



Course Specification

(Bachelor)

Course Title: Principles of Management And Business

Course Code: BUS -101

Program: BSBA-MGT Track- Undergraduate

Department: Management

College: College of Business Administration

Institution: King Saud University

Version: 2023

Last Revision Date: 2024



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A. General information about the course:

1. Course Identification

1. Credit hours: (45)

2. Course type

A. ☐ University ☒ College ☐ Department ☐ Track ☐ Others
B. ☒ Required ☐ Elective

3. Level/year at which this course is offered: (2)

4. Course general Description:

This course is designed to provide students with a comprehensive understanding of the fundamental principles and concepts of business and management. The course will cover the primary functions of management, including planning, organizing, staffing, leading, and controlling. Students will also explore a wide range of topics related to management and business, such as entrepreneurship, the external environments that businesses operate in, different types of global economic systems, operations management, leadership, organizational behavior, and human resources management. By the end of the course, students will have gained a thorough understanding of the key principles and practices that underpin effective business management.

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

NA

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

NA

7. Course Main Objective(s):

1. Identify the basics of effective management, including the nature of management, the four basic functions of the management process, the different types of managers in an organization, the essential skills required, the importance of strategic management, goal setting, contingency planning, crisis management, and corporate culture.
2. Explain the nature of global business and how external environments affect the success or failure of organizations. Explain different types of global economic systems, how markets affect resource distribution, and the importance of the economic environment to business.
3. discuss the importance of small businesses for the economy, Entrepreneurship and key characteristics, business plans, start-up decisions, financial aid sources, trends in start-up businesses, reasons for success and failure, different forms of business ownership, and basic issues involved in managing a corporation.



4. discuss the basics of organizational structure, including specialization, departmentalization, centralization, decentralization, delegation, and authority. also discuss various types of organizational structures, such as functional, divisional, matrix, and international, as well as new forms of design. explore the informal organization and intrapreneuring.
5. Explain the meaning of operations and quality in both the manufacturing and service sectors. It also discusses the types of utility created by operations, characteristics that distinguish service operations from goods production, operations capabilities for companies with different business strategies, factors considered in operations planning, and information contained in different kinds of operations schedules. It also discusses total quality management objectives, supply chain strategy, and traditional strategies for coordinating operations among firms.
6. Identify Forms of employee behaviors in organizations, Importance of individual differences among employees, psychological contracts and person-job fit in the workplace, Models and concepts of employee motivation, Strategies, and techniques to improve employee motivation.
7. Define leadership and distinguish it from management. Early approaches to leadership. Situational approaches. Transformational & charismatic perspectives. Leadership substitutes & neutralizers. Leaders as coaches. Gender & cross-cultural issues. Strategic, ethical, & virtual leadership, relate leadership to decision-making and discuss both rational and behavioral perspectives on decision-making.
8. Definition and strategic significance of human resource management - Staffing processes, recruitment, and selection - Components of compensation and benefits system - Workforce development through training and performance appraisal - Workplace changes: diversity, knowledge workers, and contingent workforce - Labor unions and collective bargaining process.

2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom		
2	E-learning	45	100%
3	Hybrid - Traditional classroom - E-learning		
4	Distance learning		

3. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	45
2.	Laboratory/Studio	





3.	Field	
4.	Tutorial	
5.	Others (specify)	
Total		45

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

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Understand that Effective management involves performing four basic functions, developing essential skills, and focusing on strategic management, goal setting, contingency planning, crisis management, and corporate culture. Different types of managers play varying roles in an organization.	K1, K2, K4	Lecture & discussions	Online homework, quizzes, and exams
1.2	Explain how external environments affect global business success/failure. Describe global economic systems, market role in resource allocation, and importance of economic environment for businesses.	K4	Lectures Class Discussion, Class Readings, Group Discussions and Take Home Assignment	Quizzes, Exams, Listening and Speaking tests through audio & visual equipment and behavioral observation.
1.3	Recognize the importance of small businesses and entrepreneurship for the economy. Explain the fundamentals of writing business plans, getting financial aid. Recognizing start-up trends, success and failure criteria, business ownership	K4&K5	Lecture, discussions & Student-centered learning	quizzes, and exams Self-Evaluation Exercises





Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
	requirements, and corporation management.			
1.4	Demonstrate knowledge of organizational structures, operations, quality, total quality management objectives, supply chain strategy, and coordination strategies among firms.	K5	Lecture, discussions & Student-centered learning	Self-Evaluation Exercises, and exams
1.5	Identify the form of employee behavior, individual differences, psychological contracts, employee motivation, leadership, decision-making, and human resource management.	K2, K5	Lecture & Flipped Class	Self-Evaluation Exercises, and exams
2.0	Skills			
2.1	Analyze problems and make informed decisions using rational decision-making steps.	S 1.2 & S2.2	Lecture, discussions & Student-centered learning	Self-Evaluation Exercises, and Cooperative learning exams
2.2	Articulate a well-structured business plan document.	S 2.1	Lecture & Flipped Class	Self-Evaluation Exercises & Inquiry-Based Instruction exams
3.0	Values, autonomy, and responsibility			
3.1	Engage in self-evaluation methods and self-directed learning processes.	V2	Complete online homework on the Pearson platform, after the end of each chapter. Before starting the graded homework, they must practice and take a quiz, which is not graded.	Self-Evaluation Exercises & Behavior Management Strategy





Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
			Lecture & discussions	

No	List of Topics	Contact Hours
1.	1 The Global Business Environment	6 Hours
2.	3 Entrepreneurship, New Ventures, and Business Ownership	6 Hours
3.	5 Managing the Business	6 Hours
4.	6 Organizing the Business	3 Hours
5.	7 Operations Management and Quality	6 Hours
6.	8 Employee Behavior and Motivation	3 Hours
7.	9 Leadership and Decision Making	6 Hours
8.	10 Human Resource Management and Labor Relations	6 Hours
	Group discussion and revision	3 Hours
Total		45

C. Course Content

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Participation	Daily Basis	0%
2.	Online practices (self learning)	The end of each chapter	20%
3.	Midterm Exam	8	30 %
4.	Final Exam	14	50%
...	Total		100%

*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	<i>Business Essentials</i> , 13th Edition, Global Edition, by Ronald J. Ebert and Ricky W. Griffin, published by Pearson Education © 2022, 2023
Supportive References	My Lab Intro to Business on Pearson platform
Electronic Materials	Pearson Tools (www.MYBIZLAB.com)
Other Learning Materials	KSU Library database

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Virtual class on LMS
Technology equipment (projector, smart board, software)	Pearson Tools (www.MYBIZLAB.com) Include LOCKDOWN browser
Other equipment (depending on the nature of the specialty)	Device availability, such as laptops, is necessary to be able to take the exams. KSU LMS. Electronic access to the library services

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Course coordinator Peer Reviewer	Direct, Supervising & Controlling
Effectiveness of Students' assessment	Head of the Department of Management, Peer Reviewer & AOL	Direct, Verify the student grades for accuracy
Quality of learning resources	Quality Committee, Faculty through AOL and Course report	Direct, Reviewing Quality requirements (AOL, CR...etc. documentation
The extent to which CLOs have been achieved	Quality Committees and Program Development Committee, through AOL and course Report	Direct, Reviewing and Checking the documentation
Other		

Assessors (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)

Assessment Methods (Direct, Indirect)



G. Specification Approval

COUNCIL /COMMITTEE	DEPARTMENT COUNCIL
REFERENCE NO.	MEETING NUMBER 8
DATE	18/11/2024





Course Specification

(Bachelor)

Course Title: Managerial Skills

Course Code: BUS- 110

Program: BSBA-MGT Track

Department: Management

College: College of Business Administration

Institution: King Saud University

Version: 2023

Last Revision Date: 2024



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A. General information about the course:

1. Course Identification

1. Credit hours: (45)

2. Course type

A. ☐ University ☒ College ☐ Department ☐ Track ☐ Others
B. ☐ Required ☐ Elective

3. Level/year at which this course is offered: (3)

4. Course general Description:

Managerial skills course aims to provide the necessary knowledge about important Management Skills on many levels personally, interpersonally, and collectively. This course is designed to enable self-manage and self-understand first then manage others and relationships. The main goal of Managerial skills course is to create and develop skilled leaders within their organizations. It stresses a hands-on approach to improving management skills.

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

BUS-101

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

N/A

7. Course Main Objective(s):

The course main objective is to help students develop the following set of skills:

Personal Skills: self-awareness; managing stress; solving problems and creativity.

Interpersonal Skills: coaching; counseling; supportive communication; gaining power & influence; motivating self & others; managing conflict.

Group Skills: empowering & delegating.

Communication Skills: making Oral and written presentations.

In addition, developing managerial skills helps to achieve the following goals:

Increase the awareness of core behavioral principles upon which important management skills are based.

Foster improved competency in several critical management skills.

Prepare to transfer this learning and improvement to the real-life in organizations.



2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	YES	0
2	E-learning	YES	100
3	Hybrid - Traditional classroom - E-learning		
44	Distance learning		

3. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	45
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify)	
Total		45

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

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Identify and determine the areas of Personal Skills	K.1	Lectures Class Discussions	Assignment ch.1 Mid-term Exam
1.2	Understand Managing Stress and the stressors	K.1	Lectures Class Discussions	Assignment ch.2 Mid-term Exam
1.3	Discuss Solving Problems Creatively and Analytically	K.2	Lectures Class Discussions	Assignment ch.3 Mid-term Exam



Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.4	Identify Communicating Supportively	K.5	Lectures Class Discussions	Assignment ch.4 Final Exam
1.5	Interduce Gaining Power and Influence and Power Sources	K.3	Lectures Class Discussions	Assignment ch.5 Final Exam
1.6	Explain Motivating Others and how to create Motivated Environment	K.5	Lectures Group Discussions	Assignment ch.6 Final Exam
1.7	Recognize the role of managing conflict and the leaders' responses	K.4	Lectures Group Discussions	Assignment ch.7 Final Exam
1.8	Discuss and apply Empowering and Engaging in organizations	K.6	Lectures Group Discussions	Assignment ch.8 Final Exam
2.0	Skills			
2.1	Assessing emotional intelligence, Identifying cognitive style. Assessing attitude toward change, and understanding core self-evaluation	S 1.3	Lectures Class Discussions	Assignment ch.1 Mid-term Exam
2.2	Coping with stressors, managing time, and developing resiliency.	S 1.1	Lectures Class Discussions	Assignment ch.2 Mid-term Exam
2.3	Using the rational approach, Using the creative approach, and Fostering innovation in others	S 1.1	Lectures Class Discussions	Assignment ch.3 Mid-term Exam
2.4	Understand coaching, counseling, and listening as a supportive communication.	S 1.1	Lectures Class Discussions	Assignment ch.4 Final Exam
2.5	Gaining power, exercising influence,	S 1.3	Lectures Class Discussions	Assignment ch.5 Final Exam





Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
	and Increasing authority			
2.6	Diagnosing poor performance, creating a motivating environment, and Rewarding accomplishments	S 1.3	Lectures Group Discussions	Assignment ch.6 Final Exam
2.7	Identifying conflict sources, selecting strategies, and resolving confrontations	S 1.3	Lectures Group Discussions	Assignment ch.7 Final Exam
2.8	Empowering others, engaging others, sharing power.	S 1.3	Lectures Group Discussions	Assignment ch.8 Final Exam
2.9	Formulating strategy and structure utilizing an enhanced style for presentations	S 2.1	Lectures presentations	Oral presentations
3.0	Values, autonomy, and responsibility			
3.1	Discuss and present some values of managerial skills in cases of Saudi organizations.	V.1	Group discussions	observation in class
3.2	Help the students to transfer some ethics and teamwork values to real-life, out-of-class settings.	V.1	Group discussions	observation in class

C. Course Content

No	List of Topics	Contact Hours
1.	Developing Self-Awareness	5
2.	Managing Stress and Well-Being	5
3.	Solving Problems Analytically and Creatively	5
4.	Building Relationships by Communicating Supportively	5
5.	Gaining Power and Influence	4



6.	Motivating Others	4
7.	Managing Conflict	4
8.	Empowering and Engaging Others	5
9.	Making Oral and Written Presentations	5
10.	Exams	3
Total		45

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Assignment ch1	Week 1	2.5%
2.	Assignment ch2	Week 3	2.5%
3.	Assignment ch3	Week 5	2.5%
4.	Assignment ch4	Week 6	2.5%
5.	Assignment ch5	Week 8	2.5%
6.	Assignment ch6	Week 9	2.5%
7.	Assignment ch7	Week 11	2.5%
8.	Assignment ch8	Week 13	2.5%
9.	Mid-term Test	Week 7	30%
4.	Final Exam	After 15 th Week	50%

*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	David A. Whetten, Kim S. Cameron, Developing Management Skills, Pearson Publication (10th Edition) / Latest Edition
Supportive References	Quarterly Determined by the instructor, Journal of management
Electronic Materials	King Saud Digital Library, from time to time prompted for material
Other Learning Materials	Suitable sites are updated continuously

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	– Accessible furnishing for all students including those with disabilities. – 40 movable chairs.



Items	Resources
	Good lighting control
Technology equipment (projector, smart board, software)	– Smart classroom equipment including data show. – Instructor station with Tablet PC-like technology. – Multiple electronic display surfaces (LCD projectors, etc.). – PRS system (RF) built in. – Reliable network connectivity. – Laptop connection for instructor and student hook ups. – Electrical Outlets.
Other equipment (depending on the nature of the specialty)	– KSU LMS.
	Electronic access to the library services.

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Course coordinator	Supervising and controlling
Effectiveness of Students assessment	Head of the Department of Management	Verify the student grades for accuracy
Quality of learning resources	Quality Committee	Reviewing Quality requirements (AOL, CR)
The extent to which CLOs have been achieved	Quality Committee Scientific Committee and Program Development Committee	Reviewing and Checking the documentation
Other		

Assessors (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

Assessment Methods (Direct, Indirect)

G. Specification Approval

COUNCIL /COMMITTEE	DEPARTMENT COUNCIL
REFERENCE NO.	MEETING NUMBER 8
DATE	18/11/2024





Course Specification

(Bachelor)

Course Title: MANAGERIAL LEADERSHIP

Course Code: BUS- 201

Program: BSBA-MGT Track

Department: Management

College: College of Business Administration

Institution: King Saud University

Version: 2023

Last Revision Date: 2024



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A. General information about the course:

1. Course Identification

1. Credit hours: (45)

2. Course type

A. ☐ University ☐ College ☒ Department ☐ Track ☐ Others
B. ☒ Required ☐ Elective

3. Level/year at which this course is offered: (5)

4. Course general Description:

The main learning outcomes for students enrolled in the course.

Aims to provide students the necessary knowledge about some subjects such as: Management of meetings, time management, report writing skills, presentation skills, negotiation skills, and other skills.

The role of individuals as leaders, including traits, attitudes, ethical perspectives, behaviors, and styles.

Analyze sources of relevance to different leadership situations and different approaches to leadership.

Understand the principal theories of leadership and evaluate their relevance to different leadership situations.

Demonstrate the ability to apply specific leadership skills to relevant contexts.

Identify, evaluate, and apply concepts of followers, teams, and team leadership.

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

BUS -101

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

7. Course Main Objective(s):

The objective of this course is Develop insight into the theories and concepts associated with effective leadership.

Pinpoint some of the key concepts in organization that need to become an effective leader and manager.

Understand varying viewpoints on leadership, leadership competencies and leadership roles.

Develop leadership skills you can apply outside of the classroom



2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	YES	100%
2	E-learning		
3	Hybrid - Traditional classroom - E-learning		
4	Distance learning		

3. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	45
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify)	
Total		45

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

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Define Managerial Leadership and clarify its importance in the workplace. Learn the concept of leadership and its importance in managing public, private, and nonprofit organizations.	K1	Lectures Class Discussion, Class Readings, Group Discussions and Take Home Assignment	Quizzes, Exams, Listening and Speaking tests through audio & visual equipment and behavioural observation.



Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
	Understand and master leadership styles, methods, forms, and theories. Recognize the role of leaders in organizations, the concept of transformational leadership, and the new trends in leadership			
1.2	Understand varying viewpoints on leadership, leadership competencies, and leadership roles. Develop leadership skills that can be applied outside of the classroom. Acquire practical management skills that are of immediate use in management or leadership positions.	K2, K5	Lectures Class Discussion, Class Readings, Group Discussions and Take Home Assignment	Quizzes, Exams, Listening and Speaking tests through audio & visual equipment and behavioral observation.
...				
2.0	Skills			





Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
2.1	Describe any plans for developing and improving the course that are being implemented. (eg increased use of IT or web-based reference material, changes in content as a result of new research in the field) Periodic review by the department to ensure the continued modernization of the curriculum and catch up with developments in the academic field.	S1.1	Lectures Individual and group numerical and theoretical exercises, Take Home Assignments	Quizzes, Exams, surprise tests, take-home exercises and assignments and behavioral observation.
2.2	Understand varying viewpoints of leadership, leadership competencies, and leadership roles.	S2.2,S2.3	Lectures Individual and group numerical and theoretical exercises, Take Home Assignments	Quizzes, Exams, surprise tests, and take home exercises and assignment and behavioural observation.
...				
3.0	Values, autonomy, and responsibility			
3.1	Work in teams and get exposed to practical experience at least in one area of Management Skill Learn about different leadership methods and forms and their relationship with development and the challenges facing today's leaders.	V3	Individual and team work	Report and Group presentations. Class Punctuality, meeting deadlines, behavioral observation.





Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods

C. Course Content

No	List of Topics	Contact Hours
1.	Introduction Who is a Leader?	3
2.	Leadership Ethics and Traits	3
3.	Leadership Motivation and Behavior	3
4.	Contingency Theories in Leadership	3
5.	Influencing	3
6.	Coaching, Communication, and Conflict Skills	3
7.	Follower and Leader-Member Exchange	3
8.	Transformational and Charismatic Leadership	3
9.	Leadership of Ethics, Diversity, and Culture	3
10.	The Learning Organization and Crisis Leadership	3
11.	Exams ,quizzes and other activities	8
12.	Presentations	5
13.	Revision	2
Total		45

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Test 1	7	15%
2.	Test 2	13	15%
3.	2 quizzes	2 & 3	10%
4.	Assignments and presentations	12 & 13	20%
5.	Final Exam	After week 15	40%

*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	Achua, C.F., and Lussier, R.N, and Achua, C.F. (2016) Leadership: Theory, Application, & Skill Development, 6th Ed , South-Western: United Kingdom
Supportive References	Daft, R. (2018). The Leadership Experience . 7 th ed. USA: Boston. Cengage Learning
Electronic Materials	KSU, Digital Library
Other Learning Materials	Suitable sites are updated continuously

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	– Accessible furnishing for all students including those with disabilities. – 40 movable chairs. Good lighting control
Technology equipment (projector, smart board, software)	– Smart classroom equipment including data show. – Instructor station with Tablet PC-like technology. – Multiple electronic display surfaces (LCD projectors, etc.). – PRS system (RF) built in. – Reliable network connectivity. – Laptop connection for instructor and student hook ups. – Electrical Outlets. Printing/copying availability.
Other equipment (depending on the nature of the specialty)	– KSU LMS. Electronic access to the library services.

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Course coordinator	Supervising & Controlling
Effectiveness of Students assessment	Head of the Department of Management.	Verifying the student grades for accuracy.



Assessment Areas/Issues	Assessor	Assessment Methods
Quality of learning resources	Quality Committee.	Reviewing Quality requirements (AOL , CR...etc. documentation)
The extent to which CLOs have been achieved	Quality Committees Scientific Committee and Program Development Committee	Reviewing and Checking the documentation.
Other		

Assessors (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)

Assessment Methods (Direct, Indirect)

G. Specification Approval

COUNCIL /COMMITTEE	DEPARTMENT COUNCIL
REFERENCE NO.	MEETING NUMBER 8
DATE	18/11/2024





Course Specification

(Bachelor)

Course Title: **HUMAN RESOURCE MANAGEMENT**

Course Code: **BUS- 202**

Program: **BSBA-MGT Track**

Department: **Management**

College: **College of Business Administration**

Institution: **King Saud University**

Version: **2023**

Last Revision Date: **2024**



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A. General information about the course:

1. Course Identification

1. Credit hours: (45)

2. Course type

A. ☐ University ☒ College ☐ Department ☐ Track ☐ Others
B. ☐ Required ☐ Elective

3. Level/year at which this course is offered: (5)

4. Course general Description:

This course provides a comprehensive introduction to Human Resource Management (HRM), exploring its critical role in attracting, managing, and retaining employees within organizations. It explores foundational HRM principles and practices, emphasizing on the strategic integration of HR activities with organizational strategic goals. The course addresses the entire HR lifecycle, including job analysis and design, HR planning, recruitment, selection, training and development, the ongoing management of employee performance, and establishing strategic pay plans.

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

BUS -101

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

NA

7. Course Main Objective(s):

- Explain the fundamental concepts and importance of Human Resource Management in supporting and achieving organizational goals.
- Understand the role of HRM in enhancing organizational performance through strategic alignment of human resources with business objectives.
- Demonstrate knowledge of the HR lifecycle, from job analysis and design to recruitment, selection, and employee development.
- Apply HR planning techniques to effectively forecast and manage the needs of the organization in terms of human capital.
- Comprehend the principles and methods involved in recruitment and selection processes to attract and identify the most suitable candidates for organizational roles.
- Demonstrate knowledge on developing and managing training programs in alignment with both organizational needs and employee progression.
- Gain knowledge on evaluating and improving employee performance through effective performance management systems and appraisals.



- Learn about the components of strategic compensation plans that motivate employees and align with the overall strategic objectives of the organization.

2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	YES	65
2	E-learning	YES	35
3	Hybrid - Traditional classroom - E-learning		
4	Distance learning		

3. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	45
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify)	
Total		45

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

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Explain the importance of human resources and their effective management in organizations. Increase understanding of Human Resource Management; its importance, concept, principles, process,	K1	Lectures Individual and group numerical and theoretical exercises, Take Home Assignments	Quizzes, Exams, surprise tests, and take home exercises and assignment and behavioural observation



Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
	activities, and essential role in the success of organizations			
1.2	Introduce the major topics in Human Resource Management (HRM), such as hiring, training, evaluating, compensating, and retaining employees. Additionally, it critical issues in HR such as predicting employees' attitudes, behavior, and performance.	K3 & K4	Lectures Individual and group numerical and theoretical exercises, Take Home Assignments	Quizzes, Exams, surprise tests, and take home exercises and assignment and behavioural observation
...				
2.0	Skills			
2.1	Understand varying viewpoints on HRM & other functions of HR and transfer learning and improvement to real-life, out-of-class settings.	S 1.1 & 1.2	Lectures Individual and group numerical and theoretical exercises, Take Home Assignments	Quizzes, Exams, surprise tests, and take home exercises and assignment and behavioural observation
2.2	Introduces students to the daily tools and skills required to function as successful managers, in both HR and business.	S 1.1 & 2.3	Lectures Individual and group numerical and theoretical exercises, Take Home Assignments	Quizzes, Exams, surprise tests, and take home exercises and assignment and behavioural observation
...				
3.0	Values, autonomy, and responsibility			
3.1	Prepare students to transfer their learnings from the course and improvement to real-life scenario, and apply it in out-of-class settings	V1 & V3	Individual and teamwork	Report and Group presentations. Class Punctuality, meeting





Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
				deadlines, behavioral observation.
3.2				
...				

C. Course Content

No	List of Topics	Contact Hours
1.	Chapter 1: Introduction to Human Resource	3
2.	Chapter 3: Human Resource Management Strategy and Analysis	6
3.	Chapter 4: Job Analysis	3
4.	Chapter 4: Job Analysis (Group Project)	3
5.	Chapter 5: Personnel Planning and Recruiting	3
6.	Chapter 6: Employees Testing and Selection	3
7.	Chapter 7: Interviewing Candidates	3
8.	Chapter 8: Training and Developing Employees	4
9.	Chapter 9: Performance Management and Appraisal	3
10.	Chapter 11: Establishing Strategic Pay Plans	4
11.	Chapter 12: Pay for Performance and Financial Incentives	3
12.	Exams ,quizzes and other activities	4
13.	Revision	2
Total		45

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Participation	Daily Basis	10%
2.	Research reports, presentations	13	10%
3.	Test -1	7	20%
4.	Test -2	12	20%
5.	Final Exam	After 15 th Week	40%



*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	<i>Human Resource Management (17th edition) or Latest Edition – International Edition- by Gary Dessler.</i>
Supportive References	Quarterly Determined by the instructor, Journal of management. Mejia, Balkin, and Cardy, <u>Managing Human Resources</u> , Prentice Hall,
Electronic Materials	King Saud Digital Library, from time to time prompted for material
Other Learning Materials	Suitable sites are updated continuously

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	– Accessible furnishing for all students including those with disabilities. – 40 movable chairs. Good lighting control
Technology equipment (projector, smart board, software)	– Smart classroom equipment including data show. – Instructor station with Tablet PC-like technology. – Multiple electronic display surfaces (LCD projectors, etc.). – PRS system (RF) built in. – Reliable network connectivity. – Laptop connection for instructor and student hook ups. – Electrical Outlets. Printing/copying availability.
Other equipment (depending on the nature of the specialty)	– KSU LMS. Electronic access to the library services.



F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Course coordinator	Supervising & Controlling
Effectiveness of Students assessment	Head of the Department of Management	Verifying the student grades for accuracy
Quality of learning resources	Quality Committee.	
The extent to which CLOs have been achieved	Quality Committees Scientific Committee and Program Development Committee	Reviewing Quality requirements (AOL, CR...etc. documentation)
Other		

Assessors (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

Assessment Methods (Direct, Indirect)

G. Specification Approval

COUNCIL /COMMITTEE	DEPARTMENT COUNCIL
REFERENCE NO.	MEETING NUMBER 8
DATE	18/11/2024





Course Specification

— (Bachelor)

Course Title: **Research Methodology**

Course Code: **MGT 211**

Program: **BSBA-MGT Track**

Department: **Management**

College: **College of Business Administration**

Institution: **King Saud University**

Version: **2023**

Last Revision Date :2024



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A. General information about the course:

1. Course Identification

1. Credit hours: (45)

2. Course type

A. ☐ University ☐ College ☐ Department ☒ Track ☐ Others
B. ☒ Required ☐ Elective

3. Level/year at which this course is offered: (5)

4. Course general Description:

The students will learn research methods and techniques, then choose a research topic in business, conduct research study, and learn how to write a research paper. This course has the following objectives: Reviewing research processes and methods. Developing and implementing Business research project. Experiencing and discussing the difficulties and obstacles faced by a researcher in preparing and implementing a research proposal, and how to deal with them. Discussing and analyzing the research methodology and statistical procedures of a number of published studies along with their rationale.

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

QUA 107

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

NA

7. Course Main Objective(s):

- Recognize the importance of research in Business.
- Translate basic/applied business issues into appropriate academic research questions.
- Understand the links between the issues being investigated and the method of investigation.
- Understand the governing principles in the qualitative, quantitative and mix-methods research approaches.
- Understand the merits and limitations of each research design, and of their independent and supporting roles in business contexts.



2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	29	65%
2	E-learning	16	35%
3	Hybrid - Traditional classroom - E-learning		
4	Distance learning		

3. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	45
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify)	
Total		45

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

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Aims to clarify the principles and basic concepts Providing the student with the basic concepts and methods of research methodology Developing students' skills in conducting scientific research.	K1	- Lectures - Class Discussion - Class Readings - Group Discussions - Take Home Assignment	Quizzes, Exams, Listening and Speaking tests through audio & visual equipment and behavioral observation.
1.2	• Translate basic/ applied business issues into	K5	Lectures	Quizzes, Exams,



Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
	appropriate academic research questions. • Understand the links between the issues being investigated and the method of investigation.		- Class Discussion - Class Readings - Group Discussions Take Home Assignment	Listening and Speaking tests through audio & visual equipment and behavioral observation.
2.0	Skills			
2.1	Understand the governing principles in the qualitative, quantitative and mix-methods research approaches.	S 1.1	- Lectures - Class Discussion - Class Readings - Group Discussions - Take Home Assignment	Quizzes, Exams, Listening and Speaking tests through audio & visual equipment and behavioral observation.
2.2	Understand the merits and limitations of each research design, and of their independent and supporting roles in business contexts.	S1.2 & 1.3	- Lectures - Class Discussion - Class Readings - Group Discussions - Take Home Assignment	Quizzes, Exams, Listening and Speaking tests through audio & visual equipment and behavioral observation.
3.0	Values, autonomy, and responsibility			
3.1	- Articulate how students' will be able to work in teams and get exposed to practical experience RM techniques. - Learning and recognizing RM methods and forms and its relationship with development and challenges	V1 & V2	Individual and team work	Report and Group presentations. Class Punctuality, meeting deadlines, behavioral observation.



C. Course Content

No	List of Topics	Contact Hours
1.	Introduction to Business Research	3
2.	Developing Research Skills	2
3.	Understanding Research Philosophy	3
4.	The Role of Theory	2
5.	The Literature Review	2
6.	Quantitative Research Vs Qualitative Research An Introduction	6
7.	Research Methods and Design	6
8.	Writing Research Proposal	3
9.	Data Gathering: Fieldwork, Observation, Interviews, Survey and Questionnaires	6
10.	Statistical analysis –SPSS	3
11.	Exams ,quizzes and other activities	5
12.	Student Presentations	5
13.	Revision	2
Total		45

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Participation	Daily Basis	10%
2.	Research reports, presentations	13	10%
3.	Test -1	7	20%
4.	Test -2	12	20%
5.	Final Exam	After 15th Week	40%

*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	Zikmund, Babin, Carr and Griffin. (2015). Business Research Methods. Latest Edition. South-Western. Cengage Learning.
Supportive References	Quarterly Determined by the instructor, Journal of management.





	John W. Creswell (2014), Educational Research: Planning, Conducting, and Evaluating Quantitative and Qualitative Research (4th Edition) 4th Edition
Electronic Materials	King Saud Digital Library, from time to time prompted for material
Other Learning Materials	List of research paper will be provided during the class

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	- Accessible furnishing for all students including those with disabilities. 40 movable chairs. - Good lighting control
Technology equipment (projector, smart board, software)	- Smart classroom equipment including data show. - Instructor station with Tablet PC-like technology. - Multiple electronic display surfaces (LCD projectors, etc.). - PRS system (RF) built in. - Reliable network connectivity. - Laptop connection for instructor and student hook ups. - Electrical Outlets. - Printing/copying availability.
Other equipment (depending on the nature of the specialty)	- KSU LMS. - Electronic access to the library services.

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Course coordinator	Supervising & Controlling
Effectiveness of Students assessment	Head of the Department of Management	Verifying the student grades for accuracy
Quality of learning resources	Quality Committee.	
The extent to which CLOs have been achieved	Quality Committees Scientific Committee and Program Development Committee	Reviewing Quality requirements (AOL, CR...etc. documentation)
Other		

Assessors (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

Assessment Methods (Direct, Indirect)



G. Specification Approval

COUNCIL /COMMITTEE	DEPARTMENT COUNCIL
REFERENCE NO.	MEETING NUMBER 8
DATE	18/11/2024





Course Specification

(Bachelor)

Course Title: Business Ethics & Social Responsibility

Course Code: BUS- 214

Program: BSBA-MGT Track

Department: Management

College: College of Business Administration

Institution: King Saud University

Version: 2024

Last Revision Date: 2024



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A. General information about the course:

1. Course Identification

1. Credit hours: (45)

2. Course type

A. ☐ University ☒ College ☐ Department ☐ Track ☐ Others
B. ☒ Required ☐ Elective

3. Level/year at which this course is offered: (4)

4. Course general Description:

Business Ethics & Social Responsibility has an importance in business community, so the purpose of this course is to explore ethical issues in a rational, pragmatic, responsible, and decisive manner to best prepare you to resolve these issues when faced with them in your personal and professional lives.

A course in business ethics seeks to bridge the gap between personal moral choices of an individual and the business challenges presented by corporate activity in the marketplace. Our work in this course will raise your awareness surrounding these legal, moral and ethical challenges in business, create a sensitivity to the implications of business decisions so you can make the most effective decision possible, equip you with tools and strategies for managing your own and others' ethical behavior, and encourage you to critically evaluate the decisions of other business leaders. Perhaps along the way, you might even see your own decisions or capacity for decision-making in a dramatically new context.

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

BUS 101.

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

NA

7. Course Main Objective(s):

- Learn to identify common ethical issues in business.
- Analyze and understand how businesspeople make ethical decisions and handle ethical issues.
- Learn about specific measures companies can take to build effective ethics programs.
- Understand major global ethics issues taking place in international business.
- Become familiar with how firms evaluate social responsibility activities.

2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	YES	100%





No	Mode of Instruction	Contact Hours	Percentage
2	E-learning		
3	Hybrid - Traditional classroom - E-learning		
4	Distance learning		

3. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	45
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify)	
Total		45

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

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Identify and determine the fundamentals and basic concepts of Business Ethics & Social Responsibility.	K1	Lectures, Class Discussion.	Homework Assignments, Quizzes, Midterm Exam, Final Exam.
1.2	Understand the ethical issues and ethical dilemmas in all aspects of the	K3	Lectures.	Homework Assignments.





	business environment and professional exchanges.		Class Discussion. Case study Discussion	Group Report Oral presentation
1.3	Understand corporate social responsibility and sustainability issues in the local and international business environment	K4,5	Lectures, Class Discussion, Homework Assignment, Case study Discussion.	Homework Assignment, Quizzes, Exams, Homework Assignments, Group Report, Oral presentations.
2.0	Skills			
2.1	- Apply ethical reasoning processes through analyzing ethical case studies.	S1.1	Class Discussion, Homework Assignment, Case study Discussion.	Homework Assignment, Quizzes, Exams, Homework Assignments, Group Report, Oral presentations.
2.2	Practice the reasoning and decision making that enable students to respond sensibly when face ethical issues related to a wide Variety of stakeholders.	S2.2	Lectures Class Discussion, Homework Assignment.	Homework Assignment, Quizzes, Exams.
2.3	Enable students to construct right values and reasoning skills that help them distinguish the acceptable ethical practices from unacceptable unethical practices.	S3.1	Class discussion. Case study discussion.	Group Report, Oral presentation.





