



Catalogue Description of the Courses for Associate Degree Program in Industrial Management. Tech. (Office Management)

Course No	Course Title	LT	LB	CR
ENG 111	ENGLISH COMMUNICATION FOR BUSINESS	2	0	2

Course Detail

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.

Course No	Course Title	LT	LB	CR
ENG 112	ENGLISH COMPOSITION FOR BUSINESS	2	0	2

Course Detail

This course is designed to provide students with the practical and theoretical skills needed in the preparation and execution of written compositions. It involves exercises aimed at developing and improving the students' ability to write compositions of one or more paragraphs accurately and effectively. Particular attention is paid to the improvement of cursive handwriting, sentence structure, verb formation and punctuation.

Course No	Course Title	LT	LB	CR
ENG 211	BUSINESS REPORT WRITING	3	0	3

Course Detail

This course is designed to provide students with the practical skills needed in the preparation of business documents. It involves exercises aimed at developing and improving student's ability to write effectively in the contexts of business. In addition to this, instruction covers the accepted techniques of producing business documents. This covers the planning and production stages and includes format, definitions and use of graphics/pictorials, culminating in the actual production of a professional report from an area of the student's specialization

Course No	Course Title	LT	LB	CR
MATH 111	BUSINESS MATHEMATICS AND STATISTICS	3	3	4

Course Detail

This course is divided into two parts. The first part covers basic concepts of differentiation and integration, and their applications, and the second part comprises statistical concepts and techniques commonly used in the data analysis. The topics in the second part include: Collection and presentation of data; Measures of central tendency, variability and skewness; Basic probability theory; Normal distribution; Hypotheses testing; Correlation and regression. Application problems will be solved during problem solving sessions (two hours per week).

Course No	Course Title	LT	LB	CR
PE 101	PHYSICAL EDUCATION	0	2	1

Course Detail

The purpose of this course is to give students the opportunity to take part in three different structured physical education activities. Each activity consists of eight to ten lessons. The activities to be covered in this course are Swimming II, Handball II, and Basketball II.



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Course No	Course Title	LT	LB	CR
ISLS 101	ISLAMIC STUDIES	2	0	2

Course Detail

This course is to vitalize the students' knowledge of and commitment to Islamic doctrines, seeking thereby to fortify them against the onslaught of godless ideologies. Topics include an introduction to faith, its foundations and sources; The fundamentals of belief: divinity, prophet-hood, and afterlife; the treatment of different subjects in the Qur'an which deal with the universe, man, and life; and a consideration of the position of the contemporary Muslim vis-à-vis the different alien doctrines and need for his adherence to Islam and renunciation of all false ideologies. The Islamic family system, economic system, and Islamic society are studied.

Course No	Course Title	LT	LB	CR
EGT 100	INTRODUCTION TO TECHNOLOGY	2	0	2

Course Detail

This is an introductory course, the sole purpose is to help IMT students develop technological literacy. It introduces the concept of technology describing its impact and importance. The course covers the basics of physics and chemistry and fundamental concepts of electrical, electronics, instrumentation, chemical and manufacturing engineering technology. The course also introduces the simple technical terminologies relevant to the above fields.

Course No	Course Title	LT	LB	CR
EGT 201	INDUSTRIAL SAFETY	0	2	1

Course Detail

This course covers the importance of safety in plants and deals with hazards, fire safety, static electricity, personnel protective equipment, explosive limits, combustible and toxic chemicals, hazards of air, water and steam, LPG, electrical safety work permit, safety tag and accident prevention.

Course No	Course Title	LT	LB	CR
IMT 101	PRINCIPLES OF MANAGEMENT	3	0	3

Course Detail

This course introduces students to the basic concepts in management. It deals with the evolution, the nature and meaning, the process and levels of management. In addition it provides an overview of current management practices.

Course No	Course Title	LT	LB	CR
IMT 102	BUSINESS DATA PROCESSING	1	3	2

Course Detail

This course provides student with basic knowledge and skills on how to organize, process and store business data. Specifically, it deals with the scope of business data processing, database management systems, information processing systems and finally the basics of e-business. Laboratory sessions comprise of case studies, group discussion and industrial visits.



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Course No	Course Title	LT	LB	CR
IMT 103	OFFICE PROCEDURES AND PRACTICES I	3	0	3

Course Detail

This course of study provides students with an understanding of what an office is, the types of people who work in it and the activities they perform. It specifically covers the following areas: The nature and meaning of an office, office personnel and organization, functions of an office, office layout and environment, office materials and equipment, office communication, office record keeping and safety. Laboratory sessions comprise of case studies, group discussions and industrial visits.

Course No	Course Title	LT	LB	CR
IMT 104	PRINCIPLES OF ECONOMICS	3	0	3

Course Detail

This course introduces students to basic concepts in Economics. It discusses the nature and scope of economics, types of economic systems and essential concepts relating to micro and macro economics.

Course No	Course Title	LT	LB	CR
IMT 105	PRINCIPLES OF ACCOUNTING	3	0	3

Course Detail

This course provides students with an understanding of what accounting is and how accounting activities are performed. It explains the meaning of accounting, rules for recording and analyzing business transactions, and how the accounting cycle and financial statements are dealt with. Laboratory sessions comprise of case studies group discussions and industrial visits.

Course No	Course Title	LT	LB	CR
IMT 106	BUSINESS LAW	2	0	2

Course Detail

This course covers the Saudi legal and government laws which affect businesses. It focuses on the laws relating to the formation, classification and dissolution of business contracts. Business laws relating to sole proprietorship, partnership and other forms of companies are discussed in depth.

Course No	Course Title	LT	LB	CR
IMT 107	ENGLISH TYPING AND WORD PROCESSING - I	0	6	2

Course Detail

This course provides students with keyboard and wordprocessing skills. Specifically, it deals with elementary keyboard work, the formatting of business documents, the creation of formatting styles, templates and the mail-merging of documents.



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Course No	Course Title	LT	LB	CR
IMT 108	ARABIC TYPING AND WORD PROCESSING	0	6	2

Course Detail

This course emphasizes proper Arabic typing techniques and mastery of the keyboard. It also introduces latest computer word processing software. Practice exercises include typing simple business letters, short manuscripts or reports, simple tables, charts, and introductory spreadsheet applications.

Course No	Course Title	LT	LB	CR
IMT 111	OFFICE PROCEDURES AND PRACTICES II	3	0	3

Course Detail

This course provides students with an understanding of practical office management skills and procedures. It exposes the students to the knowledge and application of office equipment and materials, office communication and correspondence, office report writing and filing systems. Practical sessions and case studies in office practice and periodic visits to local industries and institutions are used to full advantage.

Course No	Course Title	LT	LB	CR
IMT 201	HUMAN RESOURCE MANAGEMENT	3	0	3

Course Detail

This course deals with the process of managing people at work. In general, it examines the theoretical and practical issues involved in the management of people at work. Specifically, it covers the following areas of activities : 'Acquiring Human Resources, Developing Human Resources, Retaining Human Resources'.

Course No	Course Title	LT	LB	CR
IMT 202	PRINCIPLES OF MARKETING	2	0	2

Course Detail

This course provides students with an understanding of the basic ideas of marketing. It begins with a discussion of the definition and explanation of marketing and then overviews the 'marketing concept' and the essential activities of the marketing mix. Emphasis will be on consolidating basic theoretical concepts with reference to the local marketing practices.

Course No	Course Title	LT	LB	CR
IMT 203	PUBLIC AND GOVERNMENT RELATIONS	2	0	2

Course Detail

This course introduces the role and function of public relations. Governmental policies towards business are examined as well as the role of business in society. Business ethics and social responsibility of corporations are discussed. The management approach for establishing and maintaining mutual lines of communications and cooperation between organization, public and government are stressed.



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Course No	Course Title	LT	LB	CR
IMT 205	ORGANIZATIONAL BEHAVIOR	2	0	2

Course Detail

This course introduces students to the impact individuals, groups and structure have on behaviour within an organization. Specifically it covers definitions of organization and organizational behavior, individuals, groups and structure and how they affect behavior in organizations.

Course No	Course Title	LT	LB	CR
IMT 211	ENGLISH TYPING AND WORD PROCESSING - II	0	6	2

Course Detail

This course enables students to gain typing speed and develop advanced word processing skills. It focuses on keyboarding speed and accuracy, the use of MS-Word in manuscript typing, formatting business documents, document outline, table of contents, index, autocorrect and autotext entries, envelopes and labels, and the use of MS-Excel in creation of forms of general office use and graphs.

Course No	Course Title	LT	LB	CR
IMT 212	RECORDS MANAGEMENT	4	0	4

Course Detail

This course of study provides students with an understanding of office records, filing supplies and equipment and computerized records management systems. It deals with the meaning and scope of records management program. It also covers the use of supplies and equipment that help in affecting filing of records followed by inventory, analysis, retention, transfer, disposition of records and records maintenance and control. Finally it deals with computerized record management systems and the future of records management.

Course No	Course Title	LT	LB	CR
IMT 213	ARABIC TYPING AND WORD-PROCESSING II	0	6	2

Course Detail

This course emphasizes processing speed, accuracy and production skills in Arabic typing as well as computer word-processing. Major techniques of editing, layout, and advanced commands of latest computer word-processing software are practised. It also includes practice exercises covering business letters, manuscripts or reports, tables and charts, advanced spreadsheet applications and other office forms.

Course No	Course Title	LT	LB	CR
IMT 214	OFFICE FINANCE AND BUDGETING	4	0	4

Course Detail

This course deals with sources, types and cost of finance, the needs for cash control and various precautions to be taken to control cash receipts and payments. It introduces the concept of cash flow statements, explains the budgeting process, provides a basic understanding of budgeting and financial control and exposes the students to office cost-reduction techniques.



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Course No	Course Title	LT	LB	CR
IMT 215	OFFICE MANAGEMENT INFORMATION SYSTEMS	3	3	4

Course Detail

This course is concerned with how to use formal procedures to provide office managers at all levels with relevant information (both internal and external) so that decisions can be made which are timely and effective, enabling the planning, organizing, motivating and controlling of office management activities to take place. Laboratory sessions comprise of case studies, group discussions and industrial visits.

Course No	Course Title	LT	LB	CR
IMT 310	OFFICE MANAGEMENT TECHNOLOGY CO-OP TRAINING	0	40	3

Course Detail

The cooperative method of instruction is used to enhance student knowledge and skills and to gain practical experience. For the co-op training, each student will have a learning plan, signed by the student, instructor, and co-op employer. This plan includes instructional objectives and a list of in-the-job duties and, when applicable, classroom learning experiences. The plan will identify a job in which the skills and tasks required are relevant to the student's area of specialization. This training program lasts for 14 weeks and is done at the end of the academic program.