



Course Specification

(Bachelor)

Course Title: English Readings in Business Administration -2

Course Code: MGT213

Program: Bachelor of Business Administration

Department: Business Administration

College: College of Business Administration

Institution: Majmaah University

Version: 3

Last Revision Date: 14/6/1445 H





Table of Contents

A. General information about the course:	3
B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods	4
C. Course Content	4
D. Students Assessment Activities	5
E. Learning Resources and Facilities	5
F. Assessment of Course Quality	5
G. Specification Approval	6



A. General information about the course:

1. Course Identification

1. Credit hours: (3)

2. Course type

A. University College Department Track Others

B. Required Elective

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

4. Course general Description:

This course uses English as the medium of instruction to enable students to gain basic communication skills in the field of business. It focuses on the needs of BA students by providing a basic knowledge that of the first course offered in Arabic (MGT111) as a pre-requisite course. It also, provides students with opportunities to reach a high level of proficiency required for Business Administration.

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

MGT121

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

7. Course Main Objective(s):

This course aims at providing students with opportunities to practice more challenging language skills required for Business Administration. It also aims at equipping learners with the basic skills and strategies necessary for a successful reader of business topics academic texts.

2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	45	100%
2	E-learning		
3	Hybrid <ul style="list-style-type: none"> • 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 PLOs aligned with program	Teaching Strategies	Assessment Methods
1.0 Knowledge and understanding				
1.1	Understanding management theories and practices that written or verbally expressed in English language.	K1	Lectures, Group Discussions, Case Studies	Quizzes, Midterm, Continuous assessment, Final exam.
1.2	Understanding Organizational Culture and Environment that written or verbally expressed in English language.	K1	Lectures, Group Discussions, Case Studies	Quizzes, Midterm, Continuous assessment, Final exam.
1.3	Recognizing the concept of management and its role in the development of organizations and societies.	K1	Lectures, Group Discussions, Case Studies	Quizzes, Midterm, Continuous assessment, Final exam.
2.0 Skills				
2.1	Ability to clearly express views on different topics covered in this course.	S2	Lectures, Group Discussions, Problem Solving, Case Studies	Quizzes, Midterm, Continuous assessment, Final exam.
2.2	Developing of reading related skills i.e. skimming, scanning, predicting and making inferences to	S3	Lectures, Group Discussions, Problem Solving, Case Studies	Quizzes, Midterm, Continuous assessment, Final exam.

Code	Course Learning Outcomes	Code of PLOs aligned with program	Teaching Strategies	Assessment Methods
	increase speed of reading.			
2.3	Ability to make logical conclusions based on the material read.	S2	Lectures, Group Discussions, Problem Solving, Case Studies.	Quizzes, Midterm, Continuous assessment, Final exam.
3.0	Values, autonomy, and responsibility			
3.1				
3.2				
...				

C. Course Content

No	List of Topics	Contact Hours
1	Management: History, Theories and Practices.	3
2	Organizational Culture and Environment.	3
3.	Managerial Skills: Interpersonal, Technical, Conceptual Skills	6
4.	Social Responsibility and Managerial Ethics.	3
5.	Managing in a Global Environment.	3
6.	Strategic Management.	6
7.	Financial Aspects of Business	6
8.	Organizational Structure and Design.	3
9.	Understanding Individual Behavior.	6
10.	Managers as Decision Makers.	3
11.	Directing and Motivating Employees as Managerial Roles.	3
Total		45

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Continuous assessment (Effective participation, Quizzes, Assignments, presentations)	Throughout the semester	20
2.	First Midterm Exam	7th	20
3.	Second Midterm Exam	11th	20



No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
4.	Final Exam	13th	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	Management: Global Edition, Stephen P. Robbins & Mary Coulter , Pearson, London 2021
Supportive References	1- Marianne McDougal Arden Barbara Tolley Dowling, Business Concepts For English Practice, Heinle ELT, 2 edition (November 10, 1992).
Electronic Materials	Saudi Digital Library
Other Learning Materials	

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Classrooms
Technology equipment (projector, smart board, software)	Smart board, Projector
Other equipment (depending on the nature of the specialty)	

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Students	Direct
Effectiveness of Students assessment	Course Coordinator	Direct
Quality of learning resources	Lecturers-Students	Direct
The extent to which CLOs have been achieved	Quality Unit	Direct & Indirect
Other		

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

Assessment Methods (Direct, Indirect)

G. Specification Approval





COUNCIL /COMMITTEE	DEPARTMENT BOARD
REFERENCE NO.	16
DATE	14-6-1445 H