3.0	Values, autonomy, and responsibility			
3.1	Discuss and present some values and ethical issues of business in the context of global and local Companies at a comprehensive level.	V1	Student engagement through the Group Discussion	Group Report, Oral presentation.
3.2	Help students to transfer some ethics and Teamwork Values to real-life, out-of-class settings.	V1, V3	Group Task assignment	Group presentations. In-class Punctuality, deadlines, behavioral observation

C. Course Content

No	List of Topics	Contact Hours
1.	The Importance of Business Ethics	6
2.	Stakeholder Relationships, Social Responsibility, and Corporate Governance	5
3.	Sustainability: Ethical and Social Responsibility Dimensions	3
4.	Emerging Business Ethics Issues	6
5.	Ethical Decision Making	4
6.	Individual Factors: Moral Philosophies and Values	5
7.	Organizational Factors: The Role of Ethical Culture and Relationships	5
8.	Developing an Effective Ethics Program	4
9.	Ethical Leadership	4
10.	Students' presentations	3
Total		45

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Assignment One	Week 4	2%
2.	Quiz One	Week 5	5%





No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
3.	Assignment Two	Week 6	2%
4.	Assignment Three	Week 8	2%
5.	Quiz Two	Week 10	5%
6.	Assignment Four	Week 11	2%
7.	Assignment Five	Week 12	2%
8.	Midterm Exam	Week 13	30%
9.	Group reports	Week 13	3%
10.	Oral presentations	Week 14	2%
11.	Quiz Five	Week 14	5%
12.	Final Exam	After Week 15	40%
			100%

*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	Business Ethics: Ethical Decision Making & Cases, 13th Edition or latest edition. <i>O. C. Ferrell, John Fraedrich, and Linda Ferrell.</i> CENGAGE Learning. 2022
Supportive References	- Quarterly Determined by the instructor, Journal of management. Ronald R. Sims, <u>Ethics and Corporate Social Responsibility</u>, Praeger Publication. - Business Ethics: Concepts and Cases Plus 9th Ed, latest Ed, Manuel G. Velasquez, Santa Clara University.
Electronic Materials	King Saud Digital Library, from time to time prompted for material List of research paper will be provided during the class
Other Learning Materials	Suitable websites are updated continuously

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	- Accessible furnishing for all students including those with disabilities. - 40 movable chairs.





Items	Resources
	Good lighting control
Technology equipment (projector, smart board, software)	- Smart classroom equipment including data show. - Instructor station with Tablet PC-like technology. - Multiple electronic display surfaces (LCD projectors, etc.). - PRS system (RF) built in. - Reliable network connectivity. - Laptop connection for instructor and student hook ups. - Electrical Outlets. - Printing/copying availability.
Other equipment (depending on the nature of the specialty)	- KSU LMS. - Electronic access to the library services.

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Course coordinator.	Supervising & controlling.
Effectiveness of Students assessment	Head of the Department of Management.	Verify the student grades for accuracy.
Quality of learning resources	Quality Committee.	Reviewing Quality requirements (AOL, CR...etc. documentation).
The extent to which CLOs have been achieved	Quality Committees, Scientific Committee, and Programs Development Committee.	Reviewing and checking the documentation.
Other		

Assessors (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

Assessment Methods (Direct, Indirect)

G. Specification Approval

COUNCIL /COMMITTEE	DEPARTMENT COUNCIL
REFERENCE NO.	MEETING NUMBER 8
DATE	18/11/2024





Course Specification

(Bachelor)

Course Title: Organizational Behavior

Course Code: BUS- 221

Program: BSBA-MGT Track, BSBA-HRM Track

Department: Management

College: College of Business Administration

Institution: King Saud University

Version: 2023

Last Revision Date: 2024



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A. General information about the course:

1. Course Identification

1. Credit hours: (45)

2. Course type

A. ☐ University ☒ College ☒ Department ☐ Track ☐ Others
B. ☒ Required ☐ Elective

3. Level/year at which this course is offered: (5)

4. Course general Description:

This course introduces students to the field of Organizational Behavior (OB). It covers various concepts and theories related to individuals, groups, and organizations. The emphasis is on developing knowledge and skills to help students understand how people behave in work settings.

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

BUS 101

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

None

7. Course Main Objective(s):

The aim of this course is to enhance students' understanding of organizational behavior and improve their ability to manage and interact with people in professional settings. The course has several primary objectives, including:

- Developing a deep understanding of individual behavior and the various factors that influence it.
- Building knowledge of group dynamics in organizations and how it impacts behavior and outcomes.
- Exploring organizational systems and their relationship with individual and group behavior.
- Equipping students with a comprehensive understanding of how organizational behavior principles can enhance their personal and professional interactions and behaviors.

2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	45	100%
2	E-learning	None	0%
3	Hybrid - Traditional classroom - E-learning	None	0%
4	Distance learning	None	0%

3. Contact Hours (based on the academic semester)

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

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

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Understand the definitions and concepts of organizational behavior and how individuals interact within an organization.	K1	Lectures, Class Discussion, Group Discussions, and Home Assignment	Quizzes, midterm, group project, and home assignment
1.2	Understand the reasons for people's behaviors about different personalities, emotions, attitudes, perceptions, and motivations.	K3	Lectures, Class Discussion, Group Discussions, and Home Assignment	Quizzes, midterm, group project, and home assignment
1.3	Recognize group dynamics and its impact on performance and organizational effectiveness.	K4	Lectures, Class Discussion, Group Discussions, and Home Assignment	Quizzes, midterm, group project, and home assignment



Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.4	Understand organizational structures and various types of leadership styles and behaviors.	K6	Lectures, Discussion, Class Group Discussions, and Home Assignment	Quizzes, midterm, group project, and home assignment
2.0	Skills			
2.1	Reflect on different concepts of organizational behavior to make decisions and adjust behavior.	S1.1	Lectures, Individual and group exercises, Home Assignments.	Quizzes, Exams, take-home exercises and assignments, and behavioral observation.
2.2	Analyze organizations and scenarios using concepts of organizational behavior at the individual, group, and organizational levels.	S3.1 S3.3	Lectures, Individual and group exercises, Home Assignments.	Quizzes, Exams, and take-home exercises and assignment and behavioral observation.
3.0	Values, autonomy, and responsibility			
3.1	Apply knowledge in real-world situations outside of class.	V1 V2	Lectures, Individual and group exercises, Home Assignments.	Report and Group presentations, Class Punctuality, meeting deadlines, behavioral observation.
...				

C. Course Content

No	List of Topics	Contact Hours
1.	Introduction: What Is Organizational Behavior?	2
2.	The Individual: Diversity in Organizations	3
3.	Attitudes and Job Satisfaction	3
4.	Emotions and Moods	2
5.	Personality and Values	2
6.	Perception and Individual Decision Making	5
7.	Motivation: Concepts	6
	Motivation: From Concepts to Applications	





8.	The Group: Foundations of Group Behavior	3
9.	Understanding Work Teams	6
10.	Communication	3
11.	Exams	5
12.	Student Presentations	5
Total		45

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Participation and assignments	Daily Basis	10
2.	Quizzes	3-5-10-12	15
3.	Midterm	9	25
4.	Research reports, presentations	13	10
5.	Final Exam	After 15 th week	40

*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	Stephen P. Robbins, and Timothy A. Judge (2016). Organizational Behaviour , 17 th Edition. Pearson Publication. Kimberly D. Elsbach, Anna KayesD, Chris Kayes, (2016). Contemporary-Organizational-Behavior-From-Ideas-to-Action . Pearson Publication.
Supportive References	Quarterly determined by the instructor, Journal of Management. Greenberg, J. (2013). Managing Behavior in Organizations , 6 th or Latest Edition. Pearson Publication
Electronic Materials	King Saud Digital Library, from time to time, prompted for material. - Journal of Organizational Behavior - Journal of Organizational Behavior Management - Research in Organizational Behavior - Journal – Human Resource and Organizational Behavior - Journal of Behavioral Decision-Making
Other Learning Materials	Suitable sites are updated continuously

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	– Accessible furnishing for all students including those with disabilities. – 40 movable chairs.





Items	Resources
	Good lighting control
Technology equipment (projector, smart board, software)	– Smart classroom equipment including data show. – Instructor station with Tablet PC-like technology. – Multiple electronic display surfaces (LCD projectors, etc.). – PRS system (RF) built in. – Reliable network connectivity. – Laptop connection for instructor and student hook ups. – Electrical Outlets. Printing/copying availability.
Other equipment (depending on the nature of the specialty)	– KSU LMS. Electronic access to the library services.

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Course coordinator	Supervising & Controlling
Effectiveness of Students' assessment	Head of the Department of Management	Verifying the student grades for accuracy
Quality of learning resources	Quality Committee.	
The extent to which CLOs have been achieved	Quality Committees Scientific Committee and Program Development Committee	Reviewing Quality requirements (AOL, CR...etc. documentation)
Other		

Assessors (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

Assessment Methods (Direct, Indirect)

G. Specification Approval

COUNCIL /COMMITTEE	DEPARTMENT COUNCIL
REFERENCE NO.	MEETING NUMBER 8
DATE	18/11/2024





Course Specification

(Bachelor)

Course Title: Human Resource Planning and Staffing

Course Code: BUS- 241

Program: BSBA-HRM Track

Department: Management

College: Business Administration

Institution: King Saud University

Version: 2023

Last Revision Date: 2024



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A. General information about the course:

1. Course Identification

1. Credit hours: (...45.....)

2. Course type

A. ☐ University ☐ College ☒ Department ☒ Track ☐ Others
B. ☒ Required ☐ Elective

3. Level/year at which this course is offered: (.....6....)

4. Course general Description:

This course provides students with knowledge of the basic principles of planning for human resources, as part of an organization's comprehensive planning. It includes such processes as job analysis, manpower planning, and recruitment and selection.

The primary purpose of this course is to:

1. clarify the basic principles for managing the staffing process, from job analysis and manpower planning
2. Develop interview, negotiation, and presentation skills.
2. Provide students with the necessary knowledge in recruitment, selection, and appointment

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

BUS -202

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

N/A

7. Course Main Objective(s):

This course aims to develop insight into the theories and concepts associated with effective HRM staffing. It also provides students with knowledge of the basic principles of strategic planning for human resources as a part of an organization's comprehensive planning.

2. Teaching mode (mark all that apply)





No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	45	100
2	E-learning		
3	Hybrid - Traditional classroom - E-learning		
4	Distance learning		

3. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	45
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify)	
Total		45

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

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Understand organizational staffing models. The relationship between HR planning and organizational strategic management. Identify knowledge, skills, abilities, and other requirements necessary for	K2 K4	Lectures Interactive discussions with students Research project	Midterm Research project report Exams





Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
	successfully performing a job.			
1.2	Develop insight into the theories and concepts associated with effective leadership. Pinpoint some of the key concepts within organizations that are essential for becoming an effective leader and manager.	K3		
...				
2.0	Skills			
2.1	Develop a staffing strategy that aligns with the business strategy." Forecast talent needs and labor supply, and plan accordingly. Conduct job or competency analysis and job rewards analysis.	S1.1 S2.2	Lectures Interactive discussions with students Practical examples	Midterm Research project report Exams
2.2	Negotiate with and hire top candidates. Manage turnover.	S2.3		
...				
3.0	Values, autonomy, and responsibility			
3.1	Able to work in teams, gain practical experience, and	S3.3	Lectures	Midterm Research project report





Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
	develop leadership skills that they can apply outside of the classroom.		Interactive discussions with students Practical examples	Exams
3.2				
...				

C. Course Content

No	List of Topics	Contact Hours
1.	Strategic Staffing	4
2.	Business and Staffing Strategies	4
3.	Strategic Job Analysis and Competency Modeling	3
4.	Forecasting and Planning	5
5.	Sourcing	3
6.	Recruiting	3
7.	Assessing External Candidates	3
8.	Assessing Internal Candidates	3
9.	Choosing and Hiring Candidates	3
10.	Managing Workforce Flow	3
11.	Exams, quizzes, and other activities	5
12.	Student Presentations	4
13.	Revision	2
Total		

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Quizzes, activities	3 & 9	10%
2.	Midterms	4 & 12	40%
3.	Case study, research report, presentation	5	10%
4.	Final Exam		40%

*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	Philips, Jean M. (2023). Strategic Staffing . 5 th ed. SAGE Publications, Inc
Supportive References	Judge, Timothy A. & Kammeyer-Muller, John. (2021) Staffing Organizations . 10 th ed. McGraw-Hill Education
Electronic Materials	SDL
Other Learning Materials	Quarterly Determined by the instructor, Journal of management

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	– Accessible furnishing for all students including those with disabilities. – 40 movable chairs. – Good lighting control
Technology equipment (projector, smart board, software)	– Smart classroom equipment including data show. – Instructor station with Tablet PC-like technology. – Multiple electronic display surfaces (LCD projectors, etc.). – PRS system (RF) built in. – Reliable network connectivity. – Laptop connection for instructor and student hook ups. – Electrical Outlets. – Printing/copying availability.
Other equipment (depending on the nature of the specialty)	– KSU LMS. – Electronic access to the library services.

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Course coordinator Curriculum Committee	The curriculum committee meets regularly and provides recommendations
Effectiveness of Students assessment	Head of the Department Curriculum Committee	The curriculum committee meets regularly and provides recommendations.



Assessment Areas/Issues	Assessor	Assessment Methods
		Feedback from the professor teaching the course
Quality of learning resources	Quality Committee	The curriculum committee meets regularly and provides recommendations. Feedback from the professor teaching the course
The extent to which CLOs have been achieved	Quality Committees Scientific Committee and Program Development Committee	The curriculum committee meets regularly and provides recommendations
Other		

Assessors (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

Assessment Methods (Direct, Indirect)

G. Specification Approval

COUNCIL /COMMITTEE	DEPARTMENT COUNCIL
REFERENCE NO.	MEETING NUMBER 8
DATE	18/11/2024





Course Specification

(Bachelor)

Course Title: Knowledge Management

Course Code: BUS- 251

Program: BSBA-MGT Track

Department: Management

College: College of Business Administration

Institution: King Saud University

Version: 2023

Last Revision Date: 2024



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A. General information about the course:

1. Course Identification

1. Credit hours: (45)

2. Course type

A. ☐ University ☐ College ☒ Department ☐ Track ☐ Others
B. ☐ Required ☒ Elective

3. Level/year at which this course is offered: ()

4. Course General Description:

Thorough coverage of the latest theory and practice of Knowledge Management (KM), with an integrated interdisciplinary presentation that makes sense of the confusingly wide variety of computer science and business KM perspectives arising simultaneously from artificial intelligence, information systems, and organizational behavior. Solidly covers the "hard" technical components of computer tools and technology for managing knowledge without losing sight of the "soft" management needs and challenges in leveraging knowledge effectively within an organization. Critically evaluates the nature, computer representation, access, and utilization of knowledge versus information within a human context—an essential preparation for managerial, technical, and systems workers in today's modern knowledge-based economy.

The course aims to prepare students to become familiar with the current theories, practices, tools, and techniques in knowledge management (KM) and to assist students in pursuing a new career for profit and not profit organizations. In addition, students will learn to determine the infrastructure requirements to manage the intellectual capital in organizations.

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

BUS 101

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

N/A

7. Course Main Objective(s):

The course aims to prepare students to become familiar with the current theories, practices, tools, and techniques in knowledge management (KM) and to assist students in pursuing a new career in for-profit and non-profit organizations. In addition, students will learn to determine the infrastructure requirements to manage the intellectual capital in organizations. The primary purpose of this course is to -

- Develop a comprehensive understanding of knowledge Management.



- Understand the current KM issues and initiatives and define the role of knowledge management as a sustainable competitive advantage approach in organizations.
- Demonstrate an understanding of the history, concepts, and antecedents of management of knowledge and describe several successful knowledge management systems.
- Be equipped with the KM tools and techniques for managing organizational knowledge.
- Examine case studies of knowledge management/sharing systems and how they are implemented in the workplace.
- Learn about the ethical issues and problems in knowledge management/sharing.
- Articulate various career options in the KM field.

2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	45	100%
2	E-learning		
3	Hybrid • Traditional classroom • E-learning		
4	Distance learning		

3. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	45
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify)	
Total		45

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

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and Understanding			
1.1	Identify and determine the fundamentals and basic concepts, the history and	K1	Lecture Class Discussion, Group Discussions	Midterm Assignment Quiz1 Final Examination



	antecedents of Knowledge management			
1.2	Understand the importance dilemma in applying Knowledge Management in organizations	K1, K2	Lectures Class Discussion, Class Readings, Group Discussions	Midterm one Assignment Quiz1 Final exam
1.3	Distinguishing between the meaning of Data, information, and knowledge. Its different types and identifies the main types of knowledge.	K1, K3	Lectures Class Discussion, Class Readings,	Midterm Two Assignment 2 Quiz 2 Final exam
1.4	Demonstrate the KM principles & and fundamentals, Discussing the main approaches of KM, KM process, and KM infrastructure.	K3,K4	Lectures Class Readings, Group Discussions	Midterm Two Assignment 2 Quiz 2 Final
1.5	Describe several successful knowledge management systems.	K6	Lectures Class Discussion, Class Readings, Group Discussions	Midterm Assignment Quiz1
2.0	Skills			
2.1	Demonstrate effective oral and written presentations to explain different KM technologies in practice. They may use multimedia to support effective presentations	S 2.1 S 2.2	Student engagement through the Group Discussion.	Research Project
2.2	Critically evaluate the key knowledge assets of an organization using an appropriate KM framework.	S 1.2 S 1.3	Lectures Student engagement through the Group Discussion.	Case Study
2.3	Criticize Case studies associated with critical areas of KM (as such KM processes & and KM Infrastructure)	S 1.2 S 1.3	Student engagement through the Group Discussion.	Midterm Assign.2 Quiz 2 Final



2.4	Examine the main challenges /obstacles and Infer to what extent KM has been successfully applied in Arab organizations,	S 1.1 S 1.2 S 2.3	Student engagement through the Group Discussion.	Research Project Case Study
2.5	Effectively prepare and lead teamwork for solving related KM issues.	S 2.3	Teamwork Research Project	Research Project Case Study
3.0	Values, autonomy, and responsibility			
3.1	Transfer some ethics and Teamwork Values to real-life, in and -out-of-class settings.	V1 ,V3	Teamwork Group Discussion.	Case Study Research Project Class Punctuality, meeting deadlines, behavioral observation
3.2	Effectively prepare and lead teamwork for solving related KM issues.	V2 V3	Teamwork Group Discussion.	Research Project Class Punctuality, meeting deadlines, behavioral observation.

