

Prince Mohammad Bin Fahd University
(Under Registration)

✦ **UNDERGRADUATE BUSINESS
CURRICULUM DESIGNS** ✦

Final Report

1 October 2004

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 **PREFACE**

This report, *Undergraduate Business Curriculum Designs*, is submitted in fulfillment of Item IV.H. of the Contract between the Texas International Education Consortium (TIEC) and the Prince Mohammad Bin Fahd University (PMU) Founding Committee to facilitate the establishment of the PMU. This report is the final deliverable being prepared by TIEC Task Team H on Business Programs under the guidance of the TIEC Project Management Team. The task team consists of experts from several TIEC-affiliated universities who are experienced in the development and delivery of undergraduate programs in the field of business.

The curricula presented in this document provide for awarding four bachelors degrees, one each in Business Administration, Management Information Systems (MIS), Accounting, and Finance. The programs are designed to meet international accreditation standards, and all programs will be open to both male and female students. All four of these programs contain closely related subject areas, and common courses are shared in several instances. It is anticipated that the initiation of these degree programs will begin with Business Administration, followed by MIS, and then Accounting and Finance.

The efficient delivery of these degree programs requires the coordination of faculty effort across common subject areas. Consequently, it will be important to select faculty who will maintain a cross-disciplinary attitude to delivering both the common courses in addition to specialty courses. An additional efficiency factor limits the number of elective courses, and these courses will need to draw upon selected part-time practitioners who can add a practical orientation to the curricula through real-world applications and thereby help achieve the PMU mission of serving the workplace

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**BUSINESS PROGRAMS
FINAL REPORT**

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I. EXECUTIVE SUMMARY

This report, *Undergraduate Business Curriculum Designs*, outlines the four-year degree programs for students wishing to pursue undergraduate degree programs in Accounting, Finance, Business Administration, or Management Information Systems (MIS) within the College of Business Administration at Prince Mohammad Bin Fahd University (PMU).

The College of Business Administration will accept successful male and female students from the PMU Preparation Year Program into a curriculum designed on the North American model of education with the future in mind. Within the college, the programs have three components: 1) General education courses from the PMU Core Curriculum represent approximately 50% of the program. 2) Core business cores providing knowledge necessary for all business majors represent approximately 25% of the program. 3) Professional majors represent the remaining 25% of the program. In Accounting, Finance, and MIS, students receive in-depth coverage in the major. In Business Administration, students take a carefully selected blend of classes drawn from other major fields.

The classroom experience for students in the College of Business Administration will be highly student-centered, interactive, and communicative. Wherever appropriate, courses will combine both theoretical and conceptual content, enhanced with practical opportunities. Graduates from the College of Business Administration will be self-directed, motivated, technically competent professionals with strong communication skills, capable of effective teamwork and leadership.

Throughout all programs, the College of Business Administration programs will build upon the distinguishing characteristics of the PMU and the core competencies that the university wishes to instill in its graduates. The PMU skills and competencies will be especially important to the success of students entering today's rapidly changing global business environment.

This report presents the academic program structures within the College of Business Administration and establishes the relationship between the degree program offerings within the college and the distinguishing PMU competencies. All business programs will advance the knowledge of students concerning the business, economic, political, global, and social environments in which business operates. The degree programs within the College of Business Administration will be:

- The Bachelor of Science in Accounting
- The Bachelor of Science in Finance
- The Bachelor of Science in Business Administration
- The Bachelor of Science in Management Information Systems

II. PROGRAM DEFINITION

A. PURPOSE

The College of Business Administration will provide the structure and organization for male and female students to successfully pursue degree programs in accounting, finance, business administration, or MIS at the undergraduate level.

B. VISION

The College of Business Administration will provide a unique and distinguished academic unit that:

- Prepares future accounting, business administration, finance, and MIS professionals.
- Enriches and develops business intellectual resources.
- Explores innovative instructional methodologies and technologies. to provide the highest quality, most effective preparation of business professionals.
- Establishing communication and the exchange of ideas between academic and business society.

C. MISSION

Consistent with the PMU mission, the mission of the College of Business Administration will be to provide an environment conducive to the development of future leaders of Saudi Arabia who have a well rounded business education and a sound understanding of business functions and tools of analysis, built on a broad general education. Teaching and the associated learning will be the highest priority followed by applied research and service to the local community. The college will promote a high code of ethics in all its activities and teachings. It will work closely with the business community to provide the graduates with a blend of theory and applications that will be a unique and differentiating feature. Specialized areas will provide more in-depth knowledge for the graduates to effectively compete in the global and constantly changing business environment and to be prepared to serve as effective managers.

The College of Business Administration will achieve the following objectives:

- Contribute to advancement of human intelligence and to the promulgation and development of knowledge and understanding in the business domain.
- Prepare professionals in accounting, finance, business administration, and MIS, through the utilization of innovative educational processes, in a modern, global and technological business environment.

- Transform the graduate to play a pioneering and leading role in the community, enabling him or her to take responsibilities and contribute to solving problems through innovative thinking, collective work, reflection, and self-development.
- Link academic programs and specializations with actual requirements of the surrounding work environment. This will be achieved by maintaining effective participation and cooperation between the university and local business firms.
- Guide research activities to create solutions for persistent problems in surrounding communities, through applied research and technical consultation.
- Provide community service through continuous training and education.

III. OVERVIEW OF ACADEMIC PROGRAMS

A. THE BACHELOR OF SCIENCE IN ACCOUNTING

This degree program will provide the student with the necessary background for professional careers in government, industry and public practice. Career opportunities will include working in an international public accounting firm, or as a controller or chief financial officer in government, public or non-government organizations. Students majoring in accounting also may be employed as internal auditors and financial analysts.

The focus of the profession has been shifting toward consulting with new services such as accounting information systems, personal financial planning, and investment advising taking on a more prominent role. The degree program will allow the student to complete sufficient course work in related business disciplines such as finance or information systems, which may lead to careers in accounting information systems consulting, personal financial planning, and investment advising.

