

COLLEGE OF BUSINESS ADMINISTRATION

COLLEGE OVERVIEW

The College of Business Administration provides the structure and organization for male and female students to successfully pursue degree programs in accounting, finance, business administration, and management information systems (MIS) at the undergraduate level.

PMU's Executive Master of Business Administration (MBA) program is designed for working professionals who have significant work experience after the undergraduate degree and have advanced to a point in their careers where an understanding of business concepts is essential to job performance and career advancement.

Vision and Mission

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.

Mission

Consistent with PMU's mission, the mission of the College of Business Administration is to provide an environment conducive to the development of future leaders of Saudi Arabia. Graduates of the program have a well rounded business education and a sound understanding of business functions and tools of analysis, built on a broad general education. The college works closely with the business community to provide graduates with a blend of theory and applications. Specialized areas provide in-depth knowledge for graduates to effectively compete in the global and constantly changing business environment and to be prepared to serve as effective managers.

The mission of the College of Business Administration is to 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.

Degrees Offered

The College of Business Administration offers four undergraduate 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 offers the Executive Master of Business Administration degree.

ADMISSIONS PROCESS AND REQUIREMENTS

Admission of undergraduate students to the College of Business Administration is 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 are designed to accept both male and female students.

Required Courses in the Preparation Year Program

PMU's Preparation year Program concentrates on English language, mathematics, and study skills. Within the program, the first semester math course, PRPM 0011: Introductory Algebra, is required of all students. However, during the second semester of mathematics, students have a choice of two tracks, 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.

PERFORMANCE EXPECTATIONS

Required Grade Average

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

- 2.0 in all courses from the PMU Core Curriculum
- 2.0 in all core business courses required by the college
- 2.25 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 score. 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 Learning Resources Center.

Student Computing Requirements

Students within the College of Business Administration are required to have personal laptop computers.

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 require some additional specialized lab facilities. The College of Business Administration will provide a limited amount of computer laboratory space to meet student needs.

COMPONENTS OF DEGREE PROGRAMS

Each degree program in the College of Business Administration consists of 125-128 semester credit hours

Majors in Accounting, Finance, Business Administration, MIS

Each of the degree programs offered within the College of Business Administration consists 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.

From PMU's Core Curriculum, the College of Business Administration will require the following courses:

- 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 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:

- 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
- MATH 1313: Statistical Methods
- MISY 2311: Introduction to MIS

Degree Program Requirements: Each degree program has unique requirements that differentiate the program from others within the college.

Electives: Each degree program identifies the available electives and any constraints that will apply to the elective selection.

Capstone Course

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

Capstone Course: This component builds 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 integrates different functional areas and business perspectives through ASSE 4311: Learning Outcome Assessment III / Administrative Strategy and Policy.

Internship: Additionally each student is required to participate in an internship program equivalent to one course. The internship gives students hands-on

experience in their chosen field of study through work in a local company. It provides 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.

COURSES REQUIRED FOR MAJORS

Accounting

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

PMU's Core Curriculum: This core curriculum consists of 60 hours of coursework as described on page xx.

The College of Business Administration Core Requirements: These requirements consist of 32 hours of coursework contained in the nine college courses as described on page xx.

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 4313: Accounting for Governmental and Not-for-Profit Organizations
- ACCT 4314: International Accounting
- FINA 3313: Money and Banking

Two electives from finance or MIS

One business elective or BUSI 3341: Advanced Statistical Methods

One advanced business elective

Finance

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

PMU's Core Curriculum: This core curriculum consists of 60 hours of coursework as described on page 37.

The College of Business Administration Core Requirements: These requirements consists of 32 hours of coursework as described on page xx.

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)

Business Administration

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

PMU's Core Curriculum: This core curriculum consists of 60 hours of coursework as described on page 37.

The College of Business Administration Core Requirements: These requirements consist of 32 hours of coursework as described on page xx.

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 *

MIS

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

The PMU Core Curriculum: This core curriculum consists of 60 hours of coursework as described on page 37.

The College of Business Administration Core: These requirements consist of 32 hours of coursework as described on page xx.

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

COURSE SEQUENCE FOR MAJORS

Accounting

Total Semester Credit Hours: 128

Freshman Program

| <i>First Semester</i> | <i>Hours</i> |
|---------------------------------------------------|--------------|
| ALIS 1211: Arabic Language / Islamic Studies..... | 2 |
| PHED 1111: Physical Education..... | 1 |
| COMM 1311: Written Communication | 3 |

| | |
|--------------------------------------------------------------|-----------|
| UNIV 1211: Professional Development and Competencies | 2 |
| MATH 1311: Finite Mathematics for Students of Business | 3 |
| Lab Science Elective* | 4 |
| Total Hours:..... | 15 |

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

| <i>Second Semester</i> | <i>Hours</i> |
|--------------------------------------------------------|--------------|
| ALIS 1212: Arabic Language / Islamic Studies..... | 2 |
| PHED 1112: Physical Education..... | 1 |
| COMM 1312: Writing and Research | 3 |
| UNIV 1212: Critical Thinking and Problem Solving | 2 |
| MATH 1312: Calculus for Students of Business | 3 |
| Lab Science Elective* | 4 |
| Total Hours:..... | 15 |

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

Sophomore Program

| <i>First Semester</i> | <i>Hours</i> |
|------------------------------------------------------|--------------|
| ALIS 2211: Arabic Language / Islamic Studies..... | 2 |
| ASSE 2111: Learning Outcome Assessment I..... | 1 |
| COMM 2311: Oral Communication | 3 |
| UNIV 1213: Leadership and Teamwork | 2 |
| ACCT 2311: Fundamentals of Financial Accounting..... | 3 |
| ECON 1311: Introduction to Macroeconomics*..... | 3 |
| Total Hours:..... | 14 |

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

| <i>Second Semester</i> | <i>Hours</i> |
|------------------------------------------------------------|--------------|
| ALIS 2212: Arabic Language / Islamic Studies..... | 2 |
| COMM 2312: Technical and Professional Communications | 3 |
| ACCT 2321: Fundamentals of Managerial Accounting | 3 |
| ECON 1312: Introduction to Microeconomics* | 3 |
| MISY 2311: Introduction to MIS..... | 3 |
| MATH 1313: Statistical Methods | 3 |
| Total Hours:..... | 17 |

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

Junior Program

| <i>First Semester</i> | <i>Hours</i> |
|-----------------------------------------------------------------|--------------|
| ALIS 3211: Arabic Language / Islamic Studies..... | 2 |
| ASSE 3211: Learning Outcome Assessment II | 2 |
| ACCT 3311: Intermediate Accounting I..... | 3 |
| ACCT 3312: Introduction to Accounting Information Systems | 3 |

| | |
|-------------------------------------------------|-----------|
| FINA 3311: Financial Management Principles..... | 3 |
| Business Elective*..... | 3 |
| Total Hours:..... | 16 |