C. Course Content

No	List of Topics	Contact Hours
1.	Introduction to knowledge management	3
2.	Knowledge: taxonomies, basic features, management issues	3
3	The Nature of Knowing	3





4	Knowledge Management Processes	6
5	Knowledge Management Infrastructure	6
6	Organizational Learning & Learning Organization	3
7	Knowledge Management Tools: Technologies	3
8	Knowledge management System	3
9	ENABLING KNOWLEDGE CONTEXTS AND NETWORKS	3
10	Knowledge management in action	3
11	Intellectual Capital: basic concept and evaluation tools	3
12	Midterm Exam & Quizzes	3
13	Research Presentation & Makeup exam	3
Total		45

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	In Class Participation	Weeks (3-8-11-13)	5%
2.	Assignment one	Week 5	2.5%
3.	Quiz One	Weeks 6	5%
4.	First Midterm	Weeks 7	15%
5	Second Midterm	Week 12	15%
6	Assignment Two	Week 13	2.5%
7	Quiz Two	Week 14	5%
8	Research reports	Week 15	5%
9	Oral presentations	Week 15	5%
10	Final Exam	After week 15	40%
			100%

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

9E. Learning Resources and Facilities

1. References and Learning Resources

Essential References	Knowledge Management", An Integrated approach. Ashok Jashapare, Pearson, Second Edition
Supportive References	Quarterly Determined by the Instructor, Journal of Management. Awad, E.M., Ghaziri, H. Knowledge Management, Prentice Hall, E. Rutherford, NJ, 2003.



	▪ Davenport, T.H., and Prusak, L. Working Knowledge: How Organizations Manage What They Know, NetLibrary Incorporated, Boulder, CO, 1998. ▪ Firestone, J. M., and McElroy, M. W. Key Issues in the New Knowledge Management, Butterworth-Heinemann, Burlington, MA, 2003. ▪ Frappaolo, C. Knowledge Management, John Wiley Sons, Incorporated, Hoboken, NJ, 2006. ▪ Groff, T.R., and Jones, T.P. Introduction to Knowledge Management, Butterworth-Heinemann, San Diego, CA, 2003. ▪ Dalkir, K. Knowledge Management in Theory and Practice. Second Edition. Boston, MA: MIT Press.2011.
Electronic Materials	King Saud Digital Library prompted for the material.
Other Learning Materials	Suitable sites are updated continuously.

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	– Accessible furnishing for all students including those with disabilities. – 40 movable chairs. Good lighting control
Technology equipment (projector, smart board, software)	– Smart classroom equipment including data show. – Instructor station with Tablet PC-like technology. – Multiple electronic display surfaces (LCD projectors, etc.). – PRS system (RF) built in. – Reliable network connectivity. – Laptop connection for instructor and student hook ups. – Electrical Outlets. Printing/copying availability.
Other equipment (depending on the nature of the specialty)	– KSU LMS. Electronic access to the library services.

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Course coordinator	Supervising & Controlling



Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of Students assessment	Head of the Department of Management	Verifying the student grades for accuracy
Quality of learning resources	Quality Committee.	
The extent to which CLOs have been achieved	Quality Committees Scientific Committee and Program Development Committee	Reviewing Quality requirements (AOL, CR...etc. documentation)
Other		

Assessors (Students, Faculty, Program Leaders, Peer Reviewers, Others (specify))

Assessment Methods (Direct, Indirect)

G. Specification Approval

COUNCIL /COMMITTEE	DEPARTMENT COUNCIL
REFERENCE NO.	MEETING NUMBER 8
DATE	18/11/2024





Course Specification

(Bachelor)

Course Title: International human Resources Management

Course Code : BUS- 301

Program: BSBA-MGT Track

Department: Management

College: College of Business Administration

Institution: King Saud University

Version: 2023

Last Revision Date: 2024



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A. General information about the course:

1. Course Identification

1. Credit hours: (45)

2. Course type

A. ☐ University ☒ College ☐ Department ☐ Track ☐ Others
B. ☐ Required ☒ Elective

3. Level/year at which this course is offered: (8)

4. Course general Description:

This course is designed to introduce students to the nature of managing Human Resource in multinational firms. It explores the complexities of IHRM and distinguishes international from domestic HR practices. The purpose of the course is to provide students with an in-depth understanding of the basic practices and problems inherent in IHRM and to prepare them for further work in the IHRM field. At the end of the course, students should be able to do the following:

- Understand the purpose, definition, origins, context, and core beliefs of IHRM.
- Understand the nature of International HRM and appreciate how and why International HRM has become so critical to competitiveness and to our society's well-being.
- Understand the importance of personnel training and development (T&D) as one of the largest realm of IHRM activity.
- Understand how to develop greater sensitivity and confidence in our own capacity to effectively impact the HRM process when working across cultures.

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

BUS 202

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

NA

7. Course Main Objective(s):

- Provide an understanding of the environment in which international business operates and of the business practices required to compete successfully in global markets.
- **Demonstrate excellence in group/individual tasks related to IHRM practices in coordination with the given guidelines and Shows leadership in pursuit of identifying IHRM issues, innovative and practical solutions.**
- Help the future manager to face the most important problems that International Resources management might be associated with at the international level.





Demonstrate excellence in using technology to gather, interpret and communicate information and ideas.

- Introduce designing of incentive system in an international Scenario
Demonstrate excellence in using technology to gather, interpret and communicate information and ideas.
- Familiarize the students with international human resource management practices

2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	YES	65
2	E-learning	YES	35
3	Hybrid - Traditional classroom - E-learning		
4	Distance learning		

3. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	45
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify)	
Total		45

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

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Define the nature, principal concepts, and fundamentals of IHRM and Outline cross cultural issues and the main tasks, policies and strategies associated with IHRM .	K1, K2 & K5	Lectures Class Discussion ,	Quizzes, Exams, Listening and Speaking tests





Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
	Discuss IHRM process and functions including global staffing, expatriate recruitment, training, performance management, compensation, and rewards.		Class Readings, Group Discussions and Take Home Assignment	through audio & visual equipment and behavioural observation.
1.2	Identify and Understand issues and practices pertaining to the major HRM functions within the context of a multinational environment	K3 K4	Active Learning - Lectures - Discussion - Active Learning -	Quizzes - Assignments - Exams - Reports
...				
2.0	Skills			
2.1	Analyze and interpret the effect of business environment factors on international HRM decisions. Compare IHRM decisions and strategies in national and international environments.	S1.2 & S1.3	Case study - Cooperative learning. -	Projects - Research papers - Presentations - Assignments (Library research)
2.2	Shows leadership in pursuit of identifying IHRM issues, innovative and practical solutions	S2.1 & S2.3		
...				
3.0	Values, autonomy, and responsibility			
3.1	To help prepare the student to transfer this learning and improvement to real-life, out-of-class settings	V3	Individual and team work	Report and Group presentations. Class Punctuality, meeting deadlines, behavioral observation.
3.2	Evaluate "best practices" across cultures	V1		





Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
...				

C. Course Content

No	List of Topics	Contact Hours
1.	Introduction	3
2.	The Cultural Context of IHRM	2
3.	The Organizational Context	3
4.	IHRM in Crossborder mergers and acquisitions, international alliances and SMEs	2
5.	Sourcing HR for global markets: staffing, recruitment and selection	2
6.	International performance management	6
7.	International training, development, and careers	6
8.	International compensation	3
9.	International industrial relations	6
10.	IHR trends and future challenges.	3
11.	Exam	5
12.	Student Presentations	5
13.	Revision/ Final Exam	2

Total		45

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Participation	Daily Basis	10%
2.	Research reports, presentations	13	10%
3.	Test -1	7	20%
4.	Test -2	12	20%
5.	Final Exam	After 15 th Week	40%
...			

*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	Dowling, P., Festing, M., & Engle, A.D. (2013). International Human Resource Management. 6th ed. Cengage Learning. Sengupta, N and Mousumi, S. (2006). International Human Resource Management. Excel Book
Supportive References	
Electronic Materials	King Saud Digital Library, from time to time prompted for material ❖ http://division.aomonline.org/im/ ○ Website of the International Management Division of the Academy of Management, an academic professional organization that also has a HR Division, accessible at: http://www.hrdiv.org/ ❖ http://www.astd.org/ ○ Home web site of the American Society for Training and Development. ❖ http://aib.msu.edu/ ○ The Academy of International Business home page. Quarterly Determined by the instructor, Journal of management. ❖ http://www.shrm.org/hrdisciplines/global/Pages/default.aspx ○ This is the (U.S.) Society for Human Resource Management (SHRM) home page list of global HR topics and issues. ❖ http://msg.shrm.org/site/Survey?ACTION_REQUIRED=URI_ACTION_USER_REQUESTS&SURVEY_ID=1328 ○ Link to sign up for the SHRM Global e-Newsletter. This home page is valuable in its details of the International Human Resource Management Reference Guide, mentioned later in this Appendix.
Other Learning Materials	Suitable sites are updated continuously

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	– Accessible furnishing for all students including those with disabilities. – 40 movable chairs. - Good lighting control
Technology equipment (projector, smart board, software)	– Smart classroom equipment including data show. – Instructor station with Tablet PC-like technology.





Items	Resources
	- Multiple electronic display surfaces (LCD projectors, etc.). - PRS system (RF) built in. - Reliable network connectivity. - Laptop connection for instructor and student hook ups. - Electrical Outlets. - Printing/copying availability.
Other equipment (depending on the nature of the specialty)	- KSU LMS. - Electronic access to the library services.

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Course coordinator	Supervising & Controlling
Effectiveness of Students assessment	Head of the Department of Management.	Verifying the student grades for accuracy.
Quality of learning resources	Quality Committee.	Reviewing Quality requirements (AOL , CR...etc. documentation)
The extent to which CLOs have been achieved	Quality Committees Scientific Committee and Program Development Committee	Reviewing and Checking the documentation.
Other		

Assessors (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

Assessment Methods (Direct, Indirect)

G. Specification Approval

COUNCIL /COMMITTEE	DEPARTMENT COUNCIL
REFERENCE NO.	MEETING NUMBER 8
DATE	18/11/2024





Course Specification

(Bachelor)

Course Title: International Business

Course Code: BUS- 302

Program: BSBA-MGT Track

Department: Management

College: College of Business Administration

Institution: King Saud University

Version: 2023

Last Revision Date: 2024



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A. General information about the course:

1. Course Identification

1. Credit hours: (45)

2. Course type

A. ☐ University ☐ College ☒ Department ☐ Track ☐ Others
B. ☒ Required ☐ Elective

3. Level/year at which this course is offered: (8)

4. Course general Description:

We live in a world of intensifying global relationships, one in which international business has become the key determinant of economic development and prosperity. This course is designed to give students a fundamental understanding of the environment in which international business operates and of the business practices required to compete successfully in global markets. A secondary goal for this course is for students to develop the basic decision-making skills associated with managing different aspects of international business. In order to facilitate these goals, students will be exposed to a variety of information and experience through readings in the text, articles on international business, international data bases, business cases, and a group project based on a global business situation.

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

BUS 101 & MKT 201

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

NA

7. Course Main Objective(s):

- Demonstrate an understanding of the environmental aspects of international business on a variety of contexts, including socio-cultural, political, financial and economic
- Gain an understanding of the international dimensions of business functions, including marketing, finance, management, operations, accounting and entrepreneurship





- Participate in action-learning opportunities, like immersion projects and international field studies, to gain practical exposure to international business and the global arena

2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	YES	100%
2	E-learning		
3	Hybrid • Traditional classroom • E-learning		
4	Distance learning		

3. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	45
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify)	
Total		45

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

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Demonstrate detailed familiarity with the impact of the global economy on businesses and organizations, utilizing appropriate terminology and concepts	K1	Lectures Class Discussion, Class Readings, Group Discussions and Take Home Assignment	Quizzes, Exams, Listening and Speaking tests through audio & visual equipment and behavioural observation.





Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.2	Demonstrate comprehension of cultural differences in the conduct of business and/or daily life within major global markets during a study abroad experience.	K2	Lectures Class Discussion, Class Readings, Group Discussions and Take Home Assignment	Quizzes, Exams, Listening and Speaking tests through audio & visual equipment and behavioral observation.
...				
2.0	Skills			
2.1	Develop global awareness through an understanding of international business concepts and trends.	S1.1	Lectures Individual and group numerical and theoretical exercises, Take Home Assignments	Quizzes, Exams, surprise tests, and take home exercises and assignment and behavioral observation.
2.2	Develop an ability to internationalize domestically developed business methods and practices	S2.2	Lectures Individual and group numerical and theoretical exercises, Take Home Assignments	Quizzes, Exams, surprise tests, and take home exercises and assignment and behavioral observation.
...				
3.0	Values, autonomy, and responsibility			
3.1	Gain an understanding of the international dimensions of business functions, including marketing, finance, management, operations, accounting and entrepreneurship Participate in action-learning opportunities,	V1,V3	Individual and team work	Report and Group presentations. Class Punctuality, meeting deadlines, behavioral observation.





Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
	like immersion projects and international field studies, to gain practical exposure to international business and the global arena			
3.2				
...				

C. Course Content

No	List of Topics	Contact Hours
1.	Globalization chap	3
2.	Cross-Cultural Business	3
3.	Politics, Law, and Business Ethics Economics and Emerging Markets	3
4.	International Trade	3
5.	Business-Government Trade Relations	3
6.	Foreign Direct Investment	3
7.	Regional Economic Integration	2
8.	International Monetary System	2
9.	International Strategy and Organization	3
10	Analyzing International Opportunities	3
11.	Selecting and Managing Entry Modes	3
12.	Developing and Marketing Products	2
13.	Managing International Operations	2
14.	Hiring and Managing Employees	2
15.	Exam	2
16.	Student Presentations and other assessments	3
17.	Revision/ Final Exam	3
Total		45



D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Quizzes	1,2,3	15%
2.	Test	11	15%
3.	Research reports, presentations	13&14	5%
4.	Project	13&14	25%
5.	Final	After week 15	40%

*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	John J. Wild, J.J.; and Wild K.L. (2019). International Business: The Challenges of Globalization, Global Edition, 9th edition. Pearson. Or the latest edition available
Supportive References	Quarterly Determined by the instructor, Journal of management.
Electronic Materials	• KSU, Digital Library • youtube channel(myibvideos) • Harvard business articles
Other Learning Materials	Suitable sites are updated continuously

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	– Accessible furnishing for all students including those with disabilities. – 40 movable chairs. Good lighting control
Technology equipment (projector, smart board, software)	– Smart classroom equipment including data show. – Instructor station with Tablet PC-like technology.

Items	Resources
	- Multiple electronic display surfaces (LCD projectors, etc.). - PRS system (RF) built in. - Reliable network connectivity. - Laptop connection for instructor and student hook ups. - Electrical Outlets. - Printing/copying availability.
Other equipment (depending on the nature of the specialty)	- KSU LMS. - Electronic access to the library services.

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Course coordinator	Supervising & Controlling
Effectiveness of Students assessment	Head of the Department of Management.	Verifying the student grades for accuracy.
Quality of learning resources	Quality Committee.	Reviewing Quality requirements (AOL , CR...etc. documentation)
The extent to which CLOs have been achieved	Quality Committees Scientific Committee and Program Development Committee	Reviewing and Checking the documentation.
Other		

Assessors (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

Assessment Methods (Direct, Indirect)

G. Specification Approval

COUNCIL /COMMITTEE	DEPARTMENT COUNCIL
REFERENCE NO.	MEETING NUMBER 8
DATE	18/11/2024





Course Specification

(Bachelor)

Course Title: Human Resources Training and Development

Course Code: BUS- 361

Program: BSBA-HRM Track

Department: Management

College: Business Administration

Institution: King Saud University

Version: 2024

Last Revision Date: 2024



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A. General information about the course:

1. Course Identification

1. Credit hours: (...45.....)

2. Course type

A. ☐ University ☒ College ☐ Department ☐ Track ☐ Others
B. ☒ Required ☐ Elective

3. Level/year at which this course is offered: (6)

4. Course general Description:

Human Resources Training & Development course aims to provide students the necessary knowledge about the nature and importance of training and developing of manpower and provide students with the necessary skills to identify training needs, designing, managing, implementing, and evaluating training programs.

