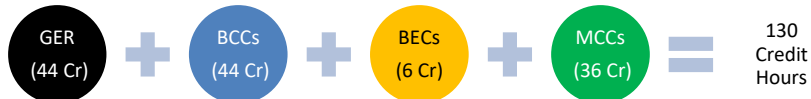


Overview of the Curricula for Bachelor of Science in Business Administration

Degree requirement



General Education Requirements (GER)

1. MOHE Requirements

Total Required Credits= 8

Code	Title
ARB 101	Arabic Language I (2 Credits)
ARB 112	Arabic Language II (2 Credits)
ISL 101	Islamic Studies I (2 Credits)
ISL 112	Islamic Studies II (2 Credits)

2. English

Total Required Credits= 6

Code	Title
ENG 101	Freshman English I
ENG 112	Freshman English II

3. Mathematics and Computing

Total Required Credits= 12

Code	Title
MAT 100	Pre-Calculus
MAT 111	Business Calculus
OPM 101	Introduction to Computing
OPM 211	Business Statistics

4. Natural Sciences

Total Required Credits= 6

Code	Title
BIO 103	Introduction to Biology
CHM 107	Chemistry in the Living Environment
PHU 101	Astronomy
PHU 102	Science of Energy & Environment

5. Social Sciences

Total Required Credits= 6

Code	Title
ANT 101	Intro. to Sociocultural Anthropology
ANT 102	Entrepreneurial Multiculturalism
ANT 105	Intro. to Globalization Studies
HIS 101	Islamic Civilization & Medieval Europe
PSY 101	Introduction to Psychology
SOC 101	Introduction to Sociology

6. General Elective

Total Required Credits= 6 from any of the following courses:

- Any courses offered by the CoSGS but not taken as part of the GER (as listed above).
- Any non-business courses offered at AU.
- Non-business courses offered by other accepted educational institutions (pre-approvals by the CoB and SA are required).

Total Required Hours = 44

Business Core Courses (BCCs)

MUST complete all following courses:

Code	Title
COB 100	Student Orientation and Academic Success (1 Credit)
ECO 101	Microeconomics
ECO 102	Macroeconomics
ACC 201	Introduction to Financial Accounting
ACC 202	Introduction to Management Accounting
FIN 201	Principles of Finance
MGT 201	Business Communications
MGT 210	Business Ethics
MGT 230	Organizational Behavior
MKT 201	Principles of Marketing
OPM 230	Management Information Systems
MGT 300	Executive Lecture (1 credit)
MGT 301	Business Law
OPM 330	Quantitative Methods for Business
BAN 310	Business Analytics and Visualization
MGT 490	Strategic Management

Total Required Hours = 44

Business Elective Courses (BECs)*

Must complete 6 credits from the following courses:

Code	Title
Multiple	Any CoB course which is not on the student's study plan
ACC 495	Accounting Theory & Contemporary Issues
BAN 350	Predictive analytics & data mining
BAN 370	Business Big data Intelligence
BAN 380	People Analytics and Strategy
BAN 410	Applied Business Analytics Project
ECO 310	International Economics
ECO 320	Islamic Economic and Finance
FIN 330	Financial Planning
FIN 340	Contemporary Financial Issues
FIN 377	Fixed Income Securities
FIN 380	Corporate Governance
FIN 450	Financial Trading Strategies
MGT 374	Real Estate
OPM 315	ECommerce

Total Required Hours = 6

Major Core Courses (MCCs)

Single major students must complete all courses listed under the relevant major below

Major in Accounting		Major in EFB		Major in Finance	
Code	Title	Code	Title	Code	Title
ACC 301	Intermediate Financial Accounting I	MGT 350	Human Resources Management	ACC 301	Intermediate Financial Accounting I
ACC 302	Intermediate Financial Accounting II	MGT 373	Negotiations	FIN 310	Financial Modeling
ACC 320	Cost Accounting	MGT 375	Introduction to Entrepreneurship	FIN 320	Corporate Finance
ACC 330	Zakat and Income Taxes	MGT 376	Entrepreneurial Finance	FIN 350	Financial Markets and Institutions
ACC 390	Financial Statement Analysis and Valuation	MGT 393	Managing Organizational Change	ACC 390	Financial Statement Analysis and Valuation
ACC 410	Advanced Financial Accounting	MGT 395	Design Thinking	FIN 410	Investments
ACC 420	Auditing and Assurance Services	MGT 401	Family Business Management	FIN 420	International Finance
ACC 425	Special Topics in Taxation	OPM 450	Management of Innovation	FIN 467	Banking Management
ACC 499	COOP Training Internship (12 Credits)	MGT 499	COOP Training Internship (12 Credits)	FIN 499	COOP Training Internship (12 Credits)