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

Second Semester Hours

| | |
|---------------------------------------------------|-----------|
| ALIS 3212: Arabic Language / Islamic Studies..... | 2 |
| ACCT 3321: Intermediate Accounting II..... | 3 |
| BUSI 3312: Organizational Behavior | 3 |
| FINA 3313: Money and Banking..... | 3 |
| BUSI 3311: Legal Environment of Business | 3 |
| BUSI 3313: Marketing Principles | 3 |
| Total Hours:..... | 17 |

Senior Program

| <i>First Semester</i> | <i>Hours</i> |
|---------------------------------------------------|--------------|
| ALIS 4211: Arabic Language / Islamic Studies..... | 2 |
| ACCT 4311: Auditing and Assurance Services | 3 |
| BUSI 3321: Operations Management | 3 |
| BUSI 4261: Entrepreneurship | 2 |
| Accounting Elective* | 3 |
| Advanced Business Elective** | 3 |
| Total Hours:..... | 16 |

**Choose from ACCT 4312: Advanced Accounting, ACCT 4313: Accounting for Government and Not-for-Profit Organizations, or ACCT 4314: International Accounting.*

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

| <i>Second Semester</i> | <i>Hours</i> |
|-----------------------------------------------------------------------------------------|--------------|
| ASSE 4311: Learning Outcome Assessment III / Administrative Strategy and Policy..... | 3 |
| ACCT 4321: Accounting for Managerial Planning and Control | 3 |
| BUSI 4351: Internship | 3 |
| Accounting Elective* | 3 |
| Finance or MIS Elective** | 3 |
| Finance or MIS Elective** | 3 |
| Total Hours:..... | 18 |

**Choose from ACCT 4312: Advanced Accounting, ACCT 4313: Accounting for Government and Not-for-Profit Organizations, or ACCT 4314: International Accounting.*

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

Finance

Total Semester Credit Hours: 125

Freshman Program

| <i>First Semester</i> | <i>Hours</i> |
|--------------------------------------------------------------|--------------|
| ALIS 1211: Arabic Language / Islamic Studies..... | 2 |
| PHED 1111: Physical Education..... | 1 |
| COMM 1311: Written Communications..... | 3 |
| UNIV 1211: Professional Development and Competencies | 2 |
| MATH 1311: Finite Mathematics for Students of Business | 3 |
| Lab Science Elective* | 4 |
| Total Hours:..... | 15 |

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

| <i>Second Semester</i> | <i>Hours</i> |
|--------------------------------------------------------|--------------|
| ALIS 1212: Arabic Language / Islamic Studies..... | 2 |
| PHED 1112: Physical Education..... | 1 |
| COMM 1312: Writing and Research | 3 |
| UNIV 1212: Critical Thinking and Problem Solving | 2 |
| MATH 1312: Calculus for Students of Business | 3 |
| Lab Science Elective* | 4 |
| Total Hours:..... | 15 |

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

Sophomore Program

| <i>First Semester</i> | <i>Hours</i> |
|------------------------------------------------------|--------------|
| ALIS 2211: Arabic Language / Islamic Studies..... | 2 |
| ASSE 2111: Learning Outcome Assessment I..... | 1 |
| COMM 2311: Oral Communication | 3 |
| UNIV 1213: Leadership and Teamwork..... | 2 |
| ECON 1311: Introduction to Macroeconomics*..... | 3 |
| ACCT 2311: Fundamentals of Financial Accounting..... | 3 |
| Total Hours:..... | 14 |

**May be taken either first or second semester*

| <i>Second Semester</i> | <i>Hours</i> |
|-----------------------------------------------------------|--------------|
| ALIS 2212: Arabic Language / Islamic Studies..... | 2 |
| COMM 2312: Technical and Professional Communication | 3 |
| ECON 1312: Introduction to Microeconomics* | 3 |
| MATH 1313: Statistical Methods | 3 |
| ACCT 2321: Fundamentals of Managerial Accounting | 3 |
| MISY 2311: Introduction to MIS..... | 3 |
| Total Hours:..... | 17 |

**May be taken either first or second semester*

Junior Program

| <i>First Semester</i> | <i>Hours</i> |
|---------------------------------------------------|--------------|
| ALIS 3211: Arabic Language / Islamic Studies..... | 2 |
| ASSE 3211: Learning Outcome Assessment II | 2 |
| BUSI 3312: Organizational Behavior | 3 |
| BUSI 3311: Legal Environment of Business | 3 |
| FINA 3311: Financial Management Principles..... | 3 |
| Business Elective*..... | 3 |
| Total Hours:..... | 16 |

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

| <i>Second Semester</i> | <i>Hours</i> |
|---------------------------------------------------|--------------|
| ALIS 3212: Arabic Language / Islamic Studies..... | 2 |
| FINA 3312: Financial Institutions..... | 3 |
| BUSI 3321: Operations Management | 3 |
| FINA 3313: Money and Banking | 3 |
| ACCT 3311: Intermediate Accounting I..... | 3 |
| BUSI 3313: Marketing Principles | 3 |
| Total Hours:..... | 17 |

Senior Program

| <i>First Semester</i> | <i>Hours</i> |
|---------------------------------------------------|--------------|
| ALIS 4211: Arabic Language / Islamic Studies..... | 2 |
| FINA 4313: Investments | 3 |
| FINA 3314: Financial Statement Analysis..... | 3 |
| BUSI 4351: Internship | 3 |
| BUSI 43261: Entrepreneurship | 2 |
| MIS Elective..... | 3 |
| Total Hours | 16 |

| <i>Second Semester</i> | <i>Hours</i> |
|-----------------------------------------------------------------------------------------|--------------|
| ASSE 4311: Learning Outcome Assessment III / Administrative Strategy and Policy..... | 3 |
| FINA 4315: Security Analysis and Portfolio Management | 3 |
| FINA 4314: International Elective | 3 |
| Finance Elective* | 3 |
| Accounting or Finance Elective | 3 |
| Total Hours:..... | 15 |

**Choose from FINA 4312: Advanced Financial Management, FINA 4316: Capital Budgeting, or FINA 4351: Special Topics in Finance.*

