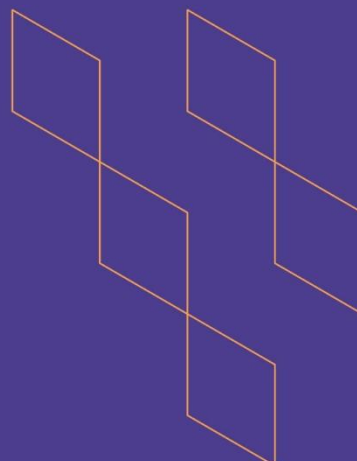




T-104  
2022

## Course Specification



Course Title: <b>Introduction to Management</b>
Course Code: <b>MGT 101</b>
Program: <b>Bachelor of Science in Business Administration / Management</b>
Department: <b>Management</b>
College: <b>College of Business and Tourism</b>
Institution: <b>The University of Prince Mugrin (UPM)</b>
Version: <b>2</b>
Last Revision Date: <b>9 August 2023</b>



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## A. General information about the course:

### Course Identification

1. Credit hours: 3 credit hours

#### 2. Course type

a. University  College  Department  Track  Others

b. Required  Elective

3. Level/year at which this course is offered: Level 2/ Year 1

#### 4. Course General Description

Introduction to Management is a core course that offers an engaging and insightful introduction to business and management disciplines. The complexity of problems that form contemporary business and management practices is discussed and future directions are considered. Introducing what management is and the past of management is the aim of this course. Students would then discuss the external and internal world in which managers conduct their work, also Globalization, Decision Making, Functions of Management, diverse workforce, global management, motivation and leadership will be the core topics.

5. Pre-requirements for this course (if any): NA

6. Co- requirements for this course (if any):

#### 7. Course Main Objective(s)

At the end of this course, students will be able to:

1. Understand fundamental concepts and principles of business and management, including the basic roles, skills, and functions of management.
2. Be familiar with interactions among the environment, technology, human resources, and organizations in order to achieve high performance.
3. Be knowledgeable of historical development, theoretical aspects and practice application of managerial process.
4. To analyze and suggest solutions to some managerial and organizational problems





## 1. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	45	100%
2.	E-learning		
3.	Hybrid <ul style="list-style-type: none"> <li>• Traditional classroom</li> <li>• E-learning</li> </ul>		
4.	Distance learning		

## 2. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	30
2.	Laboratory/Studio	0
3.	Field	0
4.	Tutorial	15
5.	Others (specify)	
<b>Total</b>		<b>45</b>

\* The length of time that a learner takes to complete learning activities that lead to achievement of course learning outcomes, such as study time, homework assignments, projects, preparing presentations, library times

## B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods

\*CLO mapped with ACCT & FIN in the appendix

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Describe the management's functions, concepts, and theories.	K2	<ul style="list-style-type: none"> <li>• Highlight keywords.</li> <li>• List</li> <li>• Memory activities</li> <li>• Reading materials</li> <li>• Watching presentations and videos</li> </ul>	<ul style="list-style-type: none"> <li>• Fill in the blanks.</li> <li>• Label</li> <li>• Match</li> <li>• Multiple choice</li> <li>• Quizzes</li> <li>• True and false questions</li> <li>• Short answers</li> </ul>
1.2	Explain the importance of effective management and its impact on business performance.	K3	<ul style="list-style-type: none"> <li>• Lecture</li> <li>• Group work</li> <li>• Discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Short answers</li> <li>• Essays</li> </ul>





Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
2.0	Skills			
2.1	outline the role of management policies and procedures in businesses including social responsibilities and ethical practices.	S1	<ul style="list-style-type: none"> <li>• Compare and contrast (with charts, tables, and Venn diagrams)</li> <li>• Concept map</li> <li>• Debates</li> <li>• Discussions</li> <li>• Flowchart</li> <li>• Group investigation</li> </ul>	<ul style="list-style-type: none"> <li>• Analysis paper</li> <li>• Evaluation criteria</li> <li>• Critique hypothesis, procedures, etc.</li> <li>• Review paper</li> <li>• Short answers</li> </ul>
2.2	Apply management techniques and decision-making skills to solve managerial problems.	S2	<ul style="list-style-type: none"> <li>• Concept map</li> <li>• Creating examples</li> <li>• Demonstrations</li> <li>• Flipped classroom.</li> <li>• Gamification</li> <li>• Group work</li> <li>• Problem-solving tasks</li> <li>• Short answers</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion</li> <li>• E-portfolio</li> <li>• Presentation</li> <li>• Problem-solving tasks.</li> <li>• Short answers</li> </ul>
3.0	Values, autonomy, and responsibility			
3.1	work effectively in group to address management activities.	V3	<ul style="list-style-type: none"> <li>• Active participation in classroom activities</li> <li>• Brainstorm ideas</li> <li>• Group discussions</li> <li>• Present in front of an audience.</li> <li>• Problem-solving activities</li> <li>• Role-play</li> <li>• Written assignments (essays, reports)</li> </ul>	<ul style="list-style-type: none"> <li>• Answer questions</li> <li>• Ability to follow procedures.</li> <li>• Critical questioning</li> <li>• Feedback and peer evaluation</li> <li>• Willingness to participate</li> </ul>





