



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

Table of Contents

A. Course Identification.....	3
6. Mode of Instruction (mark all that apply)	3
B. Course Objectives and Learning Outcomes.....	3
1. Course Description	3
2. Course Main Objective.....	3
3. Course Learning Outcomes	4
C. Course Content	4
D. Teaching and Assessment	5
1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods	5
2. Assessment Tasks for Students	5
E. Student Academic Counseling and Support	6
F. Learning Resources and Facilities.....	6
1.Learning Resources	6
2. Facilities Required.....	6
G. Course Quality Evaluation	6
H. Specification Approval Data	6

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

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 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