



KING SAUD UNIVERSITY

COLLEGE OF BUSINESS ADMINISTRATION

COURSE SYLLABUS

PRINCIPLES OF MANAGEMENT AND BUSINESS
(MGT – 101)

Course level:	Undergraduate (BBA)
Credit hours:	3
Course Instructor:	Mansour Alshammari
Office	# 90
E-mail:	alsh1959@hotmail.com
Website:	http://fac.ksu.edu.sa/mshammary
Office hours:	Refer to the schedule (Please send an email to schedule a meeting)
Recommended Book	Business Essentials 10 th edition by Ronald J. Ebert, Ricky W. Griffin Published by Pearson International

Course Description and Objectives

Principles of business and management course are an introductory course designed for business administration students; and also for non-business majors. It provides the student an opportunity to survey the various fields of business. A wide variety of business topics are covered including: the general nature of business, types of business organizations, types of business ownership, managing and leading business organizations, managing human resources, the marketing of the business, money and financial institution, management information system, legal environment of business, International business, business procedures, and interrelationships between the phases of doing business.

This course develops the administrative skills of students, and provides them with basic knowledge in the business and management field. The world that manager's face has changed, is changing, and will continue to change. Business management is a dynamic subject and provide students with the best possible understanding of what it means to be a manager confronting change.

Required Book:

Ebert, Ronald J. & Griffin, Ricky W. (2015). Business Essentials, 10th edition. Prentice Hall, New Jersey

Attendance:

It is compulsory to attend at least **75%** of all classes. Any student failing to attend 75% of the classes will not be able to sit in final exam.

Make-ups Exams:

No make-ups exams in this course. If the student misses the mid-term exam, then a zero (0) point will be given, regardless of the reason of absence. Moreover, late submission of any required assignment means getting less marks for the assignment.

Note:

- Every student must bring the prescribed book in the class.
- No make ups for midterm examinations.

Assessment:

Assessment Task	Length	Weight	Due Day and Time
Mid Exam 1	50 minutes	20%	6 th Week
Mid Exam 2	50 minutes	20%	10 th Week
Class attendance & participation & Assignments	Various weeks	20%	Various Weeks in Class
Final Examination	2 hours	40%	During Formal Examination Period

Students must complete each component of the assessment to the satisfaction of the course instructor, and achieve an overall mark of **at least 60%** in order to pass the course. All components of the above assessment are compulsory, and must be completed in order to obtain a pass grade. Students are expected to perform satisfactorily in each item.

Course Detail:

WEEKS	TOPICS	CHAPTERS
1	Introduction, Business Environment & Ethics	1
2	Entrepreneurship and Business Ownership	3
3	The Global Context of Business	4
4	Business Management	5
5	Application & Cases	
1st session of 6th week	Mid Exam 1	
6	Organizing the Business	6
7	Operations Management and Quality	7
8	Employee Behavior & Motivation	8
9	Application & Cases	
1st session of 10th week	Mid Exam 2	
10	Leadership & Decision Making	9

11	Human Resource Management & Labor Relations	10
12	Principles of Marketing	11, 12
13	Managing Information	13, 14
14	Financial Issues	15, 16
15	Course Review	