# Faculty of Commerce & Business Administration – Future University

# Management Information System Program Specification

**Management Information System Department**
## Academic year 2022-2023

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# Faculty and Program Mission

## Faculty Mission:

The faculty of Commerce and Business Administration in Future University is committed to achieve educational effectiveness that keeps pace with modern trends and technology in education, to prepare a distinguished graduate with professional values and ethics capable of innovation and competition locally and regionally, and excellence in scientific research, community service and participate in achieving sustainable development.

## Management Information System Mission:

The Management Information Systems Program of the Faculty of Commerce and Business Administration in Future University is committed to prepare a scientifically and professionally specialized graduate, who possesses values and professional ethics, able to innovate and compete in the labor market locally and regionally, develops information systems and uses modern technologies in the business environment, and achieve excellence in scientific research, community service and participation in sustainable development.

# Program Objectives

## Program objectives:

1. Providing students with basic sciences, applied skills, and practical training in the uses of management information systems and modern information technologies.
2. Preparing a graduate who is distinguished by commitment, credibility, scientific integrity, and societal responsibility in the field of management information systems.
3. Qualifying a graduate capable of distinction, innovation, and development in the field of management information systems.
4. Enhancing students' ability to communicate and interact in a team spirit and respect the opinion of others in the field of management information systems.
5. Developing students' self-learning and cooperative skills in the field of management information systems.
6. Preparing a distinguished graduate in postgraduate studies and scientific research in the field of management information systems.
7. Introducing a graduate who is committed to delivery of various community services through the launching of many community initiatives.

# A - Basic Information

1. **Program title:** Management Information Systems

2. **Program type:** Single

3. **Department responsible for the program:** Management Information Systems Department.

4. **Date of program approval:** 2014

5. **Departments participate in the program:**

   - Accounting

   - Business Administration Department.

   - University Requirements and training center.

     - English unit.

     - University Requirement Unit.

6. **Date of program specification approval:**

   - Department Academic Council Approval: No. (70) Date 18/7/2022

   - Faculty Academic Council Approval: No. (84)   Date 25/7/2022

7. **Program Coordinator:** Assoc. Prof. Ahmed Sayed Salama

8. **Program Internal evaluator:** Assoc. Prof. Ghada Refaat

9. **Program External evaluator:** Prof. Mohamed Ismail Roushdy

# B - Specialized Information

## 1.    Management Program Aims

### Management Information Systems General Aims

*The Management Information Systems program is designed to provide the student with a mature foundation of business concepts and practices that enable modern information systems.  By the end of the program, the graduate should be able to:*

**1.1**. Use the suitable methods for promoting scientific thinking and problem-solving techniques. *(General MIS ARS: 1.1G)*

**1.2** Utilize the Knowledge, Skills, practices, and competence in the Management Information Systems field, related to corporate social responsibilities in a positive manner, to design business processes, to solve management problems, and to support business decisions. *(General MIS ARS: 1.2G)*

**1.3** Communicate effectively and efficiently with the surrounded community. *(General MIS ARS: 1.3G)*

**1.4** Adapt with the new international management trends and its impact on the Management Information Systems practices. *(General MIS ARS: 1.4G)*

**1.5** Apply continuing education knowledge and skills to develop Management Information Systems practices. *(General MIS ARS: 1.5G)*

**1.6** Commit to the academic integrity and ethical, standards and practices in all designated responsibilities, tasks, and duties. *(General MIS ARS: 1.6G)*

**1.7** Prepare feasibility studies and investment projects evaluation techniques. *(General MIS ARS: 1.7G)*

**1.8** Adapt the know-how of utilizing information technology. *(General MIS ARS: 1.8G)*

### Management Information Systems Specific Aims:

*In addition to the above general aims, the graduate should be able to:*

**1.9**. Solve various managerial problems using information systems *(MIS ARS: 1/1S)*

**1.10**. Design plans, organizational structures, and administrative work according to the nature of different activities in institutions *(MIS ARS: 1/2S)*

**1.11**. Explain the basics of the system development life cycle (SDLC), networks, information security, data mining, e-commerce, and crisis management *(MIS ARS: 1/3S)*

**1.12**. Manage and design of data models and their use in supporting the adoption of various managerial decisions *(MIS ARS: 1/4S)*

**1.13**. Use appropriate software, design methodologies, and database systems to serve various business processes *(MIS ARS: 1/5S)*

**1.14**. Apply the principles of effective data management and information retrieval. *(MIS ARS: 1.6S)*

**1.15**. Explain the basics of smart information technology *(MIS ARS: 1/7S)*

**1.16**. Evaluate information systems according to quality standards *(MIS ARS: 1/8S)*

**1.17.** Describe the concepts and principles of financial, accounting, marketing, and human resources management business functions to employ efficiently the appropriate contemporary information systems. *(MIS ARS: 1/9S)*

## 2.    Intended Learning Outcomes (ILOs):

### a. Knowledge and Understanding:

**Management Information Systems General ILOS: Knowledge and Understanding**

*By the end of the Program, the graduates should be able to:*

**a1.** Describe different management organizational types, their structures, and functions. *(General MIS ARS: 2.1G)*

**a2.** Discuss the different environments in which organizations operate and the different methods to deal with it. *(General MIS ARS: 2.2G)*

**a3.** Illustrate the current developments, new trends and contemporary issues in business practices. *(General MIS ARS: 2.3G)*

**a4.** Explain the concepts, principles and theories related to business practices *(General MIS ARS: 2.4G)*

**a5.** Relate other social sciences relevant to business discipline. *(General MIS ARS: 2.5G)*

**a6.** Demonstrate the research methodology, analysis, and statistical techniques related to the field of management sciences. *(General MIS ARS: 2.6G)*

**a7**. Explain the interdisciplinary approaches and concepts between management sciences and other social sciences. *(General MIS ARS: 2.7G)*

**a8.** Express all the ethical and disciplinary considerations in the business field. *(General MIS ARS: 2.8G)*

**Management Information Systems <span style="color:red">Specific</span> ILOS: Knowledge and Understanding**

*By the end of the program, the graduate should be able to:*

**a9**. Identify theoretical and practical foundations of data and information management systems, management of MIS projects, and analysis and design of information systems *(MIS ARS: 2/1S)*

**a10**. Discuss principles and practices of data retrieval and modeling, multimedia, and management of information-based decision support systems for various business processes. *(MIS ARS: 2/2S)*

**a11**. Explain the basic knowledge of computer networks and information security. *(MIS ARS: 2/3S)*

**a12.** Illustrate Specification, analysis, design, implementation, operation, and maintenance of various management information systems solutions. *(MIS ARS: 2/4S)*

**a13.** Discuss process and organizational data modeling, implementation of technology solutions, business processes, and management of information systems projects. *(MIS ARS: 2/5S)*

**a14**. Identify concepts and foundations for preparing plans, programs, policies, and strategies for knowledge management in accordance with the requirements of institutions to meet the expectations of the parties involved in the organization. *(MIS ARS: 2/6S)*

**a15.** Explain foundations of preparing MIS projects feasibility studies and evaluating their investment proposals. *(MIS ARS: 2/7S)*

**a16.** Illustrate the basics of designing organizational structures, systems, and administrative work guides for the various activities of the institution. *(MIS ARS: 2/8S)*

**a17.** Discuss concepts such as total quality, re-engineering operations, and labor allocation, and identify the opportunities to apply them in different areas of work *(MIS ARS: 2/9S)*

**a18.** Explain organizational communications and labor relations and their implementation in management information systems. *(MIS ARS: 2/10S)*

**a19.** Describe the current operation and technical problems of information systems, with the human and economic aspects, and the required strategies to solve them. *(MIS ARS: 2/11S)*

**a20.** Describe concepts of financial institutions, capital budgeting, financial markets,portfolio management, insurance, financial planning, accounting and auditing systems that can be implemented by Information Systems. *(MIS ARS: 2/12S)*

**a21.** Identify main human resources management functions including human resources planning, recruitment, performance management, training, and development as important information systems. *(MIS ARS: 2/12S)*

**a22.** Describe the contemporary concepts and technologies of E-marketing, consumer behavior analysis, marketing research and strategic marketing that can be employed by information systems. *(MIS ARS: 2/12S)*

## b. Intellectual Skills:

### Management Information Systems General ILOS: Intellectual Skills

*By the end of program, the graduate should be able to:*
**b1.** Classify the different scientific approaches used in thinking and information systems usage. *(General MIS ARS: 3.1G)*

**b2.** Interpret the different approaches of creative thinking. *(General MIS ARS: 3.2G)*

**b3.** Evaluate critically the positive approaches and the negative drawbacks related to contemporary issues. *(General MIS ARS: 3.3G)*

**b4.** Analyze numerical data and its interpretation. *(General MIS ARS: 3.4G)*

**b5.** Choose the appropriate practices that enable the organization to transform threats to opportunities. *(General MIS ARS: 3.5G)*

**b6.** Integrate the subjective viewpoints in an objective scientific manner supported by business supports financial data and research findings in the business discipline. *(General MIS ARS: 3.6G)*

### Management Information Systems Specific ILOS: Intellectual Skills

*By the end of the program, the graduate should be able to:*
**b7.** Evaluate the application of management information systems with their relative environmental variables, and administrative systems to organizations and decision-making patterns. *(MIS ARS: 3/1S)*

**b8.** Examine different scenarios, strategies and models that deal with various types of MIS and to apply them within organizations. *(MIS ARS: 3/2S)*

**b9.** Evaluate management information systems and suggest solutions for enhancing systems in organizations. *(MIS ARS: 3/3S)*

**b10.** Distinguish between tools, methods, and techniques for designing management information systems for various types of business processes to solve business problems. *(MIS ARS: 3/4S)*

**b11.** Design feasibility studies for management information systems projects. *(MIS ARS: 3/5S)*

**b12.** Design business information systems that solve problems involving commercial and industrial constraints. *(MIS ARS: 3/6S)*

**b13.** Evaluate different scenarios, strategies, and models to deal with different functions of financial, accounting, marketing and human resources management systems and empower them in creating strategic competitive organization market position. *(MIS ARS:3/7S)*

**b14**. Analyze problems related to financial, accounting, marketing and human resources management business functions and suggest to them efficient and effective economic feasible solutions. *(MIS ARS: 3/7S)*

## c. Professional and Practical skills:

**Management Information Systems General ILOS: Practical and Professional Skills**

*By the end of the program, the graduate should be able to:*
**c1.** Use organizational resources (physical, financial, human…. etc.) efficiently and effectively. *(General MIS ARS: 4.1G)*

**c2**. Conduct different market research studies and analysis. *(General MIS ARS: 4.2G)*

**c3.** Examine different information sources and their validity. *(General MIS ARS: 4.3G)*

**c4.** Collect various data and statistics and interpret their economic and social indications. *(General MIS ARS: 4.4G)*

**c5.** Design management, accounting, and insurance information systems related to various business disciplines. *(General MIS ARS: 4.5G)*

**c6.** Employ the appropriate scientific methods in solving problems. *(General MIS ARS: 4.6G)*

**c7.** Appraise the performance of different organizations through business monitoring and management control techniques. *(General MIS ARS: 4.7G)*

**c8.** Prepare business reports in a scientific manner. *(General MIS ARS: 4.8G)*

**c9.** Practice computer applications and information technology in the various business disciplines. *(General MIS ARS: 4.9G)*

**c10.** Use financial data, appraisal reports and other business reports for improving

**c10.** Use financial data, appraisal reports and other business reports for improving organization performance. *(General MIS ARS: 4.10G)*

**Management Information Systems Specific ILOS: Practical and Professional Skills**

*By the end of the program, the graduate should be able to:*

**c11**. Prepare strategic plans and business policies related to management information systems integration and operation within organizations. *(MIS ARS: 4/1S)*

**c12.** Design different automated work systems and manuals according to work needs. *(MIS ARS: 4/2S)*

**c13.** Design organizational hierarchy and business process to be integrated with management information systems. *(MIS ARS: 4/3S)*

**c14.** Design management information systems and databases as response to information needs to enhance organization performance. *(MIS ARS: 4/4S)*

**c15**. Prepare professional management information systems projects feasibility studies for projects evaluation. *(MIS ARS: 4/5S)*

**c16.** Apply appropriate information retrieval and data security techniques and tools in various business organizations. *(MIS ARS: 4/6S)*

**c17.** Apply best business practices related to financial, accounting, marketing, and human resources management systems to be easily implemented by contemporary information systems. *(MIS ARS: 4/7S)*

## d. General and Transferable Skills:

**Management Information Systems ILOS: General and Transferable Skills**

*By the end of the program, the graduate should be able to:*
**d1.** Manage time effectively. *(General MIS ARS: 5.1G)*

**d2.** Communicate effectively with others. *(General MIS ARS: 5.2G)*

**d3.** Respect teamwork. *(General MIS ARS: 5.3G)*

**d4.** Participate in continuous professional development and lifelong learning through developing intellectual and cognitive skills. *(General MIS ARS: 5.4G)*

**d5.** Use both qualitative methods and problem-solving tools on individual and corporate levels. *(General MIS ARS: 5.5G)*

**d6.** Apply communication skills techniques in Presentations and discussion. *(General MIS ARS: 5.6G)*

**d7.** Enhance self and stress management skills. *(General MIS ARS: 5.7G)*

**d8.** Implement creative, innovative, and continuous work techniques. *(General MIS ARS: 5.8G)*

**d9.** Retrieve different scientific terminologies related to business practices *(General MIS ARS: 5.9G)*

**d10.** Use English language properly in all discussions, research, and presentations *(General MIS ARS: 5.10G)*

## 3.    Academic Standards of the program:

The MIS Department had designed ARS for the program (Appendix A) which was approved by:

-    The Department council: No. (1) 5/9/2016

-    The Faculty council: No. (36) 3/10/2016

*, Review the following Appendices:*

- *Appendix A:* ARS for Management Information Systems Program

- *Appendix B:* MIS Graduate Attributes vs Program Mission and Objectives

- *Appendix C*: MIS Program vs ARS Matrix.

- *Appendix D:* Program Aims Vs Program ILOs

## 4.    Reference Standards (Benchmark)

- National Academic Reference Standards (NARS) for faculties of commerce and business administration sector
- National Academic reference Standards (NARS) for Computing and Information Disciplines (Information System)

## 5.    Program Structure:

a- **Program duration:** 4 levels divided into 8 semesters for 4 Academic years.

b- **Program structure:**

- Actual hours: Theoretical (130), Practical (37), Total (167)

- Total credit hours: (130)

| Courses | | NARS | Program | |
|---|---|---|---|---|
| **No.** | **Sciences Nature** | **%** | **Credit Hours** | **%** |
| 1 | **Basic Sciences** | 25% | 33 | 25.5% |
| 2 | **Humanities & Social Sciences** | 12.5% | 15 | 11.5% |
| 3 | **Specialization Courses** | 50% | 67 | 51.5% |
| 4 | **Sciences left to colleges** | 12.5% | 15 | 11.5% |
| | **Total** | 100% | 130 | 100% |

*__Humanities & Social Sciences:__ PSC110, MGT 102, 2 Uni. Electives, LAW101, ECN102

*__Specialization Courses:__ (Compulsory and Electives, Minor, MIS201, MIS202, SAT 101, SAT 201)

*__Sciences left to colleges:__ (ENG KET, ENG PET, CSC101, REM 101, ECN 101, ECN 201)

*__Basic Sciences:__ Rest of faculty requirements

*__Summer training:__ 6 weeks at the end of the 2$^{nd}$ and 3$^{rd}$ year – 3 weeks each year

## c- Program Courses

### 1- University Requirements

#### • Mandatory (Compulsory) Courses: (8 credit hours)

| Course Code | Course Name | Credit Hours | Prerequisites |
|---|---|---|---|
| ENG EL | English Elementary | 0 | - |
| ENG KET/KET A | English KET/KET Advanced | 2 | ENG KET |
| ENG PET/ ENG PET A | English PET/ PET Advanced | 2 | Placement test |
| CSC101 | Introduction to Computer | 2 | - |
| PSC110 | Human Rights | 2 | - |

#### • Elective Courses: (4 credit hours)

| Course Code | Course Name | Credit Hours | Prerequisites |
|---|---|---|---|
| MGT100 | Small Business Management | 2 | - |
| PSY101 | Introduction to Psychology | 2 | - |
| SOC101 | Introduction to Sociology | 2 | - |
| ENV101 | Introduction to Environmental Science | 2 | - |
| CSC102 | Specialized Computer Applications | 2 | CSC101 |
| SCT101 | Scientific Thinking | 2 | - |
| CPS101 | Communication and Presentation Skills | 2 | - |

