



MBA

Master Of
Business Administration
ماجستير إدارة الأعمال

STUDENT HANDBOOK

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1.2 GENERAL DIRECTOR'S FOR GRADUATE STUDIES MESSAGE

Dear MBA Students,

I am delighted to welcome you all at the MBA program at CBA – UBT and invite you to explore the wealth of information that we have made available. At UBT, we believe that education allows you to redefine the possible and empowers you to lead for the future. Our faculty and graduate students make valuable contributions to our country Kingdom of Saudi Arabia (K.S.A), and abroad.

Thank you for joining the MBA program at UBT, hope to enrich your intellectual and cultural life that we as the UBT community enjoy so fully.

Sincerely,

**Dr. Randa Almadah
General Director for Graduate Studies**

1.3 OVERVIEW

The MBA program is a two-year 48-credit curriculum that provides a comprehensive portfolio of knowledge, tools, skills and initiative ability for today's business leaders to manage business organizations. The MBA program is offered as a master degree in General Management with an area of concentration, which are; Accounting, Finance, Human Resources Management, International Business Administration, Management Information System, Marketing and Supply Chain & Operations Management.

The MBA degree program with options is structured around the two interrelated course structures: 36 credit hours of core courses and 12 credit hours of area of concentration courses. The MBA general business administration program is structured with 36 credit hours of core courses and 12 credit hours of mixed courses of choice.

The courses are offered to suit the availability of working professional students giving them the space, not conflicting with their business pursuits or job performance.

1.4 PROGRAM VISION & MISSION

VISION

To be a leading graduate business school that provides advanced knowledge and skills to business leaders with entrepreneurial endeavours and initiatives in order to succeed in an increasingly competitive business environment.

MISSION

Provide business executives and professionals with advanced knowledge and skills in various fields of business and enhance the visibility and reputation of the CBA as the major producer of qualified business leaders in the region by supplying business organizations with distinguished contemporary managers.

1.5 PROGRAM OBJECTIVES

The MBA Program is designed to achieve the following objectives:

1. Provide quality business education to full-time and part-time executives in the various areas of business administration in order to satisfy the ever-changing requirements in local and regional organizations.
2. Support corporate society with highly qualified business professionals capable to carry on and guarantee continuous and sustained corporate development and advancement.
3. Offer students with a wide range of academic selections to satisfy various requirements of professional administrative and personal needs.



2 ADMISSION REQUIREMENT

2.1 Students with Business Background

1. A Bachelor degree from a local or international College/University recognized by MOE.
2. Official transcript that clearly indicates the completion of a bachelor's degree must be submitted to the Admission Office. If a student completed a course at other college or university, official transcripts also should be submitted. If the degree was obtained outside the KSA, Saudi national should equalized their degree from MOE and for Non Saudi the degree must be attested from the Saudi Embassy at the country of origin and from Ministry of Foreign Affairs in KSA.
3. A Grade Point Average (GPA) of 2.25, or higher on a 4.0 Scale, 3.25, or higher on 5.0 Scale.
4. The applicant must have graduated within the past 10 years. The Admission committee has the right to exempt a student from this condition on a case-to-case basis.
5. After the verification of all the documents submitted. The student must have a personal interview with the Admission Committee to complete the admission procedures.
6. A one (1) year of professional experience.
7. Letter of Purpose (250 words minimum).
8. All students are required to obtain a minimum TOEFL/IELTS score of:
 - a. 61 on an internet-based test
 - b. 5.5 On an IELTS Examination.

This condition of English Language proficiency will be waived if the student graduated from a school with an English Language medium of instruction. He should secure *a certification stating that the degree was conducted in the English*. Upon the acceptance of interview committee when showing competency level in Eng.

9. Two letters of nomination and recommendation from senior business associates that objectively assess the applicant's strengths, weaknesses, potential, and suitability for the MBA program are required.
10. A completed Application for Admission Form with SAR 1000 non-refundable application fee made payable to College of Business Administration must be submitted to the CBA-MBA Program Admissions Office.

Qualified applicants will be informed of their acceptance. Full Acceptance is issued to those who submitted and fulfilled all requirements. Conditional acceptance for those who did not fulfil the specific documentation criteria. Applicants who finished a degree with non-business background are required to take the Pre-MBA courses.

Admission to the MBA program will not be considered official until the application file is complete.

2.2 Students with Non-Business Background

For students with non-business backgrounds, our MBA Program provides a comprehensive business grounding, it creates opportunities for students from virtually of any background. Each year, the MBA Program accepts students from a wide range of non-business backgrounds, including government, arts, communications, and medicine. Accordingly, CBA has designed a number of Pre-MBA Courses to accommodate MBA applicants from this category.

The 18-credit Pre-MBA program is a fast track for any undergraduate non-business major who wants to continue his/her studies and earns a Master's of Business Administration (MBA) at The University of Business and Technology. The courses serve as a foundation for the MBA program.

The Pre-MBA Courses are also open for Non-credit applicants seeking business knowledge according to the availability of slots.

Attendance in these courses is vital since the students attending the classes will be granted an “Attendance Certificate without the numerical grading or credits.

2.3 Transferred Students

Students transferring from another accredited institution recognized by the Saudi Ministry of Higher Education (MOE) may be eligible to transfer a maximum **of 9 credits** of graduate coursework for courses already successfully completed with an average of (B) or 3.75/5 for each. The **MBA Admission Committee** will determine the eligible transfer credits for each course.

2.4 Equalization of Courses

Requirement of Courses of Equalization:

- Courses from an accredited university by MOE.
- B grade or higher in the course(s) to be equalized.
- Official transcript, course description, contents and objectives must be at least equivalent to 75% of corresponding course at CBA - MBA.
- Credit hours for the course should be equal to 3 Credit hours.
- Equalized courses at MBA are assigned a grade of T prefix (meaning transfer). These grades are not counted as part of the students accumulated GPA.
- The validity of any courses to be equalized is 2 years.

3 REGISTRATION

MBA's system allows students to register, add and drop courses, cancel registrations, withdraw, make payments, and credit balance refunds, as well as other options. Students must make the required payment before the announced deadline or they will be dropped for non-payments issue. Students dropped for non-payment will be required to re-register during the late registration period, and a late registration fee will be added.

