



Bachelor of Science in Business Administration - (BSBA) degree Program Handbook



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Introduction

The field of Administration occupies a central role in business management, providing graduates with the knowledge, skills, and competencies necessary to design, implement, and oversee integrated organizational plans. Graduates of this program are prepared to make informed decisions, manage projects effectively, and provide leadership across diverse institutional functions. This specialization emphasizes the application of scientific methods and professional standards to develop administrators capable of excelling in planning, organizing, advising, and supervising. The program equips graduates to assume key institutional roles in finance, human resources, operations management, marketing, and research and development, while fostering collaborative relationships with peer institutions and stakeholders. Through this comprehensive training, graduates are not only capable of fulfilling operational responsibilities but also contributing strategically to the overall growth and development of the organizations they serve

- **Program Vision**

Program Vision is parallel with the CBA Vision “To be a leader in business education and research, at the national and international levels, that contributes to building a knowledge-based economy”

- **Program Mission**

“To provide a favorable learning environment for the students to develop managerial and leadership skills with international perspectives to match with the needs of the stakeholders with integrated (both core and specialized) skills and knowledge in Management area; providing ample opportunities for faculty members to conduct research that contributes to the advancement of business knowledge and economic development; and fostering collaborative partnerships with educational institutions and business communities both locally and globally.”

- **Program Values**

The [BSBA] is guided by a set of core values that shape the behavior, decisions, and professional development of its students and faculty. These values reflect our commitment to academic excellence, ethical practice, and social responsibility, preparing graduates to succeed in dynamic organizational environments.

Integrity and Ethics

- We uphold honesty, transparency, and ethical behavior in all academic and professional activities, ensuring trustworthiness in decision-making and interactions.

Excellence

- We strive for the highest standards in teaching, learning, research, and professional practice, fostering a culture of continuous improvement and achievement.

Innovation and Creativity

- We encourage creative problem-solving, critical thinking, and the adoption of innovative approaches to address complex challenges in organizations.

Continuous Learning

- We emphasize lifelong learning, professional growth, and adaptability to change, enabling graduates to remain competitive and effective in evolving environments.

Leadership and Responsibility

- We cultivate leadership skills and initiative, empowering students to guide teams, make informed decisions, and contribute positively to organizational success.

Social Responsibility and Inclusion

- We foster an awareness of societal impact; encourage responsible practices, and value diversity and inclusivity in all aspects of professional life.

- **Purpose of the Handbook**

The purpose of this handbook is to serve as a comprehensive guide for students, faculty, and staff involved in the BSBA Program at King Saud University. It provides essential information about the program's structure, policies, procedures, and resources, ensuring clarity and consistency in academic and administrative practices. This handbook aims to:

1. **Guide Students:** Help students understand program requirements, curriculum structure, learning outcomes, and academic policies to support their successful progress and completion of the program.
2. **Support Faculty:** Provide faculty with clear guidelines on teaching, assessment, and program delivery, fostering a consistent and high-quality learning environment.
3. **Ensure Transparency:** Promote transparency in academic regulations, evaluation methods, and institutional expectations, enabling informed decision-making for all stakeholders.
4. **Align with Quality Standards:** Demonstrate the program's commitment to continuous improvement, quality assurance, and compliance with NCAAA accreditation standards.
5. **Facilitate Engagement:** Offer information on available support services, professional development opportunities, and ways for students and alumni to engage with the program and the broader community.

By consolidating all essential information in one resource, this handbook serves as a reference tool that enhances understanding, supports academic success, and strengthens the overall quality of the BSBA Program.

2- Program Overview

- **Program Objectives:**

❖ **General goals objectives of the BSBA Program :** The BSBA program in Management will be able to:

- Develop quality graduates to serve in the workforce in the Kingdom of Saudi Arabia;
- Generate supervisors and managers who are professionally qualified to fill various positions in both public and private sectors of the Kingdom of Saudi Arabia;
- Prepare students to pursue higher education in the management discipline at local and overseas institutions;
- Contribute to the national economic development of the Kingdom of Saudi Arabia.

❖ **Strategic Goals and objectives of the BSBA Program:**

Strategic Goal #1 The BSBA program in Management will provide a learning environment that guarantees the excellence of business education. (Learning Environment)

Strategic Goal #2 The BSBA program in Management will be research-oriented to support business knowledge development in all aspects. (Research)

Strategic Goal #3 The BSBA program in Management will be collaborative in nature that encourages building different community partnerships to enhance investment diversity (Community Service)

Strategic Goal #4 The BSBA program in Management will be interested in retaining the excellent faculty and Staff. (Faculty & Staff)

Strategic Goal #5 The BSBA program in Management will ensure the employability of the graduates to have an international focus in all aspects. (Quality of Educational)

Strategic Goal #6 The BSBA program in Management will maintain income suitability. (Sustainable income and Revenue)

- **Program Learning Outcomes:**

- ❖ **Knowledge and Understanding: Students will be able to**

- Demonstrate a thorough understanding of management principles and basics that can be applied in practice.
 - Develop an understanding of business that reflects the ethical responsibility of management to all relevant stakeholders.
 - Familiarized with macro- and micro-level theories in the specific area of knowledge to improve the organization's performance.
 - Demonstrate an understanding of global management awareness and deal with global issues.
 - Explain the fundamental knowledge of management and its relationship with the other functions of a firm.
 - Demonstrate knowledge of Strategic Human Resource Management to make organizations more effective and sustainable.

- ❖ **Skills**

- 1) Exhibit their specialized knowledge in the most recent approaches and quantitative techniques to solve global and real-world problems in business.
- 2) Analyze and critically assess existing understanding and recognize the need to regularly challenge all knowledge.
- 3) Synthesizes and applies the concepts, theories, and principles to various management domains.
- 4) Demonstrate effective skills in written and oral communications using appropriate business terminologies and concepts.
- 5) Perform effective use of latest information technology to enable business growth, development and sustainability.
- 6) Effectively apply leadership theories in performing groups and foster positive and dynamic teamwork

- ❖ **Values**

- 7) Consistently demonstrate a high level of ethical and responsible behavior, and reflect high levels of loyalty, and legal concern in various business situations.
- 8) Recognize the provisional nature of knowledge field and engage in the self-investigating self-evaluation methods that directed their own learning processes.
- 9) Collaborate with others, plan and implement tasks professionally, and exercising leadership in pursuit of innovative and practical business decisions.