The coursework required in this program will provide a good foundation for those who plan to take the Fellowship Exam conducted by the Saudi Organization of Certified Public Accountants. Students who wish to sit for the CPA exam in the United States will need to take additional courses. This program will also offer a foundation for graduate programs in business.

B. THE BACHELOR OF SCIENCE IN FINANCE

Sound financial thinking along with an understanding of the structure of the financial system and of financial tools are essential to the success of any organization. This degree program will provide appropriate professional preparation for students working toward careers in financial planning, analysis, financial institutions, treasury, investments or government. The program is designed to cover key finance areas including money and capital markets, corporate finance, measuring return on investment, financial planning and budgeting, capital budgeting, capital structure, cost of capital, dividend policy, investments, valuations, security analysis, and portfolio management.

By its very nature, finance uses prerequisites in accounting, economics, statistics, and quantitative tools necessary in understanding a complex, global society. Graduates would be prepared to work in different organizations and to eventually become vice president of finance, treasurer, controller or chief executive officer. The finance background could be one of the building blocks in many managerial and leadership positions.

This program will offer excellent preparation for students intending to study at the advanced degree level. Students will be encouraged to earn professional finance certifications such as Certified Financial Planner or Chartered Financial Analyst.

C. THE BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

This degree program will provide appropriate professional preparation for students working toward careers in general business or administration. The Business Administration degree seeks to develop a well-rounded student who has a broad skill set in business. In addition to the business core, students will be required to take two additional courses in accounting, finance and MIS.

This approach will ensure that the general business administration student also has skills in other major areas beyond introductory courses. It will further give students an opportunity to choose courses from a set that represent topics that a business student should know to function effectively. These are contemporary courses that define the current business environment, and they will be constantly updated. Furthermore, depending on the evolution of the business environment, these courses could be replaced by courses that are considered more relevant in the new business environment.

The current set of courses a student can choose from are e-Commerce, International Business, Human Resource Management, Negotiation and Conflict Resolution, and Supply Chain Management. This program also will offer excellent preparation for students intending to study at the advanced degree level.

D. THE BACHELOR OF SCIENCE IN MANAGEMENT INFORMATION SYSTEMS

The curriculum for the MIS Program will provide the student with the academic background to be successful in any of the specialty fields within the information systems profession. Students will be required to successfully complete at least one class in each of the major areas, thus acquiring the broad knowledge base necessary for success in this field. As the number of businesses who rely on computer technology through both dedicated and open systems grows, the need for information systems professionals will also continue to grow. People involved in information systems must be able to understand, employ and manage concepts, principles, methods, techniques, practices, and procedures not only for the academic major but also for their subsequent business.

The MIS major will provide students with a background in both information systems and principles of business. The application of information systems to new business models will be necessary for a firm to survive. This program will provide the foundation for the student to excel in both bodies of knowledge.

IV. ADMINISTRATION AND FACULTY

A. COLLEGE ADMINISTRATION

The College of Business Administration will fall under the authority of the Vice Rector of Academic Affairs and will be administered by the Dean of the College of Business Administration.

The College of Business Administration will be responsible for the organization and administration of four degree programs:

- Bachelor of Science in Accounting
- Bachelor of Science in Finance
- Bachelor of Science in Business Administration
- Bachelor of Science in Management Information Systems

Additionally, the College of Business Administration will be responsible for the Executive Master of Business Administration degree. A detailed discussion of this degree program is found in the report *Executive MBA Curriculum Design*.

Detailed descriptions of the duties of the Vice Rector of Academic Affairs, the Dean of the College of Business Administration and the Chairs and Associate Chairs of the college's departments are provided in the report *PMU Organization*.

B. DEPARTMENTAL ADMINISTRATION

Responsibility and authority for the daily operation of the college's four undergraduate degree programs will lie in its three departments: the Department of Accounting and Finance, the Department of Business Administration, and the Department of Management Information Systems.

- The Department of Accounting and Finance will be responsible for the operation, administration and management of the degree program and the degree-specific and elective requirements for the Bachelor of Science in Accounting and the Bachelor of Science in Finance.
- The Department of Business Administration will be responsible for the operation, administration and management of the degree program and the degree-specific and elective requirements for the Bachelor of Science in Business Administration. It will also co-administer the Executive MBA Program with the PMU Center for Research Development and Continuing Education.
- The Department of Management Information Systems will be responsible for the operation, administration and management of the degree program and the degree-specific and elective requirements for the Bachelor of Science in Management Information Systems.

In each department, a Chair will oversee instruction of male students and an Associate Chair will oversee instruction of female students.

1. The Three-Department Structure

Though the college will offer four major fields of study, this report recommends the establishment of three, rather than four, departments for a number of reasons. Three departments will:

- Lower the cost of administration. This organization will require only three Chairs and three Associate Chairs for the departments.
- Encourage cooperation and coordination. In some institutions, programs in finance and accounting find themselves competing for resources. One department overseeing two programs will encourage cooperation.

2. Departmental Responsibilities

The departments within the College of Business Administration will set the tone for the entire college, including the relationships among faculty, students, and potential employing organizations. Smoothly run operations, therefore, will be essential to the success of the program. The department will be responsible for:

- Appropriate academic advising for students. The department will strive to provide academic advising to students on an individual basis so as to determine the most appropriate course of study.
- Tutoring and remediation. In cooperation with the PMU Learning Resources Center, the faculty of the college will create tutoring and supplementary instructional programs to assist students who need extra assistance with academic programs or study skills. A discussion of such offerings and the organization that will provide them is provided in the report *Learning Resources Center*.
- Maintenance and development of the curriculum. The department will manage continuous curriculum review and improvement. This function will be primarily the responsibility of the professorial faculty.
- Provision of course materials to students. Each student should be provided with all course materials by the program administration. These materials will include: textbooks, cases, articles, and in general any readings that the students are expected to prepare. Providing these materials will ensure that all students will receive the same material, will protect the copyrights of the material, and will be an added benefit to the students.
- Maintaining the class calendar. The calendar for each class of entering students will be published and followed from the first day of each academic semester. This calendar will show class meeting dates. It also will let students know in advance the dates for which they must prepare materials.
- Evaluation of faculty. The department will be responsible for the development of policies and procedures for the evaluation of faculty that both inform and expand the university's policies on faculty evaluation. Each department will be responsible for providing appropriate data and information to the College of Business Administration and to the university as required.