3.1 Registration Guidelines

1. All students who want to register must log to opera online.
2. Late registration starts on the first day of the beginning of classes according to the college academic calendar of the semester and finished on the last day for adding courses.
3. A maximum of 12 credit hours can be registered in one semester.
4. Students should follow and respect timetables of registration, add, drop and withdrawal according to the college academic calendar.
5. Registering students must follow courses pre-requisite conditions.
6. Registration steps are:
 - Pay your fees.
 - Register online.

3.2 Add/Drop Policies

Students may add or drop courses without any penalties during the first 2 weeks of each term. An Add/Drop Form needs to be completed by the student in the MBA Registrar's office or online if available. This form must be signed by both the course instructor and the student then returned to the Registrar's office for processing.

In week 2, students may drop a course but they are liable for **25%** of the course tuition fees.

After week 2, students cannot add courses.

In week 3, students may drop a course but they are liable for **50 %** of the course tuition fees.

In week 5, students may withdraw a course but they are liable for **75 %** of the course tuition fees.

In week 10, students may withdraw a course but they are liable for **100%** of the course tuition fees.

Refunds of tuition due on any course will be first applied to any (past-due student balances) before being remitted to the student.

3.3 Withdraw Policy

A student may withdraw a course until the end of the 14th week of the term without academic penalty. It will be shown as a "W", withdraw, on his/her transcript. After week 14 of the term **elapsed, all students will be awarded grades for their registered courses based on their assessment.**

3.4 Maximum Load

The maximum number of credit hours allowed to be taken in an academic semester is 12 credit hours, while the minimum credit hours allowed to be registered is 6 credit hours. However, graduating students can register 15 credit hours maximum in their last semester if their GPA was 4.5 or above.

3.5 Registration for Non-Credit Courses

Students who wish to attend scheduled classes but not to earn credits can be permitted after the approval of General Director for Graduate Studies

4 THE CURRICULUM

4.1 List of Pre- MBA Courses

In order to prepare for our MBA Program, it would be helpful to have taken classes in finance, financial analysis, accounting, statistics, research methods, management and economics. The number of courses required from this category differs from an applicant to another according to the degree of relevance of his or her education and area of expertise to the field of Business Administration.

The Pre-MBA Course List	Credits
Principles of Accounting	3.00
Principles of Economics	3.00
Principles of Finance	3.00
Principles of Management	3.00
Introduction to Management Information Systems	3.00
Introduction to Quantitative Business Analysis	3.00

4.2 Core & General Courses: (12 Courses, 36 Credit hours)

Regardless of the option or area of concentration, all students are required to complete the following core courses:

FIN 511	Financial Management	3 Credit hours
ACCT 512	Managerial Accounting	3 Credit hours
HRM 511	Organizational Behavior	3 Credit hours
MIS 511	Management Information System	3 Credit hours
ECON 511	Managerial Economics	3 Credit hours
MKT 511	Marketing Management	3 Credit hours
MGT 511	Advanced Quantitative Business Analysis	3 Credit hours
IBM 511	International Business Management	3 Credit hours
EPR 511	Entrepreneurship	3 Credit hours
OPM 511	Supply Chain & Operations Management	3 Credit hours
HRM 512	Human Resource Management	3 Credit hours
MGT 518	Business Strategies	3 Credit hours

36 Credit Hours

4.3 Areas of Concentration (4 courses, 12 hours)

Our MBA program is designed to include 7 areas of concentration to cater different interests of the professional students. For the areas of concentration, a student is required to select 4 courses under the area selected.

Areas of Concentration

1.	ACCT	Accounting	12 Credit hours
2.	FIN	Finance	12 Credit hours
3.	HRM	Human Resource Management	12 Credit hours
4.	IBM	International Business Management	12 Credit hours
5.	MIS	Management Information System	12 Credit hours
6.	MKT	Marketing	12 Credit hours
7.	OPM	Supply Change & Operations Management	12 Credit hours
8.	MGT	Research Track	9 Credit hours

4.4 MBA Areas of Concentrations (Elective Courses)

In addition to the 12 core courses of the program, 4 elective courses must be taken to complete the required credits that qualify the student for graduation in the MBA degree with an area of concentration.

Accounting		Credit hours
ACCT 531	Cost Accounting	3
ACCT 533	Advanced Financial Accounting	3
ACCT 534	Auditing	3
ACCT 536	International Accounting	3
Finance		Credit hours
FIN 531	Financial Planning	3
FIN 532	International Finance	3
FIN 533	Risk Management	3
FIN 534	Security Analysis & Portfolio Management	3
Human Resource Management		Credit hours
HRM 531	Human Resource Planning	3
HRM 533	Human Resource Development	3
HRM 534	Compensation Management	3
HRM 535	Legal & Ethical Environment of HRM	3
International Business Management		Credit hours
OPM 531	Global Supply Chain Management	3
FIN 532	International Finance	3
MIS 534	International e-commerce	3
MKT 536	Global Marketing	3
Management Information System		Credit hours
MIS 531	Databases Management System	3
MIS 532	Systems Analysis and Design	3
MIS 534	International e-commerce	3
MIS 535	Strategic Information Systems	3
Marketing		Credit hours
MKT 531	Consumer Behavior	3
MKT 532	Marketing Research	3
MKT 535	Strategic Marketing Management	3
MKT 536	Global Marketing	3
Supply Chain & Operations Management		Credit hours
OPM 531	Global Supply Chain Management	3
OPM 532	Total Quality Management	3
OPM 533	Project Management	3
OPM 535	Business Forecasting and Demand Planning	3
Research Track		Credit hours
MGT 590	Research Methodology	3
MGT 595	Research Project	6

For further information and description of courses, please refer to point No: 13 at the end.