- **Accreditation and Affiliations:**

- The Management BSBA was the first program in the CBA to be accredited by the NCAAA in May 2013.
 - The Management BSBA program was included in the programs of the CBA scope of AACSB accreditation.
 - The BSBA program contributed to preparing and qualifying human cadres and providing them with various knowledge and skills that qualify them to contribute to the comprehensive national renaissance witnessed by the Kingdom.

- **Official Degree Title:** Bachelor of Science in Business Administration - (BSBA)

- **Tracks:**

- Management (general).
- Human resource management

- **Program language**

- English

3- Degree Requirements

- **General Degree Requirements (Total Credit Hours):**

Total Credit Hours, including the preparatory year (134)

- **Program Structure:**

9 Level within four years and 8 Semester.

- **Core Curriculum:**

- English (Engl100)
- Introduction to Statistics in Business (QUA 107)
- Fitness & Health Education (EPH 101)
- University Skills (CI 101)
- IT Skills (CT 101)
- Principles of Management and Business (ENT 101)
- Entrepreneurship (ECON 101)
- Principles of Microeconomics (ECON1 01)
- English (ENGS 110)
- Business Statistics (QUA 207)
- Language Skills (ARAB10 1)
- Principles of Macroeconomics (ECON 102)
- Managerial Skills (BUS 110)
- Principles of Accounting & Financial Reporting (ACCT20 1)
- Management Information Systems (MIS 201)
- Writing Skills (ARAB 100)
- Principles of Finance (FIN 200)
- Principles of Marketing (MKT 201)
- Principles of Cost & Managerial Accounting (ACCT 202)
- Business Ethics & Social Responsibility (BUS214)
- Managerial Leadership (BUS 201)
- Human Resources Management (BUS 202)
- Research Methodology (BUS 211)
- Organizational Behavior (BUS 221)
- Commercial Law (LAWA 226)
- Organizational Theories & Organizational Design (BUS 213)
- Management Science (1) (QUA 217)
- International Business (BUS 302)
- Supply Chain Management (BUS 372)
- Entrepreneurship and Innovation (BUS 303)
- Operations Management (BUS 371)
- Strategic Management (BUS 411)
- Organizational Change & Development (BUS 425)
- Corporate Governance (BUS 427)

▪ **Elective Courses:**

Sample of Electives Course (Inside the department)

- Knowledge Management
- International Human Resources Management
- Quality Management
- Strategic Human Resource Management
- Health & Occupational Safety

Sample of Electives Course (Outside the department)

- Professional Ethics
- Current Issues
- Development Role of Women
- Principle of Sociology
- Career counseling
- Business Forecasting
- Feasibility Studies & Project Evaluation
- Services Marketing
- Industrial-
- Organizational Psychology
- Studies in the prophet biography
- Quran Kareem
- Principles of Islamic Culture
- Family in Islam
- Economic System in Islam
- Islamic Political System
- Human Rights
- Medical Jurisprudence

• **Internship /Field Experience Requirements:**

Field Training/ Co-op training for six credit hours.

4- Admission and Transfer Requirements

• **Eligibility Criteria**

- Students from the Preparatory Year (Science Colleges) may apply.
- Minimum GPA: 3.0/5.0.
- English Proficiency: Minimum grade of B in both preparatory English courses (8 credit hours each).
- IELTS Recommendation: Score of 5.0 or higher encouraged.
- Interest in Business Studies: Applicants should demonstrate a genuine inclination to pursue business administration.

• **Transfer Credit Policy**

1. from Other Colleges within KSU

- Minimum GPA of 4.0/5.0.
- Credits must be from scientific or health-related fields.
- Proof of language proficiency required.

2. from Other Accredited Institutions

- Maximum 40% of program credits transferable.
- At least 60% of advanced courses must be completed at CBA for degree eligibility.
- Minimum GPA of 4.25/5.0.
- Submission of official transcripts and detailed course outlines required.

• Selection Procedures

- Eligibility Verification: Ensure compliance with university requirements, GPA, English proficiency, and interest in business studies.
- Application Review: Evaluation of academic transcripts and prerequisite courses, with focus on business-related subjects and communication skills.
- Ranking and Selection: Candidates ranked by GPA, course performance, and additional assessments; admission offers based on program capacity.
- Notification and Enrollment: Selected candidates receive official offers and complete enrollment within the specified timeline.

5- Graduation Requirements

- **Course and Prerequisite Completion:**
 - Students must successfully complete all required courses, including specified prerequisites or their equivalents.
 - Grades in prerequisite courses may influence program progression and selection.
- **Credit Hours:**
 - 134 **credit hours** must be completed to qualify for the degree.
- **Attendance:**
 - Regular attendance is mandatory in all courses, in line with university policies.
- **Additional Requirements:**
 - Completion of **Co-op training** (6 credit hours).
 - Fulfillment of any other academic or administrative requirements set by the College of Business Administration and the University for graduation eligibility.

6- Curriculum Structure & Study Plan

The Management Program curriculum provides a comprehensive education that equips students with the knowledge, skills, and competencies needed for success in business administration. It combines core and elective courses with practical experiences, progressing from foundational knowledge in early semesters to advanced specialized topics in later semesters. Students complete 134 credit hours, including core, elective, and experiential learning components such as capstone projects and internships. The curriculum emphasizes:

- Theoretical foundations in management and business disciplines.
- Practical application through projects, case studies, and internships.
- Development of critical thinking, decision-making, leadership, and communication skills.

This structured approach ensures that graduates are well-prepared to meet organizational challenges and contribute positively to society and their profession.

Yearly Course Map: & Course Prerequisites: for Management Track

Required Courses

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
Level 1	ENGS 100	English	Required		6	College
	QUA 107	Introduction to Statistics in Business	Required		3	College
	EPH 101	Fitness and Health Education	Required		1	College
	CI 101	University Skills	Required		3	College
	CT 101	IT Skills	Required		3	College
Level 2	BUS 101	Principles of Management and Business	Required		3	College
	ENT 101	Entrepreneurship	Required		1	College
	ECON101	Principles of Microeconomics	Required		3	College
	ENGS110	English	Required	ENGS 100 - / P	6	College
	QUA207	Business Statistics	Required	QUA 107 - / P	3	College
Level 3	ARAB101	Language Skills	Required		2	College
	ECON102	Principles of Macroeconomics	Required	ECON101 - / P	3	College
	BUS 110	Managerial Skills	Required	BUS 101 - / P	3	College
	ACCT201	Principles of Accounting & Financial Reporting	Required		3	College
	MIS 201	Management Information Systems	Required	BUS 101 - / P	3	College
Level 4	ARAB 100	Writing Skills	Required		2	College
	FIN 200	Principles of Finance	Required	ACCT201 - / P	3	College
	MKT201	Principles of Marketing	Required	BUS 101 - / P ECON101 - / P	3	College
	ACCT 202	Principles of Cost & Managerial Accounting	Required	ACCT201 - / P	3	College
	BUS214	Business Ethics & Social Responsibility	Required	BUS 101 - / P	3	College
Level 5	BUS 201	Managerial Leadership	Required	BUS 101 - / P	3	Department
	BUS 202	Human Resources Management	Required	BUS 101 - / P	3	Department
	BUS 211	Research Methodology	Required	QUA 107 - / P	3	Department
	BUS 221	Organizational Behavior	Required	BUS 101 - / P	3	Department
	LAWA226	Commercial Law	Required		3	Department