C. FACULTY SELECTION

The quality of faculty will be a critical component of the quality and success of each degree program within the College of Business Administration. Faculty will be academically well prepared and will be proven effective teachers. Faculty will be able to demonstrate a history and currency in providing quality education that aligns well with the PMU core competencies and with the PMU educational philosophy and methods that provide a student-centered and positive environment. The criteria for faculty will be:

1. Degrees and Teaching Experience

Faculty appointed to Professorial ranks will hold a Ph.D. in a relevant discipline. Faculty appointed to Instructor ranks will hold at least a Masters degree in a relevant field and should have experience of working in a professional environment. Upper division (3000 and 4000 level courses) will normally only be taught by faculty in Professorial ranks.

The college will strive to maximize the proportion of faculty with terminal degrees. The college will also ensure that faculty has significant prior teaching experience at the university level. This requirement can be established through statements of teaching philosophy and through demonstration of teaching techniques during an interview.

Preference will be given to faculty who possess prior experience in teaching in cooperative and collaborative learning environments.

2. English Language Skills

All faculty will be proficient in the English language. Preference will be given to faculty who are either native English speakers or have achieved native-level proficiency as demonstrated by a band score of 8.0 or higher on the IELTS, with minimum component test scores of at least 7.5. IELTS is recommended as a superior measure of English abilities. However, an equivalent score on TOEFL or other comparable exam may be substituted if necessary.

3. Alignment to PMU Values

The PMU has established defining institutional characteristics that have a significant impact on the nature of the university and its degree programs. These characteristics also will impact the nature of faculty who will teach within the college. Those characteristics include:

- A student-centered approach to education and instruction including utilization, engagement, feedback and repetition, as identified in the report *Undergraduate Core Curriculum Design*.

- A willingness to undertake professional development activities necessary to learn how to implement a student-centered, communicative classroom environment. Such activities will be supported by the PMU Teaching Development Center.
- A personal and professional commitment of lifelong learning. Faculty will promote lifelong learning attitudes and concepts, not only through their teaching, but also by modeling such attitudes by their personal and professional continuing education activities.
- Sensitivity to Arab cultural and Islamic religious practices and expectations.

4. Student/Faculty Ratios

In order to enhance opportunities for class participation and individual attention, the student/faculty ratio in classes and labs of College of Business Administration will be kept as low as possible.

The College of Business Administration will maintain a maximum student/faculty ratio of approximately 25/1 for lecture and laboratory classes. The college will establish a general class size maximum of 30 students for any single non-laboratory class. Classes that have laboratory components should be restricted to no more than 25 students in order to ensure that appropriate facilities are available to those classes. The college will further work to ensure that the largest classes are distributed across the faculty to minimize inequalities in workload.

5. Gender

In educating both male and female students, the College of Business Administration will adhere to Saudi cultural and social protocols regarding separation of genders. It will therefore be important to recruit both male and female faculty in order to establish close teaching relationships between faculty and students. If female faculty are not available, courses can be offered via closed circuit television to both genders using male faculty. Classroom requirements for instruction via closed circuit television are provided in the report *PMU Infrastructure Specifications*.

V. STUDENT ENROLLMENT

A. STUDENT BENEFITS

In order to meet the established and growing needs for skilled business professionals, the PMU College of Business Administration will seek to achieve a number of learning objectives for its graduates.

Students graduating from the College of Business Administration will be well prepared professionally, capable of meeting or exceeding the demands of professional employment in the region, and committed to continued professional development and improvement.

Students will graduate with the skills and experiences necessary to be technically competent in their field; capable of effective communication, cooperation and collaboration with professional peers; and able to provide leadership where appropriate.

Instructional techniques that utilize case studies will provide a firm grounding in the real-life application of the academic knowledge and professional skills that they gain at the university. An ongoing emphasis on global business ethics will prepare graduates for positions of responsibility and trust in organizations that conduct business worldwide.

The degree programs within the College of Business Administration will:

- Create an understanding of the concepts and practices in the major business field and provide practical skills in support of those practices.
- Foster teamwork and leadership in the professional environment.
- Enhance the professional communication skills of the participants.
- Prepare graduates for meaningful roles in multi-cultural business environments both within the KSA and internationally.

Students graduating from the PMU with a degree from the College of Business Administration will have the appropriate background, experiences and qualifications to immediately enter the professional workplace in accounting, business administration, finance or MIS. There is significant and well-established current need for professionals in these fields. The KSA, through privatization and the desire to place higher percentage of Saudi nationals in companies across the Kingdom, has increased the need for business graduates in all fields of business.

B. PMU CORE COMPETENCIES

As they work toward achieving the educational benefits outlined above for students, each of the degree programs within the College of Business Administration will maintain values consistent with the goals of the university. The development of six distinctive competencies (discussed in detail in the report *Undergraduate Core Curriculum*) are considered to be of value to all effective professionals. These competencies are keys to developing employable, life-long learners who can adapt to multiple careers over their lifetime. The six PMU competencies are:

- Communication
- Technological competence
- Critical thinking and problem solving
- Professional competence
- Teamwork
- Leadership

The College of Business Administration will provide an environment in which these core competencies will be both recognized in their importance and centrality to the degree programs and actively pursued within each degree program. The course syllabi within each of the degree programs (see Section VIII, Course Syllabi, of this report) include specifications of the learning environment and activities and assignments specifically designed to:

- Foster improved communication through classroom and other presentations and through discussion and critique of those presentations.
- Enhance analysis, synthesis and other critical thinking and problem solving components through programming and other projects throughout the curriculum. These competencies will be addressed specifically through the three assessment courses ASSE 2111 Learning Outcome Assessment I, ASSE 3211 Learning Outcome Assessment II, and the third assessment capstone course ASSE 4311: Learning Outcome Assessment III / Administrative Strategy and Policy.
- Provide opportunities for teamwork and leadership skills to be practiced through group projects within much of the curriculum and particularly within the capstone sequence.