5 COURSE PLAN PER SEMESTER

2-Year Plan TERM I COURSES

First Year – First Term		Credit Hours
ACCT 512	Managerial Accounting	3
MGT 511	Advanced Quantitative Business Analysis	3
HRM 511	Organizational Behavior	3
MKT 511	Marketing Management	3
Total		12

TERM II COURSES

First Year – Second Term		Credit Hours
FIN 511	Financial Management	3
MIS 511	Management Info. Systems	3
ECON 511	Managerial Economics	3
HRM 512	Human Resource Management	3
Total		12

TERM III COURSES

Second Year – First Semester		Credit Hours
OPM 511	Supply Chain & Operations Management	3
EPR 511	Entrepreneurship	3
-	Elective 1	3
-	Elective 2	3
Total		12

TERM IV COURSES

Second Year – Second Semester		Credit Hours
MGT 581	Business Strategies	3
IBM 511	International Business Management	3
-	Elective 3	3
-	Elective 4	3
Total		12



6 GRADES & GRADUATION REGULATIONS

6.1 Grade Point Average (GPA) Semester/Term

It is the average of the total points of all academic units divided by the number of credit hours for the specific semester. Points are calculated by multiplying each academic unit by its corresponding weight of points.

6.2 Grade Point Average, Cumulative

It is the average of total points divided by the number of credit hours for all completed credit hours by a student for all semesters.

6.3 Grade Reports

Semester grade reports are not mailed to students. Semester final grades are typically available through OPERA approximately one week after the close of the semester. Students may view their grades by logging onto OPERA.

6.4 Incomplete Grade (IC)

Is a temporary grading which describes the excused inability of a student to complete the course requirement at the decided time and it is usually shown by the letters (IC). It is not calculated in the grade point average.

(IC) status must be changed no later than the following term or they will be automatically convert to grade (F).

6.5 Grades Breakdown

Grading is one of the primary means of communicating the student's performance and level of understanding of the subject matter.

For the purpose of communicating the level of performance achieved, the following grades have been adopted:

Marks	Grade	Points	GPA	Description
95 – 100	A+	5.00	4.75 - 5.00	Exceptional
90 – 94	A	4.75	4.50 - < 4.75	Excellent
85 – 89	B+	4.50	4.25 - < 4.50	Superior
80 – 84	B	4.00	3.75 - < 4.25	Very Good
75 – 79	C+	3.50	3.25 - < 3.75	Good
70 – 74	C	3.00	2.75 - < 3.25	Pass
below 70	F			Fail

The following grades are not counted in the GPA

IC	IC	Incomplete
DN	DN	Denial
W	W	Withdrawn



6.6 Graduation Requirements

Regardless of the areas of concentration, students that have completed and successfully passed the requirements of 48 credit hours and achieved a minimum GPA of 3.75 out of 5 shall be deemed candidates for graduation. Students with less than 3.75 GPA are not eligible for graduation until they raise their GPA to the minimum required.

6.7 Honor Students

MBA students who have earned at least 90% of their total credits at CBA-MBA program and do not have any grade of “C” are awarded the following honours:

GPA of 4.75 - 5.00 - Exceptional

GPA of 4.50 - <4.75 - Excellent

GPA of 4.25 - <4.50 - Superior

Honours are indicated on the student’s Official Transcript of Records and diploma.

6.8 Duration of Degree Accomplishment

Full-time students are supposed to complete all requirements for their degree in a minimum of “4” semesters from the date of initial enrolment, and a maximum of “8” semesters. Excluding summer semesters.

6.9 Directed/Independent Studies

A directed/independent study is the equivalent of a term of study in a course for the student, and students meet with a faculty member for about 40 hours during that term. The outcomes are determined by the General Director for Graduate Studies to be the equivalent of a full course for the relevant number of credits. Maximum enrolled students should not exceed more than four students, and for graduation purposes only. The faculty member and the students are free to arrange the times for their meetings, but at least one meeting is held at the beginning of the directed study where the (objectives, activities, standards for assessment, course plan, and distribution of 40 hrs. during that term) are all agreed on. A record of this will be send to General Director for Graduate Studies and Academic Advisor for final approval.



7 Academic Progression, Probation and Dismissal

7.1 Progression

- MBA students must maintain at least 3.75 grade point average (GPA)

7.2 Academic Dismissal

The MBA Registrar monitors all graduate students records at the end of each term once grades have been posted. Students who fail to satisfy the below mentioned requirements shall be subjected to probation, or dismissal.

- Maintaining the standards of academic and professional integrity expected in the program.
- Fulfilling the expectations that are noted in the “Academic Progress”.
- Getting (F) grade in one or more courses.
- If the GPA falls below 3.75 in two following semesters.
- If a student remains on *academic probation* for 2 consecutive terms.

Final approval of dismissal rests with the University Council of UBT. If the decision is made to dismiss the student from the program, the General Director for Graduate Studies will notify the student in writing, and the Registrar will make the proper notation on the student’s record.

After a semester on probation, a decision will be made jointly by the General Director for Graduate Studies, and the MBA Academic Advisor and the Rector to determine whether to:

- Reinstate upon good standing
- Continue the probation with an updated written such plan
- Dismiss the student from the graduate program.

7.3 Academic Probation

Students who are on probation should work with the MBA Academic Advisor to develop a written success plan that clearly states the outcome required to remedy the academic difficulty, signed by both the student and the Academic Advisor. This written success plan should be submitted to the General Director for Graduate Studies.

7.4 Attendance

Students are expected to attend all classes and to participate actively in class discussions. Absence should not exceed 25% which is equivalent to 4 classes, of any course attendance requirements.

7.5 Medical Conditions

If a student is away from classes for more than three classes due to illness, he/she **must** provide a written note of confirmation or Medical report to MBA Administration. Students who have special needs and requirements should submit their medical documents to General Director for Graduate Studies, and Director of Special Education Services Management. Medical evidence will remain confidential. Medical evidence will not normally be used as a basis for adjusting individual module grades or assignment marks.

7 CODE OF CONDUCT

The rules and regulations governing the actions and interactions of administrative personnel, faculty, and students are intended to ensure that the aims and objectives of the MBA are accomplished according to the highest standards of academic rigor and ethical behaviour.

