



King Saud University
College of Business Administration,
Al Kharj



Dean message

The vision of the college is to successfully produce young Saudi graduates who are well qualified technically and professionally, through providing specialized educational programs that can keep up with the recent changes in the labor market. The college offers a comprehensive variety of career-oriented courses and programs that not only address the demands of the surrounding business communities but meet students' needs as well.

Our Faculty and staff at CBA are dedicated to students and their academic achievement. Strives for an occupational program.

CBA faculty provide the highest quality of education and skills that will shape students future.

Our goal is to create a learning community in which students at all levels, and their faculty mentors, can engage in the pursuit of knowledge across and between a broad range of disciplines in the Business Activities, i.e Accounting , Finance, Marketing, Management information system.

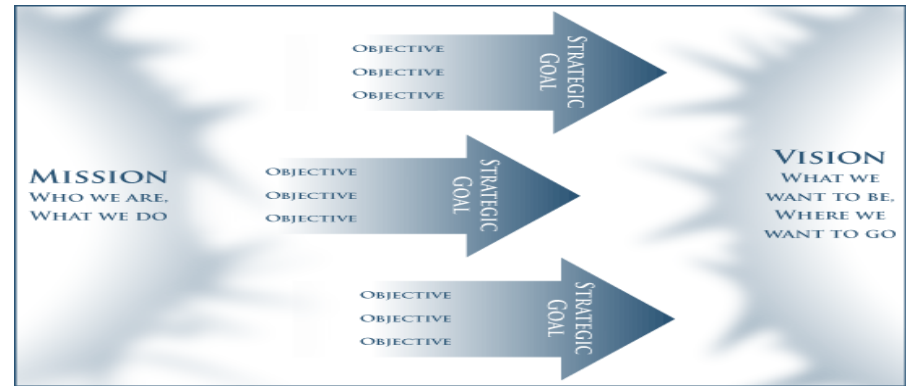
You will find in CBA in Alkarj a range of departments, covering all needed skills and knowledge.

We offer students a wide variety of courses and programs. We offer faculty an excellent research and teaching environment located strategically in the nation's capital.

I hope that you will find whatever information you may require here – and if not, please don't hesitate to let us know. We warmly welcome your comments and suggestions.

All Comments are welcomed as well.

Dr. Khaled A Khathlan



Vision

The King Saud University, College of Business Administration, Al Kharj campus is designed to be a pioneer at the regional level. It aims to produce leaders in business and professional administration affairs.

Mission

The mission of the college is to prepare and produce distinguished students who would fit the modern professional demands. The preparation process has to be conducted in an advanced technical environment that would

induce innovation. A highly professional environment of qualified staff is in place to render best social services ever.

Objectives

College of Business Administration is looking forward to inculcate professional and administrative qualities in prospective Managers/Administration capable of leading business organizations in both private and public sector. This approach also aims to render an effective contribution to the social and economic development in the Kingdom of Saudi Arabia. This can be made true through distinctive procedures conducted through education, quality administration and the utilization of the modern training and educational equipments.

Areas of Specialization

College of Business Administration, Al Kharj provides a set of qualification that is highly demand in the job market. The departments are:

- Accounting
- Finance
- Marketing
- Management Information System

The granted degree is named as Bachelor of Science in Business Administration BSBA.

The following majors are

- BSBA - Finance/Corporate Finance
- BSBA - Finance/ Investment
- BSBA - Finance/Insurance
- BSBA - Finance /Real Estate

- BSBA - Accounting
- BSBA – Marketing
- BSBA - Management Information Systems – MIS

