

الجامعة السعودية الإلكترونية
Saudi Electronic University



University Vice-Presidency of Academic Affairs
College of Administrative and Financial Sciences
Department of Business Administration

BACHELOR PROGRAM OF MANAGEMENT: STUDY PLAN

February 2020

A. PROGRAM IDENTIFICATION AND GENERAL INFORMATION

1. Program title and code:

Business Administration (BA)

2. Total credit hours needed for completion of the program:

130 hours

3. Award granted on completion of the program:

Bachelor of Science in Business Administration (BSBA) – Major in Management

4. Professional occupations

The program in Business Administration Qualifies graduates that are capable of operating in various managerial positions including but not limited to:

- Director, General Manager, Head of Section, Division Manager.
- Administrative Developer, Business Engineering, Organizing Specialist
- Planning Manager.
- CEO
- Administrative Inspector, Assistant Administrative Inspector.
- Administrative Monitor, Administrative Monitor Assistant.
- Monitor Staff Affairs, Checker Staff Affairs
- Administrative Services Supervisors
- Management Analyst, Business Data Analyst
- Business development coordinator,
- Business Operations Manager
- Business Systems' Consultant
- Client Relational Specialist, Customer Service Representative
- Recruiting Specialist,
- Social and Community Service Manager
- Meeting, Convention and Event Planner
- Executive Assistant

5. Major tracks/pathways or specializations within the program

- E-commerce
- Accounting

- Business Administration
- Finance

6. Program Coordinator or Chair

Chair of Business Administration Department: **Dr. Faisal T. Alhathal**

B. PROGRAM CONTEXT:

1. Rationales of the program

The rationales for program in Business Administration are:

- The vitality of business knowledge and skills for the growth of economy and society.
- The vitality of the management function as backbones of each business organizations.
- The constant need in the labor market for managers and business administrators with solid backgrounds in business and management.
- High Interest by University students in the field
- Promoting necessary knowledge and skills required for successful entrepreneurship.

2. Relevance of the program to the mission and goals of the institution.

The Program objective is to offer academic quality that could contribute to the development of highly educated and skilled business students in par with top business colleges in the region. To this direction, the program pursuits excellence in education and method of delivery that ensure that students develop the necessary knowledge and skills required in the market while maintaining an open-mind to the changing business environment.

3. Relationship to other programs offered by the institution/college/department.

The program includes college-level courses that are required of all the college students. No special changes/modification are deemed necessary for our students studying courses from other programs within the college.

a. Courses required from other programs

- All university requirements (e.g. Preparatory year, Islam courses).
- Principles of Accounting
- Legal Environment of Business
- Introduction to e-Management
- Cost accounting
- Principles of Finance
- e-Commerce
- Management of Information Systems

b. Courses provided to other programs

- Principles of Management (Provided for all college programs + Informatics and Computation College Programs + Health Sciences College Programs).

C. MISSION, GOALS & OBJECTIVES AND LEARNING OUTCOMES:

1. Program Mission

To graduate competent managers and leaders with advanced business knowledge by providing students with high quality blended learning, distinct teaching competencies, and advanced managerial skills allowing them an easy integration in the Kingdom's dynamic business environment, favouring innovation and entrepreneurship spirit.

2. Program Goals

The program of Business Administration aims at producing managers and developing their skills and abilities to keep pace with the needs of the labor market in public institution and private sectors. In addition to this main goal, the program seeks to:

- 1) Contribute in the development of managerial practices;
- 2) An effective use of the learning technologies to achieve the learning outcomes of the program;
- 3) Provide balance of academic knowledge with practical applications.
- 4) Contribute in the development of best-in-class methods of teaching and learning in the field of management and business;
- 5) Assure a high compliance of the targeted learning outcomes to the market labor required skills;

- 6) Encourage reflective, strategic, and analytical skills in making business decisions.
- 7) Promote the sense of ethics and social responsibility within Saudi business and governmental organizations.
- 8) Fulfill the requirements of accreditation bodies nationally (NCAAA) and internationally (AACSB).

3. Program General learning outcomes

Upon completion of the program, students will be able to:

- 1) Describe, Explain and apply the fundamental theories in business practice and business strategies in the fields of management, marketing, accounting, finance, economics, and e-commerce.
- 2) Demonstrate a solid understanding of complex issues pertaining to business environment both internally and externally.
- 3) Recognize the complexity of business models and the interplay between micro and macro forces
- 4) Present an understanding and appreciation of ethical issues and dilemmas that businesses often face
- 5) Understand the concepts of modelling and how information technology can improve organizational performance in business context
- 6) Demonstrate a thorough understanding of the internal structure and operations of businesses
- 7) Demonstrate a thorough understanding of the relationship between an organization and its external stakeholders
- 8) Recognize the influences of cultures and cultural diversity on business environments
- 9) Ability to take and defend decision objectively
- 10) Exercise critical thinking to analyze and synthesize information for creative endeavors and problems solving
- 11) Apply coherent and organized decision making techniques for solving and dealing with business needs
- 12) Identify effective leadership skills and teamwork capacity for effective business decision-making
- 13) Work independently and systematically
- 14) Create professional and coherent business documents

15) Utilize technology to produce appropriate and professional visual aids

D. PROGRAM STRUCTURE AND ORGANIZATION

1. Program Structure by kind of requirements:

University requirements: 34 Credit Hours

Course Code	Course Name	Credit Hours	Prerequisites
ENG001	English Skills	16	
CS001	Computer Essentials	3	
COMM001	Communication Skills	2	
CI001	Academic Skills	2	
MATH101	Fundamentals of Math	3	
ISLM101	Intro to Islamic culture	2	
ISLM102	Professional Conduct & Ethics in Islam	2	
ISLM103	Islamic Economic System	2	ISLM101
ISLM104	Social System and Human Rights	2	ISLM102
Total		34	

College Requirements are 57 credits:

Course Code	Course Name	Credit Hours	Prerequisites
ACCT101	Principles of Accounting	3	Passing the first year
MGT101	Principles of Management	3	
STAT101	Statistics	3	
ECON101	Microeconomics	3	
LAW101	Legal Environment of Business	3	
E-COM201	Introduction to e-Management	3	MGT101
ACCT301	Cost accounting	3	ACCT101
MGT322	Logistics Management	3	MGT101
FIN101	Principles of Finance	3	ACCT101
MGT311	Intro to Operations Management	3	MGT101+STAT101
MGT321	Intro to International Business	3	
MGT201	Marketing Management	3	MGT101
MGT301	Organizational Behavior	3	MGT211
MGT 401	Strategic Management	3	MGT201+ FIN101
STAT201	Quantitative Methods	3	STAT101
ECON201	Macroeconomics	3	
MGT211	H.R Management	3	MGT101
E-COM101	e-Commerce	3	
MIS201	Management of Information Systems	3	MGT101
Total		57	

Department Requirements are 30 credits:

Course Code	Course Name	Credit Hours	Prerequisites
MGT421	Communications Management	3	MGT101
MGT312	Decision Making and Problem Solving	3	MGT101
MGT323	Project Management	3	MGT311
MGT403	Knowledge management	3	MGT101
MGT402	Entrepreneurship and small business	3	MGT101
MGT422	Business Ethics and Organization Social Responsibility	3	
MGT404	Organization Design and Development	3	MGT101
MGT324	Public Management	3	MGT101
MGT430	Internship	6	Complete 90 Credit Hours
Total		30	

Concentrations:

To satisfy the different preferences of student and comply with accreditation requirements, the accounting program gives students the opportunity to choose the micro field of specialization. So, the student chooses one concentration among the following:

Management Concentration:

Course Code	Course Name	Credit Hours	Prerequisites
MGT325	Management of Technology	3	Mgt101
MGT424	Quality management	3	Mgt101
MGT425	Spreadsheet Decision Modelling	3	
Total		9	

Accounting Concentration:

Course Code	Course Name	Credit Hours	Prerequisites
ACCT201	Financial Accounting	3	ACCT101
ACCT422	Tax and zakat Accounting	3	ACCT201
ACCT402	Introduction to Accounting Information Systems	3	ACCT101+ MIS201
Total		9	

E-Commerce Concentration:

Course Code	Course Name	Credit Hours	Prerequisites
IT404	Web Design	3	
E- COM421	e-Business Strategies and business models	3	MGT 401
E-COM 202	E- Marketing	3	MGT 201
Total		9	

Finance Concentration:

Course Code	Course Name	Credit Hours	Prerequisites
FIN201	Corporate Finance	3	FIN101
FIN402	Financial Institutions and Markets	3	FIN101
FIN401	Banks Management	3	FIN101
Total		9	

These concentrations could be changed after maybe four semesters according to the market labor requirements and trends.

