

<b>Course Title:</b> Principles and Practices of Management
<b>Course Code:</b> ADMN 213
<b>Program:</b> Bachelor in Business Administration
<b>Department:</b> Business and Marketing
<b>College:</b> College of Business
<b>Institution:</b> Jazan University
<b>Version:</b> Course Specification Version Number
<b>Last Revision Date:</b> Pick Revision Date.



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## A. General information about the course:

### 1. Course Identification

1. Credit hours: ( 3 )

#### 2. Course type

A. ☐ University ☒ College ☐ Department ☐ Track ☐ Others  
B. ☒ Required ☐ Elective

3. Level/year at which this course is offered: ( 5<sup>th</sup> level/2<sup>nd</sup> year)

#### 4. Course general 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

#### 5. Pre-requirements for this course (if any):

N/A

#### 6. Co-requisites for this course (if any):

N/A

#### 7. Course Main Objective(s):

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

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

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	33	100%
2	E-learning		
3	Hybrid		
	• Traditional classroom		





No	Mode of Instruction	Contact Hours	Percentage
	● E-learning		
4	Distance learning		

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

No	Activity	Contact Hours
1.	Lectures	33
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify)	
Total		33

### B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Code of PLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Understand the concept of principles and practices of management.	K1	<ul style="list-style-type: none"> <li>▪ Lectures</li> <li>▪ Group discussions</li> <li>▪ Individual and collaborative activities</li> <li>▪ Pair and group discussions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Midterms</li> <li>▪ Final exam</li> <li>▪ Quizzes</li> <li>▪ Class participation</li> <li>▪ Assignments</li> </ul>
1.2	Explain the importance of effective management and its impact on business performance.	K2	<ul style="list-style-type: none"> <li>▪ Lectures</li> <li>▪ Group discussions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Midterms</li> <li>▪ Final exam</li> <li>▪ Quizzes</li> </ul>





Code	Course Learning Outcomes	Code of PLOs aligned with program	Teaching Strategies	Assessment Methods
			<ul style="list-style-type: none"> <li>Individual and collaborative activities</li> <li>Pair and group discussions</li> </ul>	<ul style="list-style-type: none"> <li>Class participation</li> <li>Assignments</li> </ul>
1.3				
2.0	Skills			
2.1	Analyze effective applications of PPM knowledge to diagnose and solve organizational problems .	S1	<ul style="list-style-type: none"> <li>Lectures</li> <li>Group discussions</li> <li>Individual and collaborative activities</li> <li>Pair and group discussions</li> </ul>	<ul style="list-style-type: none"> <li>Midterms</li> <li>Final exam</li> <li>Individual Assignments</li> <li>Group Assignment</li> </ul>
2.2	Communicate the strategic importance of different forms of organizational structures	S4	<ul style="list-style-type: none"> <li>Lectures</li> <li>Group discussions</li> <li>Individual and collaborative activities</li> <li>Pair and group discussions</li> </ul>	<ul style="list-style-type: none"> <li>Midterms</li> <li>Final exam</li> <li>Individual Assignments</li> <li>Group Assignment</li> </ul>
...				
3.0	Values, autonomy, and responsibility			
3.1	Practice appropriate managerial and leadership skills to maintain team spirit	V2	<ul style="list-style-type: none"> <li>Individual problem-solving activities</li> <li>Pair and group discussions and activities</li> </ul>	<ul style="list-style-type: none"> <li>Class participation</li> <li>Observation</li> <li>Individual Assignments</li> </ul>





Code	Course Learning Outcomes	Code of PLOs aligned with program	Teaching Strategies	Assessment Methods
				<ul style="list-style-type: none"> <li>Group Assignment</li> </ul>
3.2				

