



KINGDOM OF SAUDI ARABIA
Technical and Vocational Training Corporation
Director General for Curricula



Training Plans For Technical Colleges

Curriculum for Department of

Management Technology

Major

Warehouse Management



TECHNOLOGY DIPLOMA

Semesters

1439 H – 2018 G



Introduction

Praise be to Allah who taught (the use of) the pen, Taught man that which he knew not. Peace and blessings upon our Prophet, instructor and role model, Muhammad Ibn Abdullah, who is sent as a teacher and guide to people and caller to Allah to bring people out of the darkness of ignorance and misguidance to the light of knowledge and guidance.

The Technical and Vocational Training Corporation seeks to qualify trained national cadres who are able to fill technical, technical and vocational jobs available in the Saudi labor market. This interest comes as a result of the directions requested by the leaders of this country. All these jobs seek to obtain an integrated homeland that depends first on Allah's success, then on its resources and the strength of its youth, which has knowledge and faith. Everyone strives for the sake of continuing to reach developmental progress, so that, by the grace of Allah, the country becomes one of the highest industrialized countries.

The Director General for curricula has taken a positive step in line with advanced international experiences to build training programs, according to modern scientific methods that are compatible with the requirements of the labor market in all its specialties to meet these requirements. This step consisted of the National Professional Standards Preparation Project, then the National Professional Qualifications Project. Both projects are the main pillar in building training programs. Standards and qualifications depend on the formation of specialized committees representing the labor market and the General Organization for Technical and Vocational Training. The scientific vision must be compatible with the practical reality imposed by the requirements of the labor market, so that these committees ultimately come out with an integrated view of a training program more relevant to the labor market, and more realistic in achieving its basic requirements.

This training plan deals with the "Warehouse Management" in the Department of Management Technology for trainees of technical colleges to describe the courses of this specialization. This plan needs to include vital topics that deal with how to acquire the necessary skills for this specialization so that their skills are to assist them in their practical life after graduating from this program.

The Director General for curricula hopes that this training plan will be a direct contribution to the study of necessary skills, in a simplified manner free of complication.

We hope that Allah will grant success to those who prepare the training plan and its beneficiaries, for what Allah wants and pleases.

Director General for curricula



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Program Description

The warehouse management diploma in the Department of Administrative Technology is designed in line with the needs of the local labor market for specialization, where it is trained in technical colleges, in five training classes, the duration of each training semester is sixteen training weeks, with a total of (103) training hours, in addition to (490) (Practical training hours in the labor market, equivalent to) 87 (credit hours).

Training in this program is carried out on specialized skills in coding and classifying inventory, inventory procedures, total quality in warehouses, secretarial in warehouses, shipping and insurance in warehouses, warehouse terminology in English, security and safety in warehouses, storage operations management, logistics and supply chain management, follow-up and reports Warehouse, warehouse arrangement, warehouse techniques, contemporary trends in warehouse work management, electronic management in addition to courses from other disciplines such as business administration in addition to general skills in Islamic culture, Arabic language, English language, mathematics, computer applications, computer keyboard, and recognition On the business world, career behavior and communication skills.

Graduates from this department are granted an intermediate university certificate in warehouse management, from the Department of Administrative Technology, and it is expected that he will work in fields related to warehouse management, from a professional classification with the Ministry of Service.

The overall objective of the program

This program aims to provide the trainee with the skills and information necessary to practice work in the field of warehouse management and obtain a fifth level in the national qualifications framework.

The detailed objectives of the program

By the end of this program, the trainee will be able and efficiently to:

- It applies the procedures, systems of warehouses, regulations and instructions to be followed when conducting warehouse business during the period of its study in the program.
- Secretarial knowledge and skills are deduced from computer skills accurately during the duration of the training term.
- That the trainee enumerates the concepts, methods and skills of applying quality in the warehouse business accurately during the training semester.
- Basic concepts of shipping and insurance are accurately expressed during the course.
- The trainee writes down the English meanings and terms using the spelling method during the training week.
- The safety rules for warehouse safety explains in writing during the training period



The Study Distributed on Semesters

	No	Course Code	Course Name	Prerequisites	Equivalent	No of unites				
						CRH	L	P	T	CTH
1st Semester	1	ARAB 101	Technical Writing		ARB101	2	2	0	0	2
	2	MATH 101	Mathematics		MAT 8101C	3	3	0	1	4
	3	ICMT101	Introduction to Computer Applications		CMT101	2	0	4	0	4
	4	ENGL 111	English Language -1		ENG 8111	3	3	0	1	4
	5	UMAN 101	Principles Of Business Administration		Man104	4	4	0	0	4
	6	UACC101	Principles Of Accounting		ACC9103	3	2	2	1	5
	7	VOCA101	Vocational Guidance & Excellence		VOC101	2	2	0	0	2
	8	KABB101	Know About Business		KAB101	2	0	4	0	4
Total Number of Units						19	16	6	3	25
CRH: Credit Hours		L: Lecture		P: Practical		T: Tutorial		CTH: Contact Hours		

	No	Course Code	Course Name	Prerequisites	Equivalent	No of unites				
						CRH	L	P	T	CTH
2nd Semester	1	ENGL 112	English Language-2	ENG 111	ENG 8112	3	3	0	1	4
	2	STAT101	Introduction To Statistics		STA9171	3	3	0	0	3
	3	UDST131	Storage management operations		MAD9227	3	2	2	0	4
	4	UDST141	Time organizing	UMAN 101	MAD 121	2	2	0	0	2
	5	UDST151	E-governance	UMAN101	MAD 123	3	2	2	0	4
	6	UDST121	Secretaries in warehouses	UMAN101	MAD 127	3	2	2	0	4
	7	UDST181	English definitions of warehouse		MAD131	4	4	0	0	4
	8	UDST111	Security and safety in warehouses		MAD9228	1	0	2	0	2
Total Number of Units						22	18	8	1	27
CRH: Credit Hours		L: Lecture		P: Practical		T: Tutorial		CTH: Contact Hours		



3 rd Semester	No	Course Code	Course Name	Prerequisites	Equivalent	No of unites				
						CRH	L	P	T	CTH
	1	ISLM 101	Islamic Studies		ISL101 ISL 102	2	2	0	0	2
	2	ENGL 113	English Language -3	ENGL 112	ENG 8113	3	3	0	1	4
	3	UDST 271	TQM in warehouses		MAD117	4	4	0	0	4
	4	UDST 261	follow-up reports of warehouse		MAD9230	3	2	2	0	4
	5	UDST 232	Inventory procedures		MAD9116	3	2	2	0	4
	6	UDST 233	Stores Order		MAD9231	3	2	2	0	4
	7	UDST 234	Shipping and insurance management		MAD118	3	3	0	0	3
Total Number of Units						21	18	6	1	25
CRH: Credit Hours		L: Lecture		P: Practical		T: Tutorial		CTH: Contact Hours		

4 th Semester	No	Course Code	Course Name	Prerequisites	Equivalent	No of unites				
						CRH	L	P	T	CTH
	1	LEAS 101	Learning Skills			2	2	0	0	2
	2	ETHS 101	Professional Ethics & Comm. Skills	VOCA101	ETH101	2	2	0	0	2
		KABB102	Know About Business	KABB101	KAB102	2	0	4	0	4
	3	UDST 236	Coding and classification of inventory		MAD236	3	2	2	0	4
	4	UDST 252	The use of computers in warehouses	ICMT101	MAD9229	4	2	4	0	6
	5	UDST 285	Selected Topics		MAD277C	3	2	2	0	4
	6	UDST 241	Contemporary trends of warehouse mangmait work		MAD240	4	4	0	0	4
	7	UDST 242	Logistics and supply chain management		MAD242	3	2	2	0	4
Total Number of Units						21	16	10	0	26
CRH: Credit Hours		L: Lecture		P: Practical		T: Tutorial		CTH: Contact Hours		

5 th Semester	No	Course Code	Course Name	No of unites	
				CRH	CTH
	1	UMAD 299	Co-operative Training	4	
Total Number of Units					
CRH: Credit Hours		L: Lecture		CTH: Contact Hours	

Total Number of Semesters Credit Unites	CRH	L	P	T	CTH
	87	68	30	5	103
Total of training Hours (16× 103)+ Cooperative training Hours (490)	2138				



Brief description of the major courses



Course Name	E-governance	Course Code	UMAD 151	CRH	3
Description	This describes the study of e-management in a theoretical and practical sense through training the trainee in understanding the basics of e-management and the theories on which it was based, as well as the applied practices of it.				
Course Name	Inventory procedures	Course Code	UMAD 232	CRH	3
Description	This course describes inventory rules, procedures, systems, regulations, instructions and follow-up of their application. It also addresses the trainee's ability to perform warehousing procedures and what this requires in order to be familiar with all tasks of receiving, storing, distributing and maintaining the material in the store to ensure that it reaches its users at the required time.				
Course Name	Storage management operations	Course Code	UMAD 131	CRH	3
Description	This course aims to provide the trainees in the basic principles of storage functions and roles, planning the special storage process in operational matters and providing them with concepts of productivity and quality control in storage operations, knowing how to manage storage and storage through a computer and providing them in some electronic storage applications such as (EDI) Electronic data exchange introduces them to administrative storage communication networks and providing them with the concept of automated storage, advanced systems in material handling and providing them in ideal distribution systems and raising storage issues in the local and international environment.				
Course Name	Secretaries in warehouses	Course Code	UMAD 121	CRH	3
Description	In this course, the trainee is trained in familiarity with the knowledge and skills necessary to advance the work of the secretary and the director of the office through a set of theoretical knowledge and practical skills that make him able to understand the nature of these actions such as preparing and editing administrative correspondence in				



	the correct way and handling the work of incoming and outgoing mail and preparing administrative reports and administrative forms And handling incoming and outgoing phone calls.				
Course Name	TQM in warehouses	Course Code	UMAD 271	CRH	4
Description	Study the concepts of quality and methods of their application in warehouse works to contribute to raising the quality of warehouses through knowledge and requirements of quality in the processes of examination, receipt, exchange, return, store inventory, follow-up, and inventory of warehouses with application to warehouses for one of the models for quality.				
Course Name	Shipping and insurance management	Course Code	UMAD 234	CRH	3
Description	The trainee is introduced to basic concepts in freight and insurance and its relationship to warehouse management as the course deals with the mechanism of dealing with customer requests and how to ship and insure them as will be in this course the skills necessary to understand the integration between all departments to achieve the desired goal				
Course Name	English definitions of warehouse	Course Code	UMAD 181	CRH	4
Description	This course contains terms in English and their meanings in Arabic and an explanation of those meanings, and these terms are specific to warehouse management and some general administrative terms of words and abbreviations for some words in English, and the course is also provided with practical cases implemented by specialized trainers in English				
Course Name	Security and safety in warehouses	Course Code	UMAD 111	CRH	1
Description	Study the safety and security procedures that must be followed in warehouses to ensure the safety of workers, materials and buildings, with a presentation of extinguishing devices and equipment and methods of their use. Knowing the basic rules for the safety				



	of stored materials and the safety of workers, and knowing the requirements for dealing with dangerous goods, explosive materials or dangerous materials and controlling the accident site.				
Course Name	The use of computers in warehouses	Course Code	UMAD 252	CRH	4
Description	Training is carried out in this course on familiarity with how to use computer systems in warehouses and also covering the main list and knowing how to enter and extract data and how to deal with ordering and receiving items and preparing the necessary bills for them, through the application to the SMAC program.				
Course Name	Coding and classification of inventory	Course Code	UMAD 236	CRH	3
Description	Classification and coding are considered basic requirements to help warehouse workers to carry out their professional duties required of them in the fullest manner and with the least time and cost as it reflects on the workflow clearly and provide information that other departments need quickly, which enables them to be able to make clear decisions				
Course Name	follow-up reports of warehouse	Course Code	UMAD 261	CRH	3
Description	The course describes the study of the regular rules and procedures for the covenant, inventory, reducing inventory (idle, stacked, damaged, and lost) and preparing their reports. The trainee will also be trained in this course on the mechanism of material destruction through study and application cases in the field and make scheduled visits to local authorities to see closely Mechanism of Action.				
Course Name	Time organizing	Course Code	UMAD 141	CRH	2
Description	In this course, the trainee is trained to be familiar with the knowledge and skills necessary for time management. Where this course deals with the concept of time, its planning, distribution, organization and identification of its most prominent wastes, the role of pressures faced by the individual in influencing time, and the role of technology in time management. The training is conducted with two theoretical lectures every week				



Course Name	Stores Order	Course Code	UMAD 233	CRH	3
Description	In this course, the trainee will be trained in familiarity with the skills of the storage function, its importance and the determinants of its success and the most important problems and also deals with the organizational structure of the apparatus responsible for warehouses and its relationship to other functions in the facility, as well as centralization of storage and decentralization of storage and storage places and their specifications.				
Course Name	Contemporary trends of warehouse management work	Course Code	UMAD 241	CRH	4
Description	This course aims to introduce all modern methods of Inventory work and determine inventory levels through modern quantitative methods and inform trainees about modern strategies in the management of purchases, supplies and warehouses through practical developments in this field.				
Course Name	Logistics and supply chain management	Course Code	UMAD 242	CRH	3
Description	This course aims to provide students with the basics of managing logistical tasks in companies and include the physical presentation and distribution activities such as transportation and storage of the facility site and inventory control and the handling of materials and storage goals of the institution.				
Course Name	Selected Topics	Course Code	UMAD 285	CRH	3
Description	This course introduces modern and emerging propositions in the world of warehouses, warehouses and logistics. With a thorough and comprehensive look at what the trainee trained during the past training classes, while linking this in practice to warehouse art, given that this course bridges the gap that may arise on this science during training periods				
Course Name	Co-operative Training	Course Code	UMAD 299	CRH	4
Description	Enabling the trainees to apply the skills acquired during the training period in a specialized work environment				



Detailed description of the major courses



Course Name	Introduction To Statistics				Course Code	STAT101
Prerequisite						
Training semester	1	2	3	4	5	
Credit hours		3				
Contact hours (Hour/ week)	Lecture		3			Collaborative training
	Practical		0			
	Training		0			

Course Description

In this course, the trainee is trained to be familiar with the knowledge and skills of displaying, representing and forecasting statistical data for future periods and making iterative distributions, dispersion measures and index numbers

The general objective of the course:

This course aims to provide the trainee with the basic skills in using statistical methods

The detailed objectives of the course:

By the end of this course, the trainee will be able to:

1. Defines the methods for collecting and displaying data.
2. Divides data into categories and iterations and display them graphically
3. It uses central tendency measures.
4. Dispersion measures are applied in drawing conclusions for decision-making purposes.
5. Correlates coefficients to study the relationship between variables.
6. It uses historical data to forecast future data using time series methods.
7. The index numbers are applied for both quantities and prices

Units (theoretical and practical)	Training hours	
	Theoretical	practical
○ Collect and display data.	9	0
○ Frequency distributions and their graphical representation	9	0
○ Central tendency measures	9	0
○ Dispersion measures	6	0
○ Correlation coefficients	6	0
○ Time series	6	0
○ Records	3	0
Total	48	0
	48	



