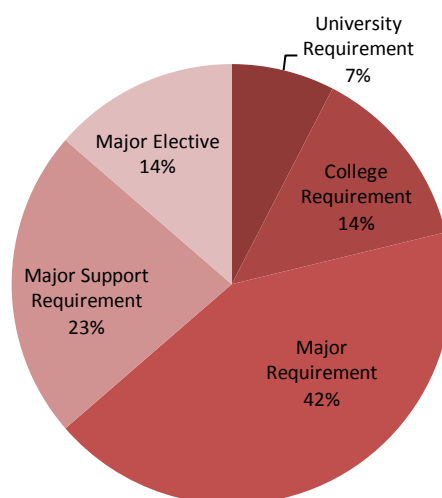


Associate Diploma in Business Administration – 2018

Program Components

Course Type	CRD
University Requirement (UR)	5
College Requirement (CR)	9
Major Requirement (MR)	27
Major Support Requirement (MSR)	15
Major Elective (ME) ¹	9
MR-Training (Internship) Yes	1
Total Credit (CRD)	66



¹ Student should choose a track for Major Elective (ME) courses. He/she should register three courses from the chosen track.

Teaching Language: English

Detailed Study Plan

Year 1 - Semester 1

Course Code	Course Title	Course Hours			Course Type	Pre requisite	Major GPA
		LEC	PRAC	CRD			
ENGL 145	English for Business I	3	0	3	CR	-----	No
OMA 160	Interpersonal Skills	3	0	3	MSR	-----	No
MATHA 111	Applied Mathematics	3	0	3	CR	-----	No
BAA 110	Introduction to Business Computing	2	3	3	MR	-----	Yes
HIST 122	Modern History of Bahrain and Citizenship	3	0	3	UR	-----	No
HRLC 107	Human Rights	2	0	2	UR	-----	No

Year 1 - Semester 2

Course Code	Course Title	Course Hours			Course Type	Pre requisite	Major GPA
		LEC	PRAC	CRD			
ENGL 146	English for Business II	3	0	3	CR	ENGL 145	No
BAA 120	Introduction to Marketing	3	0	3	MR	ENGL 145	Yes
BAA 121	Financial Accounting I	3	0	3	MR	MATHA 111	Yes
BAA 122	Fundamental of Economics	3	0	3	MR	MATHA 111	Yes
OMA 121	Introduction to Business Administration	3	0	3	MSR	ENGL 145	No
OMA 231	Spreadsheets	2	3	3	MSR	BAA 110	No

Year 2 - Semester 3

Course Code	Course Title	Course Hours			Course Type	Pre requisite	Major GPA
		LEC	PRAC	CRD			
BAA 200	Introductory Financial Management	3	0	3	MR	BAA 121	Yes
BAA 220	Customer Relationship Management	2	3	3	MR	BAA 120	Yes
BAA 221	Financial Accounting II	3	0	3	MR	BAA 121 & OMA 231	Yes
ENGLA 210	Technical Report Writing	3	0	3	MSR	ENGL 146	Yes
STATA 231	Applied Statistics	2	3	3	MSR	MATHA 111	Yes

Year 2 - Semester 4

Course Code	Course Title	Course Hours			Course Type	Pre requisite	Major GPA
		LEC	PRAC	CRD			
BAA XXX	Major Elective 1	X	X	3	ME	As per ME list	Yes
BAA XXX	Major Elective 2	X	X	3	ME	As per ME list	Yes
BAA XXX	Major Elective 3	X	X	3	ME	As per ME list	Yes
BAA 250	Ethical and Legal Environment for Business	3	0	3	MR	ENGL 146	Yes
BAA 290	Applied Research Skills	2	3	3	MR	ENGLA 210 & Passing 45 CRD	Yes

Training Requirement

Course Code	Course Title	Course Hours			Course Type	Pre requisite	Major GPA
		LEC	PRAC	CRD			
BAA 299	Professional Internship	0	0	1	MR-Training	Completion of 65 CRD	Yes

