

Philadelphia University	 PHILADELPHIA UNIVERSITY THE WAY TO THE FUTURE	Approved Date:
Faculty: Business		Issue:
Department: Business Administration		Credit Hours: 3 hours
Academic Year: 2024-2025		Degree: Bachelor

Course Information

Course No.	Course Title	Prerequisite
033010000	Principles of Management	---
Course Type <input type="checkbox"/> University Requirement <input checked="" type="checkbox"/> Faculty Requirement <input type="checkbox"/> Major Requirement <input type="checkbox"/> Elective <input type="checkbox"/> Compulsory		Class Time Saturday-Monday 11:15 pm – 12:05
Room No. 32307		
Course Level* <input checked="" type="checkbox"/> 6 th <input type="checkbox"/> 7 th <input type="checkbox"/> 8 th <input type="checkbox"/> 9 th		Hours No.* 85

*According to JNQF standards

Instructure Information

Name	Office No.	Phone No.	Office Hours	E-mail
Dr. Abdallah abu-salma			Saturday-Monday 12:10 pm-2:00 pm	aabusalma@philadelphia.edu.jo

Course Delivery Method

<input checked="" type="checkbox"/> Blended	<input type="checkbox"/> Online	<input type="checkbox"/> Physical	
Learning Model			
Percentage	Synchronous	Asynchronous	Physical
	--	30%	%70

Course Description

This course serves as an introduction to the discipline of management. It is designed to integrate the accepted theories in the area with real-world applications to provide students with the basic knowledge and skills needed for managing others. By the end of the course, students should be able to identify the principals of managing formal organizations, recognize the various challenges faced by today's managers, and give examples of organizations engaging in the management functions of planning, organizing, leading, and controlling.

Course Learning Outcomes

Number	Outcome	Corresponding Program Outcomes
Knowledge		
K1	Define managers, and explain the key management functions, roles, and skills.	Kp1
K2	Describe the various theories in the classical approach	Kp1+Kp2
K3	Classify decisions, decision-making styles , and potential errors and biases.	Kp1+Kp2
K4	Describe organizational design and culture.	Kp1
K5	Define leaders, and explain the various leadership theories	Kp1
Skills		
S1	Utilizing critical thinking in managerial decision-making and problem-solving within business context.	Sp3

Learning Resources

Course Textbook	<ul style="list-style-type: none"> Robbins, S. P., Coulter, M. K., & Randel, A. (2020). Management (Fifteenth Edition, Global Edition). Pearson
Supporting References	<ul style="list-style-type: none"> Kinicki, A., & Williams, B. (2020). Management: A Practical Introduction (9th edition). McGraw Hill Boiral, O., Brotherton, M. C., Rivaud, L., & Guillaumie, L. (2021). Organizations' Management of the COVID-19 Pandemic: A Scoping Review of Business Articles. Sustainability, 13(7), 3993. Kraut, A. I., Pedigo, P. R., McKenna, D. D., & Dunnette, M. D. (2005). The role of the manager: What's really important in different management jobs. Academy of Management Perspectives, 19(4), 122-129. Anzengruber, J., Goetz, M. A., Nold, H., & Woelfle, M. (2017). Effectiveness of managerial capabilities at different hierarchical levels. Journal of Managerial Psychology.
Supporting Websites	www.ebsco.com http://library.philadelphia.edu.jo/ST_EN.htm https://bit.ly/3vblsIH (APA7 Referencing)
Teaching Environment	<input checked="" type="checkbox"/> Classroom <input type="checkbox"/> laboratory <input checked="" type="checkbox"/> Learning Platform <input type="checkbox"/> Other

