

Kingdom of Saudi Arabia
Ministry of Education
King Saud University
College of Business Administration (CBA)
Vice Deanship for Quality and Development



CBA Catalog 2015 - 2016

A Guide for CBA Academic Curriculum Structure, Regulations, Policies, and Services.



Preface

On behalf of the faculty and staff of the College of Business Administration (CBA) at King Saud University (KSU), it's my pleasure to invite you to gather information from this catalog. If you are an aspiring student, I congratulate you on your decision in considering the CBA for your future educational endeavors.

Being established in 1959, CBA has become one of the pioneer colleges of KSU. During the five decades of its prominence, CBA has educated many business professionals, managers, entrepreneurs, leaders and political figures; and has seen its graduates' progress to prestigious appointments in Saudi Arabia and other countries. CBA is imparting knowledge and skills to students that are required for their success in the workplace; and preferred by the potential employers.

Since CBA is dedicated to contributing to the development and prosperity of the Kingdom of Saudi Arabia and global communities, it is committed to continuous improvement on its curriculum; academic programs; student-centered learning; building strategic partnership with leading business schools, business organizations and professional bodies on a global scale; faculty members' scholarly development; and the use of instructional technology. CBA pursues the implementation of its strategic initiatives that are geared to enhance its academic and extra-curricular endeavors and provides its staff, faculty, and students with greater opportunities to grow professionally and personally. Hence, CBA meets the ever-growing needs for qualified manpower in Saudi businesses, public sectors, and other non-profit organizations.

If you are a potential student, I urge you to become a future graduate of CBA. For other guests, I hope you will find the information that you are looking for is available in this brochure. For more information, please visit the website of the College or stop-by at the specific department office.

Best wishes,

Dr. Moaddi Mohammed Meth-Heb
Dean - College of Business Administration

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Introduction

The College of Business Administration (CBA) is one of the pioneer colleges of KSU, which was established in 1959. During the five decades of its prominence, the CBA has educated many business professionals, managers, entrepreneurs, leaders and political figures; and has seen its graduates' progress to prestigious appointments in Saudi Arabia and other countries. The CBA is imparting knowledge and skills to students that are required and preferred by the potential employers. The CBA offers bachelor, master and doctoral programs to students who are of top caliber with excellent academic preparations in their school education. The CBA has nine departments namely Accounting, Economics, Finance, Health Administration, Management; Management Information Systems; Marketing; Public Administration, and Quantitative Analysis.

The CBA has clearly articulated its international perspective in the mission and the same has been appropriately reflected in CBA's teaching, research and service areas. CBA is much keen in selecting top caliber students into its programs and preparing them to serve in the workforce. The faculty members of the CBA are capable of engaging in effective teaching, innovative research and outstanding services. Our faculty members' intellectual contributions are well recognized in the regionally.

The CBA is dedicated to contributing to the development and prosperity of the Kingdom of Saudi Arabia and global communities. Hence, it is committed to improving its academic programs and curricula; building strategic partnerships with leading business schools, business organizations and professional bodies on a global scale; developing the scholarship of faculty members; and using instructional technology in the teaching and learning processes. The CBA pursues the implementation of its strategic initiatives that are geared to enhance its academic and extra-curricular endeavors; and to provide its staff, faculty and students with greater opportunities to grow professionally and personally. Therefore, the CBA meets the ever-growing needs for qualified manpower in Saudi businesses and other organizations. If you are student, we urge you to go for the challenge of becoming a graduate of the CBA. At the same time, be assured that the CBA can help you to get where you wanted to be in the future, whether you are a first time college student, or a working professional exploring postgraduate degree options.

1.1 Vision of the CBA

The vision of the CBA is “To be a leader in business education and research that contributes in building a knowledge-based economy.”

1.2 Mission of the CBA

The mission of the CBA is “Creating a distinctive educational environment to prepare business professionals and leaders with international perspectives; conducting research that contributes to the advancement of business knowledge and economic development; and building effective partnerships with local and global communities.”

1.3 College Governance

The governance structure of the CBA comprises the Dean, who is the Chief Academic Officer of the College; four Vice Deans, who assist the Dean; and the chairs of individual departments, who manage the academic operations of their departments. The College Council is the major decision-making body, assisted by the department councils of each department in the College. The College Council is composed of the Dean, Vice Deans, chairs of all departments, and three faculty representatives, one of whom is a member of the University Scientific Council. The Dean is appointed by the Minister of Higher Education upon the recommendation of the Rector of the University. Many operational aspects of CBA are centralized and funded at the university level. The CBA offers a total of 15 academic programs, i.e., two undergraduate, 11 master’s, and two doctoral programs. The following figure illustrates the organizational structure of the CBA.

1.4 CBA Organizational Structure

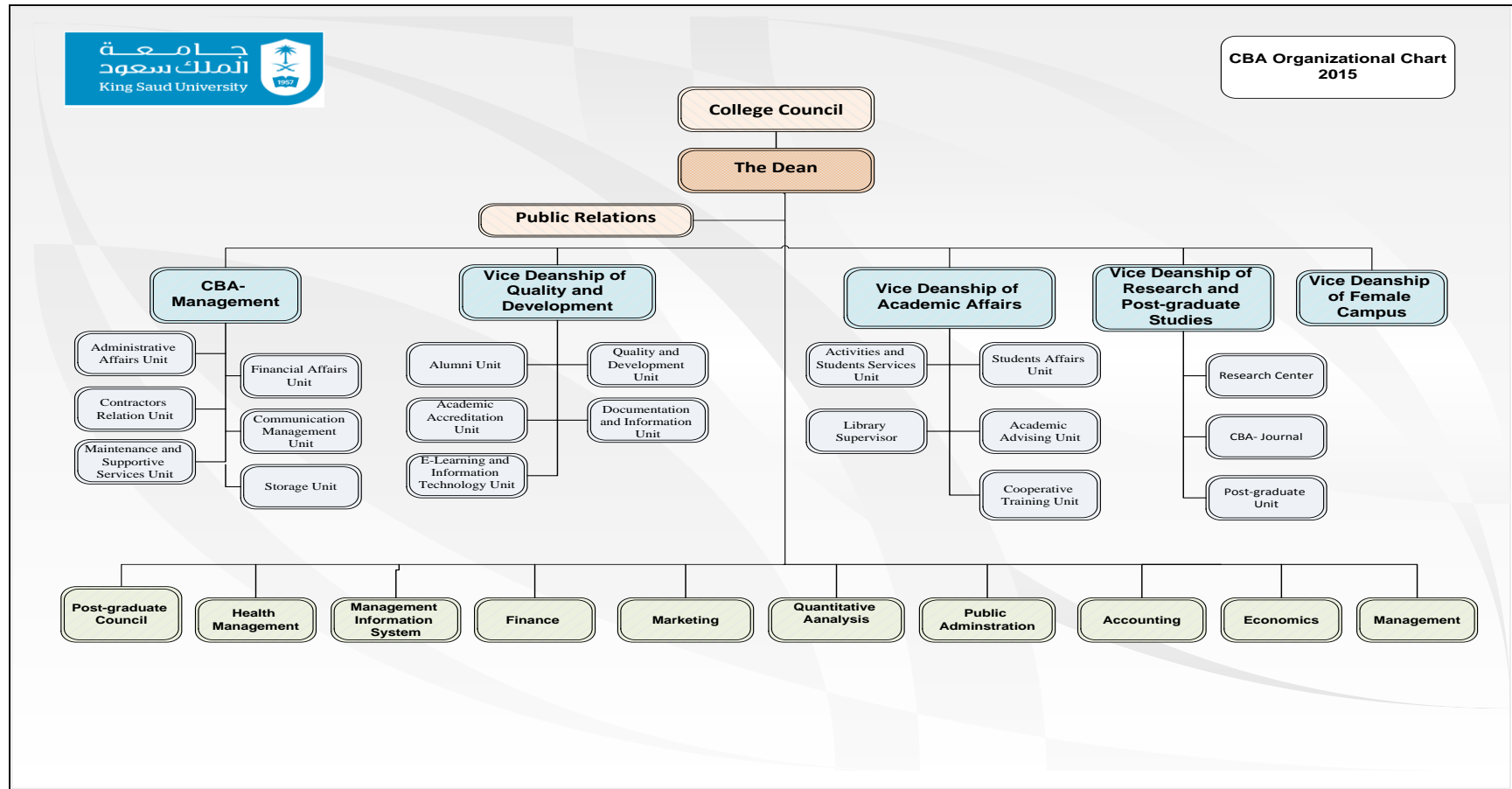


Figure 1: CBA Organizational Chart

1.5 General Admission Policy

Admission to the University is granted in accordance with the centralized admissions policies established by the Deanship of Admission and Registration, in conjunction with CBA's own admission requirements. Admission to the University is very competitive for both undergraduate and graduate study. The Deanship of Admission and Registration processes applications and selects students (both male and female) based on centralized admission criteria, which are relatively competitive. As stated, KSU admits only 14,000 students every year from a pool of approximately 50,000 applicants who apply for admission into university-level study. The selection for undergraduate admission is based on high school grades and the scores obtained from an aptitude test. The Deanship is the centralized unit at the University level and serves all the 23 colleges for student admission and registration-related matters; hence, the Deanship of Admissions and Registration also serves CBA as a college of KSU.

