



Program Handbook

College of Business and Administration

Department of Business Administration

Management Program

2020-2021



Program Handbook Contents

1. Princess Norah University Profile

4

1.1. History of the University:

4




1.2.	Vision, Mission, and Goals	5
1.3.	Rector Word	6
1.4.	Organizational Structure	7
1.5.	PNU Organizational Structure	7
1.6.	Academic System	8
1.7.	Academic Programs	9
1.8.	Deanship of Library Affairs Services	10
2.	College of Business And Administration Profile	13
2.1.	About CBA:	13
2.2.	Research excellence:	14
2.3.	Inspirational Teaching:	14
2.4.	Career and Development:	15
2.5.	Innovative	15
2.6.	Solution – Oriented	15
2.7.	Effective Communicators	15
2.8.	Dynamic Leaders	15
2.9.	Dedicated to Continuous Learning	16
2.10.	CBA Vision Mission	17
3.	Business Administration Department Profile	17
3.1.	Department Vision Mission and Goals	17
3.2.	Department Programs	18
4.	Management Program	18
4.1.	Management Program Description	18
4.2.	Management Program Mission and goals	19
4.3.	Graduate Attributes:	20
4.4.	Program learning Outcomes	21
4.5.	Management Program Tree	22
4.6.	Curriculum	23
4.7.	Student Admission and Support:	32
4.8.	Faculty Members	33
4.9.	Teaching and learning strategies to achieve program learning outcomes	35
4.10.	Management Program Committees Tasks	39
4.11.	Faculty development	41



4.12.	CMBA-Research Center	42
4.13.	College and department Libraries :	46
4.14.	Community Services Committee: Department of Business Administratio	49
4.15.	Quality Management System	53
4.16.	Advisory Committee	67

1. Princess Norah University Profile

1.1. History of the University:



The woman education in the Kingdom of Saudi Arabia has received a great deal of care and attention that allowed an unprecedented opportunity for her to move confidently towards realization of her aspirations and demonstrate excellence in various fields. Furthermore, this has made it possible for women to appear prominently not only at the domestic level, but also even at the international level. As we can see well-known models of educated and specialized Saudi researcher women whose names are echoed in international forums and other disciplines of knowledge, which proves their success and competence in a manner that is not less than their counterparts in other developed countries.

PNU is one of the outcomes of care and attention directed to women's higher education. This started early as the General Presidency for Girls' Education in 1390 AH corresponding to 1970 AD laid the cornerstone of the first educational college for girls, then successively inaugurated colleges until it reached 102 colleges ranging from university, intermediate and community colleges distributed to 72 Saudi cities including 600,000 female students. In Riyadh only, there have been six colleges such as College of Education for literary sections, College of Education for scientific sections, College of Teacher Education, College of Social Work, College of Home Management and College of Arts.

In 1427 AH/2006 AD, the Royal decree was issued to establish the first university for girls in Riyadh under the supervision of Ministry of Higher Education comprising the six colleges that are currently located in Riyadh after restructuring them, in addition to establishment of several new colleges to serve development march in the Kingdom. In 1428 AH/2007 AD, the university has been activated through appointing Dr. Al Jawhara bint Fahad Al Saud as the first rector to it.

On Wednesday, 29/10/1429 AH- 29/10/2008 AD, the University was honored by Custodian of the Two Holy Mosques's visit to lay the foundation stone of the dormitory. Then, he decided to change its name to Princess Nourah bint Abdulrahman University in tribute to the sister of the founder of Kingdom of Saudi Arabia, King Abdul Aziz bin Abdul Rahman., May Allah have mercy upon him.

1.2. Vision, Mission, and Goals

Vision:

To be the beacon of women for knowledge and values.

**Mission:**

It is a comprehensive university for women, which is characterized by its educational leadership and scientific research, and contributes to building the knowledge economy with a community and global partnership.

Values:

Belonging, integrity, trust, superiority, excellence, commitment to quality, and professionalism.


1.3. Rector Word

I would like to welcome you to Princess Nourah bint Abdulrahman University (PNU); the first university exclusively for women in the Kingdom of Saudi Arabia (KSA), and the largest university for women in the world.

PNU is focused on employing all resources and efforts to enhance the quality of education and the competencies of its graduates, in order to fulfill His Majesty the Custodian of the Two Holy Mosques' aspirations and goals for the education of the women of our nation.

PNU therefore aspires to become a beacon for science, knowledge, and values. We made it our mission at PNU to become a leading institution in the field of higher education for women, keeping abreast with global developments in the fields of science and technology to develop the education of women in Saudi Arabia, thus enabling Saudi females to effectively participate in social and economic development with the purpose of achieving a better future for our nation.

PNU realizes that it has a sacred task to fulfill. Therefore it continuously strives to achieve excellence and make a difference in the higher education of women. For this purpose, PNU implements the best strategies to integrate the values of education and research with the sense of civic participation and social responsibility, to offer strategic development plans for our academic programs, to implement knowledge and educational partnerships with distinctive higher education institutes throughout the world, and to hold conferences, seminars, and scientific and cultural events that guarantee the development of human resources, providing our students with advanced skills that enable them to face the challenges of the era and to contribute to the establishment of a bright and safe future.



PNU offers a rich graduate and postgraduate programs through its 15 colleges functioning in different specializations, in addition to the Preparatory and Foundation Year programs, the Arabic Language Institute for non-Arabic Speakers, and a university hospital where students of the Colleges of Medicine, Dentistry, and other Health Colleges receive their training. The university also includes an extensive central library, a number of supporting deanships, and research and service centers that all aim to support the academic and educational goals of PNU. All this is offered in an attractive environment-friendly setting amidst an atmosphere that is engineered and technically prepared to accommodate the academic and psychological needs of the students.

1.4. Organizational Structure

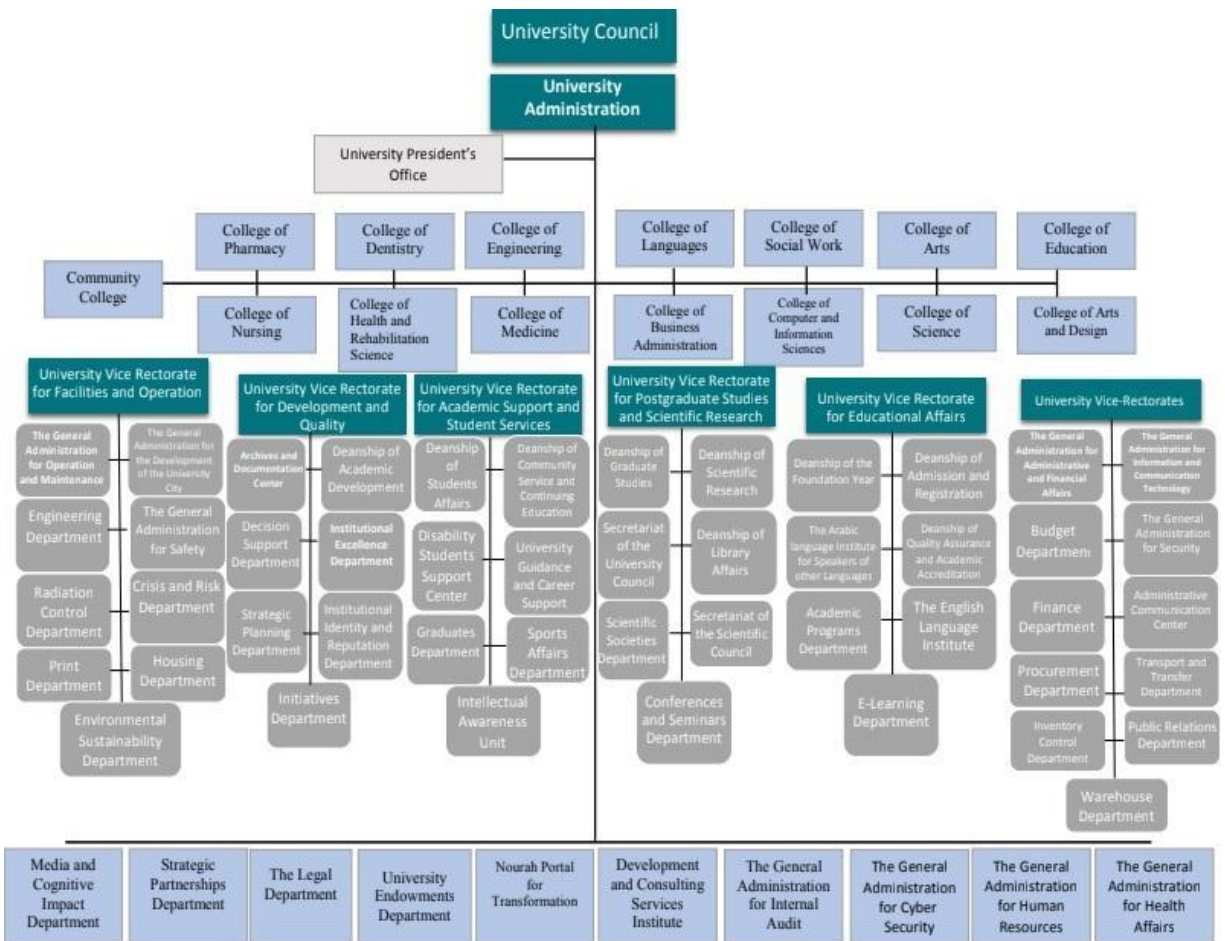
The organizational structure and function of PNU has been established on a number of basic principles appropriate to the university's general and special objectives, its future aspirations, and its present circumstances and environment.

PNU is a part of the higher education system in Saudi Arabia. The Ministry of Education supervises the deans of all Saudi universities. It ensures that all university operations are carried out in accordance with the Charter of the Council of Higher Education and Universities, and the Law.

According to the university's organizational chart and functions, the President is the chief academic and administrative executive officer of the university. She undertakes the supervision of implementing the university's administrative, financial, and academic plan, and represents the university with various authorities.

