

<b>Instructor</b>	<b>AMANI BANI AL-KAHTANI</b>
<b>Section – Class Hours – Classroom</b>	30385 ( 8 - 9 ) (Bldg#3, the first floor, A 32)
<b>Office Hours</b>	SUN 9 – 10 / 12-1 TUE 9–10 / 12-1 THU 9 - 11
<b>Office location</b>	Bldg.3, Flr. 2, Rm. 62
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### COURSE DESCRIPTION:

The course introduces the student to the contemporary business world, the business of managing, people in organizations, the principles of marketing, managing information and financial issues.

### Course Objectives:

This course is basically designed to orient the students to study of business, and management. It is designed to achieve the following objectives:

- To familiarize students with the basic concepts of Business Administration
- To increase students' awareness of the importance of understanding management's concept to their careers as BM professionals and to their life in general.
- To enhance the student's ability in understanding diverse business operations.
- Discuss how businesses achieve success by demonstrating ethical behavior
- Explain the strategies for business success in the relationship era
- Demonstrate the use of empowerment in management
- Describe the elements of customer-driven marketing
- Discuss the basic elements of financial management and investing
- Finally, it is expected that the course would help the students to make a more informed choice while selecting their future educational path.

### Course Effectiveness Matrix:

Course learning outcomes(CLO) Upon completion of the course the students will be able to:	Linked to program learning outcomes(PLO)	Teaching strategies	Assessment
Students will demonstrate the knowledge of business functional & Define concept and theories of management	LG 5 OB5.1	<ul style="list-style-type: none"> <li>• Lecturing</li> <li>• Case analysis</li> <li>• Lecture</li> <li>• Tutorial</li> </ul>	Mid-terms Quizzes Case studies
Students will employ interpersonal, team-building and leadership skills to manage businesses effectively& ability to work effectively with others	LG4:OB4.1&OB4.2	<ul style="list-style-type: none"> <li>• Group discussion &amp; real situation cases</li> <li>• Lecture</li> <li>• presentation</li> </ul>	Participation, Assignment
Relate and compare marketing, financial and operational side of businesses	LG 2 OB2.2	<ul style="list-style-type: none"> <li>• Lecturing</li> </ul>	Final assessment
Practice leadership styles, HR and ethical concepts of business organization and Decision Making steps.	LG 3 OB3.1	<ul style="list-style-type: none"> <li>• Class room discussion</li> <li>• real situation cases</li> </ul>	Final assessment

**To achieve the above mentioned objectives the following activities will take place:**

1. Students will engage in bi-weekly discussion on integrative chapter skills sections to increase students' ability to operate in a team environment.
2. Students will use on-line resources referenced in the textbook and in PowerPoint Slides to explore business issues in popular cases.

**Textbook:**

- Ebert and Griffin. **Business Essentials**10e, Prentice Hall, 2015
- [www.MYBIZLAB.com](http://www.MYBIZLAB.com)

**Methods of assessment:**

Activity	Grade	Description
Midterm 1	25%	SUNDAY 11-6-1437H \ 20-3-2016 chapters(1-2-5)
Midterm 2	25%	SUNDAY 3-7-1437H \ 10-4-2016 chapters(3-4-6)
Homework	2%	
Case Study	3%	
Quizzes	5%	
Final	40%	Comprehensive
Sum	100%	

**Additional notes:** The examinations may consist of multiple choice, true/false, and essay questions which measure the ability to know and apply principles of good management. **Make up Exams** are not permitted unless in cases of emergencies or other special condition. In such cases, you must still notify me at the earliest possible opportunity, and submit evidence to document the special conditions (do not wait to be asked to do so). **Make up Exams will be held on Sunday 24-7-1437H \ 1-5-2016 covered all the chapters discussed in this semester.**

**Commitment to Ethical Behavior**

It is understood that each student will be committed to ethical behavior in the course. It is unethical to:

- ask to raise your grades unjustifiably
- ask to use a certain type of questions in the examination and leave another type.
- ask to grant you a special benefit or status, or override class rules for your sake.
- ask to change course requirements or reassign grades among various course requirements.
- Work plagiarized entirely or partially will receive 'zero.'

**Attendance & Participation**

Attendance, attitude, and preparation are important. Students are expected to be willing to study and learn, being ready to answer questions when called upon, volunteering answer to questions or asking questions, and actively listening to the instructor and other class members.

If you missed 50% of our classes you will be no longer allowed to attend this course nor attend the final exam. If you miss a class, it is your responsibility to contact either me or another classmate to find out what you've missed and how you prepare for the next class meeting

Come to class on time. If you are more than 15 minutes late, then you are NOT allowed to get in the class.

\* If you come after I finish taking attendance, you will be marked "late"; two "lates" are counted as one.

**Email Communication**

\*Students are to maintain professionalism in all communication with course instructors, especially in email.

\* All communication must use KSU email (<http://student.ksu.edu.sa/>). Messages from personal email accounts will receive no response from instructors.

\* All communication must be course-related.

**Mobiles.**

Your mobile should be turned off before you come into the classroom and it should be inside your bag. No mobiles are allowed to be seen anywhere near you.

**Abaya:**

You should take off your abaya into the classroom.

**Quizzes**

If you miss the quiz, it will NOT be repeated for you unless you bring a medical report.

**Business 101 First Semesters 1436-1437h(2015)**

<b>Week</b>	<b>Date</b>	<b>Lecture topic and selected In-Class Exercises</b>	<b>Chapter</b>
1		Registration Week	
1		Course introduction and overview	
2		<b>Business Management</b>	5
3		<b>Business environment</b>	1
4		<b>Business Ethics and Social Responsibility</b>	2
5		<b>Entrepreneurship, New Ventures and Business Ownership</b>	3
6		<b>The Global Context of Business</b>	4
7		<b>Organizing the Business</b>	6
8		<b>Operations Management and Quality</b>	7
9		<b>Employee Behavior and Motivation</b>	8
10		<b>Leadership and Decision Making</b>	9
11		<b>Human Resource Management and Labor Relations</b>	10
12		<b>Marketing Processes and Consumer Behavior</b>	11
13		<b>Information Technology for Business</b>	14
14		<b>The Role of Accountants and Accounting Information</b>	15
14		<b>Managing Finances</b>	17
		<b>FINAL EXAM</b>	

*Best wishes,,,,,*