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
Level 6	BUS 213	Organizational Theories & Organizational Design	Required	BUS 101 - / P	3	Department
	QUA217	Management Science(1)	Required	QUA 107 - / P	3	Department
	BUS 302	International Business	Required	BUS 101 - / P MKT 201 - / P	3	Department
	BUS 372	Supply Chain Management	Required	BUS 101 - / P QUA 207 - / P	3	Department
Level 7	BUS 303	Entrepreneurship and Innovation	Required	BUS 101 - / P	3	Department
	BUS 371	Operations Management	Required	BUS 101 - / P QUA 207 - / P	3	Department
	BUS 411	Strategic Management	Required	BUS 101 - / P FIN 200 - / P MKT 201 - / P	3	Department
Level 8	BUS 425	Organizational Change & Development	Required	BUS 101 - / P	3	Department
	BUS 427	Corporate Governance	Required	ACCT201 - / P BUS 101 - / P	3	Department
Level 9	BUS 477	Co-Op Training	Required		6	Department

Elective Courses

Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
Elective 1					
IC 100	Studies in the prophet biography	Elective	IC 101 - / NCIC 102 - / NCIC 103 - / NCIC 104 - / NCIC 105 - / NCIC 106 - / NCIC 107 - / NCIC 108 - / NCIC 109 - / NC QURN 100 - / NC	2	Department
QURN 100	Quran Kareem	Elective	IC 100 - / NCIC 101 - / NCIC 102 - / NCIC 103 - / NCIC 104 - / NCIC 105 - / NCIC 106 - / NCIC 107 - / NCIC 108 - / NC IC 109 - / NC	2	Institution

Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credits	Type of requirements (Institution, College, or Program)
IC 101	Principles of Islamic Culture	Elective	IC 100 - / NCIC 102 - / NCIC 103 - / NCIC 104 - / NCIC 105 - / NCIC 106 - / NCIC 107 - / NCIC 108 - / NCIC 109 - / NC QURN 100 - / NC	2	Institution
IC 102	Family in Islam	Elective	IC 100 - / NCIC 101 - / NCIC 103 - / NCIC 104 - / NCIC 105 - / NCIC 106 - / NCIC 107 - / NCIC 108 - / NCIC 109 - / NC QURN 100 - / NC	2	Institution
IC 103	Economic System in Islam	Elective	IC 100 - / NCIC 101 - / NCIC 102 - / NCIC 104 - / NCIC 105 - / NCIC 106 - / NCIC 107 - / NC IC 108 - / NC	-2	Institution
IC 104	Islamic Political System	Elective	IC 100 - / NCIC 101 - / NCIC 102 - / NCIC 103 - / NCIC 105 - / NCIC 106 - / NCIC 107 - / NCIC 108 - / NCIC 109 - / NC QURN 100 - / NC	2	Institution
IC 105	Human Rights	Elective	IC 100 - / NCIC 101 - / NCIC 102 - / NCIC 103 - / NCIC 104 - / NCIC 106 - / NCIC 107 - / NCIC 108 - / NCIC 109 - / NC QURN 100 - / NC	2	Institution
IC 106	Medical Jurisprudence	Elective	IC 100 - / NCIC 101 - / NCIC 102 - / NCIC 103 - / NCIC 104 - / NCIC 105 - / NCIC 107 - / NCIC 108 - / NCIC 109 - / NC QURN 100 - / NC	2	Institution
IC 107	Professional Ethics	Elective	IC 100 - / NCIC 101 - / NCIC 102 - / NCIC 103 - / NCIC 104 - / NCIC 105 - / NCIC 106 - / NCIC 108 - / NCIC 109 - / NC QURN 100 - / NC	2	Institution
IC 108	Current Issues	Elective	IC 100 - / NCIC 101 - / NCIC 102 - / NCIC 103 - / NCIC 104 - / NC IC 105 - / NC IC 106 - / NCIC 107 - / NCIC 109 - / NC QURN 100 -	2	Institution
IC 109	Development Role of Women	Elective	IC 100 - / NCIC 101 - / NCIC 102 - / NCIC 103 - / NCIC 104 - / NCIC 105 - / NCIC 106 - / NCIC 107 - / NCIC 108 - / NC QURN 100 - / NC	2	Institution
Elective 2					
BUS 251	Knowledge Management		BUS 101 - / P		Department
BUS 301	International Human Resources Management		BUS 102 - / P		Department
BUS 318	Quality Management		BUS 101 - / P		Department

Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
BUS 416	Strategic Human Resource Management		BUS 202 - / PBUS 411 - / P		Department
BUS 418	Health & Occupational Safety				Department
Elective 3					
SOC101	PRINCIPLES OF SOCIOLOGY			3	Other Department
PSY 244	Career counseling			3	Other Department
QUA307	Business Forecasting		QUA 207 - / P	3	Other Department
ECON421	Feasibility Studies & Project Evaluation		ECON102 - / PFIN 200 - / P MKT 201 - / P	3	Other Department
MKT452	Services Marketing		MKT 201 - / P	3	Other Department
PSY 480	Industrial-Organizational Psychology			3	Other Department

Program Courses Human Resources Management Track

Required Courses Human Resources Management Track

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
Level 1	ENGS 100	English	Required		6	College
	CT 101	IT Skills	Required		3	College
	EPH 101	Fitness and Health Education	Required		1	College
	CI 101	University Skills	Required		3	College
	QUA107	Introduction to Statistics in Business	Required		3	College
Level 2	BUS 101	Principles of Management & Business	Required		3	College
	ENT 101	Entrepreneurship	Required		1	College
	ECON101	Principles of Microeconomics	Required		3	College
	ENGS110	English	Required	ENGS 100 - / P	6	College