C. ADMISSIONS PROCESS AND REQUIREMENTS

The character and quality of students entering the College of Business Administration will define the quality of the degree programs within the college as well as the quality of the graduates entering accounting, business administration, finance or MIS professional environments.

Admissions to the College of Business Administration will be open to students who have successfully completed the PMU Preparation Year Program or who have met the university criteria for bypassing the program.

The degree programs in the College of Business Administration will be designed to accept both male and female students.

1. Required Courses in the Preparation Year Program

The PMU Preparation Year Program (as described in the report *Preparation Program Design*) will prepare students for the university with a curriculum of courses in English language, mathematics, and study skills and learning strategies. All students will be required to follow the same curriculum (with placement in English courses tailored to their abilities) during the first semester. During the second semester, however, students have a choice of two mathematics courses, depending on their desired major at the university.

Students seeking entrance to the College of Business Administration should take PRPM 0012: Intermediate Algebra, during the second semester of the Preparation Year Program.

2. Application for Admission

Upon completion (or waiver) of the Preparation Year Program, students make application to the college in which they wish to study. This application will include:

- Preparation Year Program Certificate of Completion
- PMU Placement Test results
- Interview with the college
- Essay on a topic assigned by the college

A detailed discussion of admissions requirements and procedures are contained in the report *PMU Admissions Plan*.

D. PERFORMANCE EXPECTATIONS

The College of Business Administration will require minimum standards of academic performance from its students. Using a 4.0 scale for course grades, the college will require that students maintain minimum grade point averages (GPA) for various categories of courses consisting of:

- 2.0 GPA in all courses from the PMU Core Curriculum
- 2.0 GPA in all core business courses required by the college
- 2.25 GPA in all courses within the major

A student who receives a D (1.0) or F in any course will be required to repeat the course and to achieve the required grade point average for that category of course. In the case of an elective, another elective may be selected. These students will be required to participate in tutoring and remediation programs offered by the college faculty and the PMU Learning Resources Center. (See Section III. B. 2, Departmental Responsibilities, above).

Students may repeat a course one time, with additional repeats allowed at the discretion of the faculty. However, no more than 10 repeated courses will be allowed over the student's career at the PMU. After the first repeat, prior grades will count toward the student's GPA. For example: A student who receives a D followed by an A will have the D erased and replaced with the A on the transcript. A student who receives an F followed by a D followed by an A will have the F erased, and both the D and the A will be averaged into the GPA.

In order to graduate, all students at the PMU will be required to maintain an overall GPA of 2.0.

VI. THE EDUCATIONAL EXPERIENCE

A. TECHNOLOGY INFUSED ENVIRONMENT

Information technology will be central and critical to all degree programs in the PMU College of Business Administration. Technology competencies will be a hallmark of the successful student, and a technology-infused environment will be a distinguishing characteristic of the university.

In the College of Business Administration, the quality of access to technology will be a primary determinant in the quality of the educational experience of the student and the eventual professional competence of its graduates. The college will base its assumptions concerning learning and the learning experience on the universal availability of technology resources at all points on the university campus and from outside the campus through Internet-based resources.

1. Technology and the Classroom

Access to technology within the classroom will be a necessary component of the degree programs within the College of Business Administration. Faculty and students involved in classroom presentations will have access to modern presentation technology connected to university computing and library resources as well as to the Internet. Facilities recommended for "smart" classrooms are discussed in the report *PMU Infrastructure Specifications*.

2. Student Computing Requirements

Like all other students at the PMU, students within the College of Business Administration will be required to have personal laptop computers. They will have access to the university-wide technology-infused environment including wireless Internet access. However, students in the MIS Program will have specific computing requirements that extend beyond the standard Microsoft Office applications of a typical laptop.

For all students, technologies such as interactive television, video conferencing and Blackboard or WebCT will be central to maintaining effective communication between faculty and students and among students. The College of Business Administration will make extensive use of these resources to provide equal opportunities in learning within the context of gender separation. The college also will provide for student-oriented discussion through Instant Messaging and online discussion groups. Technology will enable students to directly submit materials, assignments and examinations, and to receive efficient communication of grades and faculty instructions.

The majority of major textbook publishers today provide electronic supplements to their books. Many of the textbooks recommended for the degree programs in the College of Business Administration include such supplements, which the instructor may choose to use as appropriate.

3. College Laboratory Requirements

Students majoring in accounting, finance, and business administration will be able to use their laptop computers for nearly all of the computing work that their courses require. Students majoring in MIS will, however, require some specialized lab facilities. The College of Business Administration, therefore, will provide a limited amount of computer laboratory space to meet student needs.

These computing laboratories will be designed to accommodate at least 24 students. This will require providing 24 networked computer systems. Computing labs will typically be built to a size that allocates 2 square meters per student as noted in the May 3, 2004 memorandum, *PMU Space Program: Report of Zuhair Fayez Architect visit to Austin, Texas*. These labs will be designed similar to the general purpose computer laboratories described for the PMU College of Information Technology in the report *Undergraduate Information Technology and Computer Science Curricula*.

In order to provide students with tools appropriate to their course needs and the most up-to-date equipment, a detailed analysis of the lab needs and hardware/software specifications should be provided by the faculty of the College of Information Technology in the months before the PMU's opening.

B. THE CLASSROOM EXPERIENCE

The College of Business Administration will make full use of specific classroom characteristics that reflect the defining characteristics of the university. These characteristics will include:

- A technology-infused classroom experience
- A practical orientation to the curriculum
- A curriculum that values teamwork through the use of group assignments
- A curriculum that values student communication through classroom-based student presentations and class discussions

These characteristics are implemented through specific formative and summative assessment requirements as described in individual syllabi. (Syllabi for courses offered by the College of Business Administration appear in Section VIII., Course Syllabi, of this report.)

1. The Degree Programs

Each degree program will consist of a minimum total of 120 semester credit hours in conformity to standards typical of North American universities as specified in the document *Defining Characteristics and Critical Path*.

