

Foreword

The Department of Business Administration came into existence alongside the establishment of the Community College of al-Kharj. The Department offers four academic programmes: accounting, office and secretarial management, marketing, and occupational health and safety. Each programme has four levels plus an internship programme. The occupational health and safety programme, however, has four levels but not internship programme. Since its establishment, the College has endeavoured to procure accreditation for its programmes from the Ministry of Civil Service. The programmes of the Department have been ranked fifth, second grade, and the Ministry of Civil Service has determined the areas of work for which the graduates can work.

Vision

A leading and competitive Department thanks to its academic programmes and social partnerships

Mission

Delivering competitive educational programmes that are up to high accreditation standards for the purpose of producing graduates who meet and satisfy the wants of the marketplace, and employing the College cadres in expediting social partnerships through studies, consultations and training programmes

Objectives

1. Qualifying students (in both the men's and women's sections) and ameliorating their professional abilities.
2. Updating educational programmes to keep abreast of developments.
3. Continuous development of the abilities and skills of faculty members.
4. Developing the administrative work environment in the College.
5. Developing the educational environment in the College.
6. Developing the financial resources of the College
7. Promoting community partnership.

Core Values

1. Quality, distinction and innovation.
2. Leadership and institutional teamwork.
3. Justice and probity.
4. Transparency and accountability.
5. Learning and continuing education.
6. Interaction with the community.

Degree offered by the Department

The Department confers on its graduate the associate diploma degree in one of its four academic programmes (fifth rank – second grade).

Potential job opportunities

Graduates from the Community College with an associate diploma degree can attain any of the following potential jobs as stipulated by the Ministry of Civil Service.

1. Accounting programme: Revenue collector, Sales officer, treasurer, Disposal supervisor, Custodian, Stock controller, Warehouse secretary, Procurement inspector, purchaser, Cash Counter, Purchasing Auditor, Assistant, Commercial Controller, Clerk in marketing management, Trainer assistant in the marketing department.
2. Office management programme: secretary, clerk, manager assistant
3. Marketing programme: Salesclerk, Marketing trainer assistant (or in the field of specialization), Purchaser, Revenue Assistant, Purchasing officer, Commercial Controller, Clerk in the marketing department.
4. Occupational health and safety programme: Safety and Security manager, Safety unit specialist, Security unit specialist, Security and Safety leader Specialist, Safety and Security controller, Security and Safety supervisor, Security and Safety officer, Safety and Security technician.

Prospective employers

1. Companies: Al-Marai, Saffi, Nadec, Aramco.
2. PSAU
3. Kharj municipality
4. King Khaled Hospital
5. Private clinics
6. Private businesses
7. Banks (Rajhi, al-Bilad, Al-Ahli, Riyad)
8. Military factories, the air base and he logistics base
9. Agricultural Development Company
10. Insurance companies.

Study system in the Department

Business Administration Department offers the diploma degree in one of the following specializations: (accounting, marketing, office management and secretarial). The student should complete the theoretical study (four levels) and the field training in the fifth level with accumulative average less than (2). This also includes Security and Occupational Safety discipline, which has only four levels.

• Excepting safety and occupational safety discipline , the minimum duration of study for students with a high school diploma is (2) two and a half year. The academic year consists of two semesters, in addition to the summer semester, to allow employees in Riyadh governorate and city to develop their skills, abilities and competencies in all areas of business management.

Admission Requirements

The Department enrolls students who gain a high school diploma from various disciplines (literary and scientific), according to the University's admission policy and the General Aptitude Test. The enrolment system is summarized as follows:

• The student should obtain a high school diploma or equivalent.

• **The student should pass the General Aptitude Test.**

• The student should be in a good health.

• The student should be free of work and duties so as to enroll in a module according to the time assigned by the Department: day or evening.

Laboratories and equipment

Students in the Department benefit from the Computer and English language labs available at Al-Kharj Community College, in addition to their use of computers in the courses within the study plans. The Department is also keen to use the Internet and puts this service accessible to professors as well as the students, especially for use for research purposes and the university electronic library's services.