8.1 Academic Misconduct

The MBA student is expected to act in a responsible manner, as expected in a college setting, in all activities connected with his or her studies. Incidents of cheating, plagiarism, lying, violating courses rules, copyright infringement, or damaging/destroying the College facilities or equipment, violate the Code of Student Ethics. If it is determined, by a faculty or other university official, that a student has acted unprofessionally, he or she will be subject to a disciplinary action. Such action shall include but not to be limited to: a failing grade on the work submitted a failing grade in the course, or expulsion from the program. The severity of the action shall be jointly determined by the faculty and the Academic Standing Committee. The committee members are the CBA General Director for Graduate Studies, and the MBA Academic Advisor. However, the student has the right to appeal to the General Director for Graduate Studies, and in writing, stating the reason for the appeal. A personal meeting with the MBA General Director for Graduate Studies. All appeals must be made no later than four weeks from the date of the decision of the Academic Standing Committee, or four weeks from the distribution of final grades.

8.2 Cheating

Using or attempting to use or provide unauthorized assistance, materials, information, study aids or mobiles in any form in any academic exercise or environment. The term academic exercise includes all forms of work submitted for credit or hours.

1. Using or attempting to use books, notes, study aids mobiles, calculators, or any other documents, devices, or information in any academic exercise or environment without prior consent by the faculty.
2. Copying or attempting to copy from another person's paper, report, computer labs, computer program, or other work material in any academic exercise.
3. Discussing the contents of tests or examinations with students who have not yet taken the tests or examinations.
4. Sending a substitute or acting as a substitute for another student to take one's examination, test, or quiz, or to perform one's field or lab work.
5. Conducting a research, preparing a project, or any assignment for another student without prior consent by the faculty.
6. Changing a grade, score, answers on a returned exam, or assignment for credit.
7. Stealing examinations or other course materials such as physical copies and photographic or electronic images.

8.3 Plagiarism

Plagiarism is defined as copying another student's work, lending work to another student, or representing extracts or whole articles and texts from books or handouts as one's own work.

Presenting the words or ideas of someone else as one's own in any academic exercise, such as:

1. Submitting any course related articles, assignments, projects by another person or by a commercial writing service.
2. Exact reproduction of someone else's words without identifying the words with quotation marks, and without properly citing the quotation in a footnote or reference.
3. Paraphrasing or summarizing someone else's work without acknowledgment in the footnotes or references.

4. Using facts, data, graphs, charts, or other information without acknowledgment in the footnotes or references, unless they are common knowledge. When in doubt, a student should use footnotes or references.

8.4 Multiple Submissions

The submission of substantial portions of the same academic work for credit more than once without permission.

8.5 Violation Records

A confidential record shall be kept in the student record for reference, and to take any furthermore action in regard to the violation of a “Code of Student Ethics”.



8 STUDENT RIGHTS

9.1 APPEALS

The MBA Program will have an Academic Standing Committee(ASC). The Committee shall consist of three members: The General Director for Graduate Studies, and the MBA Academic Advisor. The ASC will convene to monitor the academic progress of all students at least once each year and on an as-needed basis to hear appeals. The Committee recommends academic honours, places poorly performing students on probation, and issues suspensions and dismissal according to the College policies. The ASC also considers and adjudicates on matters of disciplinary action. Cases will normally be brought forward by a faculty member and/or the General Director for Graduate Studies, and the MBA Academic Advisor. The student who has been accused of academic misconduct is entitled to be present. Decisions of the ASC may be appealed to the General Director for Graduate Studies. The decision of the UBT rector will be final.

9.2 Disciplinary Issues

To appeal a disciplinary decision, a student must first meet with the faculty, MBA Academic Advisor, and the General Director for Graduate Studies, who already took the disciplinary action in a written form. If the student disagrees or believes that the action is unfair or inappropriate or if a disagreement continues, a student may appeal in writing to the UBT rector . A personal meeting will then be arranged.

9.3 Academic Issues

Students may appeal a faculty member's decision regarding a grade. The student can formally appeal or communicate to the faculty member, either orally or in a written form with the reasons he or she believes the grade to be unfair or inappropriate. If the disagreement continues, a student may appeal in writing to the ASC. A personal meeting will then be arranged.

9.4 Students Complaints

All complaints must be submitted in writing with name of the students and sent only to the Academic Standing Committee who are: the General Director for Graduate Studies, and the MBA Academic Advisor. Students should not discuss any academic issues with any of the MBA administrators due to confidentiality purposes.



10. ACADEMIC CONSULTANCY

The Academic Consultancy Advisor (ACA) helps all MBA student in his progress during the study of MBA. As student progresses to the courses required, he/she might need assistance from the ACA. Likewise, the consultancy Advisor provides academic guiding for determining the course track or path in selecting MBA areas of concentration.

The ACA handles any academic issues besetting the students.

Kindly contact:

Dr. Ayman Zerban

MBA Academic Advisor

Contact No. +966 (0)12-215-9180

MBA Centre - Dahban Jeddah

Email: ayman@ubt.edu.sa & mba.advisor@ubt.edu.sa

11. FEES AND PAYMENTS

The finance department serves the students from initial entry to final march to graduation in the two-year Master of Business Administration (MBA). All financial matters are transacted in this office specifically the collection of the required school fees:

1. Admission fee
2. Tuition fee is
3. Graduation fee
4. 5% VAT will be added to all non-Saudi students.

11.1 Tuition Fees

Recognizing that attending the MBA Program of the CBA is a significant investment of time and money, we strive to provide our students with various means to finance the degree. Total tuition cost of the Two-Year Program is SAR 140,000. Tuition is set by the University's Board of Trustees and is ratified each year.

11.2 Tuition Fees Breakdown

The cost of each semester varies depending on the number of units taken. Students will not be allowed to register any credit hours unless payment is received in full (40% is accepted).

1. Admission Fees is 1000 S.R.
2. PRE-MBA courses S.R. 2600/ per course.
3. General courses and major courses are S.R 8754/- per course.
4. Intensive Course for English Language fees is S.R. 6500 per level (not a part of the MBA Program).

11.3 Method of Payments:

New students can pay the first time to the University cashier.

All students can pay tuitions through the special Bank account that is given to them through their OPERAONLINE accounts. They also can pay to the University cashier or by credit card through visa etc.

