



## Course Specifications

<b>Course Title:</b>	<b>NEGOTIATION AND COUNSELING</b>
<b>Course Code:</b>	<b>HRMT-342</b>
<b>Program:</b>	<b>BACHELOR OF BUSINESS ADMINISTRATION</b>
<b>Department:</b>	<b>BUSINESS ADMINISTRATION</b>
<b>College:</b>	<b>COLLEGE OF BUSINESS ADMINISTRATION</b>
<b>Institution:</b>	<b>JAZAN UNIVERSITY</b>

## **Table of Contents**

### **A. Course Identification3**

6. Mode of Instruction (mark all that apply)3

### **B. Course Objectives and Learning Outcomes3**

1. Course Description3
2. Course Main Objective3
3. Course Learning Outcomes4

### **C. Course Content4**

### **D. Teaching and Assessment5**

1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods5
2. Assessment Tasks for Students5

### **E. Student Academic Counseling and Support6**

### **F. Learning Resources and Facilities6**

1. Learning Resources6
2. Facilities Required6

### **G. Course Quality Evaluation7**

### **H. Specification Approval Data7**

## A. Course Identification

<b>1. Credit hours:</b>	<b>3</b>
<b>2. Course type</b>	
a.	University <input type="checkbox"/> College <input type="checkbox"/> Department <input checked="" type="checkbox"/> Others <input type="checkbox"/>
b.	Required <input checked="" type="checkbox"/> Elective <input type="checkbox"/>
<b>3. Level/year at which this course is offered:</b> Level 6/ 1 <sup>st</sup> Semester 2021-2022	
<b>4. Pre-requisites for this course (if any):</b> NA	
<b>5. Co-requisites for this course (if any):</b> NA	

### 6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	33	100
2	Blended		
3	E-learning		
4	Distance learning		
5	Other		

### 7. Contact Hours (based on academic semester)

No	Activity	Contact Hours
1	Lecture	33
2	Laboratory/Studio	
3	Tutorial	
4	Others (specify)	
	Total	33

## B. Course Objectives and Learning Outcomes

<b>1. Course Description</b> This course focuses on the different aspects of negotiation and counseling and opportunity to the students to develop the required skills in this field
<b>2. Course Main Objective</b> <ol style="list-style-type: none"> <li>To inculcate the understanding about the process of negotiation and counseling</li> <li>To develop skills of negotiation and counselling among the students</li> </ol>

### 3. Course Learning Outcomes

*Students are able to:*

CLOs		Aligned PLOs
<b>1</b>	<b>Knowledge and Understanding</b>	
1.1	<b>Understand</b> complex theory and practice of negotiation in particular and conflict resolution in general	K1
1.2	<b>Understand</b> the range of choices regarding negotiation strategy and the most appropriate circumstances for using each.	K2
1.3	<b>Apply</b> an understanding of the role of principals, agents and third parties in negotiations.	K3
<b>2</b>	<b>Skills :</b>	
2.1	<b>Demonstrate</b> the appropriate negotiation skills and techniques to run a business organisation	S3
2.2	<b>Develop</b> Information technology and written communication skills will when completing the written assignment which will also test student's creative skills and their abilities to present theoretical information in practical situations	S2
<b>3</b>	<b>Values:</b>	
3.2	<b>Explain</b> how power, emotion relationships and ethical considerations can condition negotiation processes.	V1
3.3	<b>Gain</b> an appreciation for individual and cultural differences and be able to diagnose and adjust negotiation strategies accordingly.	V1

### C. Course Content

No	List of Topics	Contact Hours
1	<b>UNIT - 1 Introduction to Negotiation:</b> Negotiation – Meaning – Definition –Importance.	3
2	<b>UNIT - 1 Introduction to Negotiation:</b> Principled Negotiation, functional contents of Negotiation, developing a Strategy.	3
3	<b>UNIT - 1 Introduction to Negotiation:</b> Bargaining, Closing, points to be remembered in negotiation process,	3
0	Important rules of conducting Negotiation ( <b>Students Self Study</b> )	0
4	<b>UNIT - 2 Process &amp; Strategy of Negotiation:</b> Negotiation Process – Issues, Preparation for Negotiation.	3
5	<b>UNIT - 2 Process &amp; Strategy of Negotiation:</b> Negotiation Strategy and Planning, Approaches to Negotiation – Distributive Bargaining – Integrative Negotiation.	3
6	<b>UNIT - 2 Process &amp; Strategy of Negotiation:</b> Negotiation Process – Issues, Preparation for Negotiation, Negotiation Strategy and Planning,	3
0	Approaches to Negotiation – Distributive Bargaining – Integrative Negotiation ( <b>Students Self Study</b> )	0
7	<b>UNIT - 3 Negotiation Sub-Processes:</b> Moods, Emotion and Negotiation –Positive & Negative Emotions and Moods.	3
8	<b>UNIT - 3 Negotiation Sub-Processes:</b> Purpose, Component & Advantages of Emotions, Communication in Negotiation.	3
9	<b>UNIT - 3 Negotiation Sub-Processes:</b> Advantages of Emotions, Communication in Negotiation. Role of communication – Key aspects of communication.	3
0	Basic model of communication – level of communication – key communication skills and BATNA – Elements & Importance ( <b>Students Self Study</b> )	0
10	<b>UNIT - 4 Counseling:</b> Counseling – Meaning –Definition – Nature – Functions – Goals – Need – Causes – Levels. Counselor –Meaning – Functions- Counseling Process -Approaches to Counseling, Evaluation of Counseling.	3
11	<i>Revision of Final Exam (All 4 Units)</i>	3
	<i>Total</i>	33