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
	QUA207	Business Statistics	Required	QUA 107 - / P	3	College
Level 3	ARAB101	Language Skills	Required		2	College
	ECON102	Principles of Macroeconomics	Required	ECON101 - / P	3	College
	BUS 110	Managerial Skills	Required	BUS 101 - / P	3	College
	ACCT201	Principles of Accounting & Financial Reporting	Required		3	College
	MIS 201	Management Information Systems	Required	BUS 101 - / P	3	College
Level 4	ARAB100	Writing Skills	Required		2	University
	FIN 200	Principles of Finance	Required	ACCT201 - / P	3	College
	MKT 201	Principles of Marketing	Required	BUS 101 - / P ECON101 - / P	3	College
	ACCT201	Principles of Cost & Managerial Accounting	Required	ACCT201 - / P	3	College
	BUS 214	Business Ethics & Social Responsibility	Required	BUS 101 - / P	3	College
Level 5	BUS 201	Managerial Leadership	Required	BUS 101 - / P	3	College
	BUS 202	Human Resources Management	Required	BUS 101 - / P	3	College
	BUS 211	Research Methodology	Required	QUA 107 - / P	3	College
	BUS 221	Organizational Behavior	Required	BUS 101 - / P	3	College
	LAW A 226	Commercial Law	Required	---	3	College
Level 6	BUS 241	Human Resources Planning & Staffing	Required	BUS 202 - / P	3	University
	MKT 301	Consumer Behavior	Required	MKT 201 - / P	3	College
	BUS 361	Human Resources Training & Development	Required	BUS 202 - / P	3	College
	BUS 371	Operations Management	Required	BUS 101 - / P QUA 207 - / P	3	College
Level 7	BUS 425	Organizational Change & Development	Required	BUS 101 - / P	3	Department
	BUS 462	Performance Management	Required	BUS 202 - / P	3	Department
	BUS 411	Strategic Management	Required	BUS 101 - / P FIN 200 - / P MKT 201 - / P	3	Department
Level 8	BUS 416	Strategic Human Resource Management	Required	BUS 202 - / P BUS 411 - / P	3	Department
	BUS 461	Compensation Management	Required	BUS 202 - / P BUS 411 - / P	3	Department

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
Level 9	BUS 477	Co-Op Training	Required		6	Department

Elective Courses Human Resources Management Track

Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
Elective 1					
IC 100	Studies in the prophet biography	Elective	IC 101 - / NC IC 102 - / NC IC 103 - / NC IC 104 - / NC IC 105 - / NC IC 106 - / NC IC 107 - / NC IC 108 - / NC IC 109 - / NC QURN 100 - / NC	2	Department
QURN 100	Quran Kareem	Elective	IC 100 - / NC IC 101 - / NC IC 102 - / NC IC 103 - / NC IC 104 - / NC IC 105 - / NC IC 106 - / NC IC 107 - / NC IC 108 - / NC IC 109 - / NC	2	Institution
IC 101	Principles of Islamic Culture	Elective	IC 100 - / NC IC 102 - / NC IC 103 - / NC IC 104 - / NC IC 105 - / NC IC 106 - / NC IC 107 - / NC IC 108 - / NC IC 109 - / NC QURN 100 - / NC	2	Institution
IC 102	Family in Islam	Elective	IC 100 - / NC IC 101 - / NC IC 103 - / NC IC 104 - / NC IC 105 - / NC IC 106 - / NC IC 107 - / NC IC 108 - / NC IC 109 - / NC QURN 100 - / NC	2	Institution
IC 103	Economic System in Islam	Elective	IC 100 - / NC IC 101 - / NC IC 102 - / NC IC 104 - / NC IC 105 - / NC IC 106 - / NC IC 107 - / NC IC 108 - / NC	-2	Institution
IC 104	Islamic Political System	Elective	IC 100 - / NC IC 101 - / NC IC 102 - / NC IC 103 - / NC IC 105 - / NC IC 106 - / NC IC 107 - / NC IC 108 - / NC IC 109 - / NC QURN 100 - / NC	2	Institution
IC 105	Human Rights	Elective	IC 100 - / NC IC 101 - / NC IC 102 - / NC IC 103 - / NC IC 104 - / NC IC 106 - / NC IC 107 - / NC IC 108 - / NC IC 109 - / NC QURN 100 - / NC	2	Institution
IC 106	Medical Jurisprudence	Elective	IC 100 - / NC IC 101 - / NC IC 102 - / NC IC 103 - / NC IC 104 - / NC IC 105 - / NC IC 107 - / NC IC 108 - / NC IC 109 - / NC QURN 100 - / NC	2	Institution

Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
IC 107	Professional Ethics	Elective	IC 100 - / NC IC 101 - / NC IC 102 - / NC IC 103 - / NC IC 104 - / NC IC 105 - / NC IC 106 - / NC IC 108 - / NC IC 109 - / NC QURN 100 - / NC	2	Institution
IC 108	Current Issues	Elective	IC 100 - / NC IC 101 - / NC IC 102 - / NC IC 103 - / NC IC 104 - / NC IC 105 - / NC IC 106 - / NC IC 107 - / NC IC 109 - / NC QURN 100 -	2	Institution
IC 109	Development Role of Women	Elective	IC 100 - / NC IC 101 - / NC IC 102 - / NC IC 103 - / NC IC 104 - / NC IC 105 - / NC IC 106 - / NC IC 107 - / NC IC 108 - / NC QURN 100 - / NC	2	Institution
Elective 2					
BUS 251	Knowledge Management		BUS 101 - / P	3	Department
BUS 301	International Human Resources Management		BUS 102 - / P	3	Department
BUS 302	International Business		BUS 101 - / P MKT 201 - / P	3	Department
BUS 418	Health & Occupational Safety			3	Other Department
BUS 427	Corporate Governance		ACCT201 - / P BUS 101 - / P	3	Department
Elective 3					
SOC 101	PRINCIPLES OF SOCIOLOGY			3	Other Department
PSY 244	Career counselling			3	Other Department
QUA 307	Business Forecasting		QUA 207 - / P	3	Other Department
ECON4 21	Feasibility Studies & Project Evaluation		ECON102 - / P FIN 200 - / P MKT 201 - / P	3	Other Department
MKT 452	Services Marketing		MKT 201 - / P	3	Other Department
PSY 480	Industrial-Organizational Psychology			3	Other Department

7- Alumni Characteristics

The Business Administration Program aims to produce graduates who possess a balance of knowledge, professional competencies, and ethical values that enable them to contribute effectively to the business profession and society. The Alumni Characteristics, or Graduate Attributes, represent the overarching outcomes of the program and reflect the qualities expected of graduates beyond their academic studies. These attributes are classified into three dimensions: Knowledge and Skills Acquired, emphasizing mastery of the discipline and its application; Professional Competencies, highlighting graduates' ability to communicate, lead, and adapt in dynamic business contexts; and Expected Behaviors and Ethics, underlining integrity, responsibility, and commitment to societal and organizational well-being.

