

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Diploma in Insurance

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Diploma in Insurance

Program Objectives

General Objectives:

- To prepare Saudi staff specialized in insurance and enhancing Saudization in this respect
- To meet the needs of Saudi insurance job market and to enrich it with well-trained, professional personnel
- To keep abreast with international and local insurance developments
- To spread insurance awareness in Saudi society.

Educational Objectives

- To study the basic courses of the administrative sciences program
- To study the insurance legal and technical bases
- To developing the student's ability to know various types of insurance, and their importance to different economic sectors
- To study methods of discovering, measure and analyze risks, and find suitable, counter methods

Skill Objectives:

- to improving the students' competence in English in general and in the field of insurance, in particular

- To improve the students' ability to use the computer in the field of insurance
- To enhance the students' skills in communicating with clients and marketing insurance services
- To improve the students' abilities to prepare reports, and to develop the art of presenting various subjects in the presence of clients and specialized people.

Professional Objectives:

- To develop the student's ability to discover, analyze and measure risks and find the most suitable methods to deal with them
- to enhance the student's ability to prepare a risk manual for various economic units
- To prepare an insurance program for economic units risks
- To design new insurance policies suitable for market needs
- To enhance the student's ability to interpret reports
- To enhance the student's potential for development and update and developing his abilities continuously
- To enhance the student's ability to think and create in the field of insurance
- To develop the student's applied ability in insurance

Reference criteria:

- World universities
- Arab universities
- Saudi insurance companies
- SAMA

- Saudi Institute of Banking
- Social Insurance Establishment
- General Retirement Establishment
- Health Insurance Council

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Admission Requirements:

١. The original General Secondary Certificate + three copies of it
٢. The Original Good Conduct Certificate + two copies of it
٣. Two copies of Identity Card or of family Booklet or of Residence Card plus the original for matching.
٤. Two ٤X٦ photographs

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First Level

Code & Course No.	Title	Hours
BA ١١٠١	Principles of Business Administration	٣
Econ ١١٠٣	Principles of Economics	٣
Ins ١١٠١	Principles of Insurance	٣
Eng ١١٠١	Intensive English (١)	٩
Qua ١١٠١	Principles of Mathematics and Statistics	٣
Total		٢١

Second Level

Code & Course No.	Title	Hours
BA ١٢٠١	Communication Skills	٢
Com ١١٠٤	Computer Applications in Insurance	٣
Eng ١١٠٢	Intensive English (٢)	٩
Ins ١٢٠١	Principles of Risk Management	٣
Mon ١١٠١	Principles of Finance	٣
Total		٢٠

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Third Level

Code & Course No.	Title	Hours
Acct ١١٠١	Financial Accounting	٣
Ins ١٣٠١	Mathematics of Insurance	٣
Ins ١٣٠٢	Basics of Stock Exchange Investment	٢
Ins ١٣٠٣	Insurance Marketing	٣
Ins ١٣٠٤	Property Insurance	٣
Mon ١٢٠١	Financial Mathematics	٣
Total		١٧

Fourth Level

Code & Course No.	Title	Hours
Acct ١٢٠٤	Accounting of Insurance Facilities	٣
Ins ١٤٠١	Social Insurance	٢
Ins ١٤٠٢	Health Insurance	٢
Ins ١٤٠٣	Liability Insurance	٢
Ins ١٤٠٤	Vehicle Insurance	٢
Ins ١٤٠٥	Studies in Insurance	٢
Mon ١٣٠١	Financial Markets and Establishments	٣
Total		١٦

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Fifth Level

Code & Course No.	Title	Hours
Ins ١٥٠١	Field training in one of the following <ul style="list-style-type: none">- Saudi insurance companies- General Establishment for Social Insurance- General Establishment for Retirement- Health Insurance Council	٢٠
Total		٢٠

First Level

Code & Course No.	Title	Hours
BA ١١٠١	Principles of Business Administration	٣
Econ ١١٠٣	Principles of Economics	٣
Ins ١١٠١	Principles of Insurance	٣
Eng ١١٠١	Intensive English (١)	٩
Qua ١١٠١	Principles of Mathematics and Statistics	٣
Total		٢١

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Intensive English (١) Course File

Course Title:	Intensive English (١)
Course Number:	Eng ١١٠١
Hours of Instruction:	٩ hours
Course Level:	Level One
Target Students:	Diploma in Insurance

Course Objectives:

The course aims to develop students' skills in:

١. Mastering English skills (both written and spoken)
٢. Mastering English grammar
٣. Mastering letter- and report-writing in English

Course Major Components:

١. Using English in all kinds of situations
٢. Vocabulary Building
٣. Learning English grammar and putting it in practice
٤. Listening actively and responding in confidence
٥. Discussing a variety of topics in English
٦. Reading for meaning
٧. Communicating through writing
٨. Speaking clearly, with natural accent

٩. Using connectives in sentences
١٠. Preparing letters and reports in English
١١. Training in English language labs

Methods of Course Assessment:

Term tests:

Term Test (١)	Week Eight	٣٠ points
Term Test (٢)	Week thirteen	٣٠ points
Final examination	End of Week Fifteen	٤٠ points

Textbook:

Skills in English ٢٠٠٦

Writing Book

Listening Book

Speaking Book

Reading Book

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Principles of Insurance

Course Title: Principles of Insurance

Course Number: Ins ١١٠١

Hours of Instruction: ٣ hours

Course Level: Level One

Target Students: Diploma in Insurance

Course Objectives:

The course aims to make students:

١. Learn insurance principles , types and characteristics
٢. Applying insurance in some fields of real life

Course Major Components:

١. Basic concepts that relate to hazards and insurance
٢. Definition of “insurance”
٣. Origin and development of “insurance”
٤. Basic characteristics of insurance
٥. Requirements and conditions of insurable hazards
٦. Applications on the availability of insurance conditions in hazards of fire and unemployment