## 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	<b>Knowledge and Understanding</b>		
1.1	<b>Understand</b> complex theory and practice of negotiation in particular and conflict resolution in general	Lectures and discussions	Exam 1- final exam
1.2	<b>Understanding</b> the range of choices regarding negotiation strategy and the most appropriate circumstances for using each.	Lectures and case studies	Quiz
1.3	<b>Apply</b> an understanding of the role of principals, agents and third parties in negotiations.	Lectures and discussions	Exam 1- final exam
2.0	<b>Skills</b>		
2.1	<b>Demonstrate</b> the appropriate negotiation skills and techniques to run a business organization	Lecture and small group discussions	Exam 1- final exam
2.2	<b>Develop</b> Information technology and written communication skills will when completing the written assignment which will also test student's creative skills and their abilities to present theoretical information in practical situations	Lectures and small group discussions	Assignment- Final exam
3.0	<b>Values</b>		
3.1	<b>Explain</b> how power ,emotion relationships and ethical considerations can condition negotiation processes.	Lectures, small group discussions	Problem solving questions
3.2	<b>Gain</b> an appreciation for individual and cultural differences and be able to diagnose and adjust negotiation strategies accordingly.	Lectures and group activities	Quiz- mid exam- final exam
...			

### 2. Assessment Tasks for Students

Percentage of Total Assessment Score	Week Due	*Assessment task	#
30%	5 <sup>th</sup> week	MID EXAM1	1
10%	8 <sup>th</sup> week	QUIZ	2
5%	10 <sup>th</sup> week	1ASSIGNMENT	3
5%	10 <sup>th</sup> week	2ASSIGNMENT	4
50%	12 <sup>th</sup> week	FINAL EXAM	5
100		Total	6

\*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.

Departments have an arrangement for Academic counseling support for each student by the department. The Head of the Department nominates faculty members for “Student academic advisory committee” every semester. These “Academic advisors” are responsible for student counseling and advising to a group of fix number of students & maintaining student files. At the beginning of the semester and at the time of course registration all the students take counseling from academic advisor according to her previous grades and coverage of pre-requisite course and follow-up.

Also the students with GPA below 2.00 are remained under deep observations and continuous meetings with respective course teachers about their performance and arranged to help and support the students. The course teacher is to be associated with this course and provide a proper guidance for students who are looking to focus on their future career based on their intellectual interests, identify better opportunities related to this course and connections in their academic fields.

## F. Learning Resources and Facilities

### 1. Learning Resources

<b>Required Textbooks</b>	Negotiation: communication for diverse setting by Micheal L.Spangle and Myra Isenhardt, sage south asia edition 2011
<b>Essential References Materials</b>	Counseling and guidance ,Tata McGraw Hill, 2 <sup>nd</sup> edition 2001
<b>Electronic Materials</b>	Negotiation and counseling ( B.D singh) IMT, Ghaziabad
<b>Other Learning Materials</b>	Saundary and barry- negotiation ,Tata Mc Graw Hill, 5 <sup>th</sup> edition 2000

### 2. Facilities Required

Resources	Item
Classrooms	<b>Accommodation</b> Classrooms, laboratories, demonstration ( )rooms/labs, etc
Projector Blackboard (online learning platform(	<b>Technology Resources</b> )AV, data show, Smart Board, software, etc(
na	<b>Other Resources</b> 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 and teaching and assessment	Students, program leader	Direct and Indirect
Extent of achievement of course learning	faculty	Direct
Quality of learning resources	Students, faculty, leaders	Direct

**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	Department Council
Reference No.	2301-09-HRMT342
Date	13/10/2022