



# Course Specifications

<b>Course Title:</b>	<b>Change Management &amp; Organizational Development</b>
<b>Course Code:</b>	<b>16011822</b>
<b>Program:</b>	<b>Business Administration</b>
<b>Department:</b>	<b>Business Administration department</b>
<b>College:</b>	<b>College of Business Administration</b>
<b>Institution:</b>	<b>Albaha University</b>

## Table of Contents

<b>A. Course Identification</b> .....	<b>3</b>
6. Mode of Instruction (mark all that apply) .....	3
<b>B. Course Objectives and Learning Outcomes</b> .....	<b>3</b>
1. Course Description .....	3
2. Course Main Objective.....	3
3. Course Learning Outcomes .....	4
<b>C. Course Content</b> .....	<b>4</b>
<b>D. Teaching and Assessment</b> .....	<b>4-5</b>
1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods .....	4-5
2. Assessment Tasks for Students .....	5
<b>E. Student Academic Counseling and Support</b> .....	<b>5</b>
<b>F. Learning Resources and Facilities</b> .....	<b>5-6</b>
1. Learning Resources .....	5
2. Facilities Required.....	6
<b>G. Course Quality Evaluation</b> .....	<b>6</b>
<b>H. Specification Approval Data</b> .....	<b>6</b>

## A. Course Identification

<b>1. Credit hours:</b> 3
<b>2. Course type</b> 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"/>
<b>3. Level/year at which this course is offered:</b> 8 <sup>th</sup> Level/ 4 <sup>th</sup> year
<b>4. Pre-requisites for this course (if any):</b> 16011521 Organizational behavior
<b>5. Co-requisites for this course (if any):</b> None

### 6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	43	95%
2	Blended		
3	E-learning		
4	Correspondence		
5	Other	2	5%

### 7. Actual Learning Hours (based on academic semester)

No	Activity	Learning Hours
<b>Contact Hours</b>		
1	Lecture	45
2	Laboratory/Studio	
3	Tutorial	
4	Others (specify)	
	<b>Total</b>	45
<b>Other Learning Hours*</b>		
1	Study	45
2	Assignments	30
3	Library	30
4	Projects/Research Essays/Theses	-
5	Others (specify) E-learning	15
	<b>Total</b>	120

\* 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

<p><b>1. Course Description</b>  The course deals with the basic concepts of change management and organizational development, approaches, theories, and strategies of organizational change and development, the impact and benefits of change in the current era, especially under globalization and fast changing business environment.</p>
<p><b>2. Course Main Objective</b>  The course aim to provide students with clear insights about change management and organizational development to improve the growth and efficiency of organizations, the course will also equip students with some effective skills and knowledge for managing and communicating change in the workplace.</p>

### 3. Course Learning Outcomes

CLOs		Aligned PLOs
<b>1</b>	<b>Knowledge:</b>	
1.1	Recognize the nature, objectives, types, stages, and triggers of change that influence the business performance.	K.3
1.2	List the main features of organizational systems, structure, and design	K3
<b>2</b>	<b>Skills:</b>	
2.1	Apply the key principles, approaches, skills, and strategies of successful implementing change management.	S.1
2.2	Analyze the impact change initiative can have on organizational culture and performance standards.	S.2
2.3	Evaluate the impact of Globalization on organizational change and development.	S.3
<b>3</b>	<b>Competence:</b>	
3.1	Demonstrate skills for effectively communicating change, and positively lead and motivate people through the organizational change process.	C.1
3.2	Integrate certain professional ethics and value systems of change leaders.	C.2
3.3	Develop the critical skills needed to effectively manage change in the workplace.	C.3

### C. Course Content

No	List of Topics	Contact Hours
1	Understanding organizational systems, structure, and design	3
2	Introduction to organizational change	6
3	Organizational change process	6
4	Managing organizational change	6
5	Organizational culture and change	6
6	Change through performance management	6
7	Organizational development	6
8	Globalization and organizational change and development	6
<b>Total</b>		<b>45</b>

