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| **Approved Date:** |  | **Philadelphia University** |
| **Issue:** | **Faculty:** Business |
| **Credit Hours:** 3 hours | **Department:** Business Administration |
| **Degree:** Bachelor | **Course Syllabus** | **Academic Year:** 2021/2022 |

**Course Information**

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| --- | --- | --- | --- | --- |
| **Prerequisite** | | **Course Title** | | **Course No.** |
| **---** | | **Principles of Management** | | **0330100** |
| **Room No.** | **Class Time** | | **Course Type** | |
|  | 9:45 | | Univirsity Requirement Fuclty Requirement   * Major Requirement  Elective  Compulsory | |

**Instructure Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **E-mail** | **Office Hours** | **Phone No.** | **Office No.** | **Name** |
| [malnadi@philadelphia.edu.jo](mailto:malnadi@philadelphia.edu.jo) | Monday  10:40-11:40 am | 2558 | 32420 | Dr. Mohammad Alnadi |

**Course Delivery Method**

|  |  |  |  |
| --- | --- | --- | --- |
| **Blended Online Physical** | | | |
| **Learning Model** | | | |
| **Physical** | **Asynchronous** | **Synchronous** | **Percentage** |
| **66%** | **--** | **34%** |

**Course Description**

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| 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. This course begins with a discussion of the current issues in management and then proceeds to cover the traditional functions of management: planning, organizing, leading, and controlling. Lecture and class assignments given in the course are intended to help students understand the needs of modern public and private organizations, including emerging national and international trends. |

**Course Learning Outcomes**

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| --- | --- | --- |
| **Corresponding Program Outcomes** | **Outcome** | **Number** |
| **Knowledge** | | |
| **Kp1** | Describe the functions, roles, and skills of managers | **K1** |
| **Kp1** | Explain the various theories in the classical approach | **K2** |
| **Kp1** | Classify decisions and decision-making styles | **K3** |
| **Kp4** | Specify the constraints and challenges facing managers in today’s external environment | **K4** |
| **Kp2** | Describe the key elements in organizational design | **K5** |
| **Kp1** | Define leader and leadership | **K6** |
| **Skills** | | |
| **Sp1** | Communicating effectively in all forms, written, visual and oral, for operating efficiently in the business environment. | **S1** |
| **Sp2** | Employ digital skills, using different software applications to visually present information and data concisely. | **S2** |
| **Sp3** | Apply critical thinking skills in decision-making and solving individual, business, and community-related problems. | **S3** |
| **Competencies** | | |
| **Cp3** | Perform effectively on teamwork and display interpersonal skills in applying the management concepts and principles. | **C1** |

**Learning Resources**

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| --- | --- |
| * Robbins, S. P., Coulter, M. K., & Randel, A. (2020). Management (Fifteenth Edition, Global Edition). Pearson | **Course Textbook** |
| * 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 References** |
| [www.ebsco.com](http://www.ebsco.com)  <http://library.philadelphia.edu.jo/ST_EN.htm>  <https://bit.ly/3vblsIH> (APA7 Referencing) | **Supporting Websites** |
| **Classroom**  **laboratory Learning Platform Other** | **Teaching Environment** |

**Meetings and Subjects Time Table**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Learning Material** | **Task** | **Learning Method\*** | **Topic** | **Week** |
| Syllabus | * Introduce the instructor * Meet students * Class ground rules * Syllabus introduction | Orientation | Course introduction | **1** |
| * Chapter 1 * Research Article. | * Read chapter * Discussions * Video | * Lecture * Collaborative learning | Manager in the workplace:   * What is management? * Who managers are and where they work**?** | **2** |
| * Chapter 1 * Research Article. | * Read chapter * Moc-prsentation * Peer review | * Lecture * Flipped class | Manager in the workplace:   * The importance of managers in workplace * Functions, roles, and skills of managers. | **3** |
| * Chapter 1.a | * Read chapter * Group Discussion * **Homework 1** | * Lecture * Collaborative learning | Management History   * Theories in the classical approach. | **4** |
| * Chapter 1.a | * Read chapter * Discussion * Mind mapping and Brainstorming | * Lecture * Problem solving based learning. | Management History   * The development and uses of behavioral approach. * Quantitative approach | **5** |
| * Chapter 2 | * Read chapter * Discussion * Mind mapping and Brainstorming * **Quiz** | * Lecture * Problem solving based learning. | Making Decisions:   * What is decision? * Decision-making process. * Decision-Making Styles | **6** |
| * Chapter 2 | * Read chapter * Group Discussion * One minute paper | * Lecture * Collaborative learning | Making Decisions:   * Approaches of decision-making * Types of Decisions | **7** |
| * Chapter 2 | * Read chapter * Mind mapping and Brainstorming | * Lecture * Problem solving based | Making Decisions:   * Decision-Making Biases and Errors * Cutting-edge approaches for improving decision making. | **8.a** |
| **Mid-term Exam** | | | | **8.b** |
| * Chapter 3 * Students’ research | * Read chapter * Moc-prsentation * Peer review | * Flipped class | Influence of the External Environment and the Organization’s Culture:   * Constraints and challenges facing managers | **9** |
| * Chapter 3 * Media Content | * Read chapter * Discussions * Video | * Lecture * Collaborative learning | Influence of the External Environment and the Organization’s Culture:   * Organizational Culture * Characteristics and importance of organizational culture | **10** |
| * Chapter 11 | * Read chapter * Discussion * One minute paper * **Homework 2** | * Lecture * Collaborative learning | Designing Organizational Structure:   * Key elements in organizational design * Mechanistic and organic structures | **11** |
| * Chapter 11 * Research Article * Media Content | * Read chapter * Discussion * Video | * Lecture * Collaborative learning | Designing Organizational Structure:   * Structures * Virtual organization * Compressed workweeks, flextime, job sharing | **12** |
| * Chapter 17 * Students’ research | * Read chapter * Moc-prsentation * Peer review | * Lecture * Flipped class | Being an Effective Leader**:**   * Leader and leadership * Contingency theories of leadership | **13** |
| * Chapter 17 | * Read chapter * Mind mapping and Brainstorming | * Lecture * Problem solving based | Being an Effective Leader**:**   * Contemporary views of leadership | **14** |
| * Students’ research | * Presentations | * Project based learning | Group Presentation | **15** |
| **Final Exam** | | | | **16** |