Meetings and Subjects Time Table

Week	Topic	Learning Method*	Task	Learning Material
1	Course introduction	Orientation	<ul style="list-style-type: none"> • Introduce the instructor • Meet students • Class ground rules • Syllabus introduction 	Syllabus
2	Manager in the workplace: <ul style="list-style-type: none"> • What is management? • Who managers are and where they work? 	<ul style="list-style-type: none"> • Lecture • Collaborative learning 	<ul style="list-style-type: none"> • Read chapter • Discussionons • Video • 	<ul style="list-style-type: none"> • Chapter 1 • Research Article.
3	Manager in the workplace: <ul style="list-style-type: none"> • The importance of managers in workplace • Functions, roles, and skills of managers. 	<ul style="list-style-type: none"> • Lecture • Flipped class 	<ul style="list-style-type: none"> • Read chapter • Moc-prsentation • Peer review 	<ul style="list-style-type: none"> • Chapter 1 • Research Article.
4	Management History <ul style="list-style-type: none"> • Theories in the classical approach. 	<ul style="list-style-type: none"> • Lecture • Collaborative learning 	<ul style="list-style-type: none"> • Read chapter • Group Discussionon 	<ul style="list-style-type: none"> • Chapter 1.a
5	Management History <ul style="list-style-type: none"> • The development and uses of behavioral approach. • Quantitative approach 	<ul style="list-style-type: none"> • Lecture • Problem solving based learning. 	<ul style="list-style-type: none"> • Read chapter • Discussionon • Mind mapping and Brainstorming • Quiz 1 	<ul style="list-style-type: none"> • Chapter 1.a
6	Making Decisions: <ul style="list-style-type: none"> • What is decision? • Decision-making process. • Decision-Making Styles • Decision-Making methods 	<ul style="list-style-type: none"> • Lecture • Problem solving based learning. 	<ul style="list-style-type: none"> • Read chapter • Discussionon • Mind mapping and Brainstorming 	<ul style="list-style-type: none"> • Chapter 2
7	Making Decisions: <ul style="list-style-type: none"> • Approaches of decision-making • Types of Decisions 	<ul style="list-style-type: none"> • Lecture • Collaborative learning 	<ul style="list-style-type: none"> • Read chapter • Group Discussionon • One minute paper 	<ul style="list-style-type: none"> • Chapter 2
8.a	Making Decisions: <ul style="list-style-type: none"> • Decision-Making Biases and Errors • Cutting-edge approaches for improving decision making. 	<ul style="list-style-type: none"> • Lecture • Problem solving based 	<ul style="list-style-type: none"> • Read chapter • Mind mapping and Brainstorming • Homework 1 	<ul style="list-style-type: none"> • Chapter 2
8.b	Mid-term Exam			
9	Influence of the External Environment and the Organization's Culture: <ul style="list-style-type: none"> • Constraints and challenges 	<ul style="list-style-type: none"> • Flipped class 	<ul style="list-style-type: none"> • Read chapter • Moc-prsentation • Peer review 	<ul style="list-style-type: none"> • Chapter 3 • Students' research

	facing managers			
10	Influence of the External Environment and the Organization's Culture: <ul style="list-style-type: none"> Organizational Culture Characteristics and importance of organizational culture 	<ul style="list-style-type: none"> Lecture Collaborative learning 	<ul style="list-style-type: none"> Read chapter Discussionons Video 	<ul style="list-style-type: none"> Chapter 3 Media Content
11	Designing Organizational Structure: <ul style="list-style-type: none"> Key elements in organizational design Mechanistic and organic structures 	<ul style="list-style-type: none"> Lecture Collaborative learning 	<ul style="list-style-type: none"> Read chapter Discussionon One minute paper 	<ul style="list-style-type: none"> Chapter 11
12	Designing Organizational Structure: <ul style="list-style-type: none"> Structures Virtual organization Compressed workweeks, flextime, job sharing 	<ul style="list-style-type: none"> Lecture Collaborative learning 	<ul style="list-style-type: none"> Read chapter Discussionon Video Quiz 2 	<ul style="list-style-type: none"> Chapter 11 Research Article Media Content
13	Being an Effective Leader: <ul style="list-style-type: none"> Leader and leadership Contingency theories of leadership 	<ul style="list-style-type: none"> Lecture Flipped class 	<ul style="list-style-type: none"> Read chapter Moc- presentation Peer review 	<ul style="list-style-type: none"> Chapter 17 Students' research
14	Being an Effective Leader: <ul style="list-style-type: none"> Contemporary views of leadership 	<ul style="list-style-type: none"> Lecture Problem solving based 	<ul style="list-style-type: none"> Read chapter Mind mapping and Brainstorming 	<ul style="list-style-type: none"> Chapter 17
15	Group Presentation	<ul style="list-style-type: none"> Project based learning 	<ul style="list-style-type: none"> Presentations 	<ul style="list-style-type: none"> Students' research
16	Final Exam			

*Includes: lecture, flipped Class, project based learning, problem solving based learning, collaboration learning.

Course Contributing to Learner Skill Development

Using Technology
<ul style="list-style-type: none"> Students will use several offline software (i.e Microsoft Office) or online software (i.e Prezi and Google Slides) to deliver their presentations. Students will use the internet search engines to capture needed data and information to perform their assignments. Students will use the electronic email for submitting the required documents.
Communication Skills
<ul style="list-style-type: none"> Students will develop their verbal and nonverbal communication skills by participating in classroom activities, group work, and presentations. Students will use creative and critical thinking while participating in classroom discussions, solving issues, and performing various assignments.

