



Course Specifications

Course Title:	Fundamentals of Management
Course Code:	MGT 300
Program:	BSBA
Department:	Management
College:	College Business Administration
Institution:	Prince Sattam Bin Abdulaziz University

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A. Course Identification

1. Credit hours:	4
2. Course type	
a.	University <input type="checkbox"/> College <input checked="" type="checkbox"/> Department <input type="checkbox"/> Others <input type="checkbox"/>
b.	Required <input type="checkbox"/> Elective <input type="checkbox"/>
3. Level/year at which this course is offered: Semester 6 / Third Year	
4. Pre-requisites for this course (if any): MGT 201	
5. Co-requisites for this course (if any): N/A	

6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	44	100
2	Blended		
3	E-learning		
4	Distance learning		
5	Other		

7. Contact Hours (based on academic semester)

No	Activity	Contact Hours
1	Lecture	44
2	Laboratory/Studio	
3	Tutorial	
4	Others (specify)	
	Total	44

B. Course Objectives and Learning Outcomes

1. Course Description

Introduce the fundamental concepts, theories and practice of management.

Describe the important functions of management.

Explain the relationship between the various functions of management.

2. Course Main Objective

The course introduces students to fundamental concepts, theories, and practices of management. A field that consists on the organization and coordination of the activities of an organization in concordance with certain policies and in achievement of defined objectives. Management comprises planning, organizing, staffing, leading, directing, facilitating, and controlling an organization for the purpose of accomplishing a goal. In this context, management involves the deployment and the manipulation of human, financial, technological, and natural resources.

3. Course Learning Outcomes

CLOs		Aligned PLOs
1	Knowledge and Understanding	
1.1	Outline the basic knowledge of each of the functions of Management.	
1.2	Define management and describe the functions, roles and skills of managers and how the manager's job is changing.	
1.3	Recognize various organizational structures. And describe the characteristics, importance and current issues in organizational design.	
1...		
2	Skills :	
2.1	Diagnose and interpret the management issues in organizations; and in real practice.	
2.2		
2.3		
2...		
3	Values:	
3.1	Demonstrate Professional and leadership skills. And Illustrate the key factors of leadership skills and work independently & in teams.	
3.2	Communication, Information Technology, Numerical	
3.3	Comprehend the role of technology in the future of management.	
3...	Research about current business problems and the business environments.	

C. Course Content

No	List of Topics	Contact Hours
1	Unit I- Introduction: Managers and Management ; History Module The Historical Roots of Contemporary Management Practices	6
2	Unit II- The Management Environment: Planning; Foundations of Planning; Foundations of Decision Making; Quantitative Module Quantitative Decision-Making Aids.	9
3	Unit III- Organizing: Basic organization Designs; Staffing and Human Resource Management; Career Module Building Your Career, Managing Change, Stress, and Innovation	9
4	Unit IV- Leading: Foundations of Group Behavior; Understanding work teams, Leading: Motivating and rewarding employees; leadership and trust, Communication and interpersonal skills.	9
5	Unit V- Controlling: Foundations of control;	8
...		
Total		

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		
1.1	Outline the basic knowledge of each of the functions of Management.	Class Lectures	Final Exams and quizzes
1.2	Define management and describe the functions, roles and skills of managers and	Class Lectures and Small Group discussion	Midterms

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
	how the manager's job is changing.		
...	Recognize various organizational structures. And describe the characteristics, importance and current issues in organizational design.	Class Lectures and Small work group	Rubrics
2.0	Skills		
2.1	Diagnose and interpret the management issues in organizations; and in real practice.	PPTs, Class Lectures and Discussion	Quizzes and Home Assignment
2.2			
...			
3.0	Values		
3.1	Demonstrate Professional and leadership skills. And Illustrate the key factors of leadership skills and work independently & in teams.	Lectures, Class discussions and PPTs.	Home assignments and mini projects.
3.2	Communication, Information Technology, Numerical		
	Comprehend the role of technology in the future of management.	Class Lectures and MCQs	Quizzes and class assessments
	Research about current business problems and the business environments.	Class Lectures and Internet exercises	Home assignments
...			

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Assignments	At Least 2 Assignments.	10
2	Mid Term Examination – 1	5th	15
3	Mid Term Examination – 2	8th	15
4	Quizzes	Maximum 2 Quizzes	10
5	Final Examination	12 th	50
6	Total		100
7			
8			

*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 :

Each and every faculty member of management department is required to assign 6 hours per week as office hours for students' consultation and guide. Students are informed in the beginning of the classes about the office hours.

F. Learning Resources and Facilities

1. Learning Resources

Required Textbooks	Stephen P. Robbins, Mary Coulter, Yusuf Sidani and Dima Jamali, (2015), “ <i>MANAGEMENT- Arab World Edition</i> ” Pearson Publishers.
Essential References Materials	<ul style="list-style-type: none"> ➤ Stephen P. Robbins, David A. DeCenzo, Henry Moon. (2015). <i>Fundamentals of Management</i>. Prentice Hall. ➤ Harold Koontz and Heinz Weihrich, "<i>Essentials of Management</i>", Mc-graw Hill 9th Edition.
Electronic Materials	The Smart Manager
Other Learning Materials	"iTunesU " application of Apple Corporation has some excellent resources. Additionally, there are some app of android and iOS App store that could fruitful to the students.

2. Facilities Required

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	Lecture room with capacity at least 25 seat.
Technology Resources (AV, data show, Smart Board, software, etc.)	Internet facility in the class room. And projector with speakers.
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
Strategies for Obtaining Student Feedback on Effectiveness of Teaching At the end of each academic semester, students' feedback is taken.	Head of the Department	A survey form entitled, <i>Course Evaluation Survey</i> provided by NCAAA is administered regularly and the results are communicated to the concerned faculty members.
2. Other Strategies for Evaluation of Teaching by the Instructor or by the Department At the end of the each semester the course instructor prepare the course report, wherein the difficulties faced during the semester with their solution in the form of <i>Action Plan</i> are reported.	Head of the Department	
3. Processes for Improvement of Teaching Peer-observation of Teaching	Head of the Department	Peer Observation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
<p>faculty has been implemented in order to ensure the development & improvement of teaching methodology and instruction methods.</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) Check marking of the students' final examination answer sheet is done by the independent faculty member. Providing samples of all kind of assessment in the departmental course portfolio of each course. Conducting standard examination.</p>	<p>Head of the Department</p>	<p>Other teacher of the department evaluate each other exam booklets.</p>
<p>5. Describe the planning arrangements for periodically reviewing course effectiveness and planning for improvement. The course material and learning outcomes are periodically reviewed and the changes to be taken are approved in the departmental and higher councils. The head of department and faculty take the responsibility of implementing the proposed changes</p>	<p>Head of the Department</p>	<p>Courses are discussed in college council, before finalization.</p>

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	
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Reference No.	
Date	