Procedures of Safety Requirements:	
1.	Follow the place safety instructions.
2.	Compliance with safety instructions as mentioned in the safety manual.
3.	Keeping the rooms clean and tidy when completing the training.
4.	Maintaining the integrity of the devices used in training and not tampering with them.
5.	Arrange the place after completing the exercise

The detailed approach (theoretical and practical)			
hours	Content		Assessment tools
9	Collection and presentation of data: <ul style="list-style-type: none"> ○ Daily and monthly sales data. ○ Sales of regions. ○ Sales data tab 		Oral exams Written exams Practical performance
	Subject references	1- Ahmad Awda bin Abdul Hamid & Mansour Al-Qadi (2016) Descriptive Statistics, Al-Falah Library, pp. 16-44 2- Muhammad Subhi Abu Saleh & Adnan Muhammad Awad (2016) Introduction to Statistics, Dar Al Masirah, pp. 12-18	
9	Frequency distributions are graphically represented: <ul style="list-style-type: none"> ○ Divide data into categories and iterations. ○ Display data graphically 		Oral exams Written exams Practical performance
	Subject references	1- Ahmad Awda bin Abdul Hamid & Mansour Al-Qadi (2016) Descriptive Statistics, Al-Falah Library, pp. 54-98 2- Muhammad Subhi Abu Saleh & Adnan Muhammad Awad (2016) Introduction to Statistics, Dar Al Masirah, pp. 19-32	
9	Central tendency measures for numbers: <ul style="list-style-type: none"> ○ Finding the mean, medium and mode. ○ Graphically represent measures of central tendency 		Oral exams Written exams Practical performance
	Subject references	1- Ahmad Awda bin Abdul Hamid & Mansour Al-Qadi (2016) Descriptive Statistics, Al-Falah Library, pp. 113-140 2- Muhammad Subhi Abu Saleh & Adnan Muhammad Awad (2016) Introduction to Statistics, Dar Al Masirah, pp. 48-56	



The detailed approach (theoretical and practical)			
hours	Content		Assessment tools
6	Scattering scales for numbers: <ul style="list-style-type: none"> ○ Variance. ○ Standard deviation. ○ Coefficient of variation 		Oral exams Written exams Practical performance
	Subject references	1- Ahmad Awda bin Abdul Hamid & Mansour Al-Qadi (2016) Descriptive Statistics, Al-Falah Library, pp. 169-192 2- Muhammad Subhi Abu Saleh & Adnan Muhammad Awad (2016) Introduction to Statistics, Dar Al Masirah, pp. 64-73	
6	Correlation coefficients: <ul style="list-style-type: none"> ○ Simple correlation coefficient. ○ Rank correlation coefficient. 		Oral exams Written exams Practical performance
	Subject references	1- Ahmad Awda bin Abdul Hamid & Mansour Al-Qadi (2016) Descriptive Statistics, Al-Falah Library, pp. 204-215 2- Muhammad Subhi Abu Saleh & Adnan Muhammad Awad (2016) Introduction to Statistics, Dar Al Masirah, pp. 228-292	
6	Time series: <ul style="list-style-type: none"> ○ Time series boot methods. ○ Use time series to predict. 		Oral exams Written exams Practical performance
	Subject references	1- Ahmad Awda bin Abdul Hamid & Mansour Al-Qadi (2016) Descriptive Statistics, Al-Falah Library, pp. 250-263 2- Muhammad Subhi Abu Saleh & Adnan Muhammad Awad (2016) Introduction to Statistics, Dar Al Masirah, pp. 410-423	
3	Indices: <ul style="list-style-type: none"> ○ Quantity indices. ○ Price indices. ○ Index numbers for quantities and prices 		Oral exams Written exams Practical performance
	Subject references	1- Ahmad Awda bin Abdul Hamid & Mansour Al-Qadi (2016) Descriptive Statistics, Al-Falah Library, pp. 288-302	

References	1- Ahmad Awda bin Abdul Hamid & Mansour Al-Qadi (2016) Descriptive Statistics, Al-Falah Library 2- Muhammad Subhi Abu Saleh & Adnan Muhammad Awad (2016) Introduction to Statistics, Dar Al Masirah
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Course Name	Principles Of Business Administration				Course Code	UMAN 101
Prerequisite						
Training semester	1	2	3	4	5	
Credit hours	4					Collaborative training
Contact hours (Hour/ week)	Lecture	4				
	Practical	0				
	Training	0				

Course Description

This course is considered an important and basic knowledge entry based on understanding the various administrative decisions, in which the trainee is provided with the basics of business management that include different concepts and different theories of management, and management functions (planning, organizing, directing, control), and organization functions (production management, marketing management Public relations, financial management, human resources management).

The general objective of the course:

This course aims to provide the trainee with the basic skills in business administration.

The detailed objectives of the course:

By the end of this course, the trainee will be able to:

1. Define business management principles
2. Describes administrative thought schools
3. It lists the management functions
4. Describes the functions of the organization
5. Describes how to make a decision?
6. Determine - what is business management.
7. Clarifies the definition of management theories
8. Define the definition of management functions
9. Organizational functions analysis.



Units (theoretical and practical)	Training hours	
	Theoretical	practical
o Management and what it is.	16	
o management jobs	32	
o Organization functions	8	
o Make decision	8	0
Total	64	0
	64	

Procedures of Safety Requirements:

1. Follow the place safety instructions.
2. Compliance with safety instructions as mentioned in the safety manual.
3. Keeping the rooms clean and tidy when completing the training.
4. Maintaining the integrity of the devices used in training and not tampering with them.
5. Arrange the place after completing the exercise

The detailed approach (theoretical and practical)

hours	Content	Assessment tools
16	Management and what it is: <ul style="list-style-type: none"> o Management and what it is. o Administrative thought schools 	Oral exams Written exams Discussion, cases.
	Subject references <p>1-Al-Amiri, Saleh Mahdi Mohsen and Al-Ghalbi, Taher Mohsen Mansour. (2014). Administration and Business, Amman, Wael Publishing House, pp. 23- p. 73.</p> <p>2-Shawawah, Faisal Mahmoud. (2013). Principles of Business Administration, Amman, Dar Al-Manhaj for Publishing and Distribution, pp. 19- p. 80.</p> <p>3-Al-Mashhadani, Khaled Ahmad Farhan. (2015). Principles of Business Administration: An Advanced Methodological Perspective, Amman, Dar Al-Ayyam for Publishing and Distribution, pp. 17 - p. 51.</p> <p>4-Abbas, Anas Abdul Basit. (2011 AD) Business Administration: According to a Contemporary Perspective, Amman, Dar Al Masirah for Publishing, Distribution and Printing, pp. 189-85.</p>	
32	management jobs: <ul style="list-style-type: none"> o Planning. o Organization. o Guidance. o Control 	Oral exams Written exams Discussion, cases
	Subject references <p>1- Al-Shammari, Ahmed bin Abdul Rahman and others. (2013). Principles of Business Administration, Riyadh, Obeikan Library, pp. 17- p. 51</p> <p>2- Shamaa, Khalil Muhammad. (2016). Principles of Management: Focusing on Business Administration, Amman, Dar Al Masirah for Publishing, Distribution and Printing, pp. 73 - pp. 285.</p>	



The detailed approach (theoretical and practical)		
hours	Content	Assessment tools
	<p>Subject references</p> <p>1- Abbas, Anas Abdul Basit. (2011). Business Administration: According to a Contemporary Perspective, Amman, Dar Al Masirah for Publishing, Distribution and Printing, pp. 103-pp. 207</p> <p>2- Moroccan, Kamel Mohamed. (2015). Management: The Originality of Principles and Functions of a Facility with the Modernity and Challenges of the 21st Century. Amman, Dar Al-Fikr, pp. 103-pp. 303.</p>	
8	<p>Organization functions:</p> <ul style="list-style-type: none"> ○ Production function. ○ Marketing function. ○ Financial management function. ○ HR function 	<p>Oral exams</p> <p>Written exams</p> <p>Practical performance</p>
	<p>Subject references</p> <p>1-Moroccan, Kamel Mohamed. (2015) .Management: The Originality of Principles and Functions of a Facility with the Modernity and Challenges of the 21st Century., Amman, Dar Al-Fikr, pp. 315- p. 442.</p> <p>2-Al-Shammari, Ahmed bin Abdul Rahman and others. (2013). Principles of Business Administration, Riyadh, Obeikan Library, pp. 377- p. 500.</p> <p>3-Al-Amiri, Saleh Mahdi Mohsen and Al-Ghalbi, Taher Mohsen Mansour. (2014) .Management and Business, Amman, Wael Publishing House, pp. 555-p. 689</p>	
8	<p>Make decision:</p> <ul style="list-style-type: none"> ○ The concept and importance of the decision-making process. ○ The stages of the decision-making process. ○ Barriers to making decisions ○ The most important factors to consider when making decisions 	<p>Oral exams</p> <p>Written exams</p> <p>Practical performance</p>
	<p>Subject references</p> <p>1-Abbas, Anas Abdul Basit. (2011) Business Administration: According to a Contemporary Perspective, Amman, Dar Al-Masirah for Publishing, Distribution and Printing, pp. 114 -118.</p> <p>2-Shawawrah, Faisal Mahmoud. (2013). Principles of Business Administration, Amman, Dar Al-Manhaj for Publishing and Distribution, pp. 97- p. 108.</p> <p>3-Al-Amiri, Saleh Mahdi Mohsen and Al-Ghalbi, Taher Mohsen Mansour. (1420). Administration and Business, Amman, Wael Publishing House, pp. 295-p. 350</p>	



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- Abbas, Anas Abdul Basit. (2011) Business Administration: According to Maas perspective, Amman, Dar Al Masirah for Publishing, Distribution and Printing.



Course Name	Principles Of Accounting				Course Code	UMAN 101
Prerequisite						
Training semester	1	2	3	4	5	
Credit hours	3					Collaborative training
Contact hours (Hour/ week)	Lecture	2				
	Practical	2				
	Training	1				

Course Description

This course represents the first part of the set of decisions that show the nature of accounting, its importance, goals, branches and its role in society, concepts and foundations on which it is based, and focuses on accounting bookkeeping skills and the application of the entire accounting cycle, starting with preparing daily accounting restrictions and posting to the ledger and the work of the review balance and preparing financial statements And make the necessary accounting adjustments and operations related to the goods, according to the accepted accounting principles.

The general objective of the course:

This course aims to provide the trainee with the basic skills to prepare accounting entries, post to the ledger, prepare the trial balance, financial statements, inventory adjustments and operations related to the goods in accordance with the accepted accounting principles.

The detailed objectives of the course:

By the end of this course, the trainee will be able to:

1. By the end of this course, the trainee will be able and efficiently to:
2. Examine all attachments of financial transactions to ensure their completeness and regularity.
3. Accounting constraints are correct.
4. The restrictions are the inventory adjustments that take place at the end of the accounting period.
5. Assists in preparing financial statements (income and financial position).
6. Willem participates in the procurement process and steps.
7. Assists in preparing the income statement and the statement of financial position in the commercial establishment.



Units (theoretical and practical)	Training hours	
	Theoretical	practical
○ Accounting concepts and principles.	8	4
○ Accounting system.	14	10
○ Financial Statements.	5	3
○ Inventory adjustments.	7	5
○ Accounting for goods operations.	14	10
Total	48	32
	80	

Procedures of Safety Requirements:

1. Follow place safety instructions.
2. Keeping the rooms clean and tidy when completing the training.
3. Maintaining the integrity of the devices used in training and not tampering with them.

The detailed approach (theoretical and practical)

hours	Content	Assessment tools
12	Accounting concepts and principles: <ul style="list-style-type: none"> ○ Definition of accounting. ○ Accounting information characteristics. ○ Beneficiaries of accounting information. ○ Accounting assumptions and principles. ○ Basic conventions in accounting. ○ Objectives, functions and branches of financial accounting. 	Oral exams Written exams Discussion, cases. Using forms
	Subject references <ol style="list-style-type: none"> 1-Al-Shabani, Walid Muhammad & Aba Al-Khail, Nasser Ahmed. (1431). Principles of Accounting and Financial Reports. First Edition. Pp. 16-24. 2-Wabel ali. (1422) Fundamentals of Financial Accounting, Third Edition. Pp. 23-23. 3-Al-Faisal, Abdullah Mohammed. (1407) Accounting principles and foundations. First edition. Pp. 1-24. 4-Hanan, Radwan Helwa & Al-Baldawi, Nizar Falih. (2015). Principles of Financial Accounting, Accounting Course, Service Establishments, Commercial Establishments, pp. 23-45 5-Weygandt, J. J., Kimmel, P. D., Kieso, D., & Elias, R. Z. (2014). Accounting principles. Issues in Accounting Education, eleventh 24dition PP: 2-10. 	