Each of the degree programs offered within the College of Business Administration will consist of four components:

- General Education Requirements. These requirements for the University Core Curriculum and College Core Curriculum include 60 credit hours of courses in the PMU core competencies, communications, Arabic Language and Islamic Studies, physical education, mathematics, laboratory science, and social and behavioral sciences. A detailed discussion of these requirements appears in the report *Undergraduate Core Curriculum Design*.

Among these requirements will be the following courses from the PMU College Core Curriculum:

- ECON 1311: Introduction to Macroeconomics
- ECON 1312: Introduction to Microeconomics
- MATH 1311: Finite Mathematics for Students of Business
- MATH 1312: Calculus for Students of Business.

- College of Business Administration Core. These requirements will consist of courses that are common to all degree programs within the College of Business Administration. They represent a base of knowledge that is considered necessary for all business professionals. The 32 semester credits (11 required courses) in the College of Business Administration Core are:
 - MATH 1313: Statistical Methods
 - ACCT 2311: Fundamentals of Financial Accounting
 - ACCT 2321: Fundamentals of Managerial Accounting
 - BUSI 3311: Legal Environment of Business
 - BUSI 3312: Organizational Behavior
 - BUSI 3313: Marketing Principles
 - BUSI 3321: Operations Management
 - BUSI 4261: Entrepreneurship
 - BUSI 4351: Internship
 - FINA 3311: Financial Management Principles
 - MISY 2311: Introduction to MIS
- Particular Degree Program Requirements. Each degree program will have unique requirements that differentiate the program from others within the college.
- Electives. Each degree program will identify the available electives and any constraints that will apply to the elective selection.

2. The College of Business Administration Capstone Course

One of the critical components in the degree structure within the College of Business Administration will be the capstone course and the internship program.

- Capstone Course: This component will build on the Capstone Series required by the PMU Core Curriculum, which begins in the sophomore year with ASSE 2111: Learning Outcome Assessment I and continues in the junior year with ASSE 3211: Learning Outcome Assessment II. The College of Business Administration capstone course will integrate different functional areas and business perspectives through ASSE 4311: Learning Assessment III / Administrative Strategy and Policy.
- Internship: Additionally each student will be required to participate in an internship program equivalent to one course. The internship will give students with hands-on experience in their chosen field of study through work in a local company. It will provide the opportunity to apply concepts learned in the classroom, while it gives the business fresh ideas it may apply to a problem or need. Internships also may provide employers with a risk-free chance to try potential employees.

- Directed Study Alternative: If it is deemed impossible for the student to participate in an internship, the student may be allowed to take a directed study course. Such a course will be designed to provide practical learning experience under the joint supervision of a faculty member and a practicing manager from a business in the Eastern Province.

VII. DEPARTMENTS AND MAJORS

A. DEPARTMENT OF ACCOUNTING AND FINANCE

The majors in Accounting and Finance will be administered through a single department of the College of Business Administration. The Chair of the Department of Accounting and Finance will oversee the department as a whole and will have primary responsibility for instruction of male students. He will delegate responsibilities as appropriate to the Associate Chair, who will oversee instruction for female students.

1. Content of the Accounting Degree Program

The Bachelor of Science in Accounting will be comprised of three components:

- The PMU Core Curriculum. This core curriculum consists of 60 hours of coursework as defined in the report *Undergraduate Core Curriculum Design*.
- The College of Business Administration Core Requirements. These requirements consist of 32 hours of coursework contained in the nine college courses as specified in Section VI.B.1, The Degree Programs, of this report. This coursework represents conceptual and skill-based knowledge that are common to all degree programs within the College of Business Administration.
- The Accounting Degree Program Requirements. These requirements consist of 36 hours of coursework as follows:
 - ACCT 3311: Intermediate Accounting I
 - ACCT 3312: Introduction to Accounting Information Systems
 - ACCT 3321: Intermediate Accounting II
 - ACCT 4311: Auditing and Assurance Services
 - ACCT 4321: Accounting for Managerial Planning and Control
 - Two accounting electives from the following:
 - ACCT 4312: Advanced Accounting
 - ACCT 4314: International Accounting
 - ACCT 4313 Accounting for Governmental and Not-for-Profit Organizations

- FINA 3313: Money and Banking
- Two electives from finance or MIS
- One business elective or BUSI 3341: Advanced Statistical Methods
- One advanced business elective

A proposed model eight-semester course sequence appears as follows:

FRESHMAN PROGRAM – ACCOUNTING CURRICULUM					
FIRST SEMESTER			SECOND SEMESTER		
Course Number	Course Title	Credit Hours	Course Number	Course Title	Credit Hours
COMM 1311	Written Communication	3	COMM 1312	Writing and Research	3
	Arabic / Islamic Studies	2		Arabic / Islamic Studies	2
	Physical Education	1		Physical Education	1
UNIV 1211	Prof. Development and Competencies	2	UNIV 1212	Critical Thinking and Problem Solving	2
MATH 1311	Finite Mathematics for Students of Business	3	MATH 1312	Calculus for Students of Business	3
	Lab Science Elective*	4		Lab Science Elective*	4
	Total	15		Total	15

**Select any laboratory science from the College Core Curriculum.*

SOPHOMORE PROGRAM – ACCOUNTING CURRICULUM					
FIRST SEMESTER			SECOND SEMESTER		
Course Number	Course Title	Credit Hours	Course Number	Course Title	Credit Hours
COMM 2311	Oral Communication	3	COMM 2312	Technical and Professional Communications	3
	Arabic / Islamic Studies	2		Arabic / Islamic Studies	2
UNIV 1213	Leadership and Teamwork	2	ACCT 2321	Fundamentals of Managerial Accounting	3
ASSE 2111	Learning Outcome Assessment I	1	ECON 1312	Introduction to Microeconomics*	3
ACCT 2311	Fundamentals of Financial Accounting	3	MISY 2311	Introduction to MIS	3
ECON 1311	Introduction to Macroeconomics*	3	MATH 1313	Statistical Methods	3
	Total	14		Total	17

**May be taken either first or second semester.*

JUNIOR PROGRAM – ACCOUNTING CURRICULUM					
FIRST SEMESTER			SECOND SEMESTER		
Course Number	Course Title	Credit Hours	Course Number	Course Title	Credit Hours
	Arabic / Islamic Studies	2		Arabic / Islamic Studies	2
ASSE 3211	Learning Outcome Assessment II	2	ACCT 3321	Intermediate Accounting II	3
ACCT 3311	Intermediate Accounting I	3	BUSI 3312	Organizational Behavior	3
ACCT 3312	Introduction to Accounting Information Systems	3	FINA 3313	Money and Banking	3
FINA 3311	Financial Management Principles	3	BUSI 3311	Legal Environment of Business	3
	Business Elective*	3	BUSI 3313	Marketing Principles	3
	Total	16		Total	17

*Students planning to take BUSI 3341: Advanced Statistical Methods enroll now.
Other students select any 3000- or 4000-level College of Business elective.