Application of Concept Learnt

- Students will reflect on the acquired knowledge of management concepts, principles, and models using adult learning methods (i.e Experiential and project-based learning)

Assessment Methods and Grade Distribution

Assessment Methods	Grade	Assessment Time (Week No.)	Course Outcomes to be Assessed
Mid Term Exam	% 30	8 th week	K1, K2, K3 S1
Term Works*	% 30	Continuous: <ul style="list-style-type: none"> Quiz1/ Week 5/ 5 Marks (25%) Home Work1/ Week 8 / 20 Marks (50%) Quiz2 / Week 12/ 5 Marks (25%) 	K1, K2, K3, K4, K5, S1,
Final Exam	% 40	16 th week	K3, K4, K5 S1
Total	%100		

* Include: quizzes, in-class and out of class assignment, presentations, reports, videotaped assignment, group or individual project.

Alignment of Course Outcomes with Learning and Assessment Methods

Number	Learning Outcomes	Learning Method*	Assessment Method**
Knowledge			
K1	Define managers, and explain the key management functions, roles, and skills.	<ul style="list-style-type: none"> Lecture Collaborative learning Flipped class 	<ul style="list-style-type: none"> Exam In-class Activities Presentation
K2	Describe the various theories in the classical approach	<ul style="list-style-type: none"> Lecture Collaborative learning Problem solving based learning. 	<ul style="list-style-type: none"> Exam In-class Activities Quiz
K3	Classify decisions, decision-making styles , and potential errors and biases.	<ul style="list-style-type: none"> Lecture Collaborative learning Problem 	<ul style="list-style-type: none"> Exam In-class Activities Assignment

		solving based learning.	
K4	Describe organizational design and culture.	<ul style="list-style-type: none"> • Lecture • Collaborative learning • Flipped class 	<ul style="list-style-type: none"> • Exam • Presentation • In-class Activities • Quiz
K5	Define leaders, and explain the various leadership theories	<ul style="list-style-type: none"> • Lecture • Collaborative learning 	<ul style="list-style-type: none"> • Exam • In-class Activities
Skills			
S1	Utilizing critical thinking in managerial decision-making and problem-solving within business context.	<ul style="list-style-type: none"> • Collaborative learning • Project based learning • Problem solving based learning 	<ul style="list-style-type: none"> • Exam • In-class activities • Presentation • Group or individual projects.

*Include: lecture, flipped class, project based learning, problem solving based learning, collaboration learning.

** Include: quizzes, in-class and out of class assignments, presentations, reports, videotaped assignments, group or individual projects.

Course Policies

Policy	Policy Requirements
Passing Grade	The minimum pass for the course is (50%) and the minimum final mark is (35%).
Missing Exams	<ul style="list-style-type: none"> • Anyone absent from a declared semester exam without a sick or compulsive excuse accepted by the dean of the college that proposes the course, a zero mark shall be placed on that exam and calculated in his final mark. • Anyone absent from a declared semester exam with a sick or compulsive excuse accepted by the dean of the college that proposes the course must submit proof of his excuse within a week from the date of the excuse's disappearance, and in this case, the subject teacher must hold a compensation exam for the student. • Anyone absent from a final exam with a sick excuse or a compulsive excuse accepted by the dean of the college that proposes the material must submit proof of his excuse within three days from the date of holding that exam.
Attendance	The student is not allowed to be absent more than (15%) of the total hours prescribed for the course, which equates to six lecture days (n t) and seven lectures (days). If the student misses more than (15%) of the total hours prescribed for the course without a satisfactory or compulsive excuse accepted by the dean of the faculty, he is prohibited from taking the final exam and his result in that subject is considered (zero), but if the absence is due to illness or a compulsive excuse accepted by the dean of the college that The article is introduced, it is considered withdrawn from that article, and the provisions of withdrawal shall apply to it.
Academic Integrity	Philadelphia University pays special attention to the issue of academic integrity, and the penalties stipulated in the university's instructions are

	applied to those who are proven to have committed an act that violates academic integrity, such as cheating, plagiarism (academic theft), collusion, intellectual property rights.
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Program Learning Outcomes to be Assessed in this Course

Number	Learning Outcome	Course Title	Assessment Method	Targeted Performance level

Description of Program learning Outcomes Assessment Method

Number	Detailed Description of Assessment

Assessment Rubric of the Program Learning Outcomes

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