



T-104  
2022

# Course Specification





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## Course Specification

Course Title:	<b>Concepts and Terminologies in Business Administration</b>
Course Code:	<b>HRM-201</b>
Program:	<b>BSBA (HRM)</b>
Department:	<b>Human Resource Management</b>
College:	<b>College of Business Administration</b>
Institution:	<b>Prince Sattam Bin Abdulaziz University, Al Kharj</b>
Version:	<b>2022-2023</b>
Last Revision Date:	<b>21/3/2023</b>



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## A. General information about the course:

Course Identification	
1. Credit hours:	<b>3(3+0+0)</b>
2. Course type	
a.	University <input type="checkbox"/> College <input checked="" type="checkbox"/> Department <input type="checkbox"/> Track <input type="checkbox"/> Others <input type="checkbox"/>
b.	Required <input checked="" type="checkbox"/> Elective <input type="checkbox"/>
3. Level/year at which this course is offered:	<b>First Year/Trimester three</b>
4. Course general Description	
<b>This course will provide a thorough understanding of the concepts and business terminologies used in different courses taught in the College of Business Administration. The glossary of business terms and definitions includes the main terminology used in business, plus many more unusual, interesting and amusing words and expressions found in business and management, and the wider world of work and modern life.</b>	
5. Pre-requirements for this course (if any): <b>No Requirements</b>	
6. Co- requirements for this course (if any): <b>No co-Requirements</b>	
7. Course Main Objective(s)	
<b>To build and understand the Business terminology Business glossary of business terms and definitions includes the main terminology used in business</b>	

### 1. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	33	100%
2.	E-learning		
3.	Hybrid <ul style="list-style-type: none"> <li>• Traditional classroom</li> <li>• E-learning</li> </ul>		
4.	Distance learning		

### 2. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	33
2.	Laboratory/Studio	
3.	Field	





4.	Tutorial	
5.	Others (specify)	
<b>Total</b>		<b>33</b>

## 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	Describe the most common basic terms relating to various courses taught in the College of Business Administration from fourth level onward.		Class Lecture linking with past & future topics Assigning Home Work and in-class Case Discussion Arranging special classes or tutorial classes for ensuring the desired output	Assignments, Quizzes, Mid-Term, and Final Exam
1.2	Outline the concepts of business terminologies used in different courses taught in the College of Business Administration. The glossary of business terms and definitions includes the main terminology used in business, plus many more unusual, interesting and amusing words and expressions found in business and management, and the wider world of work and modern life		Class Lecture linking with past & future topics Assigning Home Work and in-class Case Discussion Arranging special classes or tutorial classes for ensuring the desired output	Assignments, Quizzes, Mid-Term, and Final Exam
...				
2.0	Skills			





Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
2.1	Cognitive skills: Explain the ability to gather background information for building and understanding the Business terminology		Lecture Case studies Group Discussions	Evaluation of Group Discussions and feedback
2.2	Justify the ability to think various terms used in business. Show the ability to work independently and in groups		Lecture Case studies Group Discussions	Evaluation of Group Discussions and feedback
2.3	Interpersonal Skills & Responsibility & Demonstrate critical thinking skills followed by group consensus			
3.0	Values, autonomy, and responsibility			
3.1	Demonstrate skills of effective communication to occupy leadership positions.		Discussion-based lectures Home assignments Group Discussion Role Plan	Evaluation of case analysis in Teams, class presentations, Group Project evaluation & feedback on discussions

## C. Course Content

No	List of Topics	Contact Hours
1.	ACCOUNTING: Business, Transactions, Book Keeping, Account, Accounting, Accounting Cycle, Accounting equation, Purchase, Sales, Double Entry System, Capital, Assets, Liabilities, Debit, Credit, Profit, Gross Profit, Net Profit, Loss, Depreciation, Adjustment, Sales, Purchases, Interest, Cash, Loan, Debtors, Creditors, Accounts Payable,	7



	Accounts Receivable, Share, Debenture, Cost, Price, Income, Expenses, Expenditure, Bill, Stock, Ratio, Bank, Bad Debts, Dividend, Journal Entries, Journal, Ledger, Trial Balance, Trading, Profit and Loss Account, Balance Sheet, Cash Book, Purchase Book, Sales Book	
2.	FINANCE: Finance, Functions, Capital Structure- Equity and Debt; Cost of Capital, Source of Capital, Working Capital; Budget, Capital Budgeting, Cash Flows, Fund Flows, Income Statement, Net Worth, Earning Per Share, Dividend Per Share, Retained Earnings, Bond, Budget, Tax, Cash Flows, Debt, Discount, Securities, Insolvent, Installment, Internal Rate of Return, Open-End Mutual Fund, Capital, Working Capital, Income Statement, Bullish, Bearish, Capital structure, Correlation, Foreign exchange	6
3	FINANCE: Finance, Functions, Capital Structure- Equity and Debt; Cost of Capital, Source of Capital, Working Capital; Budget, Capital Budgeting, Cash Flows, Fund Flows, Income Statement, Net Worth, Earning Per Share, Dividend Per Share, Retained Earnings, Bond, Budget, Tax, Cash Flows, Debt, Discount, Securities, Insolvent, Installment, Internal Rate of Return, Open-End Mutual Fund, Capital, Working Capital, Income Statement, Bullish, Bearish, Capital structure, Correlation, Foreign exchange	7
4	MARKETING: Market, Marketing, Marketing Management, Need, Wants, Demand, Value, Quality, Satisfaction, Dissatisfaction, Customer Delight, Selling, Buying, Seller, Buyer, Market, Market Share, Marketing Mix, Product/Services, Competitor, Competition, Competitor Analysis, Customer, Consumer, Marketing Plan, Marketing Strategy, Marketing Environment, Marketing Research, Consumer Behavior, Target Market, Market Segmentation, Unique Selling Preposition, Differentiation, Positioning, Brand, Packaging, Labeling, Product Life Cycle, Channels of Distribution, Advertising/Marketing Communications, Global Marketing, Marketing Ethics, Consumerism, Societal Marketing, Social Media, e-commerce, e-marketing, Customer Relationship Management (CRM).	7
5	MANAGEMENT: Planning, Organizing, Leading, Controlling, Manager, Authority, Leadership, Vision, Mission, Goal, Delegation of Authority, Centralization, Decentralization, Policies, Group, Strategy, Quality Control, Control Chart, Total Quality Management (TQM), Benchmarking, Flow Chart, Paradigm, Ethics, Legal Environment, Strategic Management, Privatization, Liberalization, Globalization, Business Statistics, Descriptive Statistics, Inferential Tools, Data, Sampling, Probability, Probability distribution, Normal Distribution, Business Forecasting, Management Science, Operations Management.	6
Total		33





