اعتماد
NCAAA

T4

2020

Course Specifications

Course Title:	Principles of Management (1)
Course Code:	
Program:	BA Degree in Business Administration
Department:	Business Administration Department
College:	College of Business
Institution:	Umm Al-Qura University

Table of Contents

A. Course Identification

1. Credit hours: 3	

2. Course type

a. University ☐ College ☐ Department ☒ x Others ☐

b. Required ☒ × Elective ☐

3. Level/year at which this course is offered:
Level 1 – Year 1

4. Pre-requisites for this course (if any)**:**

5. Co-requisites for this course (if any)**:**

6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	**Traditional classroom**	25	90%
2	**Blended**	-	-
3	**E-learning**	5	10%
4	**Distance learning**	-	-
5	**Other**	-	-

7. Contact Hours (based on academic semester)

No	Activity	Contact Hours
1	**Lecture**	25
2	**Laboratory/Studio**	
3	**Tutorial**	
4	**Others** (specify) – E- learning	5
	Total	30

B. Course Objectives and Learning Outcomes

1. Course 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.

2. Course Main Objective

- 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.

3. Course Learning Outcomes

	CLOs	Aligned PLOs
1	**Knowledge and Understanding**	
1.1	Define management theories.	K1
1.2	Describe the role of management in all fields	K3
1.3	Identify the essential of teams' management.	K4
2	**Skills :**	
2.1	Analyze the strengths and weakness of management theories and select the best by giving justification.	S2
2.2	Apply the management principles to achieve increased productivity in an organization.	S2; S4
3	**Values:**	
3.1	Demonstrate ability to work effectively in group assignments and projects.	V2
3.2	Build effective listening skills.	V1

C. Course Content

No	List of Topics	Contact Hours
1	Syllabus Review	3
2	Introduction to Management and Organizations	3
3	Management History	6
4	Organizational structure and design	3
5	Review	3
6	Organizational Culture	3
7	Discussion (case studies)	3
8	Leading People and Organizations.	3
9	Review	3
Total		30

D. Teaching and Assessment
1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
1.0	**Knowledge and Understanding**		

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
1.1	Define management theories.	Lecture, group discussions, assignments, case studies, group projects	Examinations, quizzes, presentations, assignments, analytical reports
1.2	Describe the role of management in all fields.	Lecture, group discussions, assignments, case studies, group projects	Examinations, quizzes, presentations, assignments, analytical reports
1.3	Identify the essential of teams' management.	Lecture, group discussions, assignments, case studies, group projects	Examinations, quizzes, presentations, assignments, analytical reports
2.0	**Skills**		
2.1	Analyze the strengths and weakness of management theories and select the best by giving justification.	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.	Lecture, group discussions, assignments, case studies, group projects	Examinations, quizzes, presentations, assignments, analytical reports
3.0	**Values**		
3.1	Demonstrate ability to work effectively in group assignments and projects.	Group discussions, assignments, case studies, group projects	Presentations, group reports, learning logs
3.2	Build effective listening skills.	Group discussions, assignments, case studies, group projects, seminar	Presentations, group reports, learning logs

2. Assessment Tasks for Students

#	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%

#	Assessment task*	Week Due	Percentage of Total Assessment Score
6	Participation & Attendance		5%
7	Final exam		40%

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

E. Student Academic Counseling and Support

Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice :
Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice. (3 hours per week).

F. Learning Resources and Facilities

1.Learning Resources

Required Textbooks	**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
Essential References Materials	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. Facilities Required

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	Classrooms
Technology Resources (AV, data show, Smart Board, software, etc.)	Blackboard collaborate – Data show- Blackboard Platform
Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	

G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of Teaching	Program Leaders Peer observation	Students' course evaluation Program/Department Instructor
Extent of achievement of course learning outcomes	teaching staff	check marking

Evaluation areas (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)
Evaluators (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)
Assessment Methods (Direct, Indirect)

H. Specification Approval Data

Council / Committee	
Reference No.	
Date	