٧. Reverse electability and insurance
٨. Comparison between insurance and gambling
٩. Comparison between insurance and competition
١٠. types of insurance
١١. Economic and social benefits of insurance
١٢. Cost of community insurance
١٣. Past experience and large numbers law
١٤. Duality of large numbers law
١٥. Types of the insurers (Insurance companies)
١٦. Basic and technical insurance conditions
١٧. Basic legal insurance principles (Quantitative methods of compensation, cooperation and solution assessment in insurance and relativity rule)
١٨. Components of Insurance policy
١٩. Individual , compound and collective insurance policies (copies of insurance policies)
٢٠. Procedures of issuing insurance policy
٢١. Procedures of compensation re-imbursement at time of accident occurrence
٢٢. Tips and steps to follow by individual insurance buyers in both family and business sectors
٢٣. Types of property insurance policies
٢٤. Types of protection and saving insurance policies
٢٥. Types of Saudi market-applied insurance policies
٢٦. Methods of calculating insurance instalments in property insurances
٢٧. Methods of calculating insurance instalments in protection and saving insurances
٢٨. Jobs and technical departments in insurance companies
٢٩. Supervision and control of insurance companies activities, with special reference to Saudi-market control system

Course Methods of Assessment:

Term Tests:

Term test (١)	Week ٨	٢٠ points
Term test (٢)	Week ١٣	٢٠ points

Course work Home assignments ١٠ points

Final exam End of week ١٥ ٥٠ points

Textbooks:

• Drs. Mohammed Tawfiq At-Talkini and Ibrahim Mohammed Mahdi. *Principles of Hazard and Insurance Management*, Dar l-Mareekh, ١٩٩٩

• Dr. Ibrahim Ahmed Hammoudeh. *Insurance between Theory and Practice*, College of Commerce, Alexandria University, ٢٠٠٤

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Principles of Business Administration

Course Title:	Principles of Business Administration
Course Number:	BA ١١٠١
Hours of Instruction:	٢ hours
Course Level:	Level One
Target students:	Diploma in Insurance

Course Objectives:

The course seeks to:

١. study the basic concepts of management and management process such as planning, organization, leadership, control and performance assessment
٢. study the functions of the organization such as production work, purchases, storage, marketing, personnel and human resources
٣. Modern approaches in management such as organizing work teams, working with team spirit, time management , management-through-objectives

Course Major Components:

١. Nature and function of Management
٢. Types of work organizations and management levels
٣. Planning and its major problems

- ξ. Organization and building organizational framework
- ο. Leadership, instruction and encouragement
- ϖ. Supervision and performance assessment
- ϗ. Legal and organizational forms in organizations
- Ϙ. Marketing and sales management
- ϙ. Production and operations management
- Ϡ. Storage and materials management
- ϡ. Purchase management
- Ϣ. Financial management
- ϣ. project management
- Ϥ. New approaches of management

Course Methods of Assessment:

Term Tests

Term Test (ϛ)	Week Ϝ	Ϟ. points
Term Test (Ϟ)	Week ϡ	Ϟ. points
Course work	Assignments	ϛ. points
Final Exam	End of week Ϡ	ο. points

Primary Textbook:

Dr. Saddiq Afifi. *An Introduction to Business Administration*. Ein Shams Bookshop,
Ϟ...

Secondary Textbook:

Dr. Ali As-salami. *Business Administration*. Dar An-Nahdha Al-Arabiya Bookshop,
Ϟ...

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Principles of Economics

Course Title:	Principles of Economics
Course Number	Econ ١١٠٣
Hours of Instruction:	٣ hours
Course Level:	Level One
Target Departments:	Diploma in Insurance

Course Objectives:

The course aims to enhance students' skills in the following:

- Theoretical basics and principles of partial economics
- Theoretical basics and principles of full-scale economics

Course Major Components:

- Introduction: Definition - Economics Methodology – Analysis Tools – The Economic Problem
- Price System: The Market, Display and Demand
- Consumer Conduct Theory: Consumer Balance – Traditional School - Modern School – Consumer demand Curve
- Market Demand: Flexibilities and Applications
- Establishment Theory (Producer Conduct): Production and costs: Production and Product Decrease - Cost Types

- Market Frameworks and Balance: Absolute competition – Monopoly
- Distribution Economics
- Definition of National Income components
- Definition of balance income of closed and open economy
- An Introduction to Consumption hypotheses
- An Introduction to Investment theories
- Financial and Fiscal Politics
- An Introduction to Total Demand – Total Display Pattern

Course Methods of Assessment:

Term Tests:

Term test (١)	Week ٨	٢٥ points
Term test (٢)	Week ١٨	٢٥ points
Course work	Home assignments	١٠ points
Final exam	end of week ١٥	٤٠ points

Primary Textbook:

- Abdurrahman Al-Khalaf. *Principles of Economy*. ٣rd Edition. Riyadh, ٢٠٠٧
- Saif Assuwaidi, *An Introduction to Basics in Economy*. ٣rd. edition, ١٩٩٨
- Ismail Abdurrahman and Harbi Uraikat. *Economic Concepts and Systems (Partial and Entire Economy analysis)*, Dar Wael, ٢٠٠٤

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Sciences



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Principles of Financial Mathematics and Statistics

<u>Course Title:</u>	Principles of Financial Mathematics and Statistics
<u>Course Number:</u>	Qua ١١٠١
<u>Hours of Instruction:</u>	٣ hours
<u>Course Level:</u>	Level One
<u>Target Departments:</u>	Diploma in Insurance

Course Objectives:

This course aims to:

١. Study the technical aspects of Interest Accounting
٢. Differentiate between investment channels to achieve the best revenues on savings
٣. Apply the basics of financial mathematics to financial dealings of individuals and establishments
٤. Study the principles of statistics necessary for analysis of economic, administrative, and financial problems.