2 - Program Structure by years

Year 1

Level	Course Code	Course Title	Credit Hours	Pre-requisites
level 1	ENG001	English language Skills	8	
	CS001	Computer Essentials	3	
	COMM001	Communication Skills	2	
Total			13	

Level	Course Code	Course Title	Credit Hours	Pre-requisites
level 2	ENG001	English language Skills (Continued)	8	
	MATH001	Fundamentals of Math	3	
	CI001	Academic Skills	2	
Total			13	

Year 2

Semester	Course Code	Course Title	Credit Hours	Pre-requisites
3	Econ101	Microeconomics	3	First year
	MGT101	Principles of Management	3	
	STAT101	Statistics	3	
	LAW101	Legal Environment of Business	3	
	ACCT101	Principles of Accounting	3	
	ISLM101	Introduction to Islamic culture	2	
Total			17	

Semester	Course Code	Course Title	Credit Hours	Pre-requisites
4	FIN101	Principles of Finance	3	ACCT101
	MGT201	Marketing Management	3	MGT101
	STAT201	Quantitative Methods	3	Stat101
	MGT211	H.R Management	3	MGT101
	E-COM101	E-Commerce	3	
	ISLM102	Professional Conduct & Ethics in Islam	2	
Total			17	

Year 3

Semester	Course Code	Course Title	Credit Hours	Pre-requisites
5	ECON201	Macroeconomics	3	
	MIS201	Management of Information systems	3	MGT101
	E-COM201	Introduction to e-Management	3	MGT101
	MGT301	Organizational Behavior	3	MGT211
	MGT311	Introduction to Operations Management	3	MGT101+Stat101
	MGT312	Decision Making and Problem Solving	3	MGT101
Total			18	

Semester	Course Code	Course Title	Credit Hours	Pre-requisites
6	ACCT301	Cost accounting	3	ACCT101
	MGT321	Intro to International Business	3	
	MGT322	Logistic Management	3	MGT101
	MGT323	Project Management	3	MGT311
		Concentration	3	
	ISLM103	Islamic Economic System	2	
Total			17	

Year 4

Semester	Course Code	Course Title	Credit Hours	Pre-requisites
7	MGT402	Entrepreneurship and small business	3	MGT101
	MGT401	Strategic management	3	MGT201+ FIN101
	MGT403	Knowledge management		MGT101
		Concentration	3	
	MGT404	Organization Design and development	3	MGT101
	ISLM104	Social System and Human Rights	2	
Total			17	

Semester	Course Code	Course Title	Credit Hours	Pre-requisites
8	MGT421	Communications Management	3	MGT101
		Concentration	3	
	MGT422	Business Ethics and Organization Social Responsibility	3	
	MGT324	Public Management	3	MGT 101
	MGT430	Internship	6	Complete 90 Credit hours
Total			18	

3. Field Experience:

a. Brief description

The internship provides students with an opportunity to receive academic credit for supervised professional training and experience in an actual work environment. This Internship is an ongoing seminar between the student, the faculty member and the employment supervisor. It involves an Internship Application and Learning Agreement, periodic meetings with the faculty representative, professional experience at a level equivalent to other senior-level courses and submission of material as established in the Internship Application and Learning Agreement.

b. Semester:

Semester 8 (10 weeks)

c. Time allocation and scheduling arrangement

One semester after completing 90 credit hours of the study plan

d. Number of credit hours

06 credit Hours

e. Intended learning outcomes

At the completion of the course, the student will:

1. Understand the performance expectations of various jobs related to the student's area of concentration;
2. Relate to "real-world" experience in an organizational setting;

3. Develop a sense of professionalism;
4. Develop a sense of business and work ethics;
5. Refine verbal and written communication skills and understand the importance of communications in the organizational setting;
6. Possess enhanced problem-solving abilities;
7. Develop an awareness of organizational behavior and management styles;
8. Possess improved critical thinking skills;
9. Enhance the learning experience beyond that provided in coursework; and
10. Enhance the overall understanding of the structure and workings of an organization

.f. Assessment procedures

At the end of the internship period, the student will be evaluated as follows:

- 40 % for internship activities (assigned by the on-training supervisor)
- 30 % for the apprehension and the assiduity of the student (assigned by the academic supervisor)
- 30 % for the substance and the style of the training report (assigned by the department)

5. Admission Requirements for the program:

- Meet the university admission requirement

- To pass the requirement of the First Year

6. Attendance and Completion Requirements:

The University adopts the blended learning model, which includes traditional learning (face-to-face classes), synchronized electronic learning (virtual classes) and asynchronous electronic learning (self-learning) as follows:

Learning Model	%
Traditional learning (face-to-face classes)	33%
Synchronized electronic learning (virtual classes)	33%
Asynchronous electronic learning (self-learning)	33%

The university applies the Study and Exams regulation as in the Higher education system and regulations, where the student will be denied from the course if his or her absenteeism exceeds 25% of the total Scheduled face to face and virtual classes, and none of wish separately should exceed 25% absenteeism.

The student shall graduate from the program if he or she successfully complete the program graduation requirements 130 credit hours.

G. LEARNING FACILITIES AND EQUIPMENT:

1. Facilities required

Bachelor Management Program is mainly an online program (75% is online), consequently, it requires:

- Interactive learning material
- Labs

2. Classrooms

To cover the remaining 25% of face to face learning the program requires traditional classrooms equipped by high speed internet access and display equipment (Projectors, Data-show...).

3. Equipment (including IT)

- A robust e-learning platform: SEU uses the Blackboard LMS, which is recognized worldwide with its high effectiveness to cover different targeted skills.
- Online system of student services

MANAGEMENT COURSE DESCRIPTIONS

(For non-MGT course description refer to concerned department's webpage)

COURSES' DESCRIPTIONS:

LEVEL THREE

Course Code	Course Title	Credit Hours	Pre-requisites
ECON101	Micro economics	3	Passing the first year
MGT101	Principles of Management	3	
STAT101	Statistics	3	
LAW101	Legal Environment of Business	3	
ACCT101	Principles of Accounting	3	

MGT101

COURSE DESCRIPTION			
College	College of Administrative & Financial Sciences		Department Business Administration
Course Name	Principles of Management	Course Code:	MGT101
Credit Hours	3 Credit Hours	Contact Hours	3
Language	<input type="checkbox"/> Arabic		<input checked="" type="checkbox"/> English
Track	<input checked="" type="checkbox"/> College Req.	<input type="checkbox"/> Dep. Req.	<input type="checkbox"/> Concentration
Level	Level 3	Prerequisite	Passing the first year
<p>Course Description:</p> <p>This course provides an overview of the field of management by combining management theories & practices. It emphasizes the development and application of competencies required for effective leadership, including planning, motivating, organizational control & decision making. Further, it places emphasis on change management, current domestic and global business issues with regard to sustainability & ethics. The course includes practices in conflict resolution and mediation, fostering improvement of working relationships, through the use of activities that integrate emotional intelligence and communication skills, leading to the creation of a productive work environment.</p>			
<p>Course Learning Outcomes:</p> <ol style="list-style-type: none"> 1. Identify and explain the concept of management, functions, roles and skills of a manager (L01.1) 			

2. Recognize the functions of planning, organizing and controlling and how they interrelate (Lo2.1)
3. Demonstrate an understanding of the structure of an organization in reference to its business policies. (Lo1.6)
4. Apply knowledge and techniques of strategic planning and decision making. (Lo2.2)
5. Ability to carry out organization's role in ethics, diversity, and social responsibility. (Lo3.3)
6. Apply knowledge and function effectively on teamwork activities, management skills to create a development plan (Lo3.4)
7. Develop information technology skills for fast and effective means of communication to address business issues. (Lo4.3)

Course Major Topics:

1. Manager - the Work Environment & Theories of Management
2. Planning - The Foundation of Successful Management
3. Decision Making Process
4. Organizing Tasks, People, and Resources
5. Organizational Culture
6. Change Management
7. Leading Individuals and Groups
8. Leadership and Communication
9. Controlling and Global Management

Learning Resources

- **Textbook**

Kinicki, A., & Williams, B. (2016). Management: A Practical Introduction. (7th ed.). New York: McGraw-Hill Irwin. ISBN: 1259304191. Digital Version: ISBN-13 9781259304194

Grading:

Course works (assignments, quizzes, projects, case studies, board discussion):	25%
Midterm exam	25%
Final Exam	50%

COURSES' DESCRIPTIONS:

LEVEL FOUR

Course Code	Course Title	Credit Hours	Pre-requisites
FIN101	Principles of Finance	3	ACCT101
MGT201	Marketing Management	3	MGT101
STAT201	Quantitative Methods	3	STAT101
MGT211	H.R Management	3	MGT101
E-COM101	E-Commerce	3	