Academic committees in the Department

Permanent Committees in the Department

No	Committee	Duties
1	Quality Assurance	<ul style="list-style-type: none"> ▪ Raise awareness about quality insurance. ▪ Represent the department in all quality assurance activities organized by KCC or the university. ▪ Revise the entire Department's work related to QA.
2	Human Resources	<ul style="list-style-type: none"> ▪ Provide the department with new faculty members. ▪ Carry out personal interviews and review application forms. ▪ Propose some criteria for selecting candidates.
3	Academic programs	<ul style="list-style-type: none"> ▪ Propose and prepare new strategies to develop the current department programs. ▪ Suggest new programs which meet with the needs of the local community. ▪ Revise and follow up all the course reports and course specifications.
4	Examinations	<ul style="list-style-type: none"> ▪ Prepare the final exams timetables. ▪ Carry out all the necessary arrangements before, during and after the final exams to guarantee successful final exams. ▪ Supervise and follow up the process of grading and marks entry in the university electronic.
5	Timetables	<ul style="list-style-type: none"> ▪ Prepare the study timetable of the department. ▪ Prepare the instructor' timetables. ▪ Prepare final exams' and invigilation timetables.
6	Training and community service	<ul style="list-style-type: none"> ▪ Carryout arrangements with training bodies in the private and public sectors. ▪ Follow up all the students during their training courses. ▪ Organize all the students during courses and workshops carried out by the department.
7	Academic Guidance	<ul style="list-style-type: none"> ▪ Prepare students' orientation meetings in the college. ▪ Supervise students' registration processes and provide them with academic guidance. ▪ Help students resolve their academic, cultural and psychological problems.
8	Scholarship and TA Supervision	<ul style="list-style-type: none"> ▪ Provide TAs with help regarding all academic affairs. ▪ Help TAs prepare all the necessary documents for their scholarships. ▪ Keep in touch with TAs during their scholarship period and provide them with academic advice.
9	Alumni	<ul style="list-style-type: none"> ▪ Develop and update a database which includes information about all graduates of the department. ▪ Keep in touch with all graduates and follow up their employment issues. ▪ Prepare statistics about the numbers of graduates and the employment rates in the private and public sectors.
10	Culture and Media	<ul style="list-style-type: none"> ▪ Prepare the Department's webpage on the University website. ▪ Prepare and revise all the Department's booklets and flyers in Arabic and English. ▪ Follow up all the Department announcements on the notice boards.

11	Student Activities	<ul style="list-style-type: none"> ▪ Prepare and carry out all extracurricular activities of the department.
12	Intellectual Awareness	<ul style="list-style-type: none"> ▪ Consolidation of Islamic values and behaviors and confrontation of all sorts of deviations. ▪ Develop commitment to Islamic culture and to National values. ▪ Consolidation of obedience to royal and national values. ▪ Commitment to the kingdom in order to participate in its global growth. ▪ Develop community partnership with local actors in order to prevent from intellectual deviation as well as to preserve the unity of the kingdom. ▪ Build up a safety-based culture in order to ensure citizenship and commitment to hierarchy.

Academic Counselling

Vision

Empowering students with a distinguished personality and up-to-date knowledge

Mission

Enhancing sound learning values and ameliorating the skills of creative thinking in the students of the Department in order to achieve the optimal benefit from their innate abilities for the benefit of the students themselves as well as for their society at large

Objectives

1. Establishing and augmenting the culture of academic counselling for the purpose of reaching out with this service to those who need it.
2. Determining and offering academic counselling programmes and services in lieu of the various majors within the Department, which will inevitably benefit the students' learning and academic mission and will help address whatever social problems they might encounter.
3. Creating an environment that is auspicious for maximum benefit from the experience and know-how of faculty members outside the scope of the traditional classroom.
4. Striving to detect latent skills and abilities in the students so as to shed light on them and bring them to life. This is done through the myriad of student activities run by the College.
5. Establishing healthy, positive relationships between students and faculty and also amongst the students themselves.

• Implementation mechanism:

- Periodic visits to students and women's section so as to communicate with them on a personal level and discuss the problems and issues they encounter.
- Communicate electronically with the students whenever it is possible to discuss all the difficulties that face them in their studies.
- Involve students in seminars and workshops organized by the College or other colleges whenever possible to achieve personal and social interaction and to integrate into the university academic environment.
- Involve students in various activities in the college according to their preferences and skills.