This section specifies the requirements for admission into the programs offered at the CBA. The admission policies for CBA programs are clear and consistent with the College's mission. The University's centralized admission process is performed electronically through the Deanship of Admission and Registration's website at the university level. Aspirants submit applications electronically, which are assessed in relation to the number of places available, as well as in accordance with the terms and conditions for admission approved by the University Council. The Deanship assigns male and female students to various colleges based on their application dossiers and the number of students intended for admission to each college.

Selected students to the undergraduate program are required to study for one year under the first-year (FY) program. KSU has three FY programs that equip students for further study based on their educational preferences and academic aspirations. Each FY program is designed to cater to specific requirements of the college. For example, if a student opts to study for a bachelor's degree in business administration, one of the three FY programs has been developed to appropriately prepare the student to embark on his or her preferred program of study. Once the students have completed the FY program, they are counseled appropriately to pursue their education in various programs offered at KSU's 23 colleges; at this point, the CBA has the opportunity to select its preferred students based on its own admissions criteria for its undergraduate programs. Hence, the CBA selects both male and female applicants who have achieved competitive performance in the FY program of study.

At the University level, there are general requirements in addition to the CBA's specific requirements. Aspiring students apply to the Deanship of Admissions and Registrations through an electronic application (e-application). The Deanship processes the applications and selects both male and female students based on centralized admission criteria. The following are the general requirements for admission into the University for undergraduate study:

1. The student must hold the general secondary school completion certificate (i.e., high school diploma) or any equivalent from inside or outside Saudi Arabia.
2. The general secondary school certificate or equivalent must not be more than 5 years old.
3. The student must have good behavior and conduct.
4. The student must successfully pass the examination or the interview held by the University Council.
5. The student must be medically fit.
6. The student must obtain approval from his/her employer allowing him to study if employed in the public or private sector.
7. The student must meet any conditions assigned by the University Council at the time of registration.
8. The student should not have been expelled from any other university due to disciplinary or academic reasons.
9. The student who already has a bachelor's degree or any equivalent will not be admitted for another bachelor's degree; however, the University Council is entitled to some exceptions.
10. The student must pass a national level aptitude test called "QUIAS."

At KSU, the CBA has been grouped under the science colleges, which also includes the College of Computer Science, College of Engineering, College of Architecture, College of Agriculture, and so forth. Those students who are enrolled in the FY program dedicated to the science colleges are, therefore, eligible to apply to the CBA. Apart from the University's standard admission requirements, CBA has established several additional requirements for its programs:

- Students must have earned a CGPA of at least 3.0 on a 5.0 scale;
- Students must have earned at least a grade of B on both English courses (both courses are 8 credit hours each) offered in the FY program;
- Students are encouraged to take the IELTS test and obtain a score of 5.0 or higher on all sections of the test;
- Students should have the inclination to study for a business degree.

As its planned enrollment, the CBA makes approximately 900 seats available for both male and female applicants in its undergraduate programs. During the August 2014 admission season (for the 2014–2015 academic year intake), CBA admitted 478 male students and 409 female students with a cut-off CGPA (obtained in the first-year program of study) of 4.3 out of 5.0 scale on average CGPA. Graduate Admission Standards

CBA Bachelor Degree Programs

As stated earlier, there are two undergraduate programs offered at the CBA. Table 2-1 as shown below provides the details of the undergraduate programs. The first one is a Bachelor of Science in Business Administration (BSBA) degree with majors in (1) Accounting, (2) Finance, (3) Management, (4) Management Information Systems, and (5) Marketing. The second one is a Bachelor of Science (BS) in Economics degree majoring in (1) General Economics, (2) Islamic Banking, and (3) International Trade and Finance.

Table 1: Details of Undergraduate Programs

No.	Name of the Degree Program	Majors/Tracks	Medium of Instruction
1	Bachelor of Science in Business Administration	1. Accounting 2. Finance 3. Management 4. Management Information Systems 5. Marketing	1. Arabic 2. English 3. English 4. English 5. English
2	Bachelor of Science in Economics	1. General Economics 2. Islamic Banking 3. International Trade & Finance	1. Arabic 2. Arabic 3. Arabic

2.1 Curriculum Structure of the Undergraduate Programs

Table 2, given below, summarizes the structure of requirements and the credit hours for the undergraduate programs in the CBA.

Table 2: Undergraduate Curriculum Structure

	Requirement	Credit hours
1.	University General Requirement	12 Credit hours
2.	KSU First Year Program Requirement	31 Credit hours
3.	CBA Core Requirement	27 Credit hours
4.	Core Requirement from the Departments	42 Credit hours
5.	Electives Requirement from Department	06 Credit hours
6.	Electives Requirement from Other Departments	09 Credit hours
7.	Free Electives Requirement	03 Credit hours
8.	Co-Op Training Requirement	06 Credit hours
	Total	136 Credit hours

The courses included in the Bachelor's Program Curriculum are given in the following Tables.

Table 3: University General Requirements

Symbol	Course	Number of Credit Hours	Number of Hours (Subtotal)	Number of Hours (Total)
ISLM 101	Islamic Studies	2	12	12
ISLM 102	Islamic Studies	2		
ISLM 103	Islamic Studies	2		
ISLM 104	Islamic Studies	2		
ARAB 101	Linguistic Skills	2		
ARAB 103	Arabic Composition	2		

Table 4: KSU First-Year Program Requirements

Symbol	Course	Number of Credit Hours	Number of Hours (Subtotal)	Number of Hours (Total)
LANG 140	English Language 1	8	31	43
LANG 150	English Language 2	8		
MATH 140	Introduction to Math	2		
MATH 150	Calculus	3		
TECH 140	Computer Skills and IT	3		
COMM 140	Communication Skills	2		
HLTH 150	Health and Fitness	1		
APPR 140	Educational Skills, Thought, and Research	3		
ENT101	Introduction to Entrepreneurship	1		

Table 5: CBA Core Requirements

Symbol	Course	Number of Credit Hours	Number of Hours (Subtotal)	Number of Hours (Total)
MGMT 101	Principles of Management and Business	3	27	70
ECON 101	Principles of Microeconomics	3		
ECON 102	Principles of Macroeconomics	3		
QUAN 107	Principles of Statistics in Management	3		
ACCT 201	Principles of Accounting and Financial Reporting	3		
ACCT 202	Cost and Management Accounting Principles	3		
FIN 200	Principles of Finance	3		
MKT 201	Principles of Marketing	3		
MIS 201	Management Information Systems	3		

* In addition to first 70 credit hours each major is required to add another 66 credit hours specific to their department and major/specialization requirements in order to make up the total of 136 credit hours required for undergraduate degree program completion.

2.2 Core and Elective Courses Requirements for Specific Majors

Table 6: Accounting Major

Core Requirements from the Accounting Department			
Course Code	Course	Number of Credit Hours	Number of Hours (Subtotal)
ACCT 311	Government and Non-profit Accounting	3	30
ACCT 317	Intermediate Accounting 1	3	
ACCT 318	Intermediate Accounting 2	3	
ACCT 401	Advanced Accounting	3	
ACCT 414	Accounting for Zakat and Taxes	3	
ACCT 415	Analyzing Financial Reports	3	
ACCT 433	Management Accounting and Decision Making	3	
ACCT 444	Auditing and Attestation Services	3	
ACCT 461	Accounting Information Systems	3	
ACCT 471	Oversight and Internal Auditing	3	
Core Requirement outside the Department			
FIN 210	Corporate Finance	3	12
LAW 101	Principles of Law	3	
LAW 226	Commercial Law	3	
MGMT 411	Strategic Management	3	
Electives from the Accounting Department (Select any Two courses)			
ACCT 416	Accounting Theory	3	6
ACCT 421	Accounting in Specialized Institutions	3	
ACCT 435	Cost Management	3	
ACCT 465	Computer Accounting Applications	3	
ACCT481	International Accounting	3	
Electives from Outside the Department (Select any Three courses)			
FIN 220	Fundamentals of Investment	3	9
FIN 230	Markets and Financial Institutions	3	
FIN 240	Fundamentals of Risk and Insurance	3	
LAW113	Financial Transactions in Islamic Jurisprudence	3	
LAW231	Zakat and Taxes System in the Kingdom	3	
MGMT 121	Organizational Behavior	3	
MGMT 214	Work Ethics and Social Responsibility	3	
MGMT 371	Operation Management	3	
ECON 211	Money and Banking	3	
QUAN 207	Business Statistics	3	
ACCT 477	Internship	6	
	Free Electives	3	6
			3

Table 7: Economics Major

Core Requirements for Economics Major			
Course Code	Course	Number of Credit Hours	Number of Hours (Subtotal)
ECON 201	Microeconomic Analysis	3	30
ECON 202	Macroeconomic Analysis	3	
ECON 211	Money and Banking	3	
ECON 212	Principles of Public Finance	3	
ECON 312	International Trade	3	
ECON 313	Development of Economic Thought	3	
ECON 323	Mathematical Economics	3	
ECON 329	Economics of Development & Planning	3	
ECON 325	International Finance	3	
ECON 421	Feasibility Studies	3	
Core Requirement outside the Economics Department			
ECON 416	Econometrics	3	12
ECON 418	Economics of Energy	3	
ECON 450	Research Seminar (Graduation Project)	3	
QUA 207	Business Statistics	3	

