1.Program Identification and General Information

Program Name: Minor Program in Business Administration
Department: Business Administration
College: College of Business Administration and Finance
Institution: Prince Musaid Bin Abdulrahman University

Program Main Location: The main location is Riyadh. Other locations: Jeddah and Dammam.
Total Credit Hours for Completing the Program: (21 Hours) The 21 credit hours are divided as follow: - 21 hours as department requirements- 7 courses

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2.Program learning outcomes

Knowledge and Understanding
K1 Understand the principles and theories in business discipline applicable at the local or global level.
K2 Recognize the micro and macro business models, business practices and strategies in management
K3 Understand how global competitive environments are changing business practices on business environment in the field of management.
Skills
S1 Recognize the effective skills in written and verbal communications using appropriate tools.
S2 Demonstrate the skills to integrate the concepts of the core areas of business field.
S3 Design a critical and analytical thinking for effective opportunity in problem solving and decision-making for business issues
S4 Identify appropriate management and leadership styles for different situations
Values
V1 Demonstrate effective and collaborative interpersonal skills in a team setting.
V2 Recognize and apply academic integrity, professional code of conduct and ethical standards in business practice.

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Courses Descriptions

Course Title	**Marketing Management**
Course Code	MGT201
Pre-requisite(s)	HCM101
Credit hours	3
Contact hours	4.5
Course Description	Marketing has emerged as a key function within successful organizations. It is expected that the marketing professional be able to analyze their market, craft the right message, and develop and execute a plan that effectively reaches the target audience. Students will explore how to manage the marketing function within an organization, including market analysis, target marketing, branding, advertising, and marketing mix manipulation.

Course Title	**H.R Management.**
Course Code	MGT211
Pre-requisite(s)	HCM101
Credit hours	3
Contact hours	4.5
Course Description	This course introduces the human resource function and related elements and activities. The course outlines the roles and functions of members of the human resources (HR) department as well as educating others outside HR in how their roles include HR-related activities. The student will learn about the evolution in human resources management (HRM). Emphasis is placed on the modern-day importance of HRM and the new corporate view of the function. Additionally, the student will be exposed to the view of HRM from the perception of both management and subordinate employees. The importance of maintaining fair and equitable compensation and benefit programs will be discussed. The student will be exposed to practical situations and problem-solving regarding areas of employee counseling, discipline, and termination. Equal Employment Opportunity will be discussed for the student to understand its need, importance, and the legal issues surrounding it. Other critical areas of training and development, staffing, and strategy will also be explored.

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Course Title	Management of Technology
Course Code	MGT325
Pre-requisite(s)	HCM101
Credit hours	3
Contact hours	4.5
Course Description	This course provides in-depth coverage of the role of information systems in business organizations, with a focus on their applications and current issues facing managers and users. Lectures, discussions, presentations and student project work will promote an understanding of the strategic importance of information systems, their impact on people and organizations, the many ways they can improve work practices, and the ways they can improve products and services.

Course Title	Strategic Management
Course Code	MGT401
Pre-requisite(s)	MGT201
Credit hours	3
Contact hours	4.5
Course Description	The course examines the processes of formulating and implementing strategies, and the critical thinking behind the multifaceted role of organizations in complex business environments. Focuses on strategy issues in and between a range of commercial and public organizations, from entrepreneurial firms to multinational corporations.

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Course Title	Communications Management
Course Code	MGT421
Pre-requisite(s)	HCM101
Credit hours	3
Contact hours	4.5
Course Description	Employers are demanding business school students with strong communication skills. Covers the theory and process of communication in today's knowledge and information-intensive organizations. Develops oral and written communication skills, including professional presentations. Focuses on the role of interpersonal and team-based communication in building more effective business relationships.

Course Title	Business Ethics and Organization Social Responsibility
Course Code	MGT422
Pre-requisite(s)	None
Credit hours	3
Contact hours	4.5
Course Description	This course focuses on the application and evaluation of scholarly articles, case studies, and real-life ethical dilemmas using an ethical decision-making model. Students will evaluate personal value systems; individual, leadership-driven, organizational, and community ethical issues; and the social responsibilities of global organizations. The course will culminate in an in-depth analysis of a real-life ethical dilemma based on an authentic organization

Course Title	Quality Management
Course Code	MGT424
Pre-requisite(s)	HCM101
Credit hours	3

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Contact hours	4.5
Course Description	This course provides students with understanding and knowledge of the philosophies and methods used to improve effectiveness and efficiency of organizational processes. Quality concepts from Juran and Deming will be discussed along with more current quality concepts such as six-sigma, black-belt quality associates, and total quality management (TQM). In addition, issues applying quality concepts to global companies will be explained.

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