Business Administration

Total Semester Credit Hours: 125

Freshman Program

| <i>First Semester</i> | <i>Hours</i> |
|--------------------------------------------------------------|--------------|
| ALIS 1211: Arabic Language / Islamic Studies..... | 2 |
| PHED 1111: Physical Education..... | 1 |
| COMM 1311: Written Communication | 3 |
| UNIV 1211: Professional Development and Competencies | 2 |
| MATH 1311: Finite Mathematics for Students of Business | 3 |
| Lab Science Elective* | 4 |
| Total Hours:..... | 15 |

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

| <i>Second Semester</i> | <i>Hours</i> |
|--------------------------------------------------------|--------------|
| ALIS 1212: Arabic Language / Islamic Studies..... | 2 |
| PHED 1112: Physical Education..... | 1 |
| COMM 1312: Writing and Research | 3 |
| UNIV 1212: Critical Thinking and Problem Solving | 2 |
| MATH 1312: Calculus for Students of Business | 3 |
| Lab Science Elective* | 4 |
| Total Hours: | 15 |

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

Sophomore Program

| <i>First Semester</i> | <i>Hours</i> |
|------------------------------------------------------|--------------|
| ALIS 2211: Arabic Language / Islamic Studies..... | 2 |
| ASSE 2111: Learning Outcome Assessment I..... | 1 |
| COMM 2311: Oral Communication | 3 |
| UNIV 1213: Leadership and Teamwork..... | 2 |
| ECON 1311: Introduction to Macroeconomics*..... | 3 |
| ACCT 2311: Fundamentals of Financial Accounting..... | 3 |
| Total Hours:..... | 14 |

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

| <i>Second Semester</i> | <i>Hours</i> |
|------------------------------------------------------------|--------------|
| ALIS 2212: Arabic Language / Islamic Studies..... | 2 |
| COMM 2312: Technical and Professional Communications | 3 |
| ECON 1312: Introduction to Microeconomics*..... | 3 |
| ACCT 2321: Fundamentals of Managerial Accounting | 3 |
| BUSI 3311: Legal Environment of Business | 3 |
| MATH 1313: Statistical Methods | 3 |
| Total Hours:..... | 17 |

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

Junior Program

| <i>First Semester</i> | <i>Hours</i> |
|---------------------------------------------------|--------------|
| ALIS 3211: Arabic Language / Islamic Studies..... | 2 |
| ASSE 3211: Learning Outcome Assessment II | 2 |
| BUSI 3312: Organizational Behavior | 3 |
| FINA 3311: Financial Management Principles..... | 3 |
| MISY 2311: Introduction to MIS..... | 3 |
| Business Elective*..... | 3 |
| Total Hours:..... | 16 |

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

| <i>Second Semester</i> | <i>Hours</i> |
|---------------------------------------------------|--------------|
| ALIS 3212: Arabic Language / Islamic Studies..... | 2 |
| BUSI 3321: Operations Management | 3 |
| BUSI 3313: Marketing Principles | 3 |
| Accounting Elective | 3 |
| Accounting Elective | 3 |
| Finance Elective | 3 |
| Total Hours:..... | 17 |

Senior Program

| <i>First Semester</i> | <i>Hours</i> |
|------------------------------------------------------------------------------------------|--------------|
| ALIS 4211: Arabic Language / Islamic Studies | 2 |
| ASSE 4311: Learning Outcome Assessment III / Administrative Strategy and Policy | 3 |
| BUSI 3323: Human Resource Management* | 3 |
| BUSI 3322: Supply Chain Management* | 3 |
| BUSI 4261: Entrepreneurship | 2 |
| MIS Elective | 3 |
| Total Hours: | 16 |

**BUSI 3331: Business Negotiations may be substituted for this course.*

| <i>Second Semester</i> | <i>Hours</i> |
|------------------------------------------|--------------|
| BUSI 4321: International Business* | 3 |
| BUSI 4311: e-Commerce* | 3 |
| BUSI 4351: Internship | 3 |
| Finance Elective | 3 |
| MIS Elective | 3 |
| Total Hours: | 15 |

**BUSI 3331: Business Negotiations may be substituted for this course.*

Management Information Systems

Total Semester Credit Hours: 125

Freshman Program

| <i>First Semester</i> | <i>Hours</i> |
|--------------------------------------------------------------|--------------|
| ALIS 1211: Arabic Language / Islamic Studies | 2 |
| PHED 1112: Physical Education | 1 |
| COMM 1311: Written Communication | 3 |
| UNIV 1211: Professional Development and Competencies | 2 |
| MATH 1311: Finite Mathematics for Students of Business | 3 |
| Lab Science Elective* | 4 |
| Total Hours: | 15 |

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

| <i>Second Semester</i> | <i>Hours</i> |
|-------------------------------------------------------|--------------|
| ALIS 1212: Arabic Language / Islamic Studies | 2 |
| PHED 1112: Physical Education | 1 |
| COMM 1312: Writing and Research..... | 3 |
| UNIV 1212: Critical Thinking and Problem Solving..... | 2 |
| MATH 1312: Calculus for Students of Business..... | 3 |
| Lab Science Elective* | 4 |
| Total Hours: | 15 |

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

Sophomore Program

| <i>First Semester</i> | <i>Hours</i> |
|----------------------------------------------------------------------|--------------|
| ALIS 2211: Arabic Language / Islamic Studies | 2 |
| ASSE 2111: Learning Outcome Assessment I | 1 |
| COMM 2311: Oral Communication..... | 3 |
| UNIV 1213: Leadership and Teamwork..... | 2 |
| ECON 1311: Introduction to Macroeconomics* | 3 |
| MISY 2323: Introductory Programming for Information Systems | 3 |
| Total Hours: | 14 |

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

| <i>Second Semester</i> | <i>Hours</i> |
|----------------------------------------------------------------------|--------------|
| ALIS 2212: Arabic Language / Islamic Studies | 2 |
| COMM 2312: Technical and Professional Communications | 3 |
| MATH 1313: Statistical Methods..... | 3 |
| ECON 1312: Introduction to Microeconomics* | 3 |
| BUSI 3311: Legal Environment of Business..... | 3 |
| MISY 2312: Intermediate Programming for Information Systems | 3 |
| Total Hours: | 17 |

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

Junior Program

| <i>First Semester</i> | <i>Hours</i> |
|-------------------------------------------------------------|--------------|
| ALIS 3211: Arabic Language / Islamic Studies | 2 |
| ASSE 3211: Learning Outcome Assessment II..... | 2 |
| MISY 3311: Database Management for Information Systems..... | 3 |
| MISY 3312: Introduction to Telecommunications | 3 |
| BUSI 3312: Organizational Behavior..... | 3 |
| Business Elective* | 3 |
| Total Hours: | 16 |