11.4 Payments Schedule

The full-time MBA student has 4 academic terms. Tuition is charged per term. Payments may be made by bank draft, electronic fund transfer through the student given (IBAN) at the Saudi French Bank (Banque Saudi Fransi) or Cash. Program tuition is due in three instalments as follows:

- 50% At the beginning of each term
- 25% Prior to Midterm
- 25% At the end of each term

11.5 Pre-registration Down Payment

In case of a pre-registration, a student is required to pay 25% of the total value of the courses registered at the time of registration. The other 25% due for the semester is due at the start of ordinary registration period.

Note: for further more any information regarding finance and payment. Please contact to the details as mentioned below.

Mr. Moad fakriah, Tel: 2159120

12. I.T. GENERAL SERVICES

I.T. general services are provided to MBA Academic and Administrative operations throughout the year. Specifically, the following services are extended to MBA students and faculty.

12.1 Getting Access

Usernames and passwords are provided to individual students for OPERA Accounts as needed. Below are other e-log-ins as maybe required.

- Student Emails
- Wireless access on campus for mobiles and other handhelds
- Opera On-line for tracking schedules, grades, evaluations, etc.
- Moodle
- E-library

12.2 UBT Student's E-mail

Once the student activates windows account, automatically, he/she will have their own MBA e-mail account ready to be used. E-Mail policy:

- Each student email address is in the form of: username@st.ubt.edu.sa, for example, **PAD123@st.ubt.edu.sa**. The password is the same as Opera system password.
- Remember the password should contain only 9 digits for example your password is pad123000 (total 9 digits should be there).
- To access the MBA mail from any place, use the browser to access.
- Each student has a capacity of 15 MB in his/her mail account, therefore, they should delete unneeded messages and empty the mail recycle bin periodically.
- More details about the policy are found in the student data folder.
- For further more any information or any problems. Kindly please email at esupport@ubt.edu.sa

13. COURSE DESCRIPTION

13.1 Pre-MBA Course Descriptions

This section of the program is carefully designed to accommodate MBA seekers, who come from non-business background. The fact that such students need a kind of survival kit that helps them to cope with their peers who come from business background or hold an undergraduate degree in business related discipline. This kit is the Pre-MBA program, which comprises 6 courses, 3-credits each and will be offered in one semester. Applicants who have accredited background in one or more of these courses may get a waiver on case to case basis.

Pre-MBA Course List

1. Introduction to Quantitative Business Analysis	3 credits
2. Principles of Accounting	3 credits
3. Principles of Finance	3 credits
4. Principles of Economics	3 credits
5. Principles of Management	3 credits
6. Introduction to Management Information System	3 credits

1. MGT 499 – Introduction to Quantitative Business Analysis

Credits 3.00

Quantitative Business Analysis is a required course designed to prepare MBA students with a set of tools to meet the challenges of today's business environment. This course is about statistics and basic modeling for management decisions. It covers various topical areas spanning from descriptive statistics to inferential statistics and introduction to mathematical programming. The objectives are 1) to develop a solid foundation in important statistical and business modeling concepts and techniques, and 2) to provide a thorough understanding of their application in solving business problems. In addition, the course will stress the use of computer software to analyze data and perform statistical operations.

2. ACCT 499 – Principles of Accounting

Credits 3.00

The aim of this course is to familiarize students with the essential accounting system terminologies and functions. In this course, students review accounting reports and methods. The course focuses on the preparation of financial statements. Emphasis is placed also on the interpretation and use of financial statements for decision making as well as steps of accounting cycle.

3. FIN 499 - Principles of Finance

This course aims to set the basic financial background that supports the financial knowledge and skills needed for studying MBA courses.

Course topics will cover the basics of financial management and financial markets and institutions. In addition, teaching the accounting and financial statements and how to use them in evaluating the firm's financial performance are included. Furthermore, the course will focus on the concepts of the time value of money and the meanings and measures of risk and return.

4. Econ 499 – Principles of Economics

Credits 3.00

This course aims to set the basic economic background that supports the economic knowledge and skills needed for studying MBA courses.

Microeconomics concepts will cover demand, supply and equilibrium in addition to elasticity and consumer theory. Microeconomics will focus too, on the theory of the firm, competition and monopoly. The student will learn about wages, interest, rent and profit as returns of the economic factors.

Macroeconomics will cover the national income accounting and determination, unemployment, inflation, money and banking and public expenditure and finance. Macroeconomics will focus too, on international trade and protection, the balance of payment and exchange rates in addition to the concepts of managing the economy.

5. BUS 499 – Principles of Management**Credits 3.00**

This course focuses on the key managerial functions: planning, organizing, staffing, directing and controlling. Particular emphasis is given to design and development of organizations, marketing decisions, and labor management relations, financing decisions, management theory and role of management information system. The course also introduces students to the main functions of enterprise as well as business environment. Ethics and Social responsibility are also addressed.

6. MIS 499 – Introduction to Management Information System**Credits 3.00**

This course is an introduction to information systems and information technology for students who are or who will become business professionals in the fast changing business world of today. The focus is helping students learn how to use and manage information technologies to revitalize business process, improve business decision making and gain competitive advantages. There is a major emphasis on the essential role of internet technologies in providing a platform for business, commerce and collaboration process among all business stakeholders in today's networked enterprises and global markets.

13.2 MBA Course Descriptions

13.2.1 MBA General Courses

MGT 511 – Advanced Quantitative Business Analysis

Credits 3.00

This management course has the primary purpose to introduced advanced modeling techniques used in operations management. Students will learn how to use models such as principles of probability theory and statistics, regression analysis, linear programming, simulation, and other appropriate models to solve practical decision problems utilizing computer software available for the models.

ECON 511 - Managerial Economics

Credits 3.00

This course includes the development of basic economic concepts and their application to managerial decision-making. Major topics include Demand and Cost Analysis, forecasting, Pricing Decision, Capital Budgeting and Capital Management, And Decision-Making under Conditions of Risk and Uncertainty.