Distinguished features of the College Programs

1. English is the medium of instruction.
2. The methods of teaching is the as per the AACSB standard.
3. Requirements of the international academic accreditation set for business administration are met. e.g., curriculum globalization with an insertion of international business administration as a basic requirement for all majors – other areas of specialization involves additional topics of an international dimension.
4. Ethically, the curriculum complies with the international accreditation requirements. Business ethics is included as a basic topic of study required in all majors. Subjects such as children- targeted advertisements are also included.
5. The college curriculum is designed in compliance with the general framework of the top five US Colleges of Business Administration. Percentage of similarity among basic courses to those offered in the USA is 85% - percentages in major courses are jumps in to 95%.
6. A development of early skills in the students' talents that are notable in business administration is considered - examples are:
 - Students in English language course study six courses divided between General English and Special English Courses for Business Administration – a total of 12 credit hours or eighteen contact hours in each semester.
 - Mathematics and basic Sciences (22 credit hours): students study two mathematics courses, three courses in Statistics, a course in Science Management, and a course in Physics. All these mandatory courses prepare the students for a better understanding of the advanced courses. These courses are planned to be analytical tools of both logic and quantity – This approach makes admission to the program restricted to high school graduates of scientific background training.
 - Communication and skills of knowledge acquisition and research. Two relevant courses are involved to develop students' aptitude, personality, and higher education acquisition.
 - Utilization of technology: Three courses: Computer Skills (offered in early semesters), "Administration of Information System", and Strategic Administration through computer

simulation, are included in the curriculum as basic requirements for all majors. Trainings in computer applications are also involved in both major and basic relevant courses.

7. Present and prospective job market demands are considered – relevant courses for four major market needs are designed e.g., Marketing, Finance, Accounting, Computer Administration System, - with a possibility of an additional core course within the general framework of the curriculum.
8. A special emphasis is given to questions of finance for they are in a high demand by the finance and business sectors. A plan for the Finance Department has been designed to provide sub-majors such as: Insurance and Real Estate (being newly created in the Kingdom of Saudi Arabia). Student might choose the finance track or a relevant branch such as: Corporate Finance, Finance Investment, Finance/Insurance, and Finance Real Estate.
9. Students are expected to undertake a graduation project over two sequential courses. The first is named project 1, and the second is named project 2. This approach teaches a student how to plan in advance. It can be conducted through one of the following options: Innovation and Design, Library Research, Field Research, Practical Field Training (for at least one hundred hours in a job environment relevant to the student's major).
10. In a summer session that precedes a student's prospective graduation date, a student is expected to get involved in a practical training; provided he/she has completed 90 credit hours. Students have to spend 240 continuous work hours in an institute officially recognized by College of Business Administration, Al Khraj. It is a pass/fail course with a corporate evaluation by both the college and the accredited institute.



Curriculum Structure
Colleges of Business Administration, Al Kharj – KSU

University Requirements:-

In order to graduate, students must fulfill a set of requirements defined by the University to serve as backbone of undergraduate study at the college of Business administration at Alkharj. All programs of study should achieve balance between depth of knowledge acquired in an area of specialization and breadth of knowledge acquired through exploration.

Requirements	Credit Hours	Target
University Requirements	12	It aims to provide students with the important concepts of Islamic culture, and the ability to express them clearly in Arabic language.
College Requirements		
English Language & Communication Skills	20	The purpose of college requirements is to promote effective communication by ensuring that every undergraduate can write English clearly and effectively. Because words are the vehicles for thought. This course is designed to provide the students with multi-skills in English Language, using a professional teaching approach.
Basic Science	22	This course is designed to teach students various scientific and mathematical concepts and to help them take a resolution based on science and logic. This approach reflects certain values, beliefs, creativity and cultures in the students' knowledge acquisition.
Principles of Business Administration	48	This is an essential course in business administration irrespective of the specialization. It provides students with knowledge of required concepts, ability in independent thinking and an analysis of business administration.
Major Requirements	24	This course aims to develop student's knowledge through providing them with various major skills. It stands for (15) major credit hours plus (9) elective credit hours opted from major courses.
Summer Training	0	From a practical perspective summer training is affiliated to courses that are previously were studied. This course is offered during the summer season that precedes graduation. Students enrolled in this course should be complete 90 credit hour with a minimum of 240 practical hours conducted in an institute accredited by the college. It is a pass/fail course students' evaluation is by the college and the concerned institute/organization.
Elective Courses (Optional)		
Elective Courses (Optional)	6	Being an Elective Course, students are encouraged to choose a course, that suit his/her personal ambitions. Elective Courses can be choosing from any college courses, or some other colleges. Such