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

**Course Contributing to Learner Skill Development**

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| --- |
| **Using Technology** |
| * 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** |
| * 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**

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| --- | --- | --- | --- |
| **Course Outcomes**  **to be Assessed** | **Assessment Time**  **(Week No.)** | **Grade** | **Assessment Methods** |
| **K1, K2, K3 S3** | **8th week** | **30 %** | **Mid Term Exam** |
| **S1, S2**  **C1** | **Continuous** | **30 %** | **Term Works\*** |
| **K4, K5, K6**  **S3** | **16th week** | **40 %** | **Final Exam** |
|  |  | **100%** | **Total** |

\* 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**

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| --- | --- | --- | --- |
| **Assessment Method\*\*** | **Learning Method\*** | **Learning Outcomes** | **Number** |
| **Knowledge** | | | |
| * Exam * In-class Activities * Presentation * Assignment | * Lecture * Collaborative learning * Flipped class | Describe the functions, roles, and skills of managers | **K1** |
| * Exam * In-class Activities | * Lecture * Collaborative learning * Problem solving based learning. | Explain the various theories in the classical approach | **K2** |
| * Exam * In-class Activities | * Lecture * Collaborative learning * Problem solving based learning. | Classify decisions and decision-making styles | **K3** |
| * Exam * Presentation * In-class Activities | * Lecture * Collaborative learning * Flipped class | Specify the constraints and challenges facing managers in today’s external environment | **K4** |
| * Exam * In-class Activities * Assignment | * Lecture * Collaborative learning | Describe the key elements in organizational design | **K5** |
| * Exam * In-class Activities * Presentation | * Lecture * Problem solving based * Flipped class | Define leader and leadership | **K6** |
| **Skills** | | | |
| * Exam * In-class activities * Presentation * Group Assignment | * Collaborative learning * Project based learning | Communicating effectively in all forms, written, visual and oral, for operating efficiently in the business environment. | **S1** |
| * In-class activities * Presentation * Group Assignment | * Collaborative learning * Project based learning | Eemploy digital skills, using different software applications to visually present information and data concisely. | **S2** |
| * In-class activities * Individual and group assignment | * Collaborative learning * Problem solving based learning. | Apply critical thinking skills in decision-making and solving individual, business, and community-related problems. | **S3** |
| **Competencies** | | | |
| * In-class activities * Presentation * Group Assignment | * Flipped class * Project based learning | Perform effectively on teamwork and display interpersonal skills in applying the management concepts and principles. | **C1** |

\*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 Polices**

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| **Policy Requirements** | **Policy** |
| The minimum pass for the course is (50%) and the minimum final mark is (35%). | **Passing Grade** |
| * 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 absents 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. | **Missing Exams** |
| 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. | **Attendance** |
| 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. | **Academic Integrity** |

**Program Learning Outcomes to be Assessed in this Course**

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| --- | --- | --- | --- | --- |
| **Targeted Performance level** | **Assessment Method** | **Course Title** | **Learning Outcome** | **Number** |
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**Description of Program learning Outcomes Assessment Method**

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| **Detailed Description of Assessment** | **Number** |
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**Assessment Rubric of the Program Learning Outcomes**

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