### 2- Faculty Requirements (63 credit hours):

| Course Code | Course Title | Prerequisite | Credit hours |
|---|---|---|---|
| MGT101 | Introduction to Management | | 3 |
| ACT101 | Introduction to Accounting | | 3 |
| ECN101 | Introduction to Microeconomics | | 3 |
| MAT101 | Business Mathematics | | 3 |
| LAW101 | Business Law | | 3 |
| ECN102 | Introduction to Macroeconomics | | 3 |
| MGT102 | Organization Behavior | MGT101 | 3 |
| SAT101 | Introduction to Business Statistics | | 3 |
| ACT102 | Financial Accounting | ACT101 | 3 |
| REM101 | Research Methodology | | 3 |
| FIN201 | Corporate Finance (1) | | 3 |
| MGT201 | Production and Operations Management | MGT101 | 3 |
| ACT201 | Cost Accounting | ACT102 | 3 |

| Course Code | Course Title | Prerequisite | Credit hours |
|---|---|---|---|
| MIS201 | Introduction to Management Information Systems | | 3 |
| MIS202 | Introduction to Programming | MIS201 | 3 |
| MKT201 | Introduction to Marketing | MGT101 | 3 |
| SAT201 | Advanced Statistics | SAT101 | 3 |
| ECN201 | Money and Banking | ECN102 | 3 |
| HRM201 | Introduction to Human Resources Management | MGT101 | 3 |
| MGT401 | Strategic Management | MGT101 | 3 |
| MGT402 | Feasibility Studies | ECN101, MGT101 | 3 |
| **Total Credit Hours** | | | **63 hours** |

## 3- Specialization core courses: (40 Credit Hours)

- **Department Compulsory Courses (28 Credit Hours)**

| Course Code | Course Title | Prerequisite | Number of Credit Hours |
|---|---|---|---|
| **MIS 301** | Advanced Programming | MIS 202 | 3 |
| **MIS 302** | E-Commerce | MIS 201 | 3 |
| **MIS 303** | Data Base Systems | MIS 201 | 3 |
| **MIS 305** | Advanced Data Base | MIS 303 | 3 |
| **MIS 306** | System Analysis and Design | MIS 303 | 3 |
| **MIS 307** | Operating Systems | MIS 303 | 3 |
| **MIS 401** | Decision Support Systems | MIS 201 | 3 |
| **MIS 402** | Computer Networks | MIS 306 | 3 |
| **GIS 401** | Graduation Project 1 | REM 101, SAT 201, MIS 301, MIS 306 | 2 |
| **GIS 402** | Graduation Project 2 | GIS 401 | 2 |
| **Total Credit Hours** | | | 28 |

- **Department Elective Courses  (12 Credit Hours)**

| Course code | Course Name | Prerequisites | Credit Hours | Theoretical hours | Practical Hours |
|---|---|---|---|---|---|
| **MGT301** | Negotiation Management | MGT101 | 3 | 3 | - |
| **MGT302** | Business Communication | MGT101 | 3 | 3 | - |
| **MGT303** | Small Business Management and Entrepreneurship | MGT101 | 3 | 3 | - |
| **MIS304** | Special Topics in MIS | MIS201 | 3 | 3 | - |
| **MIS308** | Internet and Multimedia | MIS202 | 3 | 3 | 2 |

| | | | | | |
|---|---|---|---|---|---|
| **MIS309** | Information Security | MIS301 | 3 | 3 | 2 |
| **MIS403** | Data Warehousing and Business Intelligence | MIS202, MIS303 | 3 | 3 | 2 |
| **MIS404** | Artificial Intelligence | MIS202 | 3 | 3 | 2 |
| **Total Credit Hours (4 Elective Courses)** | | | 12 | | |

- **Minor Courses: (15 Credit Hours)**

## Students can choose one of the following minors

### List of Minor Courses/ Marketing Minor

| Course Code | Course Title | Credit Hours | Theoretical (Hours) | Practical (Hours) | Pre-requisite |
|---|---|---|---|---|---|
| MKT302 | Consumer Behavior | 3 | 3 | | MKT201 |
| MKT303 | Marketing Research | 3 | 3 | 1 | MKT201 |
| MKT304 | Integrated Marketing Communication | 3 | 3 | 1 | MKT201 |
| MKT306 | E-Marketing | 3 | 3 | | MKT201 |
| MKT401 | Strategic Marketing | 3 | 3 | 1 | MKT201 |

### List of Minor Courses/ Finance Minor

| Course Code | Course Title | Credit Hour | Theoretical (Hours) | Practical (Hours) | Pre-requisite |
|---|---|---|---|---|---|
| MAT301 | Insurance and Risk Management | 3 | 3 | 1 | MAT101 |
| FIN301 | Corporate Finance (2) | 3 | 3 | 1 | FIN201 |
| FIN302 | Bank Management | 3 | 3 | 1 | ACT101 |
| FIN303 | Investment and Portfolio Management | 3 | 3 | 1 | FIN201 |
| FIN305 | Financial Markets | 3 | 3 | 1 | FIN201 |

### List of Minor Courses/ HR Minor

| Course Code | Course Title | Credit Hours | Theoretical (Hours) | Practical (Hours) | Pre-requisite |
|---|---|---|---|---|---|
| HRM301 | Performance Management | 3 | 3 | 1 | MGT101, HRM201 |
| HRM302 | Recruitment and Selection | 3 | 3 | | HRM201 |
| HRM303 | Human Resources Planning | 3 | 3 | | HRM201 |
| HRM304 | Training and Development | 3 | 3 | | HRM303 |
| HRM401 | Strategic Human Resources Management | 3 | 3 | 1 | HRM201, MGT401 |

### List of Minor Courses/ Accounting

| Course Code | Course Title | Credit Hours | Theoretical (Hours) | Practical (Hours) | Pre-requisite |
|---|---|---|---|---|---|
| ACT301 | Auditing | 3 | 3 | 1 | ACT102 |
| ACT302 | Intermediate Accounting | 3 | 3 | 1 | ACT102 |

| Course Code | Course Title | Credit Hours | Theoretical (Hours) | Practical (Hours) | Pre-requisite |
|---|---|---|---|---|---|
| ACT303 | Advanced Cost Accounting | 3 | 3 | 1 | ACT201 |
| ACT304 | Managerial Accounting and Budgeting | 3 | 3 | 1 | ACT201 |
| ACT402 | Specialized Accounting | 3 | 3 | 1 | ACT302 |

## Program courses distribution according to levels:
### Level one – Fall

| Course Code | Course Title | Credit Hours | Theoretical (Hours) | Practical (Hours) | Pre-requisite |
|---|---|---|---|---|---|
| MGT101 | Introduction to Management | 3 | 3 | | |
| ACT101 | Introduction to Accounting | 3 | 3 | 1 | |
| ECN101 | Introduction to Microeconomics | 3 | 3 | 1 | |
| MAT101 | Business Mathematics | 3 | 3 | 1 | |
| LAW101 | Business Law | 3 | 3 | | |
| **Total Credit Hours: 15 Hours** | | | | | |

### Level one – Spring

| Course Code | Course Title | Credit Hours | Theoretical (Hours) | Practical (Hours) | Pre-requisite |
|---|---|---|---|---|---|
| ECN 102 | Introduction to Macroeconomics | 3 | 3 | 1 | |
| MGT 102 | Organization Behavior | 3 | 3 | | MGT101 |
| REM 101 | Research Methodology | 3 | 3 | 1 | |
| SAT 101 | Introduction to Business Statistics | 3 | 3 | 1 | |
| ACT 102 | Financial Accounting | 3 | 3 | 1 | ACT101 |
| **Total Credit Hours: 15 Hours** | | | | | |

### Level Two – Fall

| Course Code | Course Title | Credit Hours | Theoretical (Hours) | Practical (Hours) | Pre-requisite |
|---|---|---|---|---|---|
| MKT201 | Introduction to Marketing | 3 | 3 | | MGT101 |
| FIN201 | Corporate Finance (1) | 3 | 3 | 1 | |
| MGT201 | Production and Operations Management | 3 | 3 | 1 | MGT101 |
| ACT201 | Cost Accounting | 3 | 3 | 1 | ACT102 |
| MIS201 | Introduction to Management Information Systems | 3 | 3 | | |
| **Total Credit Hours: 15 Hours** | | | | | |

## Level two – Spring

| Course Code | Course Title | Credit Hours | Theoretical (Hours) | Practical (Hours) | Pre-requisite |
|---|---|---|---|---|---|
| **MIS202** | Introduction to Programming | 3 | 3 | 1 | MIS201 |
| **SAT201** | Advanced Statistics | 3 | 3 | 1 | SAT101 |
| **ECN201** | Money and Banking | 3 | 3 | 1 | ECN102 |
| **HRM201** | Introduction to Human Resources Management | 3 | 3 | | MGT101 |
| **Total Credit Hours: 12 Hours** | | | | | |

## Level Three - Fall

| Course Code | Course Title | Credit Hours | Theoretical (Hours) | Practical (Hours) | Pre-requisite |
|---|---|---|---|---|---|
| **MIS301** | Advanced Programming | 3 | 3 | 1 | MIS202 |
| **MIS302** | E-Commerce | 3 | 3 | | MIS201 |
| **MIS303** | Data Base Systems | 3 | 3 | 1 | MIS201 |
| | Minor (1) | 3 | 3 | | |
| | Elective (1) | 3 | 3 | | |
| **Total Credit Hours: 15 Hours** | | | | | |

## Level Three - Spring

| Course Code | Course Title | Credit Hours | Theoretical (Hours) | Practical (Hours) | Pre-requisite |
|---|---|---|---|---|---|
| **MIS305** | Advanced Data Base | 3 | 3 | 1 | MIS303 |
| **MIS306** | System Analysis and Design | 3 | 3 | 1 | MIS303 |
| **MIS307** | Operating Systems | 3 | 3 | 1 | MIS303 |
| | Minor (2) | 3 | 3 | | |
| | Elective (2) | 3 | 3 | | |
| **Total Credit Hours: 15 Hours** | | | | | |

## Level Four - Fall

| Course Code | Course Title | Credit Hours | Theoretical (Hours) | Practical (Hours) | Pre-requisite |
|---|---|---|---|---|---|
| MGT401 | Strategic Management | 3 | 3 | 1 | MGT101 |
| GAC401 | Graduation Project 1 | 2 | 2 | | REM101, SAT201 |
| | Minor (3) | 3 | 3 | | |
| | Minor (4) | 3 | 3 | | |
| | Elective (3) | 3 | 3 | | |
| **Total Credit Hours: 14 Hours** | | | | | |

# Level Four - Spring

| Course Code | Course Title | Credit Hours | Theoretical (Hours) | Practical (Hours) | Pre-requisite |
|---|---|---|---|---|---|
| MGT402 | Feasibility Studies | 3 | 3 | 1 | MGT101, ECN101 |
| GIS402 | Graduation Project 2 | 2 | 2 | | GIS401 |
| MIS401 | Decision Support Systems | 3 | 3 | | MIS201 |
| MIS402 | Computer Networks | 3 | 3 | 1 | MIS306 |
| | Minor (5) | 3 | 3 | | |
| | Elective (4) | 3 | 3 | | |
| **Total Credit Hours: 17 Hours** | | | | | |

## 6. Courses Content

*Review Appendix E: Program ILOs vs Courses matrix*

*Review Appendix F: Courses Specification*

## 7. Program Admission Requirements

**Students, with the following qualifications, are eligible for admission at Future University:**

- Those who have The Egyptian General Secondary Certificate of Education (Thanaweya Amma) or its equivalent certificates according to rules issued by the Supreme Council of Private Universities. The University Council, considering rules of admission to the faculty, determines number of non-Egyptian students who might be admitted at the University.
- Those who receive the required grades in high school exam or its equivalent according to the Ministry of Higher Education policy toward private higher education. These grades should not be less than those spelled out in the Presidential Decree concerning the establishment of Future University.
- Those who successfully pass admission and competence tests, or any other tests determined by the University Council.
- Those who successfully pass high school exam or its equivalent required admission courses for the faculty he/ she is applying for.
- Those who successfully pass medical exam determined by University Council.

**Students with high school certificate or its equivalent from previous year might be admitted if the following conditions are met:**

- No more than one year elapsed since student received high school certificate or its equivalent.
- Student should have received minimum required grade for admission at the University according to the Presidential Decree of its establishment.

- Student should present a confirmation that he/she is not admitted to any Egyptian or equivalent University in the year he/she received his/ her high school certificate or its equivalent.
- Student should successfully pass competence tests or any other tests required by the University.
- Students who have been dismissed from state or private universities are ineligible for admission.

🔸 **English Language Requirements**:

Since English is the teaching language at FCBA, all applicants must go through an English placement exam as an enrollment condition for any degree program. Based on the exam score the students' English level is classified as Elementary level which is non-credit, Key English Test (KET) level or Preliminary English Test (PET). The student grades in ENG PET/ ENG PET A and in ENG KET/ ENG KET A is counted in their GPA

## 8. Regulations for progression and program completion:

- ### Requirements for Graduation

To receive a Bachelor's Degree, students must complete a four-year program in which they complete 130 credit hours which combine University requirements (12 credit hours), Faculty requirements (63 credit hours), and Department requirements distributed as specialization core courses (40 credit hour) and minor courses (15 credit hours) given that the minimum letter grade in any course is "D" and the minimum Cumulative Grade Point Average (CGPA) is "C" to be awarded a Bachelor of Science Degree (B.Sc.). Student must pass a field training in the second and third levels due to a corrective action to the faculty bylaw taken in the Faculty Council on November 2019.

- ### Semesters:

Academic year is divided into two regular semesters (fall and spring); each semester consists of fifteen weeks. The Faculty could arrange for summer semester which covers six weeks where students would be allowed to register for a maximum of six credit hours.

- ### Academic Advising and Registration

The faculty assigns academic advisors from the staff to each group of students. The academic advisors guide students in the selection of courses and the field

of study during their four academic years. The academic advisor's guidance is optional. The student is responsible for the final selection of courses and field of study. Registration of courses during the period of registration as announced in the academic calendar is mandatory. Students could only register courses which they successfully completed their prerequisites.

- **Class Levels:**

  FCBA has 4 class levels: First, Second, Third and Fourth. Class level of each student is determined by the total number of earned credit hours for the student.

  - In First Level: Students should pass **36** Credit hours as follows: Compulsory **32** Collateral – Elective 4
  - In Second Level: Students should pass **33** Credit hours as follows: Compulsory **33 -** Elective **0**

    **Student would select his/ her major starting with third academic year after earning minimum of 53 credit hours.**

  - In Third Level: Students should pass **30** Credit hours as follows: Compulsory **24 -** Elective **6**
  - In Fourth Level: Students should pass **31** Credit hours as follows: Compulsory **25 -** Elective **6**

- **Academic Load**

  In both Fall and Spring semesters, register a maximum of 18 credit hours and a minimum of 12 credit hours per semester, except during their graduating-senior semester where there are no minimum credit hours to register. Yet in the summer semester, a normal load shall not exceed 6 credit hours (9 credit hours in case of graduation). Students who are eligible to register an academic overload of additional 3 hours, must have a CGPA of not less than 3.5 if he is not a graduating student and a CGPA of 2.0 if he is a graduating student subject to the faculty's approval.

- **Attendance and Absence:**

  Attending classes and labs are essential where students benefit from lectures and discussions with professors and classmates. Students should attend regularly to avoid any negative impact on their grades.

- *In case of absence* of one of the semester tests without acceptable excuse, students will not be given another test opportunity. If absence percentage

in one of the courses reached, during the first twelve weeks of the semester, 25% of attendance the student may withdraw from the course. If absence percentage, however, exceeded 25% the student would not be allowed to withdraw, attend lectures, attend final exam and will receive F in the course (the faculty deprive the students from attending final exam). The student receives two warning before being prohibited

- ***In case of Incomplete Course*** students who are unable to complete a course may be permitted to continue work in that course beyond the examination period. In such a case, a grade of "I", for "incomplete," is assigned. The students must decide with the professor to complete the course maximum within one week after the beginning of the new academic semester. Failure to do this results in recording grade F for that course.

- **Warnings**

  If a student at the end of a semester received CGPA less than 2.0 he/she would be put under probation and academic supervision for 4 successive semesters. He/she should upgrade the CGPA to 2.0 by the end of the successive semester. In this case a written warning should be sent to the student and a copy to his parents explaining the consequences of his lack of commitment to the academic supervision.

  During that period, student would not be allowed to register for more than 12 Credit Hours in a semester in addition to the English course. The student should meet with his academic advisor to follow up on the student status with other professors. By the end of this period, if the student did not receive GPA of 2.0, he/ she would be terminated from the University.

- **Repeating Courses**

  - ***Repeating a course in case of a student wishes to improve his/her grades***:  A student might repeat a course to improve its grade. In this case, the higher grade will be calculated into the GPA and the previous grade will be erased from the student's record. If a student wishes to repeat a course for a second time, he/she should present an appeal to students' affairs council with the view of the academic advisor and the Faculty council.