Course Major Components:

Part One: Simple Interest

- Interest and Wholesale
- Current Value and Discount
- Discount of Commercial Banknotes
- Compromise of Short-Term Debts

- Future Current Value
- Consumption of Short-Term Loans

Part Two: Compound Interest

- Interest and Accumulative Value
- Current Value and Discount
- Compromise of Long-Term Loans
- Future Value of Equal Annual Payments
- Current Value of Equal Annual Payments
- Applications to Equal Annual Payments
- Consumption of Ordinary Long-Term Loans
- Consumption of Bill Long-Term Loans

Part Three: Principles of Statistics

- Criteria of Central Tendency, and Criteria of Stampede and of World Records

Course Methods of Assessment:

Term Tests:

Term test (١)	Week ٨	٢٠ points
Term test (٢)	Week ١٣	٢٠ points
Course work	Home assignments	١٠ points
Final exam	End of week ١٥	٥٠ points

Primary Textbooks:

- **Saad Assaeed Abdurrazzak.** *The Mathematics of Financing and investment.* College of Commerce. Cairo University, ٧th Edition, ٢٠٠٣
- **Ali Assayed Abdu Deeb.** *The Mathematics of Financing and Investment.* College of Commerce, Cairo University, ٢٠٠٤

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Sciences



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برنامج العلوم الإدارية والإنسانية

- Ibrahim Ahmed Hammuda. *Financial Mathematics*. College of Commerce, Alexandria University, ٢٠٠٤
- Omar Mohammed Hallak and Ahmed Salem. *Statistics in Administrative* Riyadh, ٢٠٠٣

Second Level

Code & Course No.	Title	Hours
BA ١٢٠١	Communication Skills	٢
Com ١١٠٤	Computer Applications in Insurance	٣
Eng ١١٠٢	Intensive English (٢)	٩
Ins ١٢٠١	Principles of Risk Management	٣
Mon ١١٠١	Principles of Finance	٣
Total		٢٠

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Sciences



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Computer Applications in Insurance

Course Title:	Computer Applications in Insurance
Course Number:	Com ١١٠٤
Hours of Instruction:	٣ hours
Course Level:	Level Two
Target Students:	Diploma in Insurance

Course Objectives:

The course aims to develop students' skills in:

٤. The use of computers and information technology in insurance
٥. Preparing database about various insurance processes and how to deal with them
٦. Applying the quantitative analysis in solving insurance problems

Course Major Components:

١٢. An introduction to information technology and computers
١٣. Building logarithms and transforming speech cases to logarithms
١٤. One-dimension and two-dimension Matrixes and how to deal with them
١٥. Patterns and administration, and how to add, store and delete patterns and how to connect them together

- ١٦. Writing the program code inside patterns in order to do different processes
- ١٧. Databases and how to connect them with visual Basic
- ١٨. Reports and how to make and deal with them
- ١٩. Reading for meaning
- ٢٠. Dealing with operation systems, and program code to activate these possibilities
- ٢١. Dealing with databases in insurance companies
- ٢٢. Training on computer systems in insurance companies

Methods of Course Assessment:

Term tests:

Term Test (١)	Week Eight	٢٠ points
Term Test (٢)	Week thirteen	٢٠ points
Course work	Assignments	١٠ points
Final examination	End of Week Fifteen	٥٠ points

Primary Textbook:

- Francesco Balena. *Programming Microsoft Visual Basic. NET*
- John Connell. *Coding Techniques for Microsoft Visual Basic. NET*
- Fred Barwell and Others *Professional VB.NET*
- *Upgrading Microsoft Visual Basic ٦.٠ to Microsoft Visual Basic. NET*, Ed. Robinson and Others

Secondary Textbooks:

- James D. Foxall. *Practical Standards for Microsoft Visual Basic. Net*
- Jeff Gabriel and Others. *Professional. NET Framework*

- Reynolds-Haertle and Robin, *OOP with Microsoft Visual Basic. NET and Microsoft Visual C#.NET*
- *OOP: Building Reusable Components with Microsoft Visual Basic. NET*

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Program of Administration & Human Sciences



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Intensive English (٢)

Course Title:	Intensive English (٢)
Course Number:	Eng ١١٠٢
Hours of Instruction:	٩ hours
Course Level:	Level Two
Target Students:	Diploma in Insurance

Course Objectives:

The course aims to:

١. Enhance student's ability to use written and spoken English
٢. Enhance student's conversational skills
٣. Enable students to write administrative letters in English

Course Major Components:

١. Using English in all kinds of situations
٢. Vocabulary Building
٣. Learning grammar and putting it into practice
٤. Listening actively and responding with confidence
٥. Discussing a variety of topics in English
٦. Reading for meaning
٧. Communication in writing
٨. Speaking clearly with natural pronunciation

٩. Linking words and how to use them to link sentences

١٠. Report- and letter-writing in English

١١. Training in English language labs

Methods of Course Assessment:

Term tests:

Term Test (١) Week Eight ٣٠ points

Term Test (٢) Week thirteen ٣٠ points

Final examination End of Week Fifteen ٤٠ points

Primary Textbook:

Books: Skills in English, ٢٠٠٦

Writing Book

Listening Book

Speaking Book

Reading Book

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Communication Skills

Course Title:	Communication Skills
Course Number:	BA ١٢٠١
Hours of Instruction:	٢ hours
Course Level:	Level Two
Target Students:	Diploma in Insurance

Course Objectives:

The course aims to develop students' skills in the following:

١. Self-readiness and individual abilities
٢. Mass communication: Meetings, Negotiations, and dispute-settling
٣. Presentations and speech communication
٤. Mass communication and dealing with the media

Course Major Components:

٢٣. An introduction to the Concept of Communication
٢٤. Communication Components: sender, message, and receiver
٢٥. Types of communication: verbal and non-verbal
٢٦. Individual skills
٢٧. Personal Perception

- ٢٨. Credibility Building
- ٢٩. Mass Communication
- ٣٠. Listening, negotiating, disputes
- ٣١. Mediating between adversaries
- ٣٢. dealing with personal, social and cultural differences
- ٣٣. Making and answering questions; how and when to say “no”
- ٣٤. Making personal interviews
- ٣٥. Making demonstrations and giving presentations: Concept of persuasion, Presentation skills, demonstration tools
- ٣٦. Mass communication: dealing with the media, making media reports

Methods of Course Assessment:

Term tests:

Term Test (١)	Week Eight	٢٠ points
Term Test (٢)	Week thirteen	٢٠ points
Coursework	Assignments	١٠ points
Final Examination	End of Week Fifteen	٥٠ points

Primary Textbook:

Dr. Rakan Habib *et al.* *Communication Tools*. Dar Jeddah Bookshop, ١٩٩٦.

