

Kingdom Of Saudi Arabia
Ministry Of Education
Jouf University
College Of Business
Department of Business Administration



المملكة العربية السعودية
وزارة التعليم
جامعة الجوف
كلية الأعمال
قسم إدارة الأعمال

Program Handbook

Executive Master of Business

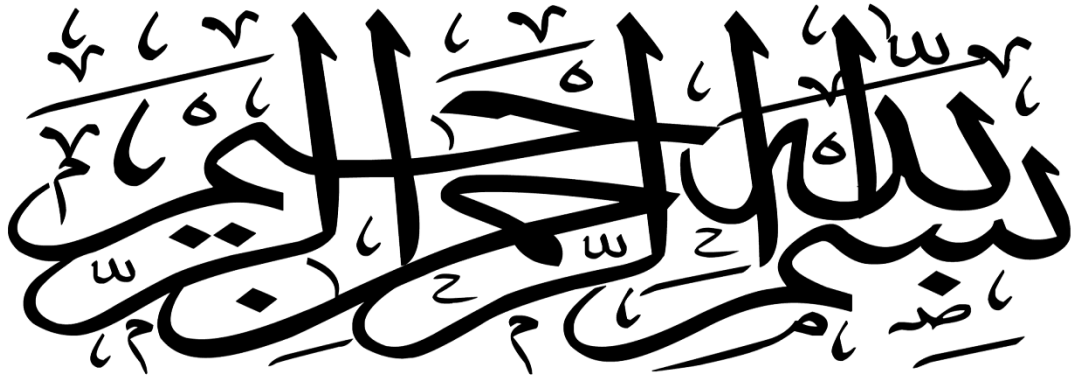
Administration

Department Of Business

Administration

College Of Business

Jouf University, KSA



List of Contents

N°	Contents	Page Number
1	Program Creation	4
2	Program Mission	4
3	Program Objectives	4
4	Program Learning Outcomes	4
5	Profile's Program Graduates	5
6	Fields of Work for Program Graduates	6
7	Admission Conditions to the Program	7
8	Program Study System	7
9	Study Period	8
10	Specialization Choice	8
11	Study Plan	8
12	Program Advisory Committee	15
13	Regulations Applicable to the Program	16
14	Student Support Services Program	18
	A / Academic and Student Guidance	18
	B / Learning Sources	18
	C/ Student's Activities	18
	D / Classrooms, Labs and Equipment	19
	E/ E-learning	19

Introduction:

The Executive MBA program in the Department of Business Administration at the College of Business at Al-Jouf University (with coursework and research project) has been designed to qualify trips in the public sectors, according to a comprehensive plan and goals for business 2020 and the ambitious Saudi vision 2030, as well as the program to embody the mission and vision of Al-Jouf University in community service Providing distinguished academic programs that keep pace with best practices in the business schools of international universities Where the study in the program focuses on mixing between academic lectures and practical applications, which creates a scientific environment for the exchange of information and ideas between professionals and members of the faculty with different scientific and professional specializations, which contributes to the service and development of the local, national and regional environment, especially with recent developments in various business management fields as a result of globalization And its social, economic, and technological implications and challenges, in addition to the increasing importance of postgraduate studies in the field of business administration and the organizations 'need for qualified human resources to keep pace with contemporary transformations in management functions and to increase the effectiveness of their performance and provide them with the necessary skills to help them achieve the goals of their organizations and lead them towards a better future.

1-Program Creation

The program was established by the decision of the University Council in its third session for the academic year 1439/1440 AH Resolution No. 3/40/56835 dated 5/29/1440 AH approving the introduction of the Executive MBA program (with decisions and research project)

2- Program Vision

Leadership and excellence in education and scientific research in the field of business administration locally and regionally..

3- Program Mission

Qualifying administrative leaders equipped with the best knowledge and applied skills in business administration, by providing a distinct educational environment that enables them to achieve a competitive advantage in their performance, and achieve the goals of the organization and society efficiently and effectively.

