



Course Specifications

| | |
|----------------------|---|
| Course Title: | Labor and Social Insurance Laws |
| Course Code: | MGT 1211-101 |
| Program: | Human Resources Management |
| Department: | Human Resources Management |
| College: | College of Business Administration |
| Institution: | Dar Al Uloom University |

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A. Course Identification

| | | | |
|--|--|---|---|
| 1. Credit hours: 3 Hours | | | |
| 2. Course type | | | |
| 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"/> | |
| 3. Level/year at which this course is offered: | | | |
| 4. Pre-requisites for this course (if any): ENG1121 | | | |
| 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 | 45 | 100% |
| 2 | Blended | | |
| 3 | E-learning | | |
| 4 | Distance learning | | |
| 5 | Other | | |

7. Contact Hours (based on academic semester)

| No | Activity | Contact Hours |
|----|-------------------|---------------|
| 1 | Lecture | 45 |
| 2 | Laboratory/Studio | |
| 3 | Tutorial | |
| 4 | Others (specify) | |
| | Total | 45 |

B. Course Objectives and Learning Outcomes

| |
|---|
| <p>1. Course Description</p> <p>This course introduces the concepts, theories, and principles of management and techniques used in carrying various management's functions; including planning, organizing, communicating, leading and controlling, as well as decision-making and managing change in organizations.</p> |
| <p>2. Course Main Objective</p> <p>At the end of the course, students should be able to:</p> <ul style="list-style-type: none"> · Explain management, organization and the roles of managers. · Justify the need for planning across management levels and global operations. · Outline the steps of the decision-making process. · Discuss organizational structures. · Outline the components of human resource planning. · Describe the importance of communication and information technology. · Assess different leadership theories. · Discuss how to motivate employees. · Evaluate effective team development and management. · Discuss the control process and its elements |

3. Course Learning Outcomes

| CLOs | | Aligned PLOs |
|----------|--|--------------|
| 1 | Knowledge and Understanding | |
| 1.1 | Define the fundamental principles, concepts, theories, and functions of management. | K.1 |
| 1.2 | Explain processes, techniques, and terminology of management. | K.2 |
| 2 | Skills: | |
| 2.1 | Apply the Concepts, Principles, and theories of management in given business settings. | S.1 |
| 2.2 | Analyze and solve managerial problems in real world-situations. | S.2 |
| 3 | Values: | |
| 3.1 | Exhibit commitment to academic ethics in responding to managerial issues in an organizational setting. | V.1 |
| 3.2 | Demonstrate interactive team work skills in using managerial principles and concepts. | V.3 |

C. Course Content

| No | List of Topics | Contact Hours |
|--------------|---|---------------|
| 1 | Managers and Managing | 3 |
| 2 | Managing in the Global Environment | 6 |
| 3 | Decision Making, Learning, Creativity, and Entrepreneurship | 3 |
| 4 | The Manager as a Planner and Strategist | 3 |
| 5 | Managing Organizational Structure and Culture | 6 |
| 6 | Leadership | 3 |
| 7 | Organizational Control and Change | 3 |
| 8 | Human Resource Management | 6 |
| 9 | Motivation and Performance | 6 |
| 10 | Promoting Effective Communication | |
| Total | | 45 |

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 the fundamental principles, concepts, theories, and functions of management. | Direct (Lecture, Demonstration, Drill & practice). Interactive (Discussion) | Written Exams (T/FQ, MCQ, and Short/Long essays) |
| 1.2 | Explain processes, techniques, and terminology of management. | | Written Exams (Short and Long essays) Written Assignments (Essays and Reports) |
| 2.0 | Skills | | |
| 2.1 | Apply the Concepts, Principles, and theories of management in given business settings. | Direct (Lecture, Demonstration, Drill & Practice) Interactive (Discussion) | Written Exams (Problem solving and simple case study) Written Assignments (reports, and case studies) Oral Examination |
| 2.2 | Analyze and solve managerial problems in real world-situations. | Direct (Lecture, Demonstration, Drill & Practice) Indirect (case study) Interactive (Discussion) | Written Exams (case study) Written Assignments (reports) |
| 3.0 | Values | | |
| 3.1 | Exhibit commitment to academic ethics in responding to managerial issues in an organizational setting. | Group discussion, case study, role playing | Case study, presentations and project. |
| 3.2 | Demonstrate interactive team work skills in using managerial principles and concepts. | Role-playing, Group discussion. | Projects, case studies. |

2. Assessment Tasks for Students

| # | Assessment task* | Week Due | Percentage of Total Assessment Score |
|---|--------------------------------|-----------------|--------------------------------------|
| 1 | Quiz | 3 | 10 |
| 2 | Homeworks/Assessments/Projects | During Semester | 20 |
| 3 | Midterm Exam | 9 | 30 |
| 4 | Final Exam | 16 | 40 |

*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:

1. Eight Office hours weekly can be booked through the students' SIS account.
2. Online discussion through the LMS forums and instant messaging.
3. Instructor email available in the course syllabus.
4. Occasional mobile calls or SMS for urgent messages.

F. Learning Resources and Facilities

1. Learning Resources

| | |
|---------------------------------------|---|
| Required Textbooks | Principle of Management by William Chuck Student Edition, ISBN-13: 978-1337407465, ISBN-10:1337407461 Cengage publication |
| Essential References Materials | Journals and Reports distributed on the bases of lectures delivered to the students. |
| Electronic Materials | Internet resources, Lecture slides-video |
| Other Learning Materials | Magazines and Newspaper |

2. Facilities Required

| Item | Resources |
|--|---------------------------|
| Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.) | Classroom. |
| Technology Resources (AV, data show, Smart Board, software, etc.) | Data show + smart boards. |
| Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list) | Internet access point. |

G. Course Quality Evaluation

| Evaluation Areas/Issues | Evaluators | Evaluation Methods |
|---|-----------------|--------------------|
| End of semester Course Evaluation. | Students | Indirect |
| Effectiveness of teaching and assessment. | Peer reviewer | Indirect |
| Course learning outcomes assessment. | Faculty members | Direct |
| Quality of learning resources | Students | 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 | HRM DEPARTMENT COUNCIL - COB |
| Reference No. | |
| Date | APRIL 3, 2022 |