The detailed approach (theoretical and practical)		
hours	Content	Assessment tools
24	<p>Accounting system:</p> <ul style="list-style-type: none"> ○ The concept of a budget equation. ○ Double entry rule. ○ Accounting cycle components. ○ General Journal ○ Ledger ○ Trial Balance 	<p>Oral exams Written exams Discussion, cases, use of forms.</p>
	<p>Subject references</p> <p>1-Al-Shabani, Walid Muhammad & Aba Al-Khail, Nasser Ahmed. (1431). Principles of Accounting and Financial Reporting. First Edition. Pp. 25-90 2-Wabel ali. (1422) Foundations of Financial Accounting Third Edition. Pp. 27-87. 3-Al-Faisal, Abdullah Mohammed. (1407) Accounting Principles and Foundations. First Edition. Pp. 27-75. 4-Hanan, Radwan Helwa & Al-Baldawi, Nizar Falih. (2015). Principles of Financial Accounting, Accounting Course, Service Establishments - Commercial Establishments. Pp. 73-105. 5-Weygandt, J. J., Kimmel, P. D., Kieso, D., & Elias, R. Z. (2014). Accounting principles. Issues in Accounting Education, eleventh 25dition PP:12-19</p>	
8	<p>Financial Statements:</p> <ul style="list-style-type: none"> ○ income list ○ Statement of financial position ○ Closing accounts 	<p>Oral exams Written exams Discussion, cases, use of forms.</p>
	<p>Subject references</p> <p>1-Al-Shabani, Walid Muhammad & Aba Al-Khail, Nasser Ahmed. (1431). Principles of Accounting and Financial Reporting. First Edition. Pp. 37-60 2-Wabel ali. (1422) Foundations of Financial Accounting Third Edition. Pp. 97-118. 3-Al-Faisal, Abdullah Mohammed. (1407) Accounting Principles and Foundations. First Edition. Pp. 87-106. 4-Hanan, Radwan Helwa & Al-Baldawi, Nizar Falih. (2015). Principles of Financial Accounting, Accounting Course, Service Establishments - Commercial Establishments. Pp. 251-246. 5-Weygandt, J. J., Kimmel, P. D., Kieso, D., & Elias, R. Z. (2014). Accounting principles. Issues in Accounting Education, eleventh 25dition PP:20-23</p>	



The detailed approach (theoretical and practical)		
hours	Content	Assessment tools
12	Inventory adjustments: <ul style="list-style-type: none"> ○ Settlement restrictions. ○ Expenses (provided, due). ○ Revenue (advance, due). ○ Trial balance after closing. 	Oral exams Written exams Discussion, cases, use of forms.
	Subject references 1-Al-Shabani, Walid Muhammad & Aba Al-Khail, Nasser Ahmed. (1431). Principles of Accounting and Financial Reporting. First Edition. Pp. 114-148 2-Wabel ali. (1422) Foundations of Financial Accounting Third Edition. Pp. 123-149. 3-Al-Faisal, Abdullah Mohammed. (1407) Accounting Principles and Foundations. First Edition. Pp. 11-116. 4-Hanan, Radwan Helwa & Al-Baldawi, Nizar Falih. (2015). Principles of Financial Accounting, Accounting Course, Service Establishments - Commercial Establishments. Pp. 393-425. 5-Weygandt, J. J., Kimmel, P. D., Kieso, D., & Elias, R. Z. (2014). Accounting principles. Issues in Accounting Education, eleventh 25dition PP:84-108	
24	Accounting for merchandise operations: <ul style="list-style-type: none"> ○ Purchase Accounting. ○ Sales Accounting. ○ Preparing the income statement in commercial establishments. 	Oral exams Written exams Discussion, cases, use of forms.
	Subject references 1-Al-Shabani, Walid Muhammad & Aba Al-Khail, Nasser Ahmed. (1431). Principles of Accounting and Financial Reporting. First Edition. Pp. 220-248 2-Wabel ali. (1422) Foundations of Financial Accounting Third Edition. Pp. 157-192. 3-Al-Faisal, Abdullah Mohammed. (1407) Accounting Principles and Foundations. First Edition. Pp. 183-216. 4-Hanan, Radwan Helwa & Al-Baldawi, Nizar Falih. (2015). Principles of Financial Accounting, Accounting Course, Service Establishments - Commercial Establishments. Pp. 251-292. 5-Weygandt, J. J., Kimmel, P. D., Kieso, D., & Elias, R. Z. (2014). Accounting principles. Issues in Accounting Education, eleventh 25dition PP:188-202	



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Detailed description of the major courses



Course Name	Storage management operations				Course Code	UMAN 131
Prerequisite						
Training semester	1	2	3	4	5	
Credit hours		3				
Contact hours (Hour/ week)	Lecture		2			
	Practical		2			
	Training		0			
					Collaborative training	

Course Description

The course describes the basic principles of storage functions and roles, planning the storage process in operational matters and providing them with concepts of productivity and quality control in storage operations, knowing how to manage storage and storage through a computer and providing them in some electronic storage applications such as (EDI) electronic data exchange), Introducing them to administrative storage communication networks and providing them with the concept of automated storage, advanced systems in material handling and providing them in ideal distribution systems and raising storage issues in the local and international environment

The general objective of the course:

This course aims to provide the trainee the basic skills in managing storage operations.

The detailed objectives of the course:

By the end of this course, the trainee will be able to:

1. The foundations upon which the administrative storage operations are orally based are known as the end of the training semester.
2. It explains the steps of responding to the problems of warehouse operations for either the trainees in twenty minutes.
3. The concept of storage management is known orally and in writing at the end of the second week of the training semester.
4. It identifies opportunities, challenges, strengths and weaknesses facing the storage process orally at the end of the training semester.
5. Explains the most important steps necessary to design an automated warehouse in writing during the fourth week of the training semester.
6. He explains the relationship between the different storage systems as a brief lecture at the end of the course.
7. It applies modern electronic technologies to storage operations practically by the end of the training semester

Units (theoretical and practical)	Training hours	
	Theoretical	practical
• Introduction to storage operations management	12	0
• Automated warehouse design	4	10
• Purchase of used machines and equipment	4	8
• Designing the supply system inside and outside the store	8	4
• Inventory of materials	8	6
Total	36	28
		64



Procedures of Safety Requirements:	
1.	Follow the place safety instructions.
2.	Maintaining the safety of devices and equipment.
3.	Comply with the safety instructions mentioned in the specifications manuals attached to warehouse storage devices.
4.	Arrange the place after work is finished

The detailed approach (theoretical and practical)			
hours	Content		Assessment tools
12	Introduction: in storage operations management. <ul style="list-style-type: none"> ○ What is storage management? ○ Definition of storage operations management. ○ Benefits of administrative storage operations. ○ The foundations of administrative storage operations. 		Oral exams Written exams Practical performance
	Subject references	1-Scientific method in storage, Jeddah Chamber of Commerce and Industry Research Center from pp. 15 - p. 21	
14	Automated warehouse design: <ul style="list-style-type: none"> ○ Automated warehouse design steps. ○ Problems and difficulties facing the automated warehouse design. ○ Returns from automated warehouse design. ○ An example of automated warehouse design 		Oral exams Written exams Practical performance
	Subject references	1-SMAK program	
12	Machinery and equipment used: <ul style="list-style-type: none"> ○ Reasons for acquiring used machines. ○ Asylum problems to buy used machines 		Oral exams Written exams Practical performance
	Subject references	1-Materials Management (Procurement and Storage) (authored by Suleiman Khad Obeidat, Mustafa Shawish, Amman - Jordan, 2008 AD), pp. 75 - p. 75.	
12	Designing the supply system inside and outside the store: <ul style="list-style-type: none"> ○ Benefits of modern supply. ○ The definition of the supply system, old and new 		Oral exams Written exams Practical performance



The detailed approach (theoretical and practical)			
hours	Content		Assessment tools
12	<ul style="list-style-type: none"> ○ The importance of a modern supply system. 		Oral exams Written exams Practical performance.
	Subject references	1-Materials Management (Procurement and Storage) (authored by Suleiman Khad Obaidat, Mustafa Shawish, Amman - Jordan, 2008 CE), pp. 211 - p. 230.	
14	Inventory of materials: <ul style="list-style-type: none"> ○ The concept of inventory. ○ Inventory control targets by inventory. ○ Inventory procedures. ○ Re-order level 		Oral exams Written exams Practical performance.
	Subject references	1- Purchasing and Storage Management authored by Dr. Muhammad Sultan Hamo 2015, (pp. 171 - p. 178).	

References	<ul style="list-style-type: none"> • Scientific method in storage, Jeddah Chamber of Commerce and Industry Research Center. • Purchasing and Storage Department authored by Dr. Muhammad Sultan Hamo 2015. • Materials Management (Purchasing and Storage) by Suleiman Khad Obaidat, Mostafa Shawish, Amman - Jordan 2008
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Course Name	Time organizing					Course Code	UMAN 141
Prerequisite							
Training semester	1	2	3	4	5		
Credit hours		2				Collaborative training	
Contact hours (Hour/ week)	Lecture		2				
	Practical		0				
	Training		0				

Course Description

In this course, the trainee is trained to be familiar with the knowledge and skills necessary for time management. Where this course deals with the concept of time, its planning, distribution, organization and identification of its most prominent wastes, the role of pressures faced by the individual in influencing time, and the role of technology in time management. The training is conducted with two theoretical lectures every week. By the end of this course, the trainee will be able and efficiently to:

The general objective of the course:

This course aims to provide the trainee with knowledge and time management skills.

The detailed objectives of the course:

By the end of this course, the trainee will be able to:

1. The time and its importance in his daily life are known orally by the end of the training semester.
2. Time is planned with a clear scientific methodology by making an implementation plan at the end of the training semester.
3. The trainee distributes and organizes time according to work priorities in writing at the end of the training semester.
4. Describing and improving the personal work orally in front of the trainees at the end of the training semester.
5. Write down the stresses of life and reduce their stress by writing those pressures on the blackboard at the end of the training session.

Units (theoretical and practical)	Training hours	
	Theoretical	practical
• Time and its importance: basic concepts	8	0
• Why time management.	6	0
• Time management rules, methods and tools.	6	0
• Scientific methods to manage time effectively.	6	0
• Contemporary concepts of time management.	6	0
Total	36	0
	32	



Procedures of Safety Requirements:

1. Follow the place safety instructions.
2. Keeping the rooms clean and tidy when completing the training.

The detailed approach (theoretical and practical)

hours	Content	Assessment tools
8	<p>Time and its importance:</p> <ul style="list-style-type: none"> ○ The concept and importance of time. ○ Kinds of time. ○ Time properties. ○ The benefits of time management. ○ Determine the goals, priorities, responsibilities and timeframe of the plan for its implementation, monitoring and evaluation. 	<p>Oral exams Written exams Practical performance</p>
	<p>Subject references 1-Ibrahim Al-Faki, Time Management, Creativity Library for Media and Publishing 1430 are from page 19 to page 35.</p>	
6	<p>Why time management:</p> <ul style="list-style-type: none"> ○ Effective time concept ○ Kinds of time ○ Time wasters ○ Methods to overcome time wasters 	<p>Oral exams Written exams Practical performance</p>
	<p>Subject references 1-Dail Carnegie, The Art of Time Management (How to Manage Your Life and Investing Your Time), Rose Island Library First Edition 2010G - Page 3 to Page 104</p>	
6	<p>Time management rules and methods:</p> <ul style="list-style-type: none"> ○ Ten laws for a successful management of your time. ○ Useful tips in managing time 	<p>Oral exams Written exams Practical performance</p>
	<p>Subject references 1-Dail Carnegie, The Art of Time Management (How to Manage Your Life and Investing Your Time), Rose Island Library First Edition 2010G - Page 3 to Page 104</p>	
6	<p>Scientific methods to manage time effectively:</p> <ul style="list-style-type: none"> ○ Time planning ○ Effective delegation to gain time 	<p>Oral exams Written exams Practical performance</p>



The detailed approach (theoretical and practical)			
hours	Content		Assessment tools
	<ul style="list-style-type: none"> Effective communication to delegate time. 		
	Subject references	1-Dail Carnegie, The Art of Time Management (How to Manage Your Life and Investing Your Time), Rose Island Library First Edition 2010G - Page 3 to Page 104	
6	Contemporary concepts in time management: <ul style="list-style-type: none"> Time management and benefit from modern technology. Time management strategies. Time is a major resource 		Oral exams Written exams Practical performance.
	Subject references	1- Abdul Rahman bin Hassan Al-Baiti, the Secretariat secretly, King Fahd National Library, 2014 AD from page 42 to page 47	

References	<ul style="list-style-type: none"> The book scheduled on the website of the General Directorate of Electronic Curricula. http://cdd.tvtc.gov.sa Time management, author Medhat Muhammad Abu Al-Nasr, Dar Al-Manhal 2015 CE: concept, rules and skills Time management: between concept and importance, an article by Mrs. Samia Mahdawi, publisher of Jil Scientific. The Young Leader and Time Planning and Self-Management Skills, author Hussein, Alia Muhammad Fikry Al-Hijazi, Khaled Mohamed, publisher Lake McKinsey, The Time Trap - The Art of Time Management
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Course Name	E-govemance				Course Code	UMAN 151
Prerequisite						
Training semester	1	2	3	4	5	
Credit hours		3				Collaborative training
Contact hours (Hour/ week)	Lecture		2			
	Practical		2			
	Training		2			

Course Description

A study of electronic management in a theoretical and practical sense through training the trainee to understand the basics of electronic management and the theories on which they are based, as well as applied practices for them. With reference to the importance of knowledge economics and the role of electronic management in that

The general objective of the course:

This course aims to provide the trainee with the basic skills in electronic management and its relationship to traditional management

The detailed objectives of the course:

By the end of this course, the trainee will be able to:

1. It connects the traditional and electronic administration practically with the end of the training semester.
2. Electronic management is known as. Writing during the course.
3. Returns from the electronic department shall be written in writing at the end of the training semester.
4. It connects the infrastructure for electronic management in theory and the infrastructure for electronic management in the Kingdom of Saudi Arabia at the end of the training semester.
5. It connects knowledge economy and electronic management in practice at the end of the training semester.
6. Try an electronic management application using electronic software such as Out lock in high accuracy during the training semester.

Units (theoretical and practical)	Training hours	
	Theoretical	practical
• Electronic management background compared to traditional management.	8	4
• What is electronic management?	10	2
• Electronic management infrastructure.	8	2
• Economic returns for electronic management.	8	2
• Various applications of electronic management in the governmental and private sectors	6	4
• The effects of electronic management on daily administrative work.	6	4
Total	46	18
	64	



Procedures of Safety Requirements:	
1.	Follow the place safety instructions.
2.	Keeping the rooms clean and tidy when completing the training.

The detailed approach (theoretical and practical)			
hours	Content		Assessment tools
12	What is electronic management: <ul style="list-style-type: none"> ○ Definition of electronic management. ○ The importance of electronic management. ○ E-management goals. ○ Principles of electronic management 		Oral exams Written exams Practical performance
	Subject references	1-Electronic Management, Alaa Abdul-Razzaq Al-Salmi (pp. 31-57). 2-E-Administration and Prospects for its Arab Applications, Saad Ghalib Yassin (pp. 17-46). 3-E-government, between reality and ambition, (pp. 163-172).	
12	For electronic management compared to traditional management: <ul style="list-style-type: none"> ○ The theories on which the electronic management in the infrastructure is based. ○ The relationship of information with electronic management. 		Oral exams Written exams Practical performance
	Subject references	1-E-Administration and Prospects for its Arab Applications, Saad Ghaleb Yassin, pp. 47-76, (pp. 131 - p. 148). 2-E-Administration, Ian Dodge translated by Abdul Hakam Al-Khuzami, (pp. 5-27). 3-Electronic Management, Alaa Abdul-Razzaq Al-Salmi, pp. 11- (p. 29, pp. 123 p. 215).	
10	E-administration and e-government: <ul style="list-style-type: none"> ○ Electronic management functions. ○ Challenges facing electronic management. ○ E-management application settings 		Oral exams Written exams Practical performance
	Subject references	1-Electronic Management and the Prospects of Its Arab Applications, Saeed Ghaleb Yassin, pp. 17-42, pp. 185-270	



The detailed approach (theoretical and practical)		
hours	Content	Assessment tools
10	<p>Knowledge Economics:</p> <ul style="list-style-type: none"> ○ Knowledge and economics. ○ Knowledge economy. ○ Value component of the new triple resource. ○ Knowledge capital. ○ Indicators based on knowledge-based economy assessment. ○ Knowledge production and commodification processes. ○ The persistence of knowledge and the erosion distance of the content. 	<p>Oral exams Written exams Practical performance</p>
	<p>Subject references</p> <p>1-The fundamentals of digital economics and an introduction to the economics of the Internet, Hasan Mudhafar Al-Ruzu pp. 83, pp. 152, pp. 317-361</p>	
10	<p>Different applications of electronic management in the governmental and private sectors:</p> <ul style="list-style-type: none"> ○ Using the Out lock program to complete transactions. ○ Application to the General Organization for Technical Training program for electronic transactions. ○ Register for electronic applications for any private or public organization and execute orders to purchase and pay bills remotely. ○ Electronic management security. 	<p>Oral exams Written exams Practical performance.</p>
	<p>Subject references</p> <p>1- E-Commerce, Khader Mesbah Al-Taiti, pp. 209 - 248 2-Electronic Management, Alaa Abdul-Razzaq Al-Salmi, pp. 281-319 3-Any recent release of Out louk</p>	
10	<p>Effects of electronic management on daily administrative work:</p> <ul style="list-style-type: none"> ○ Computer uses in daily work. ○ Definition of virtual offices. ○ Electronic management and support for administrative activity. ○ E-government 	<p>Oral exams Written exams Practical performance.</p>
	<p>Subject references</p> <p>1- The Legal System of E-Government - Abdel-Fattah Bayoumi Hijazi, pp. 63-96 2-E-government between theory and practice, Issam Abdel-Fattah Matar, pp. 7-28 and pp. 64-111 3-Electronic Management and the Prospects of Its Arab Applications, Saeed Ghaleb Yassin, pp. 185 - p. 212</p>	



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- E-Government, Between Reality and Ambition, University House of Thought, Alexandria, 2008
- E-government between theory and practice, Issam Abdel Fattah Matar, New University House, Azarita, 2008



Course Name	Secretaries in warehouses				Course Code	UMAN 121
Prerequisite	101 UMAN					
Training semester	1	2	3	4	5	
Credit hours		3				
Contact hours (Hour/ week)	Lecture		2			
	Practical		2			
	Training		0			
					Collaborative training	

Course Description

In this course, the trainee is trained in familiarity with the knowledge and skills necessary to advance the work of the secretary and the director of the office through a set of theoretical knowledge and practical skills that make him able to understand the nature of these actions such as preparing and editing administrative correspondence in the correct way and handling the work of incoming and outgoing mail and preparing administrative reports and administrative forms And handling incoming and outgoing phone calls. This is done by six training units (hours) each week.