Plan aspects

Academic aspect: It includes the student(s) and the academic advisor(s) in order to support student's educational process and introduce them to the University regulations and laws, including:

- deletion, addition and timing.
- absence and deprivation.
- dropping out of a course or semester.
- calculating the student's average in each course.
- facilitating the access to the electronic educational bag containing all the courses.
 - Implementation mechanism
- Hold a periodic meeting between the student and the academic advisor.
- Provide the required courses for the e-learning portfolio for each academic level in coordination with the academic advisor(s) and faculty members.

Social aspect: It aims to strengthen the relationship between the department and students which build a bridge for continuous and effective communication by taking care of the following aspects:

- Developmental aspect: to search and discover student potentials to invest and employ them in community service.
- preventive aspects: to study and address the social, psychological, educational, professional and health conditions which affect students negatively; and to raise students awareness and enlightenment about the negative effects and its consequences , and work to overcome their causes and train students to develop their own convictions to avoid these negative practices.
- Therapeutic aspects: to help the students to overcome their problems and have the healthy psychological atmosphere to continue the educational process.
Implementation mechanism:
 - Enlist students who have academic and social problems that hinder their academic progress.
 - Document cases requiring special care from the academic advisor.
 - Follow up the absence of students in coordination with faculty members.
 - Follow up the student academic achievement in coordination with the faculty members.
 - Support outstanding students by engaging them in research and projects in coordination with faculty members.
 - Plan notification and dissemination

The members of the academic counselling committee take the necessary actions to inform the students about the plan:

- 1 - Prepare the study and academic guidance and distribute it to fresh students at the beginning of the semester.
- 2 - Publish the plan on the College website to inform everyone.
- 3 - Distribute the plan to the of the faculty members in the department.

Programme of Academic Counselling (Per semester)	
Department of Business Administration	
Assignments and activities	week
- Holding a student meeting aimed at welcoming the new students and demonstrating tasks entitled to the academic advisors	Weeks 1-2
- Holding a meeting incorporating the new students, the dean, the vice-dean and the head of the department -Making adjustments to the students' schedules, including enrolment and suspension of taught courses	Week 3
-Holding a staff meeting aimed at coordinating tasks and educational portfolios assigned to the faculty. -Preparing a roster of the students demonstrating their academic status either they are Slow learners or distinguished students and informing the faculty.	Week 4

- Performing inventory counts of student creative activities and their interests for joining the college activities -Performing inventory counts of and communication with the students who are subject to debarment for tackling their punctuality problems.	week 5	Forms of Academic Guidance Unit: 1-A record of individual meetings held between the academic advisor and the students
-Making necessary preparations for and finding solutions to any academic problems arising from the 1 st semester examinations.	Week 8	2- A record of collective meetings held between the academic advisor and the students
-Performing inventory counts of and communicating with the students whose attendance is below 50% for tackling their attendance problems.	Week 10	3- A form of recommendation from the academic advisor 4- Inventory counts of the students who received support.
-Holding a staff meeting encompassing all staff members for evaluating the status of the students remarkably achieved on and those who failed both 1 st and 2 nd semester examinations.	Week 11	Intellectual Awareness Unit in the Department
- Performing inventory counts of and communication with the students whose attendance is below 25% for tackling their punctuality problems	Week 13	Scheme Vision Raising up a university community that is aware and capable of combating deviant thoughts
Providing the students with guidance on worries arising from examinations and methods to overcoming them.	Week 13	
Surveying the students' viewpoints on activities associated with the academic guidance in the departments.	Week 14	Scheme Mission Consolidating sound Islamic thought and behaviour for the University students and protecting them from deviant thoughts and behaviour through a number of programs and
Submitting a summative report to the head of the Department on activities of academic guidance carried out throughout the term.	Week 15	behaviour through a number of programs and

activities that reinforce legal and national values that in turn create responsible citizens who contribute to the security and stability of their country

Scheme objectives

1. enhancing the sense of belonging and adherence to Islam;
2. emphasizing the principle of obedience to the guardian without disobeying Allah;
3. protecting the university students from deviant thoughts and doctrinal reproaches proven to destabilize the traditions upon which the country has been based;
4. rectifying wrong intellectual concepts distorted by intellectual and behavioural extremists and demonstrating their sound legal definitions;
5. developing skills of critical thinking distinguishing the right from the falsehood;
6. encouraging the experts and researchers at the university to conduct research and studies for combating extremists and eradicating them early.