Secondary Textbook

Mohammed Demas. *The Arts of Dialogue and Persuasion*. Dar Ibn Hazm. Beirut, ١٩٩٩

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Sciences



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Principles of Finance

Course Title:	Principles of Finance
Course Number:	Mon. ١١٠١
Hours of Instruction:	٣ hours
Course Level:	Level Two
Target Students:	Diploma in Insurance

Course Objectives:

The course aims to:

١. Familiarize students with the financial function and its aims
٢. Discuss the topics of financial analysis, of planning tools and of financial follow up

Course Major Components:

١. Introduction
٢. Time value of money
٣. Revenue and risks
٤. Financial analysis

- ٥. Financial planning
- ٦. Evaluation of capitalist investments
- ٧. Sources of financing

Methods of Course Assessment:

Term tests:

Term Test (١)	Week Eight	٢٠ points
Term Test (٢)	Week thirteen	٢٠ points
Course work assignments		١٠ points
Final examination	End of Week Fifteen	٥٠ points

Primary Textbook:

Muneer Ibrahim Hindi. *Financial Management: A Contemporary Analytic Entry*

Secondary Textbooks:

Mohammed Ayman Al-Meedani. *Financial Management in Companies*

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Program of Administration & Human
Sciences



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Principles of Risk Management

Course Title:	Principles of Risk Management
Course Number:	Ins. ١٢٠١
Hours of Instruction:	٣ hours
Course Level:	Level Two
Target Students:	Diploma in Insurance

Course Objectives:

The course aims to:

١. Study the principles of risk management
٢. Study the steps of risk management
٣. Study applications to risk management
٤. Develop students' skills in risk management in English
٥. Use computer programs in quantitative analysis of risk management

Course Major Components:

١. Introduction and definition
٢. Divisions and types of risks
٣. risk manager: characteristics, qualifications, duties and position in the organizational framework of the establishment
٤. The difference between risk management and insurance management
٥. Cooperation between risk management and other managements in the establishment
٦. The importance of having an integral information system to manage risks
٧. Methods of dealing with risks and their financing (insurance as a means of facing risks)
٨. Methods of risk finance
٩. The aims of risk management the aims prior to and after loss)
١٠. International organizations of risk management such as the American Society for Risk Management (RIMS)
١١. Arab organizations of risk management such as the Egyptian Risk Management Society (ERIMS)
١٢. Evaluation and revision of risk management program
١٣. Applied cases of an integral program of risk management of some Saudi establishments (At least one commercial and one industrial establishments)
١٤. English terms for risk management
١٥. The use of computers in quantitative analysis of risk management

Methods of Course Assessment:

Term tests:

Term Test (١)	Week Eight	٢٠ points
Term Test (٢)	Week thirteen	٢٠ points
Course work	English terms of risk management	١٠ points
	Using computers in risk management	١٠ points

Final examination

End of Week Fifteen

٤٠ points

Primary Textbook:

١. Dr. Mohammed Tawfiq At-Talkini, and Dr. Ibrahim Mohammed Mahdi.
Principles of Risk Management and Insurance, Dar Al-Marreekh, ١٩٩٩

٢. Dr. Ibrahim Ahmed Hammoudeh, *Risk and insurance*, Dept. of Insurance,
College of Commerce, Alexandria University, ٢٠٠٣

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Third Level

Code & Course No.	Title	Hours
Acct ١١٠١	Financial Accounting	٣
Ins ١٣٠١	Mathematics of Insurance	٣
Ins ١٣٠٢	Basics of Stock Exchange Investment	٢
Ins ١٣٠٣	Insurance Marketing	٣
Ins ١٣٠٤	Property Insurance	٣
Mon ١٢٠١	Financial Mathematics	٣
Total		١٧

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Principles of Financial Accounting

Course Title:	Principles of Financial Accounting
Course Number:	Acct ١١٠١
Hours of Instruction:	٣ hours
Course Level:	Level Three
Target Students:	Diploma in Insurance

Course Objectives:

The course aims to:

١. Study the intellectual framework of financial accounting
٢. Deal with the accounting problems of revenues and expenditure, etc.
٣. Study the concept of preparing the common budget as a report on the financial centre of the project
٤. Study the problems of invariable bases destruction and the disappearance of natural resources
٥. Accounting on ownership rights in various establishments

٦. accounting on lists of monetary flows as one of the tools of monetary lists analysis and investigation

Course Major Components:

١. The intellectual framework of financial accounting
٢. Accounting problems of achieve and measure revenues
٣. Accounting problems to achieve and quantify expenditure
٤. Accounting on juxtaposing revenue and expenditure and photocopy income lists
٥. The public budget as a report on the establishments' financial center
٦. Taking inventory and assessing currency assets in accordance with the Arabic and international accounting criteria
٧. Accounting problems that relate to taking inventory and assessing end-of-period stocks
٨. Taking inventory and assessing long-term assets in accordance with Arabic and international accounting criteria
٩. Materialization of revenues on the basis production and accountings of long-term construction contracts
١٠. Materialization and collection of revenue and selling by instalments
١١. Accounting on free professions
١٢. Lists of monetary flows as one of the financial list analysis tools
١٣. Making financial lists in the light of Arabic and international accounting criteria
١٤. using financial ratios in analysing and investigating financial lists