MGT201

COURSE DESCRIPTION			
College	College of Administrative & Financial Sciences	Department	Business Administration
Course Name	Marketing Management	Course Code:	MGT201
Credit Hours	3 Credit Hours	Contact Hours	3
Language	<input type="checkbox"/> Arabic	<input checked="" type="checkbox"/> English	
Track	<input checked="" type="checkbox"/> College Req.	<input type="checkbox"/> Dep. Req.	<input type="checkbox"/> Concentration
Level	Level 4	Prerequisite	MGT101
<p>Course Description:</p> <p>Marketing has emerged as a key function within successful organizations. It is expected that the marketing professional be able to analyse their market, craft the right message, and develop and execute a plan that effectively reaches the target audience. Students will explore how to manage the marketing function within an organization, including market analysis, target marketing, branding, advertising, and marketing mix manipulation.</p>			

Course Learning Outcomes:

1. Demonstrate a solid understanding of overall marketing concepts, goals and strategies within the context of organizations goals and strategies.
2. Explain issues pertaining to marketing environment both internally and externally.
3. Demonstrate an understanding of the global competitive environment and the changing marketing practices.
4. Demonstrate ability to think independently and systematically on the subject of developing the business feasibility assessment of marketing plan development.
5. Demonstrate a thorough understanding of an integrated marketing communication plan which includes promotional strategies and measures of effectiveness.
6. Ability to formulate marketing strategies that incorporate psychological and sociological factors which influence consumers.
7. Ability to deliver and communicate marketing messages in coherent and professional manner.
8. Ability to collect, evaluate and synthesize consumers data to make objective and informed marketing decisions.
9. Ability to carry out objective and scientific analysis of consumers' needs and wants.
10. Utilize strong analytical skills and tools to develop objective and effective marketing plan.
11. Build a strong understanding of the social, economic, ethical and technological challenges facing marketers.

Course Major Topics

1. The Meaning of Marketing and Market
2. Planning and Marketing in an Organization
3. Global Marketing and Value for Customers
4. A Perspective on Consumer Behaviour
5. Branding, Segmenting, Targeting, and Positioning

6. The Marketing Plan
7. Pricing Strategies
8. Supply Chain and Distribution Strategies
9. Retailing and Wholesaling
10. Marketing Communications: Advertising and Sales Promotion
11. Personal Selling and Direct Marketing Strategies
12. The Marketing Mix
13. Marketing Measurement

Learning Resources

Levens, M. R (2012). Marketing: Defined, Explained, Applied. Upper Saddle River, NJ: Prentice Hall.

Grading:

Course works (assignments, quizzes, projects, Blackboard tools application):	25%
Midterm exam	25%
Final Exam	50%

MGT211

COURSE DESCRIPTION			
College	College of Administrative & Financial Sciences		Department Business Administration
Course Name	H.R Management	Course Code:	MGT211
Credit Hours	3 Credit Hours	Contact Hours	3
Language	<input type="checkbox"/> Arabic		<input checked="" type="checkbox"/> English
Track	<input checked="" type="checkbox"/> College Req.	<input type="checkbox"/> Dep. Req.	<input type="checkbox"/> Concentration
Level	Level 4	Prerequisite	MGT101
Course Description:			
<p>This course provides an introduction to the human resource function and related elements and activities. The course outlines the roles and functions of members of the human resources (HR) department as well as educating others outside HR in how their roles include HR-related activities. The student will learn about the evolution in human resources management (HRM). Emphasis is placed on the modern day importance of HRM and the new corporate view of the function. Additionally, the student will be exposed to the view of HRM from the perception of both management and subordinate employees. The importance of maintaining fair and equitable compensation and benefit programs will be discussed. The student will be exposed to practical situations and problem solving regarding areas of employee counselling, discipline and termination in Saudi context.</p>			
Course Learning Outcomes:			

1. Demonstrate overall Human Resource concepts, goals and strategies within the context of organizations goals and strategies (Lo 1.1).
2. Explain the Differentiation between the major functions of HR and describe their interdependency (Lo 1.2).
3. Demonstrate ability to think independently and systematically on the major HR-related laws in realistic cases or scenarios. (Lo 3.7).
4. Demonstrate a thorough understanding of an HR Strategic planning which includes Effective job analysis, Recruitment and selection strategies (Lo 1.6 & 1.7).
5. Ability to Examine the role of Employees as a strategic partner in an organization. (Lo 1.9).
6. Ability to deliver and communicate HR policies messages in coherent in professional manner (Lo 4.4).
7. Ability to carry out objective and scientific analysis of Employees' performance management (Lo 2.3 & 2.6).
8. Identify and describe the needs of the parties involved in labor relations, and how those different needs are balanced. (Lo 1.3 & 3.4).

Course Major Topics: (Supported By Saudi Labor Law)

1. Introduction to HR Functions
2. Saudi labor law
3. Effective Job Analysis
4. Employee Recruitment
5. Select Employees
6. Train and Develop Employees
7. Career Development
8. Performance Management
9. Compensation
10. Employee Benefits
11. Health and Safety
- 10. Labor Relations and Collective Bargaining**

Learning Resources

- **Textbook**

David A. DeCenzo, Stephen P. Robbins, Susan L. Verhulst, Human Resource Management, 11e, Wiley, 2012, ISBN: 9781118379714 (eBook)

Grading:

Course works (assignments, quizzes, projects, case studies, board discussion):	25%
Midterm exam	25%
Final Exam	50%

COURSES' DESCRIPTIONS:

LEVEL FIVE

Course Code	Course Title	Credit Hours	Pre-requisites
ECON201	Macroeconomics	3	
MIS201	Management of Information systems	3	MGT101
E-COM201	Introduction to e-Management	3	MGT101
MGT301	Organizational Behavior	3	MGT211
MGT311	Intro to Operations Management	3	MGT101+STAT101
MGT312	Decision Making and Problem Solving	3	MGT101

MGT301

COURSE DESCRIPTION			
College	College of Administrative & Financial Sciences		Department Business Administration
Course Name	Organizational Behaviour	Course Code:	MGT301
Credit Hours	3 Credit Hours	Contact Hours	3
Language	<input type="checkbox"/> Arabic		<input checked="" type="checkbox"/> English
Track	<input checked="" type="checkbox"/> College Req.	<input type="checkbox"/> Dep. Req.	<input type="checkbox"/> Concentration
Level	Level 5	Prerequisite	MGT211
<p>Course Description:</p> <p>This course focuses on the analysis of human work behaviour at the individual, interpersonal, team and organizational levels. Emphasis is on the development of interpersonal competencies to allow individuals to effectively work as managers or professionals in the rapidly changing, team-oriented, culturally diverse and technologically integrated global climate facing modern organizations. The roles of leaders, followers, and teams and their influence on the culture and performance of an organization are addressed through the analysis of key organizational behaviour concepts and related cases.</p>			
<p>Course learning outcomes:</p> <ol style="list-style-type: none"> 1. Demonstrate a clear understanding of human work behavior in the organizational setting and the implications of organizational behavior in the process of management (Lo 1.2). 			

2. Recognize the impact of organizational culture on shaping values, attitudes and behavior (Lo 1.9).
3. Exhibit and understand contemporary issues and approaches to the organizational culture and technological change facing organizations (Lo 1.5).
4. Apply organizational behavior approaches to the analysis of one organization's initiative(s) (Lo 2.1).
5. Demonstrate the key assumptions on which behavior in organizations is currently managed and assess the effect of these ideas on employee attitudes and actions (Lo 1.7).
6. Apply Organizational behavior knowledge and skills to manage diversified culture in the organizational settings (Lo 2.2).
7. Develop the problem solving skills for teamwork especially if the problem relates to the task (Lo 3.2).
8. Ability to communicate and share information within the team and organization in professional manner (Lo 4.4).