  - ***Repeating a course in case a student receives F***: A student is allowed to repeat a course which he failed. If he/she successfully passes the

course, F would be erased from his/her transcripts and the new grade will be calculated in his GPA.

o *Change of Courses:* Students who wish to drop or add any course must follow the rules which are determined by registration office in the faculty. Students will not be allowed to drop and add any course without prior permission from his academic advisor, students may withdraw courses. A grade of "W" will be assigned to students in the withdrawn courses. o Students will receive a grade of "F" if they stop attending classes without officially dropping or withdrawing the course.

o *Grading scheme:* Each instructor evaluates students' activities during the semester (attendance, semester exams, assignments and mid - terms) in addition to final written exam at the end of the semester. The students' course work represents 60% of the total course grade while the final exam represents 40% of the total course grade, except some courses that has different nature such as graduation project. Course grading schemes are represented in the below table:

| Grade | % | GPA |
|---|---|---|
| A | ≥ 90% | 4.0 |
| A- | = 85% > 90% | 3.7 |
| B+ | = 80% > 85% | 3.3 |
| B | = 75% > 80% | 3.0 |
| B- | = 70% > 75% | 2.7 |
| C+ | = 65% > 70% | 2.3 |
| C | = 60% > 65% | 2.0 |
| C- | = 55% > 60% | 1.7 |
| D+ | = 53% > 55% | 1.3 |
| D | = 50% > 53% | 1.0 |
| F | < 50% | 0.0 |

- For any student to pass the course he/ she should receive at least 50% of the course grade (D).

- The students receive no grade in case (1) if the student withdraw from the course (withdraw), or (2) the student did not enter the final exam but submit an excuse accepted by the faculty (incomplete).

- GPA at the end of each semester is calculated as follows:
  GPA= Total of (Grade × Number of Credit Hours for each course) ÷ Number of Credit Hours received during study years.

## 9. Evaluation of the students in the program:

| Method | Measured (ILOs) |
|---|---|
| Written examination: (Midterm and final exams) | To assess:<br>- knowledge & understanding<br>- intellectual skills |
| Practical Exam | - Practical & professional skills<br>- General and transferable skills<br>(in most of the MIS Program compulsory and elective courses) |
| Course work activities Assignments, quizzes, individual and teamwork projects, Research, and reports. | To assess:<br>- knowledge & understanding<br>- Intellectual skills<br>- Practical & professional skills<br>- General and transferable skills |
| Graduation project: | To assess:<br>- knowledge & understanding<br>- intellectual skills<br>- Practical & professional skills<br>- General and transferable skills |

## 10. Evaluation of Program:

| Evaluator | Tool | Sample |
|---|---|---|
| 1. Senior students | Questionnaires | Not less than 25% |
| 2. Alumni | Questionnaires | Not less than 25% |
| 3. Stakeholders | Questionnaires, interview | Representative for all sectors |
| 4. Internal evaluator (s) | Reports | Reports1-2 |
| 5. External Evaluator(s) | Reports | Reports 1-2 |

## 11. Teaching and learning methods

- A mixture of traditional lecturing and advanced interactive methods of teaching is offered to students to gain both knowledge, hands-on experience, and skills. The program integrates classroom study and workplace experience as follows.

  - **Synchronous:** Interactive lectures, online interactive lectures, problem-solving, case studies and others

- **Asynchronous:** Recorded online lectures, recorded lectures, power points, uploaded worksheets

- **In-class activities**: students are usually required to work in class, submit and discuss papers and course work assignments.

- **Out-class and self-learning activities**: some courses require students to conduct field studies and visits, assignments, individual projects, teamwork projects, reports, etc.

- **Practical**: to enhance professional, practical, and general students' skills.

- **Graduation projects**.

- **Field (summer) training:** students are required to undertake summer training (total 6 weeks, 3 weeks / per year) during the second and the third year in any organization relevant to his field of interest.

- **Teaching resources and Technology:** the faculty applies up-to-date interactive teaching technologies, Smart Boards and Modular Object-Oriented Dynamic Learning Environment (Moodle), which enrich and facilitate the learning process and provide opportunities for wider range of on-line interactions between students and instructors. Added to this are white boards as well as Audio-Video equipment, and Microsoft teams, and zoom, etc.

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**Head of the department:** Assoc. Prof. Ghada Refaat Elsaid
**Date:** 1/7/2022

# Appendices

# Appendix A
## *Academic Reference Standard (ARS) of Management Information Systems Program*

## مقدمة

في العصر الراهن يصعب على اختصاص محدد تلبية احتياجات مؤسسات ومنظمات قطاع الأعمال المتنوعة والمتغيرات والمستجدات المحلية والعالمية، لذا يفرض التطور السريع في استخدام نظم المعلومات في مجال إدارة الاعمال ضرورة استحداث برنامج نظم المعلومات الإدارية والذي يدمج تخصص علوم الإدارة مع تخصص نظم المعلومات، بالإضافة الى ارتباطه بعدة تختصاصات أخرى مثل العلوم الاقتصادية، العلوم الاجتماعية، علم الرياضيات وعلم الإحصاء. ويهدف هذا التخصص الى فهم الخريج لاحتياجات المنظمات وتوفير المعلومات المناسبة والبيانات الدقيقة المتكاملة على الصعيدين الداخلى و الخارجي للمنظمة في كافة المستويات للتمكن من اتخاذ القرارات الصحيحة.

وحيث أن الهيئة القومية لضمان جودة التعليم والاعتماد لم تعد معايير اكاديمية قومية مرجعية خاص ببرنامج نظم المعلومات الادارية ضمن المعايير الاكاديمية لقطاع كليات التجارة، فقد وضع قسم نظم المعلومات الادارية معايير اكاديمية مرجعية لهذا البرنامج استرشادا بالمعايير القومية الاكاديمية القياسية لكلا من المعايير القومية الأكاديمية المرجعية العامة لقطاع كليات التجارة وبرنامج إدارة الأعمال الصادر عن الهيئة في يناير 2009م وبرنامج نظم المعلومات لقطاع كليات الحاسبات والمعلومات الصادر عن الهيئة في أكتوبر 2010م.

## المعايير القومية الأكاديمية المرجعية لقطاع التجارة

### 1.المواصفات العامة لخريج كليات التجارة:

**يجب أن يكون خريج كلية التجارة قادرا على:**

1/1 استخدام المنهج العلمي فى التفكير وحل المشكلات.

2/1 توظيف المعارف والمهارات المكتسبة فى مجال التخصص لخدمة المجتمع والبيئة المحيطة بشكل إيجابي.

3/1 التواصل والاتصال الفعال بالآخرين.

4/1 التفاعل مع المستجدات والمتغيرات العالمية واستشراف طبيعة وتأثير تلك المستجدات والمتغيرات على مجال تخصصه.

5/1 التعليم المستمر لتطوير المعارف والمهارات المهنية المرتبطة بمجال التخصص.

6/1 الالتزام وتحمل المسئولية وإنجاز الأعمال المسندة إليه بما يتفق مع القواعد القانونية والمعايير الأخلاقية والمهنية.

7/1 إعداد دراسات جدوى المشروعات وتقييم المقترحات الاستثمارية.

8/1 استخدام الحاسب الآلي وتكنولوجيا المعلومات.

### 2.المعرفة والفهم

**يجب أن يكون الخريج قد اكتسب المعارف و قادرا على فهم:**

1/2 الأشكال والأنواع المختلفة لمؤسسات الأعمال والسمات المميزة لكل منها.

2/2 البيئات المختلفة التي تعمل فيها المنظمات وأساليب التعامل معها.

3/2 التطورات والاتجاهات الحديثة والقضايا المعاصرة المرتبطة بمجال التخصص.

4/2 المبادئ الأساسية والنظريات والاتجاهات والمدارس الفكرية فى مجال التخصص.

5/2 العلوم وثيقة الصلة بالتخصص الذي يدرسه الطالب.

6/2 مناهج البحث العلمي وأدواته وأساليب القياس والتحليل.

2/7 التكامل بين العلوم التجارية وغيرها من العلوم الاجتماعية.

2/8 أخلاقيات الأعمال والممارسة المهنية فى مجال التخصص.

## 3.المهارات الذهنية

**يجب أن يكون الخريج قادرا على:**

3/1 التحليل والاستنتاج وإتباع المنهج العلمي فى التفكير.

3/2 تطبيق أسس ومبادئ التفكير الإبتكاري.

3/3 النقد والتمييز واكتشاف العناصر الإيجابية والسلبية فى المسائل والقضايا المطروحة.

3/4 التعامل مع الأرقام وتحليلها وتفسير مدلولاتها.

3/5 التعامل الايجابي مع المواقف المختلفة بما يمكن من تحويل التهديدات إلي فرص.

3/6 عرض الأفكار ووجهات النظر بوضوح وإبداء الرأي بأسلوب علمي مدعم بالأدلة والموضوعية.

## 4.المهارات المهنية

**يجب أن يكون الخريج مكتسباً للمهارات المهنية التالية:**

4/1 التوظيف الفعال للموارد المادية والبشرية والموارد الأخرى وتنميتها والمحافظة عليها.

4/2 القيام بدراسات وتحليل الأسواق.

4/3 البحث عن مصادر المعلومات المختلفة والتحقق من صدقها.

4/4 جمع البيانات والإحصائيات و تحليلها وتفسيرها وما تعكسه من مؤشرات اقتصادية واجتماعية.

4/5 تصميم وتشغيل النظم الإدارية والمحاسبية والتأمينية كل فى مجال تخصصه.

4/6 استخدام الأساليب العلمية فى حل المشكلات العملية.

4/7 أسس ومبادئ الرقابة وتقييم الأداء.

4/8 إعداد وعرض وتفسير التقارير فى مجال التخصص بأسلوب علمي.

4/9 استخدام تطبيقات الحاسب الآلي وتكنولوجيا المعلومات فى مجال التخصص.

4/10 استخدام وتوظيف نتائج البحوث والدراسات في تطوير العمل وتحسين مستويات الأداء.

## 5.المهارات العامة والمنقولة

**يجب أن يكون الخريج مكتسباً للمهارات العامة والمنقولة التالية:**

5/1 الإدارة الفعالة للوقت.

5/2 الاتصال الفعال والتأثير في الآخرين.

5/3 العمل الجماعي.

5/4 التنمية المعرفية والفكرية والتعلم الذاتي المستمر.

5/5 استخدام أساليب حل المشكلات على المستوى الفردي أو المؤسسي بكفاءة عالية.

5/6 العرض والتقديم والحوار.

5/7 إدارة الذات والتعامل مع ضغوط العمل.

5/8 الابتكار والتطوير والتحسين المستمر فى العمل.

5/9 استخدام المصطلحات الفنية ذات الصلة بموضوعات البرنامج.

5/10 الإلمام بإحدى اللغات الأجنبية واسعة الانتشار.

**هيكل برنامج نظم المعلومات الإدارية**

| م | طبيعة العلوم | المعايير الاكاديمية المرجعية | |
|---|---|---|---|
| | | عدد المقررات | النسبة |
| 1 | مقررات العلوم الأساسية | 10 | 25% |
| 2 | مقررات العلوم الاجتماعية و الإنسانية | 5 | 12.5% |
| 3 | مقررات علوم التخصص | 20 | 50% |
| 4 | مقررات علوم اخري ( حاسب – لغة ) | 5 | 12.5% |
| | الإجمالي | 40 | 100% |

## المعايير الأكاديمية المرجعية لـبرنامج نظم المعلومات الإدارية

### 1. مواصفات خريج برنامج نظم المعلومات الإدارية

بالإضافة إلى المواصفات العامة لخريج قطاع كليات التجارة يجب أن يكون خريج برنامج **نظم المعلومات الإدارية** قادرا على:

1/1 حل المشكلات الإدارية المتنوعة باستخدام نظم المعلومات.

1/2 تصميم الخطط والهياكل التنظيمية، ونظم وادلة العمل الإدارية وفقا لطبيعة الأنشطة المختلفة بالمؤسسات.

1/3 شرح أساسيات دورة تطوير الأنظمة (SDLC) ، وشبكات وأمن المعلومات، واستخراج البيانات، والتجارة الإلكترونية، وإدارة الأزمات.

1/4 إدارة وتصميم نماذج البيانات والمعلومات الادارية واستخدامها في دعم اتخاذ القرارات الإدارية المختلفة.

1/5 استخدام البرمجيات المناسبة، ومنهجيات التصميم، وأنظمة قواعد البيانات في العمليات الإدارية والمالية والتسويقية وغيرها.

1/6 تطبيق مبادئ الإدارة الفعالة للمعلومات، ومهارات تنظيم واستخراج واسترجاع المعلومات.

1/7 شرح أساسيات تقنيات أنظمة المعلومات الذكية.

1/8 تطبيق وتقييم نظم المعلومات وفق الفلسفات الإدارية الحديثة مثل الجودة الشاملة.

1/9 وصف مفاهيم وأساسيات النظم المالية والمحاسبية والتسويقية وادارة الموارد البشرية بما يمكنه من توظيف نظم المعلومات الحديثة المناسبة لدعمها.

### 2. المعرفة والفهم:

بالإضافة إلى المعارف والمفاهيم العامة لخريج قطاع كليات التجارة يجب أن يكون خريج **برنامج نظم المعلومات الأدارية** قد اكتسب المعارف والمفاهيم التالية:

2/1 الأسس النظرية والتطبيقية لنظم إدارة البيانات والمعلومات، و هندسة المشاريع، وإدارة مشاريع نظم المعلومات، وتحليل وتصميم النظم.

2/2 النظريات الإدارية ومبادئ وتقنيات نظم إدارة قواعد البيانات، استخراج البيانات، الوسائط المتعددة، وأنظمة المؤسسات الإدارية والمالية والتسويقية في منظمات الاعمال.

2/3 مبادئ اتصال وأمن المعلومات.

2/4 المواصفات والتحليل والتصميم والتنفيذ والتشغيل والصيانة لحلول نظم المعلومات الادارية.

5/2 نمذجة العمليات والبيانات التنظيمية، وتحديد وتنفيذ الحلول التقنية والعمليات وإدارة المشاريع.

6/2 مفاهيم وأسس إعداد الخطط والبرامج والسياسات واستراتيجيات إدارة المعرفة وفقاً لمتطلبات المؤسسات لتلبية توقعات الاطراف ذوى العلاقة بالمنظمة.

7/2 أسس إعداد دراسات الجدوى التسويقية وتقييم مقترحات الاستثمار.

8/2 أسس تصميم الهياكل التنظيمية ونظم وأدلة العمل الإدارية للأنشطة المختلفة بالمؤسسة.

9/2 استيعاب الفلسفات الإدارية الحديثة مثل الجودة الشاملة وإعادة هندسة العمليات والتعرف على فرص تطبيقها فى مجالات العمل المختلفة.

10/2 الاتصالات التنظيمية وعلاقات العمل.

11/2 الجوانب التنظيمية والبشرية والاقتصادية للمنظمات الحديثة ومشكلات نظم المعلومات بها.

12/2 مفاهيم وأسس النظم المالية والمحاسبية والتسويقية وادارة الموارد البشرية بما يضمن التوظيف الأمثل لنظم المعلومات.

## 3. المهارات الذهنية:

بالإضافة إلى المهارات الذهنية العامة لخريج كليات قطاع التجارة يجب أن يكون خريج **برنامج نظم المعلومات الإدارية** قادرا على:

1/3 الربط بين المتغيرات البيئية ونظم المعلومات والنظم الإدارية وكيفية تطبيقها بالمنظمات وأنماط اتخاذ القرارات.

2/3 تقييم السيناريوهات والاستراتيجيات والنماذج المختلفة للتعامل مع احداث وقضايا نظم المعلومات الإدارية المتنوعة.

3/3 تحليل مشاكل نظم المعلومات الادارية واقتراح الحلول المناسبة باستخدام تقنيات تكنولوجيا المعلومات الحديثة.

4/3 تحديد الأدوات والأساليب والتقنيات المناسبة لتطبيقات نظم المعلومات فى المؤسسات.

5/3 تقييم دراسات الجدوى لمشروعات نظم المعلومات الإدارية فيما يخص التكاليف المتوازنة، الفوائد، السلامة، الجودة، الدقة، التأثير البيئي.

6/3 اقتراح الأفكار والتصاميم للمشاكل التي تنطوي على قيود تجارية وصناعية.

7/3 تقييم السيناريوهات والاستراتيجيات والنماذج المختلفة المستخدمة فى النظم المالية والمحاسبية والتسويقية وادارة الموارد البشرية وتحليل المشاكل المتعلقة بها للوصول الى موقع استراتيجى تنافسى قوى للمنظمة.

## 4. المهارات المهنية:

بالإضافة الى المهارات المهنية والعملية العامة لخريج كليات قطاع التجارة يجب أن يكون خريج **برنامج نظم المعلومات الإدارية** قادرا على:

1/4 إعداد الخطط الإستراتيجية وصياغة سياسات الأعمال المتعلقة بنظم المعلومات الإدارية.

2/4 إعداد وتصميم نظم وأدلة العمل المختلفة طبقا لاحتياجات العمل.

3/4 تصميم و تطوير الهياكل التنظيمية وربطها بنظم المعلومات الإدارية.