Electives Courses required from Economics Department (Select any Five Courses)			
FIN 220	Fundamentals of Investment	3	15
ECON 311	Economics of Resources and Environment	3	
ECON 314	Islamic Economics	3	
ECON 317	Managerial Economics	3	
ECON 318	Economics of Transportation and Insurance	3	
ECON 326	International Trade Policies & Organizations	3	
ECON 327	Knowledge Economics	3	
FIN 363	Financial Portfolio & Investment Analysis	3	
FIN 373	Financial Risk Management	3	
ECON 413	The Economy of Saudi Arabia	3	
ECON 414	Islamic Banking Services	3	
ECON 417	International Investment	3	
ECON 419	International Economic Organizations	3	
ECON 422	Urban and Regional Economics	3	
ECON 423	Applied Econometrics	3	
ECON 425	Asset Management & Finance in Islamic Banking	3	
ECON 426	Islamic Financial System	3	
ECON 428	Islamic Financial Innovations & Products	3	
Elective Courses Required from outside of Economics Department (Select any Four Courses)			
ECON 430	Topics in Islamic Banking	3	12
ECON 431	Industrial Economics	3	
ECON 435	Labor Economics	3	
ECON 440	Topics in Trade and Finance	3	
ECON 477	Coop Training	6	
	Free Electives	3	

Table 08: Finance Major

Core Requirements From Finance Dept.			
Course Code	Course	Number of credit Hours	Number of Hours (Sub Total)
FIN 210	Corporate Finance	3	15
FIN 220	Investment Essentials	3	
FIN 230	Financial Markets and Institutions	3	
FIN 362	Asset Valuation	3	
FIN 363	Portfolio Theory & Investment Analysis	3	
Core Courses required from Other Departments			
MGT 210	Legal Environment of Business	3	27
MGT 214	Business Ethics & Social	3	
MGT 411	Strategic Management	3	
ECON 211	Money and Banking	3	
Econ 414	Islamic Banking	3	
ACCT 317	Intermediate Accounting -1	3	
ACCT 318	Intermediate Accounting – 2	3	
ACCT 415	Financial Statement Analysis	3	
QUA 207	Business Statistics	3	
Elective Courses Required from Finance Department (Select any Two Courses).			
FIN 240	Principles of Risk & Insurance	3	6
FIN 250	International Finance	3	
FIN 351	Real Estate Finance & Investment	3	
FIN 361	Financial Derivatives	3	
FIN 451	Financial Engineering	3	
FIN 461	Case Studies in Investment	3	
FIN 462	Assets Management	3	
Elective Courses Required from Other Department (Select any Three Courses).			
MGT 330	Managerial Skills	3	9
MGT 371	Operations Management	3	
MGT 427	Corporate Governance	3	
ECON	Intermediate Macro Economic	3	
ECON 323	Mathematical Economics	3	
ECON	Econometrics	3	
ECON 421	Feasibility Studies and Project	3	
ACCT 433	Managerial Accounting and Decision	3	
QUA 307	Business Forecasting	3	
FIN 477	Coop - Training	6	6
	Free Electives	3	3

Table 09: Management Major

Compulsory Requirement from the Department (Shared Courses Between Two Tracks)			
Course Code	Course	Number of Credit Hours	
MGT 102	Human Resources Management	3	33
MGT 121	Organizational Behavior	3	
MGT 210	Legal Environment of Business	3	
MGT 211	Research Methodology	3	
MGT 214	Business Ethics and Social Responsibility	3	
MGT 371	Operations Management	3	
MGT 411	Strategic Management	3	
MGT 413	Managerial Leadership	3	
MGT 425	Organizational Change & Development	3	
MGT 477	CO-OP Training	6	
Compulsory Requirements from the Department (Management Track)			
MGT 103	Entrepreneurship	3	12
MGT 213	Organizational Theories and Design	3	
MGT 302	International Business	3	
MGT 372	Supply Chain management	3	
Compulsory Requirements from the Department (HRM Track)			
MGT 361	Human Resources Training and Development	3	12
MGT 462	Performance Management	3	
MGT 241	Human Resources Planning and Staffing	3	
MGT 461	Compensation Management	3	
Compulsory Requirements From Other Departments. (Management Track)			
QUA 217	Operations Research in Management Science	3	3

Compulsory Requirements From Other Departments. (HRM Track)			
MKT 301	Consumer Behavior	3	3
Electives From The Department (Select any Two Courses)			
MGT 427	Corporate Governance	3	6
MGT 418	Occupational Safety And Health Management	3	
MGT 301	International Human Resources Management	3	
MGT 251	Knowledge Management	3	
MGT 330	Managerial Skills	3	
MGT 318	Quality Management	3	
MGT 416	Strategic Management Of Human Resources	3	
Electives From Other Departments (Select any Three Courses)			
ECON 421	Feasibility Studies and Project Evaluation		9
SOC 101	Introduction to Sociology	3	
QUA 307	Management Forecasting	3	
MKT 452	Marketing Services	3	
PSY 323	Learning Theories	3	
PSY 379	Psychological counseling in the professional field	3	
Free Electives		3	3

Table 10: Management Information Systems Major

Core Courses Required from MIS Department			
Course Code	Course	Number of Credit Hours	Number of Hours (Sub Total)
MIS 211	Business Computer Programming	3	30
MIS 213	Principles of Business Databases	3	
MIS 215	Information Systems Analysis & Design	3	
MIS 429	Business Data Communication and	3	
MIS 333	Principle of Information Security	3	
MIS 350	Business Intelligence	3	
MIS 437	Electronic commerce	3	
MIS 354	Enterprise Resource Planning (ERP)	3	
MIS 460	Project Management in IT	3	
MIS 366	Web-based Applications	3	
Core Courses Required from other Departments			12
MKT 403	Electronic Marketing	3	
MGT 371	Operation Management	3	
MGT 411	Strategic Management	3	
QUA 204	Linear Algebra in Business	3	15
MIS 321	Advanced Business Databases	3	
MIS 323	Information Systems Analysis & Design	3	
MIS 419	Knowledge Management	3	
MIS 433	Information Security Policies	3	
MIS 431	Selected Topics in MIS	3	
MIS 450	E-Healthcare Information Systems	3	
MGT 102	Human Resource Management	3	
QUA 205	Statistical Data Analysis	3	
MGT 330	Managerial Skills	3	
MGT 302	International Business	3	
MIS 477	Coop Training in MIS	6	6
	Free Electives	3	3

Table 011: Marketing Major

Core Requirements from Marketing Department			
Course	Cours	Number of Credit	Number of Hours (Sub Total)
MKT 301	Consumer Behavior	3	42
MKT 302	Marketing Research	3	
MKT 401	Marketing Communication	3	
MKT 402	Distribution Management & Marketing	3	
MKT 403	Electronic Marketing	3	
MKT 410	Strategic Marketing	3	
STA 207	Managerial Statistics	3	
MGT 121	Organizational Behavior	3	
MGT 211	Legal Environment of Business	3	
MGT 371	Operations Management	3	
MGT 214	Business Ethics & Social Responsibility	3	
MGT 330	Managerial Skills	3	
MGT 411	Strategic Management	3	
MGT 302	International Business	3	
Electives From Marketing Department (Select any Two courses)			
MKT 303	Selling Skills and Sales Management	3	6
MKT 304	Global Marketing	3	
MKT 452	Service Marketing	3	
MKT454	Industrial Marketing	3	
MKT 455	Product Management	3	
Electives From other Departments (Select any Three Courses)			
STA 307	Managerial Forecast	3	9
MGT 319	Management of Small and Medium-size	3	
ECO 421	Feasibility Studies and Project	3	
PSY 104	Introduction to Psychology	3	
MIS 213	Data Bases	3	
	Free Electives		
MKT 477	Coop-Training		6

Master's Programs

There are three general and eight specialized programs offered at the CBA.