Major Elective Courses

Course Code	Course Title	Course Hours			Course Type	Pre requisite	Major GPA
		LEC	PRAC	CRD			
List A: Accounting and Financial Management							
BAA 230	Banking Operations	3	0	3	ME	BAA 200	Yes
BAA 231	Computerized Accounting	2	3	3	ME	BAA 221 & OMA 231	Yes
BAA 241	Cost Accounting	3	0	3	ME	BAA 121	Yes
List B: Management and Marketing							
BAA 260	E Commerce	2	3	3	ME	OMA 231	Yes
BAA 210	Logistics and Distribution Management	3	0	3	ME	BAA 220	Yes
BAA 251	Human Resources Management	3	0	3	ME	OMA 121	Yes

Course Description

Course Code: BAA 110 **Course Title:** Introduction to Business Computing

This course will familiarize students with the basics of the Microsoft Office suite for word processing, spreadsheet, presentation, and illustrate how to use it to solve business problems and to present information efficiently.

Course Code: BAA 120 **Course Title:** Introduction to Marketing

This course outlines the role of marketing in the economy and in the organization. Topics covered include marketing environment, strategic planning, marketing research, market segmentation, marketing-mix, product development, pricing, distribution, promotion, consumer decision making

Course Code: BAA 121 **Course Title:** Financial Accounting I

A study of financial accounting for proprietorships and partnerships with emphasis on the accounting cycle for service and merchandising organizations, basic principles of financial accounting, the preparation and use of the income statement, balance sheet and statement of owners' equity. Coverage includes the analysis and recording of transactions involving cash, receivables, inventories, fixed assets, as well as closing, adjusting and reversing entries for revenue and expense items.

Course Code: BAA 122 **Course Title:** Fundamental of Economics

This course covers the economic context of business and how competition, the behavior of financial markets, and government economic policy can influence an organization and an economy. The difference between Micro and Macroeconomics, the key microeconomic techniques underlying price determination and profit maximization decisions are discussed.

Course Code: BAA 200 **Course Title:** Introductory Financial Management

This course introduces core concepts, principles and tools of finance and business financial management, including an overview of the financial environment, financing alternatives, risk and return, time value of money, investment decision making, working capital management, and ratio analysis. This basic knowledge of finance will help students in both their personal and business lives.

Course Code: BAA 210 **Course Title:** Logistics and Distribution Management

All elements of distribution and logistics and management will be covered, including physical distribution, warehouse selection, material handling, packaging, order fulfilment, customer service, inventory management, receiving, production stores, and returned goods. The course will also address key technology issues such as enterprise resource planning (ERP), bar coding, electronic data interchange (EDI), electronic commerce (E-Commerce), and distribution resource planning (DRP), and supply chain management

Course Code: BAA 220 **Course Title:** Customer Relationship Management

This course examines customer relationship management (CRM) as a key strategic process within all organizations for managing the relationships with potential and current customers, how business partners across marketing, sales, and service areas must work together. This course focuses on the topics of relationship marketing, telemarketing, customer satisfaction and fulfillment, call centers, use of databases with special orientation towards MS Access software.

Course Code: BAA 221 **Course Title:** Financial Accounting II

This course provides an introduction to: Current Liabilities, accounting of corporations; Long term liabilities; Investment and international Operations; cash flow statements; analysis and interpretation of financial statements. It utilizes the use of MS Excel throughout the assignment.

Course Code: BAA 230 **Course Title:** Banking Operations

This course focuses on money, banking, and financial markets and institutions. More specifically, the course will consider: financial instruments and interest-rate determination; the structure and operations of banks and other financial institutions; the operations, tools, and policies of central banks; and money and inflation. There will be an emphasis on the use of common banking software.

Course Code: BAA 231 **Course Title:** Computerized Accounting

This course presents financial accounting in the context of computerized systems, focusing on the accounting cycle, financial statement preparation, and solving accounting problems through the use of accounting software packages such as QuickBooks and Peachtree .

Course Code: BAA 241 **Course Title:** Cost Accounting

This course examines the principles, techniques, and uses of accounting in the planning and control of business organizations from a management perspective. Theory covered will include: the budgetary process and related performance evaluation techniques, cost-volume-profit relationship, product costing methods, Just-In-Time (JIT) manufacturing, and Activity Based Costing (ABC). Related applications of theory will also be considered.

