
Physical Education I (PE 101)	It is a required course sequence commencing in the freshman year. Students take a semester-long course and study at least one sport of their choice, and choices may be made from various sports offered in the college and physical fitness center. They are expected to actively participate in all physical activities. Attention will also be paid to knowledge of the sport or activity being presented, as well as the skill and attitude of the student.
Islamic Ideology and Thought (ISLM 101)	Topics covered in this course include: fundamentals of Islamic ideology and thought, main characteristics of the Islamic faith, Islamic description of the universe, human beings and life, effects of faith in our lives.
English Composition II (ENGL 102):	This course is continuation of ENGL 101. It integrates the paragraph principles of ENGL 101 into the writing of simply organized three or four paragraph compositions. A variety of rhetorical patterns such as thesis, support, comparison and contrast are employed. Particular attention is paid to improve sentence structure, verb formation and punctuation.

Calculus for Management II (MATH 112)	Topics covered in this course include: introduction to integration, fundamental theorem of calculus, techniques of integration, applications of definite integral, improper integrals, sequences and series, convergence tests, alternating series, absolute and conditional convergence, power series, and Taylor and Maclaurin series.
Introduction to Informatics (MIS 102)	This course is about Object-Oriented technology and modular design of systems using major and minor object-oriented concepts. An exposure to visual programming using GUIs will also be given. The lab work is designed to implement and support the theoretical concepts covered in the lectures through programming assignments in information system environment.
Financial Accounting (ACCT 110)	This course provides knowledge about basic concepts of accounting and deals with preparation of income statement and balance sheet of a business enterprise. It also deals with accounting conventions, the construction use, and interpretation of bank reconciliation statements, and the use of basic accounting software packages. The lab work is designed to implement and support the theoretical concepts covered in the lectures.
Physical Education II (PE 102)	This is a continuation of the PE 101 emphasizing on physical activities focusing on one sport chosen by the students.
Functional Grammar (ARAB 101)	Topics covered in this course include: studying chosen parts of Arabic grammar, verbs, the five verbs, nouns that are subject to desinential inflection with letters, derivatives, abrogative, indeclinable, numbers, and hamzah in a practical way with numerous applications.
Business Report Writing (ENGL 211)	This course is designed to provide students with the practical skills needed in the preparation of written business communications. It involves exercises aimed at developing and improving the students' ability to use library and information gathering, administering questionnaires/surveys, critically review, organize and analyze the gathered information and data. In addition to this, instruction covers the accepted techniques of producing business proposals and reports. This covers the planning and production stages and includes format and use of graphics/pictorials, culminating in the actual production of a business report by the students on the topics chosen from their areas of specializations.
Finite Math (MATH 203)	Topics covered in this course include: linear equations and inequalities, systems of linear

	equations, basic material on matrices, elementary introduction to linear programming, counting techniques, permutations and combinations, probability for finite sample space, basic concepts in statistics, and topics in the mathematics of finance.
Managerial Accounting (ACCT 212)	This course focuses on partnership and corporate accounting practices and deals with accounting for stocks, bonds and dividends, cash flow statements, interpretation of accounting statements, cost accounting, budgeting, responsibility accounting and cost-revenue accounting. The lab work is designed implement and support theoretical concepts covered in the lectures.
Macroeconomics (ECON 102)	This course is concerned with the general macroeconomic issues related to national income determination, business cycles, inflation, unemployment, fiscal and monetary policy, banking, economic growth and development, international trade and effects of Saudi Arabia's entry into the World Trade Organization.
Human Rights in Islam (ISLM 201)	Topics covered in this course include: special characteristics of Islam with respect to human rights, human rights protected under Islamic system.
Business English Communication (ENGL 212)	This course is designed to develop the students' ability to converse accurately and efficiently in English. Students encounter a variety of situations which encourage authentic use of English conversation through situational dialogues, descriptions, instructions and problem solving. In addition, presentational techniques and skills are taught and students gain experience in speaking in front of an audience by giving individual presentations on selected topics.
Statistics for Management I (STAT211)	An introductory course designed for management and business majors. Topics covered include data and data collection, percentiles and quartiles, measures of central tendency and variability, methods of displaying and exploring data, conditional probability, and Bayes' theorem, binomial, Poisson and normal distributions, sampling, confidence intervals and quality control charts, regression and correlation with special emphasis on applications in management.
Principle of MIS (MIS 203)	Topics covered in this course include: MIS concepts, information systems for operational, tactical and strategic management in the various functions of an organization and an overview of end-user computing. The lab work is designed to implement and support the theoretical concepts covered in the lectures.