Table 12: Details of Masters Programs

No.	Name of the Degree Program	Majors/Tracks	Medium of Instruction
General Master's Programs			
1	Master of Science in Accounting	1. No Major/Track	1. Arabic
2	Master of Business Administration	1. General Business 2. Finance 3. Marketing 4. Operations Management	1. English 2. English 3. English 4. English
3	Master of Public Administration	1. Human Resource Management 2. Non-profit Organizations 3. Local Administration 4. Public Policy and Budgeting 5. Leadership and Strategic Management	All in Arabic Medium
No.	Name of the Degree Program	Majors/Tracks	Medium of Instruction
Specialized Master's Programs			
1	Master of Science In Economics	No Major/Track	1. Arabic
2	Master of Professional Accounting	No Major/Track	1. Arabic
3	Master of Business	No Major/Track	1. Arabic
4	Master of Science in Management Decision Sciences	No Major/Track	1. English
5	Master of e-Business	No Major/Track	1. English
6	Master of Science in Finance	No Major/Track	1. English
7	Master of Health and Hospital Administration	1. Health Care Quality 2. Health Policies 3. Health Insurance	1. English 2. English 3. English
8	Master of Science in Human Resource Management	No Major/Track	1. English

The general master's programs are (1) Master of Business Administration (MBA), (2) Master of Public Administration (MPA), and (3) Master of Science in Accounting (MS Acct). The specialized master's programs are (1) Master of Business (M. Bus), (2) Master of e-Business (M. e-Bus), (3) Master of Health and Hospital Administration (MHHA), (4) Master of Professional Accounting (MP Acct), (5) Master of Science in Economics (MS Econ), (6) Master of Science in Finance (MSF), (7) Master of Science in Human Resource Management (MSHRM), and (8) Master of Science in Management Decision Sciences (MSMDS). The Table 3-1 given below provides the details of CBA's 11 master's programs

3.1 Curriculum of Master of Business Administration

Table 0-3 Curriculum structure of the MBA Program

Curriculum Structure	
Analytical Tools	15 Credit hours
Business Concepts	18 Credit hours
Integrative Concepts	6 Credit hours
Major Courses	9 Credit hours
Total	48 credit hours

Table 13: MBA Core Courses

Course Code	Course	Number of Credit Hours	Number of Hours (Sub-Total)
Analytical tools			
ACC 531	Seminar in Managerial Accounting	3	15
ECON 503	Managerial Economics	3	
QUA 502	Business Statistics	3	
BUS 561	Management Information Systems	3	
BUS 565	Management Science	3	
Business Concepts			
BUS 511	Organizational Behavior	3	18
BUS 512	Human Resource Management	3	
BUS 521	Financial Management	3	
BUS 541	Marketing Management	3	
BUS 551	International Business Management	3	
BUS 571	Operations Management	3	
Integrative Concepts			
BUS 597	Strategic Management	3	6
BUS 598	Research Project	3	

Besides taking a core course in each of the following tracks, the student has an option to major in any of these tracks by taking 3 courses (9 hours) in that area: 1) General MBA, 2) Marketing, 3) Finance, 4) Human Resource Management, 5) Operations Management.

Table 14: Track Specific Courses

General MBA Track Major Courses		Credit Hours
BUS 513	Human Resource Development	3
BUS 523	Investment Analysis	3
BUS 549	Strategic Marketing Planning	3
BUS 578	Advance Topics in Operations	3
Total Hours		9
Marketing Major Courses		Credit Hours
BUS 542	Consumer Behavior	3
BUS 543	Marketing Distribution Channels	3
BUS 545	Marketing Research	3
BUS 549	Strategic Marketing Planning	3
Total Hours		9
Human Resources Management Major Courses		Credit Hours
BUS 513	Human Resource Development	3
BUS 515	Staffing and Human Resource Planning	3
BUS 518	Advanced Topics in Human Resource Management	3
BUS 519	Compensation Management	3
Total Hours		9
Operations Management Major Courses		Credit Hours
BUS 572	Project Management	3
BUS 573	Quality and Productivity Improvement	3
BUS 574	Operations Planning and Control	3
BUS 578	Advance Topics in Operations	3
Total Hours		9

3.2 Curriculum of Master of Science in Accounting

Curriculum Structure	
Core Courses from Accounting Department	21 Credit hours
Core Courses from other Departments	9 Credit hours
Elective Courses from Accounting Department	6 Credit hours
Elective Courses from other Department	6 Credit hours
Total	42 credit hours

Table 15: Required Core and Elective Courses

Core Courses Required for Master of Science Accounting Program			
Course Code	Course	Number of Credit Hours	Number of Hours (Sub-Total)
ACCT 510	Advanced studies in financial reporting	3	21
ACCT 521	Accounting studies in capital markets	3	
ACCT 522	Cost Management Strategies	3	
ACCT 525	Studies in Zakat and Tax	3	
ACCT 540	Studies in auditing and professional	3	
ACCT 599	Research project in Accounting	6	
Core Courses Required from other Departments			
QUA 502	Business Statistics	3	9
ECO 503	Managerial Economics	3	
BA 521	Financial Management	3	
Electives Courses for Master of Science in Accounting Program (Select any Three Courses)			
Course Code	Course	Number of Credit Hours	Number of Hours (Sub-Total)
ACCT 504	Accounting information and risk	2	6
ACCT 542	Accounting in global business	2	
ACCT 535	Financial reporting for non-profit	2	
ACCT 545	Accounting information and business	2	
ACCT 556	Internal auditing and corporate governance	2	
ACCT 557	Accounting information technology	2	
ACCT 524	Advanced studies in managerial accounting	2	
Electives Courses required from other Departments (Select any Two Courses)			
FIN 501	Corporate Finance	3	6
BA 511	Organizational Behavior	3	
BA 551	International Business Management	3	
BA 561	Management Information Systems	3	
BA 597	Strategic management	3	

3.3 Curriculum of Master of Public Administration

Curriculum Structure	
Core Courses from Public Administration Department	30 Credit hours
Track Specific Required Courses	9 Credit hours
Elective Courses	3 Credit hours
Total	42 credit hours

Table 16: Required Core Courses

Core Courses required for Master of Public Administration			
Course Code	Course	Number of Credit hours	Number of Hours (Sub-Total)
PA 500	Public Administration: Theory and Application	3	30
PA 513	Human Resources Management	3	
PA 530	Organizational Behavior	3	
PA 536	Methods of Scientific Research	3	
QA 535	Quantitative Analysis in Public Administration	3	
PA 540	Finance and public budgeting	3	
PA 542	Data Management and Decision Support	3	
PA 545	Organizational Development	3	
PA 544	The Ethics of Public Organization	3	
PA 599	Research Project	3	

Table 17: Required Track Specific Courses

Tracks Specific Courses (9 Credits for each track: The student can choose a track of the following):			
Human Resources Management (9 credit hours)			
PA 546	Civil Service and Saudi Administrative Theory	3	
PA 548	Performance Management	3	
PA 550	Issues in Human Resources Management	3	
Nonprofit Organizations (9 credit hours)			
PA 549	The Management of Nonprofit Organizations	3	9
MKT 547	Marketing of Nonprofit Organizations	3	
PA 552	Development and Management of Resources in Nonprofit Organizations	3	
Local Administration (9 credit hours)			
PA 560	Comparative Local Administration	3	9
PA 559	Regional Development	3	
PA 564	Cities’ Management and Urban Planning	3	
Budget and Public Policies (9 credit hours)			
PA 566	Public Policies Analysis	3	9
PA 568	Public Programs’ Planning and Assessment	3	
PA 569	Topics in Public Policies and Budgeting	3	
Leadership and Strategic Management (9 credit hours)			
PA 571	Strategic Management and Strategic Planning	3	9
PA 572	Administrative Leadership	3	
PA 574	Crisis Management	3	
Elective Courses (3 credit hours of courses other than core specialized courses)			
PA 565	Decision Making and Problem Solving	3	3
PA 580	Advanced Topics in Public Administration	3	
Eco 503	Administration Economics	3	

3.4 Curriculum of Masters of Business

Curriculum Structure	
Analytical Tools	15 Credit hours
Business Concepts	18 Credit hours
Integrative Concepts	9 Credit hours
Total	42 credit hours

Table 18: Required Courses in M Bus Program

Course Code	Course	Number of Credit Hours	Number of Hours (Sub Total)
Analytical Tools			
BIZ 501	Advanced Managerial Analysis	3	15
BIZ 511	Managerial Statistical Analysis	3	
ACC 531	Seminar in Managerial Accounting	3	
ECON 503	Managerial Economics	3	
MIS 501	Information Systems in Management	3	
Business Concepts			
BIZ 521	Production & Operations Management	3	18
HRM 501	Human Resources Management & Organizational Behavior	3	
MKG 501	Marketing	3	
MKG 541	Strategic Marketing	3	
FIN 501	Corporate Finance	3	
FIN 541	Finance Decisions	3	
Integrative Concepts			
BIZ 531	Entrepreneurship Management	3	9
BIZ 595	Strategic Applied Business Research	3	
MKG 551	Global Business Management	3	
Program Total		42	

3.5 Curriculum of Master of Professional Accounting

Curriculum Structure	
Core Courses from Accounting Department	21 Credit hours
Core Courses from other Departments	9 Credit hours
Elective Courses from Accounting Department	6 Credit hours
Elective Courses from other Department	6 Credit hours
Total	42 credit hours

Table 19: Core Courses for Professional Accounting Program

Course Code	Course	Number of Credit Hours	Number of Hours (Sub-Total)
Core Courses for Professional Accounting Program			
ACCT 502	Financial Accounting Standards	3	21
ACCT 503	Contemporary Issues in Financial Reporting	3	
ACCT 523	Contemporary Issues in Managerial Reporting	3	
ACCT 525	Accountancy Issues of Zakat and Tax	3	
ACCT 530	Analysis and Design of Accounting System	3	
ACCT 555	Issues in Professional Auditing	3	
ACCT 560	Research Project	3	
Core Courses from other Departments			
FIN 501	Corporate Finance	3	9
ECON 503	Managerial Economics	3	
BIZ 521	Operations & production Management	3	