Methods of Course Assessment:

Term tests:

Term Test (١)	Week Eight	٢٠ points
Term Test (٢)	Week thirteen	٢٠ points

Course work Assignments & exercises ١٠ points

Final examination End of Week Fifteen ٥٠ points

Primary Textbook:

Dr. Ahmed Noor. *Financial Accounting (Accounting Measurement, Estimation, and Announcement in Accordance with Arabic and International Criteria)*. Ad-Dar Aj-Jami'iya, Alexandria, ٢٠٠٤

Secondary Textbooks:

- Dr. Abdul Wahab Nasr Ali. *Financial Accounting*. Ad-Dar Aj-Jami'iya, Alexandria, ٢٠٠٤
- Dr. Sameer Hilal. *Financial Accounting*. Maktabat Aj-Jami'a. Tanta, ٢٠٠٥

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Mathematics of Insurance

Course Title:	Mathematics of Insurance
Course Number:	Ins ١٣٠١
Hours of Instruction:	٣ hours
Course Level:	Level Three
Target Students:	Diploma in Insurance

Course Objectives:

The course aims to develop students' skills in:

١. Studying the technical aspects of calculating the revenues of capital investment
٢. Differentiating between investment channels to make the highest savings revenue
٣. Practical application of the basics of the mathematics of insurance on the financial dealings for individuals and establishments
٤. Study the mathematical principles that help in achieving goals of investment

Course Major Components:

Part One: Simple Interest:

١. Interest and sum
٢. Current value and discount
٣. commercial bill discount
٤. Short-term debt compromise
٥. Sum and current value of payments
٦. Short-term loan consumption

Part Two: Compound Interest:

٧. interest and sum
٨. Current Value and Discount
٩. Compromise of long-term debts
١٠. Sum of equal annual payments
١١. Current value of equal annual payments
١٢. Practical applications on equal annual payments
١٣. Consumption of ordinary, long-term loans
١٤. Consumption of bill long-term loans

Methods of Course Assessment:

Term tests:

Term Test (١)	Week Eight	٢٠ points
Term Test (٢)	Week Thirteen	٢٠ points
Course work	English terms	١٠ points
	Home assignments	١٠ points

Final examination End of Week Fifteen ٥٠ points

Primary Textbook:

- Dr. Saad ads-Sa'eed Abdurrazzak. *Mathematics of Finance and Investment*. College of Commerce , Cairo University, ٧th Ed. ٢٠٠٣
- Dr. Ali Assayed Abdu Ad-deeb. *Mathematics of Finance and Investment*. College of Commerce , Cairo University, ٢٠٠٤
- Dr. Ibrahim Ahmed Hammoudah. *Financial Mathematics*. College of Commerce, Alexandria University, ٢٠٠٤

Secondary Textbooks:

- Robert Cissel *et al*, *Mathematics of Finance*, ٨th Ed. Houghton Misslin Company, USA, ١٩٩٠

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Basics of Stock Exchange Investment

Course Title:	Basics of Stock Exchange Investment
Course Number:	Mon ١٢٠١
Hours of Instruction:	٣ hours
Course Level:	Level Three
Target Students:	Diploma in Insurance

Course Objectives:

The course aims to:

١. Familiarize students with the concept of stock exchange investment and all related concepts
٢. Introduce the characteristics of different stock exchanges and investments policies and the relationship between dividend and risk

Course Major Components:

١. Introduction: Concept of investment: Financial investment; real investment; the steps in the investment process

- ϣ. Stock Exchange: money market; bill market; stock market; shares, stocks and bills
- ϣ. Rules of the stock exchange market; marginal buying;
- ε. Investments companies and stages of the investment process
- ο. Revenue, risks, and qualified variety
- ϥ. Evaluating shares and bills
- ϣ. „
- Ϡ. Basic analysis, technical analysis, and evaluating investment performance

Methods of Course Assessment:

Term tests:

Term Test (ϛ)	Week Eight	ϣ • points
Term Test (ϣ)	Week thirteen	ϣ • points
Course work	assignments	ϛ • points
Final examination	End of Week Fifteen	ο • points

Primary Textbook:

Bodie, Kane and Marcus. *Essential of investment*. (Latest Edition) Irwin

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Insurance Marketing

Course Title:	Insurance Marketing
Course Number:	Ins ١٣٠٢
Hours of Instruction:	٣ hours
Course Level:	Level Three
Target Students:	Diploma in Insurance

Course Objectives:

The course aims to:

١. Study marketing skills to be available in insurance agents and brokers
٢. Insurance activities practised by insurance agents, brokers and representatives

Course Major Components:

١. Concept, characteristics, and skills of management

٢. Concept and areas of marketing
٣. Marketing management in organizational framework of establishments
٤. Functions of marketing
٥. The various stages of the marketing management cycle
٦. Marketing strategies
٧. Elements of marketing combination
٨. Role of marketing in the establishment
٩. Marketing research
١٠. The difference between marketing and selling
١١. Insurance company agents
١٢. Insurance company brokers
١٣. insurance company representatives
١٤. Systems of marketing security and saving insurance documents
١٥. Systems of marketing property and civil responsibility insurance documents
١٦. Marketing insurance via banks
١٧. Insurance document propaganda and advertising

Methods of Course Assessment:

Term tests:

Term Test (١)	Week Eight	٢٠ points
Term Test (٢)	Week thirteen	٢٠ points
Course work	assignments	١٠ points
Final examination	End of Week Fifteen	٥٠ points

Primary Textbook:

Secondary Textbooks:

Dr. Mustafa Abdulghani.
Skills of Insurance Staff. Ein



Principles of Insurance and
Shams Bookshop, ٢٠٠١

Secondary Textbooks:

George Gahnes. *Skills of Insurance Brokers and Agents*. Translated by Abdulkader Ojaimah. Dar Almarreekh. ٢٠٠٠

