KING'S COLLEGE
architecting future

Student Handbook MBA

This handbook has been prepared in alignment with the Westcliff Student Handbook. For the details, information visit WU Handbook

MBA Program Overview

The Master of Business Administration program is a two year program. Students must complete 20 academic courses i.e., sixty credits (60) prescribed credit hours with a program GPA of 3.0 or higher, including 8 core courses (24 credit hours), 4 non-core courses (36 credit hours) and at least 5 concentrations (15 Credit Hours) and remaining 3 courses (9 credits) determined by students' concentration. Students undertake graduate projects/case studies/research and at least 10 professional modules as a graduation requirement.

MBA Program Description

The Master of Business Administration (MBA) degree program prepares individuals for careers in management. More specifically, its aim is to provide an opportunity for men and women to develop knowledge, abilities, attitudes and understanding that will constitute a foundation for growth into competent business management professionals, qualifying graduates to seek employment in major industries, including computer-related services, investment banking/securities and consulting in the areas of marketing, research, analysis, and/or finance.

The performance outcomes which are required for the completion of the program include class participation, response to discussion questions, writing research papers, group assignments, case study analyses, project work, and Professional Learning Assessment and Comprehensive Learning Assessments.

MBA Program Learning Outcomes

The Master of Business Administration program seeks to develop individuals who can function successfully in upper middle management and top management positions. MBA emphasizes on strategic management concepts and principles. The MBA program makes use of recent research findings, uses complex computer models, stresses the importance of human

relations skills, and integrates strategic management processes through an objective worldview.

The following are the educational Program Learning Outcomes for the Master of Business Administration:

- Develop mastery of functional components of business—economics, marketing, accounting, finance, law, organizational behavior, and leadership
- Demonstrate effective presentation of business analyses and recommendations through written forms of communication appropriate to the intended audience
- Demonstrate effective presentation of business analyses and recommendations through oral communication of conventions and forms appropriate to the intended audience
- Appraise current information technology effectively to support business decision making
- Value and integrate diversity and a global perspective in business decisions
- Compile independent, critical thinking, and reasoning skills to critique problems and develop problem-solving and decision-making abilities
- Integrate ethical issues in a business context and formulate alternatives that demonstrate ethical values
- Facilitate the use of research and information from all mediums for the purpose of promoting critical thinking as it is applied to learning complex business concepts
- Evaluate, analyze, and communicate quantitative data to improve and sustain strategic business initiatives

Admissions Requirements

For acceptance into a Master of Business Administration degree, applicants must satisfy the following criteria:

An applicant must have completed a Bachelor-level degree from a regionally or nationally accredited institution to be eligible to apply for entrance into Westcliff University. Undergraduate degrees obtained outside of the United States will only be accepted if they have been evaluated by a member in good standing of the National Association of Credential Evaluation Services (NACES) or another nationally recognized credentialing body. In this case, the listed U.S. degree equivalency will be used.

GPA requirement for admission to an MBA is 2.5. If the applicant has a GPA below the minimum requirement and insists on applying to Westcliff University, a statement of purpose detailing why they were below the required GPA and what they would do to make sure they are able to improve their GPA in the future must be submitted. This statement will then be reviewed by the University Registrar and Admissions Committee to confirm if the student may continue with their application process. Appeal form can be found here .

Enrollment Requirements

1. Admissions Application – All students who wish to apply must complete an admissions application form and must clear the entrance examination and interview process.
2. Application Fee – All applicants must submit an application fee while processing their Westcliff University application form.
3. Transcripts – All applicants are required to submit official transcripts from the institution granting their qualifying degree. If transcripts are from a foreign institution, (outside of Nepal) students must submit official transcripts.
4. English Proficiency Letter: Prospective students whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of

instruction must submit a Letter from foreign High School indicating English medium of instruction.

5. Disclosure Forms and Enrollment Agreement: All applicants must sign and submit required disclosure forms within a deadline. Applicants are required to review and sign their individual enrollment agreement; the agreement contains the complete understanding between Westcliff University (King's College) and the student regarding the University providing educational services in exchange for payment of fees and tuition.

Graduation Requirements:

- Completion of 60 credits with a program GPA of at least 3.0.
- Completion of 10 professional modules prescribed by the college.
- Completion of 1 program specific project
- Completion of 1 business project
- Completion of 1 community project
- Completion of Case study/research/graduate project.

MBA Program Summary		
Core Course Requirements- 24 Credits	MBA Entrepreneurship: 21 Concentration Credits + 3 Elective Credit	MBA Nonprofit: 21 Concentration Credits + 3 Elective Credit
LDR 500 Organizational Leadership	MGT 603 Sales Management	ENT 600 Social Entrepreneurship and Innovation
ECO 500 Managerial Economics	MKT 600 Consumer Behavior & the Decision-Making Process	BUS 627 Managing Non-Profit Organizations
MKT 500 Marketing Management	MKT 601 Digital Marketing Metrics & Management	BUS 628 Fundraising and Grants Management
MGT 500 Strategic Management in a Globalized Economy	ENT 600 Social Entrepreneurship and Innovation	BUS 644 Monitoring and Evaluation
MIS 500 Managing Information Systems & Technology	FIN 601 Entrepreneurial Finance	BUS 646 Governance and Leadership
ORG 500 Organizational Behavior	BUS 650 Emerging Technologies	BUS 654 Public Policy Analysis
FIN 500 Financial & Accounting Skills for Managers	MKT 606 New Product Development	BUS 638 Logistics Management for Humanitarian and Development
CAP 600 Applied Methods	MGT 605 Managerial	MBA Technology &