Principles of Management (MGT 211)	This course focuses on the process of management such as planning, organizing, directing and controlling with respect to organizations. It also deals with issues involving management of functional areas, organizational environment and evolution of management thought.
Objective Writing (ARAB 201)	Topics covered in this course include: sources and forms of objective writing, objective essay, reporting, evaluation, administrative messages, summary, and scientific research.
Statistics for Management II (STAT 311)	This course is a continuation of STAT 211 with concentration on inferential statistics. Topics covered in this course include hypothesis testing, reliability and failure data analysis, regression, correlation, analysis of variance, time series and forecasting.
Business Law (MGT 315)	This course examines basic legal concepts and laws of Saudi Arabia covering business transactions with special emphasis on legal proceedings of actual cases. It also deals with the nature of the external legal systems and how they relate to Saudi Arabia.
Principles of Marketing (MKT 211)	This course examines the nature and scope of marketing function and its concepts. It deals with market segmentation, market positioning, and elements of marketing mix— product, price, promotion, placement and service marketing.
Principles of Finance (FIN 220)	This course deals with basic concepts of finance, decisions such as financing decision, capital budgeting decision, working capital decision and dividend decision. It also examines time value of money, long term and short-term finance, operating and financial leverage and the problems facing a finance manager in a typical business organization. The course focus on risk and return, working capital management, capital budgeting, cost of capital, capital structure & financing, and Islamic financing.
Work Ethics in Islam (ISLM 301)	Topics covered in this course include: good behavior for the integrated Islamic personality, principles of social dealings, work and professional ethics.
Academic Writing Skills (ENGL 300)	The focus of the course is a library research report about 1200 words. Students choose and narrow a research topic within their major field of study and use various resources such as library, internet etc., to find books and articles related to their topic. They must use at least six recent sources to write the report and they must provide a bibliography and references. Before writing their report students write descriptive and informative abstracts, short reports requiring the integration of material from several sources, and an academic proposal relating to their research report.

	They are expected to use logical, concise, precise and objective technical English to write the report. Students are taught how to give an oral presentation based on their research report. They also learn the content, strategy and style appropriate to five kinds of business letters.
Operations Management (MGT 214)	This course addresses the direction and control of the processes that transform inputs into finished goods and services. It deals with production function, job design, work measurement, quality management, production planning, location, layout and process design; scheduling, dispatching, capacity planning, and inventory control.
Arabic Communication (ARAB 301)	This course is designed to develop the students' ability to converse accurately and efficiently in Arabic. Students encounter a variety of situations which encourage authentic use of Arabic conversation through situational dialogues, descriptions, instructions and problem solving. In addition, presentational techniques and skills are taught and students gain experience in speaking in front of an audience by giving individual presentations on selected topics.
Business Policy (MGT 418)	This course deals with concepts and ideas relating to policy making in a business organization. It is also concerned with problem analysis, decision-making process of choosing and implementing policies and the continuous appraisal of these policies. Case examples will be extensively used.
Human Resource Management (MGT 213)	This course addresses the importance of human resources and its management in the organization. It deals with job organization, hiring and/or acquisition, utilization, maintenance, training and development, movement, and separation. It also addresses critical issues and trends on human resource management in a globalizing economy.
Entrepreneurship (MGT 316)	This course offers a framework for understanding the entrepreneurial process and exposes the student to challenges, problems and issues faced by entrepreneurs who start new ventures. Teaching methods include case study, guest speakers with entrepreneurial experiences, lectures and team projects which develop actionable business plans. Major objectives are for students to learn how to identify and evaluate business opportunities, develop a business concept and marketing plan, assess and obtain the required resources, manage the growth of new ventures and exit strategies.
International Global Business (MGT 317)	In this course, students will describe major forces in the global environment and their impact upon

