

Institution:	Faculty of science and humanitarians studies at alghat
Academic Department :	Business administration
Programme :	Management information system
Course :	Fundamental of management
Course Coordinator :	Musa'ab al Hussein
Programme Coordinator :	Dr. waled qwaider
Course Specification Approved Date :	.../ ... / H

A. Course Identification and General Information

1 - Course title :	Fundamental of management	Course Code:	231 نما
2. Credit hours :	3 (
3 - Program(s) in which the course is offered:	MIS		
4 – Course Language :	English		
5 - Name of faculty member responsible for the course:	Musa'ab al hussein		
6 - Level/year at which this course is offered :	5		
7 - Pre-requisites for this course (if any) :			

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8 - Co-requisites for this course (if any) :

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9 - Location if not on main campus:
(.....)

10 - Mode of Instruction (mark all that apply)

A - Traditional classroom	<input checked="" type="checkbox"/>	What percentage?	100 %
B - Blended (traditional and online)	<input type="checkbox"/>	What percentage? %
D - e-learning	<input type="checkbox"/>	What percentage? %
E – Correspondence	<input type="checkbox"/>	What percentage? %
F - Other	<input type="checkbox"/>	What percentage? %

Comments :
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B Objectives

What is the main purpose for this course?

This subject aims to teach the student how to Get Maximum Results with Minimum Efforts and Increasing the Efficiency of factors of Production and Maximum Prosperity for Employer & Employees and Human betterment & Social Justice.

Briefly describe any plans for developing and improving the course that are being implemented :

Courses are periodically reviewed by the department in the college to make sure to keep pace of developments in the specialty in terms of modernity and

its responsiveness to the labor market.

- The use of modern references.

- A review of the requirements of the labor market

C. Course Description

1. Topics to be Covered

List of Topics	No. of Weeks	Contact Hours
Fundamental of management	2	9
The management environment	2	9
Foundation of planning	2	9
Foundation of organizing	2	9
Foundation of leading	1	3
Foundation of controlling	1	3
Foundation of decision making	2	9
Basic organization design	2	9

2. Course components (total contact hours and credits per semester):

	Lecture	Tutorial	Laboratory	Practical	Other:	Total
Contact Hours	45	45
Credit

3. Additional private study/learning hours expected for students per week.

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4. Course Learning Outcomes in NQF Domains of Learning and Alignment with Assessment Methods and Teaching Strategy

	NQF Learning Domains And Course Learning Outcomes	Course Teaching Strategies	Course Assessment Methods
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	NQF Learning Domains And Course Learning Outcomes	Course Teaching Strategies	Course Assessment Methods
1.0	Knowledge		
1.1	To build students' solid background in management and business	Lectures Discussion Case studies Group projects	Written test Class discussion
1.2	To improve students' business analytical skill	Lectures Discussion Case studies Group projects	Written test Class discussion
1.3	To enhance students' awareness of different management theories, practices, and activities	Lectures Discussion Case studies Group projects	Written test Class discussion
1.4			
1.5			
1.6			

	NQF Learning Domains And Course Learning Outcomes	Course Teaching Strategies	Course Assessment Methods
2.0	Cognitive Skills		
2.1	Develop research skills	Case studies Group projects	Class discussion
2.2	Learning the importance of management in all organizations types	Class discussion	Class discussion
2.3			
2.4			
2.5			
2.6			
3.0	Interpersonal Skills & Responsibility		
3.1	Working in teams during the lectures		
3.2	Group decision making		
3.3			
3.4			
3.5
3.6
4.0	Communication, Information Technology, Numerical		
4.1	Using presentation technology during present the researches		

	NQF Learning Domains And Course Learning Outcomes	Course Teaching Strategies	Course Assessment Methods
4.2	Using communication skills with the assignment of case study		
4.3			
4.4			
4.5			
4.6			
5.0	Psychomotor		
5.1
5.2
5.3
5.4
5.5
5.6

5. Schedule of Assessment Tasks for Students During the Semester:

	Assessment task	Week Due	Proportion of Total Assessment
1	Mid-term test	7	20%
2	Second mid-term test	12	20%

3	Homework , reports, assignment ,	3-8-13	10%
4	Final exam	16	50%
5			
6			
7			
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D. Student Academic Counseling and Support

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E. Learning Resources

<p>1. List Required Textbooks :</p> <ul style="list-style-type: none">• Robbins, Decenzo, & Coulter. (2011). <i>FUNDAMTELS of MANAGEMENT, Essential Concepts and Applications 7th global ed.</i> Pearson Education, UK.••
<p>2. List Essential References Materials :</p> <ul style="list-style-type: none">• Fundamentals of Management (7th Edition): Robbins, S. , DeCenzo, D. , & Coulter, M.••
<p>3. List Recommended Textbooks and Reference Material :</p> <ul style="list-style-type: none">•••
<p>4. List Electronic Materials :</p> <ul style="list-style-type: none">•••
<p>5. Other learning material :</p> <ul style="list-style-type: none">••

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F. Facilities Required

1. Accommodation <ul style="list-style-type: none">• Class room••
2. Computing resources <ul style="list-style-type: none">•••
3. Other resources <ul style="list-style-type: none">•••

G Course Evaluation and Improvement Processes

- 1 Strategies for Obtaining Student Feedback on Effectiveness of Teaching:**
- questionnaires for students to find out their opinions about the effectiveness of the scheduled teaching style through the website of the faculty member.
 - Communicate through the website to evaluate students' programs.

2 Other Strategies for Evaluation of Teaching by the Program/Department Instructor :

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3 Processes for Improvement of Teaching :

- Update learning resources based on the recommendations of the study plans and schedules department and internal audit
- encourage the use of modern technology in the provision of course.
- encourage self-learning processes.
- The promotion of foreign readings.
- • Encourage students to group discussions.

4. Processes for Verifying Standards of Student Achievement

sample of answers by a specialized committee to review the department.

-collective review and correction department.

-external audit of a sample of the students' answers

5 Describe the planning arrangements for periodically reviewing course effectiveness and planning for improvement :

- are reviewed periodically scheduled by the committee plans and schedules the school department to ensure the vital recent developments in the specialty.
- meet him in terms of content and level of the decision in another similar offers a similar program.
- Reload sources and references for decision on a regular basis and in accordance with modern developments in the specialty.
- use of modern technologies to provide decision.
- taking the recommendations of the internal and external audit in the improvement and development scheduled in the arena.

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Course Specification Approved

Department Official Meeting No (....) Date ... / / H

Course's Coordinator

Name : Musa'ab alhussein

Signature :

Date : 4/ 1 / 1437H

Department Head

Name : Dr waleed qwaider

Signature :

Date : / ... / H