



Course Specifications

Course Title:	Introduction to Management
Course Code:	ACAC 111
Program:	Diploma in Accounting
Department:	Business Administration
College:	The Applied College
Institution:	KING ABDULAZIZ UNIVERSITY

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A. Course Identification

1. Credit hours: 4			
2. Course type			
a.	University <input type="checkbox"/>	College <input type="checkbox"/>	Department <input checked="" type="checkbox"/>
b.	Required <input checked="" type="checkbox"/>	Elective <input type="checkbox"/>	Others <input type="checkbox"/>
3. Level/year at which this course is offered: Level 2 / Year 1			
4. Pre-requisites for this course (if any):			
None			
5. Co-requisites for this course (if any):			
None			

6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	3	70%
2	Blended	1	30%
3	E-learning		
4	Distance learning		
5	Other		

7. Contact Hours (based on academic semester)

No	Activity	Contact Hours
1	Lecture	36
2	Laboratory/Studio	
3	Tutorial	
4	Others (specify)	
	Total	36

B. Course Objectives and Learning Outcomes

1. Course Description Management is a dynamic discipline. The dynamic nature of today's organizations means both rewards and challenges for those who manage those organizations. Here, the course objective is to give a comprehensive introduction to students with the basic principles of management.
2. Course Main Objective At the end students should be able well versed with four basic universal functions of management: planning, organizing, leading and controlling, through the following: 1-Define management, importance of management, management philosophies and competitive environment. 2- Describe the importance of organization culture and ethical issues. 3- Cite the process of strategic management. 4- Illustrate the change management and innovativeness. 5- Discuss the control process.

3. Course Learning Outcomes

CLOs		Aligned PLOs
1	Knowledge and Understanding	
1.1	Define management, importance of management, management philosophies and competitive environment, importance of organization culture and ethical issues.	
1.2	Describe of important steps pertaining to decision-making, Process of strategic management.	
1.3	Recognize of the important elements of the organization structure and Organization design.	
1.4	Name the Managing the workforce diversity, Motivation, leading the role in work environment, Control process.	
1.5	Describe the Quality management needs in today's environment and role of management.	
2	Skills :	
2.1	Estimate the difference between Management efficiency and effectiveness.	
2.2	Evaluate the Organizational Structures in Small or Big firms.	
2.3	Demonstrate skills of participation in an organization with team members and groups.	
2.4	Demonstrate to effective Presentations & Communication skills.	
3	Values:	
3.1	Judge Leadership quality within organization to accept challenges & issue.	
3.2	Show his personal responsibility through case study and assignment.	
3...		

C. Course Content

No	List of Topics	Contact Hours
1	Introduction to Management & Organization	2 Hours
2	Management Philosophies and Competitive Environment.	3 Hours
3	Organization Cultures and Ethical Issues.	3 Hours
4	Decision Making.	3 Hours
5	Process of Strategic Management.	3 Hours
6	Managing Diversity of Workforce.	3 Hours
7	Change Management and Innovativeness.	3 Hours
8	Motivating People.	3 Hours
9	Leading people.	3 Hours
01	Organization Control.	3 Hours
11	Quality Management and Improvement Techniques.	3 Hours
12	Managing Information Systems and Technology.	4 Hours
Total		36