The President is assisted by several academic and administrative vice presidents, deans, and directors. They all cooperate in running and settling educational, academic, and administrative affairs, policies, and regulations.


1.5. PNU Organizational Structure



1.6. Academic System

The academic year, consisting of two semesters, it normally starts in September and ends in June, and is followed by an eight-week Summer Session, which is optional for both students and faculty members. There is an inter-semester break between the semesters. Normally, the first day(s) of the semester is the registration day(s). Classes begin the day following the registration day and last for fifteen (15) working weeks, followed by the final examinations period.


- Undergraduate study follows the academic level system.
- Undergraduate study comprises a minimum of eight academic levels.
- The student gradually progresses from one academic level to another in accordance with approved promotion rules.

- 
- The duration of each academic level equals one regular semester.
 - The duration of an academic year is two regular semesters and a summer session, if necessary.
 - Each semester is a term of not less than fifteen (15) weeks of instruction. This does not include the registration and final examination periods.
 - A summer session is a period of instruction not exceeding eight (8) weeks, not including the registration and final examination periods. The weekly duration of each course in a summer session is twice its duration during the regular academic semester.
 - Example: If the total number of the contact hours of a course is 3 hours a week during the regular semester, then the total number of the contact hours of the same course during the summer session is 6 hours a week.

1.7. Academic Programs

PNU currently has 18 Colleges and Institutes listed below. The expected duration of each program is not less than four years.

1. College of Medicine
2. College of Dentistry
3. College of Pharmacy
4. College of Nursing
5. College of Health and Rehabilitation Science
6. Deanship of Foundation Year (for Health Colleges)
7. College of Science
8. College of Computer and Information Sciences
9. College of Business Administration
10. College of Law
11. College of Engineering
12. College of Arts and Design
13. College of Languages
14. College of Education

- 
15. College of Social Work
 16. College of Arts
 17. Community College
 18. The English Language Institute
 19. Arabic Language Institute for Speakers of Other Languages

1.8. Deanship of Library Affairs Services

The Deanship of Library Affairs strives to provide library services to all members of Princess Nourah bint Abdulrahman University including faculty members, administrative staff and students, in addition to beneficiaries and researchers from outside the university. The following are the main services:

Reference Service

The service aims to guide the beneficiaries to obtain information as soon as possible with minimal effort through the beneficiary service unit, where a number of information specialists work, to help the researcher obtain the required information accurately and easily.

The beneficiary service offices are available in the reception's area, and the beneficiary can obtain the information they want without visiting the library through the "Ask the Librarian" service published on the University website, Deanship of Library Affairs page.

Auto Index Service:

This service saves a lot of time for the beneficiary as it presents the details of the subject they search for and its place. The Deanship of Library Affairs provides assistance on how to use indexes to access the required resources.

Tour Service:

This service is provided to delegations from outside the University, and new students of the University, to introduce the services and halls of the central library.

Ongoing Briefing Service:

The Library provides an on-going briefing service with the aim of keeping the beneficiaries updated about the library.



Photo-copying and scanning Service:

It is one of the necessary services, where self-copying devices were provided to facilitate copying and save effort and time for the beneficiaries. While it is allowed to copy a certain ratio of the source of information in accordance with local and international legislations and rules on the protection of copyright and intellectual property.

Computer and Internet Service:

The library contains computers connected to the Internet, which are available in the central library and other libraries to facilitate the search for beneficiaries.

Membership Application Service:

A community service provided to beneficiaries from outside the university by granting a membership card entitling the person to borrow according to the membership application requirements set out in the membership application form published on the University website-Deanship of Library Affairs page.

People with Special Needs Service:

A special hall is provided for people with special needs, and it is equipped with the latest technology to serve them.

Reading Counseling Service:


A service aims to develop students' reading taste and equip them with the skills of selecting the appropriate reading materials for their needs to help them solve their problems, as well as instilling and developing reading habits in order to be rooted in them.

Behavioral Cognitive Counseling Service:

A service aims to help students in the face of obstacles and difficulties positively and enable them to solve them or minimize their impact and it also aims to give students the ability to control emotions using cognitive behavioral cognitive methods.

Digital Library and Databases Service:

Within the framework of the Deanship of Library Affairs' desire to provide modern sources of information to meet the needs of the beneficiaries, the subscription was made to the Saudi Digital Library, which is unique and affiliated to the Ministry of Education; in order to support other



sources of information available in the University libraries.

The Saudi Digital Library is the largest academic repository of information resources in the Arab world, with more than 262,000 scientific references covering all academic disciplines, and contracting with more than 300 international publishers and continuously updating this content, which in turn contributes to a huge accumulation of knowledge in the long term. The Digital Library icon has been incorporated into the Blackboard Learning Management System.

Book Retention Service:

Faculty members and the like shall have the right to withhold some books for a specified period for the use of the students inside the library. The retained books shall not be externally borrowed and the chief officer of borrowing may not allow the borrowing of a book if it considers that there is an urgent need for non-borrowing of it.

Research Carrel Service:

The Deanship of Library Affairs has been keen to provide the appropriate place for in-house access and research and studies by providing research carrels, with good ventilation, and suitable lighting, equipped with computers connected to the Internet, which are of two types:

- Research carrels in the Central Library for faculty members and postgraduate students, which are booked by filling the form published on the University website, Deanship of Library Affairs page.
- Research carrels for undergraduate students, available in the reading rooms of the central library and other libraries, without booking.

Classroom Service:

They are well-ventilated rooms with suitable lighting, equipped with computers connected to the Internet, which can be used by faculty members with a small number of their students, and can be used by a group of students for group discussion and studying.

Training Halls Service:

The Deanship of Library Affairs has made its training and interactive halls available to faculty members and training units, which are booked by filling the form published on the University website, Deanship of Library Affairs page.



Reading Rooms Service:

The library contains multiple rooms for reading and research, equipped with computers and Internet service where the beneficiary can read and search.

Borrowing Service:

It is the process of registering the resources of information in the name of the borrower to be used outside the library. The process is supervised by the borrowing officer, who registers the material before borrowing to ensure that it will be returned by the same borrower. Such process is carried out in accordance with approved borrowing controls.

2. College of Business And Administration Profile

2.1. About CBA:

The College of Business Administration was established at Princess Noura Bint Abdulrahman University in 1428H. Where it presents a set of academic programs which consistent with vision 2030. And it's important for the national economy and its role to promote the development process in the country. CBA seeks to play a prominent role in the transformation towards the knowledge economy. This is the aim of the national transformation program. The College also looks forward to improve the level of the programs and the study plans and adapting them to the latest developments and global changes.

Where the college lent importance to raising the level of learning outcomes, both ideologically and skillfully. In addition to raising the students' competencies in different fields of business. Partnerships have also been established with effective communication with business sectors locally and globally.

College of business administration introduced these programs for the bachelor degree:

- Accounting
- Economics

- 
- Human Resources Management
 - Financial Economics
 - Marketing
 - Management
 - Master degree of science in Business Administration (introduced by DCU@PNU)

As a part of our efforts to improve the quality of the educational outputs in line with international standards in education and the requirements of the labor market, CBA has initiated several educational and training partnerships as a means of developing the educational process and improving the relationship with educational institutions and business sectors.

2.2. Research excellence:


The College of Management and Business is distinguished by its quality of research. Its research addresses many of the major challenges facing the business community. Our research aims to work with leading business organizations such as SABIC, Dublin City University and the International Monetary Fund.

2.3. Inspirational Teaching:

At CBA we pride ourselves on ensuring that our students receive a quality business education. Students learn from Instructors and Practitioners who are specialists in their field of business. Most are active researchers who work closely with enterprise and enjoy inspiring and empowering female students with their knowledge and innovation. Modes of Instruction in CBA are dynamic and reflect real life scenarios, students take part in workshops, seminars, individual and team presentations, computer laboratories, and use case studies and business simulations to apply theory to actual enterprise.

Alongside academic study, CBA students are encouraged and supported to develop their entrepreneurial skills, participate in team business challenges and gain professional development certificates and badges.

2.4. Career and Development:



CBA are committed to the personal and professional development of its students. This is encapsulated in the vision, mission, program learning outcomes of the BSBA, program learning outcomes of the Management major and concentration tracks. Each course offered as part of these programs has been carefully designed to maximize student potential to ensure that they graduate with the personal and professional competencies and skills necessary to succeed in a globalized, knowledge based world. Students on successful completion of the BSBA program will be:

2.5. Innovative

PNU CBA students are encouraged through their program of study to be innovative in their approaches to problem solving, and to be flexible and adaptable to emerging business situations and ideas.

2.6. Solution – Oriented

PNU CBA encourage students to adopt a solution-oriented approach to dealing with problems, difficulties and opportunities in business and the real world. Graduates will be skilled at applying this knowledge to explore the real problem, which in turn allows them to explore a solution that might not have been immediately obvious.

2.7. Effective Communicators

PNU CBA stresses the importance and value of good communication in all aspects of work and society. Graduates will be able to draw on appropriate skills to negotiate effectively, collaborate, influence and support others.

Socially & Ethically Responsible

PNU CBA encourages students to be locally and globally aware, to value tolerance, respect cultural diversity, and be committed to working with others to make a difference in business and society. CBA graduates will value the importance of conducting themselves ethically and responsibly both in a personal and a professional capacity.

2.8. Dynamic Leaders

PNU CBA recognized the importance of developing leadership skills. Graduates will have understand the significance of their personal responsibility to take the lead and effect change in every aspect of life.

2.9. Dedicated to Continuous Learning

PNU CBA promotes and nurtures a spirit of inquiry, reflection and evaluation. Graduates will understand from their studies that knowledge is not fixed or static, and that insights and skills can always be enhanced and extended further. The table below outlines the skills development that students will participate and engage in throughout the duration of study for the BSBA. While the courses listed explicitly target skills development, many of the other course on the program also develop personal and professional skills, in the classroom, via e learning platforms, practitioner/professional lectures, seminars and symposiums and through carefully designed assessments. This approach to career planning and development supports the student in acquiring a set of relevant and transferable skills that enhance their employability on graduation from the program. To support this process students are required in Semester One, Year 1 to start work on a Professional Development Portfolio. They are responsible for managing and developing their PDP with support from their academic supervisor and via e learning throughout their studies from level 1-7, years 1-4.

