

**Kingdom of Saudi Arabia**

**The National Commission for Academic Accreditation & Assessment**

**Principles of Management**  
مبادئ الإدارة

**T6. Course Specifications (CS)**

### Course Specifications

Institution Umm Al-Qura University	Date
College/Department Business/ Business Administration	

#### A. Course Identification and General Information

1. Course title and code: Principles of Management (4854101-3)		
2. Credit hours 3		
3. Program(s) in which the course is offered. Preparatory year (offered in all college undergraduate programs)		
4. Name of faculty member responsible for the course		
5. Level/year at which this course is offered: preparatory year		
6. Pre-requisites for this course (if any) None		
7. Co-requisites for this course (if any) None		
8. Location if not on main campus: Al-Shishah (female preparatory year campus)		
9. Mode of Instruction (mark all that apply)		
a. traditional classroom	<input checked="" type="checkbox"/>	What percentage? <span style="border: 1px solid black; padding: 2px 10px;">100</span>
b. blended (traditional and online)	<input type="checkbox"/>	What percentage? <span style="border: 1px solid black; padding: 2px 10px;"></span>
c. e-learning	<input type="checkbox"/>	What percentage? <span style="border: 1px solid black; padding: 2px 10px;"></span>
d. correspondence	<input type="checkbox"/>	What percentage? <span style="border: 1px solid black; padding: 2px 10px;"></span>
f. other	<input type="checkbox"/>	What percentage? <span style="border: 1px solid black; padding: 2px 10px;"></span>
Comments:		

## B Objectives

1. What is the main purpose for this course?

- Get familiar with current management terminology.
- Understand the evolution of the managerial theories and the role each theory has played in the development of the management discipline.
- Understand the managerial functions (planning, organizing, leading, and controlling) and how a manager utilizes these to accomplish organizational objectives.

By the end of this course, students will be able to:

- Summarize the evolution of theories
- Define various terminologies of management
- Classify the major managerial functions and associate with organizational success
- Use effective managerial decision making to solve organizational issues and problems.

2. Briefly describe any plans for developing and improving the course that are being implemented. (e.g. increased use of IT or web based reference material, changes in content as a result of new research in the field)

The course is periodically reviewed in line with modern developments in the field of management, and subsequently updated.

C. Course Description (Note: General description in the form used in Bulletin or handbook)

### Course Description:

This course is designed to be an overview of the major functions of management including organizing, directing, communicating, planning, controlling, and directing. 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.

1. Topics to be Covered		
List of Topics	No. of Weeks	Contact hours
Introduction to Management and Organizations	1	3

Management History	1	3
Foundations of Planning	3	9
Organizational structure and design	3	9
Leading and direction	3	9
Controlling	3	9
Final Exam	1	3

2. Course components (total contact hours and credits per semester):						
	Lecture	Tutorial	Laboratory or Studio	Practical	Other:	Total
Contact Hours	45					45
Credit	3					3

3. Additional private study/learning hours expected for students per week.

6

4. Course Learning Outcomes in NQF Domains of Learning and Alignment with Assessment Methods and Teaching Strategies are the five NQF Learning Domains, numbered in the left column.

**First**, insert the suitable and measurable course learning outcomes required in the appropriate learning domains (see suggestions below the table). **Second**, insert supporting teaching strategies that fit and align

with the assessment methods and intended learning outcomes. **Third**, insert appropriate assessment methods that accurately measure and evaluate the learning outcome. Each course learning outcomes, assessment method, and teaching strategy ought to reasonably fit and flow together as an integrated learning and teaching process. (Courses are not required to include learning outcomes from each domain.)

