



## Course Specifications

<b>Course Title:</b>	<b>Principle and Practices of Management</b>
<b>Course Code:</b>	<b>ADMN 213</b>
<b>Program:</b>	<b>Bachelor of Business Administration</b>
<b>Department:</b>	<b>Department of Business Administration</b>
<b>College:</b>	<b>College of Business Administration</b>
<b>Institution:</b>	<b>Jazan University</b>

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## A. Course Identification

<b>1. Credit hours:</b> 3
<b>2. Course type</b>
a. University <input type="checkbox"/> College <input checked="" type="checkbox"/> Department <input 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 4 first semester (2021-2022)
<b>4. Pre-requisites for this course (if any):</b> Introduction to business ADMN 211
<b>5. Co-requisites for this course (if any):</b>

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

Percentage	Contact Hours	Mode of Instruction	No
		Traditional classroom	1
		Blended	2
100%	45	E-learning	3
		Distance learning	4
		Other	5

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

No	Activity	Contact Hours
1	Lecture	45
2	Laboratory/Studio	
3	Tutorial	
4	Others (specify)	
	<b>Total</b>	45

## B. Course Objectives and Learning Outcomes

**1. Course Description:** This course provides basic understanding of Management and aims to prepare the foundation for students to peruse further studies in this field they are expected to develop a better understanding about management and its functions and they will develop their analytical and oral communication skills via case study work carried out in seminar sessions. The course covers topics such as the managerial functions of planning, organizing, leading and controlling

**2. Course Main Objective:** After going through this course, the students are expected to develop a better understanding, skills and knowledge in the field of management and understand the basic of the management despite their major since most of the field need to be familiar with the basic of management functions

### 3. Course Learning Outcomes

By the end of this course students should be able to:

CLOs		Aligned PLOs
1	<b>Knowledge and Understanding</b>	
1.1	Understand the concept of principles and practices of management.	K1
1.2	Demonstrate the roles, skills and functions of management	K2
2	<b>Skills :</b>	
2.1	Analyze effective applications of PPM knowledge to diagnose and solve organisational problems .	S1
2.2	Communicate the strategic importance of different forms of organizational structures	S4
3	<b>Values:</b>	
3.1	Practice appropriate managerial and leadership skills to maintain team spirit	V2

### C. Course Content

Contact Hours	List of Topics	No
9	<b>Introduction to Management</b> <b>UNIT1</b> <b>Introduction to Management: Nature , purpose and scope of management.</b> <b>Functions of a manager, An overview of planning, organizing and controlling. Ethics in management and social responsibility of managers.</b>	1
9	<b>UNIT2 Planning: Types of plans ,steps in planning ,and process of planning.</b> <b>Nature and objectives, setting objectives .Concept of Management by Objectives .Nature and Purpose of strategies and policies.</b>	2
9	<b>UNIT3 Organizing: Concept of organization ,process of organizing, bases of departmentation, Meaning of Authority and power-concept &amp; distinction.</b> <b>Concept of delegation; elements of delegation-authority, responsibility and accountability</b>	3
9	<b>Concept of decentralization, reasons for decentralization and types(or methods)of decentralization.</b>	4
5	<b>UNIT-4 Controlling: Concept of controlling ,process of control-setting objectives, establishing standards, measuring performance, correcting deviations and Modifying</b>	5

4	<b>Leadership–Concept and Importance, DecisionMaking–Meaning, Importance and Steps.</b>	...
45	<b>Total</b>	

## D. Teaching and Assessment

### 1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
<b>1.0</b>	<b>Knowledge and Understanding</b>		
1.1	Understand the concept of principles and practices of management.	Lectures Presentation discussion	Short answer questions Assignments Quizzes
1.2	Demonstrate the roles,skills and functions of management	Lectures presentation	Short answer questions Assignments Quizzes
<b>2.0</b>	<b>Skills</b>		
2.1	Analyze effective applications of PPM knowledge to diagnose and solve organisational problems .	Lectures presentation Small group	Problem solving questions Assignments
2.2	Communicate the strategic importance of different forms of organizational structures	Lectures Data show presentation Small group discussion	Problem solving questions Assignments
<b>3.0</b>	<b>Values</b>		
3.1	Practice appropriate managerial and leadership skills to maintain team spirit	Small group discussion	Group assignments

### 2. Assessment Tasks for Students

Percentage of Total Assessment Score	Week Due	*Assessment task	#
15%	week 6	Exam	1
15%	8Week	Assignments	2
20%	12-	Practice and business report	3
50%		Final Exam	4
			5
100%		TOTAL	6
			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 :  
 Students come to the office during the office hours every day ( 5 hours per week) in case they need further explanation in any area that they are not well comfortable with

## F. Learning Resources and Facilities

### 1. Learning Resources

<b>Required Textbooks</b>	Principle and practice of Management ADMN 213 Material	
<b>Essential References Materials</b>	Journal of Business <ul style="list-style-type: none"> <li>• Harvard Business Review</li> <li>• European Management Journal</li> <li>• Asia Pacific Business Review</li> </ul>	
<b>Electronic Materials</b>	Ebsco Business Source Premier: A database containing several hundred key business and management journals with full text articles updated daily. <ul style="list-style-type: none"> <li>• Courseware: Specific research support resources and documents, selectively posted to complement and build upon materials available in proctor's methodological text. Such documentation will typically be posted regularly.</li> <li>• www.decalibrary.org</li> <li>• www.ipl.org</li> <li>• www.lisa.lsbu.ac.uk</li> </ul>	
<b>Other Learning Materials</b>	Live case studies happening in the real world	

### 2. Facilities Required

Resources	Item
BLACK BOARD	<b>Accommodation</b> Classrooms, laboratories, demonstration ) (.rooms/labs, etc
NA	<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
Effective teaching method	Students, Program Leader	Direct
Extent of achievement of course learning outcomes	Faculty	Indirect
Quality of learning resources	Students, Faculty, Program leader	Indirect

**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	Quality Committee	
Reference No.	ADMN213-28333-2020	
Date	20/11/2020	