SENIOR PROGRAM – ACCOUNTING CURRICULUM					
FIRST SEMESTER			SECOND SEMESTER		
Course Number	Course Title	Credit Hours	Course Number	Course Title	Credit Hours
	Arabic / Islamic Studies	2	ASSE 4311	Learning Assessment III (Capstone) / Administrative Strategy and Policy	3
ACCT 4311	Auditing and Assurance Services	3	ACCT 4321	Accounting for Managerial Planning and Control	3
	Accounting elective*	3		Accounting elective*	3
BUSI 3321	Operations Management	3		Finance or MIS elective**	3
	Advanced Business Elective*	3	BUSI 4351	Internship	3
BUSI 4261	Entrepreneurship	2		Finance or MIS elective**	3
	Total	16		Total	18

*Elective should be a 4000-level course

**Elective should be a 3000-level or 4000-level course

ACCOUNTING PROGRAM TOTAL DEGREE CREDIT HOURS	128
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ACCOUNTING PROGRAM CURRICULUM ELECTIVES					
Course Number	Course Title	Credit Hours	Course Number	Course Title	Credit Hours
ACCT 4312	Advanced Accounting	3	ACCT 4314	International Accounting	3
ACCT 4313	Accounting for Governmental and Not-for-Profit Organizations	3			

2. Content of the Finance Degree Program

The Bachelor of Science in Finance will be comprised of three components:

- The PMU Core Curriculum. This core curriculum consists of 60 hours of coursework as defined in the report *Undergraduate Core Curriculum Design*.
- The College of Business Administration Core Requirements. These requirements consist of 32 hours of coursework contained in the ten college courses as specified in Section VI.B.1 The Degree Programs, of this report. This coursework represents conceptual and skill-based knowledge that are common to all degree programs within the College of Business Administration.
- The Finance Degree Program Requirements. These requirements consist of 33 hours of coursework as follows:
 - FINA 3312: Financial Institutions
 - FINA 3313: Money and Banking
 - FINA 3314: Financial Statements Analysis
 - FINA 4313: Investments
 - FINA 4314: International Finance
 - FINA 4315: Security Analysis and Portfolio Management
 - ACCT 3311: Intermediate Accounting I
 - One finance elective chosen from the following:
 - FINA 4312: Advanced Financial Management
 - FINA 4316: Capital Budgeting
 - FINA 4351: Special Topics in Finance
 - One finance or accounting elective
 - One business elective or BUSI 3341: Advanced Statistical Methods
 - One MIS elective (any course)

A proposed model eight-semester course sequence appears as follows:

FRESHMAN PROGRAM – FINANCE CURRICULUM					
FIRST SEMESTER			SECOND SEMESTER		
Course Number	Course Title	Credit Hours	Course Number	Course Title	Credit Hours
COMM 1311	Written Communication	3	COMM 1312	Writing and Research	3
	Arabic / Islamic Studies	2		Arabic / Islamic Studies	2
	Physical Education	1		Physical Education	1
UNIV 1211	Prof. Development and Competencies	2	UNIV 1212	Critical Thinking and Problem Solving	2
MATH 1311	Finite Mathematics for Students of Business	3	MATH 1312	Calculus for Students of Business	3
	Lab Science Elective*	4		Lab Science Elective*	4
	Total	15		Total	15

**Select any laboratory science from the College Core Curriculum.*

SOPHOMORE PROGRAM – FINANCE CURRICULUM					
FIRST SEMESTER			SECOND SEMESTER		
Course Number	Course Title	Credit Hours	Course Number	Course Title	Credit Hours
COMM 2311	Oral Communication	3	COMM 2312	Technical and Professional Communications	3
	Arabic / Islamic Studies	2		Arabic / Islamic Studies	2
UNIV 1213	Leadership and Teamwork	2	ECON 1312	Introduction to Microeconomics*	3
ASSE 2111	Learning Outcome Assessment I	1	ACCT 2321	Fundamentals of Managerial Accounting	3
ACCT 2311	Fundamentals of Financial Accounting	3	MATH 1313	Statistical Methods	3
ECON 1311	Introduction to Macroeconomics*	3	MISY 2311	Introduction to MIS	3
	Total	14		Total	17

**May be taken either first or second semester.*

JUNIOR PROGRAM – FINANCE CURRICULUM					
FIRST SEMESTER			SECOND SEMESTER		
Course Number	Course Title	Credit Hours	Course Number	Course Title	Credit Hours
	Arabic / Islamic Studies	2		Arabic / Islamic Studies	2
ASSE 3211	Learning Outcome Assessment II	2	FINA 3312	Financial Institutions	3
BUSI 3312	Organizational Behavior	3	BUSI 3321	Operations Management	3
BUSI 3311	Legal Environment of Business	3	FINA 3313	Money and Banking	3
FINA 3311	Financial Management Principles	3	ACCT 3311	Intermediate Accounting I	3
	Business Elective*	3	BUSI 3313	Marketing Principles	3
	Total	16		Total	17

**Students planning to take BUSI 3341: Advanced Statistical Methods enroll now.
Other students select any 3000- or 4000-level College of Business elective.*