This course is an investigation of individual and organizational strategies designed to stimulate creative approaches for learning in organizations and will facilitate an understanding of individual development from both an organizational and personal perspective.

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

BUS 202

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

NA

7. Course Main Objective(s):

Upon successful completion of this course, students will have reliably demonstrated the ability to:

1. Understand the human resources development & training needs and to implement structured and unstructured learning techniques within the organization.
2. Describe the importance of individuals' training and their development by implementing the unstructured learning and evaluation strategies.
3. Understand workplace learning techniques to develop and implant required new knowledge, values, through dynamic leadership style.
4. Be able to develop an appropriate training strategy for today's organization – using both onsite classroom and distance learning technologies.
5. Recognize the importance of competent, persuasive, and effective communication in training and development

2. Teaching mode (mark all that apply)





No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	45	100
2	E-learning		
3	Hybrid - Traditional classroom - E-learning		
4	Distance learning		

3. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	45
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify)	
Total		45

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

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Identify and determine the fundamentals and basic concepts of Human Resources Development & Training	K1	Lectures, Class Discussion.	Assignments, Quizzes, Midterm Exam, Final Exam.
1.2	Understand the history and basic concepts of Human Resources Development & Training	K3	Lectures, Class Discussion, Case study Discussion.	Assignments, Quizzes, Midterm Exam, Final Exam.
1.3	Understand workplace learning techniques to develop and implant	K4,5	Lectures, Class Discussion,	Assignments, Class Participation,





Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
	required new knowledge, values, through dynamic leadership style.		Case study Discussion.	Quizzes, Group Project, Case study.
2.0	Skills			
2.1	Apply the necessary skills to identify training needs, designing, managing, implementing, and evaluating training programs.	S1.1	Lectures, Class Discussion, Assignment, Case study Discussion.	Assignments, Class Participation, Quizzes, Case study, Group Project.
2.2	Develop a strong conceptual understanding of the principles which impact how adults learn and be able to apply these principles to work settings.	S2.2	Lectures, Class Discussion, Case study Discussion.	Assignments, Class Participation, Quizzes, Group Project, Case study.
3.0	Values, autonomy, and responsibility			
3.1	Discuss and present some values and ethical issues of Human Resources Training & Development in the context of Saudi Companies at a comprehensive level.	V1	Student engagement through the Group Discussion	behavioral observation in class and Teamwork Synergy
3.2	To help prepare the student to transfer this learning and improvement to real-life, out-of-class settings	V1, V3	Group Task assignment,	Group presentations. In-class Punctuality, deadlines, behavioral observation





C. Course Content

No	List of Topics	Contact Hours
1.	Introduction to Human Resource Development	6
2.	Influences on Employee Behavior	5
3.	Learning and HRD	5
4.	Assessing HRD Needs	4
5.	Designing Effective HRD Programs	6
6.	Implementing HRD Programs	4
7.	Evaluating HRD Programs	5
8.	Employee Socialization and Orientation	4
9.	Coaching and Performance Management	6
Total		45

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Participation	Daily Basis	5%
2.	Quiz1	4	3%
3.	1 st Midterm	7	17%
4.	Quiz2	10	3%
5.	Case Study	12	5%
6.	2 nd Midterm	13	17%
7.	Group Project and presentation	13	10%
8.	Final	After week 15	40%

*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	Jon M. Werner and Randy L. de Simon. (2022) Human Resources Development . 8th Edition. Cengage Learning publications.
Supportive References	Bierema, L. L., Callahan, J.L., Elliott, C.J., Greer, T.W., Collins, J.C. (2024) Human Resource Development Critical Perspectives and Practices. Routledge Taylor& Francis Group



Electronic Materials	King Saud Digital Library, from time to time prompted for material.
Other Learning Materials	Suitable Websites are updated continuously

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	– Accessible furnishing for all students including those with disabilities. – 40 movable chairs. – Good lighting control
Technology equipment (projector, smart board, software)	– Smart classroom equipment including data show. – Instructor station with Tablet PC-like technology. – Multiple electronic display surfaces (LCD projectors, etc.). – PRS system (RF) built in. – Reliable network connectivity. – Laptop connection for instructor and student hook ups. – Electrical Outlets. – Printing/copying availability.
Other equipment (depending on the nature of the specialty)	– KSU LMS. – Electronic access to the library services.

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Course coordinator	Supervising & controlling
Effectiveness of Students' assessment	Head of the Department of Management.	Verifying the students grades for accuracy.
Quality of learning resources	Quality Committee.	Reviewing Quality requirements (AOL, CR...etc. documentation)
The extent to which CLOs have been achieved	Quality Committees Scientific Committee and Program Development Committee	Reviewing and checking the documentation.
Other		

Assessors (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

Assessment Methods (Direct, Indirect)





G. Specification Approval

COUNCIL /COMMITTEE	DEPARTMENT COUNCIL
REFERENCE NO.	MEETING NUMBER 8
DATE	18/11/2024





Course Specification

(Bachelor)

Course Title: Operation Management

Course Code: BUS- 371

Program: BSBA-MGT Track

Department: Management

College: College of Business Administration

Institution: King Saud University

Version: 2023

Last Revision Date: 2024



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A. General information about the course:

1. Course Identification

1. Credit hours: (...45.....)

2. Course type

A. ☐ University ☐ College ☒ Department ☐ Track ☐ Others
B. ☒ Required ☐ Elective

3. Level/year at which this course is offered: (...11.....)

4. Course General Description:

Operations Management (OM) is an exciting area of management that has an essential impact on the productivity of both manufacturing and services. OM involves the planning, coordinating, and executing all activities that create goods or services. The primary goal of this course is to understand how to make operations management a competitive weapon. This course will present a realistic, broad introduction to operations management. It will provide a solid understanding of the importance of operations management and its role in the organizations. This course discusses various operations topics, including project management, inventory management, capacity planning, facilities location, total quality management, forecasting, decision-making tools, and operations strategy. It deals with these topics through managerial and applications-oriented perspectives. In addition, particular emphasis is placed on the international dimensions of operations. Finally, the course is integrative, emphasizing the fit and relationship of operations with other functions of the firm.

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

BUS 101 & QUA 207.

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

N/A

7. Course Main Objective(s):

Operations management is concerned with planning, analyzing, designing, controlling, and managing the processes that transform inputs (in the form of people, equipment, facilities, materials, etc.) into products and services the customers desire. Under Today's global environment, the efficient design and management of the transformation processes that utilize these resources are becoming the most valuable strategic resource a company has; instead, operation management has become the essential tool in shaping the firm's ability to create, organize, transfer and leverage its business poison. The primary purpose of this course is to -

- Develop a comprehensive understanding of operations management concepts.
- Develop an understanding of operations strategy.
- Be equipped with different supported models in operations management.
- Develop an understanding of various concepts concerning managing operations.

2. Teaching mode (mark all that apply)





No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	Yes	100%
2	E-learning		
3	Hybrid - Traditional classroom - E-learning		
4	Distance learning		

3. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	45
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify)	
Total		45

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

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Identify and determine the fundamentals and basic concepts of Operations Management	K1	Lectures Class Discussion, Group Discussions	Midterm Quiz1 Final Examination.
1.2	Understand the dynamics of operations strategies.	K3.	Lectures Class Discussion, Class Readings, Group Discussions	Midterm Assignment





Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
				Quiz1
1.3	Describe and analyze the main differences between goods and service regarding the operations management.	K1	Lectures Class Discussion, Class Readings, Group Discussions	Quiz1 Midterm Final Examination
1.4	Identify and Understand the central concept and phases of Project management.	K4	Lectures Class Discussion	In class participation Midterm Quiz1 Assignment
1.5	Classify the main criteria to select an excellent location for business and solve its layout problem using the Balanced model.	K6	Lectures Class Discussion, Class Readings, Group Discussions	Midterm Two Assignment 2 Quiz 2 Final exam
2.0	Skills			
2.1	Analysis the alternative global operation strategies available for MNCs and name one operation strategy for a leading company as such Apple, Almeria, Naas ...etc.	S 1.1	Lectures Student engagement through the Group Discussion.	Group Task Assignment 2 Quiz Two Final Exam
2.2	Effectively assess the complex and unstructured problems and developing alternative solutions using appropriate - mathematical tools.	S1.2	Lectures Group Discussions	Problem Solving participation Assignment Midterm Final Exam





Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
2.3	Locate and apply the appropriate research techniques and databases to generate alternative situations.	S 1.2 S 2.1	Teamwork Research Project	Research project Report. Written Essay assignment.
2.4	demonstrate effective oral and written communication in a business situation. They may use multimedia to support effective presentations	S2.1 S2.2	Research Project	Oral Presentation
3.0	Values, autonomy, and responsibility			
3.1	Discuss and present some values and ethical issues of OM in the context of Saudi Companies at a comprehensive level.	V1	Student engagement through the Group Discussion	behavioral observation in class and Teamwork Synergy
3.2	Transfer some ethics and Teamwork Values to real-life, out-of-class settings.	V1 ,V3	Teamwork Research and Group Task assignment	Group presentations. In-class Punctuality, deadlines, behavioral observation
...				

C. Course Content

No	List of Topics	Contact Hours
1.	Introduction to Operation Management	2
2.	Productivity and Operations Management	3
3	The Global Environment and Operations Strategy	3
4	Managing Project	6
5	Demand Forecasting	6
6	Product Design	3
7	Process Design	3
8	Total Quality Management	3
9	Location Strategy	3
10	Layout Strategy	3





11	Exam & Quizzes	3
12	Students presentation	4
13	Final Revision	3
Total		45

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	In Class Participation	Weeks (3-8-11-13)	5%
2.	Assignment One	Week 5	2.5%
3.	Quiz One	Weeks 6	5%
4.	First Midterm	Weeks 7	15%
5.	Second Midterm	Week 12	15%
6.	Assignment Two	Week 13	2.5%
7.	Quiz Two	Week 14	5%
8.	Research reports	Week 15	5%
9.	Oral presentations	Week 15	5%
10.	Final Exam	After W. 15	40%
			100%

*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	"Operations Management," Sustainability and Supply Chain Management, Global Edition. Jay Heizer and Barry Render, Pearson, Latest Edition.
Supportive References	Stevenson, William J. Operations management. McGraw-Hill Education (13th edition or 12th)
Electronic Materials	King Saud Digital Library prompted for the material.
Other Learning Materials	Suitable sites are updated continuously.

2. Required Facilities and equipment





Items	Well-equipped classroom Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	– Accessible furnishing for all students including those with disabilities. – 40 movable chairs. – Good lighting control
Technology equipment (projector, smart board, software)	– Smart classroom equipment including data show. – Instructor station with Tablet PC-like technology. – Multiple electronic display surfaces (LCD projectors, etc.). – PRS system (RF) built in. – Reliable network connectivity. – Laptop connection for instructor and student hook ups. – Electrical Outlets. – Printing/copying availability.
Other equipment (depending on the nature of the specialty)	– KSU LMS. – Electronic access to the library services.

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Course coordinator	Supervising & Controlling
Effectiveness of Students assessment	Head of the Department of Management.	Verify the student grades for accuracy.
Quality of learning resources	Quality Committee.	Reviewing Quality requirements (AOL, CR...etc. documentation)
The extent to which CLOs have been achieved	Quality Committees Scientific Committee and Program Development Committee	Reviewing and Checking the documentation.
Other		

Assessors (Students, Faculty, Program Leaders, Peer Reviewers, Others (specify))

Assessment Methods (Direct, Indirect)

G. Specification Approval

COUNCIL /COMMITTEE	DEPARTMENT COUNCIL
REFERENCE NO.	MEETING NUMBER 8
DATE	18/11/2024







Course Specification

(Bachelor)

Course Title: Strategic Management

Course Code: BUS- 411

Program: BSBA-HRM Track

Department: Management

College: College of Business Administration

Institution: King Saud University

Version: 2023

Last Revision Date: 2024



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A. General information about the course:

1. Course Identification

1. Credit hours: (45)

2. Course type

- A. ☐ University ☒ College ☐ Department ☐ Track ☐ Others
- B. ☐ Required ☐ Elective

3. Level/year at which this course is offered: (7)

4. Course general Description:

This course integrates knowledge from all functional areas of business including managerial economics, management science, management, marketing, finance, accounting, and MIS. Special topics include application of organizational structure, projected financial statements, advertising, EPS-EBIT analysis, cash value of the firm analysis, vision and mission statements, BCG and SWOT matrices, etc.

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

BUS 101 & FIN 200 & MKT 201

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

NA

7. Course Main Objective(s):

To provide students with the concepts and techniques used by organizations in doing strategic planning. To make sure students have excellent skills related to business ethics, international management, creativity, and applying analytical tools.

To provide students the opportunity to apply functional business tools and techniques, in conjunction with the strategic planning concepts, to a variety of organizational settings.

To provide students with the opportunity to present cases in front of the class, field questions appropriately, and practice oral and written communication skills.

2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	YES	100%
2	E-learning	NO	0%
3	Hybrid - Traditional classroom - E-learning	NO	0%





No	Mode of Instruction	Contact Hours	Percentage
4	Distance learning	NO	0%

3. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	45
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify)	
Total		45

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

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Understand the basic concepts and terminology used in Strategic Management.	K1	Lectures Class Discussion, Class Readings, Group Discussions and Take Home Assignment	Quizzes, Exams.
1.2	Identify opportunities and threats as well as strengths and weakness in the operating environment of real-world organizations.	K3&K5	Lectures Class Discussion, Class Readings, Group Discussions. Take Home Assignment	Quizzes, Exams.
...	Distinguish between different types and levels of strategy.	K1	Lectures Class Discussion, Class Readings, Group Discussions.	Quizzes, Exams.





Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
			Take Home Assignment	
	Gain insights into the strategy-making processes, formulation, and implementation in different types of organizations	K2	Lectures Class Discussion, Class Readings, Group Discussions. Take Home Assignment	Quizzes, Exams.
	Understand issues related to strategic competitive advantage in diversified organizations	K6&K4	Lectures Class Discussion, Class Readings, Group Discussions. Take Home Assignment	Quizzes, Exams.
	Distinguish between strategic management and strategic planning	K1&K5	Lectures Class Discussion, Class Readings, Group Discussions. Take Home Assignment	Quizzes, Exams.
	Understand the contribution of various functional areas e.g. production, marketing, finance, purchasing and supply management to the overall well-being of the organization.	K3&K5	Lectures Class Discussion, Class Readings, Group Discussions. Take Home Assignment	Quizzes, Exams.
2.0	Skills			
2.1	Analyze the competitive situation and strategic dilemma in dealing with dynamic global	S2.1	Lectures Individual and group assignment. Take Home Assignments	Quizzes, exams, surprise tests, and final project.





Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
	business environment in terms of rapidly changing market trends and technological advancement			
	Synthesize and apply concepts and techniques used by organizations in doing strategic planning.	S1.1	Lectures Individual and group exercises. Take Home Assignments	Quizzes, exams, surprise tests, and final project.
2.2	Evaluate challenges faced by managers in formulating, implementing, and evaluating strategies based on the nature of business, industry, and cultural differences locally and globally.	S2.2	Lectures Individual and group exercises, Take Home Assignments	Quizzes, exams, surprise tests, and final project.
...	strategically evaluate the financial position of organizations, including determining the case worth of firms, means for raising capital, and developing projected financial statements.	S1.2	Utilize excel sheet in the development of an EFEM, CPM, IFEM, SPACE, BCG, IE, and QSPM as well as financial analyses and breakeven analysis.	Final project.
3.0	Values, autonomy, and responsibility			
3.1	Integrate and apply knowledge gained in basic courses to the	V3.3	Individual and teamwork.	Report and Group





Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
	formulation and implementation of strategy from holistic and multi-functional perspectives.			presentations . Class Punctuality, meeting deadlines, behavioral observation.
3.2	Criticize the underlying ethical and cultural bases of strategy, measure performance, and take corrective actions.	V3.1	Individual and teamwork.	Final project. Report and Group presentations .
..3.3.	Collaborate with others, plan, and implement tasks professionally and contribute to team goals while making sound business decision.	V3.3	Teamwork.	Final project. Report and Group presentations . Class Punctuality, meeting deadlines, behavioral observation.

C. Course Content

No	List of Topics	Contact Hours
1.	Nature of Strategic Management – Defining the concept – Key Terms in Strategic Management	3
2.	The Strategic Management Model–Benefits of Strategic Management – Strategic Planning	2
3.	Strategy Formulation – Developing Vision and Mission of a company – Characteristics and Essential components of a mission statement	3
4.	Nature of External Analysis– Key external forces - Competitive Analysis(Porter's Five Forces model) – Industry Analysis	2





5.	The Nature of Internal Analysis – Integrating Culture and Strategy – SWOT Analysis - Value Chain Analysis	2
6.	Competing in the Global Marketplace – Market Entry Strategies – Global Integration Strategies	3
7.	Strategies in Action – Long-Term Objectives – Balance Scorecard – Types of Strategies – Porter’s Five Generic Strategies	6
8.	Strategy Analysis and Choice– The Comprehensive Strategy-Formulation Framework	3
9.	Nature of Strategy Implementation – Annual Objectives – Policies – Resource Allocation – Managing Conflict – Matching Structure with Strategy	3
10.	Strategy Implementation – Issues Related Business Functional Areas	3
11.	Leadership and Culture – Evolving Role of CEOs – CEO Succession – Corporate Culture and Performance	3
12.	Strategy Evaluation – Strategy review, evaluation and control – A Strategy-Evaluation Framework	3
13.	Exam	5
14.	Student Presentations	5
15.	Revision /Final Exam	2
Total		45

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Quiz 1 & 2	3 & 8	20%
2.	Mid	6	20%
3.	Project	12&13	20%
	Final	After week 15	40%

*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	Strategic Management: Concepts and Cases – Abdulrahman Al-Aali, Abbas Ali, and Fred David (Arab World Edition) – Pearson
Supportive References	Quarterly Determined by the instructor, Journal of management.