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

Second Semester Hours

| | |
|-------------------------------------------------------|-----------|
| ALIS 3212: Arabic Language / Islamic Studies | 2 |
| ACCT 2311: Fundamentals of Accounting | 3 |
| BUSI 3321: Introduction to Information Assurance..... | 3 |
| BUSI 3313: Marketing Principles..... | 3 |
| MISY 3321: Operations Management | 3 |
| MISY 2311: Introduction to MIS | 3 |
| Total Hours: | 17 |

Senior Program

| | |
|--------------------------------------------------------|--------------|
| <i>First Semester</i> | <i>Hours</i> |
| ALIS 4211: Arabic Language / Islamic Studies | 2 |
| ACCT 2321: Fundamentals of Managerial Accounting | 3 |
| BUSI 4351: Internship | 3 |
| BUSI 4261: Entrepreneurship..... | 2 |
| MISY 4311: Building Electronic Commerce | 3 |
| MISY 4332: Systems Analysis and Design | 3 |
| Total Hours: | 16 |

| | |
|------------------------------------------------------------------------------------------|--------------|
| <i>Second Semester</i> | <i>Hours</i> |
| ASSE 4311: Learning Outcome Assessment III / Administrative Strategy and Policy | 3 |
| FINA 3311: Financial Management Principles | 3 |
| MISY 4341: Object-Oriented Analysis and Design | 3 |
| MIS Elective* | 3 |
| Business Elective** | 3 |
| Total Hours: | 15 |

**Choose from MISY 333: Advanced Database Concepts1, MISY 3332: Advanced Programming Concepts for Information Systems, or MISY 4342: Electronic Commerce Security.*

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

UNDERGRADUATE COURSES OFFERED BY THE COLLEGE OF BUSINESS ADMINISTRATION

Accounting - ACCT

ACCT 2311: Fundamentals of Financial Accounting (3,0) This course is an introduction to the concepts, purposes, problems, methodology, and terminology of financial accounting. Emphasis is placed on using accounting information for decision making.

Prerequisite: None

ACCT 2321: Fundamentals of Managerial Accounting (3,0) This course provides an introduction to the concepts, purposes, problems, methodology, and terminology of managerial accounting. It demonstrates accounting's role in providing information for decision making and planning, assisting managers in the activities of the enterprise, and motivating managers and employees toward organizational goals. **Prerequisite:** ACCT 2311: Fundamentals of Financial Accounting

ACCT 3311: Intermediate Accounting I (3,0) This is the first of a two-semester sequence on intermediate accounting. Students become familiar with the environment of accounting, development of accounting standards, and basic accounting theory. **Prerequisite:** ACCT 2321: Fundamentals of Managerial Accounting

ACCT 3312: Introduction to Accounting Information Systems (3,0) This course presents analysis and design of business processes. It includes coverage of control concepts, audit trails, and the uses of information technology. It emphasizes the role of accounting in collecting, storing, and communicating information for management planning and control. **Prerequisites:** ACCT 2321: Fundamentals of Managerial Accounting. Familiarity with Microsoft Office as covered in the PMU Preparation Year Program.

ACCT 3321: Intermediate Accounting II (3,0) This course examines the financial accounting process, problems encountered in the preparation of financial statements, and concepts and principles used to resolve these problems. It is the second of a two-semester sequence on intermediate accounting. **Prerequisite:** ACCT 3311: Intermediate Accounting I

ACCT 4311: Auditing and Assurance Services (3,0) This course covers the principles, concepts, and techniques appropriate to the acquisition, evaluation, and documentation of audit evidence. Internal control concepts and financial compliance are emphasized, as well as the following: generally accepted auditing standards and professional responsibilities; the auditor's decision process in obtaining and evaluating sufficient competent evidential matter; information systems; and audit and control techniques. **Prerequisites:** ACCT

3312: Introduction to Accounting Information Systems, ACCT 3321: Intermediate Accounting II

ACCT 4312: Advanced Accounting (3,0) This course covers accounting for three major areas: business combinations and consolidations, accounting for partnerships, and accounting for foreign currency transactions. **Prerequisite:** ACCT 3321: Intermediate Accounting II

ACCT 4313: Accounting for Governmental and Not-For-Profit Organizations (3,0) This course discusses the basic framework, principles and concepts underlying accounting for governmental and not-for-profit organizations. This includes budgeting, fund accounting, and accounting and financial reporting for local governmental units, hospitals, voluntary health and welfare organizations, and other non-profit entities. **Prerequisite:** ACCT 3311: Intermediate Accounting I

ACCT 4314: International Accounting (3,0) The course covers financial accounting and reporting principles and practices in industrial and developing nations, along with the convergence of worldwide accounting standards. The role of accounting in economic development is discussed. Other topics include accounting considerations in multinational business operations, such as foreign currency translation, auditing, profit planning and control, transfer pricing and taxation. **Prerequisite:** ACCT 3321: Intermediate Accounting II

ACCT 4321: Accounting for Managerial Planning and Control (3,0) This course examines the role and development of accounting and other information for use in planning, control, decision making, and performance evaluation. The application of appropriate quantitative and statistical methods also is covered. **Prerequisite:** Senior standing.

Assessment – ASSE

ASSE 4311: Learning Outcome Assessment III / Administrative Strategy and Policy (3,0) This is the final capstone course in the PMU Assessment Capstone Series, integrating a range of business functions for all majors in the College of Business Administration. It builds on other courses in the university and business cores to furnish the underlying tools and concepts needed to develop and implement business strategy and policy. The course considers the overall picture and environment in which businesses operate including governmental rules and regulations, business ethics and social responsibility, and internal and external considerations in a global, dynamic setting. **Prerequisite:** Senior year standing

Business Administration – BUSI

BUSI 3311: Legal Environment of Business (3,0) This course covers the legal environment in which all businesses must operate. It consists of a survey of major business law concepts, including contracts. Emphasis is placed on commercial law and labor law in Saudi Arabia. **Prerequisite:** Sophomore year standing

BUSI 3312: Organizational Behavior (3,0) To be successful in an organizational setting, individuals need to know how to behave and interact effectively with people. This course provides students with an overview of topics on organizational behavior and organizational structure. **Prerequisite:** None

BUSI 3313: Marketing Principles (3,0) Marketing is a key activity for a business to survive in a competitive environment. This course introduces students to the key marketing issues that they need to understand to effectively market a firm's products. A broad array of topics is addressed including marketing in the current global and technological environment. **Prerequisite:** MATH 1313: Statistical Methods