Course Code: BAA 250 **Course Title:** Ethical and Legal Environment for Business

This course offers a basic foundation in business law and regulation in a variety of areas, including employment, consumer, contracts and bankruptcy law. Instruction on ethics, social responsibility and sustainability is integrated throughout the course with Bahrain prospective.

Course Code: BAA 251 **Course Title:** Human Resources Management

This course introduces the functions of personnel human resource management within an organization. Topics include recruitment and selection, performance appraisal, employee development, compensation planning, equal opportunity and the legal environment and employee relations.

Course Code: BAA 260 **Course Title:** E Commerce

This course provides the student with the fundamentals of analysing, designing and building an E-Commerce website. Starting from why e-commerce is important and an understanding of its definitions, to introducing different software's, like Dreamweaver, which can help develop an E-Commerce website. It will also touch on some of the new developments in E-commerce, including the use of Social Media. Demonstrations will be given on the use of ecommerce websites, and how to compare.

Course Code: BAA 290 **Course Title:** Research Skills

The course prepares students towards: searching and critically reading the literature, developing a research question, developing aims and hypotheses, considering ethical issues, collecting and analysing data, interpreting outcomes, and communicating through speaking and writing, referencing, online surveys. Course assessment will be based on exams, written research papers, and oral presentations.

Course Code: OMA 121 **Course Title:** Introduction to Business Administration

This course covers the basics of business administration as a field of study and practice, survey of major functional specialties within business management, economics, IT, human resources management and marketing, This course also covers inter-relationships among aforementioned specialties and foundation level of management profession.

Course Code: OMA 160 **Course Title:** Interpersonal Skills

An introduction to behavioral variables relevant to the work place. Reference will be made to such areas as communications and perception. Role-playing and simulation activities will play an important part in this course.

Course Code: ENGLA 210 **Course Title:** Technical Report Writing

The main purpose of this course is to utilize the knowledge gained from the previous ENGLA courses to teach students how to write technical and professional documents, especially technical reports needed in work environments. Special reinforcement would be done of the career skills of job advertisements, writing resumes, writing job application letters, drafting forwarding letters with resumes, and filing in job application forms and preparations for job interviews.

Course Code: STATA 231 **Course Title:** Applied Statistics

Frequency distribution, Measures of central tendency and dispersion, Probabilities and some rules of probability. Binomial and normal probability distributions. Correlation and Regression.

College Requirement Courses Descriptions

Course Code: MATHA 111

Course Title: Applied Mathematics

The number system, Basic Algebra, Expansion, factorization, Transposition of formula, Solving Equations, Function, Definitions, Sequence and Series Relations, Differentiation, Standard Derivative, Integration and Applications, Matrices.

Course Code: ENGL 145

Course Title: English for Business I

ENGL 145 is an English for Academic Purposes (EAP) program within the Business Administration discipline. Its focus is to develop students' reading and writing skills and build their business-related vocabulary.

Course Code: ENGL 146

Course Title: English for Business II

This course emphasis on reading skills, vocabulary building, grammar, and writing in a business context. The course aims to improve and develop students' language skills to enable them to communicate effectively in various business contexts.

University Requirements Courses Descriptions

Course Code: HIST 122

Course Title: Modern History of Bahrain and Citizenship

Spatial identity of Bahrain: Brief history of Bahrain until the 18th century; the historical roots of the formation of the national identity of Bahrain since the 18th century; the modern state and evolution of constitutional life in Bahrain; the Arabic and Islamic dimensions of the identity of Bahrain; the core values of Bahrain's society and citizenship rights (legal, political, civil and economic); duties; responsibilities and community participation; economic change and development in Bahrain; Bahrain's Gulf, Arab and international relations.

Course Code: HRLC 107

Course Title: Human Rights

This course deals with the principles of human rights in terms of the definition of human rights, scope, sources with a focus on the International Bill of Human Rights; The Charter of the United Nations; Universal Declaration of Human Rights; The International Covenant on Economics, Social and Culture rights; Convention against Torture and other Cruel, Inhuman or Degrading Treatment or Punishment; Mechanics and the Constitutional Protection of Rights and Public Freedoms in Kingdom of Bahrain.