

Course Specifications

Kingdom of Saudi Arabia

The National Commission for Academic Accreditation & Assessment

**Dept. of Business Administration, Community College Dammam
University of Dammam**

**Course Specifications
(CS)**

**Principles of Management
MGMT 203**

Course Specifications

Institution University of Dammam	Date of Report December 8, 2013
College/Department Community College Dammam, Dept. of Business Administration	

A. Course Identification and General Information

1. Course title and code: Principles of Management - MGMT 203			
2. Credit hours 3 Credit Hours			
3. Program(s) in which the course is offered. (If general elective available in many programs indicate this rather than list programs) Diploma in Business Administration			
4. Name of faculty member responsible for the course			
5. Level/year at which this course is offered First Level			
6. Pre-requisites for this course (if any) SEE Study Plan			
7. Co-requisites for this course (if any)			
8. Location if not on main campus Community College Dammam			
9. Mode of Instruction (mark all that apply)			
a. Traditional classroom	<input checked="" type="checkbox"/>	What percentage?	<input type="text" value="80"/>
b. Blended (traditional and online)	<input checked="" type="checkbox"/>	What percentage?	<input type="text" value="10"/>
c. e-learning	<input checked="" type="checkbox"/>	What percentage?	<input type="text" value="10"/>
d. Correspondence	<input type="checkbox"/>	What percentage?	<input type="text"/>
f. Other	<input type="checkbox"/>	What percentage?	<input type="text"/>
<p>Comments: The instructor is encouraged to use various teaching and learning methodologies. The exact percentage depends on the nature of the course. It is the instructor's discretion and responsibility to provide the percentage in his/her syllabus at the start of the course.</p>			

B. Objectives

<p>1. What is the main purpose for this course?</p> <ul style="list-style-type: none"> • Students will be taught the fundamental concepts of Management. • Students will know theoretical aspects and practical applications of various management processes. • Students will be introduced to creating high performance in an organization by efficient and effective interactions of environment, technology, and human resources. • Students will learn to play a part vigorously and cooperatively in a team to solve real business problems. • Students will be able to discuss the important aspects of motivation and leadership and their roles in organizations.
<p>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)</p> <ul style="list-style-type: none"> • Peer review • Periodic review of text books and other resources • Inclusion of new developments in the area of study • Review of course portfolios • Continuous improvements based on students' feedback

C. Course Description (Note: General description in the form to be used for the Bulletin or handbook should be attached)

1. Topics to be Covered		
List of Topics	No. of Weeks	Contact Hours
<ul style="list-style-type: none"> • Introduction to management and organizations. • Management history. • Organizational culture and environment. • Global business. • Social responsibility and ethics. • Foundations of planning, strategic management and decision making. • Organizational structure and design. • Controlling. • Motivation and leadership. • Human resources and teams management. • Innovation and change management. • Business communication. • Business operations management. 	To be decided by the instructor	45
		45

2. Course components (total contact hours and credits per semester):

	Lecture	Tutorial	Laboratory	Practical	Other:	Total
Contact Hours	45					
Credit						3

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

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4. Course Learning Outcomes in NQF Domains of Learning and Alignment with Assessment Methods and Teaching Strategy

	NQF Learning Domains And Course Learning Outcomes	Course Teaching Strategies	Course Assessment Methods
1.0	Knowledge		
1.1	Define management theories	Lecture, group discussions, assignments, case studies, group projects	Examinations, quizzes, presentations, assignments, analytical reports, learning logs
1.2	Human resources and teams management.	Lecture, group discussions, assignments, case studies, group projects	Examinations, quizzes, presentations, assignments, analytical reports, learning logs
1.3	Name the essential of human resources and teams management.	Lecture, group discussions, assignments, case studies, group projects	Examinations, quizzes, presentations, assignments, analytical reports, learning logs
2.0	Cognitive Skills		
2.1	Analyse 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, learning logs