		elective courses can be a core of a sub-specialty provided they are relevant to a unified of knowledge. Pre-requisites of such courses have to be completed. Students enrolled in Accounting have to study three credit hours (from Elective Courses) to be able to enroll in an accounting relevant courses.
Total Credit Hours	132	

Curriculum Details :-

Requirements	Course Code	Title of the Course	Credit Hours	Total Credit Hours	Cumulative Credit Hours
University Requirements	IC-101	Introduction to Islamic Culture	2	12	12
	IC-102	Islam and Society Building	2		
	IC-103	Economic System of Islam	2		
	IC-104	Fundamentals of Islamic Political System	2		
	Arab-101	Language Skills	2		
	Arab-103	Expository Writing	2		
English Language & Communication Skills					
	ENGT-161	Grammar	2	20	32
	ENGT-162	Reading	2		
	ENGT-163	Writing	2		
	ENGT-165	Listening & Conversation	2		
	ENGT-166	Business Reading	2		
	ENGT-167	Business Writing	2		
	MIC-150	Communication Skills	2		

College Requirements	CI-140	Learning, Thinking & Research Skills	3	22	54	
	CT-140	Computer Skills	3			
Basic Science						
MATH-142	Mathematics –I	3				
Math-143	Mathematics- II	3				
BUS-111	Business Statistics – I	3				
BUS-113	Business Statistics – II	3				
BUS-211	Prediction of Business	3				
MIS-231	Management Science	3				
PHYS-104	General Physics	4				
Principles of Business Administration						
BUS-201	Introduction to Business	3				
BUS-215	The Legal Environment of Business	3				
BUS-221	Organizational Behavior	3				
BUS-223	Human Resource Management	3				
BUS-311	Business Ethics	3				
MIS-201	Management Information System	3				
BUS-490	Computerized Strategic Management	3				
ACCT-103	Principles of Financial Accounting	3				
ACCT-104	Principles of Management Accounting	3				
ECON-101	Principles of Microeconomics	3				
ECON-102	Principles of Macroeconomics	3				

	MKT-201	Principles of Marketing	3		
	MKT-304	International Business Administration	3		
	AMOR-201	Principles of Corporate Finance	3		
	AMOR-231	Risk Management and Insurance	3		
	BUS-391	Summer Training	0		
	MIS-321	Operation Research			
Core Course		Core Course	24	24	126
Elective Credit Hours		Elective Credit Hours	6	6	132
		Total			132



Credit Hours Details

First Semester		
Course Code	Title of the Course	Unites
ENGT-161	Grammar	2
ENGT-162	Reading	2
ENGT-163	Writing	2
MATH-142	Mathematics - I	3
IC-101	Introduction to Islamic Culture	2
CT-140	Computer Skills	3
Total		14

Second Semester		
Course Code	Title of the Course	Unites
ENGT-165	Listening & Conversation	2
ENGT-166	Business Reading	2
ENGT-167	Business Writing	2
MATH-143	Mathematics-II	3
CI-140	Learning, Thinking & Research Skills	3
MIC-150	Communication Skills	2
Total		14

Third Semester		
Course Code	Title of the Course	Unites
BUS-111	Business Statistics -I	3
BUS-201	Introduction to Business	3
ACCT-103	Principles of Financial Accounting	3
ECON-101	Principles of Microeconomics	3
PHYS-104	General Physics	4
IC-102	Islam and Society Building	2
Total		18