Course Major Topics:

1. Introducing Organizational Behaviour
2. Individual Differences, Values, and Diversity
3. Emotions, Attitudes, and Job Satisfaction
4. Perception, Attribution, and Learning
5. Motivation Theories and Performance
6. Teams in Organizations: Teamwork and Team Performance
7. Conflict and Negotiation
8. Communication and Collaboration
9. Power and Politics
10. Leadership Essentials and challenges

11. Organizational Culture and Innovation
12. Organizational Goals and Structures

Learning Resources

- **Textbook**

John R. Schermerhorn, Jr., Richard N. Osborn, Mary Uhl-Bien, James G. Hunt, Organizational Behavior, Wiley, 12th Edition International Student Version, 2013

- **Reference**

Organizational Behavior, 16/E Stephen P. Robbins, San Diego State, ISBN-13: 9780133507645 Prentice Hall , 2014

Grading:

Course works (assignments, quizzes, projects, case studies, board discussion):	25%
Midterm exam	25%
Final Exam	50%

MGT311

COURSE DESCRIPTION			
College	College of Administrative & Financial Sciences		Department Business Administration
Course Name	Introduction to Operations Management	Course Code:	MGT311
Credit Hours	3 Credit Hours	Contact Hours	3
Language	<input type="checkbox"/> Arabic		<input checked="" type="checkbox"/> English
Track	<input checked="" type="checkbox"/> College Req.	<input type="checkbox"/> Dep. Req.	<input type="checkbox"/> Concentration
Level	Level 3	Prerequisite	MGT101+STAT101
<p>Course Description:</p> <p>Operations Management is one of the three major functions of business including; Marketing, Operations, and Finance/Accounting. This introductory course introduces the student to Operations Management; how products and services are created and delivered to the customer. Concepts and applications of operations management will be explored in a variety of business sectors.</p> <p>The course aims to familiarize students with the issues and problems confronting the company, especially the operations managers. It will also provide the concepts, insights and tools to deal with these issues for gaining competitive advantages through managing and improving the operational capabilities of the organization.</p>			
<p>Course learning outcomes:</p>			

1. Demonstrate the concept of operations functions, supply chain strategy and issues required for a new production design **(LO 1.1)**
2. Exhibit the factors to determine the production and service processes. **(LO 1.8)**
3. Demonstrate process-flow analysis, process design solutions, operations strategies in the business operation **(LO 1.6)**
4. Exhibit the knowledge of lean system, quality controls and green systems **(LO 1.4)**
5. Understand the concept of process selection, forecasting, capacity planning, production forecast methods and schedule operations **(LO 1.2 & 1.3)**
6. Demonstrate core competencies of organization, Inventory Control System and customer services and cost **(LO 1.7)**
7. Apply knowledge and skills to optimize production objective of maximizing profits using qualitative and quantitative techniques in related areas of operations management **(LO 2.3, 2.5 & 2.8)**
8. Exercise critical thinking to analyze and synthesize information for scheduling operations and ERP **(LO 2.7)**
9. Exhibit effective leadership skills and teamwork capacity in making decisions, re location and layout strategies, taking cognisance of human resources and work methods/job design **(LO 3.3 & 3.4)**
10. Develop numerical skills needed to analyze complex data of process design, quality management, capacity & scheduling planning to navigate in challenging situations **(LO 4.1)**
11. Create the capacity to write coherent project about actual operation management case studies **(LO 4.5)**
12. Implement technological tools in production models like forecasting, lean manufacturing and world class manufacturing (WCM) to enhance the productivity and communication with other persons involving in operation and also to review their contribution to the profit. **(LO 4.3)**

Course Major Topics:

1. The Operations Function
2. Operations and Supply Chain Strategy
3. Process Selection and design
4. Lean Systems
5. Process-Flow Analysis
6. Quality management, Control and Improvement
7. Capacity and Scheduling
8. Supply Chain Management
9. Forecasting and Facilities and Aggregate Planning
10. Scheduling Operations
11. Project Planning and Scheduling
12. Materials Requirement Planning and ERP

Learning Resources

• **Textbook**

Schroeder, R. G., M. J. Rungtusanatham & S. M. Goldstein (2017). OPERATIONS MANAGEMENT IN THE SUPPLY CHAIN: DECISIONS & CASES. New York, NY: McGraw-Hill Education

Grading:

Course works (assignments, quizzes, projects, case studies, board discussion):	25%
Midterm exam	25%
Final Exam	50%

MGT312

COURSE DESCRIPTION				
College	College of Administrative & Financial Sciences		Department	Business Administration
Course Name	Decision Making and Problem Solving	Course Code:	MGT312	
Credit Hours	3 Credit Hours	Contact Hours	3	
Language	<input type="checkbox"/> Arabic		<input checked="" type="checkbox"/> English	
Track	<input type="checkbox"/> College Req.	<input checked="" type="checkbox"/> Dep. Req.	<input type="checkbox"/> Dep. Spec	<input type="checkbox"/> Concentration
Level	Level 5	Prerequisite	MGT 101	
<p>Course Description:</p> <p>This course focuses on the development of individual and team decision-making and problem solving skills. Real world domestic and global issues will be analyzed, diagnosed, and evaluated through the application of a variety of quantitative and qualitative tools and techniques used to arrive at effective decisions and solutions.</p>				
<p>Course Learning Outcomes:</p> <ol style="list-style-type: none"> 1. Demonstrate a solid understanding of decision making process for complex issues pertaining to business environment both internally and externally. (1.2) 2. Apply and analyze various concepts of problem solving in diverse contexts and business situations. (1.5 & 2.2) 				

3. Explain critical thinking and cognitive psychology as it pertains to analyze and synthesize information for problem solving and decision making. (2.7)
4. Identify and analyze different perspectives on understanding problems for different situations. (3.1)
5. Utilize different decision making tools to enhance problem solving and decision making approaches. (4.3)
6. Analyze aspects of creativity as they pertain to problem solving and decision making in all manners and circumstances. (2.3)
7. Identify the impact of cultures and cultural diversity on Decision Making ability. (1.9)
8. Identify the complexity of business problems and employ appropriate analytical business models to break down complex issues. (2.9)
9. Identify ethical issues and dilemmas that businesses often face and employ ethical standards in all manners and circumstances. (1.4 & 3.3)
10. Develop numerical skills required for quantitative decisions in complex situations. (4.1)
11. Demonstrate effective leadership skills and teamwork capacity for efficient decision making as either team member or a team leader. (3.4 & 3.5)
12. Recognize decision tools to take and defend decisions objectively. (2.4)
13. Create a Decision Making and Problem Solving worksheet document. (4.5)
14. Utilize technological tools and graphics as an aid to give visual display to decision making data. (4.6)
15. Identify organized alternatives and select among possible alternative to evaluate business options. (2.10)
16. Demonstrate understanding of working with the problem owners and other stakeholders. (1.7)

Course Major Topics:

1. Problem Solving: Understanding, Analyzing and Working with Problem Stakeholders
2. Problem Solving: Effective Statements, Causes, Risks and Traps
3. Process of problem solving: Gathering and Analyzing, Developing Alternatives and Evaluating Options
4. Problems' solutions: Implementing, monitoring, and ethical issues
5. Critical thinking: Understanding, and using credible arguments
6. Exploring Weaknesses in an Argument and Inductive Reasoning Fallacies and becoming a critical thinker.
7. Group Decision Making: Understanding and using Divergent Thinking
8. Using convergent thinking for reaching closure.
9. Group problem solving and Building Sustainable Agreements
10. Avoiding Common Group Traps and: Working with Large Groups
11. Understanding Decision Support Systems and Modelling.
12. Working with Formulas and Functions and Weighing Factors
13. Creating Decision Trees and Using Graphics to Display Data -

Learning Resources

- **Textbook**

Jeff Butterfield: Problem-Solving and Decision Making: Illustrated Course Guides, Cengage Learning; 2nd edition (May 24, 2012), ISBN-13: 978-1133187578.

Grading:

Course works (assignments, quizzes, projects, case studies, board discussion):	25%
Midterm exam	25%
Final Exam	50%

COURSES' DESCRIPTIONS

LEVEL SIX

Course Code	Course Title	Credit Hours	Pre-requisites
ACCT301	Cost accounting	3	ACCT101
MGT321	Intro to International Business	3	
MGT322	Logistic Management	3	MGT101
MGT323	Project Management	3	MGT311
RS301	Islamic Course 3	2	

MGT321

COURSE DESCRIPTION			
College	College of Administrative & Financial Sciences		Department Business Administration
Course Name	Introduction to International Business	Course Code:	MGT321
Credit Hours	3 credit Hours	Contact Hours	3
Language	<input type="checkbox"/> Arabic		<input checked="" type="checkbox"/> English
Track	<input checked="" type="checkbox"/> College Req.	<input type="checkbox"/> Dep. Req.	<input type="checkbox"/> Concentration
Level	Level 3	Prerequisite	None
<p>Course Description:</p> <p>This course addresses the factors that affect international business and business expansion. Discussion topics include demographic, economic, political, natural resource, technology, and cultural characteristics and the role they play in the advancement of multinational enterprises. Challenging business and legal issues in Asia, South and Central America, Europe, the Middle East, and North America including the United States shall be covered in the content presented to students.</p>			
<p>Course learning outcomes:</p> <ol style="list-style-type: none"> 1. Explain the forces driving and evaluate the impact of globalization 2. Analyze the effects of culture, politics and economic systems in the context of international business 			

3. Discuss the reasons for and methods of governments' intervention in trade
4. Identify and evaluate the significant trade agreements affecting global commerce
5. Summarize the components of the international financial market
6. Identify the major components of international business management
7. Carry out effective self-evaluation through discussing economic systems in the international business context (Lo. 3.6)

Course Major Topics:

1. Introduction
2. National Differences in Political Economy
3. Differences in Culture
4. International Trade Theory
5. The Political Economy of International Trade
6. Foreign Direct Investment
7. Regional Economic Integration
8. The International Monetary System
9. The Strategy of International Business
10. The Organization of International Business
11. Exporting, Importing, and Countertrade
12. Global Production, Outsourcing, Logistics and marketing

Learning Resources

- **Textbook**

Hill, C. and Hull, G. T. (2018). International Business: Competing in the Global Marketplace.
New York, NY: McGraw-Hill Education

Additional Readings:

Krugman, Obstfeld and Melitz, "International Economics". 9th Ed. Pearson, 2012.