4/4 تصميم وإدارة أنظمة وقواعد المعلومات الإدارية.

5/4 إعداد دراسات الجدوى وتقييم المشروعات.

6/4 تطبيق مهارات حماية واسترجاع بيانات ومعلومات الحاسب في المنظمات الادارية والصناعية.

7/4 تطبيق أفضل الممارسات والخبرات المكتسبة المرتبطة بالنظم المالية والمحاسبية والتسويقية وادارة الموارد البشرية فى منظمات الأعمال.

## 5. المهارات العامة والمنقولة:

يجب ان يكون خريج **برنامج نظم المعلومات الإدارية** مكتسبا المهارات العامة والمنقولة للمعايير القومية الاكاديمية المرجعية لخريج كليات قطاع التجارة السابق ذكرها.

## المصطلحات

### 1. مؤسسة التعليم العالي

هي الكليات أو المعاهد العليا التابعة لوزارة التعليم العالي والدولة للبحث العلمي، أو الكليات التابعة لجامعة الأزهر، والتي تقدم برامج تعليمية.

### 2. مواصفات الخريج

مجموعة من الصفات الناتجة من اكتساب المعارف مع المهارات عند دراسته لبرنامج دراسي معين، توضح ما يجب أن يتصف به الخريج عند الانتهاء من دراسة البرنامج.

### 3. المعايير القومية الأكاديمية المرجعية (NARS)

المعايير الأكاديمية للبرامج التعليمية المختلفة، والتي أعدتها الهيئة بالاستعانة بخبراء متخصصين، وممثلين لمختلف قطاعات المستفيدين، وتمثل هذه المعايير الحد الأدنى المطلوب تحقيقه للاعتماد.

### 4. المعايير الأكاديمية

المعايير الأكاديمية المرجعية، والتي تتبناها المؤسسة، وتعتمد من الهيئة، بشرط أن يكون مستواها أعلى من الحد الأدنى للمعايير الأكاديمية القومية المرجعية.

### 5. العلامات المرجعية

جمل وصفية إرشادية يتوقع أن يكتسبها الخريج في صورة مخرجات تعلم بالبرنامج وتمكن من مقارنة المخرجات ومراجعتها وتقييمها وفق معايير متفق عليها.

### 6. البرنامج التعليمي

تتضمن المناهج والمقررات والأنشطة التي تكسب الطالب المعرفة، والمهارات، والقيم اللازمة، لتحقيق أهداف تعليمية مخططة، وفى تخصص دراسي محدد.

### 7. مخرجات التعلم المستهدفة (ILOs)

المعارف والفهم والمهارات المرتبطة بموضوعات التخصص المستهدفة بالمؤسسة التي يتم اكتسابها للمتعلم بعد إتمامه نشاط تعليمي محدد.

### 8. المعرفة والفهم

المعرفة هي المعلومات المستهدفة التي يتم اكتسابها من نشاط تعليمي وتضمن الحقائق والنظريات، والقواعد، والمصطلحات، أما الفهم فيضمن فهم المعاني وتفسيرات المواضيع التعليمية.

## 9. المهارات الذهنية

هي المهارات التي يعمل فيها الخريج ذهنه، اعتمادا على المعارف والمفاهيم والمهارات المهنية، التي اكتسبها أثناء الدراسة لتحقيق هدف معين.

## 10. المهارات المهنية والعملية

هي مجموعة المهارات ذات العلاقة بالمهنة، والتي يستطيع معها الخريج أن يمارس مهنته بأقل قدر من المخاطر.

## 11. المهارات العامة والمنقولة

هي المهارات الواجب توافرها في الخريجين، والتي تتيح لهم الارتقاء بأدائهم أثناء ممارسة المهنة، أو تساعدهم على تغيير توجهاتهم، طبقا لمتطلبات سوق العمل، وتضم هذه المهارات أربع مجموعات رئيسية، هي: اللغة الأجنبية، واستخدام تكنولوجيا المعلومات، والتواصل مع الآخرين، والإدارة، وتحدد المؤسسة التعليمية الحد الأدنى الواجب استيفاؤه أثناء الدراسة من كل من هذه المهارات، طبقا لرسالتها.

## الملاحق

### المعايير القومية الاكاديمية المرجعية لبرنامج إدارة الأعمال

### 1. المعارف والمفاهيم:

**إلى جانب المعارف العامة والفهم التى يجب أن يكتسبها خريج كلية التجارة يجب أن يكتسب خريج برنامج إدارة الأعمال المعارف والمفاهيم التالية:**

1/1 استخدام المنهج العلمي فى حل المشكلات واتخاذ القرارات فى المستويات الإدارية المختلفة.

2/1 أسس إعداد الخطط والبرامج والسياسات وفقاً لمتطلبات المؤسسات.

3/1 أسس إعداد دراسات الجدوى التسويقية وتقييم مقترحات الاستثمار.

4/1 أسس تصميم الهياكل التنظيمية ونظم وأدلة العمل الإدارية للأنشطة المختلفة بالمؤسسة.

5/1 استيعاب الفلسفات الإدارية الحديثة مثل الجودة الشاملة وإعادة هندسة العمليات واستكشاف فرص تطبيقها فى مجالات العمل المختلفة.

6/1 مبادئ القيادة والتأثير فى الآخرين.

7/1 الاتصالات التنظيمية وعلاقات العمل.

8/1 أسس التحفيز وتنمية الدافعية لدى الاخرين.

9/1 أسس ومفاهيم السياسات والاستراتيجيات والخطط ومتطلبات استخدامها لتلبية توقعات الاطراف ذوى العلاقة بالمنظمة.

### 2. مهارات مهنية:

**إلى جانب المهارات المهنية العامة التي يجب أن يكتسبها خريج كلية التجارة يجب أن يكون خريج برنامج إدارة الأعمال قادرا على:**

2/1 إعداد الخطط الإستراتيجية وصياغة سياسات الأعمال

2/2 إعداد وتصميم نظم وأدلة العمل المختلفة

3/2 تصميم و تطوير الهياكل التنظيمية

4/2 تصميم وإدارة أنظمة وقواعد المعلومات الإدارية.

5/2 إعداد دراسات الجدوى وتقييم المشروعات.

6/2 إعداد الخطط التسويقية البيعيه.

7/2 التحليل المالي وتقييم المشروعات الاستثمارية

8/2  تحليل الأسواق.

9/2 إعداد خطط وبرامج  استخدام الموارد المادية والبشرية  والموارد الأخرى  وتنميتها والمحافظة عليها.

10/2 التطبيق العملي للنظم والأساليب العلمية الحديثة فى مجال إدارة الأعمال.

**3. مهارات ذهنية:**

**إلى جانب المهارات الذهنية لخريجي كلية التجارة يجب أن يكون خريج برنامج إدارة الأعمال قادرا على:**

1/3. ممارسة التفكير الإبتكارى والإبداعي في مواجهة المواقف الادارية المختلفة.

2/3 الربط بين المتغيرات البيئية وأنماط اتخاذ القرارات.

3/3. إعداد السيناريوهات والاستراتيجيات والنماذج المختلفة للتعامل مع الأحداث والقضايا الادارية.

# Information Systems NARS

## 1.1 Introduction

Information systems focus on integrating information technology solutions and business processes to meet the information needs of businesses and other enterprises, enabling them to achieve their objectives in an effective, efficient way. This discipline's perspective on information technology emphasizes information, and views technology as an instrument for generating, processing, and distributing information.

In conceptualizing the role of information systems in the future and the requirements for IS curricula, several elements remain important and characteristic of the discipline. These characteristics evolve around four major areas of the IS profession:

✓ IS professionals must have a broad business and real world perspective. Students must therefore understand that:

- IS are enablers of successful performance in organizations
- IS span and integrate all organizational levels and business functions
- IS are increasingly of strategic significance because of the scope of the organizational systems involved and the role systems play in enabling organizational strategy

- ✓ IS professionals must have strong analytical and critical thinking skills. Students must therefore:
  - Be problem solvers and critical thinkers
  - Use systems concepts for understanding and framing problems
  - Be capable of applying both traditional and new concepts and skills
  - Understand that a system consists of people, procedures, hardware, software, and data
- ✓ IS professionals must exhibit strong ethical principles and have good interpersonal communication and team skills. Students must understand that:
  - IS require the application of professional codes of conduct
  - IS require collaboration as well as successful individual effort
  - IS design and management demand excellent communication skills (oral, written, and listening)
  - IS require persistence, curiosity, creativity, risk taking, and a tolerance of these abilities in others
- ✓ IS professionals must design and implement information technology solutions that enhance organizational performance. Students must therefore:
  - Possess skills in understanding and modeling organizational processes and data,
  - defining and implementing technical and process solutions, managing projects, and integrating systems
  - Be fluent in techniques for acquiring, converting, transmitting, and storing data and information
  - Focus on the application of information technology in helping individuals, groups, and organizations achieve their goals

The information systems specialist plays a key role in determining the requirements for an organization's information systems and is active in their specification, design, and implementation. A majority of Information Systems (IS) programs are located in business faculties. All IS degrees combine business and computing coursework. A variety of IS programs exist under various labels which often reflect the nature of the program. For example, programs in Computer Information Systems usually have the strongest technology focus, while programs in Management Information Systems emphasize the organizational and behavioral aspects of IS. Degree program names are not always consistent.

| | Computer Science | | | |
| Computer Systems | | | Information Technology | |
| Hardware | | | | |
| | Software | Information Systems | | |
| | Software Engineering | | | |
| | Software | Applications | Organizations | |
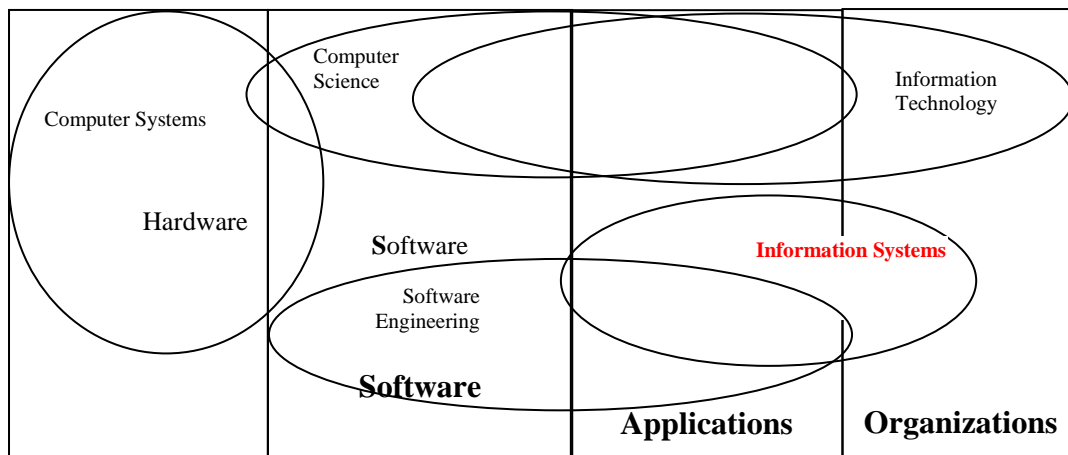
## 1.2 The Attributes of Information Systems Graduate

The Information Systems program is designed to provide the student with the foundations of the discipline as well as the opportunity for specialization. After successfully completing the Information systems program, the graduate should be able to:

1. Define problems that are amenable to computer information systems, and knowledge of the tools necessary for solving such problems.

2. Understand fundamentals of systems development life cycle (SDLC), information networks, information security, data mining, e-commerce, geographical information systems, and crisis management.

3. Managing and exploiting organizational data and information; designing data and information models, Managing information systems development resources and projects

4. Implement solutions, including use of appropriate programming languages, web-based systems and tools, design methodologies, and database systems.

5. Apply the principles of effective information management, information organization, information mining, and information-retrieval skills to information of various kinds, including text, images, sound, and video.

6. Describe the fundamentals of intelligent information systems technologies.

7.  Specify, design, and implement computer-based information systems, and evaluate them in terms of general quality attributes and possible tradeoffs presented within the given problem.

8. Apply IS solutions to functional, inter-organizational, operational, managerial, and executive problems and opportunities.

9. Describe characteristics of various components of information systems, use the appropriate tools and techniques to analyze, design, and construct information systems.

10. Communicate effectively by oral, written and visual means.

11. Work effectively as an individual and as a member of a team.

12. Perform independent and efficient time management.

13. Aware of key ethical issues affecting information systems and their responsibilities as information science professionals.

## 1.3 National Academic Reference Standards for Information Systems

### 1.3.1 Knowledge and Understanding

In addition to knowledge and understanding of computing **and information** graduate, the information system graduate should acquire the knowledge and understanding of:

1. A core of analysis, algebra, applied mathematics and statistics.

2. Information systems, data and Information Management, enterprise architecture, IS project management, IT infrastructure, systems analysis and design, and IS strategies.

3. Principles and techniques of database management systems, management, data mining, geographical information systems, multimedia, application development, business process management, enterprise systems, human-computer interaction, object-oriented analysis and design, e-technologies, multimedia, image processing, information and infrastructures security and computer graphics techniques.

4. Issues such as quality, reliability, enterprise, employment law, accounting, and health.

5. Awareness of organizational, human, and economic sides of modern organizations.

6. Principles of Information communication and information security.

7. Specification, analysis, design, implementation and operation and maintenance of IS solutions.

8. Modeling organizational processes and data, defining, and implementing technical and process solutions, managing projects, and integrating systems

9. Types and alternatives of global information systems architectures, and their differences in terms of service and cost consequences, and their implications for the organizational support needed.

### 1.3.2 Intellectual Skills

In addition to intellectual of computing **and information** graduate, the information system graduate should be able to:

1. Define traditional and nontraditional information systems problems, set goals towards solving them, and observe results.

2. Perform comparisons between (methods, techniques...etc.).

3.  Identify attributes, components, relationships, patterns, main ideas, and errors.

4.  Restrict solution methodologies upon their results.

5.  Select the suitable tools, methods, and techniques for modeling, analyzing IS, establishing criteria, and verify solutions.

6.  Identify a range of solutions and critically evaluate and justify proposed design solutions.

7.  Solve IS problems with pressing commercial, time, and industrial constraints.

8.  Suggest an innovative design to solve a problem containing a range of commercial and industrial constraints.

9.  Perform problem analysis from written descriptions; derive requirements specifications from an understanding of problems (analysis, synthesis).

### 1.3.3 Professional and Practical Skills

In addition to Professional and Practical Skills of computing **and information** graduate, the information system graduate should be able to:

1.  Use appropriate programming languages, web-based systems and tools, design methodologies, and database systems.

2.  Use quantitative analysis techniques appropriately.

3.  Justify technological, methodological and management choices for an information system project for a given organization.

4.  Plan and manage an information systems project from inception to final implementation and cut over.

5.  Produce acceptable reports and technical and user system documentation.

6.  Perform information acquisition and management, using the scientific literature and Web sources.

7.  Apply the principles of effective information acquisition, information management, organization, and information-retrieval to text, images, sound, and video.

8.  Apply the principles of human-computer interaction to the evaluation and construction of a wide range of materials including user interfaces, web pages, and multimedia systems.