Scheme synopsis

The project encompasses scientific, cultural and training programmes. It is administered in a form of a scholarly competition among the colleges affiliated with the University where points and scores resulting from participation in and implementations of programmes are aggregated, and best participating colleges are rewarded accordingly. At a special ceremony and under the auspices of the rector, awards are conferred upon the colleges gaining outstanding credits near the end of the academic year.

Scheme themes

First Programme: Training Courses

Introduction

The programme offers training courses in intellectual awareness presented by a group of affiliated and unaffiliated experts with the university.

Objectives

1. advancing and qualifying the university student appropriately to cope with intellectual challenges confronting the homeland;
2. developing the participating students 'skills of reflection and research;
3. developing the participating students' awareness of intellectual updates and methods to handling them;
4. taking full advantage of experience, knowledge, skills of trainers in developing the students' participating skills of negotiation and dialogue;
5. providing the students with the opportunity to discuss their problematic questions and finding convincing responses

Target group

The target group comprises 40 students from each college to be enrolled in the course. Accuracy is needed when selecting candidates eligible for the course.

Second program: Academic symposiums

Introduction

The programme offers scientific symposiums in intellectual awareness presented by a group of affiliated and unaffiliated experts with the university.

Objectives

- 1- Preparing the university students for the intellectual challenges.
- 2- Improving the students' intellectual skills and their research abilities.
- 3- Improving the students' apprehension with the recent intellectual thoughts and how to deal with them.
- 4- Providing the students with the opportunity to discuss their problematic questions and finding convincing responses.

Third programme: Discussion panels

Introduction

Discussion panels are about the intellectual awareness and are managed by one of the intellectual awareness unit

Objectives

- 1- Preparing the university students for the intellectual challenges
- 2- Improving the students' intellectual skills and their research abilities
- 3- Improving the students' apprehension with the recent intellectual thoughts and how to deal with them
- 4- Providing the students with the opportunity to discuss their problematic questions and finding convincing responses

Target group

The target group comprises 40 students from each college to be enrolled in the course. Accuracy is needed when selecting candidates eligible for the course.

Fourth Programme: The Lecture

Introduction

It represents lectures in the intellectual awareness introduced by internal and external specialists.

Objectives

- 1-improving university students' skills and prepare him appropriately in order to face the intellectual challenges.
- 2- developing the meditative thinking skills of the students and enhance their research abilities.
- 3-developing students' awareness of the recent intellectual issues and how he can address them.
- 4-Providing students with the opportunities for discussing the highly critical issues and giving them the convincing answers for such questions.

Fifth Programme: Electronic Cultural Competition

Introduction

It is an intellectual cultural contest that focuses on developing students' knowledge and intellectual skills targeted by the Unit through posing questions which are to be answered by the students through e-form uploaded on the website of the unit. The students' answers will be evaluated in a definite time.

The objectives of the program:

1. Making use of students' desire toward entering competition to develop students' knowledge and skills.
2. Familiarizing students with a number of deviant and fallacious thoughts to support them against such ideas.
3. Developing the initiative spirit necessary for protecting the nation in the depth of the students through raising their awareness of the importance of cooperating with the security officials.
4. Developing students' critical thinking.

5. Acquainting students with the efforts and scientific projects conducted in our dear country that aim to combat deviant thoughts.
6. Engaging students' free time with useful things.

Sixth programme: Creative Competition in the new media.

Introduction

It is a set of competitive contests in the field of new media.

The objectives:

1. Making use of students' desire toward entering competition to develop students' knowledge and skills.
2. Investing on students' passion toward the new media for producing useful material in the field of the intellectual awareness.
3. Enhancing students' sense of belonging to their nation through involving them in the process of producing material combating the fallacious and deviant thoughts.
4. Developing the initiative spirit necessary for protecting the nation in the depth of the students .
5. Developing students' critical thinking.
6. Acquainting students with the efforts and scientific projects conducted in our dear country that aim to combat deviant thoughts.
7. Contributing to protecting students from the deviant thoughts.

Student Activities

Vision

Improving the College through excellence in different aspects of students' activities to achieve leading status among the colleges of the university and the colleges of the other universities.

Mission

Developing students' skills through practicing the various students' activities to cultivate into their minds ethical concepts and values that help them to perform their jobs in the real-life.

Objectives

Contributing to prepare students culturally, socially, and academically and deepening some of their social values.