

Course Specifications

Course Title:	Managing People and Organizations
Course Code:	574CIS-3
Program:	Information Systems
Department:	Information Systems
College:	College of Computer Science and Information Systems
Institution:	Najran University



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A. Course Identification

1. Credit hours:3 (3,0,0)			
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: Level 9th / Year 5			
4. Pre-requisites for this course (if any): None			
5. Co-requisites for this course (if any): None			

6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	45	100%
2	Blended		
3	E-learning		
4	Correspondence		
5	Other		

7. Actual Learning Hours (based on academic semester)

No	Activity	Learning Hours
Contact Hours		
1	Lecture	45
2	Laboratory/Studio	
3	Tutorial	
4	Others (specify)	
	Total	45
Other Learning Hours*		
1	Study	45
2	Assignments	15
3	Library	15
4	Projects/Research Essays/Theses	
5	Others (Presentations)	
	Total	75

* 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

As a result of taking this course, the student should be able to:

- Examine organizational behavior and human resource management as distinct but related fields of study, and explain the importance of each in the effective management of people and organizations. (application and



- analysis)
2. Analyze individual, interpersonal, and team level factors that affect human behavior at work. (analysis)
 3. Analyze factors at the organizational level of analysis that affect individual and organizational performance. (analysis)
 4. Explain how managers may enhance organizational effectiveness by applying organizational behavior and human resource management principles, theories and concepts (analysis and application).

2. Course Main Objective

To introduce the concepts of Managing People and Organizations, and to understand how human resource management is a significant part of any organization as well as team level factors and how they affect the organization's performance positively.

3. Course Learning Outcomes

CLOs		Aligned PLOs
1	Knowledge:	
1.1	Examine organizational behavior and human resource management as distinct but related fields of study and explain the importance of each in the effective management of people and organizations.	K2
2	Skills :	
2.1	Analyze individual, interpersonal, and team level factors that affect human behavior at work.	S1, S2
2.2	Analyze factors at the organizational level of analysis that affect individual and organizational performance.	S3
2.3	Explain how managers may enhance organizational effectiveness by applying organizational behavior and human resource management principles, theories and concepts	K1, S2, S4
3	Competence:	

C. Course Content

No	List of Topics	Contact Hours
1	Introduction to organizational behavior and the emergence of strategic human resource management	6
2	Basic concepts of personality, motivation, communication, interpersonal relations	9
3	Basic concepts in leadership, problem solving, organizational culture and structure,	9
4	Processes and practices involved in implementing human resource strategy	6
5	Processes and practices such as recruitment, selection, training, and performance management	9
6	Revision	6
7		
8		
9		



10		
11		
12		
Total		45

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	Examine organizational behavior and human resource management as distinct but related fields of study and explain the importance of each in the effective management of people and organizations.	<ul style="list-style-type: none"> • Lecture: here the instructor addresses verbally in front of students the concepts associated with examples with taking help of writing on the board as needed. • Group discussion and presentation. • Student-centred learning should be designed to facilitate the learner in doing, thinking, manipulating, constructing, testing, analysing and reflecting. • Encourage students to browse different journals, seminars or websites at their leisure time to have better understanding about the process and latest advancement in this arena. 	<ul style="list-style-type: none"> • Class Tests • Instant quizzes / Quiz by surprise • Individual homework assignments • Presentation • Think and present the best idea of a given problem in a quick session • Asking Questions about previous topics discussed and getting replies • Midterm exams (two) and Final written exam.
2.0	Skills		
2.1	Analyze individual, interpersonal, and team level factors that affect human behavior at work.	<ul style="list-style-type: none"> • Lecture: Teacher gives concepts theoretically and by applying those to a real-world case study to be discussed using different examples 	<ul style="list-style-type: none"> • Class participation • Asking Questions about previous topics discussed and getting replies • Individual
2.2	Analyze factors at the organizational level of analysis that affect individual and organizational performance.		
2.3	Explain how managers may enhance organizational effectiveness by		



Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
	applying organizational behavior and human resource management principles, theories and concepts	<p>on different situations.</p> <ul style="list-style-type: none"> Discussions: the teacher throws an idea to students and asks them to give their viewpoints, as well as, their reasoning regarding it Encouraging student participation Use more easily understandable graphs/pictures to describe certain topic and in that process use interesting words or interactive sounds to help students to improve their receptive memory. Before start the new lecture, ask the class to recall the topics of last lecture and the critical issues based on different topics, which certainly helps students to recall memory frequently and store that topic in their memory for long term. 	<p>homework assignments</p> <ul style="list-style-type: none"> Think and present the best idea of a given problem in a quick session
3.0	Competence		
3.1			
3...			

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Quizzes (1 and 2)	5,8	10
2	Midterm Examinations (1 and 2)	7,10	40
4	Final Examination	16	50
	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 :

Weekly office hours =10

Weekly academic advising hours = 4

F. Learning Resources and Facilities

1. Learning Resources

Required Textbooks	<ul style="list-style-type: none"> McShane, Steven L. and Mary Ann Von Glinow, Organizational Behavior: Emerging Knowledge and Practice for the Real World. McGraw-Hill, latest edition, ISBN: 0-07-115113-3. Bernardin, H. John and Joyce E. A. Russell. Human Resource Management: An Experiential Approach. McGraw-Hill, 6/e. ISBN: 0078029163
Essential References Materials	<ul style="list-style-type: none"> Blume, B. Baldwin, T. and Ryan, K. (2013). Communication Apprehension. A barrier to students leadership, adaptability and multicultural appreciation. Academy of Management Learning & Education, Jun, Vol. 12 Issue 2, p158-172. Colquitt, J.A., LePine, J.A., & Wesson, M.J. (2009) Organizational Behavior: Improving Performance and Commitment in the Workplace (International edition). New York: McGraw-Hill.
Electronic Materials	Human Resource Management Human Resource Management Journal Journal of Organizational Behavior Journal of Applied Psychology Journal of Management Studies
Other Learning Materials	

2. Facilities Required

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	<ul style="list-style-type: none"> Lecture Rooms with appropriate number of seats, Projector with Screen and a white board or a smart board. If needed by the instructor , the computers in all the laboratories should be installed with the latest version of the required software.
Technology Resources (AV, data show, Smart Board, software, etc.)	<ul style="list-style-type: none"> One PC and one projector and data show in the lecture room
Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	



G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
1. Effectiveness of teaching and assessment	• <i>students</i>	Direct
2. Focus group discussion with small groups of students.	• Instructor	Direct
3. Extent of achievement of course learning outcomes	• Instructor	Direct
4. The topics covered	• Instructor	direct
5. The free approach the of the course	• Instructor, Program leader, and department council	Direct

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	Department Council
Reference No.	Session No. 10 (441-38-43300)
Date	17/02/2020