9.  Using tools to automate IS development phases.

10. Analyze and documenting the feasibility of various options and comparing solution options.

11. Maintaining existing information systems.

| العنصر | المعايير الاكاديمية لبرنامج نظم المعلومات الادارية | المعايير القومية الاكاديمية المرجعية لبرنامج إدارة اعمال قطاع كليات التجارة | المعايير القومية الاكاديمية المرجعية لبرنامج نظم المعلومات قطاع كليات الحاسبات |
|---|---|---|---|
| مواصفات الخريج | يجب أن يكون خريج نظم المعلومات الادارية قادرا على: | يجب أن يكون خريج كلية التجارة قادرا على: | After successfully completing the Information systems program, the graduate should be able to: |
| | 1/1 استخدام المنهج العلمي فى التفكير وحل المشكلات. | 1/1 استخدام المنهج العلمي فى التفكير وحل المشكلات. | |
| | 2/1 توظيف المعارف والمهارات المكتسبة فى مجال التخصص لخدمة المجتمع والبيئة المحيطة بشكل إيجابي. | 2/1 توظيف المعارف والمهارات المكتسبة فى مجال التخصص لخدمة المجتمع والبيئة المحيطة بشكل إيجابي. | |
| | 3/1 التواصل والاتصال الفعال بالآخرين. | 3/1 التواصل والاتصال الفعال بالآخرين. | 10. Communicate effectively by oral, written, and visual means. |
| | 4/1 التفاعل مع المستجدات والمتغيرات العالمية واستشراف طبيعة وتأثير تلك المستجدات والمتغيرات على مجال تخصصه. | 4/1 التفاعل مع المستجدات والمتغيرات العالمية واستشراف طبيعة وتأثير تلك المستجدات والمتغيرات على مجال تخصصه. | |
| | 5/1 التعليم المستمر لتطوير المعارف والمهارات المهنية المرتبطة بمجال التخصص. | 5/1 التعليم المستمر لتطوير المعارف والمهارات المهنية المرتبطة بمجال التخصص. | |

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| 13. Aware of key ethical issues affecting information systems and their responsibilities as information science professionals. | 6/1 الالتزام وتحمل المسئولية وإنجاز الأعمال المسندة إليه بما يتفق مع القواعد القانونية والمعايير الأخلاقية والمهنية. | 6/1 الالتزام وتحمل المسئولية وإنجاز الأعمال المسندة إليه بما يتفق مع القواعد القانونية والمعايير الأخلاقية والمهنية. | |
| | 7/1 إعداد دراسات جدوى المشروعات وتقييم المقترحات الاستثمارية. | 7/1 إعداد دراسات جدوى المشروعات وتقييم المقترحات الاستثمارية. | |
| | 8/1 استخدام الحاسب الآلي وتكنولوجيا المعلومات. | 8/1 استخدام الحاسب الآلي وتكنولوجيا المعلومات. | |
| 1. Recognize problems that are amenable to computer information systems, and knowledge of the tools necessary for solving such problems. | | **بالإضافة إلى المواصفات العامة لخريج قطاع كليات التجارة يجب أن يكون خريج برنامج نظم المعلومات الإدارية قادرا على:**<br>1/1 حل المشكلات الإدارية المتنوعة باستخدام نظم المعلومات. | |
| 3. Managing and exploiting organizational data and information; designing data and information models, Managing information systems development resources and projects | | 2/1 تصميم الخطط والهياكل التنظيمية، ونظم وادلة العمل الإدارية وفقا لطبيعة الأنشطة المختلفة بالمؤسسات. | |

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| 2.Understand fundamentals of systems development life cycle (SDLC), information networks, information security, data mining, e-commerce, geographical information systems, and crisis management. | | 1/3 شرح أساسيات دورة تطوير الأنظمة (SDLC) ، وشبكات وأمن المعلومات، والتنقيب فى البيانات، والتجارة الإلكترونية، وإدارة الأزمات. |
| 8. Apply IS solutions to functional, inter-organizational, operational, managerial, and executive problems and opportunities. | | 1/4 إدارة وتصميم نماذج البيانات والمعلومات الادارية واستخدامها في دعم اتخاذ القرارات الإدارية المختلفة. |
| 4.Implement solutions, including use of appropriate programming languages, web-based systems and tools, design methodologies, and database systems. | | 1/5 استخدام البرمجيات المناسبة، ومنهجيات التصميم، وأنظمة قواعد البيانات في العمليات الإدارية المختلفة. |
| 5.Apply the principles of effective information management, information organization, information mining, and information-retrieval skills to information of various kinds, | | 1/6 تطبيق مبادئ الإدارة الفعالة للمعلومات، ومهارات تنظيم واستخراج واسترجاع المعلومات. |

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| | | | including text, images, sound, and video. |
| | 7/1 شرح أساسيات تقنيات أنظمة المعلومات الذكية. | | 6. Describe the fundamentals of intelligent information systems technologies. |
| | 8/1 تطبيق وتقييم نظم المعلومات وفق الفلسفات الإدارية الحديثة مثل الجودة الشاملة. | | 7. Specify, design, and implement computer-based information systems, and evaluate them in terms of general quality attributes and possible tradeoffs presented within the given problem. |
| | 9/1 وصف مفاهيم وأساسيات النظم المالية والمحاسبية والتسويقية وادارة الموارد البشرية بما يمكنه من توظيف نظم المعلومات الحديثة المناسبة لدعمها. | 5/1 التعليم المستمر لتطوير المعارف والمهارات المهنية المرتبطة بمجال التخصص. | |
| المعرفة والفهم | بالإضافة إلى المعارف والمفاهيم العامة لخريج كليات قطاع التجارة يجب أن يكون خريج برنامج نظم المعلومات الأدارية قد اكتسب المعارف والمفاهيم التالية: | إلى جانب المعارف العامة والفهم التى يجب أن **يكتسبها خريج كلية التجارة يجب أن يكتسب خريج برنامج إدارة الأعمال المعارف والمفاهيم التالية:** | **In addition to knowledge and understanding of computing** and information **graduate, the information system graduate should acquire the knowledge and understanding of:** |

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|---|---|---|
| 3.Principles and techniques of database management systems, management, data mining, geographical information systems, multimedia, application development, business process management, enterprise systems, Human-Computer interaction, object-oriented analysis and design, e-technologies, multimedia, image processing, information and infrastructures security and computer graphics techniques. | | 1/2 الأسس النظرية والتطبيقية لنظم إدارة البيانات والمعلومات، وهندسة المشاريع، وإدارة مشاريع نظم المعلومات، وتحليل وتصميم النظم. |
| 2.Information systems, data and Information Management, enterprise architecture, IS project management, IT infrastructure, systems analysis, and design, and IS strategies. | | 2/2 النظريات الإدارية ومبادئ وتقنيات نظم إدارة قواعد البيانات، استخراج البيانات، الوسائط المتعددة، وأنظمة المؤسسات الإدارية والمالية والتسويقية في منظمات الاعمال. |
| 6.Principles of Information communication and information security. | | 3/2 مبادئ اتصال وأمن المعلومات. |

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| 7.Specification, analysis, design, implementation and operation and maintenance of IS solutions | | 4/2 المواصفات والتحليل والتصميم والتنفيذ والتشغيل والصيانة لحلول نظم المعلومات الادارية. |
| 8.Modeling organizational processes and data, defining and implementing technical and process solutions, managing projects, and integrating systems. | | 5/2 نمذجة العمليات والبيانات التنظيمية، وتحديد وتنفيذ الحلول التقنية والعمليات وإدارة المشاريع. |
| | 2/1 أسس إعداد الخطط والبرامج والسياسات وفقاً لمتطلبات المؤسسات. | 6/2 مفاهيم وأسس إعداد الخطط والبرامج والسياسات واستراتيجيات إدارة المعرفة وفقاً لمتطلبات المؤسسات لتلبية توقعات الاطراف ذوى العلاقة بالمنظمة. |
| | 3/1 أسس إعداد دراسات الجدوى التسويقية وتقييم مقترحات الاستثمار. | 7/2 أسس إعداد دراسات الجدوى التسويقية وتقييم مقترحات الاستثمار. |
| | 4/1 أسس تصميم الهياكل التنظيمية ونظم وأدلة العمل الإدارية للأنشطة المختلفة بالمؤسسة. | 8/2 أسس تصميم الهياكل التنظيمية ونظم وأدلة العمل الإدارية للأنشطة المختلفة بالمؤسسة. |
| | 5/1 استيعاب الفلسفات الإدارية الحديثة مثل الجودة الشاملة وإعادة هندسة العمليات واستكشاف فرص تطبيقها فى مجالات العمل المختلفة. | 9/2 استيعاب الفلسفات الإدارية الحديثة مثل الجودة الشاملة وإعادة هندسة العمليات والتعرف على فرص تطبيقها فى مجالات العمل المختلفة. |
| | 7/1 الاتصالات التنظيمية وعلاقات العمل. | 10/2 الاتصالات التنظيمية وعلاقات العمل. |

| | | | المهارات الذهنية |
|---|---|---|---|
| 5.Awareness of organizational, human, and economic sides of modern organizations. | | 11/2 الجوانب التنظيمية والبشرية والاقتصادية للمنظمات الحديثة ومشكلات نظم المعلومات بها. | |
| | 4/1 أسس تصميم الهياكل التنظيمية ونظم وأدلة العمل الإدارية للأنشطة المختلفة بالمؤسسة. | 12/2 مفاهيم وأسس النظم المالية والمحاسبية والتسويقية وادارة الموارد البشرية بما يضمن التوظيف الأمثل لنظم المعلومات. | |
| **In addition to intellectual of computing and information graduate, the information system graduate should be able to:** | إلى جانب المهارات الذهنية لخريجي كلية التجارة يجب أن يكون خريج برنامج إدارة الأعمال قادرا على: | بالإضافة إلى المهارات الذهنية العامة لخريج كليات قطاع التجارة يجب أن يكون خريج برنامج نظم المعلومات الإدارية قادرا على: | المهارات الذهنية |
| | 2/3 الربط بين المتغيرات البيئية وأنماط اتخاذ القرارات. | 1/3 الربط بين المتغيرات البيئية ونظم المعلومات والنظم الإدارية وكيفية تطبيقها بالمنظمات وأنماط اتخاذ القرارات. | |
| | 3/3 إعداد السيناريوهات والاستراتيجيات والنماذج المختلفة للتعامل مع الأحداث والقضايا الادارية. | 2/3 تقييم السيناريوهات والاستراتيجيات والنماذج المختلفة للتعامل مع احداث وقضايا نظم المعلومات الإدارية المتنوعة. | |
| 1. Define traditional and nontraditional information systems problems, set goals towards solving them, and observe results. | | 3/3 تحليل مشاكل نظم المعلومات الادارية واقتراح الحلول المناسبة باستخدام تقنيات تكنولوجيا المعلومات الحديثة. | |

| | | | |
|---|---|---|---|
| 5. Select the suitable tools, methods, and techniques for modeling, analyzing IS, establishing criteria, and verify solutions. | | 4/3 تحديد الأدوات والأساليب والتقنيات المناسبة لتطبيقات نظم المعلومات فى المؤسسات. | |
| 6. Identify a range of solutions and critically evaluate and justify proposed design solutions. | | 5/3 تقييم دراسات الجدوى لمشروعات نظم المعلومات الإدارية فيما يخص التكاليف المتوازنة، الفوائد، السلامة، الجودة، الدقة، التأثير البيئي. | |
| 8. Suggest an innovative design to solve a problem containing a range of commercial and industrial constraints. | 1/3 ممـارســة التفكير الإبتكـارى والإبـداعي في مواجهة المواقف الادارية المختلفة. | 6/3 اقتراح الأفكار والتصاميم للمشاكل التي تنطوي على قيود تجارية وصناعية. | |
| | 3/3 إعداد السيناريوهات والاستراتيجيات والنماذج المختلفة للتعامل مع الأحداث والقضايا الادارية. | 7/3 تقييم السيناريوهات والاستراتيجيات والنماذج المختلفة المستخدمة فى النظم المالية والمحاسبية والتسويقية وادارة الموارد البشرية وتحليل المشاكل المتعلقة بها للوصول الى موقع استراتيجى تنافسى قوى للمنظمة. | |

| | | | المهارات المهنية |
|---|---|---|---|
| **In addition to Professional and Practical Skills of computing** and information **graduate, the information system graduate should be able to:** | إلى جانب المهارات المهنية العامة التي يجب أن يكتسبها خريج كلية التجارة يجب أن يكون خريج برنامج إدارة الأعمال قادرا على: | بالإضافة الى المهارات المهنية والعملية العامة لخريج كليات قطاع التجارة يجب أن يكون خريج برنامج نظم المعلومات الإدارية قادرا على: | |
| | 1/2 إعداد الخطط الإستراتيجية وصياغة سياسات الأعمال | 1/4 إعداد الخطط الإستراتيجية وصياغة سياسات الأعمال المتعلقة بنظم المعلومات الإدارية. | |
| | 2/2 إعداد وتصميم نظم وأدلة العمل المختلفة | 2/4 إعداد وتصميم نظم وأدلة العمل المختلفة طبقا لاحتياجات العمل. | |
| | 3/2 تصميم و تطوير الهياكل التنظيمية | 3/4 تصميم و تطوير الهياكل التنظيمية وربطها بنظم المعلومات الإدارية. | |
| | 4/2 تصـــميم وإدارة أنظمــة وقواعـد المعلومـات الإدارية. | 4/4 تصميم وإدارة أنظمة وقواعد المعلومات الإدارية. | |
| | 5/2 إعداد دراسات الجدوى وتقييم المشروعات. | 5/4 إعداد دراسات الجدوى وتقييم المشروعات. | |
| 7. Apply the principles of effective information acquisition, information management, organization, and information-retrieval to text, images, sound, and video. | | 6/4 تطبيق مهارات حماية واسترجاع بيانات ومعلومات الحاسب في المنظمات الادارية والصناعية. | |

| | المهـارة العامـة والمنقولة | | |
|---|---|---|---|
| المهـارة العامـة والمنقولة | 7/4 تطبيق أفضل الممارسات والخبرات المكتسبة المرتبطة بالنظم المالية والمحاسبية والتسويقية وادارة الموارد البشرية فى منظمات الأعمال. | 4/2 تصــميم وإدارة أنظمــة وقواعد المعلومـات الإدارية. | |
| المهـارة العامـة والمنقولة | يجب ان يكون خريج برنامج نظم المعلومات الإدارية مكتسبا المهارات العامة والمنقولة للمعايير القومية الاكاديمية المرجعية لخريج كليات قطاع التجارة التالية:<br><br>1/5 الإدارة الفعالة للوقت.<br>2/5 الاتصال الفعال والتأثير في الآخرين.<br>3/5 العمل الجماعي.<br>4/5 التنمية المعرفية والفكرية والتعلم الذاتي المستمر.<br>5/5 استخدام أساليب حل المشكلات على المستوى الفردي أو المؤسسي بكفاءة عالية.<br>6/5 العرض والتقديم والحوار.<br>7/5 إدارة الذات والتعامل مع ضغوط العمل.<br>8/5 الابتكار والتطوير والتحسين المستمر فى العمل.<br>9/5 استخدام المصطلحات الفنية ذات الصلة بموضوعات البرنامج.<br>10/5 الإلمام بإحدى اللغات الأجنبية واسعة الانتشار. | يجب أن يكون الخريج مكتسباً للمهارات العامة والمنقولة التالية (من المعاييرالقومية الأكاديمية المرجعية لقطاع التجارة):<br><br>1/5 الإدارة الفعالة للوقت.<br>2/5 الاتصال الفعال والتأثير في الآخرين.<br>3/5 العمل الجماعي.<br>4/5 التنمية المعرفية والفكرية والتعلم الذاتي المستمر.<br>5/5 استخدام أساليب حل المشكلات على المستوى الفردي أو المؤسسي بكفاءة عالية.<br>6/5 العرض والتقديم والحوار.<br>7/5 إدارة الذات والتعامل مع ضغوط العمل.<br>8/5 الابتكار والتطوير والتحسين المستمر فى العمل.<br>9/5 استخدام المصطلحات الفنية ذات الصلة بموضوعات البرنامج.<br>10/5 الإلمام بإحدى اللغات الأجنبية واسعة الانتشار. | |

# Appendix B

## *MIS Graduate Attributes (Program Aims) vs MIS Program Mission and Objectives*

| MIS Graduate Attributes (program Aims) | Management Information Systems Program Mission & Objectives | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| | Program Mission | | | | Program Objectives | | | | | | |
| | Education | scientific research | Community Service | professional ethics | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| **1.1** | ✓ | ✓ | | | ✓ | ✓ | | | | ✓ | |
| **1.2** | ✓ | | | ✓ | ✓ | ✓ | ✓ | | ✓ | | ✓ |
| **1.3** | | | ✓ | | | ✓ | | ✓ | | | ✓ |
| **1.4** | ✓ | | | | ✓ | | ✓ | | | | |
| **1.5** | ✓ | | | | ✓ | ✓ | ✓ | | ✓ | | |
| **1.6** | | | | ✓ | | ✓ | | ✓ | ✓ | | |
| **1.7** | ✓ | ✓ | | | ✓ | | ✓ | | | ✓ | |
| **1.8** | ✓ | ✓ | | | ✓ | | ✓ | | ✓ | ✓ | |

# Appendix C

# *Program vs ARS Matrix*

**FCBA- Academic Reference Standards (ARS) for Management Information Systems Program (ILOs)**

Management Information Systems (MIS) Program Aims — mapped against:

- Attributes of Management Information Systems (MIS) Program (General / Specific)
- Knowledge and Understanding (General / Specific)
- Intellectual Skills (General / Specific)
- Practical and Professional Skills (General / Specific)
- General and Transferable Skills

Row groups (FCBA – Management Information Systems (MIS) Intended Learning Outcomes (ILOs)):

- FCBA – Management Information Systems (MIS) Program Aims: General (1.1–1.8), Specific (1.9–1.17)
- Knowledge and Understanding: General (a1–a8), Specific (a9–a22)
- Intellectual Skills: General (b1–b6), Specific (b7–b14)
- Practical and Professional Skills: General (c1–c10), Specific (c11–c17)
- General and Transferable Skills: (d1–d10)