Table 20: Elective Courses for Professional Accounting Program

Course Code	Course	Number of Credit Hours	Number of Hours (Sub-Total)
Electives Courses from Accounting Department			
ACCT 504	Accounting in International Business Environment	2	6
ACCT 505	Financial Accounting (For Master of Science of Finance)	3	
ACCT 535	Financial reporting for not for profit organizations	2	
ACCT 542	Accounting Information and Risk Management	2	
ACCT 545	Accounting Information and Business Valuation	2	
ACCT 556	Internal Auditing and Corporate Governance	2	
ACCT 557	Accounting Information Technology	2	
Elective Courses from other Departments			
MKG 501	Marketing	3	6
HRM 501	Human Resources Management & Organizational Behavior	3	
MKG 551	Global Business Management	3	

3.6 Curriculum of Masters of Science in Economics

Curriculum Structure	
Basic Analytical Tools	12 Credit hours
Theory Courses	12 Credit hours
Research Projects and Special Studies	6 Credit hours
Elective Courses	12 Credit hours
Total	42 credit hours

Table 21: Courses for MS Economics Program

Abbreviation	Course	Credit Hours	Hours	Total Hours
Basic Analytical Tools				
ECON 504	Economic Research Methods	3	12	12
ECON 540	Mathematical Economics	3		
ECON 541	Econometrics	3		
ECON 542	Applied Econometrics	3		
Theory Courses				
ECON 501	Microeconomics	3	12	12
ECON 502	Macroeconomics	3		
ECON 535	Development of Economic Thought	3		
ECON 561	Islamic economics	3		
Research Projects and Special Studies				
ECON 505	Research project	3	6	6
ECON 507	Special Studies	3		
Electives (Select any Four Courses)				
ECON 511	Monetary Theory	3	12	12
ECON 512	Public Finance	3		
ECON 551	International Trade	3		
ECON 552	International Finance and Investment	3		
ECON 565	Resource and Environmental Economics	3		
ECON 571	Development and Economic Growth	3		
ECON 573	Urban and regional Economics	3		
ECON 575	Economic Planning	3		
ECON 585	Labor Economics	3		
ECON 586	Energy Economics	3		
ECON 595	Special Topics in economics	3		
Total				

3.7 Curriculum of Master of Science in Decision Management Science

Curriculum Structure		
Type of Courses	No. of Courses	No. of Units Required
Core Courses	9	27
Elective Courses	4	12
Research Project	1	3
Total	14	42

Table 22: Core and Elective Courses for MSDMS Program

Core Courses from Master of Master of Science in Decision Management Science Program			
Course Code	Course	Number of Credit Hours	Number of Hours (Sub-Total)
QUA 501	Business Statistical Analysis	3	27
ACCT 514	Financial Accounting	3	
SDE 522	Deterministic Decision Analysis Models	3	
SDE 527	Quantitative Data Manipulation	3	
ECON 503	Management Economics	3	
SDE 530	Applied Linear Models	3	
SDE 546	Probabilistic Decision Analysis Models	3	
SDE 540	Design and Analysis of Surveys	3	
SDE 542	Business Forecasting	3	
Elective Courses (Select Four Courses)			
SDE 525	Simulation Modeling and Analysis	3	12
SDE 526	Nonparametric Statistical Methods	3	
SDE 533	Categorical Data Analysis	3	
SDE 552	Advanced Topics In Decision Sciences	3	
SDE 562	Applied Multivariate Methods	3	
SDE 573	Quantitative Methods for Projects Management	3	
ACCT 531	Seminar in Managerial Accounting	3	
ECON 552	International Finance and Investment	3	
FIN 501	Corporate Finance	3	
FIN 521	Investment Analysis	3	
BUS 571	Operations Management	3	
PA 534	Decision Making and Policies Analysis	3	
Research Project			
SDE 599	Research Project	3	3

3.8 Curriculum of Master of e-Business

Curriculum Structure		
Type of Courses	No. of Courses	No. of Units Required
Core Courses	10	30
Elective Courses	4	12
Total	14	42

Table 23 Core and Elective Courses for M e-Bus Program:

Course Code	Course	Number of Credit Hours	Number of Hours (Sub-Total)
Core Courses from Master of E-Business Program			
MIS 501	Fundamentals of E- Business	3	30
MIS 502	Business Data Communications	3	
MIS 513	Enterprise Resource Planning (ERP)	3	
MIS 514	Customer Relationship Management (CRM)	3	
MIS 517	E-Business Strategy	3	
MIS 531	Advanced Systems Analysis and Business Development	3	
MIS 541	E-Business Security Management	3	
MIS 561	Legal, Ethical, and Social Issues in E-Business	3	
MIS 570	Research Methodology in E- Business	3	
MIS 599	Research Project in E-Business	3	
Elective Courses from Master of E-Business Program (Select any Four courses)			
MIS 515	Advanced Electronic Commerce	3	12
MIS 521	Business Inelegance	3	
MIS 522	Knowledge Management and Data Mining	3	
MIS 532	Web-based application	3	
MIS 544	E-Governments	3	
MKT 544	E-Marketing and its applications	3	
BUS 545	Leadership for the Technology Driven Enterprise	3	
MIS 555	E-business Project Management	3	
MIS 566	Advance Information Security Policies	3	
PUB 581	E-business Healthcare	3	
MIS 591	Special Topics in E-business	3	
QUA 511	Business Statistical Analysis	3	
ECON587	E-Business Economics	3	

3.9 Curriculum of Master of Science in Finance

Curriculum Structure		
Type of Courses	No. of Courses	No. of Units Required
Core Courses from Finance Department	8	24
Core Courses from Other Departments	4	12
Elective Courses	2	6
Total	14	42

Table 24: Core and Elective Courses of MSF Program

Course Code	Course	Number of Credit Hours	Number of Hours (Sub-Total)
Core Courses required for Master of Science in Finance Program			
FIN 501	Corporate Finance	3	24
FIN 511	Financial Markets and Institutions	3	
FIN 521	Investment Analysis	3	
FIN 531	Advanced Corporate Finance	3	
FIN 541	Assets Valuation	3	
FIN 551	Derivatives	3	
FIN 561	Financial Modeling	3	
FIN 599	Research Project	3	
Core Courses required from other Departments			
QUA 065	Statistical Methods with Applications in Finance	3	12
ECON 065	Economics	3	
ACCT 514	Financial Accounting	3	
ECON 543	Financial Econometrics	3	
Elective Courses required for Master of Science in Finance Program (Select any Two Courses)			
FIN 561	Financial Modeling	3	6
FIN 573	Asset Management	3	
FIN 575	Real Estate Finance	3	
FIN 581	Seminar in Finance	3	
FIN 591	Case Studies in Finance	3	

3.10 Curriculum of Master of Science in Health Administration

Curriculum Structure		
Type of Courses	No. of Courses	No. of Units Required
Core Courses	10	30
Track Specific Courses	4	12
Total	14	42

Table 25: Courses Required MHHA Program

Course Code	Course	Credits
PA 501	Health Administration	3
PA 502	International Health Care Systems	3
QUA 520	Statistical Methods in Health Administration	3
PA 503	Health Services Research	3
PA 504	Health Care Ethics	3
ECON 524	Health Economics	3
PA 505	Health Care Quality	3
PA 506	Health Problem Solving and Decision Making	3
PA 507	Introduction to Public Health	3
MIS 523	Health Information Systems	3
Track: Health Care Quality		
PA 508	Performance Analysis and Measurement	3
PA 509	Quality Control in Healthcare	3
PA 510	Health Resources Utilization Management & Review	3
PA 599	Research Project	3
Track: Health Policies		
PA 517	Health Policies Analysis	3
PA 518	Strategic Management in Healthcare Organizations	3
PA 519	Health Programs Planning and Evaluation	3
PA 599	Research Project	3
Track: Health Insurance		
FIN 512	Risk and Insurance Management	3
FIN 513	Financing Health Systems	3
PA 514	Health Insurance Administration	3
PA 599	Research Project	3

3.11 Curriculum of Master of Human Resource Management

Curriculum Structure		
Type of Courses	No. of Courses	No. of Units Required
Core Courses required from Management Department	10	30
Core Courses Required from Other Departments	3	9
Elective Courses	3	9
Total	16	48

Table 26: Core and Elective Courses Required for MHRM Program

Core Courses Required for Human Resource Management Program			
Course Code	Course	Number of Credit Hours	Number of Hours (Sub-Total)
MGT 502	Organizational Behavior	3	30
MGT 520	Legal Environment of Business	3	
MGT 521	Compensation Management	3	
MGT 510	Human Resources Development	3	
MGT 511	Managing Performance	3	
MGT 530	Strategic Human Resources Management	3	
MGT 512	Human Resources Staffing	3	
MGT 599	Research project	3	
Core Courses Required from Other Departments			
ECON 581	Labor Economics	3	9
QUA 553	Quantitative Methods in Research	3	
MIS 522	Human Resources Information System	3	
Elective Courses Required for Human Resource Management Program			
MGT 513	Leadership in Organizations	3	9
MGT 514	Organizational Change and Development	3	
MGT 522	Managing Workforce Diversity	3	
MGT 532	Small Businesses and Entrepreneurship	3	
MGT 533	Business Ethics and Social Responsibility	3	

3.12 General Admission Requirements for Graduate Studies (Master's Programs)

As stated earlier, there are specific requirements for all the aspiring students including the submission of an electronic application (e-application). The Deanship processes the applications and selects both male and female students based on centralized admission criteria. The following are the general requirements for admission into graduate study:

- Holding Saudi nationality or, for non-Saudis, holding a scholarship
- Holding a university degree from a Saudi university or from another recognized one
- Having proof of good conduct and medical fitness
- Submitting two academic recommendations from professors who have taught the applicant
- Having employer's approval, if applicant is employed; in very limited circumstances, this approval may be postponed until enrollment into courses.
- Having the expected level of proficiency in the English language (varies from program to program); applicants may be exempted from the English language test requirement if previous study was conducted primarily in English; however, this does not apply to students from the KSU English Department, College of Arts, English Language Program, or College of Languages and Translation.