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, learning logs
3.0 Interpersonal Skills & Responsibility			
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	Show respect and appropriate ethical behaviour.	Group discussions, assignments, case studies, group projects	Presentations, group reports, learning logs
3.3	Demonstrate acceptance of constructive criticism.	Group discussions, assignments, case studies, group projects	Presentations, group reports, learning logs
3.4	Show effective listening skills.	Group discussions, assignments, case studies, group projects	Presentations, group reports, learning logs
4.0 Communication, Information Technology, Numerical			
4.1	Demonstrate effective written, verbal and non-verbal communication skills.	Group discussions, assignments, case studies, group projects, seminar	Presentations, group reports, learning logs
4.2	Demonstrate effective and ethical use of IT and other relevant software introduced or required during the course.	Assignments, case studies, group projects, seminar	Presentations, lab reports, learning logs
4.3	Illustrate the use of internet and other relevant databases for assignments and projects.	Assignments, case studies, group projects, seminar	Presentations, lab reports, learning logs
5.0 Psychomotor			
5.1	N/A		

5. Map course LOs with the program LOs. (Place course LO #s in the left column and program LO #s across the top.)									
Course LOs #	Program Learning Outcomes (Use Program LO Code #s provided in the Program Specifications)								
	1.5	2.6	3.1	3.2	3.3	4.1	4.2		
1.1	√								
1.2	√								
2.1		√							
2.2		√							
3.1			√						
3.2				√					
3.3					√				
4.1						√			
4.2							√		

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	Assignments	3, 9, 12	5%
2	Quizzes	4, 10, 13	10%
3	First major exam	6	15%
4	Second major exam	12	15%
5	Project (optional)	10	10%
6	Presentation	10, 11	5%
7	Final exam	15	40%

D. Student Academic Counseling and Support

<p>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)</p> <p>3 hours per week</p>
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E. Learning Resources

<p>1. List Required Textbooks</p> <p>Robins, S., Coulter. M, Sidani. Y & Jamali. D. (2011). Management, (Arab World Edition), Pearson.</p>
<p>2. List Essential References Materials (Journals, Reports, etc.)</p> <p>Hill, C.W.L & McShane, S.L (2008), Principles of Management, McGraw-Hill/Irwin.</p> <p>Robbins, S & Coulter, M (2013) Management, 12/E, Prentice Hall</p>
<p>3. List Recommended Textbooks and Reference Material (Journals, Reports, etc)</p>
<p>4. List Electronic Materials (e.g. Web Sites, Social Media, Blackboard, etc.)</p> <p>Blackboard will be used to manage the classroom and monitor its progress</p>
<p>5. Other learning material such as computer-based programs/CD, professional standards or regulations and software.</p> <p>Microsoft office suite</p>

F. Facilities Required

<p>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.)</p>

1. Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)

Lecture room capacity: 30 seats

2. Computing resources (AV, data show, Smart Board, software, etc.)

Data show, Smart Board

3. Other resources (specify, e.g. if specific laboratory equipment is required, list requirements or attach list)

G. Course Evaluation and Improvement Processes

1. Strategies for Obtaining Student Feedback on Effectiveness of Teaching

- Students' course evaluation
- Informal feedback from students

2. Other Strategies for Evaluation of Teaching by the Program/Department Instructor

- Peer observation
- Monitoring of teaching activities by external senior faculty members
- Review of course portfolios
- Instructor assessment by students

3. Processes for Improvement of Teaching

- Analysis of student course evaluation and informal feedback
- Peer evaluation and feedback
- Review of course portfolios
- Workshops on pedagogical methods

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)

- Analysis of course assessments by other reviewers on a periodic basis
- Sample assessment by HOD and course leaders

5. Describe the planning arrangements for periodically reviewing course effectiveness and planning for improvement.

- Textbook(s) and other teaching resources (e.g. software) are evaluated through peer consultation and student course evaluation.
- Course specifications are periodically reviewed at the departmental level.
- Comparison and updating of courses as per the benchmark standards
- Revision and improvement as suggested by departmental council.