### C. Course Content

No	List of Topics	Contact Hours
1.	<b>UNIT1:</b> Introduction to Management, Nature , purpose and scope of management, Functions of a manager, An overview of planning, organizing and control.	3
2.	<b>UNIT2:</b> Planning, Types of plans ,steps in planning ,and process of planning. Nature and objectives, setting objectives	3
3.	<b>UNIT2:</b> Concept of Management by Objectives, Nature and Purpose of strategies and policies	3
4.	<b>UNIT3:</b> Organizing: Concept of organization ,process of organizing, bases of department, Meaning of Authority and power-concept & distinction	3
5.	<b>UNIT3:</b> Concept of delegation; elements of delegation-authority	3
6.	<b>UNIT3:</b> Responsibility and accountability	3
7.	<b>UNIT3:</b> Concept of decentralization, reasons for decentralization, types(or methods)of Decentralization	3
8.	<b>UNIT4:</b> Controlling, Concept of controlling ,process of control	3
9.	<b>UNIT4:</b> Setting objectives, establishing standards	3
10.	<b>UNIT4:</b> measuring performance, correcting deviations and Modifying	3
11.	<b>UNIT4:</b> Leadership–Concept and Importance, Decision-making	3
<b>Total</b>		<b>33</b>

### D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Class participation, Assignments	1 - 10th	10%
2.	Quiz 1, 2	9 - 10th	10%
3.	Midterm	Week 5 & 6	30%
4.	Final exam	Week 12 & 13	50%

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

### E. Learning Resources and Facilities

#### 1. References and Learning Resources



<b>Essential References</b>	Principle and practice of Management ADMN 213 Material
<b>Supportive References</b>	<ul style="list-style-type: none"> <li>• Journal of Business</li> <li>• Harvard Business Review</li> <li>• European Management Journal</li> <li>• Asia Pacific Business Review</li> </ul>
<b>Electronic Materials</b>	<p>Ebsco Business Source Premier: A database containing several hundred key business and management journals with full text articles updated daily.</p> <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>• <a href="http://www.decalibrary.org">www.decalibrary.org</a></li> <li>• <a href="http://www.ipl.org">www.ipl.org</a></li> <li>• <a href="http://www.lisa.lsbu.ac.uk">www.lisa.lsbu.ac.uk</a></li> </ul>
<b>Other Learning Materials</b>	

## 2. Required Facilities and equipment

Items	Resources
<p><b>facilities</b></p> <p>(Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)</p>	<p>Classrooms to facilitate student engagement ,collaboration and connection between lecturer and student with:</p> <ul style="list-style-type: none"> <li>▪ Movable tables and chairs conducive to group discussion and group work.</li> <li>▪ Good lighting control.</li> </ul>
<p><b>Technology equipment</b></p> <p>(projector, smart board, software)</p>	<ul style="list-style-type: none"> <li>▪ Smart classroom equipment including data show.</li> <li>▪ Instructor station with Tablet PC-like technology.</li> <li>▪ Multiple electronic display surfaces (LCD projectors, etc.).</li> <li>▪ Reliable network connectivity.</li> </ul>

Items	Resources
	<ul style="list-style-type: none"> <li>Laptop connection for instructor and student hook ups.</li> <li>Electrical Outlets.</li> </ul>
<b>Other equipment</b> (depending on the nature of the specialty)	

#### F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Students	Indirect
Effectiveness of Students assessment	Program Leader, External evaluator	Direct
Quality of learning resources	Instructor, Students	Indirect
The extent to which CLOs have been achieved	Quality Committee	Direct
Other		

**Assessors** (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

**Assessment Methods** (Direct, Indirect)

#### G. Specification Approval

<b>COUNCIL /COMMITTEE</b>	<b>SCIENTIFIC COMMITTEE OF THE DEPARTMENT OF MANAGEMENT AND MARKETING</b>
<b>REFERENCE NO.</b>	<b>2ND MEETING, ACADEMIC YEAR 2025, SUBJECT NO.3</b>
<b>DATE</b>	<b>12-09-2024</b>