

Syrian Arab Republic	 الجامعة الافتراضية السورية SYRIAN VIRTUAL UNIVERSITY	الجمهورية العربية السورية
Ministry of Higher Education		وزارة التعليم العالي
Syrian Virtual University		الجامعة الافتراضية السورية

Course Definition: Management

1- Basic Information:

Course Name	Management
Course ID	MG
Contact Hours (Registered Sessions)	18
Contact Hours (Synchronized Sessions)	18
Mid Term Exam	No One
Exam	75 min
Registered Sessions Work Load	18
Synchronized Session Work Load	18
Credit Hours	3

2- Pre-Requisites:

Course	ID
No One	

3- Course General Objectives:

The course aims to introduce students to general ideas about management in terms of presentation of the global assets of management concepts and the development of administrative thought and explain the functions of management from planning, organization, guidance, leadership and decision-making. The course also includes a presentation of the stages of preparing human resources in the organization. And the recruitment procedures from the planning, recruitment and recruitment of human resources, how to train human resources and develop the career path in the organizations and clarifies the procedures and mechanisms for evaluating the performance of workers and mechanisms for granting wages and compensation, and in the final section of the decision is about Modern trends in management such as crisis management, innovation management, time management, open management, total quality management, job enrichment, organizational citizenship behavior, knowledge management, work management teams, empowering workers.

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4- Intended Learning Outcomes (ILO):

Code	Intended Learning Outcomes
ILO1	Management: assets and scientific foundations
ILO2	Preparation and composition of human resources
ILO3	New trends in management

5- Course Syllabus (18 hours of total synchronized sessions)

- **RS:** Recorded Sessions; **SS:** Synchronized Sessions;

ILO	Course Syllabus	RS	SS	Type	Additional Notes
ILO1	Management: assets and scientific foundations	6	6	Assignments Exercises	In this theoretical and practical book they are integrated together
ILO2	Preparation and composition of human resources	6	6	Assignments Exercises	In this theoretical and practical book they are integrated together
ILO3	New trends in management	6	6	Exercises Exercises	In this theoretical and practical book they are integrated together

6- Assessment Criteria (Related to ILOs)

ISC	Interactive Synchronized Collaboration	Ex	Exams	Rpt	Reports
PF2F	Presentations and Face-to-Face Assessments	PW	Practice Work		

ILO Code	ILO	Intended Results	Assessment Type				
			ISC	PW	Ex	PF2F	Rpt
ILO1	Management: assets and scientific foundations		✓	✓	✓		✓

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ILO2	Preparation and composition of human resources		✓	✓	✓		✓
ILO3	New trends in management		✓	✓	✓		✓

7- Practice Tools:

Tool Name	Description
	Non one

8- Main References

1. Byars, Lloyd L, Ph.D. & Leslie W. Rue, Ph.D. Human Resource Management. Getty Images, Inc 2004.
2. Carrell, Michael. R.& et al ; Personnel \ Human Resource Management. Macmillan Publishing Company, 1992.
3. Greenberge, Jerald &. Baron, Robert A, Behavior in organizations, by prentice- hall 2000.
4. K Aswathappa. Human Resource And Personnel Management 3rd. 2002
5. Vecchio, Robert p , organizational Behavior-core concepts-copyright, 2000.
6. Kleiman Lawrence's. H R M : A managerial Tool for Competitive advantage, 2003.
7. Mathis, Robert L & Jackson, John H. Human Resource Management. 10th . 2004.
8. Naceur Jobnoun et al, leadership style supporting ISO 9000 : 2000, The quality management Journal 2005, vol 12, No .
9. Podasskoff, Philip M. et al, (2000), "Organizational Citizenship Behavior: A Critical Review of The Theoretical & Empirical Literature & Suggestions for Futur Research," Journal of Management, V26.N3.
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9- Additional References

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2. Dessler, Gary. A Framework for Human Resource Management. Third Edition. person Education, 2004.
3. Donald L, Kirkpatrick. Evaluation Training Programs: The Four Levels. San Francisco: California. Berrett - Koehler Publishers, 1994.
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7. James H. Donnelly, Fundamentals of Management, 1992.
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9. Kirkpatrick, Donald L. Evaluation Training Programes: The Four Levels. San Francisco: California. Berrett - Koehler Publishers, 1994.
10. Schuster, J, P, Tranformation Your leadership Style, Association Management, 1994.