Fourth Semester		
Course Code	Title of the Course	Unites
BUS-113	Business Statistics -II	3
BUS-215	The Legal Environment of Business	3
BUS-221	Organizational Behavior	3
ACCT-104	Principles of Management Accounting	3
ECON-102	Principles of Macroeconomics	3
ARAB-101	Language Skills	2
Total		17

Fifth Semester		
Course Code	Title of the Course	Unites
BUS-211	Prediction of Business	3
BUS-223	Human Recourses Management	3
MKT-201	Principles of Marketing	3
AMOR-201	Principles of Corporate Finance	3
MIS-201	Management Information System	3
ARAB-103	Expository Writing	2
Total		17

Sixth Semester		
Course Code	Title of the Course	Unites
BUS-311	Business Ethics	3
AMOR-231	Risk Management and Insurance	3
MIS-231	Management Science	3
IC-103	Economic System of Islam	2
	Major Elective Course	3
	Major Elective Course	3
Total		17

Seventh Semester		
Course Code	Title of the Course	Unites
MKT-304	International Business Administration	3
MIS-321	Operation Research	3
-	Major Elective Course	3
-	Major Elective Course	3
-	Open Credit Course	3
496	Research Project-I	1
BUS-391	Summer Training *	0
Total		16

● Students have to take this course after Completion of at least 90 credit hours.

Eighth Semester		
Course Code	Title of the Course	Unites
BUS-490	Computerized Strategic	3
	Research Project-II	2
IC-104	Fundamentals of Political	2
-	Major Elective Course	3
-	Major Elective Course	3
-	Open Credit Course	3
	Total	16

Academic Departments

Department of Accounting

Accounting involves the preparation, analysis and communication of information relevant to decision makers. Such information often focuses on the resources and obligations of organizations and their subunits as well as the effectiveness and efficiency with which they attain objectives.

A student in accounting learns systematic ways for classification, preparing, and analyzing financial statements. Courses are designed to instill in students required accounting skills.

Objectives

Education Relevant:-

1. Provide students with a strong knowledge base of modern accounting tools that would enable them to secure jobs, to offer accounting consultation, and to pursue a higher education.
2. Prepare students to acquire accounting related skills such as: computer applications in accounting, analytical and deduction capability,

analysis of accounting problems and projecting appropriate solutions, a capability to develop and transfer their academic knowledge to practical job applications.

3. Develop students' adaptable capabilities to ever renewable modern accounting policies and practices.
4. Enable students to interact with work potentialities through field training procedures.

Staff-Relevant:-

1. Provide staff members with a proper environment to beef up both their developmental teaching skills and potentialities. This approach aims to secure a student product that fits the job market requirements.
2. Encourage staff members to participate effectively and to develop Computer Accounting Applications through conducting academic research studies.
3. Invest the research and the expertise of the staff members in the best interest of King Saud University and sequentially help provide solutions to some problems that the society might encounter.
4. Tie staff members to research or consultation projects (as being complementary to their academic load).

Department of Finance

The Finance Department is responsible for maintaining a fiscally sound organization that conforms to legal requirements and to generally accepted financial management principles. Services provided include debt management and capital financing, advisory support, accounting and financial reporting, procurement of materials and services, treasury services, risk and inventory management, tax and licensing, and acquisition and management of real property.

Objectives

Education Relevant:-

1. Empower students with a solid knowledge-base coupled with modern financial tools and skills to enable them to secure jobs in: Financial Administration, Insurance, and Real Estate Institutes or to pursue a higher education.
2. Students are prepared to acquire the following job related skills: Computer Applications, Deduction and Analysis Skills, Financial and Investment Problem Diagnosis, Planning Strategies and appropriate training in decision making process, transfer of acquired knowledge to practical job situations.
3. Empowering graduates to adapt to both the technicalities and the practice of varied revitalized financial matters.
4. Enhance students' interaction with business through research and field training projects.