EFB = Entrepreneurship and Family Business

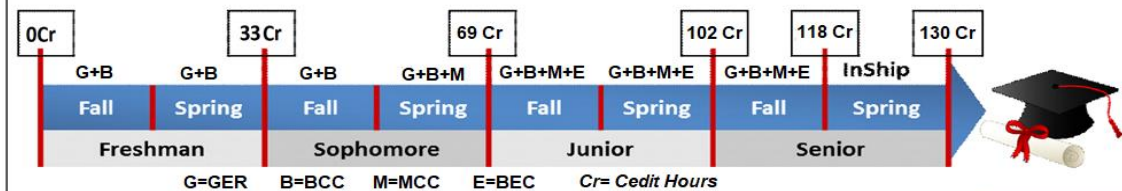
Major in HRM		Major in Marketing		Major in OPM	
Code	Title	Code	Title	Code	Title
MGT 350	Human Resources Management	MKT 301	E-Marketing	OPM 310	Intro. to Project MGT & Tools
MGT 360	Employee Learning & Development	MKT 310	Consumer Behavior	OPM 340	Operations Management
MGT 370	HR Planning, Recruitment and Selection	MKT 315	Services Marketing	OPM 360	Pr. of Logistics & Supply Chain MGT
MGT 373	Negotiations	MKT 320	International Marketing	OPM 370	Quality Management
MGT 383	Organizational Leadership	MKT 330	Marketing Research	OPM 380	Advanced Project Management
MGT 390	Total Reward Management	MKT 401	Brand Strategy	OPM 450	Management of Innovation
MGT 393	Managing Organizational Change	MKT 410	Integrated Marketing Communications	OPM 485	Project Risk Management
MGT 443	Comparative Management	MKT 420	Marketing Strategy	OPM 425	Special Topics in Project MGT
HRM 499	COOP Training Internship (12 Credits)	MKT 499	COOP Training Internship (12 Credits)	OPM 499	COOP Training Internship (12 Credits)

HRM = Human Resource Management

OPM = Operations and Project Management

Total Required Hours = 36

Sample Study Plan for a Single Major*



* This diagram is for illustration purpose only and valid only for the standard BBA degree without a double major or a minor. Those with special circumstances must consult with their academic advisors.



Graduation

Notes: All courses are 3 credits unless stated otherwise; See page 2 for adding a Double major or a Minor; See page 3 for Important regulations and useful guidelines: .

Requirements for adding a double major or a minor-College of Business

Requirements for adding a double major

The College of Business students can add a double major to their main degree, subject to the following conditions/requirements.

- 1. When can I choose a double major?** Students can add a double major only after successfully completing a minimum of 60 credit hours.
- 2. Minimum CGPA requirement:** The student's cumulative GPA must be 3.3 or above at the time of adding the double major. Such students must maintain a cumulative GPA of 3.3 or above until graduation. Those who fail to maintain the minimum required cumulative GPA will receive a minor in the additional major instead of a double major.
- 3. How many double majors can I add?** Student can add only one double major (or a minor but not both).
- 4. Any restriction on which double major can I choose?** Students are free to choose any discipline offered by the CoB (not any other AU college) as a double major or a minor, irrespective of their current major.
- 5. Additional required Cr for a double major:** A double-major student is required to complete a minimum of 154 credit hours comprising of the following.
 - a minimum of 130 Cr in the standard degree, plus
 - additional 24 Cr comprising of the 8 Major Common Courses (MCCs) from the second major.
- 6. No double-counting:** Courses common between the two majors will be counted only once. Such students will be required to complete replacement courses for the courses common between the two majors as approved by the COB.
- 7. Internship with a double major:** A double-major student is required to do internship in only one major. The Internship must be in the primary major selected by the student, which is the major a student started with.