Pre-requisite: ACCT 531

EPR 511 Entrepreneurship

Credits 3.00

This interdisciplinary course focuses on all aspects of starting a new business with emphasis on the critical role of recognizing and creating opportunities. Topics include Attributes of Entrepreneurs and Entrepreneurial Careers, Evaluating Opportunities, Writing Business Plan, and Venture Financing.

MGT 518 – Business Strategies

Credits 3.00

This capstone course investigates the methods and techniques used to formulate competitive strategy through the analysis of industries, competitive dynamics, the general management process, and the achievement of sustainable competitive advantage. Students will also be exposed to growth strategies comparative management, impact of taxation, technology strategies; product development and new market strategies. The course heavily emphasizes the use of case studies and in-class simulations.

Pre-requisite: Econ 511, Fin 511, MKT 511, MIS 511 & OPM 511

13.2.2 Areas Of Concentration And Course Description

• ACCOUNTING

In addition to the Core Course (ACCT 512), a student interested in this area of concentration must take all the four listed below in Accounting.

Core Course Descriptions

ACCT 512 – Managerial Accounting

Credits 3.00

The aim of this course is to study current issues and approaches to solving comprehensive problems in the area of managerial accounting. This course emphasizes the use of accounting information for internal planning and control purposes through readings and case studies. Some of the topics covered are Budgetary Planning, Responsibility Accounting, and Performance Evaluation through Standard Costing, Activity Based Costing, Profit Planning, Segment Reporting, Decentralization, Balanced Score Card, Target Costing and Capital Budgeting.

(Pre-Req.: ACCT 531)

Elective Course Descriptions

1. ACCT 531 - Cost Accounting

Credits 3.00

This course provides the basic information for Management Accounting and Financial Accounting. Cost Accounting measures and reports financial and non-financial information relating to the cost of acquiring or utilizing resources in an organization. This course covers Accountant's Role in Organizations, Introduction to Cost Terms and Purposes, Cost Volume Profit Analysis, Job Order Costing and Process Costing. It also covers how costs behave and relevant information for decision making. *(Pre-Req.: ACCT 512)*

2. ACCT 533 - Advanced Financial Accounting

Credits 3.00

This course discusses advanced issues in the area of Financial Accounting. It helps students to advance their information through readings and case studies. It provides information about Financial Accounting Theory as well as debatable issues in this area. Some of the topics covered are Accounting for Partnership, Organization and Capital Stock Transactions, Long Term Liabilities, and Consolidated Financial Statements. *(Pre-Req.: ACCT 511)*

3. ACCT 534 – Auditing

Credits 3.00

This course aims to familiarize students with Principles and Procedures of External and Internal Auditing, Auditing Standards, Ethics of the Profession, Internal Control Evaluation and Testing. Students are exposed to real cases from business life to show the effect of auditing and whether or not auditing can improve the quality of accounting reports. *(Pre-Req.: ACCT 533)*

4. ACCT 536 - International Accounting

Credits 3.00

The aim of this course is to discuss issues from the perspective of companies that have internationalized their finance and/or operations. It also has a comparative aspect, comparing accounting across countries. It deals with harmonization of the worldwide diversity in financial reporting. This course is designed to provide students with an understanding of the significant issues in international accounting as well as provide a clear view of the work of the leading standard-setting bodies such as Financial Accounting Standard Board (FASB).

(Pre-Req.: ACCT 511)

- **FINANCE**

In addition to the Core Course (FIN 511), a student interested in this area of concentration must take all the four listed below in Finance.

Core Course Descriptions

FIN 511 - Financial Management

Credits 3.00

This course is a broad survey of finance for all business students which emphasize fundamental valuation concepts and their applications. It explores a set of key financial theories. The course examines theories associated with five key topics of Corporate Finance: The Efficient Market Hypothesis, Agency Theory, theories regarding the Market for Corporate Control, Capital Structure Theories, and Dividend Policy Theories. (*Pre-Req.: ACCT 511*)

Elective Course Descriptions

1. FIN 531 -Financial Planning

Credits 3.00

This course is designed for Corporate Financial Planning, Forecasting, Budgeting, Quantitative Techniques and Practices. The Importance of Ethics and the International Aspects in Financial Decision Making will be considered. The course conveys a thorough understanding of the range of Financial Management concepts that are used for planning, control and decision-making purposes by business executives, financial analysts, investors, and business owners. (*Pre-Req.: FIN 511*)

2. FIN 532 - International Finance

Credits 3.00

This course introduces the analysis of theories and practices of international finance from internal and external perspectives. It emphasizes the International Monetary System, Foreign Exchange Markets, Foreign Risk Exposure, International Banking, Foreign Trade Financing, and The Management of Multinationals (MNC's). (*Pre-Req.: FIN 511; IBM 511*)

3. FIN 533 - Risk Management

Credits 3.00

There are two specific aims associated with this course: To achieve a sound appreciation of the theory and practical aspects of Risk Management and to develop an understanding of the main theories and frameworks associated with the Management of Different Types of Risk. (*Pre-Req.: FIN 511*)

4. FIN 534 - Security Analysis and Portfolio Management

Credits 3.00

This course introduces the Analysis of Risk and Strategies for Developing Efficient Portfolios; Qualitative and Quantitative Analysis of Stocks and Fixed Income Securities, Theories, and Techniques of Security Valuation; Examination of Securities Markets and Interest Rate Behavior in the Context of National and International Economic Trends. (*Pre-Req.: FIN 511*)

• HUMAN RESOURCE MANAGEMENT

In addition to the Core Courses (HRM 511 & HRM 512), a student interested in this area of concentration must take all the four listed below in Human Resource Management.

Core Course Descriptions

HRM 511 - Organizational Behavior

Credits 3.00

This course introduces the students to concepts and applications of understanding individual behavior in the work place. Various behavioral processes are also discussed such as: motives, cognitive process and learning, interpersonal process: (perception, communication), small group dynamics (power, productivity, and organizational culture). The course also emphasizes work ethics and the legal environment that influences organizational behavior.