Business Skills Development Courses

Level	Course	Skills Development Aim
1	Skills for Business I	Communications, Team working, Time Management, Introduction to CBA, Learning to Learn
2	Skills for Business II	Written and oral business communications, presentation skills, cross cultural communication, Spreadsheets, Database Management, Decision Making
3	Digital Innovation, Creativity & Enterprise	Project Management, Creativity and Enterprise

4	Business Statistics	Data Management, Data Manipulation, Predictive Analytics, Decision Making
5	Entrepreneurship	Creativity, leadership, planning, team management skills, decision making

2.10. CBA Vision Mission

CBA Vision:

“To educate female leaders who will redefine business locally and globally”.

CBA Mission:

“To educate and inspire female leaders, entrepreneurs and scholars to transform the landscape of business, adding value to the economy and society, locally and globally”.

The CBA mission focuses on preparing business professionals and leaders to an international standard through experience of a distinctive educational environment. It supports innovative research that contributes to the advancement of business knowledge and economic development. It is also committed to building effective partnerships with local and international communities.

3. Business Administration Department Profile

3.1. Department Vision Mission and Goals



Vision

To enable women leaders to be pioneers in business locally and globally

Mission

To educate and qualify competent women leaders to become valuable in the business field through a stimulating, innovative learning and teaching environment.

Goals

- Enhance the academic competencies of female graduates through improving the courses and program.
- Build and develop the skills of female graduates in the fields of business administration through diversifying teaching and learning methodologies.
- Reflect the identity of Princess Nourah Bint Abdulrahman University through practicing business ethics and social responsibility.
- Establish partnerships with leading employers in the market to participate in enhancing students' knowledge and skills.


3.2. Department Programs

The Business Administration Department offers three programs:

- Human Resources Management
- Marketing
- Management

4. Management Program

4.1. Management Program Description



The Management Program was introduced in 2007 in response to a rapidly increasing industry demand for business professionals. To meet the needs of this market and in order to achieve PNU vision and mission, CBA has carried out various major improvements and changes to its programs. This has included a review and reform process of current programs along with the proposed introduction of a new Bachelor of Science in Business Administration with majors in Management, Finance, Economics, Marketing, Accounting and concentrations in general areas of Management, Human Resource Management, Tourism and Events Management and Project Management. The program curriculum has been extensively revised based on internal and external review by key stakeholders to include new courses that reflect advancement, developments and meet the needs of industry and society in business administration and management fields.

The following briefly outlines the main reasons behind the establishment and continuity of the program:

- Contribution to the development of a knowledge-based economy through communal and global partnerships.
- Market growth and needs of qualified female accountants, auditors and business professionals.
- Hence, the increasing demands from female students to join the program.
- Strengthening the role of women in economic, financial and administrative areas.
- The impact of globalization on KSA business.
- Alignment with KSA's new vision (2030).

4.2. Management Program Mission and goals



Program Mission

“To prepare professional women who could serve their communities and compete globally in the business and management sector through the pursuit of learning and research in an innovative educational environment.”

Program Goals

- Able to evaluate situations efficiently using creative skills to achieve excellence in all facets of business.
- Able to use appropriate solution designing skills to manage personal, professional, social and national problems.

Program Objectives

- Enable graduates to apply fundamental business management concepts and practices to make critical and practical business decisions.
- Prepare graduates to be leaders and communicate clearly, effectively using traditional methods, and digital platforms in oral and written format.
- Ensure graduates to critically interpret business information in a competitive environment to take effective ethical decisions.
- Enlighten graduates to focus on generating innovative business ideas using latest state-of-the-art technology and conduct and evaluate research findings in developing knowledge-based economy.
- Develop graduates to enhance their adherence as community service providers and integrate well for social and economic activities.

4.3. Graduate Attributes:

1. Effective Communicators

Management program stresses the importance and value of good communication in all aspects of work and society. Graduates will be able to draw on appropriate skills to negotiate effectively, collaborate, influence and support others.



2. Socially and Ethically Responsible

Management program encourages students to have positive work ethic, to value tolerance, respect cultural diversity, and be committed to working with others to make a difference in business and society.

3. Professional Leaders

Program incorporates professional and leadership skills in the graduates and develop potential to take important roles in their chosen careers or occupation to take lead and manage change in every aspect of life.

4. Innovative Team Builders

Program ensures that students are involved in activities to develop their teamwork skills. Students are provided with opportunities to develop interpersonal relationships and they are expected to be accountable in achieving specific common goals for the team.

5. Problem Solvers and Decision Makers

Management Program ensures graduates to apply their knowledge to explore the real problem, which in turn allows them to explore an effective solution by a creative and evidence-based thinking in order to conceive innovative responses to upcoming business challenges. Graduates will be in a position to implement effective decisions in the competitive environment to generate an array results.

6. Lifelong Learning

Management program promotes and nurtures the graduates with a spirit of commitment to continuous learning and to maintain intellectual curiosity for learning new concepts, knowledge and skills at any point of time throughout the life.

4.4. Program learning Outcomes

Knowledge :

K1	Explain key theories, concepts, models and techniques of management within global business context
K2	Recognize the relevancy of theories, models and techniques of management in the real-life business situations for practical decision making.
Skills	
S1	Apply information related to new emerging trends to business situations for effective management decisions.
S2	Utilize technology effectively and professionally to collect, analyse, interpret and share information for business development, growth, and sustainability.
S3	Analyze business related situations/problems/trends using critical thinking and empirical approaches to decision making.
S4	Evaluate business proposals/models and reports related to global environment effectively for successful outcomes.
Competence	
C1	Develop managerial attitudes of persistence and perseverance to meet stakeholder interest and achieve business goals.
C2	Design innovative strategic and tactical business solutions within national and international business environments to achieve the desired goals/objectives.
C3	Demonstrate effective leadership skills guided by ethical principles and commitment towards social responsibility in addressing global business issues

4.5. Management Program Tree

Princess Nourah Bint Abdulrahman University Mission

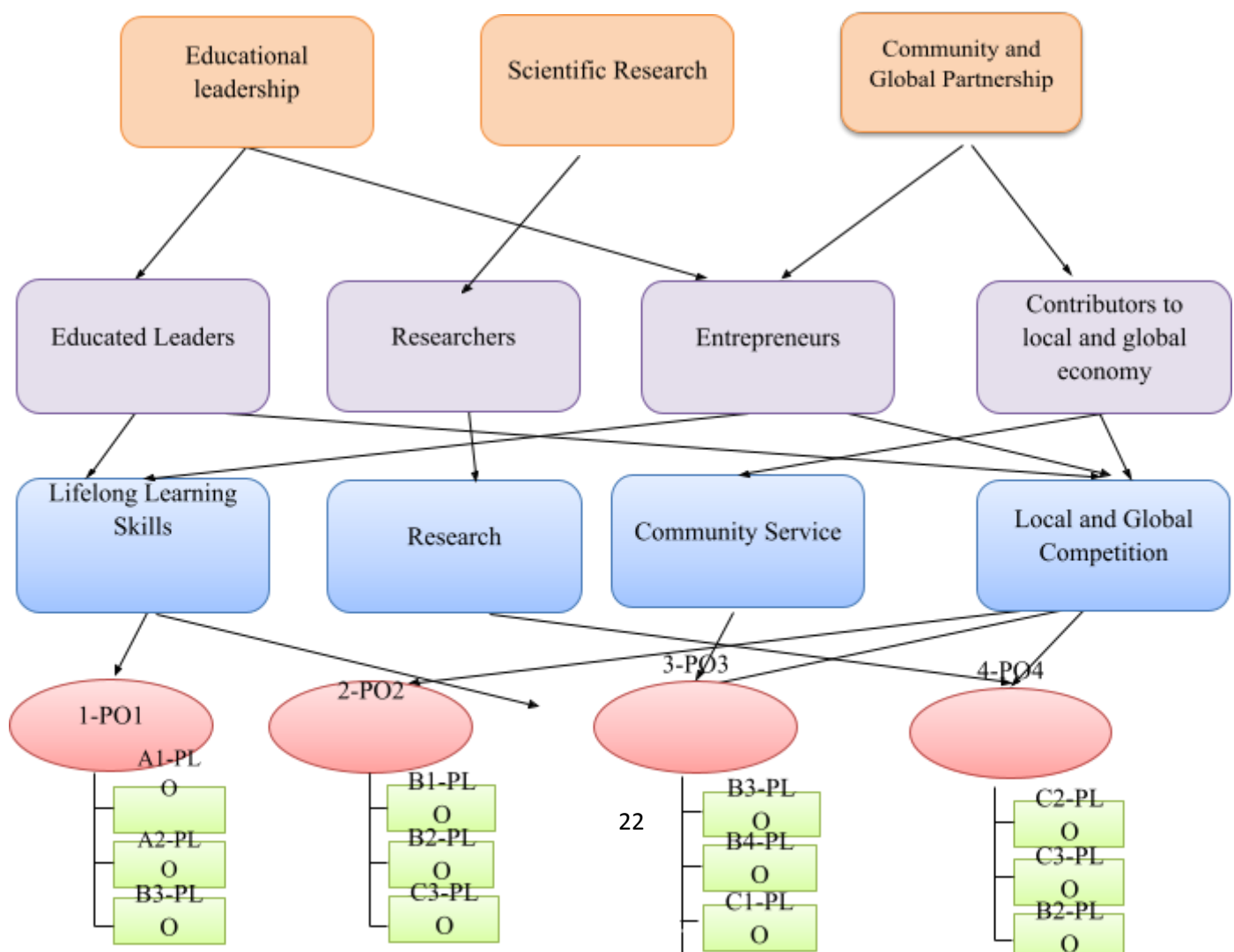
It is a comprehensive university for women, which is characterized by its educational leadership and scientific research, and contributes to building the knowledge economy with a community and global partnership.