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences

المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Property Insurance (E)

Course Title: Property Insurance
Course Number: Ins ١٣٠٣
Hours of Instruction: ٣ hours
Course Level: Level Three
Target Students: Diploma in Insurance

Course Objectives:

The course aims to develop students' skills in:

١. Being familiar with the basics and scientific theories of property risk management
٢. Exploring, developing and measuring risks that concern properties and how to deal with them
٣. Designing insurance programs to deal with risks that concern properties

Course Major Components:

Substance, concept and features of public insurances

١. Fire insurance:
 - Fire losses
 - Kinds of fire insurance documents
 - The typical fire insurance document in Saudi insurance market
٢. Transport Insurance:
 - Marine Insurance
 - Aviation Insurance
 - Vehicle Comprehensive Insurance
 - Goods Transport Insurance
٣. Theft Insurance
٤. Financial loss insurance
٥. Comprehensive and Compound Insurance

Methods of Course Assessment:

Term tests:

Term Test (١)	Week Eight	٢٠ points
Term Test (٢)	Week Thirteen	٢٠ points
Course work	Assignments	١٠ points
Final examination	End of Week Fifteen	٥٠ points

Primary Textbook:

Dr. Mona Mohammed Ammar / Dr. Mohammed Waheed Abdul Bari. *Risk and Insurance Management*. Faculty of Commerce. Cairo University: Dar Ath-thaqafa Al-Arabiya., ١٩٩٥

Secondary Textbooks:

Dr. Mamadooh Hamza Ahmed. *Risk and Insurance Management*. College of Commerce: Cairo University, ٢٠٠٤

S. R. Diacon. *Success in Insurance*. John Murray Ltd. London, U.K., ١٩٩٢

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Mathematics of Insurance (E)

Course Title:	Mathematics of Insurance (E)
Course Number:	Ins ١٣٠٤
Hours of Instruction:	٣ hours
Course Level:	Level Three
Target Students:	Diploma in Insurance

Course Objectives:

The course aims to:

- Quote insurance risks
- Calculate security and saving insurance instalments
- Calculate public security insurance instalments

Course Major Components:

Part One: Mathematics of Security and saving Insurance:

١. Life and Death Lists
٢. Possibility of one person's life and death
٣. Net single instalments
٤. Annual net instalments
٥. Commercial instalments

Part Two: Mathematics of Public Insurances

٦. Conditions of Insurance Quoting
٧. Methods of Public Insurance Quoting
٨. Factors affecting instalment calculation
٩. Net Instalment Calculation
١٠. Commercial Instalment Calculation

Methods of Course Assessment:

Term tests:

Term Test (١)	Week Eight	٢٠ points
Term Test (٢)	Week thirteen	٢٠ points
Course work	Assignments	١٠ points
Final examination	End of Week Fifteen	٥٠ points

Primary Textbook:

- Dr. Mohammed Tawfiq Al-Mansouri. *Mathematics of Life Insurance*. College of Commerce, Cairo University, ١٩٩٥
- Drs. Mamdouh and Hamza Ahmed. *Risk Management and Insurance*. College of Commerce: Cairo University ٢٠٠٦

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Fourth Level

Code & Course No.	Title	Hours
Acct ١٢٠٤	Accounting of Insurance Facilities	٣
Ins ١٤٠١	Social Insurance	٢
Ins ١٤٠٢	Health Insurance	٢
Ins ١٤٠٣	Liability Insurance	٢
Ins ١٤٠٤	Vehicle Insurance	٢
Ins ١٤٠٥	Studies in Insurance	٢
Mon ١٣٠١	Financial Markets and Establishments	٣
Total		١٦

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Accounting of Insurance Facilities

Course Title:	Accounting of Insurance Facilities
Course Number:	Acct ١٢٠٤
Hours of Instruction:	٣ hours
Course Level:	Level Four
Target Students:	Diploma in Insurance

Course Objectives:

The course aims to develop students' skills in the following areas:

١. Accounting recording of different due insurance payments
٢. Accounting of due compensations in various cases
٣. Accounting evidence of all financial dealings in insurance companies
٤. Preparing the profit and loss calculation and the list of financial center in insurance companies

Course Major Components:

١. Nature and environment of accounting in insurance companies
٢. Technical reserves and benefits in insurance companies
٣. accounting treatment of insurance and re-insurance commissions
٤. Accounting of revenues and expenditures of insurance and re-insurance companies
٥. Accounting of revenues and expenditures of individuals' insurance branch
٦. Accounting of revenues and expenditures of property and liability insurance branch
٧. Rules and basics of evaluating financial lists of insurance companies
٨. Rules of advertising financial lists of insurance and re-insurance companies
٩. Analysing basic financial lists to evaluate performance in insurance companies

Methods of Course Assessment:

Term tests:

Term Test (١)	Week Eight	٢٠ points
Term Test (٢)	Week Thirteen	٢٠ points
Course work	Assignments and excercises	١٠ points
Final examination	End of Week Fifteen	٥٠ points

Primary Textbook:

Dr. Thanaa' Mohammed Toaima. *Accounting of Insurance Companies: Theoretical Framework and Practical Application in accordance with One Accounting Criterion of Insurance and Re-insurance Companies*. Etral Publishing, ٢٠٠٢

Secondary Textbooks:

Dr. Mostafa Al-Baz. Accounting in Specialized Establishments. Al-Ashri Press, Al-Ismailia, Cairo

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Financial Markets and Establishments

Course Title:	Financial Markets and establishments
Course Number:	Mon ١٣٠١
Hours of Instruction:	٣ hours
Course Level:	Level Four
Target Students:	Diploma in Insurance

Course Objectives:

The course aims to:

١. Familiarize students with the financial system in the Kingdom of Saudi Arabia and compare it with other international financial systems
٢. Familiarize students with the role of financial establishments such as banks and insurance companies and their effects on money transactions
٣. Familiarize students with the different kinds and importance of financial markets
٤. Focus on insurance companies as one of the important economic financial establishments

