



**Future Academy**  
**Higher Future Institute for Specialized Technological Studies**  
**Course Specification**

<b>1- Course information:</b>	
<b>Course Code:</b>	<b>H25</b>
<b>Course Title:</b>	<b>Change Management</b>
<b>Year/level</b>	<b>4<sup>th</sup> level</b>
<b>Academic Programs</b>	<b>Bachelor of BUSINESS ADMINISTRATION– ENGLISH</b>
<b>Contact hours/ week</b>	Theoretical lecture: 3hrs & section:2 hrs Total:5 hrs

<b>2- Course aims:</b>
<p><b>This course aims to equip students with a comprehensive understanding of the principles, concepts, and models of change management. It emphasizes the importance of adapting organizations to dynamic external and internal environments, focusing on strategies to manage, implement, and sustain change effectively in diverse organizational settings.</b></p>

**3- Intended learning outcomes of the course (ILOs):**

**a- Knowledge and understanding:**

**On successful completion of this course, the student should be able to:**

a1- Recognize the principles, models, and frameworks of change management.

a2- Identify the challenges and opportunities in managing organizational change.

a3- Understand the impact of external and internal environmental factors on organizational change.

#### **b- Intellectual skills:**

**On completing this course, the student should be able to:**

- b1- Analyze organizational scenarios to identify changes, needs and opportunities.
- b2- Evaluate different strategies and approaches for managing change.
- b3 Develop critical thinking to solve problems related to resistance to change.

#### **c- Professional and practical skills:**

**At the end of this course, the student will be able to:**

- c1- Apply change management models and tools to real-world organizational challenges.
- c2- Design action plans for implementing change in an organizational context.
- c3- Conduct stakeholder analysis and develop strategies for managing resistance.

#### **d- General and transferable skills:**

**On successful completion of this course, the student should be able to:**

- d1- Develop communication skills for effectively presenting change strategies.
- d2- Enhance teamwork and leadership skills in managing group dynamics during change processes
- d3- promote agility perspective to change in their practical and real life.
- d4- Improve decision-making and problem-solving capabilities.

### **4- Course contents**

Week NO.	Topics/units	Number of hours		ILO's
		Lecture hours	Practical hours	
1	<b>Introduction to Change Management</b> (definitions, key drivers of change in organizations).	3	2	a1
2	<b>Theoretical Foundations of Change</b> (Models and frameworks: Lewin's Change Model, Kotter's 8-Step Process)	3	2	a1,a2, b1, b2
3	<b>Types of Organizational Change</b> (Strategic, structural, technological, and people changes)	3	2	a1,a2, b1, b2
4	<b>Diagnosing the Need for Change</b> (Environmental scanning and internal analysis) + <b>Quiz 1</b>	6	2	a2,b3
5	<b>Planning for Change</b> (Vision setting and change strategy development)	3	2	a3, b2,c3,d2
6	<b>Managing Resistance to Change</b>	6	2	a3,c2, c3,

	(Sources of resistance, Strategies to overcome resistance)			
<b>7</b>	<b>Mid-term Exam</b>	<b>3</b>	<b>2</b>	<b>a1,a2,b1</b>
<b>8</b>	<b>Leadership and Change</b> (Role of leadership in driving change, Transformational and transactional leadership)		<b>2</b>	<b>a3,b2,d2</b>
<b>9</b>	<b>Communication in Change Management</b> (Effective communication strategies, Engaging stakeholders)	<b>6</b>	<b>2</b>	<b>a4,b4, c3,d3</b>
<b>10</b>	<b>Implementing Change</b> (Steps to execute change initiatives, using Case studies)			<b>a3,c2,d1</b>
<b>11</b>	<b>Monitoring and Evaluating Change+ Quiz 2</b>	<b>6</b>	<b>2</b>	<b>a5,a4,b3</b>
<b>12</b>	<b>Sustaining Change</b> (Embedding change into organizational culture, Role of training and reinforcement)	<b>3</b>	<b>2</b>	<b>b2, c2,c3,d4</b>
<b>13</b>	<b>Change in the Digital Era</b> (Technology as a change driver)	<b>3</b>	<b>2</b>	<b>b4, c2,d2</b>
<b>14</b>	<b>Final Revision</b>	<b>3</b>	<b>2</b>	<b>a2,a3,b1, b2</b>

### Teaching and learning methods

Methods	ILO's															
	a1	a2	a3	b1	b2	b3	b4	b5	c1	c2	c3	c4	d1	d2	d3	d4
<b>Lectures</b>	✓															
<b>Quizzes</b>		✓	✓	✓												
<b>Practical sections</b>		✓	✓	✓		✓							✓	✓	✓	

Students							✓			✓	✓	✓	✓			
Presentations							✓	✓	✓					✓	✓	
Brainstorming				✓			✓	✓	✓					✓	✓	
Case study			✓		✓	✓		✓	✓							
Discussion groups		✓					✓			✓		✓			✓	✓
Problem-solving						✓						✓	✓	✓		✓
E-learning																
Blended learning																

## 5- Teaching and learning methods for Low-achieving students

- Extra teaching hours for those who need help
- More quizzes to assess their ability for understanding the course
- Encourage teamwork for those students with other advanced ones to increase their participation and understanding

## 6- Student assessment

Assessment method	Time	Grade weight (%)	Week	ILOs
Course Work ( Tutorial Exercise and Assignments)		10	Every week	b3,c3, d1
Quiz 1	1	10	Week 4	a1,b2,b3,
Mid-term exam	1	20	Week 7	a1,a2,a3
Quiz 2	1	10	Week 11	b3,a2, a3
Final Written exam	2	50	----	a2,a3,a5, b1,b2

## 7-List of references

### 8.1. Student notebooks:

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### 8.2. Essential textbooks:

- Kotter, J. P. (2012). Leading Change. United Kingdom: Harvard Business Review Press. -
- Hayes, J. (2014). The Theory and Practice of Change Management. United Kingdom: Palgrave Macmillan.

### **8.3. Recommended textbooks:**

### **8.4. Journals, Periodical and Reports .....etc.**

Journal of Change Management

### **8.5. Websites**

- ☐ [www.hbr.org](http://www.hbr.org)
- ☐ [www.managementstudyguide.com](http://www.managementstudyguide.com)
- ☐ [www.forbes.com](http://www.forbes.com)

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**Head of department: Associate Professor Dr.Mohamed Elbaz**

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