BUSI 3321: Operations Management (3,0) Whether a firm produces goods and/or provides services, the management of the process that creates the goods and/or provides services is critical. This course provides students with an understanding of the factors that must be analyzed and controlled to efficiently produce goods or provide services. The course also introduces students to operations research methods that are used to make production decisions. **Prerequisites:** MATH 1311: Finite Mathematics for Students of Business, MATH 1312: Calculus for Students of Business, MATH 1313: Statistical Methods

BUSI 3322: Supply Chain Management (3,0) Technology and the ability to share information almost instantly have revolutionized how organizations manage inventory both of raw materials and finished goods, production and distribution of their products. The course provides students with the fundamental information to manage a supply chain, including strategy, planning and operation of a supply chain. **Prerequisites:** BUSI 3321: Operations Management, MATH 1311: Finite Mathematics for Students of Business, MATH 1312: Calculus for Students of Business, MATH 1313: Statistical Methods

BUSI 3323: Human Resource Management (3,0) This course serves as an introduction of the human resource concepts in modern organizations (known in the past as personnel and industrial relations). It covers different aspects of managing the human factor in organizations using the tools necessary for its effective management. Coverage includes aspects such as forecasting needs, recruitment, selection, compensation, training, development, evaluation, discipline, and employee assistance. **Prerequisite:** Junior year standing

BUSI 3331: Business Negotiations (3,0) This course focuses on negotiations in a variety of business settings. The negotiations may involve individuals, groups, and organizations as represented by either of the former categories. The course provides a practical understanding of conflict resolution and negotiations in today's work environment. **Prerequisite:** Senior year standing

BUSI 3341: Advanced Statistical Methods (3,0) This course covers advanced statistical techniques that are used in business to analyze data. These techniques include linear and logistic regression, ANOVA/ANCOVA, path analysis and CHI squared analysis along with other techniques. Students acquire the necessary statistical basis for using SPSS in an application environment. This class is intended to follow MATH 1313: Statistical Methods. It covers some of the same topics in more depth than the introductory class and introduces the students to new techniques. SPSS is used as the computer tool for the data analysis. **Prerequisite:** MATH 1313: Statistical Methods.

BUSI 4261: Entrepreneurship (3,0) The course provides an overview of various factors to consider when starting a new venture. The course gives students with an overview of the steps involved in starting their own business, including techniques for evaluating new business opportunities. **Prerequisites:** First semester senior standing, ACCT 2311: Fundamentals of Financial Accounting, ACCT 2321: Fundamentals of Managerial Accounting, BUSI 3312: Organizational Behavior, BUSI 3313: Marketing Principles, BUSI 3321: Operations Management

BUSI 4311: e-Commerce (2,1) The Internet has revolutionized how firms communicate and conduct business. In this course students gain an overview of the issues that a firm planning to do business on the Internet needs to consider. The course addresses technological, strategic and operational issues that must be addressed to be successful in e-commerce. **Prerequisite:** BUSI 3313: Marketing Principles, MISY 2311: Introduction to MIS

BUSI 4321: International Business (3,0) This course looks at doing business internationally and at the global economy. While doing business internationally generates additional opportunities it also complicates the choice that organizations must make. The course focuses on the fundamental economic, financial, and political factors affecting firms in the global arena. **Prerequisite:** This course should be taken in the second semester of the junior year or later.

BUSI 4351: Internship (3,0) This course provides students with actual hands-on experience in their chosen field of study. Students work within a firm and learn first hand how to help in dealing with a problem or an issue facing such an organization. Students have the opportunity to apply the concepts learned in the classroom to an actual business setting. Assignments vary depending upon the student's major. **Prerequisite:** ASSE 2111: Learning Outcome Assessment I, ASSE 3211: Learning Outcome Assessment II, Completion of all core courses in the College of Business Administration.

Finance – FINA

FINA 3311: Financial Management Principles (3,0) This course provides the fundamental concepts of finance. An introduction of key aspects of finance including financial planning, objectives, financial analysis, capital budgeting, capital structure, managing current assets, and managing short-term and long-term financing are addressed along with other key financial decisions such as capital structure and dividend policy. **Prerequisites:** ACCT 2311: Fundamentals of Financial Accounting, ACCT 2321: Fundamentals of Managerial Accounting, ECON 1311: Introduction to Macroeconomics, ECON 1312: Introduction to Microeconomics

FINA 3312: Financial Institutions (3,0) This course deals with practices and instruments of financial institutions. It covers different types of risk such as interest rate risk, credit risk, and liquidity risk. Modern instruments are studied to provide an understanding of how they work and the implications of their use on different institutions and individuals. Financial market terms are defined. **Prerequisites:** ACCT 2311: Fundamentals of Financial Accounting, ACCT 2321: Fundamentals of Managerial Accounting, ECON 1311: Introduction to Macroeconomics, ECON 1312: Introduction to Microeconomics, FINA 3311: Financial Management Principles

FINA 3313: Money and Banking (3,0) This course provides the student with an understanding of the essential aspects of money, monetary theory, banking and finance, and financial institutions. Local and global financial markets and institutions are addressed. **Prerequisites:** ECON 1311: Introduction to Macroeconomics, ECON 1312: Introduction to Microeconomics

FINA 3314: Financial Statements Analysis (3,0) This course addresses the key components of different financial statements and demonstrates how to analyze these statements. Different tools of analysis such as ratios, common size statements, trend analysis over time, and industry comparisons are studied. Interpretation of the results is highlighted. **Prerequisites:** ACCT 2311: Fundamentals of Financial Accounting, ACCT 2321: Fundamentals of Managerial Accounting

FINA 4312: Advanced Financial Management (3,0) Building on the financial management concepts taught in the introductory course, this course applies the concepts to different business situations, develops a more in depth understanding of the financial management tools and interprets the results. Finance policy and its interrelationship to the organization's goals are addressed. **Prerequisite:** FINA 3311: Financial Management Principles

FINA 4313: Investments (3,0) This course introduces modern investment concepts and techniques including portfolio management. It highlights the importance of risk and return tradeoff. Other concepts include financial markets, capital markets, valuation of the firm, security analysis, investment equity versus debt, efficiency of market evaluation, diversification efforts, investment goals, and portfolio selection. **Prerequisites:** ACCT 2311: Fundamentals of Financial Accounting, ACCT 2321: Fundamentals of Managerial Accounting, FINA 3311: Financial Management Principles

FINA 4314: International Finance (3,0) This course covers financial management from an international perspective. Students are exposed to influences of different currencies on exchange rates, and how international transactions and the exchange rates can affect firm's performance. Global aspects are studied to demonstrate how they affect the flow of funds, financial markets, exchange rate risk, long-term asset management, and short-term asset management. **Prerequisites:** ECON 1311: Introduction to Macroeconomics, ECON 1312: Introduction to Microeconomics, FINA 3311: Financial Management Principles