Doctoral Programs

There are two Doctoral program of study being offered at the CBA i.e., (1) Doctor of Philosophy (PhD) in Business Administration majoring in (a) Accounting, (b) Finance, (c) Management, and (d) Marketing; and (2) Doctor of Philosophy (PhD) in Public Administration majoring in (a) Human Resources in the Public Sector, (b) Health Administration, and (c) Public Finance Administration. The following table as shown below provides the details of the programs. Table 4-1 provides details of the Doctoral programs offered at the CBA.

Table 27: Deatils of Doctoral Programs

Doctoral Programs			
1	Doctor of Philosophy in Business Administration	1. Accounting 2. Finance 3. Management 4. Marketing	All in English
2	Doctor of Philosophy in Public Administration	1. Human Resource in the Public Sector 2. Health Administration 3. Public Finance Administration	All in Arabic Medium

4.1 Curriculum of Ph. D in Business Administration

Curriculum Structure	
Research Skills and Statistical Analysis	15 Credit hours
Compulsory Core Courses	15 Credit hours
Electives Supporting Courses	6 Credit hours
Total	36 credit hours

Table 28: Research Skills and Statistical Analysis Courses

Code	Course	Units
BA 601	Theory Development in Business Administration	3
BA 698	Seminar in Advanced Research Design	3
ECON 606	Advanced Economic Analysis	3
QUA 608 ECON 608	Advanced Business Statistics (Management & Marketing majors)	3
QUA 609 ECON 609	Applied Multivariate Analysis (Management & Marketing majors)	3
Total		1

Table 29: Core and Supporting Courses for Management Majors

Code	Core Courses	Credit
MGT 611	Organization Theory	3
MGT 613	Advanced Organizational Behavior	3
MGT 614	Seminar in Human Resources Management	3
MGT 616	Seminar in Strategic Management	3
MGT 630	Current Issues in Management	3
Total Units		15
Code	Supporting Courses*	Credit
MGT 618	Leadership in Organizations	3
MGT 620	Total Quality Management	3
MGT 622	Corporate Governance	3
MGT 624	Decision-Making Theory	3
MGT 626	Organizational Change and Development	3
QUA 611	Applied Nonparametric Statistics	3

* Student should choose, with the advisor's consent, at least 6 Units of the following courses

Table 30: Core and Supporting Courses for Marketing Major

Code	Core Courses	Credit
MKT 611	Advanced Consumer Behavior	3
MKT 613	Seminar in Marketing Theory	3
MKT 614	Marketing Research	3
MKT 616	Seminar in Marketing Channels	3
MKT 630	Current Issues in Marketing	3
Total Units		15
Code	Supporting	Credit
MKT 618	Product Management	3
MKT 620	Integrated Marketing Communications	3
MKT 622	Global Marketing	3
MKT 624	Services Marketing	3
MGT 622	Corporate Governance	3
QUA 611	Applied Nonparametric Statistics	3

*Student should choose, with the advisor's consent, at least 6 Units of the following courses

Table 31: Core and Supporting Courses for Finance Major

Code	Core Courses	Credit
FIN 611	Theory of Finance	3
FIN 613	Financial Derivatives and Risk	3
FIN 614	Seminar in Corporate Finance	3
FIN 616	Seminar in Investment	3
FIN 630	Current Issues in Finance	3
Total Units		15
Code	Supporting Course*	Credit
FIN 618	Behavioral Finance	3
FIN 620	Asset Valuation	3
FIN 622	International Financial Management	3
MGT 622	Corporate Governance	3
QUA 609	Applied Multivariate Analysis	3
QUA 611	Applied Nonparametric Statistics	3

*Student should choose, with the advisor's consent, at least 6 Units of the following courses

4.2 Curriculum of Ph. D in Public Administration

Curriculum Structure		
Number & Type of Courses		Credit Hours
Core Courses	7	21
Specialization Courses	5	15
Dissertation		--

Table 32: General Core course required for PhD in Public Administration

Course Code	Core Courses	Credit Hours
PA 601	The Development of administrative thinking	3
PA 611	Advanced studies in the organizational behavior	3
PA 603	Contemporary issues on Public Administration	3
PA 613	IT in Public Administration	3
PA 605	Advanced Topics in Public Administration scientific Research Methods	3
QUNT 615	Public Administration Statistical Analysis	3
PA 624	Strategic management in the public sector	3

Table 33: Core Courses required for HRM in Public Sector Track

Course Code	Core Courses	Credit
PA 621	Comparative Civil Service	3
PA 631	New trends in Administrative leadership	3
PA 623	Advanced Topics in Organization Development	3
LAW 605	Selected Topics in Administrative Law	3
PA 635	Contemporary Issues on Human Resource management in the public sector	3

Table 34: Core Courses required for Health Administration Track

Course Code	Core Courses	Credit
PA 610	Advanced Topics in Health Administration	3
PA 612	Managing Health Insurance Programs	3
PA 614	Health Services Marketing	3
PA 620	Selected Topics in Public Health	3
PA 622	Performance Improvement in Healthcare	3

Table 35: Core Course required Public Finance Administration Track

Course Code	Core Courses	Credit
ECON 512	Public Finance	3
ACC 621	Seminar in Governmental Accounting	3
PA 638	Financial Management of Government	3
PA 629	Decision-making and Problem-solving	3
PA 639	Advance topics in Public Policy Analysis	3

4.3 Specific Admission Requirements for PhD in Business Administration

The following are the specific requirements for those programs.

- Holding a bachelor's degree from KSU or equivalent; study should be regular and from a recognized academic institution in the following disciplines:
- Business Administration disciplines: Marketing, Financial Management, Organizational Behavior, International Business Administration, Health and Hospital Administration, Insurance, and so forth
- Other disciplines: Each application is considered individually.

- Holding a master's degree in Business Administration from KSU or its equivalent, or a master's degree in any other discipline, subject to consideration on an individual basis, with proof of regular study from a recognized academic institution, and with a GPA of at least 4 out of 5, or its equivalent
- Scoring a minimum of 80 points in the TOEFL-iBT (equivalent to 550 points in TOEFL-paper and pencil) or 6.5 points in the IELTS; exemptions from this may be given to applicants holding a master's degree from a recognized university where English is the language of teaching, provided that applicant had not been a graduate for more than five years before the time of application.
- Submitting the GMAT test score
- Passing an interview

4.4 Specific Admission Requirements for PhD in Public Administration

- Have a master's degree in administration, or related fields, from an accredited university
- A minimum paper-based TOFEL score of 500, or equivalent
- Pass any tests conducted by the Department.

Regulations

5.1 Registration

The students can automatically register the desired courses during every academic semester. The students may enter the academic system gate by using a user name and password to cancel courses, add courses, modify the schedule, confirm registration and print the schedule. The student must confirm his registration within the first week of the semester. The minimum load is (12) units and the maximum is (20) units. The student who is not willing to study in the first semester or in any semester must apply for withdrawal, otherwise he will fail in the courses of that semester. If the student encounters any problems concerning his registration, he must go to his academic guide or to the Student Affairs office in the college.

5.1.1 Attendance Policy

Absences are counted from the first day of the semester. The student must regularly attend all lectures and practical lessons. The student will not be allowed to continue the course or participate in the final examinations if his percentage of attendance is less than (75%) of the lectures and practical lessons allotted for the course. The student who is deprived of attending the final examination will fail that course. The student will receive an academic warning if his accumulative average doesn't go beyond (2.00) and he will be expelled if he receives three consecutive warnings.

5.1.2 Study Postponement and Suspension

The student is allowed to apply for postponement before the end of the first week of the semester, if he presents an excuse acceptable by the dean, and the postponement duration must not exceed two consecutive semesters or a maximum of three inconsecutive semesters. The students applying for postponement during the academic year are not allowed to postpone two consecutive years or more than a maximum of two inconsecutive years throughout the duration of study, otherwise, the student's file will be cancelled and he will be terminated from the University. The postponement is not calculated within duration necessary for fulfilling the requirements of graduation.

5.1.3 Transfer Policy

There is a provision for students to transfer into CBA programs, as explained below:

5.2 Transfer from One University to Another

- Upon the recommendations from the student affairs committee followed by an approval of the dean of the particular college that the student is transferring to, the student will be admitted into the University in accordance with the following prerequisites:
 - The student should have studied at an accredited college or university.
 - The student shall not be admitted into the University if he or she is transferring because of disciplinary and/or academic infractions.

- The student shall meet the transferring conditions specified by the college council.

