University: *Fayoum University*
Faculty: *Computers and Information*
Department: *Information Systems*

Course Specification

1- Basic Information		
Code: GEN 115	**Course Title:** Business Administration	**Year/Level:** First year – Second term
Programme: B.Sc degree in Information Systems	**Number of units:** **Lecture:** **Tutorial:** **Practical:**	2 hrs/ week 0 hrs/ week 0 hrs/ week

2- Aims of Course:	1. Understanding management & its Functions 2. Managing manpower in establishments effectively to increase productivity 3. Managing up to date Information Technology

3- Intended Learning Outcomes	

A- Knowledge and Understanding:	A2 List the Fundamental topics in Computer Science and Information systems related to software engineering principles, computer organization and architecture
	     a1.linking software life cycle with management processes
	     a2. Explain Levels and types of management
	 A7 Demonstrate essential facts, concepts, principles and theories relating to computing and information and computer applications as appropriate to the program of study
	     a3. Perform problem analysis from written descriptions; derive requirements specifications from an understanding of problems (analysis, synthesis)

B- Intellectual Skills:	B3. Generate a range of innovative design patterns and solutions to solve a computer science problem containing a range of commercial and industrial constraints. b1 The planning process b2 Control techniques B8. Identify criteria to measure and interpret the appropriateness of a computer system for its current deployment and future evolution. b3. Methods of human resources-management
C- Professional and Practical Skills:	C3. Investigate the professional, economic, social, environmental, moral and ethical issues involved in the sustainable exploitation of computer technology and be

	guided by the adoption of appropriate professional, ethical and legal practices. c1.Methods of human resources-management c2.design different management business scenarios C13.Handle a mass of diverse data, assess risk and draw conclusions. c3. Explain different management situations
D- General and transferable Skills	D3. Work as a member of a development team, recognizing the different roles within a team and different ways of organizing teams. d1. Simulate managerial situations among students D6. Demonstrate skills in team work, team management, time d2. Management and organizational skills.

4-Course Content:	1. Introduction to management concepts 2. Levels and types of management 3. Characteristics of successful management 4. The planning process 5. Setting organization objectives and goals 6. Organization types and its people and production 7. Decision making 8. Fundamentals of control 9. Control techniques 10. Methods of human resources-management 11. Role of purchasing and materials management in business.

5- Teaching and Learning Methods:	1. Lectures 2. Tutorials 3. Class discussions 4. Internet searches

6- Teaching and Learning Methods for handicapped students :	-

7- Student Assessment

A- Assessment Methods:	1. Assignments and Quizzes 2. Midterm written exam 3. Final written exam
B- Assessment schedule:	Midterm Examination: Week 7 Final Examination: Week 15
C- Weighting of assessments:	Assignments and Quizzes: 0% Mid-Term Examination: 20% Final-term Examination: 80%

8- Books and References

A- Notes:	Notes Published by the teacher.
B- Essential Books (Text Books):	▪ Ann Harrison: Managing Employees Performance (2007) ▪ The Interpersonal Communication Book (13th Ed, 2015)
C- Recommended Books:	▪ Robert H. Woods Managing Human Resources U.S.A (2006) ▪ Sheila W& Laurie A.: Turning Training into Learning U.S.A (2000)
D- Periodicals, Web sites, … etc	▪ www.wokforse.com ▪ www.management.com

Course Professor: Dr.Mohamed Hassan   Department Head: Dr.Amira Edress

Course Content Intended Learning Outcomes Matrix

Course Title: Business Administration
Course Code: GEN 115

Course Content	Week	Knowledge & Understanding			Intellectual Skills			Professional & Practical Skills			General & Transferable Skills		
		a1	a2	a3	b1	b2	b3	c1	c2	c3	d1	d2	d3
1. Introduction to management concepts	1	x			x				x			x	
2. Levels and types of management	2	x			x		x		x		x	x	
3. Characteristics of successful management	3	x			x		x		x		x	x	
4. The planning process	4			x		x							x
5. Setting organization objectives and goals	5			x		x				x	x		
Organization types and its people and production .6	6		x										
Decision making .7	7			x		x					x		x
Fundamentals of control .8	8		x					x			x		
Control techniques .9	9		x					x			x	x	
10. Methods of human resources-management	10		x						x	x			
11. Role of purchasing and materials management in business	11			x		x							x

Course coordinator: Dr.Mohamed Hassan   Head of Department: Dr. Amira Edress