



College of Business Administration

Associate Diploma in Commerce

College of Business Administration

Associate Diploma in Commerce

Program Components

Course Type	CRD
University Requirements (UR)	11
Program Requirements (PR)	33
Major Support Requirement (MSR)	18
General Studies Elective (GSE)	3
Practical Credit Hour Courses (Training)	3
Total Number of Credit Hours	68

Detailed Study Plan

Year 1 - Semester 1

Course Code	Course Title	Course Hours	Course Type	Pre requisite	Major GPA
ACC 112	Financial Accounting I	3-0-3	CR	-----	Yes
ECON 140	Microeconomics	3-0-3	CR	-----	Yes
ENGL 145	English for Business I	3-0-3	MSR	-----	Yes
MATHS 103	Mathematics for Business Management I	3-0-3	MSR	-----	Yes
HRLC 107	Human Rights	2-0-2	UR	-----	Yes

Year 1 - Semester 2

Course Code	Course Title	Course Hours	Course Type	Pre requisite	Major GPA
ACC 113	Financial Accounting II	3-0-3	CR	ACC 112	Yes
ARAB 110	Arabic Language Skills	3-0-3	UR	-----	Yes
ECON 141	Macroeconomics	3-0-3	CR	ECON 140	Yes
ENGL 146	English for Business II	3-0-3	MSR	ENGL 145	Yes
MGT 230	Organization and Management	3-0-3	CR	-----	Yes
MATHS 104	Mathematics for Business Management II	3-0-3	MSR	MATHS 103	Yes

Year 2 - Semester 3

Course Code	Course Title	Course Hours	Course Type	Pre requisite	Major GPA
BIS 202	Computers and Business Information Systems	3-2-3	MSR	-----	Yes
HIST 122	Modern History of Bahrain and Citizenship	3-0-3	UR	-----	Yes
FIN 220	Financial Management I	3-0-3	CR	ACC 113	Yes
MGT 233	Organizational Behavior	3-0-3	CR	MGT 230	Yes
MKT 261	Marketing Management	3-0-3	CR	-----	Yes
QM 250	Introduction to Statistics	3-0-3	CR	MATHS 104	Yes

Year 2 - Semester 4

Course Code	Course Title	Course Hours	Course Type	Pre requisite	Major GPA
ISLM 101	Islamic Culture	3-0-3	UR	-----	Yes
FIN 221	Financial Markets and Institutions	3-0-3	CR	ECON 141 & FIN 220	Yes
GSE XXX	General Studies Elective 1	3-0-3	GSE	-----	Yes
LAW 238	Commercial Law	3-0-3	MSR	-----	Yes
MKT 264	Intermediate Marketing	3-0-3	CR	MKT 261	Yes

Year 3 - Semester 5

Course Code	Course Title	Course Hours	Course Type	Pre requisite	Major GPA
MGT298	Internship	3-0-3	MR	Completion of 50 credits	Yes

Major Elective Courses

Course Code	Course Title	Course Hours			Course Type	Pre requisite
		Lec	Prac	CRD		
FREN 141	French I	3	0	3	GSE	-----
CHL 101	Introduction to Chinese Language	3	0	3	GSE	-----
PHEDE 214	Principles of Educational Statistics	3	0	3	GSE	-----
EDTC 100	Teaching and Learning Technology	3	0	3	GSE	-----
EDPS 144	Psychology of Learning and Memory	3	0	3	GSE	-----
ART 133	Fundamentals of Music and Its Appreciation	3	0	3	GSE	-----
ART 141	Drawing and Painting	2	1	3	GSE	-----
ART 221	Traditional Music of Bahrain and Its Application	3	0	3	GSE	-----
EDAR 126	Playing on Piano and Org 1	3	0	3	GSE	-----
JAPN 101	Japanese Level I	3	0	3	GSE	-----
GERM 101	Introduction to German	3	0	3	GSE	-----
KL 101	Korean Language 1	3	0	3	GSE	-----
TL 101	Turkish Language	3	0	3	GSE	-----
ENGL 130	Introduction to Literature	3	0	3	GSE	-----
PSYC 103	Introduction to Psychology	3	0	3	GSE	-----
PSYC 120	Psychology of Marriage	3	0	3	GSE	-----
PSYC 211	Educational Psychology	3	0	3	GSE	-----
SOCIO 161	Introduction to Sociology	3	0	3	GSE	-----
SOCIO 181	Introduction to Anthropology	3	0	3	GSE	-----
SOCIO 191	Citizenship, Identity and Globalization	3	0	3	GSE	-----
SOCIO 224	Sociology of Health	3	0	3	GSE	-----
SOCIO 226	Sociology of Arabian Gulf	3	0	3	GSE	-----
HISTO 212	Contemporary History of The Arab World	3	0	3	GSE	-----
HISTO 281	Landmarks of Islamic Civilisation	3	0	3	GSE	-----
ARAB 141	Modern Arabic Lit.	3	0	3	GSE	-----
ARAB 242	Arabic Poetry In The Renaissance Period	3	0	3	GSE	-----
ISLM 114	Quranic Sciences	3	0	3	GSE	-----
ISLM 136	Biography of The Prophet	3	0	3	GSE	-----
ISLM 141	Introduction to Shari'A	3	0	3	GSE	-----
ISLM 252	Islamic Doctrine	3	0	3	GSE	-----