Code #	NQF Learning Domains And Course Learning Outcomes	Course Teaching Strategies	Course Assessment Methods
1.0	<b>Knowledge</b>		
1.1	Understand the main functions of management	Lecture, Role Play, Activity Based Learning	Rubric, Class Participation, Assignments, Quizzes
1.2	Describe the role of management in organizations	Lecture, Role Play, Activity Based Learning	Rubric, Class Participation, Assignments, Quizzes
2.0	<b>Cognitive Skills</b>		
2.1	Develop the ability to integrate the various managerial functions	Lecture, Role Play, Activity Based Learning	Rubric, Class Participation, Assignments, Quizzes
3.0	<b>Interpersonal Skills &amp; Responsibility</b>		
3.1	Team work	Lecture, Role Play, Activity Based Learning	Rubric, Class Participation, Assignments, Quizzes
4.0	<b>Communication, Information Technology, Numerical</b>		
4.1	The ability to communicate management knowledge in basic English	Lecture, Role Play, Activity Based Learning	Rubric, Class Participation, Assignments, Quizzes
4.2	The ability to deliver effective business presentations in basic English	Lecture, Role Play, Activity Based Learning	Rubric, Class Participation, Assignments, Quizzes
5.0	<b>Psychomotor</b>		
5.1	NA	NA	NA

5. Map course LOs with the program LOs. (Place course LO #s in the left column and program LO #s across the top.)

Students will be able to:

1. Summarize the evolution of theories
2. Define various terminologies of management

6. Schedule of Assessment Tasks for Students During the Semester			
	Assessment task (e.g. essay, test, group project, examination, speech, oral presentation, etc.)	Week Due	Proportion of Total Assessment
1	Homework	Next lectures	20%
2	Quizzes		10%
3	Mid-term exam	8	20%
4	Final exam	After 15 weeks	50%

#### D. Student Academic Counseling and Support

1. Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice. (include amount of time teaching staff are expected to be available each week)

The faculty must maintain 3 office hours per week to support the students in their learning.

## E Learning Resources

### 1. List Required Textbooks

Management (Arab world edition)  
By Stephen P. Robbins, Mary Coulter, Yusuf Sidani, Dima Jamali.  
Publisher: Pearson Education limited 2011  
ISBN:978-1-4082-5566-7

### 2. List Essential References Materials (Journals, Reports, etc.)

In order to develop an appreciation of the developments in management, the students are expected to read "international" business publications such as "Economist", "Harvard Business Review", "Financial Times" Sloan Management Review, "McKinsey Quarterly", "Business Week" and "The Wall Street Journal" as well as relevant Saudi business publications.

### 3. List Recommended Textbooks and Reference Material (Journals, Reports, etc)

None

### 4. List Electronic Materials, Web Sites, Facebook, Twitter, etc.

Saudi Digital Library

### 5. Other learning material such as computer-based programs/CD, professional standards or regulations and software.

None

## F. Facilities Required

Indicate requirements for the course including size of classrooms and laboratories (i.e. number of seats in classrooms and laboratories, extent of computer access etc.)
1. Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.) A  classroom with 40 students in class
2. Computing resources (AV, data show, Smart Board, software, etc.)  Data show
3. Other resources (specify, e.g. if specific laboratory equipment is required, list requirements or attach list)  My Management Lab by Pearson <a href="http://www.pearsonmylabandmastering.com/global/mymanagementlab/">http://www.pearsonmylabandmastering.com/global/mymanagementlab/</a>

## G Course Evaluation and Improvement Processes

1 Strategies for Obtaining Student Feedback on Effectiveness of Teaching  Three assessments during the semester as per college policy
2 Other Strategies for Evaluation of Teaching by the Instructor or by the Department Periodic evaluation by the department



Peer review
<p>3 Processes for Improvement of Teaching</p> <p>Peer review, professional development , student evaluation</p>
<p>4. Processes for Verifying Standards of Student Achievement (e.g. check marking by an independent member teaching staff of a sample of student work, periodic exchange and remarking of tests or a sample of assignments with staff at another institution)</p> <p>Peer review</p>
<p>5 Describe the planning arrangements for periodically reviewing course effectiveness and planning for improvement.</p> <p>End of semester review of course reports and assignment of action items/recommendations/ revisions for next course offering</p>

Name of Instructor: Fahad Al-Aboud