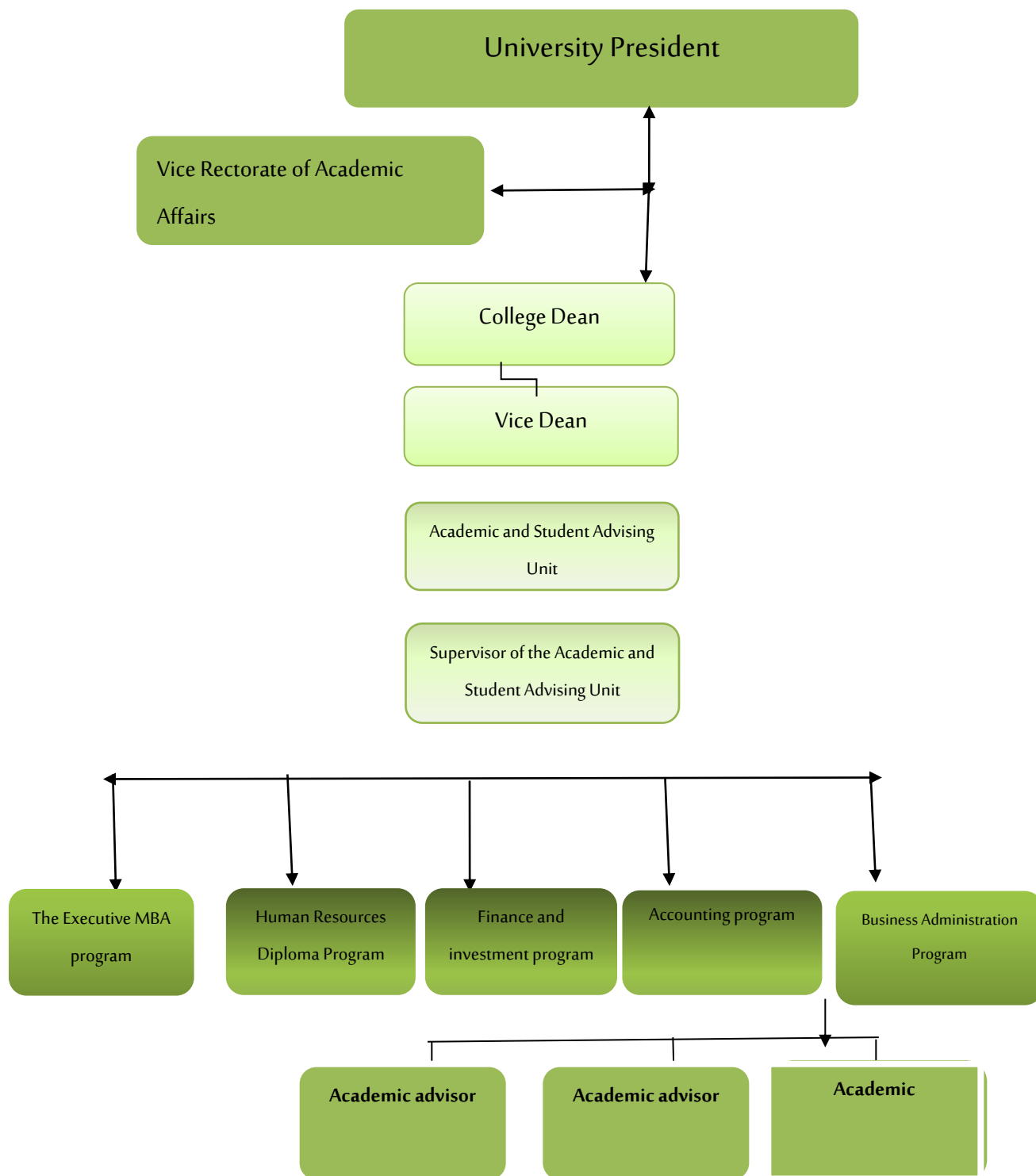
4-Program objectives

- Contributing to the realization of the Kingdom's 2030 vision in the field of higher education in terms of bridging the gap between higher education outputs and the requirements of the labor market.
- Providing a distinguished educational program based on scientific and practical foundations in advanced topics in business administration, in line with best practices in similar programs in advanced universities locally and internationally.
- Preparing and developing qualified administrative leaders in the public and private sectors for creativity in solving administrative and strategic problems and to contribute to meeting national needs from them.

Qualifying students in the field of scientific research to upgrade their research capabilities in the various fields of business administration.

- Serving the Al-Jouf region and its surrounding areas in particular, and the Kingdom in general, by contributing to the spread of knowledge through the provision of a distinguished educational program

The organizational structure of the program



5. Learning outcomes of the program

The program learning outcomes are synthesized on the following table.