Grading:

Course works (assignments, quizzes, projects, case studies, board discussion):	25%
Midterm exam	25%
Final Exam	50%

MGT322

COURSE DESCRIPTION			
College	College of Administrative & Financial Sciences		Department Business Administration
Course Name	Logistics Management	Course Code:	MGT322
Credit Hours	3 Credit Hours	Contact Hours	3
Language	<input type="checkbox"/> Arabic		<input checked="" type="checkbox"/> English
Track	<input checked="" type="checkbox"/> College Req.	<input type="checkbox"/> Dep. Req.	<input type="checkbox"/> Concentration
Level	Level 6	Prerequisite	MGT101
<p>Course Description:</p> <p>This course explores the transportation and logistics concepts within supply chains. Topics covered will include tools and techniques used in the design and operation of transportation and logistics systems and global issues in transportation and logistics management. In addition, “Quick Response” scenarios used to handle transportation and logistics issues, in the event of natural and non-natural disasters, will be explained.</p>			
<p>Course Learning Outcomes:</p> <ol style="list-style-type: none"> 1. Demonstrate a deep understanding of the logistic function concepts and theories as well as supply chain management strategies. 2. Demonstrate the ability to understand complex issues pertaining to supply chain integration and strategic supply chain partnership. 			

3. Ability to explain and distinguish between the concepts of logistic system operations using logistic systems, time based management and lean thinking.
4. Demonstrate an understanding of how global competitive environments are changing supply chain management and logistics practice.
5. Apply essential elements of core logistic and supply chain management principles.
6. Analyse and identify challenges and issues pertaining to logistical processes.
7. Demonstrate ability to work with others effectively as a team member in logistic management projects, related to case studies or new themes.
8. The capacity to write coherent project about actual logistic case studies.

Course Major Topics:

1. Logistics and the supply chain
2. Putting the end-customer first
3. Value and logistics costs
4. Managing logistics internationally
5. Managing the lead-time frontier
6. Supply chain planning and control
7. The agile supply chain
8. Integrating the supply chain
9. Purchasing and supply relationships
10. Logistics future challenges and opportunities

Learning Resources

• **Textbook**

Alan Harrison, Remko Van Hoek : Logistics Management and Strategy: Competing through the Supply Chain (4th Edition), Prentice Hall; 4 edition (January 28, 2011). ISBN-13: 978-0273730224

Grading:

Course works (assignments, quizzes, projects, case studies, board discussion):	25%
Midterm exam	25%
Final Exam	50%

MGT323

COURSE DESCRIPTION			
College	College of Administrative & Financial Sciences		Department Business Administration
Course Name	Project Management	Course Code:	MGT323
Credit Hours	3 Credit Hours	Contact Hours	3
Language	<input type="checkbox"/> Arabic		<input checked="" type="checkbox"/> English
Track	<input type="checkbox"/> College Req.	<input checked="" type="checkbox"/> Dep. Req.	<input type="checkbox"/> Concentration
Level	Level 6	Prerequisite	MGT311
<p>Course Description:</p> <p>This course surveys the theory and practice of project management in the context of technical and human resource constraints. Students learn to apply the knowledge, skills, tools and techniques for project activities necessary to meet project requirements. Software is used for the development and execution of project plans. Taking a systematic approach, the course follows the main process areas in a project's life cycle, including approaches prescribed by PMI's Project Management Body of Knowledge.</p>			
<p>Course Learning Outcomes:</p> <ol style="list-style-type: none"> 1. Demonstrate a deep understanding of project management concepts and theories as well as approaches to project management. 2. Demonstrate an understanding of the project planning process. 			

3. Demonstrate an understanding of project budgeting and cost control in project management.
4. Demonstrate a thorough understanding of project scheduling as well as Network Scheduling Techniques and Graphics in Project Management.
5. Ability to explain project execution.
6. Demonstrate ability to monitor and control the project.
7. Demonstrate ability to work with others effectively as a team member in project management, related to case studies or new themes.
8. The ability to write a coherent report on project management case studies.

Course Major Topics:

1. Project management growth: concepts and definitions
2. Organizational structures
3. Organizing and staffing the project office and team
4. Managing time, stress and conflicts
5. Project planning
6. Network scheduling techniques
7. Project graphics
8. Pricing and estimating
9. Cost control
10. Contract management
11. Trade-off analysis in a project environment
12. Modern developments project management
13. Quality management

Learning Resources

- **Textbook**

Harold R. Kerzner. Project Management: A Systems Approach to Planning, Scheduling, and Controlling. Wiley; 11 edition (February 18, 2013). ISBN-13: 978-1118022276

Grading:

Course works (assignments, quizzes, projects, case studies, board discussion):	25%
Midterm exam	25%
Final Exam	50%

COURSES' DESCRIPTIONS

LEVEL SEVEN

Course Code	Course Title	Credit Hours	Pre-requisites
MGT401	Strategic management	3	MGT201 + FIN101
MGT402	Entrepreneurship and small business	3	MGT101
MGT403	Knowledge management		MGT101
MGT404	Organization Design and Development	3	MGT101

MGT401

COURSE DESCRIPTION			
College	College of Administrative & Financial Sciences	Department	Business Administration
Course Name	Strategic Management	Course Code:	MGT401
Credit Hours	3 Credit Hours	Contact Hours	3
Language	<input type="checkbox"/> Arabic	<input checked="" type="checkbox"/> English	
Track	<input checked="" type="checkbox"/> College Req.	<input type="checkbox"/> Dep. Req.	<input type="checkbox"/> Concentration
Level	Level 7	Prerequisite	MGT 201+FIN 101
<p>Course Description:</p> <p>The course examines the processes of formulating and implementing strategies, and the critical thinking behind the multifaceted role of organizations in complex business environments. Focuses on strategy issues in and between a range of commercial and public organizations, from entrepreneurial firms to multinational corporations.</p>			
<p>Course Learning Outcomes:</p> <ol style="list-style-type: none"> 1. Distinguish between different types and levels of strategy and strategy implementation (Lo 1.1 & Lo 1.2) 2. Understand the basic concepts and terminology used in Strategic Management. (Lo 1.2). 3. Understand issues related to strategic competitive advantage in diversified organizations (Lo 2.2) 			

4. Gain insights into the strategy-making processes of different types of organizations (Lo 1.7)
5. Identify opportunities and threats as well as strengths and weakness in the operating environment of hypothetical and real-world organizations (Lo 2.9)
6. Understand the contribution of various functional areas e.g. production, marketing, purchasing and supply management to the overall well-being of the organization (Lo 1.2.)
7. Identify appropriate strategies for different situations (Lo 3.1).
8. Explain how executive leadership is an important part of strategic management. (Lo 3.4)
9. Communicate issues, output, results, and recommendations orally in class presentation (Lo 4.2).
10. Communicate ideas coherently, and effectively (Lo 4.4).
11. Writing Assignments with necessary tables/charts/graphs and diagrams (Lo 4.5).

Course Major Topics:

1. Basic Concepts of Strategic Management
2. Corporate Governance, Social Responsibility and Ethics in Strategic Management
3. Environmental Scanning and Industry Analysis
4. Internal Scanning: Organizational Analysis
5. Strategy Formulation: Situation Analysis and Business Strategy
6. Strategy Formulation: Corporate Strategy
7. Strategy Formulation: Functional Strategy and Strategic Choice
Strategy Implementation: Organizing for Action
8. Strategy Implementation: Staffing and Directing
9. Evaluation and Control

Learning Resources

- **Textbook**

Thomas L. Wheelen, J. David Hunger, Alan N. Hoffman, Charles E. Bamford: Concepts in Strategic Management and Business Policy (14th Edition), Prentice Hall; 14 edition (February 1, 2014), ISBN-13: 978-013312612

Grading:

Course works (assignments, quizzes, projects, case studies, board discussion):	25%
Midterm exam	25%
Final Exam	50%

MGT402

COURSE DESCRIPTION			
College	College of Administrative & Financial Sciences	Department	Business Administration
Course Name	Entrepreneurship and Small Business	Course Code:	MGT402
Credit Hours	3 Credit Hours	Contact Hours	3
Language	<input type="checkbox"/> Arabic		<input checked="" type="checkbox"/> English
Track	<input type="checkbox"/> College Req.	<input checked="" type="checkbox"/> Dep. Req.	<input type="checkbox"/> Concentration
Level	Level 7	Prerequisite	MGT 101
Course Description:			
<p>This course helps students develop skills necessary to start and operate a business. Students will develop an awareness of the opportunities for business ownership and develop the planning skills needed to start and grow a business. Students will explore the traits and characteristics of successful entrepreneurs and develop necessary skills in research, planning, operations, and regulations affecting business. The capstone event for this course is the development and presentation of a formal business plan suitable for submission to potential backers.</p>			
Course Learning Outcomes:			
<ol style="list-style-type: none"> 1. Demonstrate a solid understanding of the potential of entrepreneur in today's competitive business world.(Lo 1.2). 			