Course Major Components:

١. An introduction to the financial system (What it is its function- elements of the financial system- Classifications of financial markets)
٢. interest rates and inflation (factors affecting interest rate – factors that cause inflation – interest rates and paper money evaluation)
٣. Monetary establishment (Central Bank) and financial policies (functions and goals of Central Bank – tools of monetary policies)
٤. Financial Establishments (commercial banks – Insurance companies – Investment companies - Retirement salaries)
٥. Financial Markets (Monetary markets – capital markets – primary markets – secondary markets –Foreign currency markets - Selection Contracts)

Methods of Course Assessment:

Term tests:

Term Test (١)	Week Eight	٢٠ points
Term Test (٢)	Week thirteen	٢٠ points
Course work	assignments and exercises	١٠ points
Final examination	End of Week Fifteen	٥٠ points

Primary Textbook:

Bodie, Kane and Marcus. *Essentials of Investment*. (Latest Edition). Irwin

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Social Insurance

Course Title:	Social Insurance
Course Number:	Ins ١٤٠١
Hours of Instruction:	٣ hours
Course Level:	Level Four
Target Students:	Diploma in Insurance

Course Objectives:

The course aims to develop students' skills in the following:

١. The important role of social insurance in social interdependence
٢. Social care for civil servants in case of retirement or cessation of service in case of death and partial or total disability of the insured person
٣. Social care in case of unemployment

Course Major Components:

١. The origin of social insurance and its development world-wide
٢. The origin of social insurance and its development in Saudi Arabia
٣. Social insurance and the wage system

٤. Features and types of social insurance
٥. Financing social insurance (Systems, methods, and tools of finance)
٦. Social health insurance: Elements of medical care; financial losses caused by illness and how to deal with them – major criteria of assessing medical care; the basics of calculating the costs of health insurance
٧. Insurance of work injuries: the insured; the covered risks; medical care in cases of injury; rules of calculating compensations and salaries in cases of temporary and permanent disability; methods of subscription
٨. Old age, disability, and death insurances: the insured; covered risks; conditions required to claim benefits
٩. Rules of calculating compensations and salaries in cases of old age, disability and death in the Kingdom of Saudi Arabia
١٠. Unemployment insurance
١١. Basic principles of the mathematics of social insurances
١٢. Life lists
١٣. Single-decreasing lists
١٤. Multiple-decreasing lists
١٥. The technical bases of constructing and developing social insurance systems

Methods of Course Assessment:

Term tests:

Term Test (١)	Week Eight	٢٠ points
Term Test (٢)	Week thirteen	٢٠ points
Course work	Assignments	١٠ points
Final examination	End of Week Fifteen	٥٠ points

Primary Textbook:

Dr. Amaal Othman. *Studies in Social insurances*. Dar al-Ma'aref, Cairo

Secondary Textbooks:

Dr. Ahmed Al-Amawi. *Labour Law and Social Insurance*. Al-Maktaba Ath-Thaqafiya, Cairo

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Health Insurance

Course Title:	Computer Applications in Insurance
Course Number:	Ins ١٤٠٢
Hours of Instruction:	٣ hours
Course Level:	Level Four
Target Students:	Diploma in Insurance

Course Objectives:

The course aims to:

١. Introduce students to the cooperative health insurance system in the Kingdom of Saudi Arabia
٢. Introduce students to the challenges that face cooperative health insurance in KSA
٣. Analyze the results of the process of cooperative health insurance in the KSA
٤. evaluate the performance of health insurance companies and hospitals that offer the service

Course Major Components:

١. The origin and development of cooperative health insurance in the KSA
٢. The concept, importance and objectives of health insurance
٣. Cooperative health insurance system in the KSA
٤. Who benefits from health insurance in the KSA
٥. cooperative health insurance policy in the KSA
٦. The benefits of cooperative health insurance
٧. The role of insurance companies in applying cooperative health insurance system
٨. The procedures of issuing cooperative health insurance policy
٩. Evaluating the results of the technical processes in cooperative health insurance and specifying loss ratios and price modifications
١٠. Quoting risks of cooperative health insurance policy
١١. Claim settlement
١٢. The challenges of cooperative health insurance in the KSA
١٣. Evaluating the performance of cooperative health insurance companies and hospitals that offer the service

Methods of Course Assessment:

Term tests:

Term Test (١)	Week Eight	٢٠ points
Term Test (٢)	Week thirteen	٢٠ points
Course work	Assignments	١٠ points
Final examination	End of Week Fifteen	٥٠ points

Primary Textbook:

Health Insurance Law in the Kingdom of Saudi Arabia

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Liability Insurance

Liability Insurance **Course Title:**

Ins ١٤٠٣ **Course Number:**

٣ hours **Hours of Instruction:**

Level Four **Course Level:**

Diploma in Insurance **Target Students:**

Course Objectives:

The course aims to develop students' skills in:

١. Specifying professional civil liability
٢. Specifying civil liability for transport accidents
٣. Specifying liability for fire accidents

Course Major Components:

١. Introduction and definitions
٢. Types of civil liability insurance policies
٣. Public civil liability insurance
٤. Insurance against Civil liability caused by construction works
٥. Insurance against Civil Liability caused by fire risks
٦. Insurance against civil liability caused by marine transport risks
٧. Insurance against civil liability caused by aviation risks
٨. Insurance against civil liability by garage-owners
٩. Insurance against civil liability by real estate owners
١٠. Insurance against civil liability by shop-keepers
١١. Insurance against civil liability caused by employers

Methods of Course Assessment:

Term tests:

٢٠ points	Week Eight	Term Test (١)
٢٠ points	Week thirteen	Term Test (٢)
١٠ points	Assignments	Course work
٥٠ points	End of Week Fifteen	Final examination

Primary Textbook:

