

Guide of Policies and Procedure for Learning Recourses

Collage of Business Administration

**Collage Vice Deanship for Development and
Quality**

Learning resources Unit

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Introduction

The Learning Resources Unit is an administrative unit positioned at the third level of the organizational structure hierarchy and under the supervision of the College Vice Deanship for Development and Quality. This unit specializes in providing various learning resources to faculty members as well as students to support academic departments in performing their tasks with high efficiency.

Vision

To become a leading center in providing modern and innovative learning resources, thereby contributing to improving the quality of education and learning in the college.

Mission

Providing an integrated educational environment that supports innovation in education by making diverse learning resources available and training students and faculty members on how to use them effectively, in which contributing to the improvement of the quality of education and learning within the college.

Administrative Organization Policies

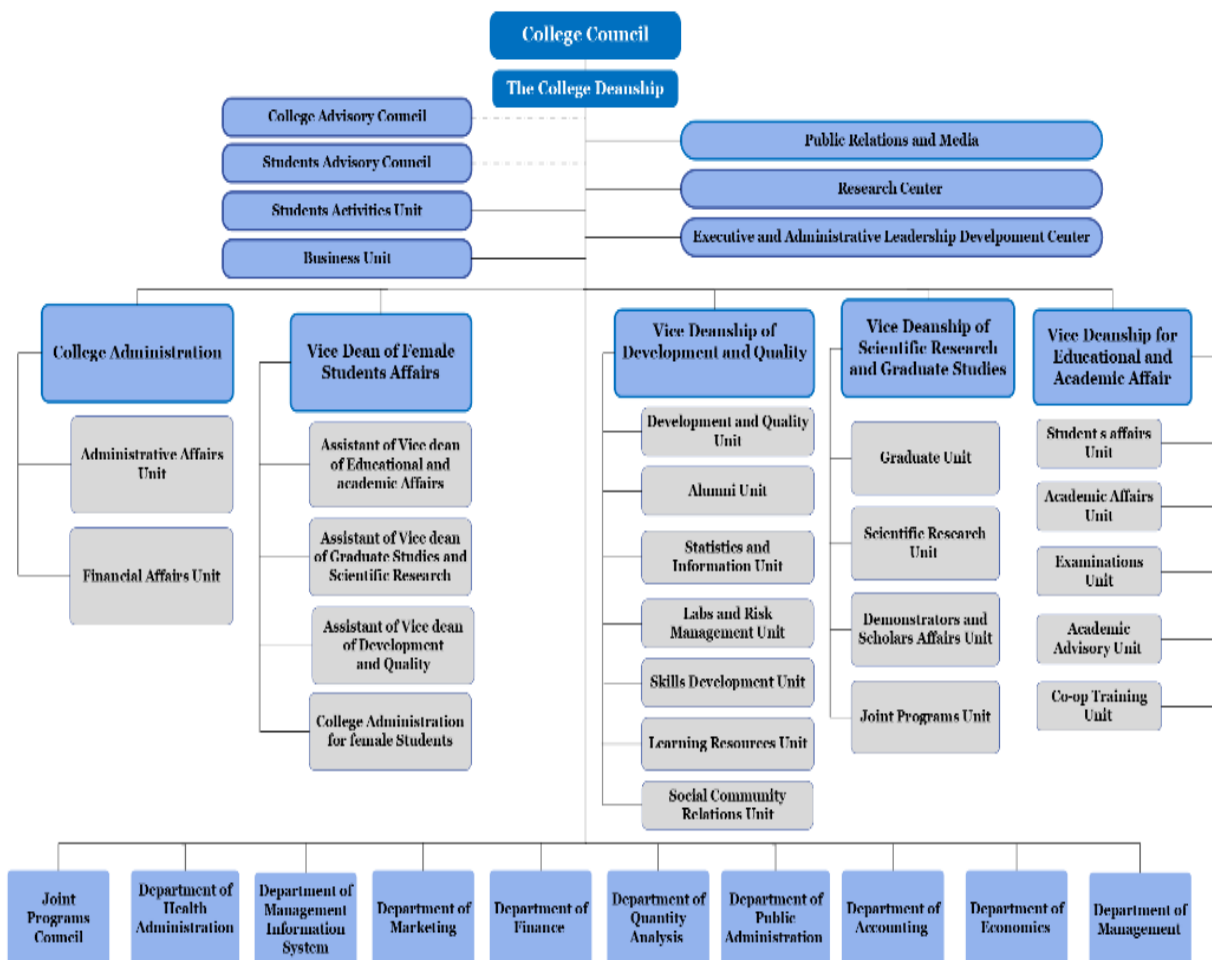
The Learning Resources Unit is an administrative unit located at the third level of the organizational structure, and under the supervision of the College Vice Deanship for Development and Quality. This unit specializes in providing various learning resources and introducing them to students and faculty members.