Knowledge and Understanding	
1	Explains basic principles and theories in the field of business administration
2	Describes contemporary administrative, marketing and economic phenomena
3	It reviews the functions of business organizations
4	Apply specialized skills and modern trends to acquire managerial skills
Skills	
1	Demonstrates students' abilities to acquire leadership skills
2	Creates new means of decision-making to confront problems related to business organizations
3	It develops critical and creative thinking
4	Uses information technology in various areas of business administration
5	Combines statistical and technical methods in data analysis
Values	
1	Contributes to the development of teamwork skills.
2	It adapts to different behavior patterns of workers.
3	Adheres to ethical values when solving problems arising from dealing with others.

6. Specifications of program graduates:

The specifications of the graduates of the program are as follows:

1. Committed to Islamic, ethical and professional values.
2. Possess sufficient knowledge in various fields of business administration.
3. Uses scientific and logical thinking skills in solving problems.
4. Fluent in modern technology and its *applications in practical life.
5. Able to pursue postgraduate studies in the fields of business administration.
6. Interact with colleagues within other educational and professional institutions.
7. Able to take responsibility and serve society

7. Fields of work for program graduates:

1. The fields of work for the graduates of the program are as follows:
2. Executive Director in senior management in public and private sector organizations.
3. Executive director in middle management in public and private sector organizations.
4. Director of the Department.
5. Deputy Director of the Department.
6. Sector Manager.
7. Deputy Sector Manager.
8. Head of the Department.
9. administrator in public and private sector institutions.

8. Conditions for admission to the program

Applicants are accepted to the program according to the following conditions:

1. The applicant must have a university degree in one of the following tracks (Business Administration - Public Administration - Finance - Accounting Marketing - Management Information Systems - Economics) with a grade of no less than good in a Saudi university or in another recommended university, or obtaining a university degree (In other disciplines) with a grade of no less than good in a Saudi university or in another recommended university with three years' experience in an administrative position.
2. To be of good conduct, and medically fit.
3. Obtaining a score of (65) in the general aptitude test for university students as a minimum.
4. Submit two scientific recommendations from professors who previously taught him.

The program's study system

1-Study in the program

It is done regularly

Attendance: mandatory

Transition from year to year: according to the study plan

Program or graduation requirements: Pass all study plan courses within the required period, reality files not less than (very good)

2- Students are evaluated according to the procedure approved by the program as follows:

1. quarterly test 20%
2. Participations, complaints, discussion boards, seminars 20%
3. Final test 60%

- Formal and technical review of the examination paper.
- Satisfying the standard standards and the extent to which the standard price benchmarks are measured.

Forming a committee to review students' work and tests and verify the accuracy of their achievements.

*The academic qualification obtained by the student upon graduation and completion of the program: Executive Master's degree in Business Administration.

*Requirements for graduation and obtaining the Executive Master of Business Administration:

*The student has successfully passed the number of credit hours 48 units according to the teaching plan.

- The GPA should not be less than 3.75 upon graduation (very good).

Duration of study

Two years, programmed into 4 semesters (levels).

Choose a major

There is no

The study plan

The study plan for the Executive MBA is as follows level one :

First Level

Notes	number of units	Course Name	Code	N
Mandatory	3	Contemporary management	BUS 611	1
Mandatory	3	Marketing Management	BUS 612	2

Mandatory	3	Managerial economics	ECON 613	3
Mandatory	3	accounting administration	ACCT 614	4
	12		Total	

Second Level

Notes	number of units	Course Name	Code	N
Mandatory	3	Scientific Research Methods in Business	BUS 621	1
Mandatory	3	International business environment	BUS 622	2
Mandatory	3	Strategic management	BUS 623	3
Mandatory	3	Human Resource Management	BUS 624	4
	12		Total	

The third level

Notes	number of units	Course Name	Code	N
Mandatory	3	Electronic Business Administration	BUS 631	1
Mandatory	3	operations management	BUS 632	2
Mandatory	3	Statistics in business	QUT 633	3
elective	3	An elective course		4
	12		Total	

Fourth level

Notes	number of units	Course Name	Code	N

Mandatory	3	Brand management	BUS 641	1
Mandatory	3	Corporate finance and financial analysis	BUS 642	2
Mandatory	3	Research project	BUS 643	3
elective	3	An elective course		4
	12		Total	