The general objective of the course:

This course aims to provide the trainee with secretarial knowledge and skills.

The detailed objectives of the course:

By the end of this course, the trainee will be able to:

1. Take down the types of phone calls, analyze and classify them practically by the end of the course.
2. List the types of telephone calls in practice, according to their source, at the end of the training semester.
3. Nominates telephone directories that serve his employer orally at the end of the training session.
4. writes the types and sources of communications (for officials) in writing during the training period, studies for the training course
5. Record the types of transactions according to the authority in writing at the end of the training semester.

Units (theoretical and practical)	Training hours	
	Theoretical	practical
• Secretarial concept and its importance	6	
• Telephony	4	4
• Business mail	4	10
• Administrative correspondence	6	6
• Administrative reports	6	6
• Administrative forms	6	6
Total	32	32
	64	



Procedures of Safety Requirements:

1. Follow the place safety instructions.
2. The safety instructions in the specifications manuals attached to the telephony devices should be observed.
3. Keeping the rooms clean and tidy when completing the training

The detailed approach (theoretical and practical)

hours	Content		Assessment tools
8	<p>Secretarial concept and its importance:</p> <ul style="list-style-type: none"> ○ Secretarial concept ○ The importance of secretarial ○ Types of secretarial ○ Some characteristics and skills that must be available in the secretary ○ The most prominent management functions and their relationship to the secretariat ○ Secretary's location on the organizational map ○ Secretarial jobs ○ The secretary's role in organizing and managing the president's office ○ First unit exercises. 		<p>Oral exams Written exams Practical performance</p>
	Subject references	<p>1- To book a course on the General Department of the electronic curriculum website. - http://cdd.tvtc.gov.sa</p> <p>2-Abdel Hamid Reda Abdel Latif, Bashir Ibrahim Zindah, office management and secretarial work in government agencies.</p> <p>3-Aiman N. McFarland, translation: Muhammad Abdullah Juma Obaidullah, Abdul Hamid Rida Abdul Latif, Secretarial Procedures: Office and Automated Systems Management.</p>	
12	<p>For electronic management compared to traditional management:</p> <ul style="list-style-type: none"> ○ The theories on which the electronic management in the infrastructure is based. ○ The relationship of information with electronic management. 		<p>Oral exams Written exams Practical performance</p>
	Subject references	<p>1-E-Administration and Prospects for its Arab Applications, Saad Ghaleb Yassin, pp. 47-76, (pp. 131 - p. 148).</p> <p>2-E-Administration, Ian Dodge translated by Abdul Hakam Al-Khuzami, (pp. 5-27).</p> <p>3-Electronic Management, Alaa Abdul-Razzaq Al-Salmi, pp. 11- (p. 29, pp. 123 p. 215).</p>	
10	<ul style="list-style-type: none"> ○ Telephones: ○ The concept and importance of dial-up. ○ Optimal use of the dial. ○ Personal phone and address incoming and outgoing communications. ○ Telephony devices. ○ Second unit exercises 		<p>Oral exams Written exams Practical performance</p>
	Subject references	<p>1-Electronic Management and the Prospects of Its Arab Applications, Saeed Ghaleb Yassin, pp. 17-42, pp. 185-270</p> <p>2-Abdel Hamid Reda Abdel Latif, Bashir Ibrahim Zindah, office management and secretarial work in government agencies</p> <p>3-Aiman N. McFarland, translation: Muhammad Abdullah Juma Obaidullah, Abdul Hamid Rida Abdul Latif, Secretarial Procedures: Office Management and Automated Systems.</p>	



The detailed approach (theoretical and practical)		
hours	Content	Assessment tools
14	<p>Mail:</p> <ul style="list-style-type: none"> ○ The concept of mail. ○ The importance of mail business. ○ Local mail categories. ○ How does email work? ○ Postal code. ○ Some postal machines. ○ The rules to be observed in organizing the postal business. <p>Mail procedures:</p> <ul style="list-style-type: none"> ○ Incoming mail. ○ Outgoing mail. ○ Follow the mail. ○ The third unit exercises 	<p>Oral exams</p> <p>Written exams</p> <p>Practical performance</p>
	<p>Subject references</p> <p>1- Abdul Rahman bin Hassan Al-Baiti, the Secretariat secretly, King Fahd National Library, 2014 AD from page 23 to page 43</p>	
12	<p>Administrative Correspondence:</p> <ul style="list-style-type: none"> ○ The concept of correspondence. ○ The importance of written correspondence. ○ Writing correspondence skills (reading skills, writing skills). ○ Types of administrative writing. ○ The concept of an administrative message (or administrative speech). ○ Parts (components) of the message. ○ Some types of messages. ○ Administrative notes 	<p>Oral exams</p> <p>Written exams</p> <p>Practical performance.</p>



The detailed approach (theoretical and practical)			
hours	Content		Assessment tools
14	<ul style="list-style-type: none"> ○ The concept of the memo ○ Subject of the memo ○ The general format of the memo ○ Fifth unit exercises 		<p>Oral exams</p> <p>Written exams</p> <p>Practical performance</p>
	Subject references	1- Abdul-Rahman bin Hassan Al-Baiti, the Secretariat intelligently, King Fahd National Library, 2014 from page 23 to page 43	
12	<p>Administrative reports:</p> <ul style="list-style-type: none"> ○ The concept of the report. ○ Importance of the report. ○ What do we write reports? ○ What are the features of good reporting? ○ Types of reports. ○ Steps to write a report. ○ Components (parts) of the report. ○ View reports. (1) - Display data within the report itself. (2) Presentation of the report (presentation) to the official or the attendees. ○ Bidding Guidelines. ○ The importance of good presentations. ○ Display aids. ○ The contents of the display. ○ Notes on preparing slides. ○ Presentation skills. ○ Fifth unit exercises. 		<p>Oral exams</p> <p>Written exams</p> <p>Practical performance.</p>
	Subject references	1- Abdul-Rahman bin Hassan Al-Baiti, the Secretariat intelligently, King Fahd National Library, 2014 from page 103 to page 106	



The detailed approach (theoretical and practical)

hours	Content	Assessment tools
12	<p>Administrative forms:</p> <ul style="list-style-type: none"> ○ Model concept. ○ The importance of models. ○ Types of models. ○ Designing forms. ○ Duties of Model Designers. ○ Sixth unit exercises. 	<p>Oral exams</p> <p>Written exams</p> <p>Practical performance</p>
	<p>Subject references</p>	<p>1- Abdel Hamid Reda Abdel Latif, Bashir Ibrahim Zindah, office management and secretarial work in government agencies</p>

References	<ul style="list-style-type: none"> • The book scheduled on the website of the General Directorate of Electronic Curricula. - http://cdd.tvtc.gov.sa • Abdel Hamid Reda Abdel Latif, Bashir Ibrahim Zindah, office management and secretarial work in government agencies. • Emmet N. McFarland, translation: Muhammad Abdullah Juma Obaidullah, Abdul Hamid Rida Abdul Latif, Secretarial Procedures: Office Management and Automated Systems
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Course Name	English definitions of warehouse				Course Code	UMAN 181
Prerequisite	101 UMAN					
Training semester	1	2	3	4	5	
Credit hours		4				
Contact hours (Hour/ week)	Lecture		4		Collaborative training	
	Practical		0			
	Training		0			

Course Description

The course contains terms in English and their meanings in Arabic and an explanation of those meanings, and these terms are specific to warehouse management and some general administrative terms of words and abbreviations for some words in English, and the course is also provided with practical cases applied by specialized trainers in English

The general objective of the course:

This course aims to provide the trainee with the meanings of the terminology warehouse in English

The detailed objectives of the course:

By the end of this course, the trainee will be able to:

1. Defines the most important terms used in warehouses orally and in writing during his study of the training course.
2. The meaning of each term in Arabic is mentioned orally at the end of the training semester.
3. Explain the meanings of the terms in English on the blackboard to the trainees during the last week of training.
4. These terms are enumerated by companies and government institutions orally during field visits.
5. The meanings of the words about the major in the English language are mentioned in writing in front of the trainees at the end of the training semester.
6. The concept of quality and quality management is known through some English terms orally at the end of the training semester.
7. Speaks English for specialization by orally trading these terms with colleagues at the end of the course.



Units (theoretical and practical)	Training hours	
	Theoretical	practical
• Warehouse terms starting with letters A, B and C.	10	0
• Warehouse terms starting with D, E, F.	10	0
• Warehouse terms beginning with the letters G, H, I	8	0
• Warehouse terms beginning with the letters J, K, L.	8	0
• Warehouse terminology beginning with the letters M, N, O, 10 0	10	0
• Warehouse terminology beginning with the letters Q, R, ST.	8	0
• Warehouse terms starting with U, V, W, X, Y, Z	10	0
Total	64	0
	64	

Procedures of Safety Requirements:

1. Follow the place safety instructions.
2. Keeping the rooms clean and tidy when completing the training.

The detailed approach (theoretical and practical)			
hours	Content		Assessment tools
10	○ Warehouse terms starting with letters A, B and C.		Oral exams Written exams Practical performance
	Subject references	1- Commercial and Economic Dictionary, Written by: Fahmy Mahmoud Shukri, Osama House for Publishing and Distribution, Jordan - Amman 2011	
10	○ Repository terminology beginning with letters D, E, F		Oral exams Written exams Practical performance
	Subject references	1- Commercial and Economic Dictionary, Written by: Fahmy Mahmoud Shukri, Osama House for Publishing and Distribution, Jordan - Amman 2011	
8	○ Warehouse terms beginning with the letters G, H, I		Oral exams Written exams Practical performance
	Subject references	1- Commercial and Economic Dictionary, Written by: Fahmy Mahmoud Shukri, Osama House for Publishing and Distribution, Jordan - Amman 2011	
8	○ Warehouse terms beginning with the letters J, K, L		Oral exams Written exams Practical performance
	Subject references	1- Dictionary of management, by author: Ibrahim Al-Khaldi, Osama House for Publishing and Distribution, Jordan - Amman 2011	



The detailed approach (theoretical and practical)			
hours	Content		Assessment tools
	Subject references	1- Commercial and Economic Dictionary, Written by: Fahmy Mahmoud Shukri, Osama House for Publishing and Distribution 2011, Jordan - Amman	
10	○ Warehouse terminology beginning with the letters M, N, O, P	Oral exams Written exams Practical performance.	
	Subject references	1- Commercial and Economic Dictionary, Written by: Fahmy Mahmoud Shukri, Osama House for Publishing and Distribution 2011, Jordan - Amman 2- Dictionary of management, by author: Ibrahim Al-Khaldi, Osama House for Publishing and Distribution, Jordan - Amman 2011	
8	○ Warehouse terminology beginning with the letters Q, R, S, T	Oral exams Written exams Practical performance.	
	Subject references	1- Commercial and Economic Dictionary, Written by: Fahmy Mahmoud Shukri, Osama House for Publishing and Distribution 2011, Jordan - Amman	
10	○ Warehouse terms starting with U, V, W, X, Y, Z	Oral exams Written exams Practical performance.	
	Subject references	1- Commercial and Economic Dictionary, Written by: Fahmy Mahmoud Shukri, Osama House for Publishing and Distribution 2011, Jordan - Amman	

References	<ul style="list-style-type: none"> • International Business Administration, by author: Ahmed Ali Saleh, Wael House for Publishing and Distribution, Jordan - Amman 2012 • Commercial and Economic Dictionary, Written by: Fahmy Mahmoud Shukri, Osama House for Publishing and Distribution, Jordan - Amman 2011 • Dictionary of management, by author: Ibrahim Al-Khaldi, Osama House for Publishing and Distribution, Jordan - Amman 2011 • Terminology of International Trade, by author: Tawfiq Khalil Abu Asba, Al-Warraq Institution for Distribution and Distribution, Jordan - Amman, 2007
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Course Name	Security and safety in warehouses				Course Code	UMAN 111
Prerequisite						
Training semester	1	2	3	4	5	
Credit hours		1				Collaborative training
Contact hours (Hour/ week)	Lecture		0			
	Practical		2			
	Training		0			

Course Description

Study the safety and security procedures that must be followed in warehouses to ensure the safety of workers, materials and buildings, with a presentation of extinguishing devices and equipment and methods of their use. Knowing the basic rules for the safety of stored materials and the safety of workers, and knowing the requirements for dealing with dangerous goods, explosive materials or dangerous materials and controlling the accident site

The general objective of the course:

This course aims to equip the trainee with basic skills in occupational safety and security in warehouses

The detailed objectives of the course:

By the end of this course, the trainee will be able to:

1. Writes safety conditions in warehouse buildings and equipment, preparation and planning to contribute to the management of accidents and emergencies in practice at the end of the training semester.
2. List the basic rules for the safety of stored materials and the safety of workers in writing at the end of the course.
3. It sets out procedures for identifying hazards, assessing and controlling safety risks in practice, at the end of the training semester.
4. Describes the safety of the warehouse buildings and equipment and the application of first aid measures orally at the end of the training semester
5. Controls the safety of the stored materials and workers, identifies the requirements for dealing with dangerous goods, explosive materials, or dangerous materials, and controls the accident site practically at the end of the training semester.
6. Explain appropriate extinguishing devices and equipment in writing at the end of the course.

