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**College of business administration**

**King saud university- al Muzahimiyah branch**

**Course Specification: MAnagement (MGT- 101)**

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| **Subject Coordinator:** Prof. Jameel | | | |
| **Instructor:** | Prof. Jameel  Dr.Showkat Hussain | **Instructor title:** | Professsor; Asstt. Professor |
| **Office:** | F 106 F 090 | **Phone:** | 11; 1199 |
| **Teaching Hours:** | 45 | **Email:** | *jkhader*[*@ksu.edu.sa*](mailto:mialam@ksu.edu.sa)  [*sgani@ksu.edu.sa*](mailto:sgani@ksu.edu.sa) |

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| **Required Topics** | **Credit hrs** | **Week** |
| 1. **Nature and significance of Management**   Definition of Management; Nature of Management; Objectives of Management; Fayol’s Principles of Management, **Internal Assessment.** |  |  |
| 1. **Levels of Management:**   Introduction; Meaning of Levels of Management; Top Level Management; Middle Level Management; Lower Level Management, **Internal Assessment.** |  |  |
| 1. **Essentials of Planning:**   Introduction; Definition of Planning; Nature of Planning; Objectives of Planning; Importance of Planning; Kinds of Plans; Steps involved in planning process; **Internal Assessment.** |  |  |
| 1. **Process and Structure of Organization:**   Introduction; Definition of Organization; Importance of Organization; Principles of Organization; Process of Organization ; Differences Between Formal and Informal Organization, **Internal Assessment.** |  |  |
| **First Mid- Term Exam** | **20 marks** | |
| 1. **Nature and Process of Direction:**   Introduction; Definition of Direction; Nature of Direction; Elements of Direction; **Internal Assessment** |  |  |
| 1. **Supervision:**   Introduction; Definition of Supervision; Who is a Supervisor; Status of Supervisor; Qualities of a good of Supervisor, **Internal Assessment.** |  |  |
| 1. **Leadership:**   Introduction; Definition of Leadership; Characteristics of Leadership; Importance of Leadership; Qualities of a Good Leader; **Internal Assessment.** |  |  |
| 1. **Motivation:**   Introduction; Definition of Motivation; Nature of Motivation; Objectives of Motivation; Human needs & Types; Incentives & types; Methods of Motivation; **Internal Assessment.** |  |  |
| **Second Mid- Term Exam** | **20 marks** | |
| 1. **Communication:**   Introduction; Definition of Communication; Nature of Communication; Communication Process; Elements of Communication; Types of Communication, **Internal Assessment.** |  |  |
| 1. **Nature and Process of Controlling:**   Introduction; Definition of Controlling; Nature & Objectives of Control; Processes of Control; **Internal Assessment.** |  |  |
| 1. **Functions of Management:**   Functions of Management Process; Production; Financial; Marketing; Personnel; Development; Purchasing; Transport; Maintenance; Office Management. |  |  |
| **Internal Assessment** | **20 marks** | |
| **Final Exam** | **40 marks** | |

**Distribution of Marks:**

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| S. No. | Examinations | Marks |
| 1. | Mid- Term Exam | **40 marks** |
| 2. | Internal Assessment | **20 marks** |
| 3. | Final Exam | **40 marks** |
| 4. | Total | **100 marks** |