Course Code	Course Title	Course Hours			Course Type	Pre requisite
		Lec	Prac	CRD		
LAW 101	Introduction to Legal Studies	3	0	3	GSE	-----
LAW 102	History of Law	3	0	3	GSE	-----
LAW 106	Constitutional Law I	3	0	3	GSE	-----
GSE XXX	Other electives	X	X	3	GSE	Department Approval

Course Description

University Requirements Courses Descriptions

University Requirements Courses Descriptions

Course Code: ARAB 110**Course Title: Arabic Language Skills**

This course focuses on basic Arabic skills including form, function, and meaning. It also helps the student to appreciate and understand structures and approach them from a critical point of view, through various genres in literature.

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.

Course Code: ISLM 101**Course Title: Islamic Culture**

An introduction to the general outline and principles of Islamic culture, its general characteristics, its relationships with other cultures, general principles of Islam in beliefs, worship, legislation and ethics.

College Requirement Courses Descriptions

Course Code: ACC 112 Course Title: Financial Accounting I

A survey of the accounting cycle; recording changes in financial position; ledger; journal; trial balance; income measurement; adjusting and closing entries; accounting for merchandising operations; special journals and subsidiary ledgers; accounting for cash; receivables; inventories; plant and equipment.

Course Code: ACC 113 Course Title: Financial Accounting II

Accounting for partnerships and corporations: capital stock; dividends and retained earnings; long term liabilities and investment; statement of changes in financial position; cash flows, analysis and interpretation of financial statements, manufacturing accounts.

Course Code: ECON 140 Course Title: Microeconomics

Introduction to economic concepts, the economic way of thinking, decision-making, the study of scarcity, opportunity cost, how prices are determined and why they change, factors determining cost and the nature of costs, and how firms, under different market conditions, make price and output decisions in short run and long run.

Course Code: ECON 141 Course Title: Macroeconomics

The study of the determination and systematic movement of broad aggregates such as total output, national economic growth, unemployment and inflation. How macroeconomic policies such as fiscal and monetary policies affect the economic aggregates. The measurement of macroeconomic variables, unemployment, determinants of real GDP and price level, fiscal policy, money, banking and monetary policy.

Course Code: FIN 220 Course Title: Financial Management I

Functions of finance, legal and tax environments, role of financial markets, compound interest and present value, theory of financial valuation, basics of capital budgeting, financial analysis and planning, working capital management, short-term financing.

Course Code: FIN 221 Course Title: Financial Markets and Institutions

Introductory analysis of financial intermediation: the flow of funds in the economy, determination of interest rates, money and capital markets, commercial banking, thrift institutions, savings banks, credit unions and money market funds, and many other financial intermediaries including brokers and dealers.

Course Code: MGT 230 Course Title: Organization and Management

Overview of management theories and practices; introduction to the study of organizational structures; management functions and processes within an action frame of reference; organization design, planning and control systems; leadership and employee motivation; decision-making models, the management of change.

Course Code: MGT 233 Course Title: Organizational Behavior

Human factors in management: organizational and personal goals; job satisfaction and productivity, contribution of the behavioral sciences to management functions and processes with special reference to employee motivation; management of change and organizational development.

Course Code: MGT 298 Course Title: Internship

Professional internship for Business Management students for a period of eight weeks (200 hours). No student will be graduated from the program without completing the internship.
(Prereq.: Completion of 50 credits)

Course Code: MKT 261 Course Title: Marketing Management

Elements of marketing management: the marketing system and the marketing environment; analysis of consumer and industrial markets; marketing research and marketing information systems; market segmentation. The marketing mix: product decisions, pricing decisions, distribution decisions and promotion decisions, international marketing in non-profit organizations.

Course Code: MKT 264 Course Title: Intermediate Marketing

Major issues in the marketing philosophy and orientation; managing the marketing mix; buyer-seller relationship; managerial implications of various decisions paradigms and models used in business marketing management.

Course Code: QM 250 Course Title: Introduction to Statistics

Introduction to descriptive statistics; measures of central tendency; measures of variation; probability theory; probability distributions; discrete population probability distribution; binomial; poisson; normal and standard normal distributions; estimation; and confidence interval testing hypotheses, simple linear correlation and regression analysis.