FINA 4315: Security Analysis and Portfolio Management (3,0) This course builds on the concepts developed in other courses concerning financial management, investments, and statistics. It is designed to teach the individual how to manage his or her money to get the maximum return for the acceptable risk level. It provides in-depth coverage of how to analyze different securities, select a portfolio, and manage that portfolio. **Prerequisites:** FINA 3311: Financial Management Principles, FINA 4313: Investments, MATH 1313: Statistical Methods

FINA 4316: Capital Budgeting (3,0) This course addresses the key components of evaluating capital projects including cash flow estimation, methods and evaluations techniques, project and portfolio risk. Related topics such as modified rate of return, net present value, profitability index, payback, disposal decisions, and reinvestment assumption also are included. **Prerequisites:** ACCT 2311: Fundamentals of Financial Accounting, ACCT 2321: Fundamentals of Managerial Accounting, ECON 1311: Introduction to Macroeconomics, ECON 1312: Introduction to Microeconomics, FINA 3311: Financial Management Principles, MATH 1313: Statistical Methods

FINA 4351: Special Topics in Finance (3,0) This course introduces current finance topics that are not covered or not covered in sufficient depth in other finance courses. Special topics to be announced may include corporate finance, financial management, investments, real estate, insurance, or financial institutions and markets. **Prerequisites:** Prerequisites vary depending upon the topic. Admission to the course also may be granted by permission of the instructor.

Management Information Systems - MISY

MISY 2311: Introduction to Management Information Systems (3,0) This course is designed to provide the students with an introduction to information systems. It includes a discussion of the fundamental principles, generalizations, and theories of information systems. Students are exposed to many of the areas of information systems including databases, telecommunications, software and hardware concepts, and information security. What information systems are and how they are developed is part of this class. Much of the course explores how information systems affects a business and how information concepts are changing the way a firm competes in the modern world. **Prerequisite:** Familiarity with Microsoft Office as covered in the PMU Preparation Year Program.

MISY 2312: Introductory Programming for Information Systems (3,0) This course is designed to provide students with an introduction to computer programming. It introduces the student to programming with an object-oriented language. It specifically addresses the basic elements of Java programming in a comprehensive way. Students develop business-oriented applications using Java in a PC based programming environment. The course includes a discussion of the classical principles of programming in a structured environment. **Prerequisite:** Sophomore standing

MISY 2313: Intermediate Programming for Information Systems (3,0) This course is designed to follow MISY 2312: Introductory Programming for Information Systems. The objective of this course is to introduce the basic principles of computer programming and file organization through the use of the C# programming language. Upon successfully completing this course the student will understand and be able to apply the fundamental principles of computer programming and file processing, and be able to apply the principals and develop short applications using the C# programming language. **Prerequisite:** MISY 2312: Introduction to Programming for Information Systems

MISY 3311: Database Management for Information Systems (3,0)

This course is designed to provide the students with an introduction to database terminology, classifications, and methods. It includes a discussion of the fundamental principles, generalizations, and theories of database management. Students develop specific skills, competencies, and points of view needed by professionals in this field.

Prerequisites: MISY 2312: Introductory Programming for Information Systems, MISY 2313: Intermediate Programming for Information Systems

MISY 3312: Introduction to Telecommunications (3,0)

This course focuses on the concepts and issues of the technologies that make the global Internet a reality: local and long-distance computer data communications and networks, and Internet applications. It develops concepts of telecommunications and focuses on how they impact business. The principles of data communications associated with telecommunications technologies and their impacts are discussed.

Prerequisite: Junior standing

MISY 3321: Introduction to Information Assurance (3,0)

This course provides the student the opportunity to learn about the basic elements that comprise information assurance. Topics include, but are not limited to: fundamentals of information assurance, hacking and hackers, common ways of gaining access to systems and how to prevent this unauthorized access, and specific weaknesses of various operating systems. **Prerequisite:** MISY 3312: Introduction to Telecommunications, MISY 2313: Intermediate Programming for Information Systems

MISY 3331: Advanced Database Concepts (3,0)

This course is designed to provide students with an advanced knowledge of the definition, creation, and management of databases for business oriented applications. Students learn the concepts necessary to design a good, efficient database for better performance while understanding the needs of the database's business applications. The focus of the class is on ORACLE as the database platform. Overall understanding of the relational database model is a primary objective of the course. Students successfully completing this class are able to analyze the business requirements for a database application and translate those requirements to a relational database. **Prerequisites:** MISY 3311: Database Management for Information Systems, MISY 2313 Intermediate Computer Programming for Information Systems

MISY 3332: Advanced Programming Concepts for Information Systems (3,0) This course is designed to provide students with an advanced examination of programming concepts that center around object oriented programming. It includes a discussion of the fundamental principles, generalizations, and theories of object oriented programming, using C# to demonstrate object oriented concepts. Students successfully completing this class are able to analyze business requirements, translate the flow requirements to a data flow diagram, and develop the software necessary to solve the problem. **Prerequisites:** MISY 2312: Introductory Programming for Information Systems, MISY 2313: Intermediate Programming for Information Systems

MISY 4331: Building Electronic Commerce (3,0) This course focuses on the concepts and issues of electronic commerce. Nothing in modern history has influenced the way that we do business more than the Internet. New business models using e-commerce are discussed in specific business situations. Students design and build a Web site using HTML and active server pages. **Prerequisite:** MISY 2312: Introductory Programming for Information Systems, MISY 2313: Intermediate Programming for Information Systems

MISY 4332: Systems Analysis and Design (3,0) This course provides an introduction to the analysis and design process. It includes a discussion of the classical, behavioral principles, and technologies of information systems analysis and design. Students learn how to develop user requirements and to translate the requirements to specifications for system development. **Prerequisite:** MISY 3311: Database Management for Information Systems

MISY 4341: Objected-Oriented Analysis and Design (3,0) This course provides an introduction to object-oriented systems analysis and design. It includes a discussion of the fundamental principles, terminology, and analysis and design techniques associated with object-oriented systems. The course focuses on the techniques of object-oriented analysis and system design from the perspective of the user, with particular emphasis for the client-server environment. **Prerequisite:** MISY 4332: Systems Analysis and Design

MISY 4342: Electronic Commerce Security (3,0) In this course, students learn the basic elements of Electronic Commerce Security. Topics to be covered in this course include, but are not limited to: fundamentals of e-business security, client-side vulnerabilities, securing the data transaction, securing the commerce server, securing the e-business architecture, and impacts of denial of service attacks on e-commerce security. **Prerequisite:** MISY 3321: Introduction to Information Assurance

EXECUTIVE MBA CURRICULUM

Vision

The Executive MBA program is designed for working professionals. These professionals must have significant work experience after the undergraduate degree and have diverse educational backgrounds. All participants must have advanced to a point in their careers where an understanding of business concepts is essential to job performance and career advancement.

