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**KING SAUD UNIVERSITY**

COLLEGE OF BUSINESS ADMINISTRATION

**COURSE SYLLABUS**

PRINCIPLES OF MANAGEMENT AND BUSINESS

(MGT – 101)

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| **Course level:** | Undergraduate (BBA) |
| **Credit hours:** | 3 |
| **Course Instructor:** | Abdullah M Aldarrab  aaldarrab@ksu.edu.sa |
| **Consultation hours:** |  |
| **Pre-requisite:** | None |
| **Timing** |  |
| **Recommended Book** | Business Essentials 10th edition by  Ronald J. Ebert, Ricky W. Griffin  Published by Pearson International |

**Course Description and Objectives**

Principles of business and management course is an introductory course designed for business administration students; and also for non-business majors. It provides the student an opportunity to survey the various fields of business. A wide variety of business topics are covered including: the general nature of business, types of business organizations, types of business ownership, managing and leading business organizations, managing human resources, the marketing of the business, money and financial institution, management information system, legal environment of business, International business, business procedures, and interrelationships between the phases of doing business.

This course develops the administrative skills of students, and provides them with basic knowledge in the business and management field. The world that manager’s face has changed, is changing, and will continue to change. Business management is a dynamic subject and provide students with the best possible understanding of what it means to be a manager confronting change.

**Required Book:**

Ebert, Ronald J. & Griffin, Ricky W. (2015). Business Essentials, 10th edition. Prentice Hall, New Jersey

**Attendance:**

It is compulsory to attend at least **75%** of all classes. Any student failing to attend 75% of the classes will not be able to sit in final exam.

**Make-ups Exams:**

No make-ups exams in this course. If the student misses the mid-term exam, then a zero (0) point will be given, regardless of the reason of absence. Moreover, late submission of any required assignment means getting less marks for the assignment.

**Note:**

* Every student must bring the prescribed book in the class.
* No make ups for midterm examinations.

**Assessment:**

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| --- | --- | --- | --- |
| **Assessment Task** | **Length** | **Weight** | **Due Day and Time** |
| Mid Exam 1 | 50 minutes | 20% | 6th Week |
| Mid Exam 2 | 50 minutes | 25% | 10th Week |
| Assignments &Class participation | Various weeks | 15% | Various Weeks in Class |
| Final Examination | 2 hours | 40% | During Formal Examination Period |

Students must complete each component of the assessment to the satisfaction of the course instructor, and achieve an overall mark of **at least 60%** in order to pass the course. All components of the above assessment are compulsory, and must be completed in order to obtain a pass grade. Students are expected to perform satisfactorily in each item.

**Course Detail:**

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| WEEKS | TOPICS | CHAPTERS |
| 1 | Introduction, Business Environment & Ethics | **1** |
| 2 | Entrepreneurship and Business Ownership | **3** |
| 3 | The Global Context of Business | **4** |
| 4 | Business Management | **5** |
| 5 | Application & Cases |  |
| **1st session of 6th week** | **Mid Exam 1** |  |
| 6 | Organizing the Business | **6** |
| 7 | Operations Management and Quality | **7** |
| 8 | Employee Behavior & Motivation | **8** |
| 9 | Application & Cases |  |
| **1st session of 10th week** | **Mid Exam 2** |  |
| 10 | Leadership & Decision Making | **9** |
| 11 | Human Resource Management& Labor Relations | **10** |
| 12 | Principles of Marketing | **11, 12** |
| 13 | Managing Information | **13, 14** |
| 14 | Financial Issues | **15, 16** |
| 15 | Course Review |  |