Units (theoretical and practical)	Training hours	
	Theoretical	practical
• Safety of warehouse buildings and equipment	8	0
• Safety of stored materials.	8	0
• Safety of workers.	8	0
• Fire-fighting devices and equipment	8	0
Total	32	0
	32	



Procedures of Safety Requirements:

1. Follow the place safety instructions.
2. Keeping the rooms clean and tidy when completing the training.

The detailed approach (theoretical and practical)

hours	Content	Assessment tools
8	<p>Safety of warehouse buildings and equipment:</p> <ul style="list-style-type: none"> ○ Basic rules to be met in warehouse buildings and installations. ○ Warehouse design. ○ The internal organization of the warehouse. ○ Proper lighting, proper ventilation and hygiene. ○ Create an action plan to meet established standards. ○ Appropriate storage containers and means of transport and handling. ○ Formulate a business risk management plan that includes. OHS considerations. ○ Appropriate firefighting equipment and maintenance 	<p>Oral exams Written exams Practical performance</p>
	<p>Subject references</p> <p>1- The book scheduled on the website of the General Curriculum Online - http://cdd.tvtc.gov.sa 2-Scientific method in storage, Jeddah Chamber of Commerce and Industry Research Center.</p>	
8	<p>Safety of stored materials:</p> <ul style="list-style-type: none"> ○ Basic rules for the safety of stored materials: ○ Protect materials from damage and fire. ○ Correctly identifying dangerous goods, explosive materials, or dangerous materials, including category descriptions, shipment details, and other documents. ○ How the fire occurred, classification and elimination. ○ Accurately identify and implement requirements for storing dangerous goods, explosive materials, or dangerous materials. ○ Reducing fires. ○ Protect against theft 	<p>Oral exams Written exams Practical performance</p>
The detailed approach (theoretical and practical)		
hours	Content	Assessment tools
	<p>Subject references</p> <p>1- Warehouse Safety, Writer: Basima Fadel Abbas, Al-Warraaq Institution for Distribution and Distribution, Jordan - Amman 2008 2-Scientific method in storage, Jeddah Chamber of Commerce and Industry Research Center</p>	



10	<ul style="list-style-type: none"> ○ Safety of workers: the basic rules for the safety of workers. ○ Protection of workers from the dangers of work accidents and occupational hazards ○ Specific warning panels. ○ Determine the details of causes, effects of cases. Emergencies / accidents on the concerned staff, and reporting accurately in this regard. ○ Protective clothing for workers. ○ First aid bag and first aid methods. 	<p>Oral exams Written exams Practical performance.</p>
	<p>Subject references 1- The book scheduled on the website of the General Curriculum Online - http://cdd.tvtc.gov.sa</p>	
8	<p>Fire extinguishing devices and equipment: Types of extinguishing devices and equipment</p> <ul style="list-style-type: none"> ○ Manual extinguishing devices ○ Custodian fire extinguishers and types of fire extinguishers. ○ Ensure that firefighting equipment works in accordance with manufacturers' specifications and legal requirements. ○ Methods of using fire extinguisher, water cannons and sand pail. ○ Store equipment in a safe manner, according to manufacturers' instructions and institutional procedures. ○ Automatic alarm and extinguishing devices ○ Detectors and alarms. ○ Automatic sprayers ○ Rules for using firefighting and firefighting devices 	<p>Oral exams Written exams Practical performance.</p>
	<p>Subject references 1- Store Safety, Writer: Basima Fadel Abbas, Al-Warraq Institution for Distribution and Distribution, Jordan 2008 - Amman</p>	

References	<ul style="list-style-type: none"> ● The book scheduled on the website of the General Curriculum Online - http://cdd.tvtc.gov.sa ● Disaster and Crisis Management, by: Nael Al-Momani, Wael Publishing and Distribution, Jordan - Amman 2012 ● Warehouse Safety, Writer: Basima Fadel Abbas, Al-Warraq Institution for Distribution and Distribution, Jordan - Amman 2008 ● Scientific method in storage, Jeddah Chamber of Commerce and Industry Research Center.
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Course Name	TQM in warehouses				Course Code	UMAN 271
Prerequisite						
Training semester	1	2	3	4	5	
Credit hours		4				
Contact hours (Hour/ week)	Lecture		4			Collaborative training
	Practical		0			
	Training		0			

Course Description

Study the concepts of quality and methods of their application in warehouse works to contribute to raising the quality of warehouses through knowledge and requirements of quality in the processes of examination, receipt, exchange, return, inventory keeping, follow-up and inventory of warehouses with application to warehouses for one of the models for quality.

The general objective of the course:

This course aims to acquire the trainee the concepts, methods and skills of applying quality in the warehouse business

The detailed objectives of the course:

By the end of this course, the trainee will be able to:

1. Writes quality standards and requirements in writing at the end of the course.
2. Quality is applied in the process of examination, receipt, exchange and return in practice at the end of the training semester.
3. Quality is applied to the process of keeping a Inventory manually at the end of the course.
4. The work is distributed and its implementation and quality are written in writing at the end of the training semester.
5. Quality is applied to the inventory count practically at the end of the training semester.

Units (theoretical and practical)	Training hours	
	Theoretical	Practical
• Basic concepts	12	0
• Quality systems.	12	0
• Similarities and differences between quality systems	10	0
• Quality management in the exchange and return process.	10	0
• Quality in process, just Inventory	10	0
• Quality in management functions in warehouse and inventory	10	0
Total	64	0
	64	



Procedures of Safety Requirements:

1. Follow the place safety instructions.
2. Keeping the rooms clean and tidy when completing the training.

The detailed approach (theoretical and practical)

hours	Content	Assessment tools
12	Basic concepts: <ul style="list-style-type: none"> ○ an introduction ○ Definition of quality and definition of quality management ○ The importance of quality management ○ Quality management standards ○ Quality management requirements 	Oral exams Written exams Practical performance
	Subject references 1- Total Quality Management, authored by Khalid bin Saad bin Saeed, 2012, pp. 41- p. 54.	
12	Quality systems: <ul style="list-style-type: none"> ○ an introduction. ○ Quality systems. ○ Cases of applying quality systems 	Oral exams Written exams Practical performance
	Subject references 1- Total Quality Management, authored by Khalid bin Saad bin Saeed, 2012, pp. 85- p. 90.	
10	<ul style="list-style-type: none"> ○ Similarities and differences between quality systems 	Oral exams Written exams Practical performance
	Subject references 1- Total Quality Management, authored by Khalid bin Saad bin Saeed, 2012, pp. 85- p. 90 2- Ali Al-Salami, Total Quality Management and ISO Eligibility Requirements. 3- Mahfouz Ahmed Joudeh, Total Quality Management: concepts and applications	
8	Quality management in the exchange and return process: <ul style="list-style-type: none"> ○ an introduction ○ Quality of exchange models ○ Quality in the quality of exchange procedures ○ Quality of exchange type selection ○ Quality of return forms 	Oral exams Written exams Practical performance



The detailed approach (theoretical and practical)		
hours	Content	Assessment tools
	<ul style="list-style-type: none"> The quality and effectiveness of returns procedures. 	
	<p>Subject references</p> <p>1- Total Quality Management - Concepts and Applications, by author: Mahfouz Ahmed Joudeh, Wael House for Publishing 2014 and Distribution, Jordan - Amman</p> <p>2- Mahfouz Ahmed Joudeh, Total Quality Management: concepts and applications.</p> <p>3- Ali Al-Salami, Total Quality Management and ISO Eligibility Requirements</p>	
10	<ul style="list-style-type: none"> Quality in Inventory inventory process: an introduction Quality selection of the appropriate inventory duration and time Quality selection type of inventory Quality of inventory reports and results 	<p>Oral exams</p> <p>Written exams</p> <p>Practical performance.</p>
	<p>Subject references</p> <p>1- Total Quality Management - Theoretical concepts and their applied dimensions in the field of services, by: Majeed Al-Karkhi, Dar Al-Manhaj for Publishing and Distribution Jordan Amman - 2015</p> <p>2- Mahfouz Ahmed Joudeh, Total Quality Management: concepts and applications.</p> <p>3- Ali Al-Salami, Total Quality Management and ISO Eligibility Requirements</p>	
10	<p>Quality in warehouse management functions:</p> <ul style="list-style-type: none"> Introduction. Quality of planning, organizing, directing and controlling in warehouse and warehouse. Developing a staff plan within the scope of private responsibility to achieve the goals of the organization Monitor employee work based on general and specific objectives and agreed standards 	<p>Oral exams</p> <p>Written exams</p> <p>Practical performance.</p>
	<p>Subject references</p> <p>1- Total Quality Management - Concepts and Applications, by author: Mahfouz Ahmed Joudeh, Wael House for Publishing and Distribution, Jordan - Amman 2014</p> <p>2- Mahfouz Ahmed Joudeh, Total Quality Management: Concepts and Applications.</p> <p>3- Total Quality Management, authored by Khalid bin Saad bin Saeed, 2012 AD, King Saud University</p>	

References	<ul style="list-style-type: none"> Total Quality Management, authored by Khalid bin Saad bin Saeed, 2012, King Saud University. Total Quality Management - Theoretical concepts and their applied dimensions in the field of services, by: Majeed Al-Karkhi, Dar Al-Manhaj for Publishing and Distribution Jordan Amman 2015 Mahfouz Ahmed Joudeh, Total Quality Management: Concepts and Applications.
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Course Name	follow-up reports of warehouse				Course Code	UMAN 261
Prerequisite						
Training semester	1	2	3	4	5	Collaborative training
Credit hours		3				
Contact hours (Hour/ week)	Lecture		2			
	Practical Training		2 0			

Course Description

Describes a study of the regular rules and procedures for the covenant, inventory, limiting inventory (idle, stacked, damaged, and lost) and preparing their reports, and the trainee will be trained in this course on the mechanism of material destruction through study and application cases in the field and make scheduled visits to local authorities to look closely at the mechanism the work.

The general objective of the course:

It aims to develop the capabilities of the trainee to practice material control and prepare warehouse reports

The detailed objectives of the course:

By the end of this course, the trainee will be able to:

1. The concept of monitoring and follow-up of the warehouse work is practically applied to the college depots at the end of the training semester.
2. Controls stagnant, damaged, lost and returned Inventory through a special computer system at the end of the training semester.
3. Applies the procedures for the covenant and the inventories practically at the end of the training semester.
4. Reduces loss, damage, stagnation and accumulation of items by writing and taking notes at the end of the course.
5. It analyzes budgets in the scope of the job role and prepares warehouse reports practically in the computer at the end of the training semester

Units (theoretical and practical)	Training hours	
	Theoretical	Practical
• The concept of warehouse monitoring and its importance	6	5
• Custody.	6	4
• Aging.	6	4
• Stagnant Inventory and stack.	6	4
• Inventory.	4	3
• Repository reports	4	3
• Self-development.	6	3
Total	38	26
	64	



Procedures of Safety Requirements:

1. Follow the place safety instructions.
2. Keeping the rooms clean and tidy when completing the training.

The detailed approach (theoretical and practical)

hours	Content	Assessment tools
11	<p>The concept of warehouse control:</p> <ul style="list-style-type: none"> ○ The concept of control as an administrative function in warehouses. ○ Types of warehouse control. ○ Control areas in warehouses. ○ The body responsible for the warehouse control. ○ The steps involved in the control process. ○ Factors affecting the selection of the appropriate control system 	<p>Oral exams Written exams Practical performance</p>
	<p>Subject references</p> <p>1- Scientific Origins of Purchase and Storage, authored by Salah Al-Shanawani, Assiut University, pp. 237, p. 247</p>	
10	<p>Custody:</p> <ul style="list-style-type: none"> ○ The concept of custody ○ Division of custody ○ Types of custody ○ Procedures to follow when losing custody ○ Instructions when dealing with equipment used for the warehouse 	<p>Oral exams Written exams Practical performance</p>
	<p>Subject references</p> <p>1- Modern management of stores and purchases, by: Abdul Sattar Mohammed Al-Ali, Wael House for Publishing and Distribution, Jordan Amman 2010.</p>	
10	<p>Aging:</p> <ul style="list-style-type: none"> ○ Nature of Aging ○ Defining the problem ○ Prevent Aging 	<p>Oral exams Written exams Practical performance</p>



The detailed approach (theoretical and practical)			
hours	Content		Assessment tools
	<ul style="list-style-type: none"> Eliminate obsolete merchandise inventory. 		
	Subject references	1- Scientific Origins of Purchase and Storage, authored by Salah Al-Shanawani, Assiut University, pp. 298 - p. 301	
10	<p>Stagnant Inventory and stack:</p> <ul style="list-style-type: none"> Stack and stack Inventory concept. Cases of stagnant and accumulated varieties. Reasons for the existence of stagnant Inventory. Reasons for Inventory stack. Problems resulting from stagnation and Inventory pile accumulation. Difficulties in getting rid of idle and stacked Inventory. How to reduce stagnant and stacked Inventory. How to inventory stagnant and stacked Inventory 		<p>Oral exams</p> <p>Written exams</p> <p>Practical performance.</p>
	Subject references	1- Scientific Origins of Purchase and Storage, authored by Salah Al-Shanawani, Assiut University, pp. 298 - p. 301	
7	<p>Inventory:</p> <ul style="list-style-type: none"> The concept of inventory Inventory methods Inventory requirements Inventory procedures Causes of inventory differences Inventory problems Powers of Articles 		<p>Oral exams</p> <p>Written exams</p> <p>Practical performance.</p>
	Subject references	1- Purchasing and Storage Department, authored by Mohamed Sultan Hamo, 2015 CE, pp. 171-182	
7	<ul style="list-style-type: none"> The warehouse reports: 		<p>Oral exams</p>



The detailed approach (theoretical and practical)		
hours	Content	Assessment tools
	<ul style="list-style-type: none"> ○ The concept and importance of the report. ○ General principles for reporting. ○ Types of reports and the steps for preparing them. ○ Good report properties. ○ Warehouse reports and inventory committee. ○ Create and implement an operational budget plan in a format that meets institutional requirements 	<p>Written exams Practical performance</p>
	<p>Subject references</p> <p>1- Modern management of stores and purchases, by: Abdul Sattar Mohammed Al-Ali, Wael House for Publishing and Distribution, Jordan Amman - 2010</p>	
9	<p>Self-development :</p> <ul style="list-style-type: none"> ○ Participate in training courses ○ See the warehouses patrols ○ Benefit from the experiences of his colleagues ○ Visiting a number of warehouses 	<p>Oral exams Written exams Practical performance.</p>
	<p>Subject references</p> <p>1- none</p>	

References	<ul style="list-style-type: none"> • The book scheduled on the website of the General Directorate of Electronic Curricula. http://cdd.tvtc.gov.sa • Modern management of stores and purchases, by author: Abdel Sattar Mohammed Al-Ali, Wael House for Publishing and Distribution, Jordan - Amman 2010 • Scientific Origins of Purchase and Storage, authored by Salah Al-Shanawani, Assiut University. • Purchasing and Storage Department, by Muhammad Sultan Hamo, 2015
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Course Name	Inventory procedures					Course Code	UMAN 232
Prerequisite							
Training semester	1	2	3	4	5		
Credit hours		3					
Contact hours (Hour/ week)	Lecture		2			Collaborative training	
	Practical		2				
	Training		0				

Course Description

This course describes inventory rules, procedures, systems, regulations, instructions and follow-up of their application. It also addresses the trainee's ability to carry out storage procedures and what this requires in order to be familiar with all tasks of receiving, storing, distributing and maintaining the material in the store to ensure that it reaches its users at the required time.