## D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Home Assignment (At least two)	3,8th	5%
2.	Mid Term Examination	7th	25%
3.	Presentation/Project/Class Performance	6th	5%
4.	Quiz (At least two)	3,8th	15%
5.	<b>Final Examination</b>	-	<b>50%</b>

\*Assessment Activities (i.e., Written test, oral test, oral presentation, group project, essay, etc.)







## E. Learning Resources and Facilities

### 1. References and Learning Resources

Essential References	<b>Human Resource Management: Garry Dessler, 10/e, ISBN-9788131725382, Prentice Hall, Pearson Education.2014</b>
Supportive References	<b>Fundamental Accounting Principles: Wild; Larsen; Chappeta, Mc Graw Hill, Edt.18th. Accounting principles, Weygandt, Jerry J, D.E. Kieso, And P.D kimmel, John Wiley &amp; Sons</b> <b>Introduction to Business Glossary edited by Department of Human Resource Management, CBAK 2013.</b>
Electronic Materials	<ul style="list-style-type: none"> <li>• Emerald/Ebsco data base</li> <li>• <a href="http://www.Wikipedia.com">www.Wikipedia.com</a></li> <li>• <a href="http://www.Google.com/statistics">www.Google.com/statistics</a></li> <li>• Saudi Digital Library</li> <li>• <a href="http://college.hmco.com">http://college.hmco.com</a></li> <li>• <a href="http://www.workforce.com.archive/feature/22/28/68/223512.php">http://www.workforce.com.archive/feature/22/28/68/223512.php</a></li> <li>• <a href="http://www.dol.gov/esa/minwage/america.htm">www.dol.gov/esa/minwage/america.htm</a></li> <li>• <a href="http://www.ilo.org">www.ilo.org</a></li> <li>• <a href="http://www.srcirhr.com/">www.srcirhr.com/</a></li> <li>• <a href="https://faculty.psau.edu.sa">https://faculty.psau.edu.sa</a></li> <li>• <a href="mailto:coursematerial@psau.edu.sa">coursematerial@psau.edu.sa</a></li> </ul>
Other Learning Materials	<b>Multi media associated with the text book and the relevant websites</b>

### 2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Lecture room with capacity at least 50 seats
Technology equipment (projector, smart board, software)	Computer with internet connection and unique data sets for each students depending on the class size
Other equipment (depending on the nature of the specialty)	n/a



## F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Students Feedback through survey:	At the end of each academic semester, students' feedback is taken. A survey form entitled, Course Evaluation Survey (CES) provided by NCAAA is administered by Quality & Development Unit regularly using the Survey Monkey portal. In the CES, Q.No.5 to Q.No.9 reflects the students' opinion on the effectiveness of teaching. Further, students can also provide their feedback on the effectiveness of teaching using the open ended questions given at the end of CES.
Effectiveness of students assessment	# Peer-Observation: # Self-Assessment:	1. A senior faculty from the college/department nominated by DC visits the class and observes at least 2-3 classes during the entire semester. Peer observer provides his feedback on a template provided by Deanship of Development & Quality viz. class observation form for developing the teaching learning process.  At the end of each semester, the course instructor self-reflects his experiences during the semester and prepares the course report, which is





Assessment Areas/Issues	Assessor	Assessment Methods
		discussed at the DC/CC for further improvement.
Quality of learning resources	# Conduct of workshop on Teaching Methodology: # Periodical Review of the Teaching Strategies:	<ol style="list-style-type: none"> <li>1. Each academic year Deanship of Development &amp; Quality conducts various workshops on teaching methodologies and tools and faculty are nominated to attend these workshops</li> <li>2. The Department council periodically reviews the teaching strategies of individual faculty members mentioned in course specifications and suggest measures for Improvement of Teaching.</li> </ol>
The extent to which CLOs have been achieved	# In-house check marking of final Assessment Sheets # External Experts Independent verification and opinion: # Maintaining the Course Portfolio:	<ol style="list-style-type: none"> <li>1. Check marking by an independent member of teaching staff of a sample of student work</li> <li>2. Department randomly select the samples of students' work (Exam answer sheets, home assignments etc.) from the faculty course portfolio and send it to the external evaluators already identified by each department</li> </ol> <p>Each semester updating the course portfolio by providing samples of all kind of assessment .</p>





Assessment Areas/Issues	Assessor	Assessment Methods
Other	<p># The course material and learning outcomes are periodically reviewed and the changes to be taken are approved in the departmental and higher councils.</p> <p># The head of department and faculty take the responsibility of implementing the proposed changes.</p>	----

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

Assessment Methods (Direct, Indirect)

## G. Specification Approval Data

COUNCIL /COMMITTEE	
REFERENCE NO.	
DATE	21/3/2023