The number of required units that the transferred student should study at King Saud University should not be less than 60% of the total units required for the bachelor's degree by the University. The college council equates courses that the student has studied outside of the University according to the recommendation of the Deanships' councils. The equivalent courses are registered in the student's academic record, but they are not calculated in his/her cumulative average. If it turns out after the transfer that the student was dismissed for a disciplinary measure or academic infraction, his/her registration is to be cancelled from the date of his transfer to the University. Student transfer may occur in any semester from one university to another, in accordance with the aforementioned procedures; the dates on which he/she may be transferred shall be in accordance with the general conditions of transfer.

5.3 Transfer from One College to Another within the University

Initially, this process occurs with the approval of the deans of the two respective faculties. The student is allowed to transfer in accordance with the conditions determined by the college to which the student wants to transfer. Then, all courses previously studied by the transfer student, along with scores and cumulative averages, are fixed in his/her academic record.

5.4 Transfer from One Major to Another within the College:

Upon the approval of the College's dean, the student may be allowed to transfer from one course of study to another in accordance with the conditions set by the college council. All courses previously taken by the student, along with the scores and cumulative and semester averages are all fixed in the student's academic record during his/her university study.

5.5 Satisfactory Academic Performance and Dismissal of Students

At KSU, university wide policy insists that every student admitted into any academic program should maintain a specific level of academic performance as specified by individual programs and colleges. In case of failure to maintain satisfactory academic performance, a student may be dismissed from the university in the following cases:

1 - If he/she has got three consecutive warnings on most of the low cumulative GPA (2.0 of 5 or 1'0 of 4) and the University Council on the recommendation of the College Council might give a fourth chance to those who can raise the cumulative GPA by studying the available courses.

2 - If a student did not complete the graduation requirements within a maximum of half of the period prescribed for graduation as well as the duration of the program, and the University Council might give an exceptional opportunity for the student to finish graduation requirements up to a maximum not exceeding twice the original duration specified for graduation.

3 - The University Council may, in exceptional cases, address the situation of students who meet the provisions of the preceding two paragraphs giving them an exceptional opportunity not exceeding two semesters at the most.

5.6 Grading System

A uniform grading system has been followed for assessing the academic performance of the students at King Saud University. The College of Business Administration also follows the University-wide system as given below.

Table 36: Grading System

Points	Grade	Course Grade	Marks
5.00	A+	Excellent Plus	95 - 100
4.75	A	Excellent	90 less than 95
4.50	B+	Very Good Plus	85 less than 90
4.00	B	Very Good	80 less than 85
3.50	C+	Good Plus	75 less than 80
3.00	C	Good	70 less than 75
2.50	D+	Pass Plus	65 less than 70
2.00	D	Pass	60 less than 65
1.00	F	Fail	Less than 60

5.7 Incomplete (IC) grade

The college council may allow any student to study the requirements of any course in the following semester on the basis of a recommendation by the instructor of the course. The student then receives (IC) grade in his academic record and it is not calculated in his semester average or in his accumulative average unless he fulfill the requirements of that course. If one academic semester passes without changing the (IC) grade in the student's record due to not fulfilling the course, the (IC) grade is replaced by (F) which is calculated in his semester average and in his accumulative average.

The mark of class work is calculated in these two ways: Oral exams, practical exams, researches, class activities or all of these choices or some of these choices in addition to at

least one written exam. If research courses entail more than one semester, the student receives (IP) in his record. By fulfilling the requirements of the course, the student will obtain the grade of that course. However, if the student cannot fulfill the course within the allotted time, the council of the college may approve an (IC) grade in his record.

5.8 Graduation Requirement

Firstly, to graduate from any academic program the student must successfully complete the graduation requirements of the study plan. Secondly, the Cumulative Grade Point Average (CGPA) should be at least about the acceptable level. Finally, the College Council, based on the recommendation of the concerned department's Council, determines the appropriate decision to raise the requirement of CGPA and that in the event of success in the completion of required number of courses but failure to obtain the accepted level of CGPA.

College Policies

In this section, we address the common code of conduct applied in KSU. We hope all CBA staff and student adhere to such principles.

6.1 Code of conduct

Intent and Objectives

This Code outlines the rights and social responsibilities consistent with King Saud University's Values for all its community members. It is based on the religious teachings of Islam and through it King Saud University endeavors towards a knowledge-based society in the 21st century.

Scope

KSU is a diverse and complex institution made up of many people from a range of cultural backgrounds with differing values and experiences. As an institution, we aspire to the highest ethical practice. This aspiration extends to all relationships, including our behavior towards each other. This code of ethics is designed to encourage the entire University community to work together in an environment where shared values are supported and where diversity is embraced for its creative potential. This Code is designed as a guide for assisting the KSU community which includes faculty members, staff and students when determining how to act on ethical issues during their day-to-day interactions in support of developing and maintaining a caring environment.

Complex ethical issues will arise in a changing institution with a large number of staff. Determining ethical practice often requires dealing with ambiguities and uncertainties. The basis for making ethical judgments and decisions will be assisted by applying the principles and values embodied in this Code of Ethics.

Statement of Commitment

Each individual shares in the responsibility for creating and maintaining KSU's ethical culture. The Code should act like a filter, screening out those acts that violate these principles and providing a positive impetus designed to help shape the ideals we seek to accomplish. King Saud University along with its Council and staff are committed to the effective application of this Code of Conduct and that it will be periodically updated.

Principles

In fulfilling KSU's mission and as an acknowledgment of our shared values, we are committed to the following Code of Conduct:

1. "We are committed towards developing quality learning opportunities for students"

1.1 We assist students in achieving their educational aspirations by making available to them the knowledge, competencies, skills and wisdom.

1.2 We encourage learning and education as a lifelong pursuit.

1.3 We provide a stimulating learning community and environment for students.

1.4 We are reflective in our practice, regularly reviewing and improving our working skills and knowledge.

1.5 We help students take responsibility for their development and also for the integrity and honesty of their actions and decisions.

1.6 We practice through teaching, learning and research our commitment to high professional standards and personal integrity.

2. "We seek towards building a harmonious working environment in which we maximize our professional performance."

2.1 We affirm the professionalism of our colleagues, trusting and empowering them to work constructively for the well-being of the University and the community.

2.2 We recognize and respect, established obligations, systems, policies and procedures.

2.3 We encourage staff to be personally accountable for their own performance.

2.4 We expect staff to be effective and responsible in their fields.

2.5 We consult with integrity in the development of policies and procedures.

2.6 We provide effective leadership and management which are fair, inclusive, and open minded.

2.7 We support people who take appropriate action concerning instances of impropriety.

2.8 We challenge, in a responsible way, the University members when they impede its Mission, or impact unfairly on staff or students.

2.9 We will provide timely and accurate information to our colleagues.

2.10 We promote practices which safeguard the University's reputation and its various resources.

3. "We recognize and value the contributions made by the faculty, staff, and students to the University."

3.1 We champion intellectual freedom.

3.2 We respect the intellectual property rights of students and staff.

3.3 We encourage and acknowledge a range of contributions that support our values and principles.

4. "We practice openness and fairness in all our dealings."

4.1 We encourage honesty and trust in all our relationships.

4.2 We support equity and equal opportunity.

4.3 We encourage sincere and open discussion of views and opinions.

4.4 We make appointments and promotions with integrity and fairness.

4.5 We are committed to fair and equal treatment in all our relationships.

4.6 We ensure that assessment of student learning is done impartially, competently and fairly.

4.7 We endeavor to provide efficient and effective resources for creating an environment in which assigned tasks can be done effectively.

4.8 We encourage and cooperate towards open exchange of information and insights that help to realize our educational mission.

4.9 We address the responsibility of equality and fairness in supervising and delegating the staff.

5. "We respect the essential dignity and prestige of all KSU community members."

5.1 We support and encourage colleagues and community members in their professional pursuits.

5.2 We encourage and support students in their pursuit of education and employment.

5.3 We acknowledge differences and cooperate efficiently in upholding the reputation of staff, students and the University.

5.4 We strongly follow the Islamic teachings of giving equal rights to all people from different races, gender, origin, age, disability, and culture.

5.5 We work effectively and constructively in the social environment of the individual countries within which KSU provides its learning experiences.

5.6 We encourage and support the education, professional and personal development of all staff.

6. "We recognize our responsibility towards building civilized communities."

6.1 We provide quality education that builds the productive capacity of our communities both locally and internationally.

6.2 We are creative and dynamic in our response to the challenges facing society.

6.3 We seek to understand and be concerned with the social contexts within which the skills or knowledge developed in the University are likely to be used.

6.4 We encourage efficiency in the use of our resources while ensuring we do not compromise the quality of our teaching, learning and research.

7. "We care for the social and natural environment."

7.1 We support the wellbeing of communities, both local and global.

7.2 We foster and support multicultural environments.

7.3 We recognize and encourage the development of expertise and technology and its application to the improvement of society and the environment.

7.4 We ensure staff and students have the opportunity to become socially and environmentally responsible.

7.5 We support and develop curricula to embed innovative teaching methods and to improve both hard and soft skills of students.

7.6 We encourage and value a safe, healthy, and creative environment for the community members to prosper.

8. "We value and support the right to confidentiality."

