

Planning and Quality Assurance Affairs

Form (A)

Course Specifications

General Information

Course name	Introduction To Management
Course number	ITIS1302
Faculty	
Department	
Course type	College Needs
Course level	1
Credit hours (theoretical)	3
Credit hours (practical)	0
Course Prerequisites	

Course Objectives

1 - Produce up-to-date, assertive and effective executives for business computing organizations
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## Intended Learning Outcomes

<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"><li>* a1. Show a critical understanding of the broad context within computing including issues such as quality, reliability, enterprise, employment law and accounting</li><li>* a2. Provide a deeper understanding of legal, professional and moral aspects of the exploitation of IT</li><li>* a3. Demonstrate strong knowledge of business information systems</li><li>* a4. Provide a deeper understanding of some aspects of decision support systems</li><li>* a5. Demonstrate a working knowledge within key domains of management, business, economics, operations management, corporate finance, marketing, and strategic planning</li></ul>
<b>Intellectual Skills</b>	<ul style="list-style-type: none"><li>* b1. Generate an innovative design to solve a problem containing a range of commercial and industrial constraints</li><li>* b2. Recognize the professional, moral and ethical issues of involved in the exploitation of computing and be guided by their adoption, reflect on issues of professional practice within the discipline</li><li>* b3. Identify attributes, components, relationships, patterns and main ideas</li><li>* b4. Recognize risks aspects involved in the operation of computing systems and projects</li></ul>
<b>Professional Skills</b>	<ul style="list-style-type: none"><li>* c1. Make effective use of general IT facilities, plan and manage a project to complete within budget and schedule</li><li>* c2. Appreciate the need for continuing professional development in recognition of the need for lifelong learning</li></ul>
<b>General Skill</b>	<ul style="list-style-type: none"><li>* d1. Communicate effectively by oral, written and visual means</li><li>* d2. Lead and motivate individuals</li><li>* d3. Manage tasks and resources</li><li>* d4. Acquire entrepreneurial skills</li><li>* d5. Develop strong problem-solving and decision-making skills, and will be able to apply those skills effectively in all aspects of their future lives</li><li>* d6. Build problem-solving and decision-making skills and will be able to apply those skills effectively in all aspects of their future lives</li><li>* d7 Work effectively as an individual and as a member of a team</li></ul>

## Course Contents

1 - Management concepts, level and types of management, planning and organization of work flow, delegation, leadership styles
2 - Decision making, stress and time management, and employee relations, decision-making in such areas as investment in operations
3 - Productions planning, scheduling and control, reliability and maintenance

## Teaching and Learning Methods

1 - Lectures
2 - Tutorial Exercises
3 - Case Study

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**Students Assessment**

<u>Assessment Method</u>	<u>TIME</u>	<u>MARKS</u>
Mid-Term Exam I	6th week	20
Mid-Term Exam II	12th week	20
Class Work	During the 16 weeks	10
Final Exam	16th week	50

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**Books and References**

Essential books	Ricky W. Griffin, Fundamentals of Management, South-Western College Pub; 5 edition, 2007
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**Knowledge and Skills Matrix**

Main Course Contents	Study Week	Knowledge and Understanding	Intellectual Skills	Professional Skills	General Skill
Management concepts, level and types of management, planning and organization of work flow, delegation, leadership styles	1-5	a1-a3, a5	b1-b4	c1, c2	d1-d7
Decision making, stress and time management, and employee relations, decision-making in such areas as investment in operations	6-10	a1-a5	b1-b4	c1, c2	d1-d7
Productions planning, scheduling and control, reliability and maintenance.	11-15	a1-a3, a5	b1-b4	c1, c2	d1-d7