List of elective courses for the third level

Notes	number of units	Course Name	Code	N
elective	3	Management of change and	BUS 634	1
elective	3	Total Quality Management	BUS 634	2
elective	3	Marketing Services	BUS 636	3
elective	3	Financial Accounting	ACCT 637	4
	12		Total	

List of elective courses for the fourth level

Notes	number of units	Course Name	Code	N
elective	3	Business ethics	BUS 644	1
elective	3	Negotiation management	BUS 645	2
elective	3	International marketing	BUS 646	3
elective	3	Internal audit and control	ACCT 647	4
	12		Total	

Program Advisory Committee

The name	Position / employer
Dr. Mohammed bin Fahid Al-Sarhani	College of Business at Al-Jouf University
Dr. Ahmed bin Mohammed Hamad Al-Senani	Special Adviser to the Emir of Al-Jouf Region
Dr. Nayef bin Fawzi Hamid Al-Ruwail	Dean of the College of Business Administration at the Northern Border University
Dr. Hisham bin Qasim Ahmed Fadel Al-Tayeb	Dean of the College of Business at the University of Bisha Business Administration
Dr. Emad Abdel Khaleq Al-Tahan	Business Administration Program Supervisor
Dr. Soha Ahmed Arbab	Business Administration Program Supervisor

Regulations applicable to the program

According to the unified list of graduate studies in higher education in universities, and its executive rules at Al-Jouf University and the College of Business that offer the program.

services provided to the students of the program

Academic and student advising:

The Academic Advising Coordinator and Academic Advisors faculty members provide guidance, direction, advice and assistance to the program's students so that they understand the program's mission and goals, as well as help students to be able to discover their abilities, preferences and skills until they reach the goals they seek to reach.

Functions of the Academic Advising Unit:

1. Preparing an indicative schedule for each guide
2. Preparing forms to ensure the student's attendance of his mentor and constant communication with him.

3. Emphasis on counselors to follow up on students with psychological and social conditions
4. Distribute students to mentors appropriately
5. Determining the outstanding students and addressing their mentors to encourage them morally.
6. Determine the students who failed to study and address their mentors to make sessions with them.
7. Holding periodic meetings with the mentors in the program to follow up the progress of work in an appropriate manner and according to what was planned.
8. Holding a meeting at the beginning of each semester

Learning resources:

Each faculty member distributes the course plan at the beginning of the semester to the students.

The student can obtain references through:

Al-Jouf University Library.

- The Saudi Digital Library. -
 - Any other library that publishes and distributes the book.
 - Coordination with publishing houses to provide accredited scientific references.
 - Subscribe to global databases and information in the field of business administration
- Providing books and scientific references in the central university library.
- Preparing halls suitable for the educational process and equipped with appropriate display technologies
 - The program committee reviews the approved books and references describing each course and determining its consistency with the course objectives
 - Taking into account that accredited scientific references are available and up-to-date.
 - Polling students 'opinions about the suitability of the scientific material in the reference and the extent of his understanding of it.
 - Communication between students and program management to find out the adequacy and availability of scientific references.

- Coordination with the central university library or one of the local libraries to provide books and scientific references.

- Directing students to use the Saudi Digital Library.

Student activities

Student activities in the program are as follows:

- A reception party for new students.

Celebration of National Day

- Implementing events related to the administrative and economic fields according to the specified time, to be celebrated locally and internationally

The annual scientific forum for the students of the program

Classrooms and equipment:

- The program has classrooms and facilities suitable for its needs.
- The program has specialized electronic resources such as: digital references, multimedia, software, databases and appropriate electronic systems that allow students to access information, research materials and scientific fields from inside and outside the university.









E-Learning

E-learning and distance education is one of the tools that Al-Jouf University reaches towards its goals in placing the university within the ranks of advanced universities regionally and internationally in the quality of learning outcomes in general and e-learning in particular, and that is the university's belief in the importance of e-learning as one of the most important components The educational process in the modern era, so the blackboard system was activated.

The Blackboard is an online learning management system designed to help teachers and students interact in online lectures or use online course materials, as well as activities that complement regular teaching (face-to-face)

The blackboard enables faculty members to provide course materials, dialogue and chat forums, and short exams on the Internet in addition to academic resources. The program has specialized electronic resources such as: digital references, multimedia, software, databases and appropriate electronic systems that allow beneficiaries access to Information, research materials, and scientific fields from inside or outside the university. The program also has the technologies, services and environment suitable for the courses submitted electronically or remotely.