# Appendix D

## *Program Aims Vs Program ILOs*

| Management Information Systems (MIS) Program Aims | | FCBA - Management Information Systems (MIS) Intended Learning Outcomes (ILOs) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Knowledge and Understanding | | | | | | | | | | | | | | | | | | | | | | Intellectual Skills | | | | | | | | | | | | | | Practical and Professional Skills | | | | | | | | | | | | | | | | | General and Transferable Skills | | | | | | | | | |
| | | General | | | | | | | | Specific | | | | | | | | | | | | | | General | | | | | | Specific | | | | | | | | General | | | | | | | | | | Specific | | | | | | | | | | | | | | | | |
| | | a1 | a2 | a3 | a4 | a5 | a6 | a7 | a8 | a9 | a10 | a11 | a12 | a13 | a14 | a15 | a16 | a17 | a18 | a19 | a20 | a21 | a22 | b1 | b2 | b3 | b4 | b5 | b6 | b7 | b8 | b9 | b10 | b11 | b12 | b13 | b14 | c1 | c2 | c3 | c4 | c5 | c6 | c7 | c8 | c9 | c10 | c11 | c12 | c13 | c14 | c15 | c16 | c17 | d1 | d2 | d3 | d4 | d5 | d6 | d7 | d8 | d9 | d10 |
| General Aims | 1.1 | | | | X | | | | | | | | | | | | | | | | | | | X | | X | X | | | | | | | | | X | | X | | | | | X | | X | X | | | | | | | | | X | | | X | | | | | | X | |
| | 1.2 | X | X | | X | | | | | X | X | | | X | X | | | | | | | | | | | | | X | | | X | X | | | | | | | | | | | | | | | X | | X | X | | X | | | | X | X | X | | | | | | | |
| | 1.3 | | | | X | | | | | | | | | | | | | | | | | | | | | | | X | | | | | | | | | | | | | | | | | | | | | | | | | | | X | X | X | X | | | X | X | | X |
| | 1.4 | | X | X | | | | | | | | | | | | X | X | X | X | X | | | | | | | | | X | | | | | | | X | X | | | | | | | | X | X | | | | | | X | | | X | | | | X | | | | | X | |
| | 1.5 | | X | | | | | | | | | | | X | | | | | | X | | | | | | | | | X | | | | | X | | X | X | | | | | | X | | X | | | | | | | X | X | | | | | X | | | | X | | |
| | 1.6 | | | | | | | X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | | | | | X | X | | | X | | | | | |
| | 1.7 | | | | X | | | | | | | | | X | | | | | | | | | | | | | | | X | | | | X | | | | | X | | | | | | | | | | | | | | X | | | X | X | | | X | X |
| | 1.8 | | | | X | | | | | X | X | | | X | X | | | | | | | | | X | | | X | | | | X | X | | | | | X | X | | | X | | | X | X | X | | | | | | | | | X | X | | | X | X |
| Specific Aims | 1.9 | X | X | | X | | | | | X | X | | X | | | | | | | | | | | | | X | | X | | X | X | | | X | X | | | | | X | | X | X | | | | X | | | | | X | X | | | X | X |
| | 1.10 | X | | | X | | | | | X | | | X | X | | | X | X | | | | | | | X | | X | | | X | | | X | X | X | X | X | X | | | | X | X | | | X | X | | | | | | X | X | | | X | X |
| | 1.11 | | | | | X | | | | X | X | X | X | | X | | | | | | | | | | X | | | | | X | X | | | | | | X | | X | | | | | X | | X | | X | X | X | X | X | X | X | | X | |
| | 1.12 | X | | | X | | | X | | | | X | | | | | | | | | | X | | X | | X | X | X | | | X | | X | X | X | X | X | X | | | | | | X | X | | X | | | | | X | X | |
| | 1.13 | | | | X | X | | X | X | X | X | | X | | | | | X | | | | | | X | | | | | | X | | X | | X | | | X | X | X | | X | | | X | | | | X | X | X | X | X | X | X | X | X |
| | 1.14 | | X | | X | | | X | X | | | X | | | | | | | | X | X | | | | | | | X | | X | | | | | X | X | | X | | | | X | X | X | | | X | X | | X | X |
| | 1.15 | | X | | X | X | X | | X | | X | | | X | X | X | X | X | X | X | | X | X | | X | | X | | X | X | | X | X | X | X | X | | X | X | | X | X | | X | X |
| | 1.16 | X | X | | X | | X | X | X | X | | | X | X | | X | | X | X | X | X | | | | X | | X | X | X | X | X | X | | X | X | X | |
| | 1.17 | X | X | X | X | | X | X | X | X | X | | X | X | X | X | X | X | | X | X | X | X | X | X | X | X | X | X | | X | X | X | X | X | X | X | X |

# Appendix E

## *Program ILOs vs Courses Matrices*

## *(Major & Minors)*

# Future University in Egypt
# Faculty of Commerce and Business Administration
# Management Information Systems Department
# Course specifications

## FCBA - Management Information Systems (MIS) Intended Learning Outcomes (ILOs)

| Course Code | Course Name | a1 | a2 | a3 | a4 | a5 | a6 | a7 | a8 | a9 | a10 | a11 | a12 | a13 | a14 | a15 | a16 | a17 | a18 | a19 | a20 | a21 | a22 | b1 | b2 | b3 | b4 | b5 | b6 | b7 | b8 | b9 | b10 | b11 | b12 | b13 | b14 | c1 | c2 | c3 | c4 | c5 | c6 | c7 | c8 | c9 | c10 | c11 | c12 | c13 | c14 | c15 | c16 | c17 | d1 | d2 | d3 | d4 | d5 | d6 | d7 | d8 | d9 | d10 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | **University Requirements Compulsory: 8 credit hours (4 Courses)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ENG KET/KET A | English KET/KET Advanced | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | X | | X | | X | | | | X |
| ENG PET /ENG PET A | English PET/PET Advanced | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | | X | | X | | | | X |
| CSC101 | Introduction to Computer | | | | | | | | | | | | | | | | | | | | | | | X | | | | | | | | | | | | | | | | | | | | | | X | | | | | | | | | | X | | X | | X | | | | |
| PSC110 | Human Rights | | | | X | | | X | | | | | | | | | | | | | | | | | X | | | X | | | | | | | | | | | | | | | | | | | | | X | | | | | | | X | X | X | | X | | | | X |
| | **University Requirements Elective: 4 credit hours (2 Courses)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MGT 100 | Small business management | X | X | | | | | | | | | | X | | | | | | | | | | | | X | | X | X | | | | | | | X | X | | | | | | | X | X | | | | | | | | | X | X | X | X | X | | X | | | X | X | |
| PSY101 | Introduction to Psychology | | | X | | | X | X | | | | | | | | | | | | | | | | X | | | | | | | | | | | | | | | | | | | X | | | | | | | | | | | X | X | | | X | | | | X |
| SOC101 | Introduction to Sociology | | | X | | | X | X | | | | | | | | | | | | | | | | X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | X | | | X | | | | X |
| ENV101 | Introduction to Environmental Science | | X | X | X | | X | | | | | | | | | | | | | | | | | X | | | | | | | | | | | X | | | | | | | | | | | | | | | | | | X | X | X | X | | X | | | | X |
| CSC 102 | Specialized Computer Applications | | | X | | | | | | | | | | | | | | | | | | | | X | X | | | | | | | | | | | | | | | | | | | | X | | | | | | | | | X | X | | | X | | | | X |
| SCT101 | Scientific Thinking | | | | | X | | | | | | | | | | | | | | | | | | X | | | | X | | | | | | | | | | | | | | | X | | | | | | | | | | X | X | | X | | | | X | |
| CPS101 | Communication and Presentation Skills | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | X | X | X | | X | X | | | X |
| | **Faculty Compulsory: 63 Credit Hours (21 Courses)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MGT101 | Introduction to Management | X | X | | X | | | | X | | | | | | | | | | | | | | | X | | | | | | | | | | | X | | | | | | X | | | X | | X | | | | | | | | X | | X | | X | X | X |
| ACT101 | Introduction to Accounting | | | | X | X | | X | | | | | | | | | | | | | | | | X | X | | | | | | | | | | | | | | | | X | | X | | X | | | | | | | | | X | | | X | X | X | X | |
| ECN101 | Introduction to Microeconomics | | | | X | X | | X | | | | | | | | | | | | | | | | | X | | | | | X | | X | | X | | | | | | | | | | | | | | | | | | X | | | X | X | | | X | X |
| MAT101 | Business Mathematics | | | | X | | | | | | | | | | | | | | | | | | | X | X | | | | | | | | | X | | | | | | | | | | | | | | | | | | | X | X | X | X | X | | | |
| LAW101 | Business Law | | | | X | X | | X | X | | | | | | | | | | | | | | | X | | | X | | | | X | | | | | | | | | | | | | | | | | | | | | X | | | X | X | | X | | |
| ECN102 | Introduction to Macroeconomics | | | | X | | | | | | | | | | | | | | | | | | | X | | | | | | | | X | | X | | | | | | | | | | | | | | | | | | X | X | | X | X | |
| MGT102 | Organization Behavior | X | X | | X | | | | | | | | | | | | | | | | | | | | | X | | | | X | | | | | | X | | | X | | | | | | | | | | | | | X | X | X | X | | X | | X | |
| SAT101 | Introduction to Business Statistics | | | | X | X | X | X | | | | | | | | | | | | | | | | X | | X | | | | | | | | X | | | | | | | | X | | X | | | | | | | | | | | | | X | | X | | X | X |
| ACT102 | Financial Accounting | | | | X | | | | | | | | | | | | | | | | | | | | X | | | | | | | | | X | | | | | | X | | X | | | | | | | | X | X | X | X | | | X | |
| REM101 | Research Methodology | | | | | X | | X | | | | | | | | | | | | | | | | | | | X | | X | | | | | | | | | X | | | | | | | | | | | | | X | X | X | | X | | X |
| FIN201 | Corporate Finance (1) | X | | | X | X | | X | | | | | | | | | | | | | | | | | X | | | | | | | | | | | X | | X | | | X | | | X | | | X | | X | X | | X | X | |
| MGT201 | Production and Operations Management | | | | X | | | | | | | | | | | | | | | | | | | | X | X | X | | | | | | | | | X | X | | | | X | X | | | | X | X | | X | X | | X | X | X |
| ACT201 | Cost Accounting | | | | X | | | | | | | | | | | | | | | | | | | | X | | | | | | | | | X | | X | | X | | | | | | X | | X | |
| MIS201 | Introduction to Management Information Systems | X | X | X | X | | | | X | | | | | | | | | | | | | | | X | X | | X | | | | | | X | | X | X | | X | | | X | | X | X | X | | | | X | | X | |
| MIS202 | Introduction to Programming | | X | X | X | | | | | | | | | | | | | | | | | | | X | | | | | | | | | X | X | | X | X | | X | X | | X | X | | X | X |
| MKT201 | Introduction to Marketing | | | X | X | | | X | | | | | | | | | | | | | | | | X | | X | | X | | | | | X | X | | X | | X | | X | | X | X | | X | X |
| SAT201 | Advanced Statistics | | | | X | | | | | | | | | | | | | | | | | | | X | X | | X | | | | | X | | | X | X | | X | | X | | | | X | X | | X |
| ECN201 | Money and Banking | | | X | X | | | | | | | | | | | | | | | | | | | | X | | | | | | | | X | X | | X | X | X | X | X | X | | | X |
| HRM201 | Introduction to Human Resources Management | | | X | X | | | | | | | | | | | | | | | | | | X | X | | | | | | | | | X | | | | | X | | X | X | X | | | X | X |
| MGT401 | Strategic Management | | | X | | | | | | | | | | | | | | | | | | | X | X | | X | X | | | | | X | X | | X | | | X | X | | X | X | X | X | X |
| MGT402 | Feasibility Studies | | X | | X | X | X | | | | | | | | | | | | | | | | X | X | X | | | | | X | X | | X | X | | X | X | | X | X | X | | X | X | X | X | X |
| | **Department Compulsory: 28 Credit Hours (10 Courses)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MIS301 | Advanced Programming | | | | | X | | X | X | | | | | | | X | | | | | | | | X | X | | | | | X | X | | X | | X | | X | | X | X | | | | X | | X | | X | | X | | | X | X | X | | X | X |
| MIS302 | E-Commerce | X | X | X | | X | | | X | | | | | | | X | | | | | X | | X | X | | | X | | X | X | X | X | | X | | X | X | | X | X | | X | | X | X | X | |
| MIS303 | Data Base Systems | | | | | X | X | | X | X | | X | | | X | | | | X | | | X | | X | X | X | | | X | | | X | | | X | X | | | X | X | X | X | X |
| MIS305 | Advanced Data Base | | | | | X | X | | X | X | | X | | | X | | | X | | | | X | X | X | | | X | | | X | | X | | X | X | X | X | X | X |
| MIS306 | System Analysis and Design | | | | | X | | X | X | X | X | X | X | X | X | | | X | | | X | X | X | X | X | X | X | X | X | | | X | | X | X | X | X | X | X | X | X | X | X | X | X |
| MIS307 | Operating Systems | | | | | X | X | | | | | | | | | X | | X | X | X | X | | | X | | | X | | X | X | X | X | X | X |
| MIS401 | Decision Support Systems | X | | | X | | | X | | | | X | | | X | X | X | | | X | X | X | X | X | X | X | X | | | X | | X | | X | X | X | X | X | X | X |
| MIS402 | Computer Networks | | | X | | | X | X | | | | X | X | X | X | X | X | X | X | X | X | X | | X | | X | X | X | X | X | X |
| GIS401 | Graduation Project 1 | | X | X | X | | X | X | X | X | X | X | X | | | X | X | X | X | X | X | X | X | X | X | X | | X | X | X | X | X | X | X | X | X | X |
| GIS402 | Graduation Project 2 | | X | X | X | | X | X | X | X | X | X | | X | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| | **Department Electives: 12 Credit Hours (4 Courses)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MGT 301 | Negotiation Management | | | X | | | | X | | | | | | X | X | X | | | | | X | | | X | | | | X | | | | X | | X | | | | | | | | X | | X | | | X | X | X | |
| MGT 302 | Business Communication Management | | | X | | | | | | | | | | X | X | X | | | X | | | | X | | | | X | | | | | | | X | | X | X | X | X | X |
| MGT 303 | Small Business Management and Entrepreneurship | X | X | | | | | | | | | X | | X | | X | X | X | X | | X | | | X | | | X | | | X | | | X | | X | | | X | X | X | X | X | | X | X |
| MIS304 | Special Topics in MIS | | | | | X | X | X | X | X | | | | X | | | X | | | X | X | X | | | X | | | X | X | | X | | X | | X | | X | X | X | | X | X |
| MIS308 | Internet and Multimedia | | | | | X | X | | | | | | | X | | X | X | X | | X | X | | | X | | | X | | | X | X | | X | X | X | | X | X |
| MIS309 | Information Security | | | X | | | | X | X | X | | | | X | | | X | | X | | | | | X | | | X | | X | | X | | X | X |
| MIS403 | Data Warehousing and Business Intelligence | | | | X | | X | X | | X | X | X | | X | | | X | | | X | X | X | X | | | X | | X | X | | | X | X | X | X |
| MIS404 | Artificial Intelligence | | | X | X | | X | X | | X | | | | | X | X | X | X | X | | X | | | | X | | X | | X | X | X | X | X | X | X | |

**Future University in Egypt**
**Faculty of Commerce and Business Administration**
**Management Information Systems Department**
**Course specifications**