Capstone / CAP 611 SMART Capstone	Decision Making	Innovation: 21 Concentration Credits+ 3 Elective Credit
Non-Core Course Requirements: 12 Credits	MBA Human Resources Management: 21 Concentration Credits+ 3 Elective Credits	MKT 606 New Product Development
MGT 600 Influential & Impactful Communication	HRM 600 Human Resources Management	BUS 650 Emerging Technologies
MGT 601 Operation Management	MGT 604 Managing Global Diversity	BUS 690 Informatics for Managers
RES 600 Business Research Methodology	HRM 601 Diversity, Equity, & Inclusion in Management & Organizations	BUS 691 Information Technology Project Management I
ENT 500 Entrepreneurial Concepts and Mindset	LDR 600 Leading Strategic Change Within Organizations	MIS 540 Management of Information Security
MBA Finance: 15 Concentration Credits+ 9 Elective Credits	LDR 601 Managing Workplace and Conflict Resolution	MIS 550 Big Data Analytics & Visualization
FIN 600 International Finance	HRM 602 Performance Management System	BUS 647 Strategic Management of Technological Innovation
FIN 601 Entrepreneurial Finance	MGT 605 Managerial Decision Making	MBA Data Analytics: 24 Concentration Credits

FIN 602 Analyzing & Visualizing Data for Finance	MBA Agribusiness Management: 24 Concentration Credits	DATA 600 Principles of Data Management
FIN 603 Financial Institutions, Markets, and the Economy	AGM 600 Introduction to Agribusiness Management	DATA 610 Database Design and Management
FIN 604 Investment Analysis	AGM 607 Agribusiness Financing	DATA 620 Data in Artificial Intelligence and Machine Learning
MBA Marketing Management: 15 Concentration Credits+ 9 Elective Credits	AGM 601 Agricultural Innovation for Development	DATA 630 Artificial Intelligence and Prescriptive Analytics in Business
MGT 603 Sales Management	AGM 602 Rural Marketing and Sustainability	DATA 640 Cloud Data Visualization
MKT 600 Consumer Behavior & the Decision-Making Process	AGM 603 Agribusiness Environment and Policy	MIS 550 Big Data Analytics & Visualization
MKT 601 Digital Marketing Metrics & Management	AGM 604 Food Processing Management	BUS 650 Emerging Technologies
MKT 606 New Product Development	AGM 605 Farm Management	BUS 690 Informatics for Managers
MKT 603 Strategic Brand Management	AGM 606 Agribusiness Supply Chain Management	
BUS 650 Emerging Technologies		

MBA Applied AI in Business: 15 Concentration Credits+ 9 Elective Credits		
Introduction to AI and Machine Learning for Business		
Applied Data Analysis and Business Intelligence		
Strategic Data-Driven Decision Making		
Generative AI in Business		
Advanced Statistical Methods for Business Analytics		
Ethics, Governance, and Regulation in AI		

Program Summary

Duration to complete MBA Program

The duration of all MBA programs is 2 years. The maximum duration allowed by the University to complete this program is 3 years.

Graduation Requirement

A two-year 60-credit program, 20 courses, including graduate project works* and 10 professional development modules.

Cumulative Grade Point Average (CGPA) requirement

A student needs to secure at least 3.0 CGPA to graduate. This is equivalent to a letter grade of B and 83% in percentage.

Academic Probation

If a student does not meet Satisfactory Academic Progress (3.0 GPA) then the student is placed on Academic Warning/Probation during the subsequent semester. If the student further does not meet the required GPA at the end of the Academic Probation period, he/she will be dismissed from the enrolled program. For detailed information, please contact the Academic Department.

Student Code of Conduct

Each student is expected to exhibit proper conduct. Physical abuse, sexual misconduct, domestic violence, verbal abuse, threats of any nature, intimidation, harassment, hostility, offensive, abusive, demeaning, coercive, bullying, stalking and/or other conduct which threatens or endangers the health or safety of any person, including students, faculty, staff, and administrators is strictly prohibited. Any violation of policies and procedures may result in disciplinary action, suspension or dismissal, and will be permanently noted in the student's record.

Plagiarism

King's college has a zero-tolerance policy against plagiarism. The consequences of plagiarism could be failing a particular assignment, failing a course, and permanently withdrawing from the university depending upon the case and frequency.

System Information

Each session will be of 2 months in which students will be expected to complete 2 courses. The students will access and submit their assignment via an assessment system called Global Academic Portal (gap.westcliff.edu.). You will not be allowed to enroll into more than 2 courses in one session unless the university decides otherwise based on your academic performance.

Attendance Requirements:

The students must attend at least 80% of the scheduled course contact hours for each registered course to pass on it. Professors reserve the right to fail students who do not meet the attendance requirement as referenced above. Students earn a reduction of one full letter grade (e.g., A- to B-) for every absence after the second absence. Notices of absences that have not been received or approved by administration are considered unexcused absenteeism.

Results Update:

All the courses and grades will be updated every 2 months in the Student Information System (sis.westcliff.edu). *Students can access it from anywhere to view their grades.* I request college to share my academic progress with my parents whenever necessary.

Course Repeat Policy

Any course in which a grade of C- or below is earned can be repeated. For detailed information, please review university policies documents.

Leave of Absence, Add/Drop Course deadline:

Students can take leave of absence or drop the course (s) for at least a session (2 months) *. For detailed information, please review university policies documents.

Assignment Submission Deadline

Please follow the individual subject syllabus to get familiar with the assignment submission deadline.

Official Notice and Routine

All official notices and daily routine are posted in- King's College Mobile App unless stated otherwise. Please choose the option to get all notifications from this group.

Support Center

If you have any issues/queries or need any further information, raise a support ticket via https://support.kingscollege.edu.np/.

If you have any questions, please contact info@kingscollege.edu.np
If any feedback, please provide us: Feedback Form