	Hill , Charles W . and Gareth R. John (2008) , Strategic management : An integrated Approach . Houghton Mifflin
Electronic Materials	King Saud Digital Library, from time to time prompted for material
Other Learning Materials	Suitable sites are updated continuously Thompson , AA . and A.J Strickland (2003) . Strategic management : Concepts and cases . Plano , Texas , B. P . I n

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	– Accessible furnishing for all students including those with disabilities. – 40 movable chairs. Good lighting control
Technology equipment (projector, smart board, software)	– Smart classroom equipment including data show. – Instructor station with Tablet PC-like technology. – Multiple electronic display surfaces (LCD projectors, etc.). – PRS system (RF) built in. – Reliable network connectivity. – Laptop connection for instructor and student hook ups. – Electrical Outlets. Printing/copying availability.
Other equipment (depending on the nature of the specialty)	– KSU LMS. Electronic access to the library services.

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Course coordinator	Supervising & Controlling
Effectiveness of Students assessment	Head of the Department of Management.	Verifying the student grades for accuracy.
Quality of learning resources	Quality Committee.	Reviewing Quality requirements (AOL , CR...etc. documentation)
The extent to which CLOs have been achieved	Quality Committees	Reviewing and Checking the documentation.





Assessment Areas/Issues	Assessor	Assessment Methods
	Scientific Committee and Program Development Committee	
Other		

Assessors (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)

Assessment Methods (Direct, Indirect)

G. Specification Approval

COUNCIL /COMMITTEE	DEPARTMENT COUNCIL
REFERENCE NO.	MEETING NUMBER 8
DATE	18/11/2024





Course Specification

(Bachelor)

Course Title: Strategic Human Resource Management

Course Code: BUS 416

Program: BSBA –HRM Track

Department: Management

College: Business Administration

Institution: King Saud University

Version: 2023

Last Revision Date: 2024



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A. General information about the course:

1. Course Identification

1. Credit hours: (.....45...)

2. Course type

A. ☐ University ☐ College ☒ Department ☒ Track ☐ Others
B. ☒ Required ☐ Elective

3. Level/year at which this course is offered: (...4th year.....)

4. Course general Description:

People are the company's most strategic asset. Therefore, a critical success factor in achieving a sustainable competitive advantage, as acknowledged by the world's most admired companies, is the strategic management of human assets. In this course, students will understand how human resource decisions contribute to organizational effectiveness and a firm's competitive advantage. This knowledge can be applied in small, medium, and large firms and non-profit organizations.

The primary purpose of this course is to:

- Understand different approaches to the management of human assets from a strategic perspective, covering HRM topics such as HR Strategy, Planning, Recruitment, Staffing, Training and Development, Retention, Performance Management, Compensation and Benefits, and other HRM aspects. The course will examine the relationship between these HRM practices and organizational effectiveness.
- Recognize the strategic role of Human Resource managers and how they can effectively develop and implement ethical human resource practices that support firms' strategic objectives, benefiting a wide range of careers across disciplines.

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

BUS 411 & BUS 202

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

N/A

7. Course Main Objective(s):

The primary objective of this course is to help students understand the role of strategic human resource management in a firm's success and gain knowledge of its essential functions, current practices, and issues.

2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	45	100
2	E-learning		
3	Hybrid - Traditional classroom - E-learning		
4	Distance learning		

3. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	45
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify)	
Total		45

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

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Demonstrate the Nature Fundamentals and Principles knowledge of SHRM	K1		
1.2	Understand the importance dilemma in applying SHRM strategies in a dynamic global business environment	K2	Lectures Class Discussion, Group Discussions	Midterm Final Examination.



Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.3	Develop an understanding of the theoretical perspectives in organizational strategy (a concept of strategy & strategy formulation)	K3		
1.4	Identify the relationship between SHRM and organizational performance	K3	Lectures Class Discussion, Group Discussions	Midterm Final Examination.
1.5	Understand the Role of a Formal HR Manager under SHRM	K4	Lectures Class Discussion	Exams
1.6	Define the primary approach of SHRM	K1	Lectures Class Discussion, Class Readings, Group Discussions	In class participation Midterm Assignment
1.7	Develop knowledge of more advanced HRM strategies	K6		
2.0	Skills			
2.1	Communication Skills Demonstrate effective oral and written presentations to explain strategic human resource management in practice. they may use multimedia to support effective presentations	S3.1		
2.2	Analytical & Critical Thinking Skill - Able to use critical thinking regarding how & why Human Resource contributes to a sustainable competitive advantage. - Apply appropriate research techniques and databases to assess the	S3.3	Lectures and readings of a research article, Videos Group discussion, Self-Learning	Class Participation. Quizzes & Tests





Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
	importance of HRM in enhancing organizational performance - Evaluate real data and information to analyze the relationship between SHRM and the strategic management process. - Able to think critically in selective business problems and Case studies associated with critical areas of SHRM (as such the strategic planning and implementation of HRM strategy) - Analyze the emerging HRM challenges in an increasingly dynamic and complex business environment. - Search and collect real data to evaluate to what extent SHRM is successfully applied in Arab (KSA) Organizations			
2.3	Leadership Skill Build and lead teamwork effectively through performing business research to solve and relate common management issues.	S3.3	Lectures and readings of a research article and. Case Studies, Project Session	Class Participation. Quizzes, presentations, & written assignments
3.0	Values, autonomy, and responsibility			





Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
3.1	Appreciate the SHRM concepts and processes in a business environment	V1	Lectures & Readings of a research article, Case Studies, and Research assignment	Class Participation. Quizzes, presentations, & written assignments.
3.2	Value the role of SHRM in a global business environment	V3	Lectures and readings of a research article and. Case Studies Project Session	Class participation, Quizzes, presentations, & written assignment
3.3	Appreciate different Approaches to SHRM	V1	Lectures and readings of research articles and Case Studies, Project Session	Class participation, Quizzes, presentations, & written assignment
3.4	Develop a broad perspective on the Human Resource Management	V3	Lectures and readings of a research article, Case Studies, and Research assignment	Class Participation. Quizzes, presentations, & written assignments.
3.5	Appreciate HR challenges (globalization, diversity, cultural differences, innovation...etc.) Concerning SHRM	V3	Lectures and readings of a research article and. Case Studies Project Session	Class participation, Quizzes, presentations, & written assignment

C. Course Content

No	List of Topics	Contact Hours
1.	An Investment Perspective Human Resource Management	3
2.	Social Responsibility and Human Resource Management	3
3.	Strategic Management	4
4.	The Evolving/Strategic Role of HRM	3
5.	Strategic Workforce Planning	4





6.	Design and Redesign of Work Systems	3
7.	Employment Law	3
8.	Staffing	4
9.	Talent Management	3
10.	Performance Management Feedback	3
11.	Compensation	3
12.	Labor Relations	3
13.	Employee Separation and Retention Management	3
14.	Global Human Resource Management	3
Total		45

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Class participation, quizzes, and assignment	3-5-7-9	10
2.	Research report and presentation	13	10
3.	Midterms and final	4-9-after week 15	80

*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	Jeffrey, A. Mello "Strategic Human Resource Management," Fifth Edition. Cengage.
Supportive References	Rees, G. and Smith P. E. (2021). 3 rd ed. Strategic Human Resource Management. Sage Publications Ltd.
Electronic Materials	SDL
Other Learning Materials	Journals and magazines provided by instructor

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	– Accessible furnishing for all students including those with disabilities. – 40 movable chairs.





Items	Resources
	Good lighting control
Technology equipment (projector, smart board, software)	– Smart classroom equipment including data show. – Instructor station with Tablet PC-like technology. – Multiple electronic display surfaces (LCD projectors, etc.). – PRS system (RF) built in. – Reliable network connectivity. – Laptop connection for instructor and student hook ups. – Electrical Outlets.
Other equipment (depending on the nature of the specialty)	– KSU LMS.
	Electronic access to the library services.

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Course coordinator	Supervising & Controlling
Effectiveness of Students assessment	Head of the Department of Management	Verifying the student grades for accuracy
Quality of learning resources	Quality Committee.	
The extent to which CLOs have been achieved	Quality Committees Scientific Committee and Program Development Committee	Reviewing Quality requirements (AOL, CR...etc. documentation)
Other		

Assessors (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

Assessment Methods (Direct, Indirect)

G. Specification Approval

COUNCIL /COMMITTEE	DEPARTMENT COUNCIL
REFERENCE NO.	MEETING NUMBER 8
DATE	18/11/2024





Course Specification

(Bachelor)

Course Title: Health and Occupational Safety

Course Code: BUS- 418

Program: BSBA-MGT Track

Department: Management

College: College of Business Administration

Institution: King Saud University

Version: 2023

Last Revision Date: 2024



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A. General information about the course:

1. Course Identification

1. Credit hours: (45)

2. Course type

A. ☐ University ☒ College ☐ Department ☐ Track ☐ Others
B. ☐ Required ☒ Elective

3. Level/year at which this course is offered: (8)

4. Course general Description:

This Course explains how safety and health standards apply to more than just Manufacturing. Also, summarize key developments relating to workplace safety and health. Identify the components needed to provide a safe and healthful work environment through case studies and review of injury statistics provided in the course. Investigate potential workplace safety and health hazards and determine how to mitigate the hazards through engineering controls, administrative controls and personal protective equipment.

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

NA

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

NA

7. Course Main Objective(s):

- The Health Sector Management Concentration focuses on understanding how a country healthcare policy and systems impact business in the health sector
- To understand basic principles and procedures of safety in various organizations
- To provide students with knowledge about potential risks and how to deal with such risks.
- To understand factors that may contribute to risks and how to prevent them.

2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	YES	65
2	E-learning	YES	35
3	Hybrid • Traditional classroom • E-learning		





No	Mode of Instruction	Contact Hours	Percentage
4	Distance learning		

3. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	45
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify)	
Total		45

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

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Recognize the interrelatedness of public health, management, employees, and the government to the goals of occupational health and safety.	K1	Lectures Individual and group numerical and theoretical exercises,	Quizzes, Exams, Group project, surprise tests, and behavioral observation.
1.2	Demonstrate a base of knowledge in the recognition and assessment of health and safety hazards in the workplace.	K1 & K2	Lectures Individual and group numerical and theoretical exercises,	Quizzes, Exams, Group project, surprise tests, and behavioral observation.
...				
2.0	Skills			
2.1	Apply theories and concepts of occupational health and safety to the development and management of programs.	S1.3	Lectures Individual and group numerical and theoretical exercises.	Quizzes, Exams, Group project, surprise tests, and behavioral observation.





Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
2.2	Identify education, engineering, and enforcement controls for the prevention of occupational health and safety problems.	S1.1	Lectures Individual and group numerical and theoretical exercises.	Quizzes, Exams, Group project, surprise tests, and behavioral observation.
...				
3.0	Values, autonomy, and responsibility			
3.1	Help prepare the student to transfer this learning and improvement to real-life, out-of-class settings	V2	Lectures Individual and group numerical and theoretical exercises.	Group project, surprise tests, and behavioral observation.
3.2	Evaluate “best practices” across cultures	V1	Lectures Individual and group numerical and theoretical exercises.	Quizzes, Exams, Group project, surprise tests, and behavioral observation.
...				

C. Course Content

No	List of Topics	Contact Hours
1.	Introduction to safety and health Accidents and Their Effects	3
2.	Theories of Accident Causation	2
3.	Roles and Professional Certifications for Safety and Health Professionals	3
4.	Workers' Compensation	2
5.	Accident Investigation and Reporting	2
6.	Stress and Safety	2
7.	Hazards of Temperature Extremes, Electrical Hazards and Fire Hazards and Life Safety	3
8.	Industrial Hygiene and Confined Spaces	1
9.	Violence in the Workplace	2
10.	Noise and Vibration Hazards	2



11.	Occupational Safety and Health in the Saudi labor law	2
12.	Exam	5
13.	Student Presentations	4
14.	Revision/ Final Exam	2
Total		45

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Participation	Daily Basis	10%
2.	Research reports, presentations	13	10%
3.	Test -1	7	20%
4.	Test -2	12	20%
5.	Final Exam	After 15th Week	40%

*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	David Goetsch. The Basics of Occupational Safety. 3rd or latest edition. Pearson Education, Inc.
Supportive References	Quarterly Determined by the instructor, Journal of management.
Electronic Materials	King Saud Digital Library, from time to time prompted for material
Other Learning Materials	Suitable sites are updated continuously

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	– Accessible furnishing for all students including those with disabilities. – 40 movable chairs. - Good lighting control
Technology equipment (projector, smart board, software)	– Smart classroom equipment including data show.



Items	Resources
	– Instructor station with Tablet PC-like technology. – Multiple electronic display surfaces (LCD projectors, etc.). – PRS system (RF) built in. – Reliable network connectivity. – Laptop connection for instructor and student hook ups. – Electrical Outlets.
Other equipment (depending on the nature of the specialty)	– KSU LMS.
	Printing/copying availability. Electronic access to the library services.

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Course coordinator	Supervising & Controlling
Effectiveness of Students assessment	Head of the Department of Management	Verifying the student grades for accuracy
Quality of learning resources	Quality Committee.	
The extent to which CLOs have been achieved	Quality Committees Scientific Committee and Program Development Committee	Reviewing Quality requirements (AOL, CR...etc. documentation)
Other		

Assessors (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

Assessment Methods (Direct, Indirect)

G. Specification Approval

COUNCIL /COMMITTEE	DEPARTMENT COUNCIL
REFERENCE NO.	MEETING NUMBER 8
DATE	18/11/2024





Course Specification

(Bachelor)

Course Title: Organizational Change and Development

Course Code: BUS- 425

Program: BSBA-MGT Track

Department: Management

College: College of Business Administration

Institution: King Saud University

Version: 2023

Last Revision Date: 2024



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A. General information about the course:

1. Course Identification

1. Credit hours: (.....)

2. Course type

A. ☐ University ☒ College ☐ Department ☐ Track ☐ Others
B. ☒ Required ☐ Elective

3. Level/year at which this course is offered: (.....8....)

4. Course general Description:

This course is a three-credit undergraduate-level course. Which examines the organization development process, including intervention strategies and the role of organization development in creating the changes that improve individuals, teams, and organizations. The student will take away a sound understanding of science to assess an organization's current state and discover routes for improvement.

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

BUS101

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

BUS 213

7. Course Main Objective(s):

The primary objectives of this course are to provide the student with an understanding the role of organization development in anticipating and effecting change in organizations.

Interpret and make use of OD as a diagnostic and intervention process, particularly in terms of the roles and styles of the OD practitioner
Building student abilities and skills in Organizational methods and Organizational design and structuring.

2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	45	100%
2	E-learning		





No	Mode of Instruction	Contact Hours	Percentage
3	Hybrid - Traditional classroom - E-learning		
4	Distance learning		

3. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	45
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify)	
Total		45

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

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Understand the main concepts of OD, Examine the use of the OD process in developing excellence in individuals in a real organization. Demonstrate an understanding of organization development and identify the need for change and renewal. Describe the strategic responsiveness.	K1 & K3	Lectures Class Discussion, Class Readings, Group Discussions and	Quizzes, Exams, Group project, surprise tests, and behavioral observation.





Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.2	Demonstrate knowledge and abilities in Organization development and change. Examine the use of the OD process in developing high-performance teams in a real organization.	K2 & K3	Lectures Class Discussion, Class Readings, Group Discussions and	Quizzes, Exams, Group project, surprise tests, and behavioral observation.
1.3	The various views about change management	K5	Lectures Class Discussion, Class Readings, Group Discussions and	Quizzes, Exams, Group project, surprise tests, and behavioral observation.
2.0	Skills			
2.1	Develop Analytical Skills necessary for identifying and selecting appropriate alternatives and Analyzing organization culture, and hypothesize on the behavior of individuals in an organization	S1.1 & S1.2	Lectures Individual and group numerical and theoretical exercises,	Quizzes, Exams, Group project, surprise tests, and behavioral observation.
2.2	Knowing the steps of implementing change, Analyzing the factors contributing to an accelerating rate of change, and making recommendations to enable individuals and groups to cope with change, Role-play an OD consultant.	S2.2 & S2.3	Lectures Individual and group numerical and theoretical exercises,	Quizzes, Exams, Group project, surprise tests, and behavioral observation.
2.3	Identify the range of 3 major OD intervention techniques and how they may be applied.	S1.3		Quizzes, Exams, Group project, surprise tests,





Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
				and behavioral observation.
3.0	Values, autonomy, and responsibility			
3.1	HOW to become a change agent, to help prepare the student to transfer this learning and improvement to real-life, out-of-class settings .,	V1	Lectures Individual and group numerical and theoretical exercises,	Quizzes, Exams, Group project, surprise tests, and behavioral observation.
3.2	Write a report on OD implementation based on experience with an organization and report on individual facilitation skill improvement through a team assignment.	V2	Individual and teamwork	Report and Group presentations. Class punctuality and meeting deadlines are essential for success. Additionally, it is important to observe proper behavior.