Requirements for adding a minor

The College of Business students can add a minor to their BBA degree subject to the following conditions/requirements.

- 1. When can I add a minor?** Student can add a minor only after successfully completing a minimum of 60 credit hours.
- 2. Minimum CGPA requirement:** The student's cumulative GPA must be 3.0 or above at the time of adding the minor. Such students must maintain a minimum cumulative GPA of 3.0 until graduation to receive a minor.
- 3. How many minors can I add?** A student can add only one minor. Double major students are not allowed to add a minor.
- 4. Additional required Cr for a minor:** A minor comprises of five additional courses, equivalent to 15 credit hours. The minimum requirement for BBA with a minor is therefore 145 credit hours comprising of the following
 - a minimum of 130 Cr in the standard degree, plus
 - additional 15 Cr comprising of five additional courses listed under each minor offered by the College of Business below.
 - No double counting:** Courses common between the major and the minor will be counted only once. Such students will be required to complete replacement courses for the courses common between the major and the minor as approved by the COB.

List of minors offered by the College of Business

The College of Business currently offers the following minors. The college may add other minors; change the list of courses required under each minor; or delete any of the listed minors based on market needs.

Minor in Accounting

Fixed Courses

ACC 301 ^a	Intermediate Financial Accounting I
ACC 302	Intermediate Financial Accounting II
ACC 390 ^a	Financial Statement Analysis & Valuation
ACC 425	Special Topics in Taxation

ONE course from the following list

FIN 380; MGT 373; MGT 383; Any other 3rd/4th year ACC coded course which is not part of the student's primary major; or any other course approved by the department chair.

Minor in Business Analytics

Fixed Courses

BAN 350	Predictive analytics and data mining
BAN 370	Business Big data Intelligence
BAN 410	Applied Business Analytics Project
OPM 340	Operations Management

ONE course from the following list

BAN 380; OPM 390; MKT 330 or any other 3rd/4th year course approved by the department chair.

Minor in EFB

Fixed Courses

MGT 375	Introduction to Entrepreneurship
MGT 373 ^b	Negotiation
MGT 393	Managing Organizational Change
MGT 401	Family Business Management

ONE course from the following list

Any other 3rd/4th year course in the EFB major or any MGT-coded course offered by the College of Business; or any other course approved by the department chair.

Minor in Finance

Fixed Courses

FIN 310	Financial Modeling
FIN 320	Corporate Finance
FIN 350	Financial Markets and Institutions
FIN 410	Investments

ONE course from the following list

ACC 301; ACC 415; ECO 320; Any other 3rd/4th year FIN coded course which is not part of the student's primary major; or any other course approved by the department chair.

EFB = Entrepreneurship and Family Business

Minor in Human Resource Management

Fixed Courses

MGT 370	Human Resources Management
MGT 370	HR Planning, Recruitment and Selection
MGT 373 ^c	Negotiations
MGT 383	Organizational Leadership

ONE course from the following list

Any other 3rd/4th year MGT coded course which is not part of the student's primary major; or any other course approved by the department chair.

Minor in Marketing

Fixed Courses

MKT 310	Consumer Behavior
MKT 315	Services Marketing
MKT 330	Marketing Research
MKT 420	Marketing Strategy

ONE course from the following list

OPM 360; OPM 450; Any other 3rd/4th year MKT coded course which is not part of the student's primary major; or any other course approved by the department chair.

Minor in OPM

Fixed Courses

OPM 310	Intro. to Project MGT & Tools
OPM 340	Operations Management
OPM 380	Advanced Project Management
OPM 485	Project Risk Management

ONE course from the following list

Any other 3rd/4th year OPM coded course which is not part of the student's primary major; or any other course approved by the department chair.

OPM = Operations and Project Management

Notes:

- Students majoring in Finance must complete ACC 320 and ACC 420 as ACC 301/ACC 390 are required courses in the finance major.
- Students majoring in HRM must complete a replacement course for MGT 373 as recommended by the department chair.
- Students majoring in EFB must complete a replacement course for MGT 373 as recommended by the department chair.

