هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

T-104
2022

Course Specification

Course Title:	**Principles of Management 2**
Course Code:	**Ba1302**
Program:	**Bachelor**
Department:	**Business**
College:	**Business**
Institution:	**Umm Al-Qura University**
Version:	**2**
Last Revision Date:	**5/2/2023**

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A. General information about the course:

Course Identification					
1. Credit hours:	3 hours				
2. Course type					
a.	University ☐	College ☐	Department☒	Track☐	Others☐
b.	Required ☒	Elective☐			
3. Level/year at which this course is offered: level 2					
4. Course general Description Examines the theory, techniques, and applications of management systems. Planning, organizing, leading, and controlling are issues addressed. By the end of the course, students should be able to work as contributing members within the organization they are working for using the management functions					
5. Pre-requirements for this course (if any): ELCE1201					
6. Co- requirements for this course (if any):					
7. Course Main Objective(s) Learning the basic theories and functions of management. Identify the fundamental concepts of Management. State theoretical aspects and practical applications of various management processes. Introduced to creating high performance in an organization by efficient and effective interactions of environment, technology, and human resources. Learn to play a part vigorously and cooperatively in a team to solve real business problems. Describe the important aspects of motivation and leadership and their roles in organizations					

1. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	25	90%
2.	E-learning	5	10%
3.	Hybrid • Traditional classroom • E-learning		
4.	Distance learning		

2. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	25
2.	Laboratory/Studio	0
3.	Field	0
4.	Tutorial	0
5.	Others (specify) E- learning	5
	Total	30

B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Define management theories.	K1	Lecture, group discussions, assignments, case studies, group projects	Examinations, quizzes, presentations, assignments, analytical reports
1.2	Describe the role of management in all fields	K3	Lecture, group discussions, assignments, case studies, group projects	Examinations, quizzes, presentations, assignments, analytical reports
1.3	Identify the essential of teams' management	K4	Lecture, group discussions, assignments, case	Examinations, quizzes, presentations, assignments,

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
			studies, group projects	analytical reports
2.0	Skills			
2.1	Analyze the strengths and weakness of management theories and select the best by giving justification.	S2	Lecture, group discussions, assignments, case studies, group projects	Examinations, quizzes, presentations, assignments, analytical reports
2.2	Apply the management principles to achieve increased productivity in an organization	S2; S4	Lecture, group discussions, assignments, case studies, group projects	Examinations, quizzes, presentations, assignments, analytical reports
…				
3.0	Values, autonomy, and responsibility			
3.1	Demonstrate ability to work effectively in group assignments and projects.	V2	Group discussions, assignments, case studies, group projects	Presentations, group reports, learning logs
3.2	Build effective listening skills.	V1	Group discussions, assignments, case studies, group projects	Presentations, group reports, learning logs

B. Course Content

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No	List of Topics	Contact Hours
1	Leading People and Organizations	6
2	Decision Making	3
3	Communication in Organizations	3
4	Managing Groups and Teams	3
5	Revision	3
6	Employees' motivations	3
7	The Essentials of Control	3
8	Discussion (case studies)	3
9	Revision HW questions	3
Total		30

D. Students Assessment Activities

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Quizzes		10%
2	HomeWorks		5%
3	Midterm		20%
4	Class Discussion (case studies)		5%
5	Group Project		15%
6	Participation & Attendance		5%
7	Final exam		40%

***Assessment task** (i.e., written test, oral test, oral presentation, group project, essay, etc.)

E. Learning Resources and Facilities

1. References and Learning Resources

Essential References	**Text Book** Management (Arab world edition) ***Authors***: Stephen P. Robbins, Mary Coulter, Yusuf Sidani, Dima Jamali.(Available at Jarir Book shop, Makkah @ S.R.341.00) ***Publication***: Pearson Education limited 2011 ISBN:978-1-4082-5566-7
Supportive References	Hill, C.W.L & McShane, S.L (2008), Principles of Management, McGraw-Hill/Irwin. Robbins, S & Coulter, M (2013) Management, 12/E, Prentice Hall
Electronic Materials	Blackboard will be used to manage the classroom and monitor its progress.
Other Learning Materials	Case studies: There will be Case Studies assigned during the semester. Students should also have access to current business newspapers or journals, such as The Wall Street Journal, Barron's, Bloomberg Business Week, Fortune, Harvard business review, etc.

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Classroom
Technology equipment (projector, smart board, software)	Blackboard collaborate – Data show- Blackboard Platform
Other equipment (depending on the nature of the specialty)	-

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Chair, Students, External Stakeholders	Open discussions with the students Anonymous surveys

Assessment Areas/Issues	Assessor	Assessment Methods
	Department and quality committee	
Effectiveness of students assessment	Chair, Students, External Stakeholders Department and quality committee	Checking marking by the students themselves if it's possible Using the help of other members in reviewing the assignments/exams
Quality of learning resources	Chair, Students, External Stakeholders Department and quality committee	Review of course portfolios Instructor assessment by students
The extent to which CLOs have been achieved	Chair, Students, External Stakeholders Department and quality committee	Course specifications are periodically reviewed at the departmental level. Courses are updated periodically and compared to the benchmark standards.
Other		

Assessor (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)

Assessment Methods (Direct, Indirect)

G. Specification Approval Data

COUNCIL /COMMITTEE	BA DEPARTMENT
REFERENCE NO.	
DATE	5/02/ 2023