**MGT 101 Business Essentials**

**Course Syllabus**

**The First Semester, 1439h**

**First Term of Academic Year 2107-2018**

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**Course DESCRIPTION:**

This course aims to develop the administrative skills of students, and to provide them with basic knowledge in management and business. It focuses on teaching the functions of management (planning, organizing, directing and control) and the functions of the organization (human resources, marketing, financing and operations).

**Course Objectives:**

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| Course objectives | Student learning outcomes | To be assessed |
| Upon successful completion of this course, the student will have reliably demonstrated the ability to:   1. Understand the major functions of the management and their application in organizational wide. 2. Demonstrate critical thinking skills to analyze organizational and managerial issues. 3. Lead and communicate with group members effectively to achieve the set goals. 4. Analyze organizational issues and suggest creative solutions in decision making process within the organization. 5. Understand and formulate, implement and evaluate organizational strategies to achieve the overall goals of the firm.   . | After the completion of this course and following the procedural steps students should be able to:   1. Describe and apply the concept of management and the relevant management processes. 2. Ability to develop creative and innovative solutions to the managerial problems. 3. Effectively engage and lead the team members. 4. Ability to make productive decisions that based on creative and logical thinking. 5. Skills to formulate task oriented strategies and their application within the organization. | Class participation,  Mid-term – 1 & 2  Assignment # 1  Case Study # 1  Class participation  Mid Term – 1& 2  Case Study # 1  Class participation  Mid Term – 1& 2  Class participation  Mid Term – 1& 2  Assignment # 2  Case Study # 2  Presentations  Final Exam |

**Textbook:**

* Ebert and Griffin. ***Business Essentials***10e / 11e , Prentice Hall, 2015. Tenth or Eleventh Edition
* [www.MYBIZLAB.com](http://www.MYBIZLAB.com)

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| **1. Topics to be Covered** | | |
| **List of Topics** | No. of  Week | Contact Hours |
| * Class introduction * Course Description & Administration i.e., teaching methods, assessment modes, attendance policy, policy on late submission of assignments, mitigating circumstances for any exams, and other policies related to the course   Introduction:  **Chapter 1: The Business Environment:**  -The Concept of Business and the Concept of Profit  -The External Environments of Business  -Economic Systems  -The Economics of Market Systems  -Economic Indicators | Week 1 | 3 hours |
| **Chapter 2: Understanding Business Ethics and Social Responsibility**  Ethics in the Workplace  Individual Ethics  Business and Managerial Ethics |  |  |
| **Chapter 3: Entrepreneurship, New Ventures, and Business Ownership:**  -What is a “Small” Business?  -Entrepreneurship  -Starting and Opening a New Business  -Trends, Successes, and Failures in New Ventures  -Noncorporate Business Ownership  -Corporations | Week 2 | 5 hours |
| **Chapter 4: The Global Context of Business:**  -The Contemporary Global Economy  -International Trade  -International Business Management  -Barriers to International Trade | Week 3 | 4 hours |
| **Chapter 5: Managing the Business:**  -The Management Process  -Types of Managers  -Basic Management Skills  -Strategic Management: Setting Goals and Formulating Strategy  -Contingency Planning and Crisis Management  -Management and the corporate Culture | Week 4 | 4 hours |
| **Chapter 6: Organizing the Business:**  -What is the organizational Structure?  -The Building Blocks of Organizational Structure  -Establishing the Decision-Making Hierarchy  -Basic Forms of Organizational Structure  -Informal Organization | Week  5 & 6 | 5 hours |
| **Chapter 7: Operations Management and Quality for Producing Goods and Services:**  -What does Operations Mean Today?  -Growth in the Services and Goods Sectors  -Creating Value through Operations  -Operations Planning; Operations Scheduling, and Operations Control  -Quality Improvement and Total Quality Management | Week  6 & 7 | 5 hours |
| **Chapter 8 : Employee Behavior and Motivation:**  -Forms of Employee Behavior  -Individual Differences among Employees  -Matching People and Jobs  -Basic Motivation concepts and Theories  -Strategies and Techniques for Enhancing Motivation | Week 8 | 4 hours |
| **Chapter 9: Leadership and Decision Making:**  - The Nature of Leadership  - Early Approaches to Leadership  - The Situational Approach to Leadership  - The Changing Nature of Leadership  - Leadership, Management, and Decision Making | Week 9 | 3 hours |
| **Chapter 10: Human Resource Management and labor Relation:**  -The Foundation of Human Resource Management  -Staffing the organization  -Developing the Workforce  -Compensation and Benefits  -The Legal Context of HRM  -New Challenges in the Changing Workforce:  -Dealing with Organized Labor  -Collective Bargaining | Week 10 | 3hours |
| **Chapter 11: Marketing Processes and Consumer Behavior:**  -What is Marketing?  -Strategy :The Marketing Mix  -Target Marketing and Market Segmentation  -Understanding Consumer Behavior  -Organizational Marketing and Buying Behavior  -What is a Product?  -Developing New Products | Week  11 & 12 | 3 hours |
| **Chapter 15: The Role of Accountants and Accounting Information**  How Are Accountants and What Do They Do?  Financial versus Managerial Accounting  What Is Accounting and Who Uses Accounting Information? |  |  |
| **Chapter 17: Managing Business Finances:**  -Maximizing Capital Growth  -Investing to Fulfill Financial Objectives  -The Business of Trading Securities  -Financing the Business Firm | Week  12 & 13 | 3 hour |
| **Final Examination** | **Week 15** | **42 hours** |

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| **Schedule of Assessment Tasks for Students During the Semester** | | | |
|  | Assessment task (e.g. essay, test, group project, examination, speech, oral presentation, etc.) | Week Due | Proportion of Total Assessment |
| 1 | 2 Quizzes out of 5% |  | 10% |
| 2 | 1st. Mid Term Exam | On Sunday 9/2/1439H  29-10- 2017 include(CH1,2,5)  12-1 pm | 25% |
| 3 | 2nd. Mid Term Exam | On Sunday15/3/1439 H  3-12- 2017  Include(CH3,4,6)  12-1 | 25% |
|  |  |  | 60% |
|  | Final Examination |  | 40% |

**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 the Final Examination

**Make-ups:** If a student misses the mid-term she has to provide a documented proof for the reason of absence in order to take the make-up examination and it will be all chapters & essays questions. Moreover, late submission of any required assignment means getting less marks for that assignment and no make up for it. (Make-ups are entertained only in genuine cases).

**Policy on Academic Integrity:** Students who violate University rules on academic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. Since such dishonesty harms the individual, all students, and the integrity of the University, policies on academic dishonesty will be strictly enforced.

Taking the words of others or presenting the ideas of others as your own not only prohibits you from learning the skills of academic research, it also violates the University’s Code of Academic Integrity. The University defines academic dishonesty as “cheating of any kind, including misrepresenting one’s own work, taking credit for the work of others without crediting them and without appropriate authorization, and the fabrication of information.”

Please make yourself familiar with the University’s Code of Academic Integrity. There will be zero tolerance for plagiarism and cheating. Please note that the Code stipulates that you cannot submit work prepared for another course—if you want to re-use research done in previous courses, discuss details with me before you start on the paper. If you are not sure about how to represent another person’s work in an assignment, contact me for advice before submitting. The code specifies that the minimum sanction for plagiarism is an F on the particular assignment; repeated offenses carry an F for the class as the minimum penalty.

***Best wishes*,,,,**