Important Regulations and Guidelines for the College of Business Students

- 1. Follow your study plan to avoid delay in graduation:** Students must follow their official study plans. Any deviations from the study plan must be formally approved by the student's academic supervisor to avoid delay in graduation.
- 2. Attendance Policy:** Students must not miss more than 15% of classes, with an additional allowance of 10% in case of verifiable valid excuses. Those who are unable to attend a minimum of 75% of classes must withdraw from the course. They will otherwise receive a DN, which is counted as an F (a Fail grade).
- 3. Outside Studies Program: Taking courses outside Alfaisal University.**
 - i. Students can take GER (General Education requirements) and BECs (Business Elective Courses) outside Alfaisal University, provided they didn't fail the course at Alfaisal University. BCCs and MCCs cannot be taken outside Alfaisal University (in summer or any other semester).
 - ii. Students must get official approval from the College of Business to take courses outside prior to commencement of the course outside.
 - iii. Student Affairs will transfer the credit for courses completed outside Alfaisal only if (a) the course was formally approved, (ii) the student scored a minimum of C or above in the course, and (iii) produced official evidence of successful completion of the course, clearly stating the student's letter grade.
- 4. Repeating Courses:** Alfaisal University allows students to repeat and replace a maximum of four grades with "R"s. A course marked as an R grade on the transcript is not counted in GPA calculations. These repeats are automatically granted when a student repeats and passes courses he/she previously failed. A student may also repeat courses to improve their grades. This option is, however, valid for courses with a B- or a lower grade. If the total number of repeats exceeds four, the student's original grade (failed or otherwise) will stay on the transcript and will be counted towards the student's GPA.
- 5. Academic and Non-Academic Misconduct:** Any involvement in a misconduct (including cheating, plagiarism, etc.) will result in severe penalties. Please familiarize yourself with the [relevant policies](#).
- 6. Make-up exams:** All make-up exam requests must be submitted within 72 hours of the assessment date through the online eform platform with verifiable evidence. We will approve make-up exams under exceptional circumstances only.
- 7. Grade Appeals.** Students may appeal to review their grades in a course if they believe that their exam was not properly graded. Please refer to the grade appeal policy for details.
- 8. Business Communication:** We expect our students to communicate professionally (show respect and be ethical). We expect them to practice what they learn and follow best practices during their communication inside and outside Alfaisal University.
- 9. Who to contact?**
 - i. **IT Support:** Emails, passwords, eforms.
 - ii. **Student Affairs:** Graduation; transcripts; degrees; problem with registration due to a hold. You may need to contact **Finance** if you cannot register due to a financial hold.
 - iii. **Academic Advisor:** Temporary exemption from a prerequisite (you will need to submit an eform to get formal approval); Advice on which courses to choose.
 - iv. **Course instructor:** Issues related to attendance in a course; deadline extensions; course contents; errors and omissions in grading; and errors in attendance record.
 - v. **COB Undergraduate Office:** Appeals; sick-leave, make-up exam; outside studies program; credit transfer; and problems getting into a College of Business course during the registration period (excluding holds imposed by student affairs). College of Business courses are courses that start with codes ACC, BAN, COB, ECO, FIN, MKT, MGT, and OPM.
 - vi. **College of Science:** For all non-COB courses. i.e. any course on your study plan which does not start with the course codes used by the CoB (such as ISL, ENG, ARB, MAT, natural science, social sciences and general electives).
- 10. Best practices**
 - i. Know and follow your study plan to avoid delays in graduation. Regularly consult with your academic advisor. In particular, seek help from your advisor if you are struggling.
 - ii. Attend regularly to learn effectively and avoid a DN (a type of Fail grade due to low attendance). You are expected not to miss more than 25% of classes WITH OR WITHOUT valid excuses to avoid getting a DN.
 - iii. Regularly visit your professors' consultation hours (you do not need an appointment) if you need help with a course.
 - iv. Do not miss exams unless you have a valid, verifiable reason (sickness and emergency circumstances outside control). You must immediately inform your professor and submit an official request for a make-up exam ASAP (within 72 hours of the event). Your request may or may not be accepted depending upon your circumstances, the nature of the evidence you submit, and your history of make-up exams.
 - v. Stay away from academic misconduct (cheating, plagiarism,) to avoid penalties, including a possible suspension or termination of your candidature.
 - vi. Respond to the COB pre-registration survey (whenever announced) to avoid conflict in schedule and make sure the courses you need are offered.
 - vii. Know who to contact and when.