The program is structured so that participants will complete the program in two years while maintaining their full time professional work responsibilities. All participants in the program should be full time employees of organizations or be self employed in their own, established businesses.

The Executive MBA program is a general management program. It does not present in-depth coverage of any of the traditional functional business areas. The goal of the program is to create the general understanding of business required of a general manager.

The Executive MBA program maintains consistent values with the undergraduate goals of the university. The development of six distinctive competencies are considered to be of value to all effective professionals, whether they are advancing their education at the graduate or undergraduate level. Instruction is in the English language.

ADMISSION REQUIREMENTS

Each entering class of the Executive MBA program consists of approximately 30 program participants, both male and female students.

The initial application deadline for admission to the Executive MBA program is July 1. Deadline for final submission of supporting paperwork is August 1.

Educational Background

A prior degree comparable to a Saudi Bachelor's degree is required. However, the university admits students with a variety of undergraduate degrees, not just business.

Work Experience

Successful candidates should have at least five years of professional work experience. Each class will represent a variety of industries and organizations. Students will be selected to represent a variety of functional responsibilities within their organizations. Varying levels of managerial responsibility also will be represented.

Standardized Tests

English Language - Students must demonstrate proficiency in the English language through satisfactory performance on the International English Language Testing System (IELTS) or Test of English as a Foreign Language (TOEFL) together with the Test of Written English (TWE).

GMAT - Students are required to demonstrate their abilities through the GMAT (Graduate Management Admission Test).

Support, References, and Interview

Letter of organizational sponsorship All applicants who are not self-employed must provide a letter from their employing organization stating its agreement with the student's participation in the program and allowing time from work, as necessary, to participate in the program.

Letters of reference Employed applicants should provide at least three letters from supervisors and others in superior positions within the employing organization. These letters should attest to the applicant's abilities and work experience.

Self-employed applicants should submit letters from business partners, former employers, associated vendors, or others who can provide appropriate references.

Personal interview Each candidate who otherwise meets the selection criteria will be personally interviewed by a committee of program administrators and faculty.

THE EDUCATIONAL EXPERIENCE

Content of the Program

The Executive MBA program is an overview of business and how the various functional areas of business fit together. It provides a vocabulary of business for non-business graduates that enables them to understand the content of business meetings and discussions.

Program Participants

Executive MBA students must balance the demands of work, family life, and a full-time graduate program. Students and their families must fully understand the demands that the program will make. The student's employer also must provide an official recognition of participation and a willingness to give the student the time necessary to complete the program.

Size of the Program

The typical entering class for the Executive MBA program is 30 students. These students pursue a lock-step curriculum in which they all take the same courses in the same sequence at the same time.

Teams

Each class of entering students begins in the fall only and takes the same courses at the same time. Each class is taught using a common set of materials for a given point in the program.

Creation of Teams - Within the entering class, students are divided into teams of four or five individuals. Once formed, teams stay together for the entire program. Teams contain either all male or all female membership.

Function of Teams - Teams meet at least once during the period between class sessions. These meetings provide an opportunity for participants to discuss assignments from the previous sessions and to prepare for upcoming sessions.

Student Performance Standards

The PMU Executive MBA program requires students to maintain minimum standards of academic performance. Using a 4.0 scale for course grades, the department requires that students achieve an overall grade point average (GPA) of 3.0 ("B") for graduation. No more than 20% of grades for individual courses may be 2.5 or below.

A student who receives a grade of "D" (1.0) or "F" in a course during the first year should repeat the course during the following year, simultaneously with the second year curriculum. A student who receives a grade of "D" or "F" in the second year will take that course only during the following year.

There will be an expectation of 100% attendance at all class sessions. In order to achieve this, students and their employers must understand and agree upon this requirement before the start of the program. One or two absences during a course may affect the course grade, at the discretion of the instructor. Chronic attendance problems may lead to dismissal from the program.

Technology and the Executive MBA

Students will have access to the same technology-infused environment as the undergraduates, faculty, and staff of the PMU, including wireless Internet access. Internet access allows seamless communication among students, faculty and administration and makes large amounts of information readily available.

PROGRAM STRUCTURE

The Executive MBA program requires 45 credit hours (15 courses), with no waivers of courses. All students take the same courses each semester.

Class Schedule

The standard Executive MBA program requires two years. Alternative programs (two-and-one-half-year, three-year, and a four-year) also may be arranged. Classes meet during fall and spring semesters. The program does not meet during the summer.

In the two-year program, students take three courses during Semester 1 and four courses during Semesters 2, 3, and 4.

The three-course semester (1) meets every other week with an extra meeting in Week 2 for a total of 17 meetings. Classes will meet on Wednesdays and Thursdays for 8 hours each day.

The four-course semesters (2, 3, and 4) meet three weeks out of every four each month for a total of 23 days. Classes will meet on Wednesdays and Thursdays for 8 hours each day.

Each semester begins with a one-day residency session on the first day in the first weekend. Regular classes for the semester will begin on the second day of that weekend.

Residency Days

A preparation program in accounting, finance, statistics, and economics provides the basic skills that students need for the program. This program will be distributed across a number of Residency Days at the start of semesters. It is required of all students, though it carries no credit.

Residency Days provide a review of concepts that are necessary for that semester. They also provide an overview of each course that will be taken that semester. Students, especially those without undergraduate business degrees, use this day to become familiar with the key concepts of the upcoming semester.

COURSE SEQUENCE FOR THE EXECUTIVE MBA

Total Semester Credit Hours: 45

Semester One

| Course Title | Semester Credit Hours | Hours Spent In Class |
|------------------------------------------|--------------------------------------|-------------------------------------|
| EMBA 1312: Financial Accounting | 3 | 45 |
| EMBA 1313: Organizations and People..... | 3 | 45 |
| EMBA 1314: Managerial Economics | 3 | 45 |
| Total | 9 | 135 |

Classes meet every other week with an extra meeting in Week 2 for a total of 17 meetings.

Wednesdays: One class meets 5 hours, 20 minutes; one class meets 2 hours 40 minutes.

Thursdays: One class meets 2 hours, 40 minutes; one class meets 5 hours, 20 minutes.