Business Administration College Mission

“To educate and inspire female leaders, entrepreneurs and scholars to transform the landscape of business, adding value to the economy and society, locally and globally”.

Management Program Mission

To prepare professional women who could serve their communities and compete globally in the business and management sector through the pursuit of learning and research in an innovative educational environment.





Curriculum .4.6

1. Human Resource Management Elective Package Curriculum Structure

Program Structure	Required/ Elective	No. of courses	Credit Hours	Percentage
Institution Requirements	Required	8	18	15
	Elective			
College Requirements	Required	18	54	44
	Elective			
Program Requirements	Required	9	27	22
	Elective	4	12	9
Capstone Course/Project		2	6	5
Field Experience/ Internship		1	6	5
Others				
Total			42	123

2. Project Management Elective Package Curriculum Structure

Program Structure	Required/ Elective	No. of courses	Credit Hours	Percentage
Institution Requirements	Required	8	18	15
	Elective			
College Requirements	Required	18	54	44
	Elective			
Program Requirements	Required	9	27	22
	Elective	4	12	9
Capstone Course/Project	Required	2	6	5
Field Experience/ Internship	Required	1	6	5
Others	N/A	N/A	N/A	N/A
Total		42	123	100%

3. Tourism and Event Management Elective Package Curriculum Structure

Program Structure	Required/ Elective	No. of courses	Credit Hours	Percentage
Institution Requirements	Required	8	18	15
	Elective			
College Requirements	Required	18	54	44
	Elective			

Program Requirements	Required	9	27	22
	Elective	4	12	9
Capstone Course/Project	Required	2	6	5
Field Experience/ Internship	Required	1	6	5
Others	N/A	N/A	N/A	N/A
Total		42	123	100%

4. Program Study Plan

Level	Course Code	Course Title	Required or Elective	Pre-Requirement Courses	Credit Hours	Type of requirements (Institution, College or Department)
Level 1	ISLS 101M	Islamic Culture (1)	Required	N/A	2	University
	Math 161	General Statistics	Required		3	College
	ENG1 01-1	English Language (1)	Required	N/A	3	University
	BUS 101	Principles of Business Administration	Required	N/A	3	College



Level	Course Code	Course Title	Required or Elective	Pre-Requirement Courses	Credit Hours	Type of requirements (Institution, College or Department)
	BUS 161	Business Skills I	Required	N/A	3	College
Level 2	ARAB 101M	Arabic Composition	Required	N/A	2	University
	ENG 102-2	English Language II	Required	ENG 101M	3	University
	BUS 151	Digital Innovation, Creativity & Enterprise	Required	BUS 101	3	College
	BUS 111	Business Ethics & Social Responsibility	Required	N/A	3	College
	BUS 162	Skills for Business II	Required	BUS 161	3	College
	MATH 106	Math's for Business	Required	N/A	3	College



Level	Course Code	Course Title	Required or Elective	Pre-Req isite Courses	Credit Hours	Type of requirements (Institution, College or Department)
Level 3	ISLS 202M	Islamic Culture (2)	Required	ISLS 101M	2	University
	ECON 261	Business Statistics	Required	MATH 161	3	College
	ACCT 201	Principles of Financial Accounting	Required	N/A	3	College
	ECON 201	Principles of Microeconomics	Required	N/A	3	College
	BUS 252	Management Information Systems	Required	BUS 101	3	College
	MKT 203	Principles of Marketing	Required	BUS 101	3	College



Level	Course Code	Course Title	Required or Elective	Pre-Requirement Courses	Credit Hours	Type of requirements (Institution, College or Department)
Level 4	ACCT 202	Principles of Cost Accounting	Required	ACC 201	3	College
	FIN 204	Principles of Finance	Required	ACC 201	3	College
	ECON 202	Principles of Macroeconomics	Required	ECON 201	3	College
	HRM 213	Human Resource Management	Required	BUS 101	3	Department
	HRM 214	Organizational Behavior	Required	BUS 101	3	College
	LAW 211	Commercial Law	Required	N/A	3	College
Level	ISLS 303M	Islamic Culture (3)	Required	ISLS 202M	2	University



Level	Course Code	Course Title	Required or Elective	Pre-Requirement Courses	Credit Hours	Type of requirements (Institution, College or Department)
5	BUS 341	Project Management	Required	BUS 151	3	Department
	BUS 354	Electronic Commerce	Required	BUS 252	3	Department
	BUS 353	Entrepreneurship	Required	N/A	3	College
	BUS 342	Operation Management	Required	BUS 101	3	Department
	BUS 322	Operational Research	Required	ECON 261	3	Department
	HRM 214	Operational Behavior	Required	BUS 101	3	Department
Level 6	ARAB 202M	Arabic Language Skills	Required	N/A	2	University
	BUS 331	International Business Management	Required	N/A	3	Department




Level	Course Code	Course Title	Required or Elective	Pre-Requirement Courses	Credit Hours	Type of requirements (Institution, College or Department)
	BUS 355	Supply Chain Management	Required	BUS 342	3	Department
	BUS 343	Managerial Leadership	Required	HRM 214	3	Department
	BUS 344	Total Quality Management	Required	N/A	3	Department
		Elective (1)	Elective		3	Department
Level 7	ISLS 404M	Islamic Culture (4)	Required	ISLS 301M	2	University
		Strategic Management	Required	N/A	3	Department



Level	Course Code	Course Title	Required or Elective	Pre-Requirement Courses	Credit Hours	Type of requirements (Institution, College or Department)
	BUS 445					
	BUS 456	Innovation and Change Management	Required	N/A	3	Department
		Elective Course	Elective	N/A	3	Department
		Elective Course	Elective	N/A	3	Department
		Elective Course	Elective	N/A	3	Department
Level 8	BUS 491	Internship	Required		6	University

4.7. Student Admission and Support:



Admission procedures begin at Princess Noura Bint Abdul Rahman University, through the electronic unified admission portal for students.

General admission requirements at Princess Noura bint Abdulrahman University:

- 1) The student must have a Saudi nationality.
- 2 - The students should obtain a high school diploma or its equivalent from inside or outside the Kingdom.
- 3) The general secondary certificate or its equivalent should not have passed for a period of more than five years, starting from In which the student obtained a high school qualification.
- 4-That the student had advanced the aptitude and achievement test presented by the National Center for Measurement. This condition applies to all high school graduates within the Kingdom of Saudi Arabia or from outside, according to Saudi or non-Saudi curricula
- 5-The student must meet the announced admission requirements or any other conditions determined by the University Council and announced at the time of application.
6. To pass any test or personal interview specified by the university.
7. The student must be medically fit.
- 8) The suitability of the health or psychological state of the student for health specialties, and in case of discovery other than that, the university is entitled toTransfer her admission to other majors within the university.
- 9) The student should not be restricted, accepted, or had previously obtained a bachelor's degree, or was dismissed for disciplinary reasons from one of the government universities in the Kingdom or any other university, and if this is proven, the university may cancel the admission of the student.

10- The student should not have a previous record at Princess Noura Bint Abdul Rahman University or have previously obtained a degree Diploma (from a Community College) or a bachelor's degree from it.

4.8. Faculty Members


Faculty Names	Email	Title	Office number
Dr. Ghadah Alarifi	gaAlarifi@pnu.edu.sa	Assistant Professor	-
Dr. Noura Albeshri	noaalbishri@pnu.edu.sa	Assistant Professor	23063
Dr. Ahlam Almusharraf	AIAlmusharraf@pnu.edu.sa	Assistant Professor	22954
Dr. Dalal Alrubaishi	daalrubaishi@pnu.edu.sa	Assistant Professor	23086
Dr. Hind Almozail	hsalmozeil@pnu.edu.sa	Assistant Professor	-
Dr. Ahlam Almusharraf	AIAlmusharraf@pnu.edu.sa	Assistant Professor	22954
Dr. Noura Alshaghдали	noalshaghдали@pnu.edu.sa	Assistant Professor	35953
Dr. Abaad Alzooman	analzuman@pnu.edu.sa	Assistant Professor	23010
Dr. Rasha Alghafes	raalghafes@pnu.edu.sa	Assistant Professor	23069
Dr. Shatha Abduljabbar	SAAbduljabbar@pnu.edu.sa	Assistant Professor	22935
Dr. Areej Alfawaz	ArAAlfawaz@pnu.edu.sa	Assistant Professor	22944
Dr. Hayat Jemli	HAJemli@pnu.edu.sa	Assistant Professor	24026
Dr. Renu sharma	RSraviparashar@pnu.edu.sa	Assistant Professor	35973
Dr. Naila Iqbal Qureshi	NIQureshi@pnu.edu.sa	Associate Professor	

owlah Aliani	KCaliani@pnu.edu.sa	Assistant Professor	23102
emah Ali	KAALi@pnu.edu.sa	Assistant Professor	23088
ouhi Khan	szkhan@pnu.edu.sa	Assistant Professor	35973
na Mohammed	mgmohammed@pnu.edu.sa	Assistant Professor	23092
lawal Adam	NAAdam@pnu.edu.sa	Associate Professor	22931
amerah Belgacem	benbelgacem@pnu.edu.sa	Assistant Professor	223060
armina Samad	SSSamad@pnu.edu.sa	Associate Professor	23063
Dr. Sayda Meharasia	SMeharunisa@pnu.edu.sa	Assistant Professor	-
Dr. Ashtha bhanot	abrahul@pnu.edu.sa	Assistant Professor	35864
Dr. Anjali Rajora	ARChaudhary@pnu.edu.sa	Assistant Professor	35838
Dr. Suhailah Shabir	SShabir@pnu.edu.sa	Assistant Professor	35865
Dr. Pakinaz Barakka	bebarakka@pnu.edu.sa	Professor	35863
Dr. Nisa Vinodkumar	NVinodkumar@pnu.edu.sa	Assistant Professor	-
Dr. Zaiba Ali	ZAIAlI@pnu.edu.sa	Assistant Professor	-
Dr. Sadaf Khan	SADkhan@pnu.edu.sa	Assistant Professor	-
Dr. Atiya Naaz Sayed	asbukhari@pnu.edu.sa	Assistant Professor	23069
Dr. Sana Shahab	sshahab@pnu.edu.sa	Assistant Professor	22931
Ms Aljawharah Almazyad	almalmazyad@pnu.edu.sa	Lecturer	22944
Ms Hadeel AlJasser	hkaljasser@pnu.edu.sa	Lecturer	-
Ms Sarah alfawaz	saaalfawaz@pnu.edu.sa	Lecturer	22996
Ms Aljawharah Almosa	amalmosa@pnu.edu.sa	Lecturer	22969