Alumni Characteristics / Graduate Attributes (Business Administration Program)

- **Knowledge and Skills Acquired**

- Demonstrates comprehensive understanding of business administration concepts, theories, and practices across functional areas (management, finance, marketing, HR, operations, and strategy).
- Applies analytical, quantitative, and qualitative skills to solve complex business problems.
- Utilizes modern technologies, information systems, and data-driven approaches in decision-making.
- Exhibits the ability to integrate interdisciplinary knowledge to adapt to dynamic business environments.

- **Professional Competencies**

- Communicates effectively in diverse professional and cultural settings through written, oral, and digital platforms.
- Shows leadership and teamwork skills, with the capacity to motivate, delegate, and collaborate in multidisciplinary teams.
- Demonstrates entrepreneurial mindset and innovative thinking to create and manage business opportunities.
- Adapts to global business trends, cultural diversity, and international standards in professional practice.
- Engages in continuous learning and professional development to remain competitive in a changing market.

- **Expected Behaviours and Ethics**

- Upholds integrity, transparency, and accountability in professional and personal conduct.
- Respects diversity, equity, and inclusion in the workplace and society.
- Demonstrates social responsibility and commitment to sustainable business practices.
- Applies ethical reasoning in decision-making, balancing organizational goals with societal and environmental impact.
- Serves as a role model for responsible leadership and citizenship within the community.

- **Popular Employment sectors:**

Business Administration/Human Resources Management in many sectors such as

• Service Sector	• Consulting Manufacturing
• Government and public sector	• Technology and IT
• Nonprofit organizations	• Finance and banking.
• Healthcare	• Energy and Utilities
• Education	• Telecommunications
• Retail	• Entertainment and Media
• Hospitality and Tourism	• Startups and entrepreneurship

• **Potential Future Job Titles:**

The management track enables graduates to work in many management positions as the following (but not exclusive)

• Planning Specialist.	• Senior Supply Chain Specialist.
• Business Analyst.	• Government Relations Specialist.
• Administrative Assistant.	• Governance and Reporting Analyst.
• Project Specialist.	• Strategic Partnerships Specialist.
• Supplier Relations Specialist.	• Senior Sales Manager.
• Logistics Services Specialist.	• Standards and Procedures Officer.
• Senior Organizational Development Specialist.	• Internal/External Communications Specialist.
• Operations Specialist.	• Strategy Specialist.
• Shared Services Specialist.	• Quality Assurance Specialist.
• Risk Specialist.	• Senior Mergers and Acquisitions Specialist.
• Division Coordinator.	• Supply Loop Specialist.

HRM track enables graduates to work in many management positions as the following (but not exclusive);

• Acquisition Specialist.	• Talent Acquisition Analyst.
• Onboarding Specialist.	• HR Services Analyst.
• HR System Governance & Support Specialist.	• Culture & Engagement Analyst.
• Payroll & Benefits Specialist.	• Internal Communication Analyst.
• Employee Engagement & Experience Specialist.	• Organizational Development Analyst.
• Total Rewards Specialist.	• Performance & Rewards Analyst.
• Learning & Development Specialist.	• Employee Services Specialist.
• Employee Services Officer.	• HR Policies Specialist.
• Acquisition Specialist.	• Planning Specialist.

8- Professional Development

• Internships and Industry Engagement

The BSBA program places strong emphasis on bridging academic knowledge with real-world business practice. Through structured Cooperating Training (Co-op), students gain hands-on experience in diverse organizational settings, applying theoretical learning to practical business challenges. Industry engagement is further fostered through partnerships with companies, additionally, guest lectures by practitioners, field visits, and collaborative projects that expose students to current business trends, practices, and technologies. These experiences enhance students' employability and prepare them for smooth integration into the workforce. Some examples of the most popular Co-op/Internship Companies:

• STC (Saudi Telecom Company).	• KPMG
• Ahli Bank	• Ernst & Young, and Accenture,
• Habib Hospital	• SAP
• Almeria	• Microsoft
• Misk	• KPMG
• Saudi Aramco,	• SABIC

➤ Workshops, Seminars, and Certifications

Through the BSBA, professional development is enriched by continuous exposure to workshops, seminars, and specialized training opportunities. These events provide students with up-to-date insights into emerging business topics such as entrepreneurship, digital transformation, sustainability, and global market trends. Additionally, students are encouraged to pursue recognized professional certifications that complement their academic studies, thereby strengthening their qualifications and competitiveness in the job market. Some of the popular Professional Certificates as follow;

- Certified Business Administrator (CBA)
- Certified Manager (CM)
- Project Management Professional (PMP)
- Certified Associate in Project Management (CAPM)
- Certified Administrative Professional (CAP)
- Certified Professional Secretary (CPS)
- Certified Business Analysis Professional (CBAP)
- Six Sigma Green Belt Certification
- Certified Supply Chain Professional (CSCP)

➤ Career Guidance and Mentoring

The BSBA program provides structured career support through academic advising, career counseling services, and one-on-one mentoring. Experienced faculty and industry professionals guide students in developing personalized career plans, refining job search strategies, and building essential soft skills such as communication, leadership, and networking. Mentoring relationships also help students identify their strengths, explore career paths, and transition confidently into professional roles or postgraduate studies.

9- Teaching & Learning Policies

- **Teaching Methods**

The BSBA program adopts student-centered and outcome-based teaching strategies that encourage critical thinking, creativity, and problem solving. Faculty employ a variety of instructional approaches such as lectures, case studies, simulations, group projects, flipped classrooms, and e-learning platforms to accommodate different learning styles. Emphasis is placed on linking theoretical knowledge with practical applications, ensuring that graduates are well prepared for real-world business challenges.