Semester Two

| Course Title | Semester Credit Hours | Hours Spent In Class |
|----------------------------------------|--------------------------------------|-------------------------------------|
| EMBA 2311: Managerial Accounting | 3 | 45 |
| EMBA 2312: Marketing Management | 3 | 45 |
| EMBA 2313: Quantitative Analysis | 3 | 45 |
| EMBA 2314: Finance | 3 | 45 |
| Total | 12 | 180 |

Classes meet three weeks out of every four each month for a total of 23 meetings. Wednesdays: Two classes meet for 4 hours each.

Thursdays: Two classes meet for 4 hours each.

Semester Three

| Course Title | Semester Credit Hours | Hours Spent In Class |
|----------------------------------------------------|--------------------------------------|-------------------------------------|
| EMBA 3311: Electronic Commerce | 3 | 45 |
| EMBA 3312: Operations Management | 3 | 45 |
| EMBA 3313: Management of Information Systems | 3 | 45 |
| EMBA 3314: International Business | 3 | 45 |
| Total | 12 | 180 |

Classes meet three weeks out of every four each month for a total of 23 meetings. Wednesdays: Two classes meet for 4 hours each.

Thursdays: Two classes meet for 4 hours each.

Semester Four

| Course Title | Semester Credit Hours | Hours Spent In Class |
|------------------------------------------------|--------------------------------------|-------------------------------------|
| EMBA 4311: Legal Environment of Business | 3 | 45 |
| EMBA 4312: Strategic Management..... | 3 | 45 |
| EMBA 4313: Project..... | 3 | 45 |
| EMBA 4314: Investment Management | 3 | 45 |
| Total | 12 | 180 |

Classes meet three weeks out of every four each month for a total of 23 meetings. Wednesdays: Two classes meet for 4 hours each.

Thursdays: Two classes meet for 4 hours each.

GRADUATE COURSES OFFERED IN THE EXECUTIVE MBA PROGRAM

EMBA 1312: Financial Accounting, (3.0) This course studies financial accounting from the perspective of understanding and using financial statements in the operation of an organization. The course provides a brief overview of accounting principles, how financial statements report economic events, and earnings. **Prerequisites:** Enrollment in the PMU Executive MBA program.

EMBA 1313: Organizational Behavior (3,0) The course focuses on the need for managers and organizations to anticipate, adapt to, and manage change. The course examines three characteristics common to most organizations – behavior, structure, and processes - and how these affect the actions of managers. **Prerequisites:** Enrollment in the PMU Executive MBA program.

EMBA 1314: Managerial Economics (3.0) The course considers recent advances in economics and applies them to the internal structure of organizations. It looks inside the firm and applies economics to management decision making. The course focuses on the organizational architecture of organizations and how economics affects that structure, and how it can be applied to improve the overall performance of the organization. **Prerequisites:** Enrollment in the PMU Executive MBA program.

EMBA 2311: Managerial Accounting (3,0) This course provides an understanding of the impact of economics on the financial statements of a company by addressing the traditional cost concepts and applying those concepts to the measurement and management of costs in organizations. **Prerequisites:** Enrollment as a second semester student in a two-year PMU Executive MBA degree program.

EMBA 2313: Quantitative Analysis (3,0) This is an introduction to the use of quantitative methods in business decision making. The course focuses on the application of statistics and other quantitative analysis tools to business with emphasis on manufacturing, finance, and marketing. **Prerequisites:** Enrollment as a second semester student in a two-year PMU Executive MBA degree program.

EMBA 2314: Finance (3,0) This course presents the theory and practice of corporate finance. The course focuses on the application of the concepts to real world problems through rigorous and practical problems. The topics of discounted cash flows and capital asset models are presented along with the standard topics of present value, risk and return, capital budgeting, EVA, and market efficiency. **Prerequisites:** Enrollment as a second semester student in a two-year PMU Executive MBA degree program.

EMBA 3311: E-Commerce (3,0) The course focuses on how electronic commerce and the digital marketplace are impacting and will continue to impact businesses. The main emphasis is on the strategic role of electronic commerce and how businesses can use electronic commerce to create a competitive advantage. The course also covers business models and technology infrastructure in this environment. **Prerequisites:** Enrollment as a third semester student in a two-year PMU Executive MBA degree program.

EMBA 3312: Operations Management (3,0) The course provides the general manager with the foundation for dealing with operations issues within an organization. Operations are viewed as a source of competitive advantage for the organization, and this course looks at ways of identifying and implementing operational improvements. The course examines the role of the supply chain and its management. **Prerequisites:** Enrollment as a third semester student in a two-year PMU Executive MBA degree program (or equivalent in a two-and-one-half, three-, or four-year program).

EMBA 3313: Management Information Systems (3,0) This course provides the insights and knowledge that managers need in order to deal with information system decisions in the business environment. How to use technologies in new and innovative way in today's business organizations is a key part of this course. The understanding of the core concepts of management information systems is a goal of the course. **Prerequisites:** Enrollment as a third semester student in a two-year PMU Executive MBA degree program.

EMBA 3314: International Business (3,0) This course examines doing business internationally and at the global economy. While doing business internationally generates additional opportunities, it also complicates the choices that organizations must make. The course focuses on the fundamental economic, financial, and political factors affecting firms in the global arena. **Prerequisites:** Enrollment as a third semester student in a two-year PMU Executive MBA degree program.

EMBA 4311: Legal Environment of Business (3,0) This course provides a managerial focus to the key legal concepts that affect the operations of today's businesses. The legal concepts are discussed and presented as they apply to the various functional areas of business. Particular attention is given to international business issues and the regulatory environment. **Prerequisites:** Enrollment as a fourth semester student in a two-year PMU Executive MBA degree program.

EMBA 4312: Strategic Management (3,0) This course presents a perspective of management and decision making for the entire organization. It focuses on the strategic perspective of organizations and the decisions that are critical to the future performance of the organization. **Prerequisites:** Enrollment as a fourth semester student in a two-year PMU Executive MBA degree program.

EMBA 4313: Project (3,0) The project gives students in the Executive MBA program the opportunity to apply the key concepts of the curriculum to an issue or a problem facing their organization. The student identifies an issue or an opportunity and proposes an approach or solution to that issue that makes use of the content of the program. The culmination is a written report and an oral presentation. **Prerequisites:** Enrollment as a fourth semester student in a two-year PMU Executive MBA degree program.

EMBA 4314: Investment and Portfolio Management (3,0) The course presents the principles and techniques of investment analysis for the evaluation of securities. It covers financial markets and how securities are traded. Risk, return and fundamental economic principles are explored in the context of investments and investor behavior. **Prerequisites:** Enrollment as a fourth semester student in a two-year PMU Executive MBA degree program.