HRM 512 - Human Resource Management

Credits 3.00

This course helps firms to develop employee talent as source of competitive advantage. The course will cover strategic implications of contemporary practices in recruitment, selection, work systems, training, and compensation and performance evaluation. The course also covers the process of developing Human Resource Information System (HRIS). Also covered will be new approaches in HRM to motivate employees at the executive and worker levels. Students are expected to actively participate and contribute to the learning process by the use of case analysis and other active learning methods.

Elective Course Descriptions

1. HRM 531 - Human Resource Planning

Credits 3.00

The aim of this course is to study and analyze the various methods and techniques of M.P. at the macro and micro levels. Of particular importance is the study of forces of manpower supply and demand as they affect the process of Saudisation and the determination of surplus or deficit by the use of advanced quantitative models and other analytical tools. *(Pre-Req.: HRM 512)*

2. HRM 533 - Human Resource Development

Credits 3.00

The aim of this course is to acquaint the student with current methods of H.R. development and training. Concepts such as setting training policies, determining training needs, evaluating training outcomes, determining career paths and many others will be discussed and analyzed. The course focuses on the establishment of a balance between the individual and organizational needs
(Pre-Req.: HRM 512)

3. HRM 534 - Compensation Management

Credits 3.00

The objective of this course is to introduce the student to the various approaches of Compensation Management. The concepts of equality and efficiency are fully analyzed in depth. The focus is placed on developing student's skills in building a viable wage structure for the company based on accurate job specification and job description. Legal and ethical issues are also discussed.
(Pre-Req.: HRM 512)

4. HRM 535 - The Legal and Ethical Environment of HRM

Credits 3.00

The objective of the course is to study the legal environment of the firm and its effect on the various functions and processes of HRM from recruitment to retirement. The emphasis is placed on how the legal environment influences strategies and decision making of HRM. A special attention is devoted to the study of the Saudi Labor Law and its amendments. Ethical issues and work ethics are also emphasized. *(Pre-Req.: HRM 512)*

- **INTERNATIONAL BUSINESS MANAGEMENT (IBM)**

In addition to the Core Course (IBM 511), a student interested in this area of concentration must take all the four listed below in International Business Management.

Core Course Description

IBM 511 - International Business Management

Credits 3.00

Students study the economic environment of business and international forces influencing the firm in order to achieve improved awareness/understanding of economic, institutional, and cultural issues pertinent to business, markets, policies, laws and trade in international business.

Elective Course Descriptions

1. OPM 531 - Global Supply Chain Management

Credits 3.00

International successful businesses attribute one of the major reasons for success to their strategy is Global Supply Chain Management. This Global Supply Chain Management course provides an intensive and coordinated approach to study the flow of goods and services from raw material suppliers to the final customer. This product flow will be reviewed from a global perspective, thus providing students with a comprehensive understanding of the international business process. The increasing role played by information flows in integrated planning and managing the supply chain will be emphasized. (*Pre-Req.: IBM 511 & OPM 511*)

2. FIN 532 - International Finance

Credits 3.00

This course introduces the analysis of theories and practices of international finance from internal and external perspectives. It emphasizes the international monetary system, foreign exchange markets, foreign risk exposure, international banking, foreign trade financing, and the management of multinationals (MNC's). (*Pre-Req.: IBM 511 & FIN 511*)

3. MIS 534 - International E-Commerce

Credits 3.00

This course describes the issues related to international e-commerce and reviews the possible solutions that lead to a successful international e-commerce. Topics include Standards for International e-commerce, Security, Payment Systems and Policy issues for International e-commerce such as Taxation, Privacy, Regulation, and Law. (*Pre-Req.: IBM 511 & MIS 511*)

4. MKT 536 - Global Marketing

Credits 3.00

The emphasis of the course is to explain how planning, implementing, and controlling marketing in the global arena is different from domestic marketing. This includes the design of the global marketing strategy, the global marketing mix, emphasizing the different international environments of global marketing, and how intercultural differences influence the international marketing strategy of international companies. (*Pre-Req.: IBM 511 & MKT 511*)

- **MANAGEMENT INFORMATION SYSTEM (MIS)**

In addition to the Core Course (MIS 511), a student interested in this area of concentration must take all the four listed below in Management Information System.

Core Course Description

MIS 511 - Management Information Systems

Credits 3.00

The course covers the role of information systems that affect the decision making processes and the overall organizational performance. It focuses on the characteristics and structures of management information systems, management techniques and the decision-making styles. It also covers the information systems and their relations with the organizational structures, the MIS planning, the MIS applications and other managerial aspects of information systems. Topics include Management Information Systems Types, IS Strategic Alignment, Information Intensive Business Processes, Decision Making, Telecommunication and Network, Marketing Information Systems, Human Recourse Information Systems, Accounting Information Systems and Finance Information Systems. Business Analysis Techniques Are Emphasized For Systems Such As Transactions Processing Systems (TPS), E-Business, Management Reporting Systems And Data Warehouses.

Elective Course Descriptions

1. MIS 531- Database Management Systems

Credits 3.00

This course acquaints students with the techniques involved in determining database requirements, designing databases, components and architecture of databases, and database management systems. Topics will include the Context of Database Management: The Database Environment, and Development Process, Database Analysis: Modeling Data In The Organization, The Enhanced E-R Model and Business Rules, Database Design: Logical, Database Design and The Relational Model, Physical Database Design and Performance, Implementation: SQL, Advanced SQL, The Client/Server Database Environment, The Internet Database Environment, and Data Warehousing. *(Pre-Req.: MIS 511)*

2. MIS 532 - Systems Analysis and Design

Credits 3.00

In this course, methodologies of systems analysis and design are introduced, including conducting feasibility studies, analysis, and designing application of software through the SDLC, prototyping, and rapid application development. *(Pre-Req.: MIS 531)*

3. MIS 534 - International E-Commerce

Credits 3.00

This course provides an understanding of the information technologies that enable business-to-business and business-to-consumer e-commerce while focusing on the strategic, operational, management, and societal issues associated with such technology-based commerce. Also, topics include Standards for International e-Commerce, Security, Payment Systems and Policy Issues for International e-Commerce such as Taxation, Privacy, Regulation, and Law. *(Pre-Req.: MIS 511)*

4. MIS 535 - Strategic Information Systems

Credits 3.00

This course examines the use of information technology to achieve competitive advantage, effective decision-making and efficient operations. The course will explore the usage of many kinds of information systems and technology in organizations and analyze their role, functions, and effects on competitive strategy and organizational operations. *(Pre-Req.: MIS 532)*

• **MARKETING**

In addition to the Core Course (MKT 511), a student interested in this area of concentration must take all the four listed below in Marketing.