- **Grading and Assessment Policy**

Assessment is aligned with course and program learning outcomes, ensuring fairness, transparency, and consistency. A combination of formative (quizzes, assignments, class discussions, and presentations) and summative (mid-term and final exams, projects, and reports) assessments are used to measure student achievement. Clear grading rubrics and criteria are communicated to students at the beginning of each course. Continuous monitoring and moderation of assessments are conducted to maintain academic standards in line with NCAA requirements. The grading system at KSU's College of Business Administration (CBA) is based on a letter grade system, (e.g., A, B+, B, C, D, F) to evaluate student performance. With a GPA of 2.00 required to avoid academic warning The GPA (Grade Point Average) is calculated based on the letter grades and credit hours of each course. Students with a GPA below 2.00 will receive warnings, and if they fail to improve their GPA, they may face dismissal. Grades are typically awarded based on a combination of semester work (assignments, quizzes, etc.) and final exams;

- **Class Participation and Attendance**

Active participation is encouraged as a core component of the learning process, fostering collaboration, communication, and teamwork skills. Students are expected to contribute meaningfully to class discussions, group activities, and case analyses. Attendance is mandatory, and students must meet the minimum attendance requirements specified in university policies. Attending at least 75% of all classes is compulsory. Any student failing to attend 75% of the classes will not be able to sit in the Final Examination Excessive absences may lead to academic penalties, including withdrawal from the course, in order to maintain academic discipline and ensure student engagement.

- **Policy on Academic Integrity:**

Principles of the academic integrity and ethics represent an ethical system for all student at KSU .The management of the BSBA program expects students to act in a fair, honest and consistent manner with the principles of academic integrity and ethics, especially when conducting assessments (discussions, assignments and tests) and research

- The management of the BSBA program, as well as all relevant structures in the CBA, provide ongoing guidance and support to students to ensure that they understand the requirements of maintaining academic integrity ethics and understand that failure to maintain academic integrity constitutes academic misconduct.

- The management Department provides students with all information that enable them to deal fairly with students who commit violations of the principles of academic integrity. There are many forms of conduct that violate the standards and principles of academic integrity, and ethics including cheating. Plagiarism/plagiarism, Exploitation of cooperation or any unsound behavior. In case of violation of the principles of academic integrity or ethics, one or more of the following penalties will be applied:

- Verbal warning and warning.
- Temporary deprivation of participation in any of the courses of the BSBA.
- Cancellation of the students' course
- Depriving the student permanently from completing the program.

10- Student Advising & Support Services

• Academic Advising

At the CBA level the BSBA program students are provided effective services by Qualified and Sufficient staff through the following;

- Academic Advising Unit <https://cba.ksu.edu.sa/en/node/32283> It is the unit responsible for supporting students' educational journey, providing them with suggestions, and advice that contribute to improving their academic achievement, addressing their problems, and guiding them in the best possible way to achieve their goals .
- Examination Unit <https://cba.ksu.edu.sa/en/Examination-Unit> ensures highly efficient performance of exams in all departments of the college and it oversees the distribution of monitoring personnel during examination time, and receives final examination, midterm, and make-up test papers from other colleges.

At the Department of Management, the BSBA program students are provided effective services by Qualified and Sufficient staff through the Academic Adviser Committee (AAC) that provide the following services ;

- Coordinate with the department council to establish the academic advisors with the students' list.
- Assist the student in their studies for better performance and future educational planning
- Arrange for additional instructions and guidance for students having learning difficulties
- Spread the awareness of quality of education, career path development, and the role of students in these processes
- Orient the department's academic advisors and advisees to the college/university policies and procedures concerned with students and the academic advising and counseling process.
- Monitor the academic advising and counseling progress for students in life and academic issues.
- Maintain ethical standards and confidentiality of student's documents.
- Establish a referral system for students to special college/university services as needed.
- Establish a flagging and tracking system for the students with low GPAs, low academic progress, high absenteeism rates, and social and psychological problems.
- Evaluate the effectiveness of the academic advising and counseling process.
- Maintain the unification of the academic advising and counseling process between the Department of Management and College of Business Administration (CBA) and King Saud University (KSU).

• Counseling and Career Services

The BSBA program offers counseling and career support to address both personal and professional development needs. Trained counselors assist students in overcoming academic or personal challenges, while career services provide guidance in career planning, CV preparation, interview skills, and internship placements. Regular career fairs, employer networking events, and mentoring opportunities with industry professionals further prepare students for the job market. In addition to , The CBA organizes some initiatives as such The Career Fairs in conjunction with industry partners annually. These fairs help senior students enormously in finding suitable employment. Recently, CBA established A Directorate for External Relations, which helps students

with co-op training arrangements, career day events, and job placement. Career planning and placement services are offered parallel with the University level. Ployment.

At the CBA level the students of BSBA program are provided effective career services through the following;

- ☒ Recently, CBA established A Directorate for External Relations, which helps students with co-op training arrangements, career day events, and job placement. Career planning and placement services are offered parallel with the University level.
- ☒ The CBA organizes some initiatives as such The Career Fairs in conjunction with industry partners annually. These fairs help senior students enormously in finding suitable employment.
- ☒ In addition to, a career day event where employers are invited to the university to meet the students. this faculty-student interaction as crucial for enhancing students' learning experiences, monitoring their career planning, and providing guidance on matters related to their specialization, employment, as well as personal and social aspects.
- ☒ Student Affairs Unit ;provide students with valuable career service
<https://cba.ksu.edu.sa/en/content/vraa/sau>
- ☒ The Alumni Center also act as a communication channel for developing alum skills , connecting them to their university , and assisting them with employment seeking their opinions and supporting them in developing the career <https://alumni.ksu.edu.sa/en>

In addition, the management department provides extensive resources in career advising at both the graduate and undergraduate levels.

- ✓ At the undergraduate level, a comprehensive academic advising program provides students with guidance around career selection, major exploration, and major selection, as well as supporting students who experience academic difficulty. Along with , major advisors guide students on potential career paths and the internships, networking, and employment opportunities available in their field.
- ✓ At the graduate level, most students have a single faculty academic advisor throughout their program who provides mentoring in the field and is a general point of connection to the department.

• **Library and E-Resources**

The BSBA Students have access to well-equipped library facilities and extensive electronic resources that support learning, research, and innovation. Resources include textbooks, academic journals, databases, case studies, and digital learning platforms relevant to business administration and related fields. Training workshops are provided to help students develop information literacy skills and use these resources effectively for academic and professional purposes.

• **Student Activities and Clubs**

The program encourages participation in extracurricular activities, student societies, and professional clubs that promote leadership, teamwork, and community engagement. Business-related clubs, workshops, competitions, and cultural events provide students with opportunities to apply their knowledge in practical contexts, build networks, and develop interpersonal and organizational skills. Such activities contribute to the holistic development of graduates and foster a sense of belonging within the university community. In addition to, many other services offered to the BSBA students through the following programs

- Academic Advisory Program for Talented and Underachieving Students at the Management Department
- The Ideal Student Award

- Student Partnership Program: <https://sa.ksu.edu.sa/en/node/5267>
- The Sports Programs
- Community service programs
- The CBA Volunteer Committee initiatives
- The extra-curricular activities at (CBA)
- THE Social Responsibility and Volunteer Work Unit; <https://sa.ksu.edu.sa/en/node/5562>
- General Administration of Sports Affairs https://sport.ksu.edu.sa/ar/internal_activities
- Student Affairs Unit <https://cba.ksu.edu.sa/en/content/vraa/sau> also organizes extra-curricular activities at the College of Business Administration (CBA) and while maintaining contact with students it oversees their participation in student activities, such as undertaking trips, theatrical activities, on and off-campus cultural and sports competitions, setting up exhibitions within the College and the blood donation week..