	business strategies, operations, and decision making. Upon completion of this course, students should have developed a global mindset and have a broader awareness of the intricacies of the global business environment.
Marketing Research (MKT 322)	This course is designed to provide an overview of marketing research and its use in making more effective marketing decisions. The primary emphasis is on designing research studies so that the results are both valid and pertinent. It has four major themes: (1) Taking general marketing problems and structuring them in terms of specific questions amenable to research. (2) Understanding primary and secondary sources of marketing research information, including issues in data collection. (3) Becoming familiar with specific techniques for analyzing marketing research data once it has been collected, and using those analyses to make better marketing management decisions. (4) Managing a reasonably complicated research project, working in a group, and making effective oral and written presentations.
Supply Chain Management (MKT 325)	This course will expose students to topics related to design and management of supply chains, from incoming raw materials to final product delivery. Course topics will include supply chain network design, facility planning, capacity planning, globalization and outsourcing, information technology, and global issues in supply chain management.
Organizational Behavior (XE 451)	This course examines the complex relationships among individuals, groups, organizations and society. A dynamic, holistic, systems approach to understanding and facilitating work relationships is emphasized. Consideration is given to the interaction of individual values, attitudes, needs, abilities, traits, and motivation within teams and organizations.
Global Issues in ICT (XE 452)	Course combines computing text with societal implications of technology. It provides a comprehensive treatment of the issues facing computer professionals in today's modern working environment reflecting the latest trends and technologies. The course explores different implications of computing and the controversies arise, with a socio-technological perspective. The course covers issues faced by people as members of a technological society, relevant to the wider society of users, and citizens as well as professionals in computer-related fields. The course emphasizes on the importance of socio-security aspects of electronic societies, and business to provide an overview of the

	growing field of information ethics and its intersection with information security.
Behavioral Sciences in Business (SOSC 101)	This course is designed to provide students with the basic knowledge of sociology and psychology which will help them in developing the understanding of people and society. This course will serve as an overview of the major fields within behavioral sciences with an emphasis on developing an understanding of psychology and sociology as the science of studying human behavior and society. They will also learn a scientific approach to the analysis of culture, socialization, social organization, the development of society, study of social processes, human groups, social institutions, and the effects of group relations on human behavior.
Quantitative Analysis for Management (MGT 212)	This course applies quantitative reasoning skills to business problems. Students learn to analyze data using a variety of analytical tools and techniques. Other topics include formulas, visual representation of quantities, time value of money, and measures of uncertainty.
HR Planning and Acquisition (HRM 321)	This course introduces students to fundamental concepts of human resource planning, and provides them with an understanding of the wide range of staffing activities within both commercial and industrial organizations. This course develops students' abilities to analyze and integrate the complex social, cultural and organizational factors influencing human resource planning and staffing in the Hong Kong context. The course will examine the process of human resource planning, linking human resource planning with strategic planning, job analysis and job design, recruitment and selection of employees. Ethical issues such as discrimination and equal opportunities are discussed under the topics of job advertisement, selection and staff movement.
Compensation and Performance Management (HRM 322)	This course familiarizes students with the concepts of compensation management within the wider context of human resource management. It provides students with an understanding of the reward management process which includes pay survey, job evaluation, and the design of pay structure. Students will acquire basic data management techniques and recognize what are the factors that determine the pay levels and benefits of employees in the job market. Students will be aware of the problems related to performance management system and be able to give

