

# **THE COLLEGE OF BUSINESS ADMINISTRATION**

Prince Sultan University (PSU) has established the College of Business Administration (CBA) in order to play an important role in developing manpower for the Kingdom's fast-growing business and service sectors. The endeavor started with a well-structured undergraduate program in business in 1999. Since then, the business undergraduate programs have taken strong roots in the Saudi Arabian and regional business sectors as a supplier of efficient bilingual business graduates. To build on the success achieved in the undergraduate programs, CBA has launched its Master of Business Administration (MBA) program to train men and women for leadership positions in the private and public business sectors.

# **WELCOME FROM THE DEAN**

Dear Prospective MBA Participant:

Welcome to Prince Sultan University's College of Business Administration MBA program. Investment in the MBA degree is one of the most important decisions a person can make to improve his skills and advance in his career. Therefore, we strive to make sure that you get the highest return on your investment from our MBA program. We are confident that upon your graduation you will be accelerating your career, expanding your life choices, and increasing your earning power.

At Prince Sultan University, we are convinced that our MBA program will match your future goals and sharpen your skills for the real world where you will be part of a community of scholars and business leaders that you will be proud to call your own.

Sincerely

Dean, Mohamad Aljebreen Almisher

## **PROGRAM FEATURES AND BENEFITS**

The MBA program will foster lifelong learning through continuing professional education programs. The program will allow you to integrate diversity, globalization and ethics throughout the core curriculum. This will enable our students to develop their abilities to provide leadership while working within teams. At the same time, students will be able to solve complex and unstructured business problems.

*Key Features include the following:*

- ◆ Our rigorous, relevant, team-oriented curriculum is designed to create both analytical skills and leadership qualities.
- ◆ Our customized MBA curriculum will allow you to tailor it to your specific career needs.
- ◆ Our customized MBA offers the utmost flexibility in the program and allows you to complete it in a time-efficient manner.
- ◆ Our faculty, one of the best-qualified to be found in the region, will provide first-class teaching, advising and consultation.
- ◆ Our supportive environment is based on small class size.
- ◆ Our program allows you to interact with the executives of various business corporations and companies visiting the CBA on a regular basis.
- ◆ Our collaborative culture imbued with strong work ethics will create the necessary bonds among students, faculty, and business executives.

# PROGRAM DETAILS

## Master of Business Administration

- The program is 21 months in length
- Classes meet from 6 pm to 9 pm during the week days.
- Admission is currently available in the fall semester (September).
- The program is 36 credit hours.
- The degree is an MBA awarded by Prince Sultan University.
- Scholarships and financial aid are available if certain conditions are satisfied.

## Admission Requirements\*

Applicants for admission to the MBA Program must fulfill the requirements set by the university. A student seeking admission to the MBA program should have:

- completed a four-year bachelor degree (or equivalent) in any discipline from a local institution accredited by the Saudi Arabian government, or from an accredited foreign institution.
- good academic standing at the college or university last attended.
- attained a “good” grade point average (2.25 out of 4.00) or an equivalent in the bachelor degree from an accredited university.
- acquired a good command in English with a TOEFL score of 500 or above in the case of a paper-based exam, and a score of 173 or above in the case of a computer-based exam.
- received a satisfactory GMAT score.
- passed an interview with the admission committee if short-listed after a review of his/her submitted documents.
- \* *Applicants should note that, while professionally relevant work experience is not a requirement, it nonetheless remains desirable.*

# COURSE OFFERING SCHEDULE

Courses are normally offered in the sequence outlined below. Students are advised to follow this sequence, provided that foundation courses are waived, passed earlier, or taken simultaneously, and the required courses of prerequisites are passed:

## *1<sup>st</sup> Year - 1<sup>st</sup> Semester (starting in September)*

ECON 510    Economic Analysis  
MKT 530    Marketing Management  
BUS 570    Managing Organizations and People

## *1<sup>st</sup> Year – 2<sup>nd</sup> Semester (starting in February)*

ACC 520    Managerial Accounting  
FIN 550    Financial Management  
BUS 581    Managing Information

## *2<sup>nd</sup> Year – 1<sup>st</sup> Semester (starting in September)*

BUS 580    Legal and Ethical Environment of Business  
BUS 582    Productions and Operation Management  
TRACK    Compulsory

## *2<sup>nd</sup> Year – 2<sup>nd</sup> Semester (starting in February)*

BUS 590    Integrative Experience  
TRACK    Elective I  
TRACK    Elective II

# FEES AND TUITION

Students pay for tuition each semester in accordance with the number of credit hours for which they are enrolled. The university reserves the right to change tuition or fees without prior notice.

## **Fees and Tuitions for the Academic Year 2007-2008:**

Application Fee	SR 100
Deposit on Admission (to be adjusted with the second semester tuition)	SR 4000
Tuition Per Credit Hour	SR 3400
Mandatory Health & Accident Insurance Policy for International Students (approx. cost per semester)	SR 1000

## **REQUIRED DOCUMENTS**

- A completed application form provided by PSU.
- Three recent photographs.
- Official transcripts of all post-secondary certificates. Request your academic institutions to send official transcripts in a sealed envelope directly to the MBA Program Office; or collect them after they are sealed and signed on the envelope flap by the officer responsible (e.g., Registrar); then attach them to your application documents.
- Recommendation letters from two referees. Request your referees to send their confidential reports in a sealed envelope directly to the MBA Program Office; or collect them after they are sealed and signed on the envelope flap by the referees; then attach them to your application documents.
- Work experience certificates, if any.
- Documents of extra-curricular and professional activities, if any.
- GMAT Score report. Please provide a copy of the GMAT score report. The college may ask for the score to be sent directly by the GMAT administrator ([www.mba.com](http://www.mba.com)).
- TOEFL Score report. Please provide a copy of the TOEFL score report. The college may ask for the score to be sent directly by the ETS ([www.ets.org/toefl](http://www.ets.org/toefl)). Prince Sultan University's Code for ETS is 0003.
- An updated résumé.
- Copy of identification documents. Copy of the ID card for Saudi nationals and passport copy for international applicants.

# APPLICATION PROCESS

*Step 1:* Students should submit the completed application form with all required documents either in person or by mailing it to the College of Business Administration at least two months before the start of a semester.

*All documents should be delivered to the following address:*

*Office of the MBA Program  
College of Business Administration  
Prince Sultan University  
P.O.Box 66833  
Riyadh, 11586  
Saudi Arabia*

*Step 2:* The MBA admission committee will review the application to determine the applicant's suitability for the program. The review criteria include mainly the prior academic performance, GMAT score, TOEFL score, and referees' recommendations.

*Step 3:* After the initial review in *Step 2*, the committee will publish a short-list of candidates.

*Step 4:* The short-listed candidates will be invited for an interview with an interview board.

*Step 5:* A final merit list of candidates will be prepared based on the prior academic results, GMAT score, TOEFL score and the result of the interview.

*Step 6:* Offers of admission will be given to candidates according to the merit list and subject to the availability of seats in the MBA class each semester. If any candidate remains on the merit list but an admission is not offered, he/she will be kept on the waiting list for admission for any vacancy that may arise before the start of the semester.

*Offers of admission can be provisional or final. Students offered provisional admission must satisfy one or more of the following requirements to successfully continue with the program.*

- 1) Pass certain pre-requisite courses.*
- 2) Pass a proficiency examination.*
- 3) Obtain a stipulated level of GPA in the first semester.*

Students who are admitted to the program will have to complete their files with PSU within the deadline provided by the MBA Program Office.