Core Course Description

MKT 511 - Marketing Management

Credits 3.00

The objective of the course is to provide a clear picture of the marketing concepts and practice. It includes the major activities in managing marketing strategy and the marketing mix; including marketing analysis, planning, implementation, and control.

Elective Course Descriptions

1. MKT 531 - Consumer Behavior

Credits 3.00

The objective of the course is to examine and understand how consumers make decisions to spend their available resources on consumption-related items. Concepts developed in other scientific disciplines such as psychology, sociology, social psychology, anthropology, and economics are presented to explain consumer behavior. Also it includes the personal, social and cultural influences on consumer behavior; including opinion leadership, reference groups, family, and culture.

2. MKT 532 - Marketing Research

Credits 3.00

The objective of the course is to provide the students with the required research skills to conduct marketing research. The emphasis is on the different steps of the marketing research process including defining the research problem, the research design, and methods to collect the required data, selecting the sample, analyzing data, and how to prepare and present the research results, conclusion and recommendations. (*Pre-Req.: MKT 511 & MGT 511*)

3. MKT 535 - Strategic Marketing Management

Credits 3.00

The objective of this course is to help improve the effectiveness of marketing practice. So this course emphasizes making the student aware of the major aspects of the planning and controlling of marketing operations; locating marketing planning and control within a strategic context; demonstrating how analytical models and techniques might be applied to marketing planning and control to produce more superior marketing performance; and giving full recognition to the problems of implementation and how these problems might be overcome. (*Pre-Req.: MGT 581*)

4. MKT 536 - Global Marketing

Credits 3.00

The emphasis of the course is on explaining how planning, implementing, and controlling marketing in the global arena is different from domestic marketing. This includes the design of the global marketing strategy, the global marketing mix, emphasizing the different international environments of global marketing, and how intercultural differences influence the international marketing strategy of international companies. (*Pre-Req.: IBM 511 & MKT 511*)

• SUPPLY CHAIN & OPERATIONS MANAGEMENT

In addition to the Core Course (OPM 511), a student interested in this area of concentration must take all the four listed below in Operations Management.

Core Course Description

OPM 511 - Operations Management

Credits 3.00

This foundation course is designed for students who have not had sufficient exposure to the subject before. At the end of the course students will have learned all the basic concepts typically taught in a first course in Operations Management. They will also have gained a working knowledge of several Operations Management techniques that are used in manufacturing and service industries. These techniques will cover such topics as production and inventory control, scheduling, project management, and quality control. (*Pre-Req.: MGT 511*)

Elective Course Descriptions

1. OPM 531 - Global Supply Chain Management

Credits 3.00

International successful businesses attribute one of the major reasons for success to their strategy in Global Supply Chain Management. This Global Supply Chain Management Course provides an intensive and coordinated approach to study the flow of goods and services from raw material suppliers to the final customer. This product flow will be reviewed from a global perspective, thus providing students with a comprehensive understanding of the international business process. The increasing role played by information flows in integrated planning and managing the supply chain will be emphasized. (*Pre-Req.: OPM 511; IBM 511*)

2. OPM 532 - Total Quality Management

Credits 3.00

Students will learn how the concepts and applications of TQM are helping millions of businesses throughout the world in achieving their goals of meeting and exceeding customer requirements. Emphasis will be on studying how Dr. Deming's philosophy along with the latest TQM methodologies such as Continuous Process Improvement (CPI), Six-Sigma and Lean Thinking are being applied by companies to become world-class. Students will be challenged to find opportunities to apply the concepts to local business environment. (*Pre-Req.: OPM 511*)

3. OPM 533 - Project Management

Credits 3.00

The objectives of this course are to provide needed skills and tools for managing variety of projects. High rates of introduction of new products, technology changes and continuous improvements make project management skills essentials for all managers. The course will focus on how to initiate, scope, plan, schedule, control and terminate a project. At the end of this students will be able to use special techniques such as CPM and PERT and related software programs. (*Pre-Req.: OPM 511*)

4. OPM 535 - Business Forecasting and Demand Planning

Credits 3.00

This course offers the students to acquire hands-on experience on developing and applying multi-dimensional forecasting models for use in operations management. Topics include a statistical review, data considerations, model selection, moving averages and exponential smoothing, regression analysis, time-series decomposition, Box-Jenkins (ARIMA) models, Optimal forecast combination, and forecast implementation. The students will be introduced to using software products such as SAS – widely used in Business Forecasting. (*Pre-Req.: OPM 511*)

14. MBA – STAFF INFORMATION:

S:no:	Name	Position	Email	Tel
1.	Dr. Randa Almadah	MBA General Director for Graduate Studies	r.almadah@UBT.EDU.SA	012-2159414
2.	Dr. Ayman Zerban	MBA Academic Advisor	ayman@ubt.edu.sa & mba.advisor@ubt.edu.sa	012-2159157
3.	Mohammed Haddad	MBA Assistant Director of MBA Program	m.haddad@UBT.EDU.SA	012-2159023
4.	Faten A. Afandi	MBA Executive Assistant	f.afandi@UBT.EDU.SA	012-2156654
5.	Mohammed Ali	MBA Executive Assistant	ali@UBT.EDU.SA	012-2159149
6.	Ahmed Al Jabri	MBA – General Information	a.jabri@UBT.EDU.SA	012-2159317
7.	Abdullah Bawazer	MBA – General Information	bawazer@UBT.EDU.SA	012-2159089
8.	Mrs. Mona Albanna	Executive Administrative Assistant	m.albanna@UBT.EDU.SA	012-2156643
9.	Nawal Mrs. Nawal Edrees	Supervisor of Reception & Customer Services	nawal@UBT.EDU.SA	012-2156662

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