ura Alfawaz	NKAlfawaz@pnu.edu.sa	Lecturer	35867
adejah Bafeil	KABafeil@pnu.edu.sa	Lecturer	35864
ah Alrabeah	shalrabeah@pnu.edu.sa	Lecturer	22961
ain Alwehibi	LAAlwehibi@pnu.edu.sa	Lecturer	-
Ebtihaj Almuqrin	EhALMUQRIN@pnu.edu.sa	Lecturer	35865
Razan Alshebel	RAAlshebel@pnu.edu.sa	Lecturer	23102
Ebtihal Alfawaz	EKAlfawaz@pnu.edu.sa	Lecturer	-
Ms Layla Alshayban	lsalshayban@pnu.edu.sa	Lecturer	-
Ms Anwar Alobthani	ASALAWBATHANI@pnu.edu.sa	Lecturer	-
Ms Amerah Algamdi	Asaalghamdi@pnu.edu.sa	Lecturer	-


4.9. Teaching and learning strategies to achieve program learning outcomes

- An extensive process of program curriculum design has been conducted to ensure consistency and alignment between Program Learning Outcomes (PLO), Course Learning Outcomes (CLO), Teaching Strategies, Learning Strategies, and individual assessment methods within each course (Alignment between PLO's, CLO's, and Assessment for individual courses have been provided as an attachment to this document). With this process, it is simple for each program committee to identify the evidence needed from each course to measure the achievement of PLO's. For specific details about the teaching and learning strategies used for each course to ensure the achievement of the PLO's, please review the course specifications attached.
- Curricular activities include but are not limited to:

- 
- Student group projects, group assignments focusing on (activity-based learning),
 - Industry visits,
 - Student Cooperative training and internships, GRIT, Career Success and Professional Development Skills Certification and Badges in partnership with Pearson Education,
 - Microsoft Office Professional IT Skills Certification,
 - Bloomberg terminals for financial research, stock valuation, market analysis
 - Student Summer Projects,
 - Company initiated Corporate Social Responsibility (CSR) student activities, student presentations to implement CSR in the organization,
 - Student research-based presentations in CSR day event organized in the department for its stakeholders.

- Extra-Curricular activities but are not limited to:

- CBA Trading Hall in partnership Tadawul (in progress)
- Student active participation in clubs and societies such as the Management Club, Accounting Club, Entrepreneurship Club, Lead Club, Economics Club, Business English Club
- KAUST visit for students,
- Weekly seminars entitled the “Butterfly Series” with guest speakers and professionals invited from Industry & the Business Community,
- Workshops for students by SABIC,
- LinkedIn Student Focus Workshop Series on Resume, CV, Interview, Career and Professional Development Skills,
- Participation in Annual “Innovation Energy Competition”
- Participation in Annual “Financial Research” competition with CFA
- Participation with Pearl Initiative CSR Competition.
- Participation in KAUST Annual “Steam Innovation Challenge”, CBA student won the competition and took First Place in the Steam Innovation.



- Participation on Annual “Bloomberg Trading Challenge”

The program takes all the rules, procedures and means organized to achieve the goals, the program aims to raise the quality of the education process to the highest possible level and avoid unwanted results, in addition to enhancing the student’s understanding and developing his abilities.

The program appoints a program director who works to coordinate the educational process in the program, in addition to appointing a coordinator for each year of the program, in addition to that a coordinator is appointed for each course.

The program director meets with the year’s coordinators several times during the semester to discuss developments, requirements and all procedures.

Year coordinators meet with course coordinators three times during the semester (beginning of the semester, during the semester, before the final exam) in order to follow up the learning environment and evaluate the degree of interaction using the approved teaching strategies and on this basis are modified and developed. Furthermore, the course coordinators meet the course instructors at least four times; in the beginning of the semester, for the midterm, the final and at the end to discuss the course result.

The following table shows the Hierarchy of the program coordination and the courses taught in each year of the program.

Program Director



Year Coordinator	Level		Course Name	
First Year coordinator	1	-	BUS 161 Skills for Business I	
			BUS 101 Principle of Business Administration	
	2		BUS 162 Skills for Business II	
			BUS 111 Business Ethics and social responsibility	
			BUS 151 DICE	
2 Second Year coordinator	3	-	BUS 252 Management Information Systems	
			MKT 203 Principle of Marketing	
			BUS 212 Organizational Behavior	
			BUS 253 Entrepreneurship	
3 Year 3 coordinator	5	-	BUS 341 Project Management	
			BUS 354 E-Commerce	
			BUS 313 Human Resource Management	
			BUS 342 Operations Management	
			BUS 322 Operation Research	
	6		BUS 343 Managerial Leadership	
			BUS 355 Supply chain management	
			BUS 331 International Business Management	
			BUS 344 Total Quality Management	
4 Year 4 Coordinator	-	-	BUS 445 Strategic Management	
			BUS 456 Innovation and Change Management	
	7		HR	BUS 416 Talent Management
				BUS 417 Employee Learning & Development
				BUS 415 Staffing Management
				BUS 314 Strategic Human Resource Management
	Project		BUS 458 Knowledge Management	
			BUS 349 Negotiation and Conflict Management	
			BUS 446 Advanced Project Management	
	Tourism		BUS 406 Event Management	
			MKT 351 Digital Marketing	
			BUS 405 Tourism Management	
8	-			

In order to improve course content and assessment methods, course reports should be summarized in each semester for new course coordinators who must implement the recommendations of the previous course coordinator. Moreover, the grades distribution is collected three times during each semester in order to follow up the level of students and activate development plans.

Faculty members in the program meet periodically to suggest and discuss course resources and references in order to develop them to keep pace with the students' level and changes in the work environment.

The Agency for Quality and Quality Coordinator in the program develops opinion polls to evaluate the program from the students' and faculty members 'point of view, and obtain feedback on its investment in developing the education process and its strategies, as they were applied to the Entrepreneurship, DICE, IBM course.

4.10. Management Program Committees Tasks

1. Year Coordinators

- Attend the meetings with the program director
- Follow up the Department and Quality affairs requirements
- Collect the files required by the Department and the quality affairs
- Meet the course coordinators three time at least per semester
- Verify that the files submitted contain the requirements
- Coordinate the Teaching portfolio Submission and Verify its content

2. Examination Committee

- The tasks will be sent by the academic affairs
- Write a Report and submit it to the Department by the end of the semester



2.1. Exam Revision Unit

- Collect the exams one week before the exams date
- Revise the copies according to the academic affairs and department instructions
- Submit the reviewers report to the course coordinators

2.2. Excuses Unit

- Collect the excuses
- Examine the excuses validity
- Prepare Write 2 Reports: one after the Midterm and another one after the final and submit them to the Department

2.3. Re-assessment Unit

- Receive the student's request of re-assessment
- Choose the Faculty to assess the Exam
- Send the Result to the students instructors
- Prepare Write 2 Reports: one after the Midterm and another one after the final and submit them to the Department

3. Training and Development

- Prepare the list of workshops that faculty need
- Send emails to the committees and unities to collect the subject of workshops needed
- Coordinate the workshops
- Follow up
- Write a Report and submit it to the Department by the end of the semester
- Submission of evidences related to the workshops



4. Blackboard/ E-learning

- Connect the Faculty sections on BB
- Solve the BB issues
- Follow up
- Write a Report and submit it to the Department by the end of the semester

5. Accreditation Unit

5.1. Self-Study Report committees

- Attend the meetings with the program director and the quality coordinator to discuss the requirements
- Meet each 2 weeks and discuss the standards progress
- Complete the standards content according to the consultant's feedback
- Complete the evidences and update them
- Verify that the evidences links are correct
- Prepare a Meeting minutes (committee plan, tasks of the committee, responsibilities of each member (specify by names))
- Write a Report and submit it to the Department by the end of the semester

5.2. KPIs Committee

- Meet each 2 weeks and discuss the progress
- Update the numbers
- Improve the analysis based on the consultants feedback
- Follow up the emails Received from the Program Director and the quality coordinator

5.3. PLOs Committee

- Meet each 2 weeks and discuss the progress
- Give Workshops to the Faculty on how to measure the PLOs
- Coordinate the course coordinators
- Follow up the emails received from the program director and the quality coordinators.

4.11. Faculty development

- At Department level, faculty members are given the opportunity to attend a minimum of two courses, series of training sessions or workshops (per semester) in areas such as the development of teaching skills, teaching strategies, learning and assessment techniques, self- assessment and other topics that are determined to be relevant to their position.
- At Department and College level, there is E-learning as well as teaching and learning support for faculty members in various teaching and educational tools for the preparation, delivery, review and monitoring of courses to ensure full knowledge of the course and wider program.
- At University level, PNU provides professional Teaching and Assessment support via the Deanship of Skills Development (DSD). DSD regularly offers professional development training programs. These programs offer various training courses in teaching effectiveness, teaching skills development and advances in research

Example of Workshops

Announcement

How to measure the program learning outcomes?