8.1 We are committed to keeping private information confidential.

8.2 Confidential information will not be disclosed unless with consent or as required by overriding moral or legal obligation.

8.3 Where it is absolutely necessary to disclose confidential information, wherever possible the person(s) concerned will be informed of the decision to do so.

Concluding Statements

1. The KSU staff Code of Ethics will be linked with other KSU policies and procedures. The Code articulates the values and principles adopted by the University and all policies are consistent with the Code.

2. Should an employee's obligation under the KSU Code conflict with a professional code, the higher duty always prevails.

3. Where behavior and/or actions contrary to the Code of Ethics are reported, these complaints will be dealt with under KSU policies and procedures.

4. In terms of student behavior, KSU expects that the practical application of the Code by staff will have a positive impact on students in terms of exemplary practice.

Services

7.1 Student Clubs

Student Clubs Student clubs are important gatherings in which students discover and develop their talents. In addition, they encourage student ingenuity and creativity. The clubs are technical, cultural, social, sportive and artistic centers that give the students the opportunity to practice these activities inside and outside the University. The clubs encourage students to disclose their creativity and present their achievements to become assets to their country.

7.2 Student Rights Protection

The University has a department specifically for defending the rights of students. This department aims to support the legal rights of students. It consists of a permanent committee, branch committees throughout the various colleges in the university and a higher committee that investigates students' complaints and grants final decisions after thorough consideration. The university issues a document to every student informing them of their rights and responsibilities. If the student has a complaint, he has to communicate his complaints to the Committee for Student Rights Protection at the College.

7.2 Student Counseling Service

The University has provided the students with a consultative council that consists of representatives from all the various colleges on campus and is headed by the University Rector. The council aims at building strong relationships between the University and its students, which will improve the educational and academic process. It will also present necessary advice and consultation to the Rector in all aspects. The students keep in touch with their representatives to discuss all issues of concern.

7.3 Extra-curricular Activities

The Deanship of Student Affairs at KSU provides extracurricular activities that aim to train students and develop their skills and hobbies. Students will acquire additional knowledge that will assist them academically as well as in their personal lives. All seminars are accessible in specialized centers. Extra-curricular classes are offered at the Deanship of Student Affairs at KSU. These classes aim to qualify the students in non-academic fields. Nevertheless, they are very important as they help to develop their strengths and potentials as well as provide them with additional experience that will be useful in their personal lives. These classes include: 1. Comprehensive Quality Management, 2. Industrial Safety, 3. Planning and Projects Agenda, 4. Successful Actor Craft, 5. Successful Radio Announcer Craft, 6. Value Engineering, 7. Charity Institution Work, 8. Administrative Classes, 9. Makeup Classes, 10. Cosmetology (for female students), and 11. Embroidery (for female students).

7.4 Self-Development and Character Building

Seminars are offered for Self Development and Character Building. These seminars aim to prepare and promote their potentials related to creative thinking, problem solving, exam-fear elimination and personal success: 1. Release Your Potentials, 2. Character Types, 3. 20 Methods to Develop Yourself, 4. Recitation Skills, 5. Perception Compass, 6. Problem Solving, 7. Human and Intellectual Skills Development, 8. Islamic Reception Resources, 9. Etiquette, 10. Fast Reading, 11. Creative Thinking Skills, 12. Time Management, 13. Mind Management and Creativity Skills, 14. Interpersonal Skills Development, 15. Excellence Achievement, 16. Exam-Fear Elimination, 17. Interview Skills, 18. Best Method of Education, 19. Specialization Choice Factors, 20. University Student Life, 21. Students' Pressure Reasons, 22. Career Achievements Factors, 23. Career Failure Factors, 24. Learning Comprehensive Thinking Skills and Self-Conception Development Skills, 25. Academic Excellence Skills, 26. Self-Development Classes, 27. Personal Success, 28. Psychological Readiness for Examination, 29. Be Positive, 30. Future Planning, 31. Craft Projects Management, 32. Recitation and Communication, 33. Academic Research Skills, and 34. Career Seeking Skills.

7.5 Cultural and Social Activities

Cultural and social activity programs include: competitions, lectures, seminars, educational weeks, academic exhibitions, trips, visits, artistic activities (i.e. theatre) and scout activities. Cultural and social activities instill noble values and habits in students to help them achieve an integrated and balanced character. Furthermore, they guide them towards good manners so that they will become mature and balanced. The student can take part in these activities through the Committee of Student Activities at the Deanship of Student Affairs in building #17.

These activities include the following programs: 1. Cultural Competitions Programs: 1. The Cultural Competition, 2. Student Creativity Competition, 3. The Holy Quran Competition, 4. The "Hadith" (i.e.; Prophetic Traditions) Competition, 5. "Fursan Al Jameah" Competition, 6. The University Poet Competition, 7. Poetry Challenge Competition, 8. Awareness Competition, 9. The Best Piece of Literature, 10. The Best Scientific Invention, 11. Book Writing Competition, 12. The Best Website Design Competition, 13. The Best Poster Competition, and 14. The Best Artistic Work Competition.

7.6 Social Gathering Programs

These gatherings enhance the opportunities of communication between students. The students celebrate, in some instances, occasions such as: 1- New Student Reception, 2- E'id celebrations, 3- The Saudi National Day, and 4- The End of Extracurricular Activities Celebration.

7.7 Community Services

Blood donation is a key program that leads to social integration in the society. It enhances the values of supporting and helping others. The idea of the program started with the establishment of the Deanship of Student Affairs in 1394H. The academic year 1394/

1395 H. witnessed the first donation campaign with a total of 13 donors. The rector launches the blood donation campaign every year when he denotes blood. The public hospitals in Riyadh make use of this program when they get plenty of blood from all blood groups. Upon completing ten donations, the Deanship refers to the Ministry of Health to grant the Medal of Appreciation of the Custodian of the Two Sacred Mosques to that donor.

7.8 Psychological Consultation

This program aims to increase the communication with the students who need special care and guidance, especially when they encounter psychological problems. Students who are in dire need of counsel and treatment thus they are attended to by psychological experts. The idea of this program establishes the use of e-mail responses to solve student problems. The student simply sends an e-mail explaining his problem and receives an answer from a psychological expert. This method of communication removes all the hurdles that prevent the student from meeting with the expert in person and helps the psychological experts tackle their problems while maintaining a level of privacy.

7.9 Disabled Students Care

The College pays special attention to the disabled students. The sector consists of blind students and the students' with mental or physical disabilities. The services presented by the College include computer labs especially designed for blind students to help them use the internet, the e-mail and the computer by using a special program (sighting). At the University there is a center for these services.

The center types the university magazine with Brill language so the blind students can read it. The center also provides the disabled students labs with electronic lines, speaking programs, special computers and Brill machines. Furthermore, the center helps the disabled students in their administrative procedures such as admission, registration and allowances and so forth. The center has set up a committee to pursue and develop the educational, constructional, extracurricular services which are presented to disabled students.

7.10 Sports Activities

The College in conjunction with the Deanship of Student Affairs places great attention on sports activities and appreciates its educational role. Sports help students achieve an integrated personality as it edifies and promotes human behavior. There is no doubt that a healthy body is associated with good manners; (i.e. a healthy mind is in a healthy body).

The Deanship supervises the sports activities such as; the football competitions. The Deanship holds plenty of sports activities and competitions. Firstly, there are activating sessions of five-player teams such as: football volleyball, basketball and handball. Then, there are activating sessions of team games such as: the general cup competitions, the rector cup competitions, university cup competition. Thirdly, there are university

championships for individual games such as: athletics championship, swimming championship, table tennis championship, squash championship, badminton championship and self-defense games championships.

In addition, there are university championships for team games such as: the university championship of the basketball, the university championship of the volleyball and the university championship of the handball. Finally, the deanship also organizes festivals, competitions such as: the sports open day, the university race, the disabled festival, tennis championship, university championship for employees. There is also an aerobics center, swimming center, self-defense games center (karate, judo, taekwondo) and a body building center. All students are invited to take part in these activities.

7.11 Student Accommodation Services

Student accommodations are carefully looked after by maintaining them regularly to make them suitable for students to live in. 36 accommodation units have been constructed, gardened and a basic infrastructure was built to accommodate the needs of the students. In addition, student accommodation has been provided with modern services like Internet services. Nine thousand Internet access points have been built, two points in every room, besides the wireless ADSL service which enables students to access and surf the internet. This is in accordance with the policy of the University aimed at activating the electronic services through the University electronic gate. In addition to this a 24 hour clinic, supermarkets and laundry services, ATM machines, mosques, and other important services are available. Students who want to live on campus can apply to the Student Accommodation Administration in building No.25. Students will be given the conditions of these accommodations at the time of registration.

Acknowledgement

The Deanship of the CBA appreciates and acknowledges the efforts of the Committee that developed, edited and designed the CBA Catalog 2015-16. The Committee was headed by Dr. Wadi B. Alonazi, Vice Dean for Quality and Development. The principal editor was Dr. Sundaram Nataraja, Head of Accreditation Unit; the designer was Reem Aljaber, a student in the CBA, and IT and technical support was provided by Mr. Alamzeb Aamir, a Researcher from the Department of Management.