Staff Relevant:-

1. Provide both environment and other relevant means to enable staff members to develop their teaching potentialities so that qualitative education products that meet the job market competitiveness are ensured.
2. Encourage staff members to participate effectively in the development of Financial Sciences – through widening the scope of research works.
3. Utilize the academic and the scientific expertise of the staff members to secure an ultimate service to the university and to provide solutions to problems relevant to their majors –which the society might encounter.

4. Staff members' contribution to financial projects that can be attained through research projects, and consultations to shore up their academic works.



Department of Marketing

Marketing is the process of planning and executing the conception, pricing, promotion and distribution of ideas, goods and services to create exchanges that satisfy both individual and organizational objectives. It includes such major tasks as environmental analysis, market measurement, product development, packaging, and pricing, credit, marketing channel development, physical distribution, advertising, selling and product and customer service.

A student in marketing learns systematic ways for identifying, understanding and satisfying consumer and organizational needs. Courses are designed to instill in students an appreciation for both the total marketing process as well as specialized marketing activities such as purchasing, sales, transportation, warehousing and marketing research.

Students will also focus on how to integrate the marketing process with the objectives of a given organization, the functions of the economy and the constraints of society from national and global perspectives. Students learn to apply conceptual principles and quantitative techniques in their study of consumer and business markets with the goal of becoming informed, skilled and competent market professionals.

Objectives

Education Relevant:-

1. Provide students with a strong knowledge base of modern marketing tools and skills to enable them to secure jobs or to pursue a higher relevant education.
2. Prepare students to acquire the following major-relevant-skills: computer skills in market applications, analytical and deductive skills, an ability to diagnose market problems and advance solutions, decision making ability and devising market strategies, an ability for innovation and creativity, an ability to transfer acquired knowledge to factual real job situations.
3. Promote students' ability to adapt to technicalities and renewable marketing practices
4. Students' interaction with work institutions through research projects and field training.

Staff-Related:-

1. Provide staff members with proper environment and market relevant facilities to help develop their capabilities and teaching skills - including their potentialities to maintain a qualitative standard of graduates who would fit all job market requirements.
2. Encourage staff members, through research and academic studies, to contribute effectively towards the development of marketing process
3. Utilize and invest the staff members' professional, vocational and academic expertise in the best possible service for the development of the university. Staff members are also encouraged to help solve problems that the society might encounter, provided they are directly relevant to their areas of specialty.
4. Connect staff members with business related projects through research projects, consultation works that are considered complementary to their academic load.

Department of Management Information System

The Management Information System (MIS) field deals with all the information and problem solving activity of a modern, successful organization. The MIS discipline brings together the various business areas and computer science. This program provides the theory and methodology required to analyze, design, implement and manage an organization's information technology and systems.

Objectives

Education relevant:

1. Provide students with a strong knowledge base of modern marketing tools and skills to enable them to secure jobs or to pursue a higher relevant education.
2. Prepare students to acquire the following major-relevant-skills: Computer Skills in Market Applications, Analytical and Deductive Skills, an ability to diagnose market problems and advance solutions, decision making ability, and devising market strategies, an ability for innovation and creativity, an ability to transfer acquired knowledge to factual real job situations.
3. Promote students' ability to adapt to technicalities and renewable marketing practices
4. Students' interaction with work institutions through research projects and field training.

Staff-Related:

1. Provide staff members with proper environment and relevant facilities to help develop their capabilities and teaching skills - including their potentialities to maintain a qualitative standard of graduates who would fit the job market requirements.

2. Encourage staff members, through research and academic studies, to contribute effectively towards the development of marketing process.
3. Utilize and invest the staff members' professional, vocational and academic expertise in the best possible service rendered to KSU. Staff members are also encouraged to help solve problems that the society might encounter provided problems are directly relevant to their areas of specialty.
4. Connect staff members with business related projects through research projects, consultation works that are considered complementary to their academic load.



