

Course Specifications

Course Title:	Business Administration
Course Code:	IT322
Program:	Information Technology (Cybersecurity)
Department:	Computer Science and Information
College:	Science Az Al-Zulfi
Institution:	Majmaah University

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A. Course Identification

1. Credit hours:			
2. Course type			
a.	University <input type="checkbox"/>	College <input type="checkbox"/>	Department <input checked="" type="checkbox"/>
b.	Required <input checked="" type="checkbox"/>	Elective <input type="checkbox"/>	Others <input type="checkbox"/>
3. Level/year at which this course is offered:			
4. Pre-requisites for this course (if any): Project Management IT 312			
5. Co-requisites for this course (if any): Nil			

6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	48	80 %
2	Blended	3	5 %
3	E-learning	3	5%
4	Correspondence	0	00 %
5	Other	6	10 %

7. Actual Learning Hours (based on academic semester)

No	Activity	Learning Hours
Contact Hours		
1	Lecture	30
2	Laboratory/Studio	30
3	Tutorial	
4	Others (specify)	
	Total	60
Other Learning Hours*		
1	Study	30
2	Assignments	30
3	Library	
4	Projects/Research Essays/Theses	10
5	Others (specify)	30
	Total	100

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

B. Course Objectives and Learning Outcomes

1. Course Description
This course introduces students in the various topics that are related to business administration so that students have basic knowledge for the more specialized courses in marketing, organization, finance, strategy, supply chain management and accounting. The course will be centered around a real-life management simulation:

Market Place live. Topics covered are: The Saudi Arabian Business System, Understanding the Environments of Business, Small Business, Management, Planning, Controlling & Organizing, Human Resource Management, Labor Management Relations, Leadership, Accounting Issues, Marketing, Producing Goods and Services

2. Course Main Objective

Describe and explain, fundamental concepts and relationships underlying accounting, economics, finance, management and marketing.

Demonstrate an understanding of that shape the business and economic structure of the Saudi Arabian

Demonstrate an understanding of the major functions of business including Management, Accounting/Finance, Marketing, Investments.

3. Course Learning Outcomes

CLOs		Aligned PLOs
1	Knowledge:	
1.1		
1.2		
1.3		
2	Skills :	
2.1	distinguish different areas of expertise in the field of Business Administration: Direction, Marketing, Finances, Investments	b2
2.2	know basic Business Administrations techniques related to risk evaluation, growing strategies, resources optimization, marketing tools, accounting	b2
3	Competence:	
3.1	Use Information technology and computer skills to gather information about a selected topic.	c3
	Recognize , fundamental concepts and relationships underlying accounting, economics, finance, management and marketing.	c1
	Recognize , fundamental concepts and relationships underlying accounting, economics, finance, management and marketing.the business and economic structure of the Saudi Arabian	c1

C. Course Content

No	List of Topics	Contact Hours
1	Business Environment	3
2	The Saudi Arabian Business System	3
3	Management, Planning, Controlling & Organizing	6
4	Small business, entrepreneurship, and franchises	6
5	Labor Management Relations	6
6	Human resources	3
7	Accounting Issues	3
8.	Marketing	3
9	Producing Goods and Services	6
10	Navigating the world of e-business	3
Total		42

D. Teaching and Assessment

1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
1.0	Knowledge		
1.1	explain, fundamental concepts and relationships underlying accounting, economics, finance, management and marketing.	Lectures Lab demonstrations Case studies Individual presentations	Written Exam Homework assignments Lab assignments Class Activities Quizzes
1.2	understanding the business and economic structure of the Saudi Arabian		
1.3	understanding of the major functions of business including Management, Accounting/Finance, Marketing, Investments.		
2.0	Skills		
2.1	distinguish different areas of expertise in the field of Business Administration: Direction, Marketing, Finances, Investments	Lectures Lab demonstrations Case studies Individual presentations Brainstorming	Written Exam Homework assignments Lab assignments Class Activities Quizzes Observations
2.2	know basic Business Administrations techniques related to risk evaluation, growing strategies, resources optimization, marketing tools, accounting		
...			
3.0	Competence		
3.1	Use Information technology and computer skills to gather information about a selected topic.	Lectures Lab demonstrations Case studies Individual presentations Brainstorming	Written Exam Homework assignments Lab assignments Class Activities Quizzes Observations
...			

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	First written mid-term exam	6	15%
2	Second written mid-term exam	12	10%
3	Presentation, class activities, and group discussion	Every week	10%
4	Homework assignments	After each chapter	10%
5	Implementation of presented protocols	Every two weeks	10%
6	Final written exam	16	40%
7	Total		100%

*Assessment task (i.e., written test, oral test, oral presentation, group project, essay, etc.)

E. Student Academic Counseling and Support

Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice :

Office hours: Sun: 8-10, Mon. 10-12, Tues. 8-10

Email: a.abdalrahman@mu.edu.sa

F. Learning Resources and Facilities

1. Learning Resources

Required Textbooks	Modern Business Administration 6 Sub Edition, Robert C. Appleby, Financial Times Management; 6 Sub edition, 1997, 978-0273602828
Essential References Materials	Introduction to Business - 6th edition, Les Dlabay, James L. Burrow and Steven A. Eggland, South-Western Publishing Co. Published: 2006
Electronic Materials	
Other Learning Materials	

2. Facilities Required

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	Classroom and Labs as that available at college of science at AzZulfi are enough.
Technology Resources (AV, data show, Smart Board, software, etc.)	Smart Board
Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	N/A

G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Questionnaires (course evaluation) achieved by the students and it is electronically organized by the university.	Students	Indirect
Student-faculty management	Program Leaders	Direct

Evaluation Areas/Issues	Evaluators	Evaluation Methods
meetings.		
Discussion within the staff members teaching the course	Peer Reviewer	Direct
Departmental internal review of the course.	Peer Reviewer	Direct
Reviewing the final exam questions and a sample of the answers of the students by others.	Peer Reviewer	Direct
Visiting the other institutions that introduce the same course one time per semester.	Faculty	Indirect

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

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

Assessment Methods (Direct, Indirect)

H. Specification Approval Data

Council / Committee	Dr. Afaf Abdul Rahman Mohammed
Reference No.	
Date	08/09/2019