### D. Teaching and Assessment

#### 1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
<b>1.0</b>	<b>Knowledge</b>		
1.1	Identify the main features of organizational systems, structure, and design	<ul style="list-style-type: none"> <li>• Lectures</li> <li>• Reading</li> </ul>	<ul style="list-style-type: none"> <li>• Exams</li> <li>• Quizzes</li> <li>• Direct questions</li> </ul>
1.2	Recognize the nature, objectives, types, stages, and triggers of change that influence the business performance.	<ul style="list-style-type: none"> <li>• Lectures</li> <li>• Reading</li> </ul>	<ul style="list-style-type: none"> <li>• Exams</li> <li>• Quizzes</li> <li>• Homework</li> </ul>

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
2.0	<b>Skills</b>		
2.1	Apply the key principles, approaches, skills, and strategies of successful implementing change management.	<ul style="list-style-type: none"> <li>• Lectures</li> <li>• Group discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Exams</li> <li>• Homework</li> <li>• Direct questions</li> </ul>
2.2	Analyze the impact change initiative can have on organizational culture and performance standards.	<ul style="list-style-type: none"> <li>• Lectures</li> <li>• Group discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Exams</li> <li>• Homework</li> <li>• Direct questions</li> </ul>
2.3	Evaluate the impact of Globalization on organizational change and development.	<ul style="list-style-type: none"> <li>• Lectures</li> <li>• Group discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Exams</li> <li>• Homework</li> <li>• Direct questions</li> </ul>
3.0	<b>Competence</b>		
3.1	Demonstrate skills for effectively communicating change, and positively lead and motivate people through the organizational change process.	<ul style="list-style-type: none"> <li>• Problem solving</li> </ul>	<ul style="list-style-type: none"> <li>• Assignment</li> <li>• Group presentation</li> </ul>
3.2	Integrate certain professional ethics and value systems of change leaders.	<ul style="list-style-type: none"> <li>• Case study</li> </ul>	<ul style="list-style-type: none"> <li>• Assignment</li> <li>• Individual presentation</li> </ul>
3.3	Develop the critical skills needed to effectively manage change in the workplace.	<ul style="list-style-type: none"> <li>• Brainstorming</li> </ul>	<ul style="list-style-type: none"> <li>• Assignment</li> <li>• Group presentation</li> </ul>

## 2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Quiz 1	3-4	5%
2	Midterm Examination	7-8	30%
3	Quiz 2	10-11	5%
4	Homework-assignment- presentation	3-13	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:

The instructor will be available for student consultation and academic advice throughout the week in their specified office hours.

## F. Learning Resources and Facilities

### 1. Learning Resources

<b>Required Textbooks</b>	Dipak Kumar Bhattacharyya, (2011), " Organizational change and development", oxford university press- India.
<b>Essential References Materials</b>	<ul style="list-style-type: none"> <li>➤ Jean Helms, Kelly Dye, Albert Mills. (2009), "Understanding organizational change-Abingdon, Oxon, New York.</li> <li>➤ Joseph W. Weiss . (2012), "Organizational change, by San Diego.</li> <li>➤ William Bridges. (2012) "Managing transition: making the most</li> </ul>

	of change, 4 <sup>th</sup> ed, acapo press. ➤ Steven Bleistein, (2017), "Rapid organizational change", Wiley.
<b>Electronic Materials</b>	<a href="https://www.coursera.org/courses?query=organizational20%development">https://www.coursera.org/courses?query=organizational20%development</a> <a href="https://corporatefinanceinstitute.com/resources/knowledge/strategy/organizational-development">https://corporatefinanceinstitute.com/resources/knowledge/strategy/organizational-development</a>
<b>Other Learning Materials</b>	-Internet explorer, Black-board

## 2. Facilities Required

Item	Resources
<b>Accommodation</b> (Classrooms, laboratories, demonstration rooms/labs, etc.)	Classroom can accommodate approximately thirty-five (35) students
<b>Technology Resources</b> (AV, data show, Smart Board, software, etc.)	Smart board, and projectors
<b>Other Resources</b> (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	Not required.

## G. Course Quality Evaluation


Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of teaching and assessment	Student, peer reviewers,	Indirect
Extent of achievement of course learning outcomes	Program coordinator, quality committee	Indirect
Quality of learning resources	Program leaders, faculty and student evaluation	Indirect

**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

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