Department Students Club.



The management club is an academic gathering continued for Student Affairs Agency for students at King Saud University, brings together students and faculty members in the Department of Management, and interested in them from outside the department.

The management club Vision is to be one of the leading clubs at KSU to help members achieve high level of professionalism at practicing managerial skills. The management club Mission it to Provide members with best environment and opportunities to develop their skills and practice their academic knowledge through extracurricular. The management club provide the BSBA students with many Values as such ; creativity& passion, collaboration & professionalism, leadership, responsibility and Quality

Contact info



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The Program schedule for the Sports Programs and Clubs Unit includes the following activities

- University Table Tennis Championship 1443 (for students and employees)
- Coverage of the University Table Tennis Championship 1443 (for students and employees).
- Futsal Championship 1443 for National Day 91 (for students and employees)
- University swimming championship
- Table Tennis Championship (students and employees)
- University Volleyball Championship
- University basketball championship
- University Tennis Championship
- University cross-country race (in celebration of the 89th National Day)
- His Excellency the President of the University Football Championship

11- Faculty Guidelines

- **Roles and Responsibilities**

Faculty members are responsible for delivering high-quality instruction, supporting student learning, and contributing to the academic mission of the program. Their roles include preparing course materials aligned with Program Learning Outcomes (PLOs), advising students, engaging in research and scholarly activities, and participating in departmental, college, and university committees. Faculty are also expected to contribute to community service and industry engagement initiatives that enhance the reputation and impact of the program.

- **Teaching and Assessment Expectations**

Faculty are required to adopt student-centered teaching strategies and employ a variety of instructional methods such as lectures, case studies, simulations, group projects, and digital learning tools. Assessments must be directly aligned with course and program learning outcomes and comply with NCAAA standards for fairness, transparency, and reliability. Faculty are expected to use clear grading rubrics, provide timely feedback, and ensure academic rigor while fostering an environment that supports diverse learning needs.

- **Professional Development Requirements**

Faculty are expected to engage in continuous professional development to enhance teaching effectiveness, research output, and industry relevance. This includes participation in workshops, conferences, seminars, and training programs related to pedagogy, curriculum design, emerging business trends, and technology integration. Faculty are also encouraged to pursue professional certifications, research collaborations, and industry partnerships to maintain alignment with global business education standards.

- **Academic Integrity and Ethics**

Faculty must uphold the highest standards of academic honesty, fairness, and ethical conduct in teaching, research, and service. They are expected to model integrity by avoiding plagiarism, respecting intellectual property, ensuring transparency in grading, and maintaining confidentiality in student records. Faculty are also responsible for fostering a culture of integrity among students by promoting ethical behavior, monitoring assessments, and addressing any instances of academic misconduct in accordance with university policies.

12- Academic Policies & Regulations

- **Code of Conduct**

Students are expected to adhere to the highest standards of behavior that reflect respect, responsibility, and professionalism. The Code of Conduct governs classroom behavior, use of university resources, and interactions with faculty, staff, and peers. Any form of disruptive behavior, harassment, discrimination, or violation of university rules will result in disciplinary action in line with institutional policies.

- **Plagiarism and Academic Honesty**

Academic honesty is a core value of the program. Students must submit original work and properly acknowledge sources in all assignments, reports, and research activities. Plagiarism, cheating, or any form of academic misconduct is strictly prohibited and subject to penalties, which may include grade reduction, course failure, or referral to disciplinary committees. Faculty members actively monitor assessments and promote awareness of academic integrity policies.

- **Drop and Add Course Procedures**

Students in the BSBA program register, add, or drop courses through **KSU's Edugate system** during the specified period announced by the Deanship of Registration and Admission Affairs.

- **Dropping Courses:**

- Students must maintain at least the minimum course load unless exempted by the University President.
- If dropping a prerequisite course, the related dependent course must also be dropped.

- **Adding Courses:**

- No timetable conflicts are allowed.
- The course must be part of the study plan, approved electives, or free courses.
- Seats must be available.
- Prerequisites must be met, and previously passed courses cannot be re-added.
- The total credit hours must not exceed the permitted course load, except with approval.

- **Leave of Absence, Withdrawal, and Transfers**

The program follows university policies regarding student leave, withdrawal, and transfer between programs. Students may request a leave of absence or withdrawal for valid academic or personal reasons, subject to approval by the relevant academic authorities. Transfer of credits from other accredited institutions is permitted in accordance with university guidelines, ensuring alignment with program learning outcomes and accreditation requirements.

- **Complaint and Grievance Procedures**

The program provides clear and transparent procedures for addressing student complaints and grievances. Students may submit complaints related to academic matters, faculty conduct, or administrative issues through designated university channels. All complaints are handled confidentially, fairly, and in a timely manner, ensuring students' rights are respected while maintaining academic standards. Appeals processes are available for students who seek further review of decisions.

13- Facilities and Resources

- **Classrooms and Laboratories**

The program provides modern classrooms and specialized laboratories designed to support interactive and experiential learning. Classrooms are equipped with multimedia tools, projectors, and flexible seating arrangements to facilitate lectures, group work, and presentations. , and computer labs allow students to practice real-world business applications, data analysis, and management software in a controlled learning environment.

- **Library and Digital Resources**

Students have access to a comprehensive library with a wide collection of textbooks, academic journals, research papers, and case studies. Digital resources, including e-books, databases, and online journals, are readily available to support research, learning, and professional development. Training sessions are provided to develop information literacy skills, enabling students to effectively locate, evaluate, and utilize academic and industry resources. the BSBA students at King Saud University have access to the following sources :

➤ **Central Library of KSU**

- Serves as a key academic resource, ranked second in the Arab world for knowledge enrichment. It Provides access to over one million books, 25,000 microfilms, 4,000 microfiches, 20,000 audio/video materials, 15,000 information files, and 1,000 maps. It also offers personal computers, printers, and electronic search nodes for library databases, with subscriptions to major e-journals and research platforms like ScienceDirect, ProQuest, EBSCO, and LexisNexis.

