



Course Specifications

Course Title:	Negotiation Management
Course Code:	16011723
Program:	Business Administration (BA)
Department:	Business Administration
College:	College of Business Administration (CBA)
Institution:	Albaha University

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A. Course Identification

1. Credit hours:	3
2. Course type	
a.	University <input type="checkbox"/> College <input type="checkbox"/> Department <input checked="" type="checkbox"/> Others <input type="checkbox"/>
b.	Required <input checked="" type="checkbox"/> Elective <input type="checkbox"/>
3. Level/year at which this course is offered:	7th Level/ 4th year
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	√	%95
2	Blended	√	%05
3	E-learning		
4	Correspondence		

No	Mode of Instruction	Contact Hours	Percentage
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	
2	Assignments	20
3	Library	20
4	Projects/Research Essays/Theses	
5	Others (specify) Case Study	15
	Total	55

* 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

This course provides a comprehensive introduction to the concepts, principles, strategies and procedures in negotiation. It explores various types of negotiation process, including integrative (win/win approach) and distributive (win/lose approach). It also sheds light on influence of communication, power, relationship and team/multiparty negotiations in the negotiation process

2. Course Main Objective

The main purpose of the course is to introduce students to the concepts, principles, strategies and procedures of different types of negotiations. It also helps to improve their negotiation skills and competency as good negotiators.

3. Course Learning Outcomes

CLOs		Aligned PLOs
1	Knowledge:	
1.1	Define Concepts, nature, strategies, tactics, and procedures in different forms of negotiation.	K1
1.2	Describe successful negotiation methodologies, Strategies & procedures	K2
1.3	List effective way to manage relationship and multiparty in negotiation	K4
2	Skills:	
2.1	Contrast the Strategy and tactics of distributive bargaining and integrative negotiation.	S3
2.2	Evaluate the effect of communication & power in negotiation	S5
3	Competences	

CLOs		Aligned PLOs
3.1	Demonstrate good communication, conflict management, and managerial potential in application of negotiation skills.	C1
3.2	Show effective oral and written communication skills	C3

C. Course Content

No	List of Topics	Contact Hours
1	Nature of Negotiation	6
2	Strategy and Tactics of Distributive Bargaining	6
3	Strategy and Tactics of Integrative Bargaining	6
4	Negotiation: Strategy and Planning	6
5	Communication	6
6	Finding and Using Negotiation Power	6
7	Relationship In Negotiation	3
8	Multi Parties and Team	6
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	Knowledge:		
1.1	Define Concepts, nature, strategies, tactics, and procedures in different forms of negotiation.	<ul style="list-style-type: none"> Lectures Reading 	<ul style="list-style-type: none"> Quizzes Exams Direct Questions
1.2	Describe successful negotiation methodologies, Strategies & procedures	<ul style="list-style-type: none"> Lectures Reading 	<ul style="list-style-type: none"> Quizzes Exams
1.3	List effective way to manage relationship and multiparty in negotiation	<ul style="list-style-type: none"> Lectures Illustrative examples 	<ul style="list-style-type: none"> Assignments Exams
2	Skills:		
2.1	Contrast the Strategy and tactics of distributive bargaining and integrative negotiation.	<ul style="list-style-type: none"> Lectures Class discussions 	<ul style="list-style-type: none"> Exams Case Studies
2.2	Evaluate the effect of communication & power in negotiation	<ul style="list-style-type: none"> Lectures Class participation 	<ul style="list-style-type: none"> Exams Assignments

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
3	Competences		
3.1	Demonstrate good communication, conflict management, and managerial potential in application of negotiation skills.	<ul style="list-style-type: none"> Cooperative learning Role playing 	<ul style="list-style-type: none"> Presentations Case Study
3.2	Show effective oral and written communication skills	<ul style="list-style-type: none"> Practice, case studies 	<ul style="list-style-type: none"> Observation, exercises, Examinations

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Quiz 1	4-5	5%
2	Midterm Examination	7-8	30%
3	Quiz 2	10-14	5%
4	Homework	3-15	10%
5	Final Examination	17	50%

*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:

Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice. (include amount of time teaching staff are expected to be available each week)

Instructor will be available for student consultation and academic advice on weekdays during their office hours. Additional assistance by appointment only. (9 hours per week).