Presented by: Dr. Hayet Jemli

Date : Sunday 30-08-2022

Time : 12.00 - 13.00

PLO
Program Learning Outcome

Online Workshop

pnu.ksa

Kingdom of Saudi Arabia
Ministry of Education
Prince Sultan bin Abdulrahman University
(544)

المملكة العربية السعودية
وزارة التعليم
جامعة سلطان بن عبد الرحمن
(544)

CBA Research Centre invites you to attend a workshop on:

HOW TO APPLY FOR ACADEMIC PROMOTION

Presented by : Dr. Dalal Alrubaishi

Academic Prom

Saturday Nov 14 at 10 am
Join the meeting on MS Teams link

<https://teams.microsoft.com/join/929e903c-27d1-468096-603471097932c7490baed?src=9290007114544&user=274927745218013a43ee7276a%2020a7276a%2020e8f1-61e1-4366-87d3-5004489161027a2767d3>

pnu.ksa

4.12. **CMBA-Research Center**

CBA Research center was established in the middle of 2017, after receiving official approval from the Dean of Scientific Research, Princess Nourah Bint Abdul Rahman University.

Vision

Supporting research excellence based on local and international standards towards a knowledge based economy.

Mission

To enhance creative, innovative and scholastic capabilities of the Collage of Business Administration members through supporting quality research, professional consultancy and research publications based on ethical conducts.

Objectives

1. To provide assistance for the exploration of new research areas along with the niche.
2. To nurture culture of ethical research, consultancy and research publications.
3. To encourage knowledge sharing and collaboration in consultancy and research publications regionally and internationally.
4. To promote research related to economic development and knowledge based economy.
5. To support development programs in the field of scientific research.
6. To encourage interdisciplinary research.

Values

- Integrity
- Excellence
- Creativity
- Collaboration

Interest Groups

- Faculty members
- Undergraduate and Post-graduate students

- Practitioners

Future Outlooks

1. Start a periodic research bulletin in the College of Business Administration
2. Establish a scientific journal to publish research in the field of Business Administration
3. Initiate a Research Chair in the College of Business Administration
4. Establish a scientific society for women in one of the business administration disciplines
5. Expand cooperation with relevant stakeholders
6. Hold conferences and forums in business administration areas

Organizational Structure



Research application for Funded Research

CMBA staff members have shown their high interest to conduct research as one of the efforts to produce publications in high impact journals. The center has done great job in processing the applications, evaluating the applications with the support of arbitrators among academic staff from all over the world and having several meetings before sending to Deanship of Scientific Research for final approval. 8 applications have been sent to the Dean of Scientific Research with details as follow based on two categories as follow:

Published and on-going research

CMBA-Research Centre and Dean of Scientific Research have recorded the already-published and going-to-be-published research by personal funds as follow:

Year	Number of Published papers	Number on going to be published
1435/1434	20	20
1436/1435	10	21
1437/1436	29	24
1438/1437	31	36
1439/1438	-	62
	90	163

Research Collaborations

The following are research collaborations recorded by CMBA- Research Centre:

1. Collaborations between PNU staff members with DCU:
 - A total of 2 already-published papers and 4 going-to-be-published.
1. Collaborations with other universities
 - A total number of 6 papers are going to be published

Research consultation or clinics

The College of Business and Administration Research Centre (CMBA-Research Centre) has taken the initiative to establish consultations (research clinics) to help researchers discuss matters pertaining to research and publications. The CMBA-Research Centre will provide assistance with the given time, which will be attended by the members of Research Board. The Centre is Located at Level 2 CMBA. Presently, it is located at Level 2.500.18.

Special Interest Group

CMBA-Research Centre has introduced another initiative called the Special Interest Group (**SIG**). Staff in the College of Business and Administration are encouraged to form the SIG. The main purpose of the SIG is to gather a group of staff with similar areas of research interest and passion to carry out research and publications. This aspiration is in line with the objective of our university to increase the number of research output in high impact journals and to boost university ranking. Each Head of Research Committee in every department will monitor the SIG, and the CMBA-Research Centre will monitor the whole operation.

Consultancy and Research collaborations with industry

The Centre attempts to collaborate with industries, which include activities in research and consultancy services. One company has invited one of the staff members to collaborate in research, consultancy and global networking.

4.13. College and department Libraries :



The college Library

For students

The Library of the College provides the books and other resources that can assist the students to study effectively. Moreover, the College provides rooms within the library for the meeting or study with facilities such as printer, smart board...

The College Library also provides the up -to date books the student need to study their courses. The library is located first floor in the college. It opens for them from 7.30 am until 2.00 pm from Sunday until Thursday.

For faculty's members

The college library

The College Library provides the same students' services to the Faculty members as well. If the students or the Faculty members need a specific book, they have 4 ways to request it:

- 1- Through the central library website: dla@pnu.edu.sa
- 2- Through the college library email: CMBA_L@PNU.EDU.SA.
- 3- Call the college library **(11) 8223940**.
- 4- Send a request to the library through barcode below:



All students and faculty members have a month to return the books. In case of they need the books more than a month; they need to renewal the order for extra one-month so on.

It is necessary to know that if the students and faculty members do not return the books on the time, they will pay penalty. They will pay one Riyal cash for each day after deadline.

The department library for the Faculty members

The library is located inside business department. It also provides the update books the instructors need it to teach their courses. They can provide two types of books hard books and e-books.



Request of books Hard copies

If the instructor wants to request hard book, she must send an email to the library committee in the department. Then, she will receive book issue notification as shown below.

Dear Faculty,


Following book has been issued to you on 19-January-2020.

Business Ethics Now (Andrew W. Ghillyer), McGraw-Hill, Fifth Edition, 2018.

Please revert back if you have any queries.

Thank you!





When the instructor returns the hard book to the Department Library, she will receive the book return notification as shown below.

Dear Faculty,

Following book has been returned by you on 4-June-2020.

Business Ethics Now (Andrew W. Ghillyer), McGraw-Hill, Fifth Edition, 2018.

Please revert back if you have any queries.

Thank you!

Request of E-books copies

In case of requesting the E-book, the instructor must send an email to E-books coordinator for online sources.

The E-books coordinator will forward the request to the publisher who will give access to the instructor. The role of the coordinator for online sources is to act as mediator between the instructors and publishers.

The Program is collaboration with many publishers, below is the list of the main editors:


-Pearson

-McGraw-Hill

- Cengage

4.14. Community Services Committee: Department of Business Administration

The community services committee in department of business administration functions seeks to enhance the relevance of higher education and its relationship with community. It is an opportunity to create an academic space in community services in Department of Business




Administration for the convergence of service providers and the needy market. The committee is engaged in delivering enhanced support to its stakeholders in the form of the finest management thinking, creating innovative, socially responsible outcomes through the participation of our students, faculty and administrative team. The committee actively promotes a culture of community engagement in the department by encouraging active participation of the internal stakeholders by collecting information on their areas of interest in engaging with community and documenting their achievements in community engagements within and outside the University.

The need for Universities to use their internal stakeholders especially the students to contribute towards changing the society for the better can be enhanced through stronger engagement with communities. The benefits of educating and involving students on community engagements, community partnerships are the development of skills and social values that drives social change in the long run. Students along with the faculties and administrative staff are the key players within the localities and have relevant economic and social impact on the communities to the greatest extent.

Objectives of Community Services:

1. To ensure active participation by the internal stakeholders in addressing important local and global social issues through education and teaching, research and knowledge creation, network creation, partnerships and community engagements.
2. To foster student engagements in community services that empowers them to drive social change.
3. Encourages students to gain social values, skills and knowledge that develop social identities as change makers.
4. Helping PNU to achieve higher ranking in educational excellence in coming decade through this effort of Community Services Initiative.
5. Increasing awareness about Sustainable Development Goals in stakeholders outside PNU.

The community services committee engages in the following activities:



a) Collecting information from our faculty members on the following:

1) The area of specialty

2) The area of interest in contributing towards the needy community

b) Collecting database of the faculty members' area of interest in engaging with multi-stakeholders from the CSR perspective that could be linked to SDGs, further leading to enhancing the pieces of evidence of such activities being initiated by the College of Business Administration.

The CBA community services initiatives cover a range of activities for the needy market. There are plenty of people who require assistance in areas like marketing research, developing a business plan, financial analysis, feasibility studies, steps to start a business, steps to apply for a loan, digital agricultural technologies, sessions on leadership, stress management, health awareness, personality development, educating the educators, women health, adolescent health, investment, saving, ERP , AI- role in promoting agriculture based investment, stock market investments etc.

The strategies to enhance the contribution of faculty and students towards community services

1. Awareness Activities for students through reciprocity of resource persons (subject expertise) within the Colleges of PNU

2. Training for women community on selected areas like “Paradigm **of Financial Literacy**”

3. Involving resource persons from different colleges inside PNU for the students on a mutual sharing basis.

4. Platform for students to come up with open market experience of their hand craft products

5. Social Service Activity involving students, administrative staff and faculties

- School teaching, distribution of storybooks etc.
- Blood Donation camp in association with King Abdullah Bin Abdulaziz Hospital

Tasks:

1. Sponsoring the social relations between the staff of the college/or the department.
2. Developing programs of internal and external visits to the college or the department.
3. Encouraging and developing the initiative spirit among the faculties and students of the department to maximize the output for the community service.
4. Activating the partnership between the academic program and various community institutions, especially companies

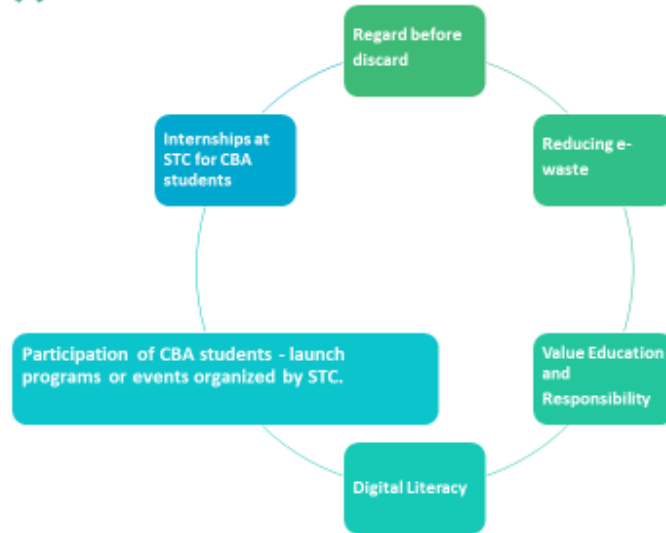
Types of Engagement:





STC-CBA CSR Outreach Program Goals


Short-Medium term activities



4.15. Quality Management System

The Quality Management System (QMS) at the CBA, established in the Fall of 2018, was put in place to serve three main purposes:

- To increase accountability, share information, and monitor course implementation and student progress more efficiently across all levels within the program.
- To allow for an efficient and effective implementation of actions and interventions in response to the information being gathered and reported with the purpose of learning and teaching enhancement.
- To enhance student learning experience by evaluating the effectiveness of the program in achieving its learning outcomes and preparing students for their future careers.