C. Course Content

No	List of Topics	Contact Hours
1.	Introduction	3
2.	Organizational Change	6
3	Theories of Effective Change Implementation	6
4	Mutual Engagement and Shared Diagnosis	6
5	Organizational Redesign	6
6	People Alignment	6
7	Reinforcing New Behaviors	6
8	Leading Change	3
9	Going Green	3
10	Revision	
Total		45



D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Participation	Daily Basis	10%
2.	Research reports, presentations	13	10%
3.	Test -1	7	20%
...	Test -2	12	20%
	Final Exam	After 15 th Week	40%

*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	Spector, Bert. (2013). <i>Implementing Organizational Change</i> . 3 rd Edition. Pearson Education, Inc. NJ. Andrianna, K. (2006). <i>Understanding and Facilitating Organizational Change in the 21st Century</i> .
Supportive References	Quarterly Determined by the instructor, Journal of management
Electronic Materials	King Saud Digital Library, from time to time prompted for material
Other Learning Materials	LMS

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	– Accessible furnishing for all students including those with disabilities. – 40 movable chairs. – Good lighting control
Technology equipment (projector, smart board, software)	– Smart classroom equipment including data show. – Instructor station with Tablet PC-like technology. – Multiple electronic display surfaces (LCD projectors, etc.). – PRS system (RF) built in. – Reliable network connectivity. – Laptop connection for instructor and student hook ups. – Electrical Outlets. – Printing/copying availability.



Items	Resources
Other equipment (depending on the nature of the specialty)	– KSU LMS. Electronic access to the library services.

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Course coordinator	Supervising & Controlling
Effectiveness of Students assessment	Head of the Department of Management	Verifying the student grades for accuracy
Quality of learning resources	Quality Committee.	
The extent to which CLOs have been achieved	Quality Committees Scientific Committee and Program Development Committee	Reviewing Quality requirements (AOL, CR...etc. documentation)
Other	Program Leaders Peer Reviewer	Direct

Assessors (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)

Assessment Methods (Direct, Indirect)

G. Specification Approval

COUNCIL /COMMITTEE	DEPARTMENT COUNCIL
REFERENCE NO.	MEETING NUMBER 8
DATE	18/11/2024





Course Specification

(Bachelor)

Course Title: Corporate Governance

Course Code: BUS- 427

Program: BSBA-HRM Track

Department: Management

College: College of Business Administration

Institution: King Saud University

Version: 2023

Last Revision Date: 2024



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A. General information about the course:

1. Course Identification

1. Credit hours: (45)

2. Course type

A. ☐ University ☒ College ☐ Department ☐ Track ☐ Others
B. ☐ Required ☐ Elective

3. Level/year at which this course is offered: (8)

4. Course General Description:

Corporate Governance has become an increasingly important topic among shareholders, the management, and the boards of directors, as well as other corporate stakeholders and government. The value of a firm depends on good corporate governance practices protecting investors. Greater protection of shareholders lowers the cost of capital due to better risk mitigation. Thus, the set of governance practices, rules, and regulations that promote private sector investment and job creation also promote firm value. Topics include the roles and responsibilities of shareholders (principals), the boards of directors (the principals' representatives), and the executive management (agent). They also include executive compensation policies, boardroom structure and practices, corporate disclosure and transparency, and the value of the shareholder vote. This course focuses on the set of mechanisms used to manage the relationship among stakeholders and to determine and control organizations' strategic direction and performance. The course also looks at the role that credit rating agencies and financial institutions play in promoting corporate governance. Developing the business case for Saudi Arabia's best corporate governance practice is a major focus of this course.

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

BUS 101 & ACCT 201

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

NA

7. Course Main Objective(s):

The course aims to offer a comprehensive, interdisciplinary approach to the legal, management, and control of companies. Students will become familiar with corporate events and scandals (e.g., Wells Fargo, Volkswagen, Swissair, Enron, WorldCom, UBS, etc.). As a result of the unreasonable risks taken by the management of large financial institutions leading to the recent financial crises and corporate scandals, several global institutions worked together to issue standards and principles that will guide some business and trade-related activities, including corporate Governance. The primary purpose of this course is to -





- Develop an understanding of the latest issues and players involved in corporate governance.
- Gain an appreciation of how corporate governance issues are complicated.
- Expose to the latest global issues with regard to corporate governance.
- Develop a comprehensive understanding of how the transparency, responsibility, accountability, and fair and equitable treatment of all shareholders form the basis of good corporate governance practices.
- Be equipped with different supported models and theories in corporate governance.
- Develop an understanding of various features of corporate governance in the Saudi Arabia context.

2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	45	100%
2	E-learning	0	
3	Hybrid • Traditional classroom • E-learning	0	
4	Distance learning	0	

3. Contact Hours (based on the academic semester)

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

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

Code	Course Learning Outcomes	Code of CLOs aligned with the program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1.	Demonstrate an understanding of the concepts and basic knowledge of corporate governance and build a solid	K1	Lectures Class Discussion, Class Readings,	Midterm Quiz1 Final Examination.





Code	Course Learning Outcomes	Code of CLOs aligned with the program	Teaching Strategies	Assessment Methods
	background of the evolution of this subject.			
1.2	Address the key mechanisms of corporate governance, the policies influencing them, and the empirical methods used in this subject	K3	Lectures Class Discussion, Class Readings, Group Discussions	Quizzes, Exams, Listening and Speaking tests through audio & visual equipment
1.3	Identify the causes and consequences of agency problems due to inherent conflicts of interest between shareholders, the board of directors, the executive management, and other stakeholders in Governance.	K5	Lectures Class Discussion, Class Readings, Group Discussions	Quizzes, Exams, Listening and Speaking tests through audio & visual equipment, Take Home Assignment
1.4	Perfectly recognize the Corporate Social Responsibility and Socially Responsible Investment	K6	Lectures Class Discussion, Class Readings, Group Discussions	Midterm Quiz Final Examination
1.5	Develop a comprehensive understanding of Corporate Ethics	K2	Lecture Class Discussion, Class Readings, Group Discussions	Midterm Quiz Case Study
2.0	Skills			
2.1	Critically analyze the corporate forms, and		Lectures	Quizzes,





Code	Course Learning Outcomes	Code of CLOs aligned with the program	Teaching Strategies	Assessment Methods
	proper corporate, legal, and regulatory frameworks necessary to perform the board's duties in protecting the shareholders' rights.	S 1.1	Class Discussion, Class Readings, Group Discussions	Exams, Case study Assignment
2.2	Evaluate the global best practice principles of corporate Governance as defined by OECD and other international and US conventions.	S 1.3	Lectures Class Discussion, Class E-Readings, Group Discussions	Case Study & Written participation Exam
2.3	Effectively apply the advanced tools and models for assessing and scoring corporate governance practices for Saudi investors.	S 1.2 S 1.3	Lectures Student engagement through the Group Discussion	Research project
2.4	Critically evaluate the application of the four values of corporate Governance: Transparency, accountability, responsibility, and fair and equitable treatment of all shareholders as the mantra for this course.	S 1.2	Lectures Student engagement through the Group Discussion	Case Study Article review Research project
2.5	Demonstrate effective oral and written presentations to explain different Corporate governance policies in the global environment. They	S 2.1 S 2.2	Student engagement through the Group Discussion.	Research Project





Code	Course Learning Outcomes	Code of CLOs aligned with the program	Teaching Strategies	Assessment Methods
	may use multimedia to support effective presentations			
3.0	Values, autonomy, and responsibility			
3.1	Transfer some ethics and Teamwork Values to real-life, and -in-class settings.	V1 , V3	Teamwork Research and Group Task assignment	Class Lead. In-class Punctuality, deadlines, behavioral observation in class and Teamwork Synergy observation.
3.2	Effectively prepare and lead teamwork for related Corporate governance issues	V2 V3	Teamwork Research and Group Task assignment	Research Project Class Punctuality, meeting deadlines, behavioral observation.

C. Course Content

No	List of Topics	Contact Hours
1.	Introduction to Corporate Governance Corporations and Corporate Governance	3
2.	Executive Incentives	3
3.	Accountants and Auditors	3
4.	The Board of Directors	3
5.	Investment Banks and Securities Analysts	3
6.	Creditors and Credit Rating Agencies	3
7.	Shareholders and Shareholder Activism	6
8.	Corporate Takeovers: A Governance Mechanism	3
9.	Employee Rights and Voice across Corporate Governance Systems	6





10.	Corporate Social Responsibility and Socially Responsible Investment	3
11.	Exam	3
12.	Student Presentations	4
13.	Revision/ Final Exam	2
Total		45

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Participation	Daily Basis	10%
2.	Research reports, presentations	13	10%
3.	Test -1	7	20%
4.	Test -2	12	20%
5.	Final Exam	After 15th Week	40%

*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	- Marc Goergen "Corporate Governance: A Global Perspective, 1st Edition ISBN-13: 978-1-4737-5917-6 - Robert A. G. Monks and Nell Minow (2020) Corporate Governance. Fifth Edition, John Wiley & Sons. Ltd. - Kenneth Kim John R. Nofsinger, Corporate Governance, 3/E Washington State University
Supportive References	Quarterly Determined by the instructor, Journal of management. - Bertrand, Marianne, Sendhil Mullainthan (2003), "Enjoying the Quiet Life? Corporate Governance and Managerial Preferences." Journal of Political Economy 111(5), 1043-1075. - Dyck, Alexander, Luigi Zingales (2009), "Control Premiums and the Effectiveness of Corporate Governance Systems." In: Global Corporate Governance (D. Chew and S. Gillan eds.), New York:





	○ Columbian Business School Publisher. ○ Edmans, Alex (2014), “Blockholders and Corporate Governance.” Annual Review of Financial Economics 6, 23-50. ○ Foley, C. Fritz, Robin Greenwood (2010), “The Evolution of Corporate Ownership after IPO: The Impact of Investor Protection.” Review of Financial Studies 23(3), 1231-1260. ○ Grossman, Sanford J., Oliver Hart (1980), “Takeover bids, the Free-Rider Problem, and the Theory of the Corporation.” The Bell Journal of Economics, 11(1), 42-64. ○ Iliev, Peter, Karl V. Lins, Darius P. Miller, Lukas Roth (2015), “Shareholder Voting, and Corporate Governance Around the World.” Review of Financial Studies 28(8), 446-485.
Electronic Materials	King Saud Digital Library, from time to time prompted for material
Other Learning Materials	Suitable sites are updated continuously • The Wall Street Journal Online (for current corporate governance articles) • The New York Times Online (for current corporate governance articles)

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	– Accessible furnishing for all students including those with disabilities. – 40 movable chairs. Good lighting control
Technology equipment (projector, smart board, software)	– Smart classroom equipment including data show.





Items	Resources
	– Instructor station with Tablet PC-like technology. – Multiple electronic display surfaces (LCD projectors, etc.). – PRS system (RF) built in. – Reliable network connectivity. – Laptop connection for instructor and student hook ups. – Electrical Outlets.
Other equipment (depending on the nature of the specialty)	– KSU LMS. – Electronic access to the library services.

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Course coordinator	Supervising & Controlling
Effectiveness of Students assessment	Head of the Department of Management	Verifying the student grades for accuracy
Quality of learning resources	Quality Committee.	
The extent to which CLOs have been achieved	Quality Committees Scientific Committee and Program Development Committee	Reviewing Quality requirements (AOL, CR...etc. documentation)
Other		

Assessors (Students, Faculty, Program Leaders, Peer Reviewers, Others (specify))

Assessment Methods (Direct, Indirect)

G. Specification Approval

COUNCIL /COMMITTEE	DEPARTMENT COUNCIL
REFERENCE NO.	MEETING NUMBER 8
DATE	18/11/2024





Course Specification

(Bachelor)

Course Title: Compensation Management

Course Code: MGT – 461

Program: BSBA-HRM Track

Department: Management

College: College of Business Administration

Institution: King Saud University

Version: 2023

Last Revision Date: 2024



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A. General information about the course:

1. Course Identification

1. Credit hours: (...45...)

2. Course type

A. ☐ University ☒ College ☐ Department ☐ Track ☐ Others
B. ☒ Required ☐ Elective

3. Level/year at which this course is offered: (...7....)

4. Course general Description:

This course aims to introduce students with different concepts and theories of compensation and its role in attracting, motivating and retaining staff to achieve the objectives of the organization. This course also addresses the strategic and administrative aspects of pay, pay forms and pay models that motivates staff at all levels. Identifies the different methods of compensation management. Different source of competitive advantage of compensation management.

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

MGT - 102

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

7. Course Main Objective(s):

To provide with a specialized knowledge in HRM in the area of Compensation Management.
To learn best practices in compensation management.
To learn the concepts of Payment and employee benefits issues for contingent workers.
To understand the Legally required employee benefits.

2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	YES	65
2	E-learning	YES	35
3	Hybrid - Traditional classroom - E-learning		
4	Distance learning		

3. Contact Hours (based on the academic semester)





No	Activity	Contact Hours
1.	Lectures	45
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify)	
Total		45

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

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Demonstrate the Knowledge and understanding of at least the important concepts, theories and techniques of compensation management..	K1	Lecture discussions &	Online homework, quizzes, and exams
1.2	Recognize how pay decisions help the organization achieve a competitive advantage. Analyze, integrate, and apply the knowledge to solve compensation related problems in organizations.	K2 & K3	Lectures Class Discussion, Class Readings, Group Discussions and Take Home Assignment	Quizzes, Exams, Listening and Speaking tests through audio & visual equipment and behavioral observation.
1.3	Explain an organizations importance in aligning the compensation strategy to HR and Business and also will explain importance of compensation management systems in attracting, retaining and motivating the employees locally and globally.	K4	Lecture discussions &	Online homework, quizzes, and exams





Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
...				
2.0	Skills			
2.1	Analyze, identify and write the basic designing and implementing the process of compensation management	S1.1	Lecture, discussions & Student-centered learning	Self-Evaluation Exercises, and exams
2.2	Discuss and take a decision and write about the legal and ethical issues in compensation	S2.2	Lecture & Flipped Class	Self-Evaluation Exercises, and exams
...				
3.0	Values, autonomy, and responsibility			
3.1	Will be able to work in teams and get exposed to practical experience at least in one area of staffing.	V3	Lecture & Flipped Class	Self-Evaluation Exercises & Inquiry-Based Instruction exams

C. Course Content

No	List of Topics	Contact Hours
1.	Introduction to Compensation – Definition , Forms of pay - A pay model	3
2.	Strategic Compensation - Similarities and differences in strategies, Strategic choices,	3
3-	Strategic Compensation Alignment - Compensation strategy - Internal alignment, Structures vary among organizations	3
4-	Job Analysis - Structures based on jobs, people, or both, Job-based approach: most common, Job analysis procedures, What information should be collected?, How can the information be collected?	3
5-	Job evaluation - Defining job evaluation, Job evaluation methods, The final result: compensation Structure	3
6-	Individual Pay Structures - Person-based structures: skill plans, Person-based structures: competencies, Administering the plan, Bias in internal structures, The perfect structure	3
7-	Organizational Compensation Competitiveness - Compensation strategy: External competitiveness, Labor market factors, Modifications to the supply side, Product market factors and ability to pay, Organization factors	5
8-	Benefits - growth in employee benefits, The value of employee benefits Key issues in benefit planning, design, and administration, Components of a benefit plan, Administering the benefit program	3





9-	Types of Benefits - Legally required benefits, Retirement and savings plan payments, Life insurance, Medical and medically related payments, Miscellaneous benefits, Benefits for contingent workers	3
10-	International Pay system	2
11-	Exams ,quizzes and other activities	5
12-	Student presentation	5
13-	Revision	2
Total		45

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Participation	Daily Basis	10%
2.	Research reports, presentations	13	10%
3.	Test -1	7	20%
4	Test -2	12	20%
5	Final Exam	After 15 th Week	40%

*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	Compensation by Milkovich and New Man, Mc Graw Publications. 13 th or latest edition.
Supportive References	Strategic Compensation: A Human Resource Management Approach by <u>Joe Martocchi</u> , Printice Hall Publications The Compensation Handbook, Sixth Edition: A State-Of-The-Art Guide to Compensation Strategy and Designy <u>Lance Berger</u> , <u>Dorothy Berger</u> , Mc Graw Hill publications
Electronic Materials	Given from time to time
Other Learning Materials	Given from time to time

2. Required Facilities and equipment





Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	– Accessible furnishing for all students including those with disabilities. – 40 movable chairs. Good lighting control
Technology equipment (projector, smart board, software)	– Smart classroom equipment including data show. – Instructor station with Tablet PC-like technology. – Multiple electronic display surfaces (LCD projectors, etc.). – PRS system (RF) built in. – Reliable network connectivity. – Laptop connection for instructor and student hook ups. – Electrical Outlets. Printing/copying availability.
Other equipment (depending on the nature of the specialty)	– KSU LMS. Electronic access to the library services.