➤ **Saudi Digital Library (SDL)**

- Central e-library for all higher education institutions in Saudi Arabia.it provides access to 120,000 titles, including prescribed course textbooks, 80 bibliographic databases, and 6.5 million titles including books, journals, and dissertations. and also offers specialized bibliographic databases such as Baker & Taylor, BIP, and Ulrich for research and library administration.

➤ **Extended Library Services and Technology**

- Libraries have extended operating hours and automated systems for on-campus and remote research access's web portal and e-learning platforms provide 24/7 access to course materials, university activities, and databases. Remote circulation services allow faculty and students to request materials directly from college-based library sites.

➤ **Translation Centre**

- Established in 1977 to provide textbooks, reference materials, research papers, and translated works for academic and societal needs. Since its establishment, 140 books have been translated and catalogued by College and Department for reference or textbook use.

➤ **Centralized Library Services for Management Students**

- The Management Department benefits from consolidated resources and services through a central Library-Services Unit, enhancing accessibility and research support specifically for BSBA students.

• **IT and Online Learning Platforms**

The management students received advanced services through electronic systems applied at King Saud University as; the Edu-gate System, Reservation of sports facilities, the Blackboard (LMS System), E- Training Platform, and The Digital Library the BSBA program utilizes robust IT infrastructure and online learning platforms to support blended and distance learning. , virtual classrooms, and digital collaboration tools facilitate course delivery, assignments, assessments, and faculty-student communication. IT support ensures that students and faculty can access technology resources efficiently, enhancing learning outcomes and digital competencies.

• **Other Campus Facilities**

The program is supported by additional campus facilities that contribute to the holistic development of students. These include study areas, conference rooms, auditoriums, recreational spaces, sports facilities, cafeterias, and student service centers. Such facilities foster a conducive learning environment, encourage social interaction, and promote student well-being alongside academic development.

14- Program Feedback and Continuous Improvement

- **Student Course Evaluation**

The program implements systematic course evaluations to gather student feedback on teaching quality, course content, learning resources, and overall learning experience. Feedback is collected through surveys, questionnaires, and focus groups at the end of each course. The results are analyzed to identify strengths and areas for improvement, ensuring that teaching strategies, course design, and learning materials meet student needs and program objectives.

- **Faculty Evaluation**

Faculty performance is regularly assessed through peer reviews, self-assessment, and student feedback. Evaluations focus on teaching effectiveness, research contributions, engagement in professional development, and adherence to academic policies. The outcomes of faculty evaluations inform professional development plans, support teaching improvement, and contribute to promotion and recognition processes.

- **Review of Learning Outcomes and Curriculum Updates**

The program regularly reviews its learning outcomes and curriculum to maintain relevance with current business practices, market demands, and accreditation standards. Program Learning Outcomes (PLOs) are mapped against course outcomes and periodically assessed for alignment with the National Qualifications Framework and industry needs. Curriculum updates are based on program assessments, stakeholder feedback, graduate performance, and emerging trends in business education, ensuring continuous improvement and quality assurance.

15 - Alumni Relations

King Saud University realizes the importance of human resources in the university, and it works to develop programs through which all aspects of care are provided to its employees. Alumni are considered one of the pillars through which King Saud University seeks to achieve its future ambitions, especially since many alumni take leadership positions in the country, integrating into society and engaging in governmental and private jobs. Therefore, it is established a mechanism for effective and fruitful communication with this supportive force (graduates), to support the university and benefit all its employees and society. In KSU Communication with Alumni is not just about organizing events or sending newsletters – it is about fostering long-term partnerships with graduates, offering value to alumni, and involving them in advanced activities for this reason KSU has established the Graduates' Center

The Graduates' Center <https://alumni.ksu.edu.sa/en/node/2892> provides initiatives and action plans, implements programs, and joint projects with training and employment agencies, to contribute to building a permanent interactive relationship between the university and its graduates, and the graduates with each other, in a way that ensures the development of skills and stimulation of the capabilities of graduates in all disciplines. Without exception, and taking into account the changing and accelerating labor market requirements and the university's endeavor to achieve the development goals set in Vision 2030.

16- Common & Frequently Asked Questions: (Q&A)

Business Administration is considered one of the most exciting and dynamic fields that many students aspire to shape their careers in. If you are considering pursuing a university education in the field of business administration, the answer of the most

frequently asked questions about the Business Administration department must be considered.

1. What Is Business Administration, and What Does It Entail?

The Business Administration department is an area of study that teaches the fundamental principles of the business world. Graduates in business administration can work in various areas such as management, finance, marketing, human resources, operations, and strategic planning. Business professionals develop strategies that ensure effective operation of companies and optimize business processes.

2. What Personality Traits and Skills Are Suitable for Business Administration Programs at Universities?

The Business Administration department is suitable for students with a wide range of personality traits and skills. To become a successful business professional, qualities such as analytical thinking, communication skills, leadership abilities, problem-solving skills, and a propensity for teamwork are essential. The dynamic nature of the business world requires making quick decisions and adapting to change.

3. What Courses Are Offered in the Business Administration Department?

Business Administration programs offer various courses to equip students with the fundamental concepts and skills necessary for success. Here are some of the commonly featured courses in business administration:

- Business Management: This course focuses on effective management of companies, enhancing leadership skills.
- Marketing: It teaches strategies related to product and service promotion and sales.
- Finance: This course covers fundamental financial principles, investment analysis, and budgeting.
- Human Resource Management: Topics include workforce planning, recruitment, training, and employee relations.
- Strategic Management: Concentrates on setting long-term goals for companies and developing strategic plans.
- Business Ethics and Social Responsibility: Discusses ethical issues in the business world and social responsibility.
- Entrepreneurship: Teaches how to establish and operate one's own business.

4- What Positions Can I Work in After Graduating?

Graduates of the Business Administration department have a wide range of career opportunities. They can advance their careers in positions such as marketing manager, financial analyst, human resources specialist, business strategist, entrepreneur, manager, or consultant. The field of Business Administration offers a multitude of possibilities for those seeking a dynamic and rewarding career.

Contact Information

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Disclaimer

This handbook is designed to serve as a practical guide for students enrolled in the management program. While every effort has been made to ensure accuracy, the information contained herein is subject to change without prior notice. In the event of any conflict between this handbook and official university policies, the latter shall prevail.

Closing Note

We wish you every success in your academic journey. Take full advantage of the opportunities, resources, and support provided by the university. Remember, your dedication and perseverance are key to your achievement.

Revision Note

This handbook was last updated in September 2025. Updates and announcements will be communicated through the official university portal.