FCBA - Management Information Systems (MIS) Intended Learning Outcomes (ILOs)

| Course Code | Course Name | a1 | a2 | a3 | a4 | a5 | a6 | a7 | a8 | a9 | a10 | a11 | a12 | a13 | a14 | a15 | a16 | a17 | a18 | a19 | a20 | a21 | a22 | b1 | b2 | b3 | b4 | b5 | b6 | b7 | b8 | b9 | b10 | b11 | b12 | b13 | b14 | c1 | c2 | c3 | c4 | c5 | c6 | c7 | c8 | c9 | c10 | c11 | c12 | c13 | c14 | c15 | c16 | c17 | d1 | d2 | d3 | d4 | d5 | d6 | d7 | d8 | d9 | d10 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Accounting Minor Courses: 15 Credit Hours (5 Courses)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ACT301 | Auditing | | | | | | X | | | | | | | | | | | | X | X | | | | | | | | | | | | | | | | X | X | | | | | | | | | | | | | | | | | | X | X | X | | X | | | | X | X |
| ACT302 | Intermediate Accounting | X | | | | | | | | | | | | | | | | | X | X | | | | | | | X | | | | | | | | | X | X | | | | | | | | | | | | | | | | | | X | | | | X | X | | | X | X |
| ACT303 | Advanced Cost Accounting | | | | | | | | | | | | | | | | | | X | X | | | | | | | X | | | | | | | | | X | X | X | | | | | | | | | | | | | | | | | X | X | | | X | X | | X | | |
| ACT304 | Managerial Accounting and Budgeting | | | | | | | | | | | | | | | | | | X | X | | | | | | | | | X | | | | | | | X | X | | | | | | | | | | | | | | | | | | X | | X | | X | X | | | | |
| ACT402 | Specialized Accounting | X | X | | | | | | | | | | | | | | | | X | X | | | | | | | | | | | | | | | | X | X | | | | | | | | | | | | | | | | | | X | | | | X | X | | X | | |
| **Finance Minor Courses: 15 Credit Hours (5 Courses)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MAT301 | Insurance and Risk Management | | | X | | | | | | | | | | | X | | | | X | X | | | | | | | | X | | | | | | | | X | X | X | | | | | | | | | | | | | | | | X | | | X | | X | | | X |
| FIN301 | Corporate Finance(2) | | | | | | | | | | | | | | X | | | | X | X | | | | | | | X | X | | | | | | | | X | X | | | | | X | | | | | | | | | | | | | X | | | | X | X | | X | X | |
| FIN302 | Bank Management | | | | | | | | | | | | | | X | | | | X | X | | | | | | | X | | | | | | | | | X | X | | | | | X | | | | | | | | | | | | | X | X | | | X | X | | X | X | |
| FIN303 | Investment and Portfolio Management | | | | | | | | | | | | | | X | | | | X | X | | | | | | | | | | | | | | | | X | X | | | | | | | | | | | | | | | | | | X | | | | X | X | | X | | |
| FIN305 | Financial Markets | | | | | | | | | | | | | | X | | | | X | X | | | | | | | | | | | | | | | | X | X | X | | | | | | | | | | | | | | | | | X | | | | X | | | X | | |
| **Marketing Minor Courses: 15 Credit Hours (5 Courses)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MKT302 | Consumer Behavior | | X | | | | | | | | | | | | | | | | | X | | | | | | X | X | | | | | | | | | X | X | X | | | | | | | | | | | | | | | | | X | X | X | X | | | | | X | X |
| MKT303 | Marketing Research | | | | X | X | | X | | | | | | | | | | | | X | | | | | | | | | | | | | | | | X | X | X | | X | | | | | | | | | | | | | | | X | X | X | X | | | X | | | X | X |
| MKT304 | Integrated Marketing Communication | | | X | | | | | | | | | | | | | | | | X | | | | | X | | | | | | | | | | | X | X | | | | | | | | | | | | | | | | | | X | X | X | X | | | X | | X | X | X |
| MKT306 | E-Marketing | | X | | | | | | | | | | | | | | | | | X | | | | | | | | | | | | | | | | X | X | | | | | | | | | X | | | | | X | | | X | X | X | X | X | | | | | X | X | X |
| MKT401 | Strategic Marketing | | | X | | | | | | | | | | | | | | | | X | | | | | | | | | | | X | | | | | X | X | | | | | | | X | | | | | | | | | | | X | X | X | X | X | X | | | X | X |
| **Human Resources Management Minor Courses: 15 Credit Hours (5 Courses)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HRM301 | Performance Management | | | | | | | | | | | | | | | | | X | | | X | | | | | | | | | | | | | | | X | X | | | | | | | | | X | | | | | | | | | X | X | X | | X | X | X | X | | |
| HRM302 | Recruitment and Selection | | | X | | | | | | | | | | | | | | X | | | X | | | | | | | | | | | | | | | X | X | X | | | | | | | | | | | | | | | | | X | | | X | X | X | | | | X |
| HRM303 | Human Resources Planning | | | | | | | | | | | | | | | | | X | | | X | | | X | | X | | | | | | | | | | X | X | | | | | | | | | | | | | | | | | | X | | X | | X | X | | | | X |
| HRM304 | Training and Development | | | | X | X | | | | | | | | | | | | X | | | X | | | X | X | X | | | X | X | X | | | | | X | X | X | X | X | X | X | | | X | X | | | | | | | | X | X | | X | | | | X | X | X |
| HRM401 | Strategic Human Resources Management | | | | | | | | | | | | | | | | | X | | | X | | | | | | | X | | | | | | | | X | X | X | | | | | | | | | | | | | | | | | X | X | X | X | | X | | X | | |

# Appendix (F)
# Course Specifications

# University Requirements Course Specification

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# I. Course Information

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| Course Code | ENG KET/ ENG KET A | Course Name | | English KET/KET Advanced |
|---|---|---|---|---|
| Level | First | Specialization | | All faculty programs |
| Department Offering the Course | English unit | | | |

| | Credit Hours | | | |
|---|---|---|---|---|
| | Total Credit Hours | Theoretical | Tutorial | Practical |
| | 2 | 2 | - | - |
| | Contact Hours | | | |
| Credit Hours | Contact Hours | Theoretical | Tutorial | Practical |
| | 2 | 2 | - | - |

| Course Prerequisite(s) | Not Applicable |
|---|---|
| Approval Date Of course Specification | 18/7/2022 |

# II. Overall Aims of the Course

**Upon completion of this course, students will be able to:**

- Apply the *A2* academic reading and writing course to enable student's skills they have developed throughout the years and to progress toward an advanced level of literacy.
- Analyze the varieties of challenging readings and discover the characteristics and conventions used by scholars in different disciplines.
- Demonstrate professional responsibilities, ethical, cultural and societal aspects in the *A2* course to develop the core transferable skills in critical thinking, reading and writing that they will use in their university courses, regardless of their faculties.
- Use effectively communication skills.
- Carry out self-learning strategies for reading and writing more efficiently and for approaching new writing tasks.

`

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical /professional Skills** | **General and Transferable Skills** |
| | | | **d1, d2, d4, d6, d10** |

## IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Discuss different aspects of life.
a2. Discuss principles of recognizing text types.
a3. Identify master few simple grammatical structures and sentence patterns in a learned repertoire.
a4. Discuss the fundamental concepts that explain basic vocabulary range of isolated words and phrases related to particular situations.

### b. Intellectual Skills

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

b1. Analyze facts and information from texts.
b2. Determine measurement criteria to evaluate information
b3. Analyze texts through graphic organizers
b4. Engage and communicate activities.
b5. Analyze the functionality of inferring meaning from various texts.

### c. Practical / Professional Skills

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

c1. Evaluate different methods to produce varied paragraphs.
c2. Analyze and design different means to construct descriptive sentences.
c3. Evaluate new ideas.
c4. Implement charts to organize ideas.
c5. Acquire a set of fundamental research skills from different resources to manipulate simple phrases and sentences about themselves and imaginary people.

### d. General and Transferable Skills

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

d1. Apply communication skills and techniques in presentations and report writing.
d2. Work in a team effectively and efficiently considering time and stress management.
d3. Exploit a range of learning resources to understanding different cases.

# V. Course Matrix Content

| Week No. | Main Topic | Credit Hours: 2H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T. S |
| 1 | Orientation People | 2 | - | | | | |
| 2 | Seasons | 2 | - | a1-a4 | b1-b5 | | |
| 3 | Lifestyle | 2 | - | a1-a4 | b1-b5 | | |
| 4 | Lifestyle (2) | 2 | | a1-a4 | b1-b5 | | |
| 5 | Places | 2 | - | a1-a4 | b1-b5 | | |
| 6 | Sport | 2 | - | a1-a4 | b1-b5 | | |
| 7 | Jobs | 2 | - | a1-a4 | b1-b5 | | |
| 8 | Midterm exam | | | | | | |
| 9 | Food and culture | 2 | - | | | | |
| 10 | The animal Kingdom | 2 | - | a1-a4 | b1-b5 | | |
| 11 | Transport | 2 | - | a1-a4 | b1-b5 | | |
| 12 | Presentation | 2 | - | | | c1-c5 | d1-d3 |
| 13 | Presentation | 2 | - | | | c1-c5 | d1-d3 |
| 14-15 | Final exams | | | | | | |
| ** | • **G.T.S:** General and Transferable Skills   • **I.S:** Intellectual Skills | | | • **P.P.S.:** Practical / Professional Skills   • **K.U.: Knowledge** and Understanding | | | |

# VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | | | | | |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | | | | | |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | √ | √ | √ | √ | √ |
| 9 | Problem Solving | | | | | |
| 10 | Interactive Online Lectures | √ | √ | √ | | √ |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding   • **I.S.:** Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills   • **G.T.S.:** General and Transferable Skills | | | |

# VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students.

# VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Method | Course ILOs Covered by Method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T. S | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 8 | 50% |
| 2 | Written Final Exam | √ | √ | √ | | | 14 - 15 | 40% |
| 3 | Quizzes | | | | | | | |
| 4 | Assignments | | | | | | | |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | √ | √ | √ | √ | √ | | 5% |
| 9 | Practical Exam | | | | | | | |
| 10 | Others (Participations) | √ | | | | √ | | 5% |
| ** | • **K.U.: Knowledge** and Understanding<br>• **I.S.** : Intellectual Skills | | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.:** General and Transferable Skills | | | | |

# IX. References

| **Essential Textbooks** | Richard O'Neill, Unlock Reading & Writing Skills 2, Cambridge University Press. ISBN: 978-1108434263 |
|---|---|
| **Course Notes** | Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle). |
| **Extra Recommended Books** | Essential Grammar in Use – Raymond Murray (Cambridge University Press). ISBN: 978-0521675802 |
| **Online Web Sites** | • TED Talks<br>• www.ekb.eg |
| **Others (Specify)** | None |

## X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | | | | |
| PC/Laptop | ✓ | | | |
| Data-Show | | | | |
| Laser Pointer | ✓ | | | |
| Internet | ✓ | | | |
| Printer | | | | ✓ |
| Copier | | | | ✓ |
| Moodle | ✓ | | | ✓ |
| Zoom | ✓ | | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Dr. Mahmoud Neshawy
- **Head of The Department:** Prof. Dr. Manal El-Kalay
- **Date:** 18/7/2022

# I. Course Information

| Course Code | ENG PET / ENG PETA | Course Name | English PET/ PET Advanced |
|---|---|---|---|
| Level | First | Specialization | All Faculty Programs |
| Department Offering the Course | English Unit | | |

| Credit Hours | | | |
|---|---|---|---|
| | *Credit Hours* | | |
| | Total Credit Hours | Theoretical | Tutorial | Practical |
| | 2 | 2 | - | - |
| | *Contact Hours* | | |
| | Contact Hours | Theoretical | Tutorial | Practical |
| | 2 | 2 | - | - |

| Course Prerequisite(s) | ENG KET OR ENG KET A |
|---|---|
| Approval Date Of course Specification | 18/7/2022 |

# II. Overall Aims of the Course

**Upon completion of this course, students will be able to:**

- Compare, evaluate, and select methodologies of the various techniques introduced within the course.
- Apply the basic knowledge that enhances skills of reading and writing skills that develop the student's language practice.
- Use fundamental and advanced topics and functional lexis provide the reference by which language is introduced and recycled within clear natural contexts.
- Combine and evaluate different concepts of writing through a range of texts, by understanding genre specific conventions, and developing confidence by planning and discussions and by applying both process and product approaches.

# III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| | | | **d2, d4, d6, d10** |

# IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Describe different aspects of festivals, celebrations, and school and education.
a2. Discuss methodologies of how people can communicate
a3. Identifies the up-to-date methods to infer meaning from various texts.
a4. Outline methods to summarize a given text or paragraph

### b. Intellectual Skills

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

b1. Determine measurement criteria to differentiate between two texts
b2. Evaluate information
b3. Analyze texts through graphic organizers
b4. Relate their knowledge.
b5. Predict proposal content using visuals.

### c. Practical / Professional Skills

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

c1. Use different methods to write varied paragraphs.
c2. Install and maintain different means to generate descriptive sentences.
c3. Evaluate ideas.
c4. Implement charts to organize ideas.

### d. General and Transferable Skills

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

d1. Exploit a range of learning resources.
d2. Utilize effectively general course facilities.
d3. Use graphic organizers to analyze and produce.

# V. Course Matrix Content

| Week No. | Main Topic | Credit Hours: 2H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T. S |
| 1 | Orientation Places | 2 | - | a1-a4 | b1-b5 | | |
| 2 | Festivals and Celebrations | 2 | - | a1-a4 | b1-b5 | | |
| 3 | School and Education | 2 | - | a1-a4 | b1-b5 | | |
| 4 | The Internet and Technology | 2 | - | a1-a4 | b1-b5 | | |
| 5 | Language and Communication | 2 | - | a1-a4 | b1-b5 | | |
| 6 | Weather and Climate | 2 | - | a1-a4 | b1-b5 | | |
| 7 | Sports and Competition | 2 | - | a1-a4 | b1-b5 | | |
| 8 | Mid-term Exams | | | | | | |
| 9 | Business | 2 | - | a1-a4 | b1-b5 | | |
| 10 | People | 2 | - | a1-a4 | b1-b5 | | |
| 11 | Space and the Universe | 2 | - | | | c1- c4 | d1-d3 |
| 12 | Presentation | 2 | - | | | c1- c4 | d1-d3 |
| 13 | Presentation | 2 | - | | | c1- c4 | d1-d3 |
| 14-15 | Final exams | | | | | | |
| | • **G.T.S:** General and Transferable Skills <br> • **I.S:** Intellectual Skills | | | • **P.P.S.:** Practical / Professional Skills <br> • **K.U.: Knowledge** and Understanding | | | |

# VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | | | | | |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | | | | | |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | √ | √ | √ | √ | √ |
| 9 | Problem Solving | | | | | |
| 10 | Interactive Online Lectures | √ | √ | √ | | √ |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding | | • **P.P.S.**: Practical / Professional Skills | | | |

| | • **I.S.**: Intellectual Skills | • **G.T.S.:** General and Transferable Skills |
|---|---|---|

## VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students.

## VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Method | Course ILOs Covered by Method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T. S | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 8 | 50% |
| 2 | Written Final Exam | √ | √ | √ | | | 14-15 | 40% |
| 3 | Quizzes | | | | | | | |
| 4 | Assignments | | | | | | | |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | | √ | √ | √ | √ | | 5% |
| 9 | Practical Exam | | √ | √ | √ | √ | | |
| 10 | Others (Participations) | | √ | √ | √ | √ | | 5% |
| ** | • **K.U.: Knowledge** and Understanding <br> • **I.S.** : Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.:** General and Transferable Skills | | | | | |

## IX. References

| **Essential Textbooks** | Richard O'Neill, Unlock Reading & Writing Skills 2, Cambridge University Press. ISBN: 978-1108434263 |
|---|---|
| **Course Notes** | Course Notes are available with all the slides used in lecturing in electronic form on learning management system (Moodle) |
| **Extra Recommended Books** | Essential Grammar in Use – Raymond Murray (Cambridge University Press). ISBN: 978-0521675802 |
| **Online Web Sites** | www.ekb.eg <br> TED Talks |
| **Others (Specify)** | None |

## X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | | | | |
| PC/Laptop | ✓ | | | |
| Data-Show | | | | |
| Laser Pointer | ✓ | | | |
| Internet | ✓ | | | |
| Printer | | | | ✓ |
| Copier | | | | ✓ |
| Moodle | ✓ | ✓ | ✓ | ✓ |
| Zoom | ✓ | | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Dr Wafaa El Sayed
- **Head of The Department:** Prof Dr. Manal El Kalay
- **Date:** 18/7/2022

# I. Course Information

| Course Code | CSC 101 | Course Name | Introduction to computer |
|---|---|---|---|
| Level | **First** | **Specialization** | All faculty programs |
| **Department Offering the Course** | Computer Science | | |

| Credit Hours | | | | |
|---|---|---|---|---|
| | **Credit Hours** | | | |
| | Total Credit Hours | Theoretical | Tutorial | Practical |
| | 2 | 2 | - | - |
| | **Contact Hours** | | | |
| | Contact Hours | Theoretical | Tutorial | Practical |
| | 2 | 2 | - | - |

| Course Prerequisite(s) | Not Applicable |
|---|---|
| Approval Date Of course Specification | 18/7/2022 |

# II. Overall Aims of the Course

**Upon completion of this course, students will be able to:**
- Analyze the requirements to understand different components in computer system and operations of the computer systems.
- Demonstrate knowledge and understanding of the basic elements of computer hardware and software and their roles in a computer system.
- Combine and evaluate different tools and facilities.
- Use modern techniques to use Internet and WWW for searching and browsing information.
- Comprehend deeply the basic concepts of software developments.
- Compare, evaluate and select methodologies to solve the algorithmic problems using pseudo code and flow chart.
- Comprehend the computer language and different number systems.

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| | **b1** | **c9** | **d2, d4, d6** |

## IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Describe the basic of software development.
a2. Define the basics of application software.
a3. Identify basic computer terminology.
a4. List different components in computer system and operations of the computer systems.

### b. Intellectual Skills

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

b1. Analyze and design a solution for computing problems considering limitations and constrains.
b2. Solve the algorithmic problems using pseudo code and flow chart.

### c. Practical / Professional Skills

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

c1. Run computing equipment in different physical environment.
c2. Install and maintain different supporting tools for construction and documentation software systems.
c3. Realize information storage and retrieval skills in computing software systems.
c4. Acquire a set of fundamental research skills from different resources.

### d. General and Transferable Skills

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

d1. Exploit a range of learning resources.
d2. Apply communication skills in presentations and report writing using various methods and tools.