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Course coordinator	Supervising & Controlling
Effectiveness of Students assessment	Head of the Department of Management	Verifying the student grades for accuracy
Quality of learning resources	Quality Committee.	
The extent to which CLOs have been achieved	Quality Committees Scientific Committee and Program Development Committee	Reviewing Quality requirements (AOL, CR...etc. documentation)
Other		

Assessors (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

Assessment Methods (Direct, Indirect)

G. Specification Approval

COUNCIL /COMMITTEE	DEPARTMENT COUNCIL
REFERENCE NO.	MEETING NUMBER 8
DATE	18/11/2024





Course Specification

(Bachelor)

Course Title: Performance Management

Course Code: MGT – 462

Program: BSBA-HRM Track

Department: Management

College: College of Business Administration

Institution: King Saud University

Version: 2023

Last Revision Date: 2024



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A. General information about the course:

1. Course Identification

1. Credit hours: (45)

2. Course type

A. ☐ University ☐ College ☐ Department ☒ Track ☐ Others
B. ☐ Required ☒ Elective

3. Level/year at which this course is offered: (7)

4. Course general Description:

This course aims to introduce students to Performance Management System and its role in attracting, motivating and retaining staff to achieve the objectives of the organization.

This course also addresses the administrative aspects of HR, that motivates staff at all or levels. Identifies the modern methods of Performance management.

Different source of competitive advantage of Performance management.

Performance management is concerned with identifying, measuring and developing the performance of individuals and teams and aligning their performance with the strategic and administrative objectives of the organizations.

Implementing performance management systems is related with many advantages in the organizations, such as increased employee motivation, competences and self-esteem, clearly defined job descriptions and goals, identification of under performers, enhanced employee engagement and commitment, among others.

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

MGT – 102

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

NA

7. Course Main Objective(s):

- To provide with the purpose of performance management systems.
- To provide with the basic components designing & implementing performance management systems.
- To provide with rating systems and potential issues/errors.
- To provide with the critical role of feedback and how to improve feedback.
- To understand ethical issues in performance management and how to drive for unbiased processes.

2. Teaching mode (mark all that apply)





No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	YES	65
2	E-learning	YES	35
3	Hybrid - Traditional classroom - E-learning		
4	Distance learning		

3. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	45
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify)	
Total		45

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

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Demonstrate Knowledge and understanding the important concepts and techniques of Performance management..	K1 & K2	Lectures Class Discussion, Class Readings, Group Discussions and Take Home Assignment	Quizzes, Exams, Listening and Speaking tests through audio & visual equipment and behavioural observation.
1.2	Explain an organizations importance in aligning the PM Contribution to HR and Business .It will explain importance of performance management	K2 & K4	Lectures Class Discussion, Class Readings, Group Discussions and Take Home Assignment	Quizzes, Exams, Listening and Speaking tests through audio & visual equipment





Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
	and reward systems in attracting, retaining and motivating the employees locally and globally.			and behavioural observation.
...				
2.0	Skills			
2.1	Analyze, identify and write the ideal PM system and process of performance management, method of PM ,implementation of PMS	S 1.2	Lectures Individual and group numerical and theoretical exercises, Take Home Assignments	Quizzes, Exams, surprise tests, and take home exercises and assignment and behavioural observation.
2.2	Able to discuss and take a decision and write about the legal relation PMS and HR .	S 2.3	Lectures Individual and group numerical and theoretical exercises, Take Home Assignments	Quizzes, Exams, surprise tests, and take home exercises and assignment and behavioural observation.
...				
3.0	Values, autonomy, and responsibility			
3.1	Able to work in teams and get exposed to practical experience at least in one area of PMS	V3	Individual and team work	Report and Group presentations. Class Punctuality, meeting deadlines, behavioral observation.
3.2	Devise and sustain arguments for using appropriate performance management techniques, rewards and sanctions to improve performance.	V1 & 2	Individual and team work	Report and Group presentations. Class Punctuality, meeting deadlines, behavioral observation.
...				



C. Course Content

No	List of Topics	Contact Hours
1.	PERFORMANCE MANAGEMENT AND REWARD SYSTEMS- Definition of Performance Management (PM),The PM Contribution,Disadvantages/Dangers of Poorly Implemented PM Systems,Definition of Reward Systems	3
2.	PERFORMANCE MANAGEMENT PROCESS : Prerequisites, Performance Planning, Performance Execution, Performance Assessment, Performance Review ,Performance Renewal and Re-contracting.	3
3.	PERFORMANCE MANAGEMENT AND STRATEGIC PLANNING : Definition and Purposes of Strategic Planning, Linking Performance Management to the Strategic Plan Strategic Planning ,Developing Strategic Plans at the Unit Level,Job Descriptions Individual and Team Performance	3
4.	DEFINING PERFORMANCE AND CHOOSING A MEASUREMENT APPROACH: Defining Performance ,Determinants of Performance, Performance Dimensions, Approaches to Measuring Performance	3
5.	MEASURING RESULT AND BEHAVIORS: Where should each individual focus efforts?;What are the expected objectives?;How do we know how well the results were achieved	3
6.	GATHERING PERFORMANCE INFORMATION.Appraisal Forms,Characteristics of Appraisal Forms,Determining Overall Rating,Appraisal Period and Number of Meetings	3
7.	IMPLEMENTING A PERFORMANCE MANAGEMENT SYSTEM: Preparation, Communication Plan,Appeals Process,Rater Training Programs,Pilot Testing,Ongoing Monitoring and Evaluation,Online Implementation	5
8.	PERFORMANCE MANAGEMENT AND EMPLOYEE DEVELOPMENT:Personal Developmental Plans,Direct Supervisor's Role,360-degree Feedback Systems	3
9.	PERFORMANCE MANAGEMENT SKILLS :Coaching,CoachingStyles,Coaching Process, ,Performance Review Meetings	3
10.	REWARD SYSTEMS AND LEGAL ISSUES: Traditional and Contingent Pay (CP) Plans :Reasons for Introducing CP Plans,Possible Problems Associated with CP;Selecting a CP Plan.Putting Pay in Context;Pay Structures	2
11.	Exams ,quizzes and other activities	5
12.	Student Presentations	5
13.	Revision	2
Total		45



D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Participation	Daily Basis	10%
2.	Research reports, presentations	13	10%
3.	Test -1	7	20%
4.	Test -2	12	20%
5.	Final Exam	After 15 th Week	40%

*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	Performance Management by Herman Aguinis, Pearson Publication, 3 rd edition
Supportive References	Recommended Textbooks and Reference Material (Journals, Reports, etc) Shields, J., (2007). Managing employee performance and reward: Concepts, practices, strategies. Port Melbourne. Cambridge University Press. Greenberg, J. (1990), 'Organizational Justice: Yesterday, Today and Tomorrow', Journal of Management, 16(2): 399-432. Williams, R. (2002), 'Fairness in performance management', extract from 'Rewarding performance', Ch 8 in Managing Employee Performance: Design and Implementation in Organisations, Thomson Learning, London: 191-196.
Electronic Materials	King Saud Digital Library, from time to time prompted for material
Other Learning Materials	

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	– Accessible furnishing for all students including those with disabilities. – 40 movable chairs. Good lighting control
Technology equipment (projector, smart board, software)	– Smart classroom equipment including data show.



Items	Resources
	– Instructor station with Tablet PC-like technology. – Multiple electronic display surfaces (LCD projectors, etc.). – PRS system (RF) built in. – Reliable network connectivity. – Laptop connection for instructor and student hook ups. – Electrical Outlets.
Other equipment (depending on the nature of the specialty)	– KSU LMS.
	Printing/copying availability. Electronic access to the library services.

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Course coordinator	Supervising & Controlling
Effectiveness of Students assessment	Head of the Department of Management	Verifying the student grades for accuracy
Quality of learning resources	Quality Committee.	
The extent to which CLOs have been achieved	Quality Committees Scientific Committee and Program Development Committee	Reviewing Quality requirements (AOL, CR...etc. documentation)
Other		

Assessors (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

Assessment Methods (Direct, Indirect)

G. Specification Approval

COUNCIL /COMMITTEE	DEPARTMENT COUNCIL
REFERENCE NO.	MEETING NUMBER 8
DATE	18/11/2024





Field Experience Specification

Course Title: **CO-OP TRAINING**

Course Code: **BUS- 477**

Program: **BSBA-HRM - MGT Track**

Department: **Management**

College: **College of Business Administration**

Institution: **King Saud University**

Field Experience Version Number: **2023**

Last Revision Date: **2024**



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A. Field Experience Details:

1. Credit hours: (.....45.....).

2. Level/year at which Field Experience is offered: (.....9.....).

3. Time allocated for Field Experience activities

16 Weeks

5 Days

6 Hours

4. Corequisite (or prerequisites if any) to join Field Experience

Non

5. Mode of delivery

☒ In-person/onsite

☐ hybrid (onsite/online)

☐ Online

B. Field Experience Course Learning Outcomes (CLOs), Training Activities and Assessment Methods

Code	Learning Outcomes	Code of CLOs aligned with program	Training Activities	Assessment Methods	Assessment Responsibility
1.0	Knowledge and understanding				
1.1	Gain practical experience in human resources & management field, which requires a student training in an organization.	K2	The supervisors of college academicians and the training companies provide advice and guidance to the students about the work systems.	The training supervisor sends monthly reports to the academic supervisor.	The collaborative report is written by the students at the 26 th day of each month of the training period. Display all the skills gained in the final presentation.





Code	Learning Outcomes	Code of CLOs aligned with program	Training Activities	Assessment Methods	Assessment Responsibility
1.2	Develop an understanding of business practices that reflects the ethical responsibility of management to all relevant stakeholders.	K4	The supervisors of college academicians and the training companies provide advice and guidance to the students about the work systems.	Reports submitted by the company about the performance of the student. Discussions with the supervisor. Reports prepared by the student	The training supervisor and the academic supervisor.
...					
2.0	Skills				
2.1	Apply the gained knowledge in an organization. Developing the capacity for analyzing, studding, and writing reports.	S1.2	Daily practice with the guidance of the training supervisor	Monthly reporting by the student and the training supervisor.	Display all the skills gained in the final presentation.
2.2	Demonstration of professional work ethics and the know how to exercise it. The ability to deal with individuals and influence their behavior.	S2.2&S2.3	Enables the student to know the required Interpersonal Skills in the work environment. Train the student to take advantage of experienced colleagues. Work within teams and groups.	Monthly reporting by the student and the training supervisor.	Discuss the benefit of using personal skills in the work environment in the final presentation. Display all the skills gained in the final presentation.





Code	Learning Outcomes	Code of CLOs aligned with program	Training Activities	Assessment Methods	Assessment Responsibility
			Decision making responsibility. Openness to others. Encourage debate and discussions Develop listening skills. Sensitivity training.		
...					
3.0	Values, autonomy, and responsibility				
3.1	Transfer of theoretical concepts and principles, to practical applications.	V3	Daily practice with the guidance of the training supervisor followed by do on your own specified whole tasks.	Monthly reporting by the student and the training supervisor.	-Discuss the benefit of using personal skills in the work environment in the final presentation. - Discuss the ways that a student used to take advantage of experienced colleagues in the final presentation
3.2	Identify and appreciate "best practices" across cultures	V1	At the end of the coop-training	Final presentation	Display all the skills gained in the final presentation.
...					

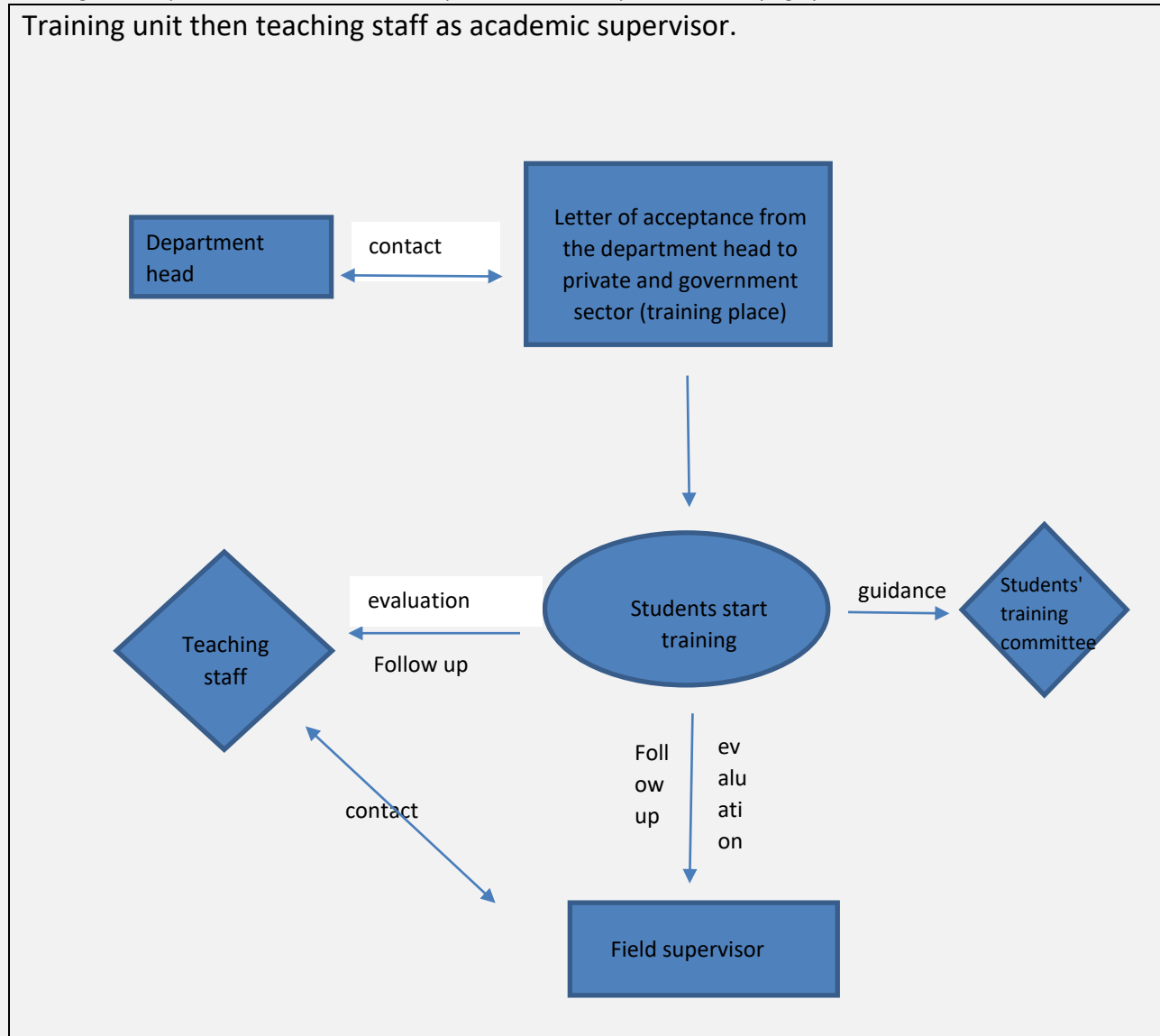
*Assessment methods (i.e., practical test, field report, oral test, presentation, group project, essay, etc.).



C. Field Experience Administration

1. Field Experience Flowchart for Responsibility

Including units, departments, and committees responsible for field experience identifying by the interrelations.



2. Distribution of Responsibilities for Field Experience Activities

Activities	Department or College	Teaching Staff	Student	Training Organization	Field Supervisor
Selection of a field experience site	√				
Selection of supervisory staff	√				
Provision of the required equipment				√	√
Provision of learning resources				√	√
Ensuring the safety of the site		√		√	√



Activities	Department or College	Teaching Staff	Student	Training Organization	Field Supervisor
Commuting to and from the field experience site			√		
Provision of support and guidance	√	√		√	√
Implementation of training activities (duties, reports, projects ...)		√	√		√
Follow up on student training activities		√			√
Monitoring attendance and leave		√			√
Assessment of learning outcomes		√	√		
Evaluating the quality of field experience	√	√	√		
Others (specify)					

3. Field Experience Location Requirements

Suggested Field Experience Locations	General Requirements*	Special Requirements**
Privet	Safe accessible equipment monetary compensation	Work at the HR department
Public		
Semi-governmental		

*E.g. provides information technology, equipment, laboratories, halls, housing, learning sources, clinics ... etc.

** E.g. Criteria of the institution offering the training or those related to the specialization, such as safety standards, dealing with patients in medical specialties ... etc.

4. Decision-Making Procedures for Identifying Appropriate Locations for Field Experience

Depends on providing a great training for students such as wide variety of training activities, provision of new technologies to be used for duty execution as well as availability of an expertise staffs as field supervisors.

5. Safety and Risk Management

Potential Risks	Safety Actions	Risk Management Procedures
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Inappropriate behaviors	Clear reporting mechanism	Teaching supervisor field visit for further investigation and possible removal of the student from the training site.
Negligence of the student needs	Open line of communication with field supervisor	
Un Safe work or parking environment	Clear guidelines provided by the college for training site manager	Asking for better arrangement

D. Training Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of Training and assessment	The teaching staff.	Monthly & final report Final presentation
Extent of achievement of course learning outcomes	The field supervisor	Attendance, commitment, (using special rubric to measure)
Quality of learning resources	The student & teaching supervisor	Direct observation

Evaluation areas (e.g., Effectiveness of Training and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)

Evaluators (Students, Supervisory Staff, Program Leaders, Peer Reviewer, Others (specify))

Assessment Methods (Direct, Indirect)

E. Specification Approval Data

Council /Committee	DEPARTMENT COUNCIL
Reference No.	MEETING NUMBER 8
Date	18/11/2024