A **QMS** helps coordinate and direct College of Business and Administration activities to meet students and regulatory requirements and improve its effectiveness and efficiency on a continuous basis.

Accordingly, two main committees, both headed by the Program Director, serve together to monitor, support, and improve academic quality of each Program Major within the CBA:

1. **Program Quality Committee (PQC):** This committee consists of Program Director, Yearly Coordinators (YC), Course Coordinators (CC), and course instructors. The main purpose of this committee is to establish a clear structure to increase accountability and ensure effective communication across all faculty members teaching within a specific major. The Program Director, who serves as the head of both the PQC and QAIC, is responsible for communicating any academic issues and/or proposed changes to course design and/or implementation to the respective QAIC.
2. **Quality Assurance and Improvement Committee (QAIC):** This committee consists of the Program Director and 3 other faculty members from the program. The main purpose of this committee is to ensure the effective implementation of the QMS@CBA by supervising and evaluating the performance of the PQC, reviewing and discussing any program/course/instructor evaluation reports and data or recommendations proposed by the PQC via the Program Director, and designing and implementing interventions or changes deemed necessary, based on the data being gathered, for the purpose of learning and teaching enhancement.

Program Quality Committee (PQC)

Generally speaking, the PQC's main tasks include:

The PQC consists of the Program Director, YC (Year Coordinators) CC (Course Coordinators) and course instructors. A description of the role and responsibilities of each member of this committee is provided in the table below:

Position	Brief Description	Main Tasks	
Quality Assurance and Improvement Committee (QAIC)	<p>The QAIC serves under the direction of the CBA's Vice Dean for Development and Quality and Head Accreditation. The role of the QAIC is to continuously monitor and improve the quality of the academic programs, teaching practices, and student learning experiences and outcomes within their program major at the CBA.</p>	<ul style="list-style-type: none"> ● Establish and monitor the implementation of the QMS processes within the department ● Periodically review existing programs and propose major changes or new majors/tracks to be developed to the College Quality Assurance and Improvement Committee (CQAIC). ● Develop and implement plans for gathering, analysing, and dissemination of student feedback and evaluation on program, courses and instructors. ● Plan and conduct Assurance of Learning (AoL) on selected courses within their assigned program and submitting periodic reports to the Vice Dean of Development and Quality. 	<ul style="list-style-type: none"> ● AoL reports. ● Course update/change reports.



		<ul style="list-style-type: none">• Respond to any major student complaints by reviewing grievance and forming and monitoring committees (if necessary) to resolve issues.• Perform any other duties as assigned by the Dean and Vice Dean of Development and Quality and the Head of the Department and Accreditation.	
--	--	--	--


QMS@CBA: College Level

Program Directors

- Liaise between Yearly and Course Coordinators and the QAIC.
- Liaise with the Head of Quality Assurance and Accreditation and the CBA's Vice Dean for Development and Quality and update them on any issues arising in the program.
- Ensure that Yearly Program and Course Coordinators hold their mandatory meetings.

Program Director Role and Responsibilities

A Program Director serves under the direction of the College of Business Administration's Vice Dean for Development and Quality and the Head Accreditation and is responsible for ensuring the operation, effective delivery and organisation, and quality management of their assigned program inline with quality standards set forth by the CBA. The Program Director serves as the head for both the Program Quality Committee (PQC) as well as the Program Quality Assurance and Improvement Committee (QAIC) to ensure a direct line of communication between both





committees and maximize the effectiveness of both committees. Furthermore, the Program Director is responsible for liaising with the program administrative team and co-ordinating Yearly Program and Course Coordinators to ensure that the program is delivered in line with specifications and regulations. They are required to regularly inform the Vice Dean of Development and Quality, and other relevant College or Faculty committees and staff on program progress and performance.

Role and Responsibilities:

Their main administration duties may include, but are not limited to the following:

- Serve as a liaison between Yearly Coordinators and Course Coordinators, the Quality Assurance Committee, the Quality Assurance office, and the College of Business and Administration's Vice Dean of Development and Quality.
- Compile and update the list of Yearly Program and Course Coordinators for the following semester during week 12 of the current semester. The list only needs to be updated if there are any changes.
- Ensure the timely delivery of any updates and changes at the program level that are issued by the Office of Vice Dean of Development and Quality to Yearly Program and Course Coordinators.
- Ensure the timely delivery of any recommended updates and changes proposed by Yearly Program Coordinators (based on discussions with Course Coordinators). No changes can be implemented without the approval of the Vice Dean of Development and Quality first (including changes to required textbooks, assessment grading and rubrics, measurement of learning). The meeting minutes in which these changes were discussed among the Course Coordinator and Instructors for that specific course must be accompanied with any change or update requests reported to the Vice Dean of Development and Quality
- Attend mandatory weekly meetings with the Vice Dean of Development and Quality. A Meeting schedule including dates, times and locations will be decided jointly and circulated by the Vice Dean and Program Directors at the beginning of each semester.

- 
- Coordinate assurance of learning, Accreditation, program review, and/or assessment activities required for the Program by the Vice Dean of Development and Quality and Head of Accreditation.
 - Prepare and submit Annual Teaching Progress and Course Update Reports to the Vice Dean of Development and Quality.
 - Initiate curriculum changes and other activities to maintain a high-quality academic Program to the Vice Dean of Development and Quality and Vice Dean of Education Affairs.
 - Conduct 2 REQUIRED meetings with Yearly Course Coordinators each semester and forward the meeting minutes from each to the Vice Dean of Development and Quality and. Additional meetings may be scheduled at the discretion of the Vice Dean Development and Quality, Program Director, or based on the need/request of Yearly Course Coordinators.
 - First meeting to be conducted during the second week of the semester. The purpose of this meeting is to:
 - Liaise with Year Coordinators in order that they specify submission dates for work contributing to continuous assessment, coordinate teaching activities across each year, review teaching strategies, assessments, ensuring that the program is delivered in line with the program specification and regulations.
 - Communicate with all course coordinators and instructors (via Yearly Course Coordinators) to confirm that they have distributed each course syllabus at the beginning of the semester and set a date for midterm exams. This must be reported to the Vice Dean of Development and Quality no later than week 3.
 - Second meeting to be conducted at the end of the semester. The purpose of this meeting is to:
 - Review teaching activities and assessments, plan for next delivery of courses, coordinate compilation and submission of documentation for purposes of internal quality assurance and enhancement, e.g. Assurance of Learning, Measurement of Learning, Accreditation documentation.

- 
- Distribute course specifications and syllabi to Yearly Course Coordinators to be used the following semester.
 - Ensure that Yearly Coordinators and respective Course Coordinators hold their REQUIRED Scheduled Meetings (at least 2 meetings a semester). Meeting minutes must be submitted to and maintained by the Program Director.
 - Maintain and update Program files (College System) and related documentation both hard and soft as required.
 - The Program Director is personally responsible for the maintenance and accuracy of program records including:
 - Program and Course Specification documentation (Course Portfolios),
 - Online Teaching Portfolios for all courses taught in the program,
 - Quality Management documentation
 - Assess and maintain physical facilities of the Program, including equipment, supplies, resources and space. Report, to the appropriate college department, maintenance or service required when necessary.
 - Perform special assignments as delegated by Department Chair, Vice Dean for Development and Quality, or the College of Business and Administration Dean.

CBA Yearly Coordinator


A Yearly Coordinator serves under the direction of the Program Director. The Yearly Coordinator is responsible for the effective delivery, operation, and quality management of the courses within their assigned year. This includes ensuring the effective implementation of course plans and procedures for each course, highlighting connections across courses within their assigned year as well as across years that can enhance students learning experience, and encouraging interdisciplinary collaboration across courses. Furthermore, the Yearly Program Coordinator is responsible for supervising and supporting Course Coordinators (e.g. ensure they hold the required meetings with course instructors) and informing the Program Director on yearly program progress and performance.




Role and Responsibilities:

Their duties may include, but are not limited to the following:

- Serve as a liaison between Course Coordinators and the Program Director.
- Communicate course schedule(s) for their assigned year to the Program Director and Department Chair.
- Oversee the day to day delivery of the program for the year they are assigned to.
 - Each Yearly Program Coordinator is required to maintain a list of all courses offered each semester and course instructors' contact information including email, telephone and teaching schedule.
 - Ensure the timely delivery of any updates and changes at the program level that are issued by Program Director to Course Coordinators.
 - Ensure the timely delivery of any recommended updates and changes proposed by Course Coordinators. No changes can be implemented without the approval of the Vice Dean for Teaching and Learning first including changes to required textbooks, assessment grading and rubrics, measurement of learning). The meeting minutes in which these changes were discussed among the Course Coordinator and Instructors for that specific course must be accompanied with any change or update requests reported to the Program Director to be submitted to the Vice Dean of Teaching and Learning.
- Coordination of teaching assignments, assessments and examinations within the Yearly Program.
- Attend 2 REQUIRED meetings with Program Director each semester
 - First meeting to be conducted during the second week of the semester. The purpose of this meeting is to:
 - Ensure that submission dates for work contributing to continuous assessment, coordinate teaching activities across each year, review teaching strategies, assessments, ensuring that the program is delivered in line with the program specification and regulations.