## C. Course Content

No	List of Topics	Contact Hours
1.	Basic concepts of management.	6
2.	History and evolution of management principles.	6
3.	Organization's culture and environment.	6
4.	Managerial Decision-making.	6
5.	Management functions: organizing, leading, motivation, communicating, and controlling.	6
6.	Functions of the organization.	6
7.	Human Resource Management	6
8.	Organizational Planning and Controlling	3
<b>Total</b>		<b>45</b>

## D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Quizzes	Week 3, 9,11	%10
2.	Assignments	Week 5,11	%25
3.	Midterm Exam	Week 8	%20
4.	Presentation	Week 15	%5
5.	Final Exam	Week 16	%40
<b>Total</b>			<b>100%</b>

\*Assessment Activities (i.e., Written test, oral test, oral presentation, group project, essay, etc.)

## E. Learning Resources and Facilities

### 1. References and Learning Resources

Essential References	Fundamentals of Management, 11 <sup>th</sup> Edition, Stephen P. Robbins, San Diego State University, 2020
Supportive References	Samson, D. and Daft, R.L. (2015) Fundamentals of Management (5th Asia Pacific Edition) Cengage Learning: Australia
Electronic Materials	Digital Library Databases (SDL): Suitable Articles from
Other Learning Materials	

### 2. Required Facilities and equipment

Items	Resources
facilities	Regular classrooms with whiteboard and projector. Lecture rooms with sufficient Audio-



Items	Resources
(Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Visual facilities) Lecture Theater for Guest Lecture or Seminar)
Technology equipment (projector, smart board, software)	AV, Smart Board, Internet Connection, Learning Management System
Other equipment (depending on the nature of the specialty)	Sufficient qualified experts in finance Library/resource center (including online resources)

## F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	<ul style="list-style-type: none"> <li>Students</li> <li>Faculty</li> <li>Peers</li> </ul>	<b>Indirect:</b> <ul style="list-style-type: none"> <li>course evaluation survey, Faculty reflection in course reports.</li> </ul> <b>Direct:</b> class observations.
Effectiveness of students' assessment	<ul style="list-style-type: none"> <li>students</li> <li>Faculty,</li> <li>Peers,</li> </ul>	<b>Indirect:</b> <ul style="list-style-type: none"> <li>Course evaluation survey</li> </ul> <b>Direct:</b> peer reviews
Quality of learning resources	<ul style="list-style-type: none"> <li>Students</li> <li>Faculty</li> <li>Admin</li> </ul>	<b>Indirect:</b> <ul style="list-style-type: none"> <li>Course evaluation survey.</li> </ul> <b>Direct:</b> <ul style="list-style-type: none"> <li>inventory checks with the library.</li> </ul>
The extent to which CLOs have been achieved	<ul style="list-style-type: none"> <li>Students</li> <li>Faculty</li> </ul>	<b>Indirect:</b> <ul style="list-style-type: none"> <li>Course evaluation survey.</li> </ul> <b>Direct:</b> <ul style="list-style-type: none"> <li>Collecting data from different assessment activities.</li> </ul>
Other		

**Assessor** (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

**Assessment Methods** (Direct, Indirect)

## G. Specification Approval Data

COUNCIL /COMMITTEE	MANAGEMENT & MARKETING DEPARTMENT COUNCIL
REFERENCE NO.	MGT & MKT 1. 23-24
DATE	21 AUG 2023



Code	Course Learning Outcomes	Code of CLOs aligned with MGT program	Code of CLOs aligned with ACCT program	Code of CLOs aligned with FIN program
1.0	Knowledge and understanding			
1.1	Describe the management's functions, concepts, and theories.	K2	ACCT PLO K2	FIN PLO K2
1.2	Explain the importance of effective management and its impact on business performance.	K3	ACCT PLO K2	FIN PLO K2
2.0	Skills			
2.1	outline the role of management policies and procedures in businesses including social responsibilities and ethical practices.	S1	ACCT PLO S3	FIN PLO S3
2.2	Apply management techniques and decision-making skills to solve managerial problems.	S2	ACCT PLO S3	FIN PLO S3
3.0				
3.1	work effectively in a group to address management activities.	V3	ACCT PLO V2	FIN PLO V2