# V. Course Matrix Content

| Week No | Main Topic | Credit Hours: 2H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T. S |
| 1 | Introduction to Computer and Information Technology & | 2 | - | a1- a4 | b1, b2 | | |
| 2 | Computer Hardware Components & The von Neumann Model | 2 | - | a1- a4 | b1, b2 | | |
| 3 | Computer Hardware Components | 2 | - | a1- a4 | b1, b2 | | |
| 4 | Computer Software | 2 | - | a1- a4 | b1, b2 | | |
| 5 | Computer Networks, Internet and WWW | 2 | - | a1-a4 | b1, b2 | | |
| 6 | Problem Solving Methodologies and Algorithmic Approach Revision | 2 | - | a1-a4 | b1, b2 | c1- c4 | d1, d2 |
| 7 | Flow Charts | 2 | - | a1- a4 | b1, b2 | c1- c4 | d1, d2 |
| 8 | Mid-term Exams | | | | | | |
| 9-10 | Pseudo Code | 2 | - | a1- a4 | b1, b2 | c1- c4 | d1, d2 |
| 11-12 | Numbering Systems | 2 | - | a1- a4 | b1, b2 | c1- c4 | d1, d2 |
| 14-15 | Final exams | | | | | | |
| | • **G.T.S:** General and Transferable Skills <br> • **I.S:** Intellectual Skills | | | • **P.P.S.:** Practical / Professional Skills <br> • **K.U.: Knowledge** and Understanding | | | |

# VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | | | | | |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | | | | | |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | | | | | |
| 9 | Problem Solving | √ | √ | √ | √ | √ |
| 10 | Interactive Online Lectures | √ | √ | √ | | √ |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding <br> • **I.S.:** Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.:** General and Transferable Skills | | | |

## VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students.

## VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Method | Course ILOs Covered by Method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T. S | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14-15 | 40% |
| 3 | Quizzes | √ | | | | | | |
| 4 | Assignments | √ | √ | √ | √ | √ | 6,10 | 20% |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | | | | | | | |
| 9 | Practical Exam | | | | | | | |
| 10 | Others (Participations) | √ | | | | √ | continuous | 10 % |
| ** | • **K.U.: Knowledge** and Understanding<br>• **I.S.** : Intellectual Skills | | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.:** General and Transferable Skills | | | | |

## IX. References

| | |
|---|---|
| **Essential Textbooks** | − O. Leary, *Computing Essentials* 2017, 26e<br>− Jenison, Mickelson, Northup, E*ngineering Fundamentals & Problem Solving*, 7th Edition, 2018. |
| **Course Notes** | Course Notes are available with all the slides used in lecturing in electronic form on learning management system (Moodle) |
| **Extra Recommended Books** | − Zeltmann, Patt, Patel, Introduction to Computer Architecture and Programming, Second Edition by, 2009<br>− Dean, Introduction to Programming with Java: A Problem-Solving Approach, Second Edition, 2014<br>− Patt, Patel Introduction to Computing Systems, Second Edition, 2004<br>− Brian K. Williams, Stacey Sawyer, "Using Information Technology: a Practical Introduction to Computer & Communication," 11th International Edition, McGraw Hill, 2013. |
| **Online Web Sites** | http://www.mcgrawhillcreate.com/ |
| **Others (Specify)** | None |

# X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | | | | |
| PC/Laptop | ✓ | | | |
| Data-Show | | | | |
| Laser Pointer | ✓ | | | |
| Internet | ✓ | | | |
| Printer | | | | ✓ |
| Copier | | | | ✓ |
| Moodle | | | ✓ | |
| Zoom | ✓ | | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Prof. Dr. Amira Idrees
- **Head of The Department:** Prof. Dr. Ramadan Moawad
- **Date:** 18/7/2022

# I. Course Information

| Course Code | PSC110 | Course Name | Human Rights |
|---|---|---|---|
| Level | First | Specialization | All Faculty Programs |
| Department Offering the Course | University Requirements Unit | | |

| Credit Hours | | | | |
|---|---|---|---|---|
| | **Credit Hours** | | | |
| | Total Credit Hours | **Theoretical** | **Tutorial** | **Practical** |
| | 2 | 2 | - | - |
| | **Contact Hours** | | | |
| | Contact Hours | **Theoretical** | **Tutorial** | **Practical** |
| | 2 | 2 | - | - |

| Course Prerequisite(s) | Not applicable |
|---|---|
| Approval Date Of course Specification | 18/7/2022 |

# II. Overall Aims of the Course

**Upon completion of this course, students will be able to:**
- Apply the basic concepts and theories of human rights, the development of human rights framework and multi- disciplinary character of the field as an area of the study.
- Demonstrate professional responsibilities, ethical, cultural, and societal aspects of Human Rights, the international covenant on economic, social, and cultural rights and all related agreements.
- Deal with the state of human rights in Egypt and the Arab world.
- Analyze the requirements to develop human rights framework.
- Use modern techniques to study the role of civil society.
- Use effectively communication skills.

# III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| **a5, a8** | **b2, b6** | **c8** | **d2, d3, d4, d6, d10** |

# IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Recognize the links, contests, and conflicts between (largely, but not exclusively, economic) globalization and human rights.
a2. Identify the ways of promoting and protecting human rights
a3. Discuss power relationships and roles of diverse actors, including civil society.
a4. Explain public policy implications, particularly as they relate to Egypt in the Middle East as well as global contexts.

### b. Intellectual Skills

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

b1. Determine measurement criteria to differentiate between two texts.
b2. Evaluate information.
b3. Analyze texts through graphic organizers.
b4. Implement their knowledge.
b5. Prepare proposals and presentations to predict content using visuals.

### c. Practical / Professional Skills

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

c1. Run different soft skills by oral, written, presentations and visual means in a professional way.
c2. Implement technical reports according to professional standards

### d. General and Transferable Skills

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

d1. Carry debates effectively with people about globalization and ways of promoting and protecting human rights.
d2. Communicate effectively with others.
d3. Participate in small teams.
d4. Present any of the key themes of the course.
d5. Use and discuss topics based on the readings.

## V. Course Matrix Content

| Week No | Main Topic | Credit Hours: 2H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T. S |
| 1 | Introduction to course— Basic concepts | 2 | - | a1-a4 | b1-b5 | c1-c2 | d1-d5 |
| 2 | Epistemological overview of Human Rights: History, Development and definitions | 2 | - | a1-a4 | b1-b5 | c1-c2 | d1-d5 |
| 3 | International Bill of Human Rights I: Universal Declaration of Human Rights | 2 | - | a1-a4 | b1-b5 | c1-c2 | d1-d5 |
| 4 | International Bill of Human Rights II: | 2 | - | a1-a4 | b1-b5 | c1-c2 | d1-d5 |
| 5 | International organization involved in human rights issues | 2 | - | a1-a4 | b1-b5 | c1-c2 | d1-d5 |
| 6 | United Nations | 2 | - | a1-a4 | b1-b5 | c1-c2 | d1-d5 |
| 7 | Monitoring human rights on the national and the international level | | | a1-a4 | b1-b5 | c1-c2 | d1-d5 |
| 8 | Midterm-exam | | | | | | |
| 9 | Monitoring human rights on the national and the international level | 2 | - | a1-a4 | b1-b5 | c1-c2 | d1-d5 |
| 10 | Monitoring bodies | 2 | - | a1-a4 | b1-b5 | c1-c2 | d1-d5 |
| 11 | Enforcing human rights on the national level- Role of civil society | 2 | - | a1-a4 | b1-b5 | c1-c2 | d1-d5 |
| 12 | Overall assessment for human rights practices worldwide | 2 | - | a1-a4 | b1-b5 | c1-c2 | d1-d5 |
| 13 | Project presentation | 2 | - | a1-a4 | b1-b5 | c1-c2 | d1-d5 |
| 14-15 | Final exams | | | | | | |
| ** | • **G.T.S:** General and Transferable Skills  • **I.S:** Intellectual Skills | | | • **P.P.S.:** Practical / Professional Skills  • **K.U.: Knowledge** and Understanding | | | |

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## VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | | | | | |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | | | | | |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | √ | √ | √ | √ | √ |
| 9 | Problem Solving | | | | | |
| 10 | Interactive Online Lectures | √ | √ | √ | | √ |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding<br>• **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.:** General and Transferable Skills | | | |

## VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students.

# VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Method | Course ILOs Covered by Method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T. S | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14-15 | 40% |
| 3 | Quizzes | | | | | | | |
| 4 | Assignments | | | | | | | |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | √ | √ | √ | √ | √ | | 10% |
| 8 | Teamwork Projects | √ | √ | √ | √ | √ | | 10% |
| 9 | Practical Exam | | | | | | | |
| 10 | Others (Participations) | √ | √ | √ | | √ | | 10% |
| ** | • **K.U.: Knowledge** and Understanding <br> • **I.S.** : Intellectual Skills | | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.:** General and Transferable Skills | | | | |

# IX. References

| **Essential Textbooks** | • Forsythe, David P., Human Rights in International Relations, 2nd edition. Cambridge: Cambridge University Press, 2006. • Goodhart, Michael (Ed.), Human Rights - Politics and Practice, Oxford: Oxford University Press, 2009. |
|---|---|
| **Course Notes** | Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle) |
| **Extra Recommended Books** | - Maogoto, Jackson Nyamuya, War Crimes and Realpolitik: International Justice from World War I to the 21st Century. Boulder: Lynne Rienner, 2004. <br> - Wheeler, Nicholas J., Saving Strangers: Humanitarian Intervention in <br> - International Society. Oxford: Oxford University Press, 2000. |
| **Online Web Sites** | - www.ekb.eg <br> - TED Talks |
| **Others (Specify)** | None |

## X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | | | | |
| PC/Laptop | ✓ | | | |
| Data-Show | | | | |
| Laser Pointer | ✓ | | | |
| Internet | ✓ | | | |
| Printer | | | | ✓ |
| Copier | | | | ✓ |
| Moodle | | | ✓ | |
| Zoom | ✓ | | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Dr. Amina El Sawy
- **Head of The Department:** Dr. Maha A. Gharbib
- **Date:** 18/7/2022

# I. Course Information

| | | | |
|---|---|---|---|
| **Course Code** | **MGT 100** | **Course Name** | **Small business management** |
| **Level** | **First** | **Specialization** | **All Faculty Programs** |
| **Department Offering the Course** | **Business Administration Department** | | |

| | **Credit Hours** | | | |
|---|---|---|---|---|
| **Credit Hours** | **Total Credit Hours** | **Theoretical** | **Tutorial** | **Practical** |
| | **2** | **2** | **-** | **-** |
| | **Contact Hours** | | | |
| | **Contact Hours** | **Theoretical** | **Tutorial** | **Practical** |
| | **2** | **2** | | **-** |

| | |
|---|---|
| **Course Prerequisite(s)** | |
| **Approval Date Of course Specification** | **18/7/2022** |

# II. Overall Aims of the Course

**Upon completion of this course, students will be able to:**

Develops skills and knowledge needed to create and manage a small business, how to keep records, staffing, location, product presentation, pricing, promotion, and product distribution

# III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| **a1, a2** | **b3, b5, b6** | **c7, c8** | **d1, d2, d3, d4, d6, d7** |

# IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

*On completing the course, the student should be able to:*
a1. Define what is meant by the term business.
a2. Explain some of the current problems small business face.
a3. Describe the growing opportunities in franchising.
a4. Identify mission and vision of any small business.
a5. Explain how small business plan human resource needs.
a6. Name some methods used for recruiting human resources.
a7. Identify bootstrap marketing plan.
a8. Outline the porter model.
a9. Explain the major strategies of business—differentiation, cost, and focus.
a10. Determine the major risks to business plan success

### b. Intellectual Skills

*On completing the course, the student should be able to:*
b1. Evaluate critical tools, functions, concepts and skills that are required for owner/managers of small business.
b2. Develop a clear vision and meaningful mission statements.
b3. Analyze strengths opportunities, weaknesses, and threats of any business by using SWOT Analysis.
b4. Compare between buying franchise and starting new business
b5. Suggest ways to reduce risk of business.
b6. Formulate Balance sheet.
b7. Construct business plan.

### c. Practical / Professional Skills

*On completing the course, the student should be able to:*
c1. Apply the skills necessary for venture creation and small business management.
c2. Use business plan
c3. Practice successful skills needed by small business owners.

### d. General and Transferable Skills

*On completing the course, the student should be able to:*
d1. Develop working in a project

d2. Use higher order thinking and life-long learning
d3. Lead the skills necessary for venture creation and small business management.

# V. Course Matrix Content

| Week No | Main Topic | Credit Hours: 2H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T.S |
| 1 | The Dynamic role of small Business. | 2 | - | a1, a2 | b1, b2 | c1 – c3 | d1- d3 |
| 2 | How to plan and organize a Business. | 2 | - | a1, a2, a3 | b1, b2, b3 | c1 – c3 | d1- d3 |
| 3 | How to organize to manage and operate the Business. | 2 | - | a5, a6 | b4 | c1 – c3 | d1- d3 |
| 4 | Ethics and Strategic Planning: The Business Plan | 2 | - | a4 | b5, b2 | c1 – c3 | d1- d3 |
| 5 & 6 | Marketing strategy and practice using business plan | 2 | - | a7, a8 | b3 | c1 – c3 | d1- d3 |
| 7 | Basic financial planning and control. | 2 | - | a9, a10 | b4, b5 | c1 – c3 | d1- d3 |
| 8 | Mid-term Exams | | | | | | |
| 9 | Basic financial planning and control. | 2 | - | a9, a10 | b4, b5 | c1 – c3 | d1- d3 |
| 10 | Basic financial planning and control. | 2 | - | a9 | b7 | c1 – c3 | d1- d3 |
| 11 | Porter model | 2 | - | a8 | b7 | c1 – c3 | |
| 12 | Business Plans: Seeing Audiences and Your Business Clearly | 2 | - | a8 | b7 | c1 – c3 | d1- d3 |
| 13 | Presentation | 2 | - | a1-a10 | b1-b7 | c1 – c3 | d1- d3 |
| 14 - 15 | Final exams | | | | | | |
| | • **G.T.S:** General and Transferable Skills<br>• **I.S:** Intellectual Skills | | | **P.P.S. : Practical / Professional Skills**<br>**K.U.** :Knowledge and Understanding | | | |

## VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | **K.U.** | **I.S.** | **P.P.S.** | **G.T.S.** |
| 1 | Interactive Lectures | | | | | |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | | | | | |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | | | | | |
| 9 | Problem Solving | | | | | |
| 10 | Interactive Online Lectures | √ | √ | √ | | √ |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding <br> • **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.:** General and Transferable Skills | | | |

## VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students.

## VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Method | Course ILOs Covered by Method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | **K.U.** | **I.S.** | **P.P.S.** | **G.T.S** | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14-15 | |
| 3 | Quizzes | √ | √ | √ | | | | 40% |
| 4 | Assignments | √ | √ | √ | √ | √ | | 15% |
| 5 | Presentations | √ | | | √ | √ | | 5% |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | √ | √ | √ | | √ | | 5% |
| 8 | Teamwork Projects | | | | | | | |
| 9 | Practical Exam | | | | | | | |
| 10 | Others (Participations) | √ | | | | √ | | 5% |

| ** | • **K.U.** :Knowledge and Understanding **I.S.** :Intellectual Skills | **P.P.S.**: Practical / Professional Skills **G.T.S.** : General and Transferable Skills |
|---|---|---|

## IX. References:

| Essential Textbooks | • Mary Jane Byrd.(2017).small business Management: an Entrepreneur.guide 8 th edition .NY. Mc Graw hill. <br><br>• Hisrich, R. D., Peters, M. P., & Shepherd, D. A. (2013). *Entrepreneurship*, 9th edition. NY: McGraw-Hill/Irwin. <br><br>• Ahlstrom, D., Young, M. N., Chan, E. S., & Bruton, G. D. (2004). Facing <br><br>• Constraints to Growth?  Overseas Chinese Entrepreneurs and Traditional Business Practices in East Asia. *Asia Pacific Journal of Management*, 21, 263-285. <br><br>• Au, K. & Kwan, H. K. (2009). Start-up Capital and Chinese entrepreneurs: The Role of Family. *Entrepreneurship Theory and Practice*, July, 889-908. <br><br>• Baron, R. A. & Shane, S. A. (2008). *Entrepreneurship: A Process Perspective*, 2nd edition. Mason, Ohio: Thomson South-Western. |
|---|---|
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | Clercq, D. D., Fried, V. H., Lehtonen, O., & Sapienza, H. J. (2006). An Entrepreneur's Guide to the Venture Capital Galaxy. *Academy of Management Perspectives*, August, 90-112. |
| **Online Web Sites** | www.ekb.eg |
| **Others (Specify)** | None |

## X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | | | | |
| PC/Laptop | √ | | | |
| Data-Show | | | | |
| Laser Pointer | | | | |
| Internet | | | | √ |
| Printer | | | | √ |
| Copier | | | | √ |
| Moodle | √ | √ | | |
| Zoom | √ | | | |
| