

Business Information Technology (BIT) Department

The programs in this department are designed to provide students with the combination of Business and Information Technology (IT) skills required in today's highly technical business environment. Students can choose to specialize either in:

- **Marketing**
- **Accounting**
- **Insurance**
- **Sales**

Graduates from BIT programs can secure employment as clerks, salesmen, and junior underwriters, junior claims officers or trainees in an assistant capacity in other fields within commerce and industry.

Vision

To be an exemplary department that provides all necessary business skills and knowledge needed by the community.

Mission

To provide excellent quality business program in different specializations of demand to fulfill the job market requirements

Graduation Requirements

Student is required to complete 71 credits in Accounting and Insurance/ 64 credits in Marketing/ 36 credits in Sales, inclusive of 3 credit hours field based experience in the relevant field of specialization.

I. Marketing Program of Study

Course No.	Title	Th	Pr	Tr	Credit Hr	Pr-req
Semester 1						
GRC 001	Preparatory Mathematics I	4	0	0	2	None
GRC 111	Intensive English I	15	0	5	3	None
	Total				5	
Semester 2						
CIT 100	Introduction to Information Technology	2	0	2	3	GRC 111
GRC 002	Preparatory Mathematics II	4	0	0	2	GRC 001
GRC 112	Intensive English II	15	0	5	3	GRC 111
	Total				8	
Semester 3						
BIT 115	Computer Application in Business	1	0	2	2	FAOYC*
BIT 116	Principles of Economics	2	0	0	2	FAOYC
BIT 130	Principles of Management	2	0	0	2	FAOYC
BIT 140	Principles of Marketing	3	0	0	3	FAOYC
GRC 121	Communication Skills I	2	0	0	2	FAOYC
GRC 131	Work Ethics I	2	0	0	2	FAOYC
	Total				13	
Semester 4						
BIT 120	Principles of Accounting I	3	0	0	3	FAOYC
BIT 141	Consumer Behaviour	3	0	0	3	BIT 140
CIT 163	Internet Application for Business	2	0	2	3	FAOYC
CIT 177	Database management and Spreadsheet	2	0	2	3	FAOYC
GRC 122	Communication Skills II	2	0	0	2	GRC 121
	Total				14	
Semester 5						
BIT 200	Business Entrepreneurship	2	0	0	2	FAOYC
BIT 216	Business Law	3	0	0	3	BIT 130
BIT 240	Marketing Communication	3	0	0	3	BIT 140
BIT 241	Marketing Management & Strategy	3	0	0	3	BIT 130, BIT 140
BIT 250	Principles of Finance	3	0	0	3	BIT 120
	Total				14	
Semester 6						
BIT 230	Management and Leadership	3	0	0	3	BIT 130, BIT 140
BIT 242	Marketing Research	1	0	2	2	BIT 240
BIT 243	Salesmanship	3	0	0	3	BIT 240, BIT 241
BIT 244	Internet Marketing	2	0	0	2	BIT 140, BIT 241
BIT 281	Co-op	0	0	0	2	Department Approval
GRC 232	Work Ethics II	2	0	0	2	GRC 131
	Total				14	
	Grand total of program credit hours				68	

* FAYOC: Finishing All Year Orientation Courses

II. Accounting Program of Study

Course No.	Title	Th	Pr	Tr	Credit Hr	Pr-req
Semester 1						
GRC 001	Preparatory Mathematics I	2	0	2	2	None
GRC 111	Intensive English I	3		17	3	None
	Total				5	
Semester 2						
CIT 100	IT Skills	2	2	0	3	GRC 110
GRC 101	Preparatory Mathematics II	2	0	2	2	GRC 100
GRC 112	Intensive English II	3	0	17	3	GRC 110
	Total				8	
Semester 3						
GRC 215	Computer Application in Business	1	0	1	1	GRC 111
GRC 220	Principles of Economics	3	0	0	3	Pass Orientation Year
BIT 290	Principles of Management	3	0	0	3	None
BIT 291	Accounting in Business	3	0	2	3	None
BIT 292	Financial Accounting	3	0	2	3	None
	Total				13	
Semester 4						
BIT 293	Principles of Economics	3	0	0	3	None
BIT 294	Financial Reporting I	3	0	2	3	BIT 292
BIT 295	Management of Accounting	3	0	2	3	BIT 291, BIT 292
BIT 296	Principles of Finance	2	0	2	2	BIT 292
BIT 297	Business Law	2	0	1	2	None
	Total				13	
Semester 5						
GRC 330	Work Ethics	2	0	0	2	Pass Orientation Year
BIT 380	Financial Reporting II	3	0	2	3	BIT 294
BIT 381	Performance Management	3	0	2	3	BIT 295
BIT 382	Principles of Auditing	3	0	1	3	BIT 294
BIT 383	Zakat Accounting	3	0	0	3	BIT 292
	Elective Course				3	
	Total				17	
Semester 6						
BIT 384	Audit and Insurance	3	0	1	3	BIT 382
BIT 385	Taxation Accounting	3	0	0	3	BIT 292
BIT 386	Financial Management	3	0	2	3	BIT 295, BIT 296
BIT 387	Co-op	3	0	0	3	Department Approval
	Elective Course				3	
	Total				15	
	Grand total of program credit hours				71	
Elective Courses	Student Chooses (two elective courses) 6 Credit Hours					
BIT 390	Accounting for Banking	3	0	0	3	BIT 294
BIT 391	Governmental Accounting	3	0	0	3	BIT 292
BIT 392	Private Accounting Systems	3	0	0	3	BIT 294
BIT 393	Computerized Accounting	3	0	0	3	BIT 294
BIT 394	Int. Financial Reporting Std	3	0	2	3	Department Approval
BIT 395	International Auditing	3	0	2	3	Department Approval

III. Insurance Program of Study

Course No.	Title	Th	Pr	Tr	Credit Hr	Pr-req
Semester 1						
GRC 100	Preparatory Mathematics I	2	0	2	2	None
GRC 111	Intensive English I	3		17	3	None
	Total				5	
Semester 2						
CIT 100	IT Skills	2	2	0	3	GRC 110
GRC 101	Preparatory Mathematics II	2	0	2	2	GRC 100
GRC 112	Intensive English II	3	0	17	3	GRC 110
	Total				8	
Semester 3						
GRC 215	English for Business	1	0	1	1	GRC 111
GRC 220	Art of Communication Skills	3	0	0	3	Orientation Year
BIT 290	Principles of Management	3	0	0	3	None
BIT 261	Introduction to Insurance	3	0	0	3	None
GRC 262	Risk and Insurance	3	0	2	3	None
GRC 263	Principles of Insurance	3	0	0	3	Orientation Year
	Total				16	
Semester 4						
BIT 264	Principles of Economics	3	0	0	3	None
BIT 293	Regulations of Insurance	3	0	0	3	BIT 261
BIT 266	Basic of Motor Insurance	3	0	0	3	BIT 261
BIT 267	Motor Insurance Products	3	0	0	3	BIT 261, BIT 262
BIT 268	Basic of Health Insurance	2	0	2	2	BIT 261
BIT 269	Health Insurance Products	3	0	2	3	BIT 261, BIT 262
	Total				17	
Semester 5						
GRC 330	Work Ethics	2	0	0	2	Orientation Year
BIT 350	Fundamentals of Insurance Law	3	0	0	3	BIT 263
BIT 351	Application of Insurance Law	3	0	0	3	BIT 265
BIT 352	Insurance and Finance	4	0	0	4	BIT 263, BIT 265
BIT 353	Insurance Finance Practice	4	0	0	4	BIT 263
	Total				16	
Semester 6	Student Chooses (two elective Courses) 6 Credit Hours in addition to Co-op					
BIT 355	Insurance Broking Practice	3	0	0	3	BIT 263
BIT 356	Underwriting Practice	3	0	0	3	BIT 263
BIT 357	Claims Practice	3	0	0	3	BIT 263
BIT 358	Personal Insurance	3	0	0	3	BIT 263
BIT 354	Co-op (Internship in Insurance)	3	0	0	3	Department Approval
	Total				9	
	Grand total of program credit hours				71	

IV. Sales Program of Study

Course No.	Title	Th	Pr	Tr	Credit Hr	Pr-req
Semester 1						
GRC 100	Preparatory Mathematics I	4	0	0	2	None
GRC 111	Intensive English I	15	0	5	3	None
	Total				5	

Semester 2	Title					
BIT 140	Principles of Marketing	2	0	0	3	FAOSC*
BIT 160	Principles of Professional Selling	2	0	0	3	FAOSC*
BIT 161	Personnel Selling and Sales Promotion	3	0	3	3	FAOSC*
BIT 163	Customer Behaviors	2	2	0	3	FAOSC*
CIT 100	Introduction to Information Technology	2	0	2	3	GRC 111
GRC 121	Communication Skills	3	0	0	2	FAOSC*
	Total				17	

Semester 3	Title					
BIT 162	Advanced Professional Selling	3	0	0	3	BIT 140 ,160
BIT 164	Sales Negotiation Skills	2	0	2	3	BIT 140 ,160
BIT 166	Sales Force Management	3	0	0	3	BIT 160 ,161
BIT 168	Hi- Tech Tools for Selling	2	0	2	3	CIT 100
BIT 184	Co-op	0	0	0	2	Department Approval
GRC 131	Work EthicsI	2	0	0	2	FAOSC*
	Total				16	
	Grand total of program credit hours				38	

* FAYOC: Finishing All Year Orientation Courses