The general objective of the course:

This course aims to provide the trainee with warehouse procedures and regulations, regulations and instructions to be followed when performing warehouse work

The detailed objectives of the course:

By the end of this course, the trainee will be able to:

1. It describes warehouse rules and procedures, regulations and instructions, their application, and theoretical follow-up of workers before the trainees during the first hour of the lecture.
2. He orally shall name the rules, regulations and instructions at the end of the course.
3. The examination, receipt, collection and packing of goods shall be written in writing at the end of the training semester.
4. The classification and coding of materials is written manually at the end of the course.
5. The methods of storing and storing the items in the appropriate places are practically considered by the end of the training session

Units (theoretical and practical)	Training hours	
	Theoretical	Practical
• Basic concepts of purchasing management	7	5
• Handling	7	5
• Storage procedures.	7	5
• Inventory control.	6	4
• Store Purchase Policy.	6	4
• Storage problems	5	3
Total	38	26
	64	



Procedures of Safety Requirements:

1. Follow the place safety instructions.
2. Keeping the rooms clean and tidy when completing the training.

The detailed approach (theoretical and practical)

hours	Content	Assessment tools
12	The basic concepts of purchasing management: <ul style="list-style-type: none"> ○ Introduction. ○ The basics of buying. ○ Importance of buying. 	Oral exams Written exams Practical performance
	Subject references 1- Materials Management (Purchase and Storage) by Suleiman Khaled Obaidat, Mostafa Naguib Shaweesh, pp. 15- p. 38	
12	Handling: <ul style="list-style-type: none"> ○ The importance of handling. ○ The foundations of choosing handling equipment. ○ Means of handling. ○ Benefits and objectives for handling use. ○ Supervising the downloading and uploading of materials. ○ Training workers in handling methods 	Oral exams Written exams Practical performance
	Subject references 1- Commodity Inventory Management, authored by Muhammad Al-Serafi, Bashir Al-Alaq, pp. 77- p. 113 2-Your guide to organizing warehouses and stores in the facility	
12	Storage procedures: <ul style="list-style-type: none"> ○ Division of receipt of materials and its considerations. ○ Partial receipt and full receipt. ○ Temporary receipt and final receipt. ○ Receiving domestic and imported shipments. ○ Early receipt. ○ Receiving gifts and donations. ○ Check incoming items 	Oral exams Written exams Practical performance



The detailed approach (theoretical and practical)		
hours	Content	Assessment tools
	<ul style="list-style-type: none"> ○ Steps and procedures for receiving materials, devices and equipment. ○ Material receipt documents. 	
	Subject references 1- Materials Management (Purchase and Storage) by Suleiman Khaled Obaidat, Mostafa Naguib Shaweesh, pp. 169 - p. 179. 2-Your guide to organizing warehouses and stores in the facility	
10	Inventory Control: <ul style="list-style-type: none"> ○ Introduction. ○ Approved and independent application. ○ Conditions that must be in place for effective Inventory management 	Oral exams Written exams Practical performance.
	Subject references 1- Materials Management (Purchase and Storage) by Suleiman Khaled Obaidat, Mostafa Naguib Shaweesh, pp. 185 - p. 200 2-Your guide to organizing warehouses and stores in the facility	
10	Storage Purchase Policy: <ul style="list-style-type: none"> ○ The goals of the purchase process for storage. ○ Measure the results of a purchase for storage. ○ Factors affecting storage policies 	Oral exams Written exams Practical performance.
	Subject references 1- The Scientific Method in Storage, Jeddah Chamber of Commerce and Industry, Research Center, pp. 71-p. 77 2- Your guide to organizing warehouses and stores in the facility	
8	Storage problems: <ul style="list-style-type: none"> ○ Organizational problems for warehouse management ○ Transfer problem ○ HR problems working in warehouses 	Oral exams Written exams Practical performance.
	Subject references 1- The Scientific Method in Storage, Jeddah Chamber of Commerce and Industry, Research Center, pp. 71-p. 77 2- Your guide to organizing warehouses and stores in the facility	

References	<ul style="list-style-type: none"> • The book scheduled on the website of the General Curriculum Online - http://cdd.tvtc.gov.sa • Scientific method of storage, Jeddah Chamber of Commerce and Industry, Research Center. • Materials Management (Purchasing and Storage) by Suleiman Khaled Obaidat, Mostafa Naguib Shawish. • Commodity Inventory Management, authored by Mohamed El-Serafy, Bashir Al-Alaq.
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Course Name	Stores Order					Course Code	UMAN 233
Prerequisite							
Training semester	1	2	3	4	5		
Credit hours		3					
Contact hours (Hour/ week)	Lecture		2			Collaborative training	
	Practical		2				
	Training		0				

Course Description

In this course, the trainee will be trained in familiarity with the skills of the storage function, its importance and the determinants of its success and the most important problems and also deals with the organizational structure of the apparatus responsible for warehouses and its relationship to other functions in the facility, as well as centralization of storage and decentralization of storage and storage places and their specifications

The general objective of the course:

This course aims to familiarize the trainee with the job of arranging warehouses and the most important ingredients for their success and familiarize themselves with storage problems to prepare specialized human cadres in warehouses according to scientific principles

The detailed objectives of the course:

By the end of this course, the trainee will be able to:

1. The components of the success of the storage function are written in writing at the end of the course.
2. It counts the problems and obstacles facing storage orally at the end of the training session.
3. The concept of storage function and its importance are explained orally at the end of the course.
4. Identify suitable storage areas and prepare them practically at the end of the training session.
5. Describes the procedures for exchange and transfer of incoming and disposed materials practically at the end of the training semester.
6. The disposal of waste and stagnant Inventory piles is practically dealt with by the end of the training session

Units (theoretical and practical)	Training hours	
	Theoretical	Practical
• Storage function	8	0
• Design of stores.	10	0
• Storage places and equipment.	8	0
• Internal organization of stores	8	0
• How to choose and evaluate the location of the warehouse.	8	0
• Exchange and transport between warehouses.	6	4
• Conservation containers and their uses.	0	6
• Waste disposal and idle Inventory.	0	6
Total	48	16
	64	



Procedures of Safety Requirements:

1. Follow the place safety instructions.
2. Keeping the rooms clean and tidy when completing the training.

The detailed approach (theoretical and practical)

hours	Content	Assessment tools
8	<p>Storage function:</p> <ul style="list-style-type: none"> ○ The concept of storage function and its importance. ○ Storage function levels and functions and storage function. ○ The most important problems and constraints of the storage function and the problem of stagnant and stacked items. ○ Accurately identify inventory systems hardware and software and manage institutional stores. 	<p>Oral exams Written exams Practical performance</p>
	<p>Subject references</p> <p>1- Purchasing and Storage Administration, by Dr. Muhammad Sultan Hamo, pp. 19-45 2-The book scheduled on the website of the General Directorate of Electronic Curricula</p>	
10	<p>Store design:</p> <ul style="list-style-type: none"> ○ The steps to be followed when designing the appropriate store design. ○ Some general guidelines that help in warehouse design work 	<p>Oral exams Written exams Practical performance</p>
	<p>Subject references</p> <p>1- The book scheduled on the website of the General Directorate of Electronic Curricula 2- Practical approach to storage, Chamber of Commerce and Industry, Jeddah Research Center, pp. 45-52</p>	
8	<p>Storage places and equipment:</p> <ul style="list-style-type: none"> ○ Storage locations and specifications ○ Store fixtures ○ The considerations to be followed in choosing storage locations 	<p>Oral exams Written exams Practical performance</p>



The detailed approach (theoretical and practical)		
hours	Content	Assessment tools
	<ul style="list-style-type: none"> Security and safety requirements in stores 	
	Subject references 1- Book of the course on the General Department of the electronic curriculum. 2- Practical method of storage, Chamber of Commerce and Industry, Jeddah Research Center, pp. 37 - p. 39	
8	Warehouse internal organization: <ul style="list-style-type: none"> Factors to consider when dividing and arranging items stored inside stores. Factors affecting the internal organization of warehouses. The main problems facing the internal organization process Storage documents. 	Oral exams Written exams Practical performance.
	Subject references 1- Book of the course on the General Department of the electronic curriculum. 2- Practical method of storage, Chamber of Commerce and Industry, Jeddah Research Center, pp. 57 - p. 61	
8	How to choose and evaluate the location of the warehouse location: <ul style="list-style-type: none"> The ways in which adding warehouses affect inventory 	Oral exams Written exams Practical performance.
	Subject references 1- Book of the course on the General Department of the electronic curriculum. 2- Practical method of storage, Chamber of Commerce and Industry, Jeddah Research Center, pp. 67 - p. 81	
10	Exchange and transport between warehouses: <ul style="list-style-type: none"> Methods and methods for the exchange of materials, devices and equipment. Exchange procedures and documents (general form). Exchange procedures and documents in government warehouses. Gifts, gifts and donations. Transfer between warehouses. General guidelines for exchange and transportation between warehouses 	Oral exams Written exams Practical performance.



The detailed approach (theoretical and practical)		
hours	Content	Assessment tools
	<ul style="list-style-type: none"> ○ Correctly follow regulatory procedures when sending orders and maintaining Inventory levels and recording them 	
	Subject references 1- Book of the course on the General Department of the electronic curriculum. 2- Storage planning and control, written by Jasem Nasser Hussain, Sabah Al-Najjar, Hamid Salman, pp. 189- p. 200	
6	Conservation containers and their uses: <ul style="list-style-type: none"> ○ Conservation containers. ○ Types of storage containers (solid and wooden shelves - boxes) ○ Cabinets and cabinets - refrigerators - tanks and various pipes) 	Oral exams Written exams Practical performance.
	Subject references 1- Book of the course on the General Department of the electronic curriculum. 2- Warehouse and Inventory Management, Academic Agency, April 1, 2015	
6	Waste disposal and idle Inventory: <ul style="list-style-type: none"> ○ Types of stagnant Inventory. ○ The relationship of warehouses with damaged or defective items. ○ Idle Inventory problem. ○ Waste disposal and stagnant disposal stages. ○ Regulating auction sale policy and procedures. ○ Stagnant and stacked items in government warehouses 	Oral exams Written exams Practical performance.
	Subject references 1- Book of the course on the General Department of the electronic curriculum. 2- This course aims to provide the trainee	

References	<ul style="list-style-type: none"> • The book scheduled on the website of the General Curriculum Online - http://cdd.tvtc.gov.sa • Warehouse and Inventory Management, Academic Agency, April 1, 2015. • Storage planning and control, written by Jasim Nasser Hussain, Sabah Al-Najjar, Hamid Salman • Inventory management, by Tony Wilde: Prepared by the Translation Department, Dar El-Farouk 2014 • Practical method of storage, Jeddah Chamber of Commerce and Industry, Research Center
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Course Name	Shipping and insurance management				Course Code	UMAN 234
Prerequisite						
Training semester	1	2	3	4	5	
Credit hours		3				
Contact hours (Hour/ week)	Lecture		3			
	Practical		0			
	Training		0			
					Collaborative training	

Course Description

The trainee is introduced to basic concepts in freight and insurance and its relationship to warehouse management as the course deals with the mechanism of dealing with customer requests and how to ship and insure them. In this course, skills training necessary to understand the integration between all departments to achieve the desired goal will be covered in this course.

The general objective of the course:

This course aims to train in basic concepts in shipping and insurance and its relationship to warehouse management

The detailed objectives of the course:

By the end of this course, the trainee will be able to:

1. Theoretically describes the World Trade Organization at the end of the training semester
2. Shipping and insurance terms are explained orally at the end of the course.
3. Describes handling, assembling and sending applications manually at the end of the course.
4. Categorizes the types of shipping in writing at the end of the course.
5. The concept of quality and quality management is known as the end of the course.
6. Practically trying to deal with the Inventory required to be placed at certain temperatures by the end of the training semester.

Units (theoretical and practical)	Training hours	
	Theoretical	Practical
• Introduction about shipping.	8	0
• Sea freight, Air freight, Land freight.	4	4
• Obtaining sufficient accurate information to process customer requests.	4	4
• Determine the date of the application process according to the agreed work instructions.	4	4
• Introduction to insurance.	8	0
• World Trade Organization and its impact on freight and insurance management.	8	0
Total	26	12
	64	



Procedures of Safety Requirements:

1. Follow the place safety instructions.
2. Keeping the rooms clean and tidy when completing the training.

The detailed approach (theoretical and practical)

hours	Content	Assessment tools
8	<ul style="list-style-type: none"> ○ Introduction to shipping: 	Oral exams Written exams Practical performance
	Subject references 1- The book scheduled on the website of the General Directorate of Electronic Curricula. http://cdd.tvtc.gov.sa 2-Shipping and Insurance Department, publisher Dar Safa for publication and distribution, authored by Ali Mashaqbeh - - http://www.neelwafurat.com/itempage.aspx? Id = lbb17163 3-Transportation, shipping and marine insurance in the light of international law, writer Youssef Hassan Youssef 2014	
8	<ul style="list-style-type: none"> ○ Sea freight, Air freight, Land freight 	Oral exams Written exams Practical performance
	Subject references 1- The book scheduled on the website of the General Directorate of Electronic Curricula. http://cdd.tvtc.gov.sa 2- Transportation, shipping and marine insurance in the light of international law, writer Youssef Hassan Youssef 2014	
8	<p>Obtaining sufficient accurate information to process customer requests.</p> <ul style="list-style-type: none"> ○ Provide customers with the correct delivery information 	Oral exams Written exams Practical performance
	Subject references 1- The book scheduled on the website of the General Directorate of Electronic Curricula. http://cdd.tvtc.gov.sa	



		2- Transportation, shipping and marine insurance in the light of international law, writer Youssef Hassan Youssef 2014
8	<p>Determine the date of the application process according to the agreed work instructions.</p> <ul style="list-style-type: none"> ○ Check and confirm the requirements for requests to be sent. 	<p>Oral exams</p> <p>Written exams</p> <p>Practical performance</p>
	Subject references	<p>1- The book scheduled on the website of the General Directorate of Electronic Curricula. http://cdd.tvtc.gov.sa</p> <p>2- Transportation, shipping and marine insurance in the light of international law, writer Youssef Hassan Youssef 2014</p>
8	<ul style="list-style-type: none"> ○ Introduction to insurance 	<p>Oral exams</p> <p>Written exams</p> <p>Practical performance.</p>
	Subject references	3- Book of the course on the General Department of the electronic curriculum.
8	<ul style="list-style-type: none"> ○ World Trade Organization and its impact on freight and insurance management 	<p>Oral exams</p> <p>Written exams</p> <p>Practical performance.</p>
	Subject references	None

References	<ul style="list-style-type: none"> • The book scheduled on the website of the General Directorate of Electronic Curricula. http://cdd.tvtc.gov.sa • Transportation, shipping and marine insurance in the light of international law, writer Youssef Hassan Youssef 2014
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Course Name	Coding and classification of inventory					Course Code	UMAN 236
Prerequisite							
Training semester	1	2	3	4	5		
Credit hours					3		
Contact hours (Hour/ week)	Lecture				2	Collaborative training	
	Practical				2		
	Training				0		

Course Description

Classification and coding are considered basic requirements to help warehouse workers to carry out their professional duties required of them in the fullest manner and with the least time and cost as it reflects on the workflow clearly and provide information that other departments need quickly, which enables them to be able to make clear decisions

The general objective of the course:

This course aims to provide the trainee with the concept of coding and classification, with the ability to classify and warehouse coding.