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	Define management, importance of management, management philosophies and competitive environment, importance of organization culture and ethical issues.	Lectures Class participation/ group discussion Problem solving questions Case study Students' speech and presentation Self-study promotion Students counseling during office hours.	Quizzes Assignments Class discussion Report writing Problem solving sessions Midterm exam consisting of Written questions, true & false, multiple choice, etc. Final Exam
1.2	Describe of important steps pertaining to decision-making, Process of strategic management.		
1.3	Recognize of the important elements of the organization structure and Organization design.		
1.4	Name the Managing the workforce diversity, Motivation, leading the role in work environment, Control process.		
1.5	Describe the Quality management needs in today's environment and role of management.		
2.0	Skills		
2.1	Estimate the difference between Management efficiency and effectiveness.	Lectures Class participation/ group discussion Problem solving questions Case study Students speech and presentation Self study promotion Students counseling during office hours.	Quizzes Individual and group assignments Class participation Problem solving Case study Mid terms exams consisting of Written questions, true & false, multiple choice questions, etc. Final Exam
2.2	Evaluate the Organizational Structures in Small or Big firms.		
2.3	Demonstrate skills of participation in an organization with team members and groups.		
2.4	Demonstrate to effective Presentations & Communication skills.		
3.0	Values		
3.1	Judge Leadership quality within organization to accept challenges & issue.	Group discussion, class participation, Speeches and presentations. Encourage use of computer in projects, Assignments and presentations, numerical problem solving.	Quizzes Numerical problem solving Case study Midterms exams consisting of Written questions, true & false, multiple choice questions, etc. Final Exam
3.2	Show his personal responsibility through case study and assignment.		

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1			
2			
3			
4			
5			
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:

Faculty members are required to display at the front of their office a schedule dividing into lecture hours and office hours. The office hours are available for individual student's consultation and counseling which is on average 30-45 minutes per course per day.

Beside each faculty member provides counseling to their students, there are also other sources of counseling to students. These are college admission office and counsel and alumni office.

F. Learning Resources and Facilities

1. Learning Resources

Required Textbooks	Bateman and Snell, Management: The New Competitive Landscape, 14th Edition, McGraw-Hill, 2013.
Essential References Materials	Koontz, O Donnel, Essentials of management, McGraw Hill, 2013.
Electronic Materials	Stephen Robbins, David De Cenzo, Mary Coulter (2014). Fundamentals of Management: Essential Concepts and Applications OLP, Global Edition. Prentice Hall.
Other Learning Materials	Business Monthly magazine & Business Daily news paper.

2. Facilities Required

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	Classrooms
Technology Resources (AV, data show, Smart Board, software, etc.)	Data show, Smart Board, PC, internet
Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	NIL

G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of Teaching	Students	<ul style="list-style-type: none"> • Every semester evaluation of each faculty member regarding effective teaching is done • The administration department is responsible to carry out the task • Standard form which contains set of questions is used to get the feedback from every student about effective teaching for every subject they are being taught. • Based on the student's feedback debriefing is done by the departmental head regarding what went well and what could have gone better.
Teaching	Faculty	<ul style="list-style-type: none"> • Based on the Faculty feedback debriefing is done by the departmental head regarding what went well and what could have gone better.
Teaching	Program Leaders	<ul style="list-style-type: none"> • Departmental Head or Chairmen's continuous evaluation of the faculty members. • Students and Departmental Head meetings to discuss, among other aspects, the satisfaction with faculty members teaching standards. • Frequent visit of classroom by vice dean of the college during lecture hours for good governance and observance. • Faculty team periodically review each teacher's course portfolio and highlighting good work, deficiency or shortcomings to the departmental head or chairmen.
Improvement of Teaching	Program Leaders	<ul style="list-style-type: none"> • Setting the benchmark for teaching standards and

Evaluation Areas/Issues	Evaluators	Evaluation Methods
		<p>ensuring teachers adherence to these benchmarks.</p> <ul style="list-style-type: none"> •Faculty members frequently attending relevant lectures, seminars, training and workshops. •Inviting speakers of repute to offer lectures to the college faculty to enhance teaching standards. •Encouragement of faculty members to attend continuous professional development (CPD) programs. •Holding intercollegiate meetings and discussion to share the best teaching methods and techniques. •Motivational encouragement •Best faculty reward driven approach •Annually assessment of faculty members •Periodical all students and teachers gathering under one roof under the patronage of Dean for open discussion.
Standards of Student Achievement	Independent member teaching staff	Faculty of King Abdulaziz University pay periodical visit to the college where they review student's assessment papers such as assignment, quizzes, midterm exams, final exam.

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	Business Administration
Reference No.	One
Date	27-09-2022