	suggestions for improvement. The concept of equal opportunity in compensation and performance management will be emphasized throughout the course.
Training and Development (HRM 323)	This course provides a framework for establishing, revising and examining training programs in organizations. Topics include: needs assessment, development of training objectives, planning and delivery of instruction, learning principles and evaluation of training.
Organization Development and Change Management (HRM 324)	Organization Development and Effective Change Management is an interdisciplinary global-wide field of study that investigates the technologies, intricacies, impact, and the power of managing effective change and organization development within both profit and non-profit organizations. Through an analysis of several case studies, this course will follow the patterns and change management strategies utilized by successful change agents, leaders, and managers. Students will be introduced to a number of theories, technologies, and organizational practices in the field of leading organizational change and development that have made critical contributions to effective quadruple bottom line profitability and sustainability.
Issues and Developments in HRM (HRM 325)	This course examines the issue that globalization and multinational/transnational corporations raise for the study of industrial relations. Topics covered included: economic globalization and the growth and influence of multinational/transnational corporations; the national and international regulation of labor standards; and the regulatory and deregulatory dynamics of global integration.
Strategic Human Resource Management (HRM 426)	Strategic Human Resources Management course is based on a proactive approach to the management of people. Using your workplace as the starting point, you will walk through a strategic, competency-based facilitation model of human resource management. You will deal with practical aspects of managing people in the workplace in activities ranging from the assessment of the global environment to the identification of staffing needs and competencies that impact human resource decisions. You will assess the importance of coaching and open communication when inspiring individuals to overcome barriers to peak performance. Throughout the course, you will learn from others in your group as they apply the model to their environment. You

	will learn by doing and by applying what you learn to your own work environment.
Negotiations & Collective Bargaining (HRM 332)	In this course students will examine the practical aspects of negotiations, collective bargaining, motives of participants, the labor contracts; strategy and tactics of bargaining. Emphasis will be on negotiations and collective bargaining in both unions and bargaining in the private sector. This course is intended to give students an understanding of why collective bargaining occurs, the nature and complexity of its operation, what effects it has on workers, organizations, and consumers.
Industrial Relations (HRM 333)	The aim of this course is to equip students with a perspective of industrial relations systems as practiced in major trading countries in the world. The course will cover industrial relations systems, IR regimes and IR developments in selected countries, as well as an international perspective of current industrial relations issues such as industrial democracy and the impact of technological change.
Cross-culture Management (HRM 434)	This course focuses on the challenges and opportunities associated with cross-cultural management. The Cross- Cultural Management course is intended to be a challenging advanced management course for the undergraduate business student. The focus will be on understanding culture's influence on management issues studied in previous business courses. Students will be challenged to integrate knowledge from this class with what they have gained from other business core courses and apply their accumulated knowledge to business case studies. Students will engage in active research and analytical problem solving related to cross cultural management and will frequently be called upon to brief their findings to the class.
Leadership Theory and Practice (HRM 436)	This course focuses on theoretical and applied foundation of leadership concepts, principles, practices and competencies; integration of theory and practice to apply various conceptual models of leadership to support management and leadership development within their organizations as well as create and implement their personal development plan.
Presentation Skills for Managers (MGT 355)	This course combines knowledge and experience in the preparation, development and delivery of public presentations. Uses an interactive format to teach effective communication skills for the modern manager; emphasizes both conventional and technologically enhanced preparation and presentation techniques. Communication workshops

	and weekly presentation-skills practice sessions utilizing video playback and personal coaching included. The aim is to enhance essential speaking skills, including audience analysis, the arrangement and organization of material, speaking mode/style, the use of visual aids, and the use of rhetorical techniques and principles.
COOP Training (MGT 490)	At a culmination of their studies, Student can opt for COOP training. COOP Training is the work placement for a period of 14 weeks to get practical training in the area of Human Resource with an organization. Each student is evaluated on his performance on the job and is required to submit progress reports. The student is also required to submit a final report and give a presentation about his COOP work training. The COOP work will be evaluated by a team of three faculty members, including the advisor. Additionally, the student is also evaluated by the Field Supervisor.
Senior Project (MGT 491)	At the culmination of studies, the Student can opt for Senior Project. The students will work for 14 weeks long Human Resource project, substantial and suitable in nature, employing previously learned concepts and methods under the supervision of a designated faculty member. The student is required to produce a workable output and submit a final report and give a presentation seminar about the project which will be evaluated by a team of three faculty members, including the advisor.