2. Understand the place of small business in history and explore the strengths and weaknesses of small business. (Lo 1.1).
3. Describe the importance of creativity and innovation which are the integral parts of entrepreneurship.(Lo 1.1).
4. Evaluate the potential of different forms of ownership as a growth strategy. (Lo 2.2 & 2.10).
5. Evaluate an existing business that is for sale by gathering data scientifically and exercise critical thinking to analyze and synthesize information.(Lo 2.6 & 2.7).
6. Demonstrate ability to think independently and systematically on developing a viable business model (Lo 1.3 & 3.7).
7. Utilize strong analytical skills and tools to formulate an effective Bootstrap Marketing Plan on which a small business can build a competitive edge in the market place.(Lo 1.8, 4.3 & 4.5).
8. Deliver and communicate marketing messages in coherent and professional manner.(Lo 4.4).
9. Design a solid projected financial Plan and conduct a breakeven analysis for a small company.(Lo 2.5).
10. Demonstrate a thorough understanding regarding the importance of cash management for the success of a small business. (Lo 2.8).
11. Explain the process of developing an effective management succession with an understanding of risk management strategies. (Lo 1.6)

Course Major Topics:

1. Entrepreneurs: The Driving Force Behind Small Business
2. Creativity and Innovation: Keys to Entrepreneurial Success
3. Choosing a Form of Ownership
4. Franchising and the Entrepreneur

5. Buying an Existing Business
6. New Business Planning Process: Feasibility Analysis, Business Modelling, and Crafting a Winning Business Plan
7. Building a Bootstrap Marketing Plan
8. Creative Use of Advertising and Promotion, Pricing and Credit Strategies
9. E-Commerce and Entrepreneurship
10. Creating a Solid Financial Plan and Managing Cash Flow
11. Sources of Equity and Debt Financing
12. Legal and ethical Aspects of Small Business: Succession, Ethics, and Government Regulation
13. Management Succession and Risk Management Strategies in the Family Business

Learning Resources

Scarborough, N.M. & Cornwall, J. (2015). *Entrepreneurship and effective small business management* (11th ed.). Upper Saddle River, NJ: Prentice Hall. ISBN: 9780133506327 (print); 9780133508239 (e-text).

Grading:

Course works (assignments, quizzes, projects, case studies, board discussion):	25%
Midterm exam	25%
Final Exam	50%

MGT403

COURSE DESCRIPTION			
College	College of Administrative & Financial Sciences		Department Business Administration
Course Name	Knowledge Management	Course Code:	MGT403
Credit Hours	3 Credit Hours	Contact Hours	3
Language	<input type="checkbox"/> Arabic		<input checked="" type="checkbox"/> English
Track	<input checked="" type="checkbox"/> College Req.	<input type="checkbox"/> Dep. Req.	<input type="checkbox"/> Concentration
Level	Level 7	Prerequisite	MGT 101
<p>Course Description:</p> <p>This course introduces student to understand the importance of knowledge for business and management. It presents key concepts and processes of knowledge management and demonstrates them on case studies to understand how knowledge could be maintained developed and shared among company personnel. Focus will be on models, processes and application of KM and its use to create the competitive advantage.</p>			
<p>Course learning outcomes:</p> <ol style="list-style-type: none"> 1. Demonstrate understanding of overall knowledge management concepts, goals and strategies within the context of organization (Lo 1.1). 2. Explain issues pertaining to work with tacit knowledge & support its sharing. (Lo 1.2). 3. Explain processes of knowledge management in companies (Lo 1.6). 4. Implement knowledge management cycle processes in organization (Lo 2.2 & 2.5). 			

5. Apply elements of core knowledge and learning organization principles (Lo 2.1).
6. Identify and analyze challenges and issues pertaining to community of practice (Lo 2.7).
7. Demonstrate ability to work with others effectively as a team member in knowledge management projects, related to case studies. (Lo 3.5 & 3.8).
8. The capacity to write coherent project about actual knowledge management case studies (Lo 4.5).

Course Major topics

1. Introduction to Knowledge Management
2. The Knowledge Management Cycle
3. Knowledge Management Models
4. Knowledge Capture and Codification
5. Knowledge Sharing and Communities of Practice
6. Knowledge Application
7. The Role of Organizational Culture
8. Knowledge Management Tools
9. Knowledge Management Strategy
10. The Value of Knowledge Management
11. Organizational Learning and Organizational Memory
12. The KM Team and Resources
13. Future Challenges for KM

Learning Resources

- **Textbook**

Kimiz Dalkir, Jay Liebowitz: Knowledge Management in Theory and Practice, The MIT Press; second edition edition (March 4, 2011). ISBN-13: 978-0262015080

Grading:

Course works (assignments, quizzes, projects, case studies, board discussion):	25%
Midterm exam	25%
Final Exam	50%

MGT404

COURSE DESCRIPTION			
College	College of Administrative & Financial Sciences		Department Business Administration
Course Name	Organization Design and Development	Course Code:	MGT404
Credit Hours	3 Credit Hours	Contact Hours	3
Language	<input type="checkbox"/> Arabic		<input checked="" type="checkbox"/> English
Track	<input type="checkbox"/> College Req.	<input checked="" type="checkbox"/> Dep. Req.	<input type="checkbox"/> Concentration
Level	Level 7	Prerequisite	MGT 101
<p>Course Description:</p> <p>This course aims to highlight the organization design process and its development. First, it focuses on developing an understanding about the basics of organizational design, the organizational design principles to manage change, keeping the design aligned with the needs of the firm and the different forms of organizational structure. Second, the course presents the different perspectives of an Organization Development at the individual, group, and organizational levels of analysis. Theoretical models will be considered, along with real-world examples of organizations that have or have not benefited in the past, or that might or might not benefit in the future, from Organization Development interventions. Students will learn how to use theoretical models to evaluate, and will learn, also, how to evaluate theoretical models in terms of their research and work experience</p>			
<p>Course Learning Outcomes:</p>			

1. Explain the basic functioning of organizational design approaches and models. (Lo 1.1)
2. Demonstrate and analyze the organizational structure and the capability with organization's strategies. (Lo 1.6 & 2.2)
3. Understand the basic concepts of systems theory for organizational design. (Lo 1.5)
4. Identify the different elements and issues of organizations development and creating the need for change. (Lo 1.2 & 2.4)
5. Analyze the strategic role of change in the organization and its impact on organizational performance(Lo 2.9)
6. Identify and apply the basic steps of the organizational development process (Lo 2.5)
7. Define the human, structural and strategic dimensions of the organizational development (Lo 1.5 & 3.1)
8. Identify & Analyze the ethical issues of the organizational development processes (Lo 1.4 & 3.3)

Course Major Topics:

1. Introduction to organization design
2. Organization development: an overview
3. Single-Business Strategy and Functional Organization
4. The Reconfigurable Functional Organization
5. Designing the Lateral and network Organization
6. Multi-business Strategy and Organization
7. The mix models
8. Overview of organization development
9. The process of organization development
10. Human process interventions
11. Technostructural interventions
12. Strategic change interventions

13. Special applications of organization development

Learning Resources

- Cummings, T., & Worley, C. (2015). *Organization development and change*. (10th ed.). Stamford, CT: Cengage Learning. ISBN#: 13 9781133190455 (print), ISBN#: 13 9781285800967 (e-text).
- Galbraith, J. (2014). *Designing organizations: Strategy, structure, and process at the business unit and enterprise levels*. (3rd ed.). San Francisco, CA: Wiley. ISBN#: 13 9781118409954 (print), ISBN#: 13 9781118417294 (e-text).

