



Course Specifications

Course Title:	Principles of Management
Course Code:	MGT1211
Program:	Human Resources Management
Department:	Human Resources Management
College:	College of Business Administration
Institution:	Dar AlUloom University

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7. 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: Second year / Third semester
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	Correspondence		
5	Other		

7. Actual Learning Hours (based on academic semester)

No	Activity	Learning Hours
Contact Hours		
1	Lecture	45
2	Laboratory/Studio	
3	Tutorial	
4	Others (specify)	
	Total	45
Other Learning Hours*		
1	Study	1
2	Assignments	1
3	Library	
4	Projects/Research Essays/Theses	2
5	Others(specify)	
	Total	4

*The length of time that a learner takes to complete learning activities that lead to achievement of course learning outcomes, such as study time, homework assignments, projects, preparing presentations, library times

B. Course Objectives and Learning Outcomes

1. Course Description

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.

2. Course Main Objective

At the end of the course, students should be able to:

- 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:	
1.1	Define the fundamental principles, concepts, terminologies and functions of management.	K.1
1.2	Outline impact of cross-cultural diversity on organizational settings.	K.2
1.3	Explain the importance of management principals and theories applied by organizations.	K.3
1.4	Explain the decision-making processes utilized in business situation.	K.4
2	Skills:	
2.1	Analyze business environment and its effect on managerial decisions	S.1
2.2	Compare and summarize business decisions and strategies in real-world situations.	S.2
2.3	Evaluate managerial practices' impacts on business ethics and corporate social responsibility.	S.3
3	Competence:	
3.1	Demonstrate interactive team work skills in using managerial principles and concepts.	C.1
3.2	Exercising leadership in pursuit of necessary solutions to apply managerial principles and concepts.	C.2
3.3	Apply managerial principals and problem-solving methodologies in response to business situations.	C.4
3.4	Demonstrate the ability to write and communicate managerial issues.	C.6

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	6
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:		
1.1	Define the fundamental principles, concepts, terminologies and functions of management.	Direct (Lecture, Demonstration, Drill & practice). Interactive (Discussion)	Written Exams (T/FQ, MCQ, and Short/Long essays)
1.2	Outline impact of cross-cultural diversity on organizational settings.		Written Exams (Short and Long essays) Written Assignments (Essays and Reports)
1.3	Explain the importance of management principals and theories applied by organizations.		
1.4	Explain the decision-making processes utilized in business situation.		
2.0	Skills:		
2.1	Analyze business environment and its effect on managerial decisions	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	Compare and summarize business decisions and strategies in real-world situations.		Written Exams (case study) Written Assignments (reports)
2.3	Evaluate managerial practices' impacts on business ethics and corporate social responsibility.		
3.0	Competence:		
3.1	Demonstrate interactive team work skills in using managerial principles and concepts.	Interactive (Cooperative learning) Independent (Reports, Projects, Assigned Questions)	Presentations (formal discussion individual and group) Practical Assignments/ Projects
3.2	Exercising leadership in pursuit of necessary solutions to apply managerial principles and concepts.		
3.3	Apply managerial principals and problem-solving methodologies in response to business situations.		
3.4	Demonstrate the ability to write and communicate managerial issues.		Practical Assignments/ Reports

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Quiz	3	10%
2	Homework/Assessments/Projects	During semester	20%
3	Mid term	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 – will be distributed time to time depending upon topics covered during lecture sessions.
Electronic Materials	Power Point slides for each class will be posted on the course website. Feeler to print these before each class
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	15/08/2019