SENIOR PROGRAM – FINANCE CURRICULUM					
FIRST SEMESTER			SECOND SEMESTER		
Course Number	Course Title	Credit Hours	Course Number	Course Title	Credit Hours
	Arabic / Islamic Studies	2	ASSE 4311	Learning Assessment III (Capstone): Administrative Strategy and Policy	3
FINA 4313	Investments	3	FINA 4315	Security Analysis and Portfolio Management	3
FINA 3314	Financial Statement Analysis	3	FINA 4314	International Finance	3
	MIS Elective	3		Finance Elective	3
BUSI 4351	Internship	3		Accounting or Finance Elective	3
BUSI 4261	Entrepreneurship	2			
	Total	16		Total	15

FINANCE PROGRAM TOTAL DEGREE CREDIT HOURS	125
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FINANCE PROGRAM CURRICULUM ELECTIVES					
Course Number	Course Title	Credit Hours	Course Number	Course Title	Credit Hours
FINA 4312	Advanced Financial Management	3	FINA 4351	Special Topics in Finance	3
FINA 4316	Capital Budgeting	3			

B. THE DEPARTMENT OF BUSINESS ADMINISTRATION

The major in Business Administration will be administered through the Department of Business Administration. The Chair of the department will oversee the department as a whole and will have primary responsibility for instruction of male students. He will delegate responsibilities as appropriate to the Associate Chair, who will oversee instruction for female students.

1. Content of the Business Administration Degree Program

The Bachelor of Science in Business Administration will be comprised of three components:

- The PMU Core Curriculum. This core curriculum consists of 60 hours of coursework as defined in the report *Undergraduate Core Curriculum Design*.
- The College of Business Administration Core Requirements. These requirements consist of 32 hours of coursework contained in the ten college courses as specified in Section VI.B.1 The Degree Programs, of this report. This coursework represents conceptual and skill-based knowledge that are common to all degree programs within the College of Business Administration.
- The Business Administration Area Degree Program Requirements. These requirements consist of 33 hours of coursework as follows:
 - BUSI 3322: Supply Chain Management*
 - BUSI 4311: e-Commerce*
 - BUSI 4321: International Business*
 - BUSI 3323: Human Resource Management*
 - Two accounting electives
 - Two finance electives
 - Two MIS electives
 - One business elective or BUSI 3341: Advanced Statistical Methods

BUSI 3331: Business Negotiations may be substituted for courses marked with an *

A proposed model eight-semester course sequence appears as follows:

FRESHMAN PROGRAM – BUSINESS ADMINISTRATION CURRICULUM					
FIRST SEMESTER			SECOND SEMESTER		
Course Number	Course Title	Credit Hours	Course Number	Course Title	Credit Hours
COMM 1311	Written Communication	3	COMM 1312	Writing and Research	3
	Arabic / Islamic Studies	2		Arabic / Islamic Studies	2
	Physical Education	1		Physical Education	1
UNIV 1211	Prof. Development and Competencies	2	UNIV 1212	Critical Thinking and Problem Solving	2
MATH 1311	Finite Mathematics for Students of Business	3	MATH 1312	Calculus for Students of Business	3
	Lab Science Elective*	4		Lab Science Elective*	4
	Total	15		Total	15

**Select any laboratory science from the College Core Curriculum.*

SOPHOMORE PROGRAM – BUSINESS ADMINISTRATION CURRICULUM					
FIRST SEMESTER			SECOND SEMESTER		
Course Number	Course Title	Credit Hours	Course Number	Course Title	Credit Hours
COMM 2311	Oral Communication	3	COMM 2312	Technical and Professional Communications	3
	Arabic / Islamic Studies	2		Arabic / Islamic Studies	2
UNIV 1213	Leadership and Teamwork	2	ECON 1312	Introduction to Microeconomics*	3
ASSE 2111	Learning Outcome Assessment I	1	MATH 1313	Statistical Methods	3
ECON 1311	Introduction to Macroeconomics*	3	BUSI 3311	Legal Environment of Business	3
ACCT 2311	Fundamentals of Financial Accounting	3	ACCT 2321	Fundamentals of Managerial Accounting	3
	Total	14		Total	17

**May be taken either first or second semester*

JUNIOR PROGRAM – BUSINESS ADMINISTRATION CURRICULUM					
FIRST SEMESTER			SECOND SEMESTER		
Course Number	Course Title	Credit Hours	Course Number	Course Title	Credit Hours
	Arabic / Islamic Studies	2		Arabic / Islamic Studies	2
ASSE 3211	Learning Outcome Assessment II	2		Accounting Elective	3
BUSI 3312	Organization Behavior and Management	3	BUSI 3321	Operations Management	3
FINA 3311	Financial Management Principles	3	BUSI 3313	Marketing Principles	3
MISY 2311	Introduction to MIS	3		Finance Elective	3
	Business Elective*	3		Accounting Elective	3
	Total	16		Total	17

*Students planning to take BUSI 3341: Advanced Statistical Methods enroll now.
Other students select any 3000- or 4000-level College of Business elective.

SENIOR PROGRAM – BUSINESS ADMINISTRATION CURRICULUM					
FIRST SEMESTER			SECOND SEMESTER		
Course Number	Course Title	Credit Hours	Course Number	Course Title	Credit Hours
	Arabic / Islamic Studies	2	BUSI 4321	International Business*	3
ASSE 4311	Learning Assessment III (Capstone) / Administrative Strategy and Policy	3	BUSI 4311	e-Commerce*	3
BUSI 3323	Human Resource Management*	3		Finance Elective	3
BUSI 3322	Supply Chain Management*	3		MIS Elective	3
BUSI 4261	Entrepreneurship	2	BUSI 4351	Internship	3
	MIS Elective	3			
	Total	16		Total	15

BUSINESS ADMINISTRATION PROGRAM TOTAL DEGREE CREDIT HOURS	125
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BUSINESS ADMINISTRATION PROGRAM CURRICULUM ELECTIVES					
Course Number	Course Title	Credit Hours	Course Number	Course Title	Credit Hours
BUSI 3331	Business Negotiations*	3			

*May be substituted for one of the following courses:
- BUSI 3322: Supply Chain Management
- BUSI 3323: Human Resource Management
- BUSI 4311: e-Commerce
- BUSI 4321: International Business

C. THE DEPARTMENT OF MANAGEMENT INFORMATION SYSTEMS (MIS)

The major in MIS will be administered through the Department of Management Information Systems. The Chair of the department will oversee the department as a whole and will have primary responsibility for instruction of male students. He will delegate responsibilities as appropriate to the Associate Chair, who will oversee instruction for female students.