Grading:

Course works (assignments, quizzes, projects, case studies, board discussion):	25%
Midterm exam	25%
Final Exam	50%

COURSES' DESCRIPTIONS

LEVEL EIGHT

Course Code	Course Title	Credit Hours	Pre-requisites
MGT421	Communications Management	3	MGT101
MGT422	Business Ethics and Social Responsibility	3	
MGT324	Public Management	3	MGT101
MGT430	Internship	6	Complete 90 Credit Hours

MGT421

COURSE DESCRIPTION			
College	College of Administrative & Financial Sciences		Department Business Administration
Course Name	Communications Management	Course Code:	MGT421
Credit Hours	3 Credit Hours	Contact Hours	3
Language	<input type="checkbox"/> Arabic		<input checked="" type="checkbox"/> English
Track	<input checked="" type="checkbox"/> College Req.	<input type="checkbox"/> Dep. Req.	<input type="checkbox"/> Concentration
Level	Level 4	Prerequisite	MGT101
Course Description:			
<p>Employers are demanding business school student with strong communication skills. Covers the theory and process of communication in today's knowledge and information intensive organizations. Develops oral and written communication skills, including professional presentations. Focuses on the role of interpersonal and team-based communication in building more effective business relationships.</p>			
Course learning outcomes:			
<ol style="list-style-type: none"> 1. Demonstrate a thorough understanding of the communication architecture for professional success and a process for management writing. (Lo 1.2), (Lo 1.6) 2. Identify sentence and paragraph level language needed to convey a business voice in management writing (Lo 1.3) 3. Apply techniques to lead and participate in collaborative and individual management writing. (Lo 2.3) 			

4. Understand the concepts of listening and how listening technology can improve communication performance in business context (Lo 1.5) (Lo.4.3)
5. Create an ethic of care in business correspondence, and identify the parts of a business letter, its types and their function. (Lo 2.10) (Lo 1.9)
6. Describe appropriate writing format for business letters using in-house communication principles. (Lo 4.5)
7. Demonstrate the importance of visual aids, its various types and how they are used in business correspondence appropriate for specific audiences. (Lo 2.4) (Lo 3.2) (Lo 4.6)
8. Exhibit knowledge of fundamental theories in business career communications and how career writing can improve skills for career Search, Resumes and Follow Ups Communication. (Lo 1.1) (Lo 4.4)
9. Describe behavior-based structured interviewing and using technique to assess candidates (e.g., using structured interviews, technique implementation for job analysis and job description). (Lo 3.5) (Lo 2.2)
10. Understand ethical and legal considerations in communications management and recognize ethical challenges facing by the communications professionals (Lo 3.3) (Lo 3.8)

Course Major Topics:

1. Communication Architecture for Professional Success.
2. Process, Individual and Collaborative Styles for Management Writing.
3. Oral Presentations and Listening.
4. Formats and Techniques for Business Letters.
5. Persuasive Messages, Effective Memos and E-mail.
6. Short and Long Reports.
7. Proposals and Business Plans.

8. Graphic Aids for Documents and Presentations.
9. Career Communication.
10. The Career Search, Resumes, and Follow-up Communications.
11. Guidelines for Interviewees and Interviewers.
12. Managing Meetings and Telephone Work.
13. Ethics and Law for Communications Management.
14. Gender Communication.

Learning Resources

- **Textbook**

Arthur H. Bell, Dayle M. Smith: Management Communication, Wiley; 3 edition (January 7, 2010). ISBN-13: 978-0470084458

Grading:

Course works (assignments, quizzes, projects, case studies, board discussion):	25%
Midterm exam	25%
Final Exam	50%

MGT422

COURSE DESCRIPTION			
College	College of Administrative & Financial Sciences	Department	Business Administration
Course Name	Business Ethics and Social Responsibility	Course Code:	MGT 422
Credit Hours	3 Credit Hours	Contact Hours	3
Language	<input type="checkbox"/> Arabic	<input checked="" type="checkbox"/> English	
Track	<input type="checkbox"/> College Req.	<input checked="" type="checkbox"/> Dep. Req.	<input type="checkbox"/> Concentration
Level	Level 8	Prerequisite	None
<p>Course Description:</p> <p>This course focuses on the application and evaluation of scholarly articles, case studies, and real-life ethical dilemmas using an ethical decision-making model. Students will evaluate personal value systems; individual, leadership driven, organizational, and community ethical issues; and the social responsibilities of global organizations. The course will culminate in an in-depth analysis of a real-life ethical dilemma based on an authentic organization.</p>			
<p>Course Learning Outcomes:</p> <ol style="list-style-type: none"> 1. Demonstrate a solid understanding of prominent theories of ethics and morality (Lo 1.1) 2. Describe the role of social responsibility in the functional areas and strategic processes of business (Lo 1.2) 			

3. Describe a comprehensive framework for analyzing and resolving ethical issues and dilemmas in an organization (Lo 1.6)
4. Develop an awareness and understanding of cultural and national differences related to ethics (Lo 1.8)
5. Defend their rationale for decisions related to acceptable and unacceptable business conduct based on the business ethics principles (Lo 2.1)
6. Ability to think objectively based on sound research techniques and critical thinking (Lo1.4)
7. Demonstrate ability to work with others effectively as a team member in business ethics research projects or case studies (Lo 3.5)
8. The capacity to write coherent project about a case study or an actual research about ethics (Lo 4.5)

Course Major Topics:

1. Introducing straight talk about managing business ethics: where we're going and why.
2. Deciding what's right: a prescriptive approach
3. Deciding what's right: a psychological approach
4. Addressing individuals' common ethical problems
5. Ethics as organizational culture
6. Managing ethics and legal compliance
7. Managing for ethical conduct
8. Ethical problems of managers
9. Corporate social responsibility
10. Ethical problems of organizations
11. Managing for ethics and social responsibility in a global environment

Learning Resources

- **Textbook**

Trevino, L.K. & Nelson, K. A. (2011). Managing Business Ethics. (5th ed.) Hoboken, NJ: John Wiley & Sons, Inc. ISBN: 978-0-470-34394-4.

Grading:

Course works (assignments, quizzes, projects, case studies, board discussion):	25%
Midterm exam	25%
Final Exam	50%

MGT324

COURSE DESCRIPTION			
College	College of Administrative & Financial Sciences	Department	Business Administration
Course Name	Public Management	Course Code:	MGT324
Credit Hours	3 Credit Hours	Contact Hours	3
Language	<input type="checkbox"/> Arabic		<input checked="" type="checkbox"/> English
Track	<input checked="" type="checkbox"/> College Req.	<input type="checkbox"/> Dep. Req.	<input type="checkbox"/> Concentration
Level	Level 6,7,8	Prerequisite	MGT101
<p>Course Description:</p> <p>This course introduces students to management principles and practices, with a focus on public agency administration. The course examines the nature of public administration and move to organization theory and the effect of structure on administrative behaviour. It also discusses the people side of government organizations as well as management and leadership within organizations.</p>			

Course Learning Outcomes:

1. Understand the fundamental theories of public sector management.
2. Understand the simple and complex issues pertaining to public management environment
3. Apply critical thinking to make and defend business decisions
4. Recognize and gather data that related to public management scientifically
5. Ability to rise to ethical issues and challenges in the context of public management
6. Develop information technology skills for fast and effective means of communication to address business issues.
7. Apply different management and leadership styles for different situations

Course Major Topics:

1. Public Administration: An Indispensable Part of Society
2. Organizational Theory and Management
3. Managing Human Resources
4. Public Decision Making
5. Politics and Public Administration
6. Intergovernmental Relations
7. Public Performance
8. Program Evaluation
9. Public Budgeting
10. Public-Sector Leadership
11. Ethics and Public Administration
12. Technology and Public Administration
13. The Future of Public Administration

Learning Resources

- **Textbook**

Holzer, M., & Schwester, R. W. (2015). Public administration: An Introduction: Second Edition, ISBN-13: 978-0765639110
ISBN-10: 0765639114

Grading:

Course works (assignments, quizzes, projects, case studies, board discussion):	25%
Midterm exam	25%
Final Exam	50%

MGT430

COURSE DESCRIPTION			
College	College of Administrative & Financial Sciences	Department	Business Administration
Course Name	Internship	Course Code:	MGT430
Credit Hours	3 Credit Hours	Contact Hours	3
Language	<input type="checkbox"/> Arabic		<input checked="" type="checkbox"/> English
Track	<input checked="" type="checkbox"/> College Req.	<input type="checkbox"/> Dep. Req.	<input type="checkbox"/> Concentration
Level	Level 4	Prerequisite	Complete 90 credit Hours
Course Description:			
<p>This course provides qualified students with an opportunity to receive academic credit for supervised professional training and experience in an actual work environment. This Internship is an ongoing seminar between the student, the faculty member and the employment supervisor. It involves an Internship Application and Learning Agreement, periodic meetings with the faculty representative, professional experience at a level equivalent to other senior-level courses and submission of material as established in the Internship Application and Learning Agreement. Participation cannot be guaranteed for all applicants.</p>			
Course learning outcomes:			
<ol style="list-style-type: none"> 1. Understand the performance expectations of various jobs related to the student's area of concentration; 2. Relate to "real-world" experience in an organizational setting; 3. Develop a sense of professionalism; 4. Develop a sense of business and work ethics; 			

5. Refine verbal and written communication skills and understand the importance of communications in the organizational setting;
6. Possess enhanced problem-solving abilities;
7. Develop an awareness of organizational behavior and management styles;
8. Possess improved critical thinking skills;
9. Enhance the learning experience beyond that provided in coursework; and
10. Enhance the overall understanding of the structure and workings of an organization

Course Major Topics:

N/A

Learning Resources

- **Textbook**

This course does not need a textbook.