F. Learning Resources and Facilities

1. Learning Resources

Required Textbooks	<ul style="list-style-type: none"> Lewicki, R. J, Saunders, D. M. and Barry, B.(2011). “Essentials of Negotiation”. McGraw. Hall International Edition (Fifth Edition).
Essential References Materials	<ul style="list-style-type: none"> Lewicki, R. J, and Hiam, A., “Mastering Business Negotiation: A Working Guide to Making Deals and Resolving Conflict”. Fortune Magazine Negotiation Journal, Wiley publication. Journal of Strategic Contracting and negotiation, Sage Journals
Electronic Materials	<p>http://www.business.com/search/rslt_default.asp?vt=all&type=web&query=negotiations Textbook Online Learning Center with free student resources: http://highered.mcgraw-hill.com/sites/0072920378/student_view0/index.html</p>

Other Learning Materials	Basic Computer applications (like MS- office, media player, Google chrome) for enhanced knowledge & learning. MS- Project will be more helpful to understand practical side of project management.
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2. Facilities Required

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	<p><u>Class rooms are well equipped with:</u></p> <ul style="list-style-type: none"> -Air conditioned with at least 25 adequate seats. -Interactive/smart Board. -Up-to-date projector. <p><u>An Auditorium is well equipped with:</u></p> <ul style="list-style-type: none"> -Air conditioned with at least 100 adequate seats. -Interactive/smart Board /Up-to-date projector.
Technology Resources (AV, data show, Smart Board, software, etc.)	<ul style="list-style-type: none"> -Personal computer with necessary up-to-date software. -Interactive Board. -Laptop
Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	<ol style="list-style-type: none"> 1. Wall Boards (are essentially needed). 2. Internet inside the classroom (missed). 3. Library: Up to date scientific books, in the library. Wi-Fi and internet connections are available inside the teaching staff rooms, and the seminar room.

G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Strategies for Obtaining Student Feedback on Effectiveness of Teaching	<ul style="list-style-type: none"> - Instructor - HOD 	<ul style="list-style-type: none"> - Course Evaluation Surveys - Students-Faculty Meetings - Students Assessment of Faculty Members Survey
Other Strategies for Evaluation of Teaching by the Instructor or by the Department	<ul style="list-style-type: none"> - Instructor - HOD 	<ul style="list-style-type: none"> - Discussions between staff members teaching the course - Internal review of the course at a departmental level - External reviewers
Processes for Improvement of Teaching	<ul style="list-style-type: none"> - Instructor - HOD 	<ul style="list-style-type: none"> - Course evaluation reports - Student assessment of faculty reports - Faculty's on-going training through self/department/faculty and/or University initiated workshops and development programs
Processes for Verifying Standards of Student Achievement Conducting and attending workshops given by experts on the teaching and learning methodologies.	<ul style="list-style-type: none"> - Instructor - HOD 	<ul style="list-style-type: none"> - Marking of assignments and exam submissions are revised by independent teaching staff from within the department and/or other departments within the college


Evaluation Areas/Issues	Evaluators	Evaluation Methods
Describe the planning arrangements for periodically reviewing course effectiveness and planning for improvement.	<ul style="list-style-type: none"> - Instructor - HOD 	<ul style="list-style-type: none"> - A course report is developed and reviewed periodically at the end of the semester. The report includes exam results, assignments results and surveys feedback from students, which will reflect course and teaching effectiveness. - In addition, an internal review at the end of the semester, conducted by teaching staff will help generate ideas and plans for the development of the course, teaching strategies and learning outcomes. - This is further reinforced through ongoing review of developments in the field conducted by the course instructor in addition to training and workshops provided to the course instructor.

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

Program Coordinator	Dr. Abdella Kormie Dinga 
Program Chair	Dr. Saleh Abdullah Alghamdi
Council / Committee	Business Administration Department Board Meeting
Reference No.	2 nd Board Meeting 1441-1442
Date	24/12/2020