

4. Identify the main stages of the planning process and explain its relation to the company's strategy.
5. Recognize organizational structures and their effects on the firm.
6. Understand what and how organizational change effect firm performance.
7. Understand what leadership is and what makes an effective leader.

My Expectations of You

The focus of the course will be applying concepts and ideas to real-world examples, primarily through our case discussions. I intend to keep lecturing to a bare minimum. For the class to work well, and for you to benefit from it, preparation for each class meeting is essential: All students are expected to arrive at class having read the assigned chapter and case and prepared to offer and defend their recommendations.

Required Material

Textbook: Management (14th Edition), Stephen P. Robbins & Mary Coulter. Published by Pearson.

Other required material:

- **Notebook**
- **Pencils, pens, colored pencils, highlighters**
- **Positive attitude with growth mindset**

Additional Material: Required reading materials will be provided through the course website on Teams.

E-Learning System: Teams

Course Requirements and Policies

- **Class discussion** will be assessed based on your contributions to class discussion and listening. Of course, the underlying condition for class participation is attendance. I expect you to attend all sessions. Prior to class, you should thoroughly read and prepare the case for that day, including answering the study questions. Please ensure that you have used the frameworks, tools, and ideas from the readings in your analysis as appropriate. In grading class participation, I look at both the quantity and quality of contribution. With regards to quality, some of the criteria I shall apply include:
 - Are the points made relevant to the discussion?
 - Do they go beyond a mere recitation of case facts, and are implications clearly drawn?
 - Is there evidence of analysis rather than expressions of opinions?
 - Are the comments linked to those of others?
 - Did the contribution further the class's understanding of the issues?
 - Is the participant a good listener?
 - Do comments raise interesting questions?
 - In discussion, do the comments fit in the class context?
 - Does the analysis make use of models and techniques from the readings or lectures?
 - Are comments made in a respectful, professional, and constructive manner?

Students should not expect to receive full points for participation. Simply being present does not warrant full credit, nor does frequent participation that does not advance the learning of the class. I will use "cold calling" occasionally, so you need to be prepared for each class. Cell phones must be turned off or set to the "silent" mode during classes. Laptops may not be used during case discussion segments and activities.

- **Exams:** We will have THREE examinations, two midterms and a final exam, which will cover the course

material to that point in the course, including lectures, discussions, and readings. Details about exam contents, time, and location will be discussed in the class. Missed examinations may not be made up without prior permissions, no exceptions.

- **Case Discussion assignment and Quizzes:** During the course each student will have the responsibility to read a chapter and a case study ahead of time and prepare a presentation for the class. That is, each student will have to lead the discussion in class regarding their assigned chapters and/or readings. In addition, students are encouraged to research material from other sources about the topic; note it is important to cite (reference) your sources. All students will have to present/lead the discussion at least once during the course. The details will be discussed later in class. All students should be prepared for the case and have read the case, they will be quizzed on the case one lecture before the case study lecture. Further, there will be quizzes on other class material, discussed further in class.

- **Attendance and Participation:** Every student in this course must abide by the Kuwait University Policy on Attendance (published in the Student Guide, Chapter 3, Section 13). A copy of the student guide can be accessed online on:

http://www.kuniv.edu/cs/groups/ku/documents/ku_content/kuw055940.pdf

This course has a significant seminar component and class participation is critical to the learning experience. Participation will be assessed in each class period. Your class participation and attendance will both contribute to your score of in-class performance.

- **Cheating and Plagiarism:** Every student in this course must abide by the Kuwait University Policy on Cheating and Plagiarism (published in the Student Guide, Chapter 3, Section 2). A copy of the student guide can be accessed online on:

http://www.kuniv.edu/cs/groups/ku/documents/ku_content/kuw055940.pdf

Please carefully note all sources and assistance when you turn in your work. Under no circumstances should you take credit for work that is not yours. You should neither receive nor give any unauthorized assistance on any deliverable. If you have any questions about what constitutes “unauthorized assistance” please email me before the deliverable is submitted.

Note: Using any type of AI such as chatgpt etc., is considered cheating.

- **Writing Style:** Students must refer to MLA or APA writing style for their assignments and report writing. Refer to the English Language Center for help.

Grading

The scores in this course will be the weighted average of the following items:

| Weight | Description |
|--------|--|
| 2% | Class Discussion |
| 18% | Case assignments/presentation/Quizzes |
| 40% | Midterms (Exam 1 & Exam 2) |
| 40% | Final Written Exam |
| 100% | Total |

Grade Distribution

| Grade | Range |
|-------|----------------|
| A | 95.00 - 100.00 |
| A- | 90.00 - 94.00 |
| B+ | 86.00 - 89.99 |
| B | 82.00 - 85.99 |
| B- | 80.00 - 81.99 |
| C+ | 76.00 - 79.99 |
| C | 72.00 - 75.99 |
| C- | 70.00 - 71.99 |
| D+ | 66.00 - 69.99 |
| D | 62.00 - 65.99 |
| F | 60.00 - 61.99 |

Course Outline

- Topic 1: What is Management? A brief introduction and history of the field
- Topic 2: The external environment and the firm's stakeholders
- Topic 3: An overview of strategy and planning
- Topic 4: Organizational structure and culture
- Topic 5: Organizational change and adaptation
- Topic 6: Human resources management
- Topic 7: Decision-making process
- Topic 8: Employee motivation
- Topic 9: An overview of Leadership

Important Dates

| Date | Event |
|---|---------------------------|
| March 16 th , 2024 | Last day to drop a course |
| May 13 th , 2024 | Last day of classes |
| May 20 th , 2024, 11:00 AM – 1:00 PM | Final Exam |

Undergraduate Program Learning Goals:

1. **Ethical Skills:** A CBA graduate shall be able to recognize ethical issues present in business environment, analyze the tradeoffs between different ethical perspectives, and make a well-supported ethical decision.

Student Learning Objectives:

- 1.1. Identify the ethical dimensions of a business decision.
- 1.2. Recognize and analyze the tradeoffs created by application of competing ethical perspectives.
- 1.3. Formulate and defend a well-supported recommendation for the resolution of an ethical issue.

2. **Decision Making Skills:** A CBA graduate shall be able to recognize the extent of the implications of business decisions, evaluate different proposals based on available facts, and make a well-supported business decision.

Student Learning Objectives:

- 2.1. Recognize the implications of a proposed business decision from a variety of diverse, internal and external, stakeholder perspectives.
- 2.2. Evaluate the integrity of the supporting evidence and data for a given decision based on business principles.
- 2.3. Analyze a given business decision using integrative techniques, structures, and frameworks.

3. **IT and Computer Skills:** A CBA graduate shall demonstrate capabilities in using general-purpose computer applications

Student Learning Objectives:

- 3.1. Use a word-processing application to type and format a business document.
- 3.2. Use a data-processing application to analyze or solve a business problem.
- 3.3. Use a presentation-making application to prepare a slideshow for a business issue.

4. **Communication Skills:** A CBA graduate shall be able to communicate effectively in a wide variety of business settings.

Student Learning Objectives:

- 4.1. Deliver clear, concise, and audience-centered presentations.
- 4.2. Write clear, concise, and audience-centered business documents.

5. **Analytical Skills:** A CBA graduate shall be able to apply quantitative and qualitative methods to solve business problems.

Student Learning Objectives:

- 5.1. Use appropriate tools to solve a given business problem.
- 5.2. Analyze business problems using suitable business theories and techniques.
- 5.3. Structure logic and frame quantitative analysis to solve business problems.