Grading:

- 40 % for internship activities (assigned by the on-training supervisor)
- 30 % for the apprehension and the assiduity of the student (assigned by the academic supervisor)
- 30 % for the substance and the style of the training report (assigned by the department)

COURSES' DESCRIPTIONS

CONCENTRATIONS

BUSINESS ADMINISTRATION

CONCENTRATION:

Course Code	Course Name	Credit Hours	Prerequisites
MGT325	Management of Technology	3	MGT101
MGT424	Quality management	3	MGT101
MGT425	Spreadsheet Decision Modelling	3	
Total		9	

MGT325

COURSE DESCRIPTION

College	College of Administrative & Financial Sciences		Department	Business Administration
Course Name	Management of Technology	Course Code:	MGT325	
Credit Hours	3 credit Hours	Contact Hours	3	
Language	<input type="checkbox"/> Arabic		<input checked="" type="checkbox"/> English	
Track	<input type="checkbox"/> College Req.	<input type="checkbox"/> Dep. Req.	<input checked="" type="checkbox"/> Concentration	
Level	Levels 6,7,8	Prerequisite	MGT101	

Course Description:

This course provides in-depth coverage of the role of technology management in business organizations, with a focus on using technology management as a powerful tool to compete in an increasingly challenging global economy. Students will learn how companies control their internal functions to exploit new technologies and markets, how technologies are developed into products, and how products meet market demands.

The course will focus mainly on the role of technology managers in technology based businesses.

Course learning outcomes:

1. Demonstrate the dynamics of technological innovation concepts in technology-intensive business enterprises.
2. Demonstrate a solid understanding of the concepts and models for making strategies to face challenges and improve the performance of technology based enterprises.

3. Employ the skills for managing peoples and other complex issues in technology based organizations.
4. Apply the knowledge of business concepts and skills- like concurrent engineering and matrix organization concepts in diverse contexts and business situations.
5. Evaluate projects objectively by various methods, select best projects among possible alternatives and leads to problem solving.
6. Ability to collect and synthesize data, facts and figures to evaluate risk for new product development and use of information technology as a tactical resource.
7. Demonstrate the ability of teamwork and sharing of duties and responsibilities.

Course Major Topics:

1. Challenges of Managing in High-Technology.
2. Managing in an e-Business World.
3. Organizing the High-Technology Enterprise.
4. Concurrent Engineering and Integrated Product Development.
5. Managing People and Organizations.
6. Managing Technology-Based Projects.
7. Project Evaluation and Selection.
8. Leading Technology Teams.
9. Managing R&D and Innovation.
10. Managing Environmental Quality.
11. Managing Risks in High Technology.
12. Developing New Business.
13. Consulting in Technology Management.

Learning Resources

- **Textbook**

Hans J. Thamhain: Management of Technology : Managing Effectively in Technology-Intensive Organizations, Wiley; 2 edition (May 25, 2005)

Grading:

Course works (assignments, quizzes, projects, case studies, board discussion):	25%
Midterm exam	25%
Final Exam	50%

MGT424

COURSE DESCRIPTION			
College	College of Administrative & Financial Sciences	Department	Business Administration
Course Name	Quality Management	Course Code:	MGT424
Credit Hours	3 Credit Hours	Contact Hours	3
Language	<input type="checkbox"/> Arabic		<input checked="" type="checkbox"/> English
Track	<input checked="" type="checkbox"/> College Req.	<input type="checkbox"/> Dep. Req.	<input type="checkbox"/> Concentration
Level	Levels 6 , 7 , 8	Prerequisite	MGT101
<p>Course Description:</p> <p>This course provides students with understanding and knowledge of the philosophies and methods used to improve effectiveness and efficiency of organizational processes. Quality concepts from Juran and Deming will be discussed along with more current quality concepts such as six-sigma, black-belt quality associates, and total quality management (TQM). In addition, issues applying quality concepts to global companies will be explained.</p>			
<p>Course Learning Outcomes:</p> <ol style="list-style-type: none"> 1. Develop an appreciation of quality management theory, principles, and practices. (LO: 1.1 & 1.2). 2. Identify and meet the needs of internal / external customers. (LO: 1.6 & 1.7) 			

3. Implement quality improvement efforts using teams for organizational assessment and quality audits.
4. (LO: 2.1 & 2.4).
5. Use quality improvement tools and practices for continuous improvement. (LO: 3.5 & 3.8).
6. Develop strategies for organizational change and transformation. (LO: 4.5 & 4.6)
7. Identify and develop the elements of quality in the management process. (LO: 3.2 & 3.7).
8. Implement a system for the importance of standardization and quality standards (LO: 2.5 & 2.9).
9. Identify and resolve the Manufacturing / Procurement related quality issues (LO: 1.6 & 1.7).
10. Develop analytical skills of identifying pitfalls, or quality concerns through assimilated and strategic planning. (LO: 1.1)
11. Implement the business-integrated quality systems through process control (LO: 2.7 & 2.8).

Course Major Topics:

1. Business-integrated quality systems
2. The quality function and its approaches
3. Customer-focused organizations
4. Integrated and strategic planning
5. Understanding customer expectations and needs
6. Benchmarking
7. Organizational assessment
8. Process control
9. Quantifying process variation
10. Quality audits

11. Continuous improvement
12. Six Sigma methodology, including detailed descriptions of the DMAIC and DMADV approaches
13. Resource requirements to manage the quality function

Learning Resources

- **Textbook**

Thomas Pyzdek & Paul Keller: The Handbook for Quality Management, Second Edition: A Complete Guide to Operational Excellence, McGraw-Hill Professional; 2 edition (December 18, 2012). ISBN-13: 978-0071799249

Grading:

Course works (assignments, quizzes, projects, case studies, board discussion):	25%
Midterm exam	25%
Final Exam	50%

MGT425

COURSE DESCRIPTION			
College	College of Administrative & Financial Sciences		Department Business Administration
Course Name	Spreadsheet Decision Modeling	Course Code:	MGT425
Credit Hours	3 Credit Hours	Contact Hours	3
Language	<input type="checkbox"/> Arabic		<input checked="" type="checkbox"/> English
Track	<input type="checkbox"/> College Req.	<input type="checkbox"/> Dep. Req.	<input checked="" type="checkbox"/> Concentration
Level	Levels 6, 7, 8	Prerequisite	
<p>Course Description:</p> <p>This Course provides an introduction to several quantitative methods used to facilitate complex decision-making in business, with applications in many different industries, at different levels in the organization, and with different scopes of decisions. The power of the methods covered in this class is further enhanced by implementing them in spreadsheet software, which allows complex problems to be approached and solved in a straightforward and understandable manner.</p>			
<p>Course Learning Outcomes:</p> <ol style="list-style-type: none"> 1. Explain simple decision models and management science ideas that provide powerful and (often surprising) qualitative insight about large spectrum of managerial problems (Lo 1.2) 2. Build an understanding of the kind of problems that is tackled using spreadsheet modelling and decision analysis (Lo 1.5) 			

3. Demonstrate the tools for deciding when and which decision models to use for specific problems (Lo 2.2)
4. Ability to find some structured way of dealing with complex managerial decision problems (Lo 2.5)
5. Demonstrate the tools for deciding when and which decision models to use for specific problems (Lo 2.5)
6. Apply powerful ways of spreadsheet as a ubiquitous tool in managerial career (Lo 2.5)
7. Ability to find some structured way of dealing with complex managerial decision problems (Lo 2.6)
8. Demonstrate the tools for deciding when and which decision models to use for specific problems (Lo 2.8)
9. Explain simple decision models and management science ideas that provide powerful and (often surprising) qualitative insight about large spectrum of managerial problems (Lo 2.9)
10. Employ decision analysis for organizational effectiveness related to decision making, problem solving and general operational performance effectiveness (Lo 4.1)
11. Build an understanding of the kind of problems that is tackled using spreadsheet modelling and decision analysis (Lo 4.3)
12. Build an understanding of the kind of problems that is tackled using spreadsheet modelling and decision analysis (Lo 4.5)

Course Major Topics:

1. Introduction
2. Modeling in a Problem-Solving Framework
3. Spreadsheet Engineering
4. Spreadsheet Analysis
5. Data Exploration and Visualization

6. Classification and Prediction Methods
7. Time Series Forecasting
8. Nonlinear Optimization
9. Linear Optimization
10. Network Models
11. Integer Optimization
12. Non-smooth Models
13. Decision Analysis

Learning Resources:

- **Textbook**

Powell, S. G., & Baker, K. R. (2014). Management Science: The art of modeling with spreadsheets (4th ed.). Wiley. ISBN: 9781118582695 (print version); ISBN: 9781118801314 (E-copy).

Grading:

Course works (assignments, quizzes, projects, case studies, board discussion):	25%
Midterm exam	25%
Final Exam	50%