Dr. Fayez Abdur-Rahman. *Liability Insurance*. Dar Al-Matboo'at, Alexandria

Secondary Textbooks:

١. *Who Can Claim Benefits of Civil Liability Insurance Caused by Vehicle Accidents.* Dar Al-Matboo'at. Alexandria
٢. *Dr. Yassin Mohammed Yahia. The Right to Claim Material and Ethical Compensation for Injuries.* Dar Al-Matboo'at. Alexandria

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Vehicle Insurance

Course Title:	Vehicle Insurance
Course Number:	Ins ١٤٠٤
Hours of Instruction:	٢ hours
Course Level:	Level Four
Target Students:	Diploma in Insurance

Course Objectives:

The course aims to develop students' skills in the following areas:

١. Getting familiar with the various kinds of vehicle risks .
٢. Introduction to kinds of vehicle insurance policies.

Course Major Components:

١. Types of vehicles
٢. Risks covered by vehicle insurance policies
٣. Risks exempted from and not covered by vehicle insurance policies
٤. Risks of metro, train, and tram accidents
٥. Risks of ambulances and hearses
٦. Types of vehicle insurance policies
٧. Private vehicle insurance policies
٨. Public vehicle insurance policies

٩. Vehicle fleet insurance policies
١٠. Compulsory vehicle insurance
١١. Comprehensive vehicle insurance
١٢. The stages of issuing and buying vehicle insurance policies
١٣. The stages of compensation settlement in vehicle insurance
١٤. The technical bases of calculating compulsory vehicle insurance payments
١٥. The technical bases of calculating comprehensive vehicle insurance payments
١٦. The bases of compensation settlements in compulsory vehicle insurance
١٧. The bases of compensation settlements in comprehensive vehicle insurance

Methods of Course Assessment:

Term tests:

Term Test (١)	Week Eight	٢٠ points
Term Test (٢)	Week thirteen	٢٠ points
Course work	Assignments	١٠ points
Final examination	End of Week Fifteen	٥٠ points

Primary Textbook:

Dr. Sheriff At-Tabbakh. *Compensation in Vehicle Accidents in Light of Law and Islamic Legislation (Fiqeh)*. Dar Al-Fikr Al-Jami'i, Alexandria

Secondary Textbooks:

١. Dr. Mohammed Al-Manji. *The Claim for Vehicle and Car Accidents*. Dar Al-Matboo'at. Alexandria.
٢. Dr. Mohammed Naji Yakoot. *Compensation for the Loss of Life*. Dar Al-Matboo'at. Alexandria.

٧. Emil Badee' Ya'kob. *Dictionary of Wrong and Right in Language*

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Studies in Insurance (E)

Course Title:	Studies in Insurance
Course Number:	Ins ١٤٠٥
Hours of Instruction:	٢ hours
Course Level:	Level Four
Target Students:	Diploma in Insurance

Course Objectives:

The course aims to develop students' skills in:

١. Reading and understanding insurance and compensation application forms.
٢. Learning the terms of risks and insurance in English
٣. Specifying liability for insurance
٤. The important role of insurance in maintaining the rights of the insured
٥. Calculating insurance payments and the responsibility to make the payment

Course Major Components:

١. How to reading and understand insurance and compensation application forms and be familiar with the basic terms of risks and insurance in English
٢. How to read and understand the different types of security and savings insurance policies as well as be familiar with the basic terms of risks covered and the types of security and savings insurance in English
٣. How to read and understand the types of fire risk insurance policies and be familiar with the basic terms of risks covered and the risks exempted from insurance in English
٤. How to read and understand the types of vehicle insurance policies and be familiar with the basic term of risks covered and the risks exempted in English
٥. How to read and understand the types of aviation insurance and be familiar with the basic terms of risks covered and the risks exempted in English
٦. How to read and understand the types of marine insurance and be familiar with the basic terms of risks covered and the risks exempted in English
٧. How to read and understand the types of liability insurance policies and be familiar with the basic terms of risks covered and the risks exempted in English
٨. How to read and understand the types of property insurance policies and be familiar with the basic terms of risks covered and the risks exempted in English

Methods of Course Assessment:

Term tests:

Term Test (١)	Week Eight	٢٠ points
Term Test (٢)	Week thirteen	٢٠ points
Course work	Assignments	١٠ points
Final examination	End of Week Fifteen	٥٠ points

Primary Textbook:

Dr. Mohammed Tawfiq Al-Balkini / Dr. Ibrahim Mohammed Mahdi. Principles of Risk and Insurance Management. Dar Al-Marreekh. ٢٠٠٦

Secondary Textbooks:

Dr. Nabil Mukhtar. The Insurance Encyclopaedia. Dar Al-Matboo'at, ٢٠٠٥

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Fifth Level

Code & Course No.	Title	Hours
Ins ١٥٠١	Field training in one of the following <ul style="list-style-type: none">- Saudi insurance companies- General Establishment for Social Insurance- General Establishment for Retirement- Health Insurance Council	٢٠
Total		٢٠

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Field Training in Insurance

Course Title:	Field Training in Insurance
Course Number:	Ins ١٥٠١
Hours of Instruction:	٢٠ hours
Course Level:	Level Five
Target Students:	Diploma in Insurance

Course Objectives:

Students will be trained in insurance companies for a period of ١٢ weeks: ٨ hours a day, four days a week . Students will be assessed by the insurance company in accordance with their regular attendance and academic progress together with the follow-up and academic supervision by the college; a comprehensive report will be submitted and discussed by the committee formed by the college.

Method of trainee assessment:

١. Assessment by the college's academic assessment will be as follows:
 - A report submitted by each student mentioning the sections and field

components the



student was trained on

- A presentation
a topic assigned to him
trained in during his practical training

given by the student on
on a section he was

٢. Grades given by the student's academic supervisor on the latter's regular attendance and academic progress during his practical training
٣. Grades given by the body that trained the student on the latter's attendance and academic progress during his practical training

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences

المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
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