The detailed objectives of the course:

By the end of this course, the trainee will be able to:

1. The meaning of coding and classification explains writing at the end of the course.
2. The classification and coding methods are orally enumerated at the end of the course.
3. Theoretically the benefits of coding and coding are counted at the end of the course.
4. The work on developing workers inside warehouses is organized by modern systems by the end of the training semester.

Units (theoretical and practical)	Training hours	
	Theoretical	Practical
• Definition classification, definition of coding.	4	4
• Familiarity with the methods of arrangement, inventory methods	6	4
• The goal of knowing the classification methods, the goal of knowing the coding methods.	6	4
• Find out what the classification function does.	4	4
• Know the types of classification.	8	6
• Running stores	8	6
Total	36	28
64		



Procedures of Safety Requirements:

1. Follow the place safety instructions.
2. Keeping the rooms clean and tidy when completing the training.

The detailed approach (theoretical and practical)

hours	Content	Assessment tools
8	<ul style="list-style-type: none"> ○ Classification definition ○ Definition of coding ○ The difference between the two definitions ○ Knowing the relationship between them ○ The developments that occurred to them 	<p>Oral exams Written exams Practical performance</p>
	<p>Subject references</p> <p>1- The book scheduled on the website of the General Directorate of Electronic Curricula. http://cdd.tvtc.gov.sa 2-Planning and storage control by Jasem Nasser Hussein, Sabah Al-Najjar, Hamid Salman pp. 45 - p. 50 3-Materials Management (Purchasing and Storage), authored by Suleiman Obaidat, Mustafa Shaweesh, 2008, pp. 123-132.</p>	
10	<ul style="list-style-type: none"> ○ Familiarity with the methods of arrangement. ○ Inventory methods. ○ Reflection of technology development on Inventory in warehouses. ○ The impact of the speed of Inventory trading on work and performance. 	<p>Oral exams Written exams Practical performance</p>
	<p>Subject references</p> <p>1- The book scheduled on the website of the General Directorate of Electronic Curricula. http://cdd.tvtc.gov.sa 2-Planning and storage control by Jasem Nasser Hussein, Sabah Al-Najjar, Hamid Salman pp. 45 - p. 50 3-Materials Management (Purchasing and Storage), authored by Suleiman Obaidat, Mustafa Shaweesh, 2008, pp. 123-132.</p>	
10	<p>The goal of knowing classification methods.</p> <ul style="list-style-type: none"> ○ The goal of knowing coding methods. ○ Search and explore new coding and coding methods. 	<p>Oral exams Written exams Practical performance</p>
	<p>Subject references</p> <p>1- The book scheduled on the website of the General Directorate of Electronic Curricula. http://cdd.tvtc.gov.sa 2-Planning and storage control by Jasem Nasser Hussein, Sabah Al-Najjar, Hamid Salman pp. 45 - p. 50</p>	



The detailed approach (theoretical and practical)			
hours	Content		Assessment tools
	Subject references	3-Materials Management (Purchasing and Storage), authored by Suleiman Obaidat, Mustafa Shaweesh, 2008, pp. 123-132.	
8	<ul style="list-style-type: none"> ○ Find out what the classification function does ○ Find out what the coding function does ○ Find out classification properties ○ Find out coding properties 		Oral exams Written exams Practical performance.
	Subject references	1- The book scheduled on the website of the General Directorate of Electronic Curricula. http://cdd.tvtc.gov.sa 2-Planning and storage control by Jasem Nasser Hussein, Sabah Al-Najjar, Hamid Salman pp. 45 - p. 50 3-Materials Management (Purchasing and Storage), authored by Suleiman Obaidat, Mustafa Shaweesh, 2008, pp. 123-132.	
14	Know the types of classification. <ul style="list-style-type: none"> ○ Classification according to modern scientific methods ○ Ways to use symbols ○ The purpose of using symbols 		Oral exams Written exams Practical performance.
	Subject references	1- The book scheduled on the website of the General Directorate of Electronic Curricula. http://cdd.tvtc.gov.sa 2-Planning and storage control by Jasem Nasser Hussein, Sabah Al-Najjar, Hamid Salman pp. 45 - p. 50 3-Materials Management (Purchasing and Storage), authored by Suleiman Obaidat, Mustafa Shaweesh, 2008, pp. 123-132.	
14	Operating stores: <ul style="list-style-type: none"> ○ Automated store. ○ Division and identification of commodity Inventory. ○ Simplification and profiling. 		Oral exams Written exams Practical performance.
	Subject references	1- The book scheduled on the website of the General Directorate of Electronic Curricula. http://cdd.tvtc.gov.sa 2-Practical Principles for Purchase and Storage by Dr. Salah Al-Sinwani, 1993, pp. 271 - p. 279	

References	<ul style="list-style-type: none"> • The book scheduled on the website of the General Curriculum Online - http://cdd.tvtc.gov.sa • Storage planning and control by Jassim Nasser Hussain, Sabah Al-Najjar, Hamid Salman. • Practical assets for purchase and storage, authored by Dr. Salah Shanawani. • Materials Management (Purchasing and Storage), authored by Suleiman Obaidat, Mostafa Shawish 2008
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Course Name	The use of computers in warehouses				Course Code	UMAN 252
Prerequisite						
Training semester	1	2	3	4	5	
Credit hours				4		Collaborative training
Contact hours (Hour/ week)	Lecture			2		
	Practical			4		
	Training			0		

Course Description

Training is conducted in this course on familiarity with how to use computer systems in warehouses and also covering the main list and knowing how to enter and extract data and how to deal with ordering and receiving items and preparing the necessary bills for them. With the application on the Smack program

The general objective of the course:

The trainee acquires the skills of receiving, exchange, return, inquiries and extracting warehouse reports using a computer

The detailed objectives of the course:

By the end of this course, the trainee will be able to:

1. prepare his class data and codes in practice at the end of the training semester
2. The invoices for customers are prepared and processed through the system at the end of the training semester.
3. Analyzes safety procedures and rules in practice at the end of the training semester.
4. Theoretically identifies databases at the end of the training session.
5. The query applies to all warehouse operations through the system at the end of the training semester.

Units (theoretical and practical)	Training hours	
	Theoretical	Practical
• main list	0	32
• Warehouse system schedules	0	16
• Ordering and receiving items	0	16
• Exchange and return of items	0	16
• General operations and general reports	0	16
Total	0	96
	64	



Procedures of Safety Requirements:

1. Follow the place safety instructions.
2. Keeping the rooms clean and tidy when completing the training.

The detailed approach (theoretical and practical)

hours	Content	Assessment tools
32	main list : <ul style="list-style-type: none"> ○ Basic programs in warehouse programs ○ Procurement program components ○ Components of the reporting program 	Oral exams Written exams Practical performance
	Subject references 1- The book scheduled on the website of the General Directorate of Electronic Curricula. http://cdd.tvtc.gov.sa .	
16	Warehouse system tables: <ul style="list-style-type: none"> ○ Definition of the class card. ○ Definition of warehouses. ○ Definition of class units 	Oral exams Written exams Practical performance
	Subject references 1- Smack program	
16	Ordering and receiving items: <ul style="list-style-type: none"> ○ Purchase order data. ○ Purchase invoice data. ○ Report required statement 	Oral exams Written exams Practical performance
	Subject references 1- Smack program	
16	Exchange and return of items: <ul style="list-style-type: none"> ○ Basic data to deal with exchange and return cases. ○ Data save and retrieve data. ○ Entry and exit information from the system 	Oral exams Written exams Practical performance



The detailed approach (theoretical and practical)			
hours	Content		Assessment tools
	Subject references	1- Smack program	
16	General statements and general reports: <ul style="list-style-type: none"> ○ Basic data for general operations. ○ Damaged item data. ○ Inventory adjustment data 		Oral exams Written exams Practical performance.
	Subject references	1- Smack program	

References	<ul style="list-style-type: none"> • Smack program. • Inventory management, author Sameh Mohamed 2008 • Accounting Information Systems, University House. M. 1990. Pp: 580. Dr.. Mohammed Al-Fayoumi • Warehouse Management, a new book on warehouse management according to the latest scientific and technological methods and methods by Gwen Richards, translated by Aisha Hamdi 2013 • Banking technologies. University Press Office, Algeria 2001. Pg: 118, Taher Tarash
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Course Name	Contemporary trends of warehouse management work				Course Code	UMAN 241
Prerequisite						
Training semester	1	2	3	4	5	
Credit hours				4		Collaborative training
Contact hours (Hour/ week)	Lecture			4		
	Practical			0030		
	Training			0		

Course Description

This course aims to introduce all modern methods of Inventory work, determine inventory levels through modern quantitative methods, and inform trainees of modern strategies in the management of purchases, supplies and warehouses through practical developments in this field.

The general objective of the course:

This course aims to train the trainee on modern systems in warehouse work and familiarize him with all that is new in monitoring, exchange, and receipt and warehouse planning.

The detailed objectives of the course:

By the end of this course, the trainee will be able to:

1. The trainee with the modern systems shall write down the inventory control in practice at the end of the training semester.
2. The trainee shall prepare the steps of exchange and receiving in the storage process in theory, by the end of the training semester.
3. The trainee applies the use of modern systems in purchasing and supplies management in practice at the end of the training semester.
4. The trainee follows the scientific developments used in the field of warehouse management through the courses at the end of the training semester.
5. The trainee classifies the modern methods and methods of receiving and disbursing operations manually at the end of the training semester.
6. The trainee applies the strategies that demand mechanisms are practically implemented by the end of the training semester



Units (theoretical and practical)	Training hours	
	Theoretical	Practical
• Modern trends in storage	0	32
• Trends in managing modern stores.	0	16
• purchase management	0	16
• Material needs planning	0	16
• Types of warehouses and the appropriate site selection.	0	16
Total	0	96
	64	

Procedures of Safety Requirements:

1. Follow the place safety instructions.
2. Keeping the rooms clean and tidy when completing the training.

The detailed approach (theoretical and practical)			
hours	Content		Assessment tools
12	○ Recent trends in storage:		Oral exams Written exams Practical performance
	Subject references	1- Scientific method of storage, Chamber of Commerce and Industry, Jeddah Research Center, pp. 143 - p. 143	
12	○ Trends in modern warehouse management:		Oral exams Written exams Practical performance
	Subject references	1- Inventory management, authored by Tony Wilde, prepared by the Translation Department, Dar El-Farouk, 2014, pp. 1--11	
12	○ purchase management:		Oral exams Written exams Practical performance
	Subject references	1- Purchasing and Storage Department, by Muhammad Sultan Hamo, 2015AD, pp. 29- 44	
14	○ Material needs planning:		Oral exams Written exams Practical performance



The detailed approach (theoretical and practical)			
hours	Content		Assessment tools
	Subject references	1- Planning and monitoring storage and authored by Jasim Nasser Hussein 2008, pp. 293 - p. 311	
14	<ul style="list-style-type: none"> ○ Types of warehouses and choosing the appropriate site for them: 		Oral exams Written exams Practical performance.
	Subject references	1- Practical method of storage, Jeddah Chamber of Commerce and Industry Research Center, pp. 29 - p. 39	

References	<ul style="list-style-type: none"> • The book scheduled on the website of the General Curriculum Online - http://cdd.tvtc.gov.sa • Center for Contemporary Warehouse Studies, Book of Modern Practices in Warehouse Organization 2011 • Warehouse Management, a new book on warehouse management according to the latest scientific and technological methods and methods authored by Gwen Richards, translated by Aisha Hamdi 2013 • Scientific method in storage, Chamber of Commerce and Industry, Jeddah Research Center. • Planning and monitoring storage, written by Jasim Nasser Hussein, 2008
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Course Name	Logistics and supply chain management				Course Code	UMAN 242
Prerequisite						
Training semester	1	2	3	4	5	
Credit hours				3		
Contact hours (Hour/ week)	Lecture			2		Collaborative training
	Practical			2		
	Training			0		

Course Description

This course covers the fundamentals of managing logistical tasks in companies and includes physical presentation and distribution activities such as transport and storage to the facility site and inventory control and the handling of materials and storage goals for the institution. Knowing the skills of logistic support in companies and similar organizations, and the relationship of logistic management to inventory management

The general objective of the course:

This course aims to diversify the trainee's knowledge in the field of logistical support and the application of logistics management and its goals

The detailed objectives of the course:

By the end of this course, the trainee will be able to:

1. Written by the Department of Logistics and Logistics Application in writing it is known as the end of the course
2. Supervising the receipt, storage and dispatch of goods in practice at the end of the training semester.
3. Explains the obstacles to applying logistics management in organizations orally at the end of the course.
4. Theoretically set logistics management goals at the end of the training semester.
5. It relates the relationship of logistics management to inventory management in practice by the end of the training semester.
6. explains the Logistics Department and its relationship with making future decisions orally at the end of the course

Units (theoretical and practical)	Training hours	
	Theoretical	Practical
• The concept of logistics management and supply chains	4	4
• Supply Chain Management	4	4
• Processing requests and transportation decisions	3	3
• Inventory and warehouses in the logistics system	3	3
• Storage and circulation system.	3	3
• Procurement and supply schedule.	3	3
• Zero inventory	3	3
•	3	3
•	3	3
•	3	3
Total	32	32
	64	



Procedures of Safety Requirements:

1. Follow the place safety instructions.
2. Keeping the rooms clean and tidy when completing the training.

The detailed approach (theoretical and practical)

hours	Content		Assessment tools
8	The concept of logistics management and supply chains: <ul style="list-style-type: none"> ○ Definition of logistics management and the importance of logistics management. ○ Logistical management goals. 		Oral exams Written exams Practical performance
	Subject references	1- Logistics Business Administration (Supply and Distribution Entrance), written by Ali Falah Al-Zoubi and Zakaria Ahmed Azzam, pp. 25- p. 73	
8	Supply Chain Management: <ul style="list-style-type: none"> ○ The relationship between logistics and supply chains. ○ The role of supply and distribution at the national level. ○ The role of supply and distribution at the organization level. ○ Supply Chain Objectives. ○ Define the goals of the organization in its supply chain 		Oral exams Written exams Practical performance
	Subject references	1- Scientific and practical management of materials and supplies, authored by Salah El-Din Abdel Baqi and Abdel-Ghaffar Hanafi 2000 CE, pp. 13 - pp. 30	
6	Operation of requests and transportation decisions: <ul style="list-style-type: none"> ○ The basics of transportation ○ Transportation service options and features ○ The importance of an efficient transportation system ○ Economics of equilibrium ○ Ways to choose transportation services ○ Examine the conditions and equipment required to receive the goods and regulate their movement: 		Oral exams Written exams Practical performance
	Subject	1- Logistics Business Administration (Supply and Distribution Entrance),	



	references	by Ali Falah Al-Zoubi and Zakaria Ahmed Azzam, pp. 95, pp. 117	
6		Inventory and warehouses in the logistics system: <ul style="list-style-type: none"> ○ The importance of inventory. ○ Inventory functional types. ○ Costs of holding and maintaining inventory. ○ Inventory control as a competitive advantage. 	Oral exams Written exams Practical performance
	Subject references	1- Logistics Management, by Dr. Muhammad Abdo Hafez, pp. 75 - p. 120	
6		Storage and handling system: <ul style="list-style-type: none"> ○ Reasons for resorting to storage. ○ Storage system functions. ○ Material delivery jobs. ○ Storage costs and equipment. 	Oral exams Written exams Practical performance
	Subject references	1- Logistics Business Administration (Supply and Distribution Entry), by Ali Falah Al-Zoubi and Zakaria Ahmed Azzam, pp. 71, pp. 90	
6		Procurement and supply schedule: <ul style="list-style-type: none"> ○ Supply Chain Coordination. ○ Schedule distribution on appointments. ○ Purchases 	Oral exams Written exams Practical performance
	Subject references	1- Logistics Business Administration (Supply and Distribution Entry), by Ali Falah Al-Zoubi and Zakaria Ahmed Azzam, pp. 213, pp. 288	
6		Zero inventory: <ul style="list-style-type: none"> ○ Japanese experience in zero inventory. ○ Wal-Mart Experience 	Oral exams Written exams Practical performance
	Subject references	None	



The detailed approach (theoretical and practical)			
hours	Content		Assessment tools
6	Customer service goals: <ul style="list-style-type: none"> ○ Logistic product. ○ Customer logistical service. ○ Execution of requests and information systems 		Oral exams Written exams Practical performance
	Subject references	1- Logistics Business Administration (Supply and Distribution Entrance) Written by Ali Falah Al-Zoubi and Zakaria Ahmed Azzam, pp. 119, pp. 133	
6	Regulation and logistical monitoring: <ul style="list-style-type: none"> ○ Organizing logistics. ○ Control and audit of logistics 		Oral exams Written exams Practical performance
	Subject references	1- Logistics Business Administration (Supply and Distribution Entrance) Written by Ali Falah Al-Zoubi and Zakaria Ahmed Azzam, pp. 119, pp. 133	
6	Achieving logistical excellence: <ul style="list-style-type: none"> ○ Define logistical distinction. ○ The practical model for the stages of logistical excellence. ○ How to achieve logistical excellence. 		Oral exams Written exams Practical performance
	Subject references	1- Logistics Business Administration (Supply and Distribution Entrance) Written by Ali Falah Al-Zoubi and Zakaria Ahmed Azzam,	

References	<ul style="list-style-type: none"> • The book scheduled on the website of the General Curriculum Online http://cdd.tvtc.gov.sa • Scientific and practical management of materials and supplies by Salah El-Din Abdel Baqi and Abdel-Ghaffar Hanafi 2000 • Logistics Department for Dr. Mohamed Abdo Hafez • Logistics business management (entrance to distribution and supply) by Ali Falah Al-Zoubi and Zakaria Ahmed Azzam
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Course Name	Selected topics					Course Code	UMAN 258
Prerequisite							
Training semester	1	2	3	4	5		
Credit hours				3			
Contact hours (Hour/ week)	Lecture			2	Collaborative training		
	Practical			2			
	Training			0			

Course Description

This course introduces modern and emerging propositions in the world of warehouses, warehouses and logistics. With a thorough and comprehensive look at what the trainee trained during the past training classes, while linking this in practice to warehouse art, given that this course bridges the gap that may arise on this science during training periods

The general objective of the course:

The course aims in general to provide the trainee with the new knowledge quantity in the warehouses, while linking the theoretical framework to the topics of the warehouses with the practical framework.

The detailed objectives of the course:

By the end of this course, the trainee will be able to:

1. Logistical support skills in similar companies and organizations are foreseen at the end of the course.
2. It guides knowledge management for this field of science in such a way that it achieves the desired benefit at the end of the training semester.
3. It analyzes the specialization courses that were previously studied, to analyze a scientific analysis to determine the gap in warehouses by the end of the training semester.
4. It connects electronic knowledge to warehouse management in practice at the end of the training semester.
5. It monitors public and private community institutions by making scheduled visits to them at the end of the training semester.
6. proposes a pioneering idea for a commercial project at the end of the training semester

Units (theoretical and practical)	Training hours	
	Theoretical	Practical
• The concept of logistics management and supply chains	4	4
• Safety of warehouse buildings and equipment:	4	4
• Quality systems	6	6
• Time and its importance	4	2
• The concept of warehouse control	6	6
• Quality in management functions in warehouse and inventory	6	4
• Introduction to shipping	4	4
Total	34	30
	64	



Procedures of Safety Requirements:

1. Follow the place safety instructions.
2. Keeping the rooms clean and tidy when completing the training.

The detailed approach (theoretical and practical)

hours	Content	Assessment tools
8	<p>The concept of logistics management and supply chains:</p> <ul style="list-style-type: none"> ○ Definition of logistics management and the importance of logistics management. ○ Logistical management goals 	<p>Oral exams Written exams Practical performance</p>
	<p>Subject references</p> <p>1- Logistics business management (entrance to the distribution and supply) by Ali Falah Al-Zoubi and Zakaria Ahmed Azzam, pp. 25, p. 73</p>	
8	<p>Safety of warehouse buildings and equipment:</p> <ul style="list-style-type: none"> ○ Basic rules to be met in warehouse buildings and installations. ○ Warehouse design. ○ The internal organization of the warehouse. ○ Proper lighting, proper ventilation and hygiene. ○ Create an action plan to meet established standards. ○ Appropriate storage containers and means of transport and handling. ○ Formulate a business risk management plan that includes. OHS considerations. ○ Appropriate firefighting equipment and maintenance. 	<p>Oral exams Written exams Practical performance</p>
	<p>Subject references</p> <p>1- The book scheduled on the website of the General Directorate of the Electronic Curriculum - http://cdd.tvtc.gov.sa 2- The scientific method of storage, Jeddah Chamber of Commerce and Industry, Research Center</p>	
6	<p>Quality systems:</p> <ul style="list-style-type: none"> ○ an introduction ○ Quality systems ○ Cases of applying quality systems 	<p>Oral exams Written exams Practical performance</p>



The detailed approach (theoretical and practical)		
hours	Content	Assessment tools
	Subject references 1- Total Quality Management by Khalid bin Saad bin Saeed 2012, pp. 85-90	
6	Time and its importance: <ul style="list-style-type: none"> ○ The concept and importance of time. ○ Kinds of time. ○ Time properties. ○ The benefits of time management. ○ Determine the goals, priorities, responsibilities and timeframe of the plan for its implementation, monitoring and evaluation. 	Oral exams Written exams Practical performance
	Subject references 1- Ibrahim Al-Faki, Time Management, Ibda'a Library for Media and Publishing 1430, from page 19 to page 35. 2- Scientific Origins of Purchase and Storage, authored by Salah Al-Shanawani, Assiut University, pp. 237, p. 247	
12	The concept of warehouse control: <ul style="list-style-type: none"> ○ The concept of control as an administrative function in warehouses. ○ Types of warehouse control. ○ Control areas in warehouses. ○ The body responsible for the warehouse control. ○ The steps involved in the control process. Factors affecting the selection of the appropriate control system. 	
	Subject references 1- Scientific Origins of Purchase and Storage, authored by Salah Al-Shanawani, Assiut University, pp. 237, p. 247	
	Quality in warehouse management functions: <ul style="list-style-type: none"> ○ introduction ○ Quality of planning, organizing, directing and controlling warehouse and inventory. ○ Developing a staff plan within the scope of private responsibility to achieve the goals of the organization ○ Monitor employee work based on general and specific objectives and agreed standards 	Oral exams Written exams Practical performance
	Subject references 1- Total Quality Management - Concepts and Applications, Written by: Mahfouz Ahmed Joudeh, Wael House for Publishing and Distribution, Jordan - Amman,	



		2014 2-Mahfouz Ahmed Joudeh, Total Quality Management: Concepts and Applications 3-Total Quality Management by Khalid bin Saad bin Saeed 2012, King Saud University
	Introduction to shipping: <ul style="list-style-type: none"> ○ Shipping and its types ○ Cargo divisions ○ Choose shipping methods 	Oral exams Written exams Practical performance
	Subject references	1-Shipping and Insurance Department, publisher Dar Safaa for Publishing and Distribution, authored by Ali Mashaqbeh - Mashaqbah http://www.neelwafurat.com/itempage.aspx?id=lbb171639search=books&134513 2-Transportation, shipping and marine insurance in the light of international law, writer Youssef Hassan Youssef 2014

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Appendices and references



A statement of the workshops and laboratories

S#	The name of the lab / workshop	Capacity for training	HR	Training courses benefiting from the workshop / laboratory
1	the Secretary	20	1	Secretarial in warehouses
2	Computer		1	Computer use in warehouses
3	the Secretary		1	Warehouse techniques

A detailed list of equipment for each workshop or laboratory

Lab / workshop		
S#	Item	Quantity
1-	Quadrant table divided	4
2-	Waiting chairs	2
3-	a chair	16
4-	Fax	1
5-	Scanner	1
6-	Employee chair	2
7-	Computer device	4
8-	camera	1



A detailed list of equipment for each workshop or laboratory

Lab / workshop		
S#	Item	Quantity
1-	Quadrant table divided	4
2-	Waiting chairs	2
3-	a chair	16
4-	Fax	1
5-	Scanner	1



Appendix on assessment tools

Definition of assessment:

There are those who define the evaluation as assessing and judging something, as the evaluation is defined as **measuring the impact that training has had on the trainees, and determining the amount of trainees' achievement or the outcome they obtained from the training process, habits, knowledge, skills they acquired, and behavioral changes they have.**

Assessment tools and methods:

We can limit ourselves to the following main assessment tools (three tools):

Assessment tools								
Oral tests					Written tests		Practical performance	
Short oral questions from (trainer and colleagues)	Oral dialogue while performing the activity	Oral presentation and participation in the discussion	Dialog presentation in the dialogue readings	Role play	class work	Non-class work	Identify	the performance
					Objective tests	Article tests		
					True and false questions	Supplement questions	Multiple choice	Communication or pairing

1. Oral tests:

An assessment tool is applied during different educational and training situations to obtain oral responses from the trainee on a specific issue or topic. This tool aims to test the trainee's ability to use his previous information and the way to collect and arrange it for oral presentation. This tool is one method of group thinking that relies on oral discussion to support or reinforce an idea. This tool, in addition to being an assessment tool, can be used to develop and enhance the trainee's expressive ability and to enhance his ability to listen and dialogue and his self-confidence. This tool includes all learning methods and strategies such as:

- Short oral questions from the instructor or colleagues
- Oral dialogue while performing an activity
- Oral presentation and participation in the discussion when presenting training cases or presenting the work and activities that the group or the trainee has done
- Dialog presentation in the dialogue readings.
- Role play



2. Written tests:

An assessment tool is applied through different educational and training situations in which the paper and pen are used to obtain written responses from the trainee on a specific issue or topic. It aims to test the trainee's ability to use his previous information and the way to collect it and arrange it to be presented in written pictures. We can look at tests and editorial works from two aspects:

The first aspect: class work:

These are tests and work that the trainee performs in the class (class or workshop) and with direct follow-up from the trainer, and the work that the trainer prepares and prepares to implement in the class, including the tests. Educators have agreed to split the tests that the trainer prepares into two types:

A. Objective tests: The concept of objective tests is determined by how far they are from the term subjectivity in its handling of appraised evaluation in a manner that does not differ with the different ingredient (the corrected). The objective tests usually consist of a large number of short questions that require specific answers, and each question and answer measures one or part of the subject's particles, whose validity or error can be estimated with a high degree of accuracy, and given the multiplicity of questions in one test, it becomes possible to cover large parts. Thematic questions can measure a variety of mental abilities that reach the highest levels. The objective tests take many forms and forms, including:

- **True and False Questions:** It consists of a set of statements containing certain practical facts and requires choosing one answer to judge the phrases right or wrong, answer yes or no, or judge the phrase as indicating an opinion or fact.
- **Completion questions:** The complement question consists of a sentence or several deleted phrases, some of which are words, phrases or symbols. It is required to place the appropriate word or phrase deleted in the empty place and aims to test the learner's ability to remember the phrases to complete the intended meaning.
- **Multiple-choice questions:** They are the most common and the question consists of a problem formulated in the form of a direct question or an incomplete phrase and a list of proposed solutions called optional alternatives. The trainee is asked to choose the correct alternative.
- **Conciliation or pairing questions:** It consists of two parallel columns, each of which contains a set of phrases, symbols or words, one of which is usually on the right. It is called Introductions and the second is on the left. It is called Responses and asks the trainee to choose the appropriate two parallel columns.



B. Article tests: These tests include open questions and leave the trainee the freedom to organize, arrange, and express answers and information in his own way. They are called essay tests because their questions usually require writing several lines, and one of the disadvantages of this method is that the questions are not specific. The answer to essay questions is according to the type of question. Some of the questions are freely answered, while some essay questions are directed to restricted answers.

The Second aspect: Non-class work:

It is the written work and activities that the trainee performs outside the classroom situation, which are works, questions or information that the trainee collects from external sources or through observation or carrying out specific skills with the aim of enriching his knowledge and training him in various skills such as solving homework, writing reports, doing research and recording Notes.

3. Practical performance:

It is an assessment tool that is applied during the practice of performing a practical skill or performing a specific job, and it is divided into:

- **Identify:** In this type, the trainee's ability to classify things and assess the basic characteristics of performance such as specifying samples or choosing the appropriate device and device for a job, or determining parts of a machine or device are measured and evaluated.
- **Actual performance:** The trainee is required to perform a specific job or solve a problem.

In both parts (recognition and actual performance), the note is used to evaluate the trainee. The observation can be documented by using the scorecard and this card is a documentation of the various parts of the work, its steps and skills. The evaluator places a specific signal or ratio in front of each step or part indicating the amount of trainee mastery in performance and the time it took to implement.



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