The Organizational Structure of the College of Business Administration

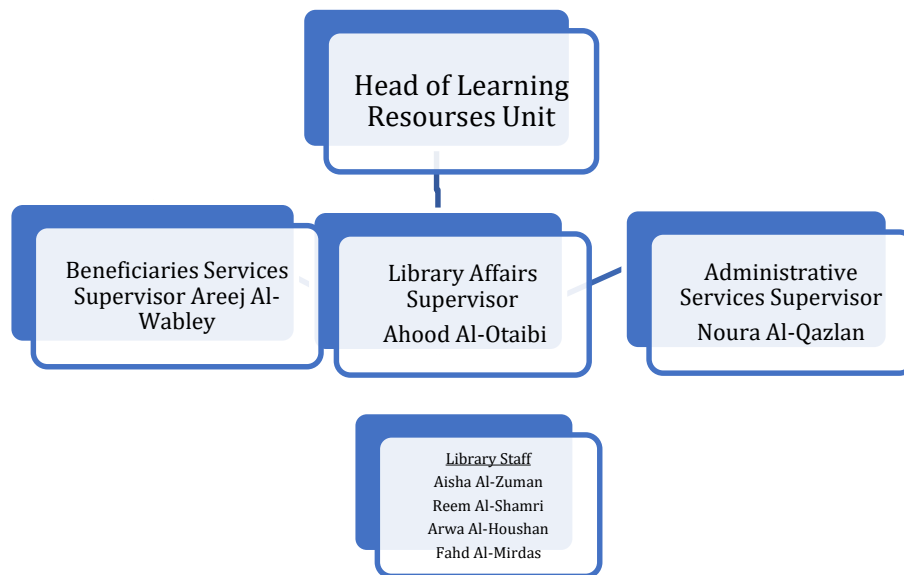


Organizaion Structure CBA

1443 - 2022



The Internal Organizational Regulation of the Learning Resources Unit



Learning Resources Policy

- Learning Resources Unit aims to provide a suitable educational environment that enables faculty members, students, and researchers to make use of multiple and diverse types of learning resources, and to enable opportunities for self-learning and their use within the necessary controls for it. Therefore, academic departments must provide the unit with their needs of resources in order to coordinate with publishers to cooperate with them in providing books to students based on the

expected number of students. Moreover, to provide members with access permissions to approved publisher platforms, as well as enjoy the available advantages accessible in these platforms. Thus, members use them based on the terms and conditions agreed upon with the publisher.

- Learning Resources Unit Supervision of the facilitation of technologies, e-learning, educational media, and distance education in teaching within the college.
- Under the supervision of the Dean of Electronic Transactions and Communications, the university provided a learning management system that is linked to all academic departments for all faculty members, to facilitate communication between faculty and students, and serves as an official platform through which course content and various learning resources can be added.

[Learning Management System LMS](#)

The Deanship of Electronic Transactions and Communications also provides technical support services to faculty members and students in all fields, as well as for many of the services available at the university, such as email, device maintenance, and account management through the Deanship of Electronic Transactions Services platform.

[Platform of the Services of the Dean of Electronic Transactions](#)

- Learning Resources Unit also works to facilitate the communication process among the college's departments and units and international publishing institutions. This facilitation that is represented by the academic departments, and global publishing houses provides high-quality academic content that meets the requirements of the academic departments; as well as, for use on distinguished educational platforms that feature appropriate educational solutions for faculty members, as well as serving students in their academic journey, and to ensure the quality of outputs. Examples of this include: [Pearson MyLab](#) and [McGraw-Hill Connect](#). The Deanship of Electronic Transactions and

Communications also participates in the process of linking publishers' platforms to the Learning Management System, and likewise, the publishers work to provide technical support services to users of their platforms through the technical support channels available on this platform.

- Labs and Risk Management Unit operates to provide programs and technical support for classrooms, laboratories, and lecture halls. It also offers many services. It oversees eight laboratories in the female students' section and 11 labs in the male students' section, and works to provide the necessary programs in these laboratories and update them, such as:
 - SPSS,
 - Eviews
 - .NET
 - Lockdown Browser
 - Power BI
 - and others

[Labs and Risk Management Unit](#)

- Learning Resources Unit also oversees the library specific to the College of Business Administration, takes care of organizing activities and events in it, and strives to provide electronic libraries for all members and students.