- 
- Confirmation that each course syllabus has been delivered at the beginning of the semester and to set the date for midterm exams.
 - Second meeting to be conducted at the end of the semester. The purpose of this meeting is to:
 - Review teaching activities and assessments, plan for next delivery of courses, coordinate compilation and submission of documentation for purposes of internal quality assurance and enhancement, e.g. Assurance of Learning, Measurement of Learning, Accreditation documentation.
 - Receive course syllabi to be used the following semester.
 - Conduct REQUIRED Scheduled Meetings (at least 2 meetings a semester) with Course Coordinators. Meeting minutes must be uploaded to the folder “Meeting Minutes” on Google Drive AND submitted to the Program Director.
 - First meeting to be conducted during the first week of the semester. The purpose of this meeting is to:
 - Review course specifications for all courses in their assigned year (i.e. teaching and learning strategies and assessment, textbook...), agreed midterm assessment dates ensuring that there is no conflict, and confirm that all course instructors have received and distributed course syllabus to students and were able to login to Blackboard (Refer to checklist provided to ensure all elements are covered).
 - Second meeting to be conducted at the end of the semester. The purpose of this meeting is to:
 - Discuss the Teaching Portfolio collection process and requirements.
 - Support the Program Director in the maintenance of Course and Yearly Program files (College System) and related documentation both hard and soft as required.
 - The Year Coordinator is personally responsible for the maintenance and accuracy of program records including:
 - Course Specification documentation,

- 
- Online Teaching Portfolios for all courses taught in their assigned year,
 - Quality Management documentation for their assigned year.
 - Support the Program Director in the preparation of Annual Teaching Progress and Course Update Reports.
 - Keep up-to-date on any new developments in their field and propose ways in which the program can be updated to align with these new developments. Proposals should be delivering to the Program Director prior to the beginning of the academic year.
 - Participate in the coordination of assurance of learning, accreditation, program review, and/or assessment activities required for the Program, via the Program Director to the Head of Accreditation.
 - Report to the Program Director on the physical facilities of the Program, including equipment, supplies, resources and space.
 - Perform special assignments as delegated by Department Chair, Vice Dean of Development and Quality, or the College of Business and Administration Dean.

CBA Course Coordinators

The Course Coordinator serves under the direction of the Program Director. The CC is responsible for the effective delivery, operation, and quality management of the courses for which they have been assigned as coordinator. This includes ensuring the effective implementation of course plans and procedures for the assigned course. Course coordinator has to connect well with all other instructors for the project and assignment concerns, rubrics, weekly modules, case studies, preparing mid and final term examinations. All planning related to seminars, workshops, forums, talks etc has to be planned in consensus with the course instructors to enhance students learning experience. Furthermore, the CC is responsible for monitoring and supporting CI's (e.g. hold the required meetings with course instructors, have access to course portfolio...) and informing the Program Director on program progress and student performance.




Role and Responsibilities:

Their duties may include, but are not limited to the following:

- Serve as a liaison between Course Instructors and the Program Director.
- Communicate course schedule(s) for their assigned semester to the Program Director and Department Chair.
- Oversee the day to day delivery of the course they are assigned to.
 - Each Yearly Coordinator is required to maintain a list of all courses offered each semester and course instructors' contact information including email, telephone and teaching schedule.
 - Ensure the timely delivery of any updates and changes at the program level that are issued by Program Director to Course Coordinators.
- Ensure the timely delivery of any recommended updates and changes proposed by Year Coordinators. No changes can be implemented without the approval of the Vice Dean for Development and Quality first including changes to required textbooks, assessment grading and rubrics, measurement of learning). The meeting minutes in which these changes were discussed among the Course Coordinator and Instructors for that specific course must be accompanied with any change or update requests reported to the Program Director to be submitted to the Vice Dean of Development and Quality
- Coordination of teaching assignments, assessments and examinations within the Yearly Coordinators.
- Attend 3 REQUIRED meetings with Course Instructors each semester
 - First meeting to be conducted during the first week of the semester. The purpose of this meeting is to:
 - Ensure that submission dates for work contributing to continuous assessment, coordinate teaching activities, discuss teaching strategies, assessments, ensuring that the course is delivered in line with the course specification and regulations.



- Confirmation that course syllabus has been delivered at the beginning of the semester and to set the date for midterm exams.
 - Second meeting to be conducted at the mid of the semester. The purpose of this meeting is to:
 - Review teaching activities and assessments, plan for mid-term,
 - Third meeting to be conducted at the end of the semester. The purpose of this meeting is to:
 - Coordinate compilation and submission of documentation for purposes of internal quality assurance and enhancement, e.g. Assurance of Learning, Measurement of Learning, Accreditation documentation.
- Conduct REQUIRED Scheduled Meetings (at least 3 meetings a semester) with Course Instructors. Meeting minutes must be uploaded to the folder “Meeting Minutes” on Google Drive AND submitted to the Program Director.
- Support the Program Director in the maintenance of Course and course files (College System) and related documentation both hard and soft as required.
 - The Coordinator is personally responsible for the maintenance and accuracy of course records including:
 - Course Specification documentation,
 - Online Teaching Portfolios for all Instructors who taught in the semester.
 - Quality Management documentation for their assigned course.
- Support the Program Director in the preparation of Annual Teaching Progress and Course Update Reports.
- Keep up-to-date on any new developments in their field and propose ways in which the course can be updated to align with these new developments. Proposals should be delivering to the Program Director prior to the beginning of the academic year.

- 
- Participate in the coordination of assurance of learning, accreditation, course review, and/or assessment activities required for the Course, via the Program Director to the Head of Department.
 - Report to the Program Director on the physical facilities of the Course, including equipment, supplies, resources and space.
 - Perform special assignments as delegated by Department Chair, Vice Dean of Development and Quality, or the College of Business and Administration Dean.

CBA Instructor

An Instructor serves under the direction of the Course Coordinator. The Course Instructor is responsible for the effective delivery, operation, and quality management of the courses within semester. This includes ensuring the effective implementation of course plans and procedures for each course assigned across semester that can enhance students learning experience, and encouraging interdisciplinary collaboration across courses. Furthermore, the Instructor is responsible for supporting Course Coordinators (e.g. ensure they participate in the required meetings with course coordinators) and informing the Course Coordinator on the course progress and performance.


Role and Responsibilities

Their duties may include, but are not limited to the following:

- Serve as a liaison between Course Coordinators and the Students.
- Communicate course schedule(s) for their assigned Course to the Students.
- Oversee the day to day delivery of the program for the year they are assigned to.
 - Each Instructor is required to maintain a list of all students who are taking the course and intimate them the course information, their own information related to office hours and office numbers, their email id's, telephone and teaching schedule for smooth functioning and interaction in the whole semester.



- Ensure the timely delivery of any updates and changes at the course level to the students.
- Ensure the timely delivery of any recommended updates and changes proposed by Course Coordinators. No changes can be implemented without the approval of the Vice Dean for Teaching and Learning first including changes to required textbooks, assessment grading and rubrics, measurement of learning). The meeting minutes in which these changes were discussed among the Course Coordinator and Instructors for that specific course must be accompanied with any change or update requests reported to the Program Director to be submitted to the Vice Dean of Teaching and Learning.
- Coordination of teaching assignments, assessments and examinations within the Yearly Program.
- Attend 3 REQUIRED meetings with Program Director each semester
 - First meeting to be conducted during the first week of the semester. The purpose of this meeting is to:
 - Ensure that submission dates for work contributing to continuous assessment, coordinate teaching activities across each course, review teaching strategies, assessments, ensuring that the course is delivered in line with the course specification and regulations in consensus with the course coordinators.
 - Confirmation that each course syllabus has been delivered at the beginning of the semester and to set the date for midterm exams.
 - Second meeting to be conducted at the end of the semester. The purpose of this meeting is to:
 - Review teaching activities and assessments, plan for next delivery of courses, coordinate compilation and submission of documentation for purposes of internal quality assurance and enhancement, e.g. Assurance of Learning, Measurement of Learning, Accreditation documentation.
 - Receive course syllabi to be used the following semester.

- 
- Third meeting to be conducted at the end of the semester. The purpose of this meeting is to: plan finals, discuss results till that time.
 - Conduct REQUIRED Scheduled Meetings (at least 3 meetings a semester) with Course Coordinators. Meeting minutes must be uploaded to the folder “Meeting Minutes” on Google Drive AND submitted to the Program Director.
 - Support the Course Coordinator and Program Director in the maintenance of Course and Yearly Program files (College System) and related documentation both hard and soft as required.
 - The Coordinator Instructor is personally responsible for the maintenance and accuracy of course records including:
 - Course Specification documentation
 - Online Teaching Portfolios for all courses taught in their assigned year,
 - Quality Management documentation for their assigned year.
 - Support the Course Coordinator and Program Director in the preparation of Annual Teaching Progress and Course Update Reports.
 - Keep up-to-date on any new developments in their field and propose ways in which the course can be updated to align with these new developments. Proposals should be delivering to the Course Coordinator and Program Director prior to the beginning of the semester of academic year.
 - Participate in the coordination of assurance of learning, accreditation, program review, and/or assessment activities required for the Program, via the Program Director to the Head of Department.
 - Report to the Course Coordinator Director on the physical facilities of the course, including equipment, supplies, resources and space.
 - Perform special assignments as delegated by Department Chair, Vice Dean of Development and Quality, or the College of Business and Administration Dean.



4.16. Advisory Committee

The Advisory committee contains academics members, members from the industry and alumni.

Advisory committee tasks:

- Contribute in the program improvements based on the industry requirements.
- Help the program developing the graduate attributes according to the industry trends.
- Maintain a good relation between the Program and the graduates in order to benefit from their experiences.
- Review of the Program Mission Vision and Goals.
- Review the Program Learning outcomes.
- Review the study Plan and the teaching strategy.
- Review the Internship Plan.
- Contribute in improving the community services activities within the Program.
- Contribute in improving the Program activities.
- Suggest new courses required by the industry in the Management field.