1. Content of the MIS Degree Program

The Bachelor of Science in Management Information Systems will be comprised of three components:

- The PMU Core Curriculum. This core curriculum consists of 60 hours of coursework as defined in the report *Undergraduate Core Curriculum Design*.
- The College of Business Administration Core. These requirements consist of 32 hours of coursework as specified in Section VI.B.1 The Degree Programs, of this report.
- The MIS Degree Program Requirements. These requirements consist of 33 hours of coursework as follows:
 - MISY 2312: Introductory Programming for Information Systems
 - MISY 2313: Intermediate Programming for Information Systems
 - MISY 3311: Database Management for Information Systems
 - MISY 3312: Introduction to Telecommunications
 - MISY 4331: Building Electronic Commerce
 - MISY 3341: Introduction to Information Assurance
 - MISY 4332: Systems Analysis and Design
 - MISY 4341: Object Oriented Analysis and Design
 - MISY 4342: Electronic Commerce Security
 - Two business electives, one of which may be BUSI 3341: Advanced Statistical Methods

A proposed model eight-semester course sequence appears as follows:

FRESHMAN PROGRAM – MIS CURRICULUM					
FIRST SEMESTER			SECOND SEMESTER		
Course Number	Course Title	Credit Hours	Course Number	Course Title	Credit Hours
COMM 1311	Written Communication	3	COMM 1312	Writing and Research	3
	Arabic / Islamic Studies	2		Arabic / Islamic Studies	2
	Physical Education	1		Physical Education	1
UNIV 1211	Prof. Development and Competencies	2	UNIV 1212	Critical Thinking and Problem Solving	2
MATH 1311	Finite Mathematics for Students of Business	3	MATH 1312	Calculus for Students of Business	3
	Lab Science Elective*	4		Lab Science Elective*	4
	Total	15		Total	15

**Select any laboratory science from the College Core Curriculum.*

SOPHOMORE PROGRAM – MIS CURRICULUM					
FIRST SEMESTER			SECOND SEMESTER		
Course Number	Course Title	Credit Hours	Course Number	Course Title	Credit Hours
COMM 2311	Oral Communication	3	COMM 2312	Technical and Professional Communications	3
	Arabic / Islamic Studies	2		Arabic / Islamic Studies	2
UNIV 1213	Leadership and Teamwork	2	ECON 1312	Introduction to Microeconomics	3
ASSE 2111	Learning Outcome Assessment I	1	MATH 1313	Statistical Methods	3
MISY 2323	Introductory Programming for Information Systems	3	MISY 2312	Intermediate Programming for Information Systems	3
ECON 1311	Introduction to Macroeconomics	3	BUSI 3311	Legal Environment of Business	3
	Total	14		Total	17

Junior Program- Management Information Systems					
FIRST SEMESTER			SECOND SEMESTER		
Course Number	Course Title	Credit Hours	Course Number	Course Title	Credit Hours
	Arabic / Islamic Studies	2		Arabic / Islamic Studies	2
ASSE 3211	Learning Outcome Assessment II	2	ACCT 2311	Fundamentals of Financial Accounting	3
MISY 3311	Database Management for Information Systems	3	MISY 3321	Introduction to Information Assurance	3
MISY 3312	Introduction to Telecommunications	3	BUSI 3321	Operations Management	3
BUSI 3312	Organizational Behavior	3	MISY 2311	Introduction to MIS	3
	Business Elective*	3	BUSI 3313	Marketing Principles	3
	Total	16		Total	17

**Students planning to take BUSI 3341: Advanced Statistical Methods enroll now.
Other students select any 3000- or 4000-level College of Business elective.*

SENIOR PROGRAM – MIS CURRICULUM					
FIRST SEMESTER			SECOND SEMESTER		
Course Number	Course Title	Credit Hours	Course Number	Course Title	Credit Hours
	Arabic / Islamic Studies	2	ASSE 4311	Learning Assessment III (Capstone)	3
MISY 4331	Building Electronic Commerce	3	MISY 4341	Object-Oriented Analysis and Design	3
MISY 4332	Systems Analysis and Design	3		MIS Elective*	3
ACCT 2321	Fundamentals of Managerial Accounting	3	FINA 3311	Financial Management Principles	3
BUSI 4351	Internship	3		Business Elective**	3
BUSI 4261	Entrepreneurship	2			
	Total	16		Total	15

**Elective should be a 4000-level course*

***Select any elective from the College of Business Administration*

MIS PROGRAM TOTAL DEGREE CREDIT HOURS	125
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MIS PROGRAM CURRICULUM ELECTIVES*					
Course Number	Course Title	Credit Hours	Course Number	Course Title	Credit Hours
MISY 3331	Advanced Database Concepts	3	MISY 4342	Electronic Commerce Security	3
MISY 3332	Advanced Programming Concepts for Information Systems	3			

**Additional electives may be added at future dates.*

VIII. COURSE SYLLABI

A. COURSE NUMBERING SYSTEM

A common system for naming courses will be applied throughout all academic programs at the PMU. The system is structured as follows:

Each course title begins with four letters that indicate the subject matter of the course. For syllabi in this report, these letterings include:

- ACCT Accounting
- FINA Finance
- BUSI Business Administration and Selected Business Core
- MISY Management Information Systems
- ASSE Assessment Capstone Series

The letters are followed by four numbers:

- First digit indicates the earliest year a course can be taken. A number 1 course may be taken at any time.
- Second digit indicates credit hours. Most courses carry 3 hours of credit. Science courses with labs carry 4 hours of credit. A small number of courses carry 1 or 2 hours of credit.
- Third digit indicates a course that is part of a group or family of courses. For example, calculus courses are assigned the number 2. More advanced math courses are assigned the number 3.
- Fourth digit serves only to differentiate courses from one another within a family. For example, the four calculus courses are numbered 1, 2, 3, and 4.