[College of Business Administration Library.](#)

Development and Training Policies

- The Learning Resources Unit seeks to keep pace with developments in education, and to seek opportunities to provide learning resources as well as develop available resources. This provides a distinguished educational environment for members and students to ensure learning outcomes through the provision of the latest editions of currently used books. Furthermore, it provides the necessary training to facilitate the process of access and use for all available programs and systems. Workshops are also held to train and empower students and members with publishers.

[The Electronic Library for Pearson Book Users](#)

[Connect, McGraw-Hill User Guide Page](#)

- Building partnership with global entities and platforms to benefit the process of developing teaching and learning curricula in all their types, such as

[coursera](#)

[Harvard Business Publishing Education](#)

- Holding training workshops and seminars in cooperation with the most prominent relevant establishments, that support the educational process.
- Deanship of Electronic Transactions and Communications provided the electronic training platform, which contains numerous training courses for the systems and programs available at the university and beneficial for training faculty members and students.

[E-Learning Platform](#)

- In addition to the above, Deanship of Skills Development provides numerous training courses for students, faculty members, and staff. These courses are offered based on the needs of the colleges, and raised

to align with the colleges' needs in coordination with the internal skills development units in the college.

[Deanship of Skill Development](#)

Evaluation Policies

- The procedures applied for student evaluations selects and determines success and failure criteria, objection procedures for results, and defines the responsibilities of teachers and students. These responsibilities are determined based on the approved university policy for student education evaluation.

[Policy for evaluating student education at King Saud University](#)

- The academic department's monitors the performance of students, faculty members, and the approved learning resources in the academic department through comparison of actual performance with the required or expected performance. Reports available in the learning management system can be utilized for performance evaluation. Additionally, some educational platforms specific to the publishing department provide useful monitoring reports.
- Supportive tools such as questionnaires available in the electronic portal under the evaluation section are used, which reflect students' evaluations of faculty members, the educational environment, and faculty evaluations. The evaluation points for the educational environment include the following:
 - Satisfaction with the effective use of modern technology to support teaching in the course
 - The assistance provided by the available educational environment in the learning setting (internet, classrooms, study halls) in completing educational activities

- Assistance from learning resources (course materials, books, learning aids such as labs and others)
- Lecture times for the course are appropriate
- Availability of open learning resources that help understand the course components and objectives
- Furthermore, the academic departments complete the process of filling out and analyzing quality files for all academic courses, and quality committees in the departments prepare monitoring reports to track the department's performance progress to reach the required level.

Systems and Programs

[Deanship of Library Affairs at King Saud University](#)

[College of Business Administration Library](#)

[Library of Programs Available to Faculty Members](#)

[Library of Programs Available to Students](#)

[Saudi Digital Library](#)

[OERx Open Educational Resources](#)

[coursera](#)

[Harvard Business Publishing Education](#)

[Zoom](#)

[OneDrive](#)

And others

Related sites

[Regulations Governing the Affairs of Faculty Members](#)

[Organizational Regulations for Academic and Educational Affairs at the University Level](#)

[Deanship of Electronic Transactions and Communications](#)

[National Center for E-Learning](#)

[Education Evaluation Authority](#)

Summary of the Education Resources Unit's Achievements for the Year 2025

First Semester

- Establishing the unit and creating its structure and establishing the required committees to perform the work.
- Building the strategic plan.
- Raising a number of initiatives.
- Meeting with the most commonly used publishers in the college and organizing a number of workshops for members and students.
- Providing some book models requested by the academic departments to study their suitability for the required academic content in the departments.
- Meeting with some departments to discuss their needs and guide them to available resources that can help them present the required content with high efficiency.
- Creating a comprehensive cartoon library in collaboration with Pearson to provide videos that explain all the information that students and faculty members need during the use of their platform.
- Overseeing the college library and its activities in both the students' and female students' sections.

Second Semester

- Organizing a number of workshops for members and students at the beginning of the semester.
- Meeting with a number of publishers to give them the opportunity to showcase their books and explain the features they offer to the academic departments.

- Creating an electronic page in collaboration with McGraw-Hill to provide videos that explain all the information that students and faculty members need during the use of their platform.
- Creating the Student Knowledge Exchange Committee, which launched a student guidance initiative, and also organized a number of educational workshops among students under the committee's supervision.
- Meeting with some departments to discuss their needs and guide them to available resources that can help them present the required content with high efficiency.
- Overseeing the college library and its activities in both the students' and female students' sections.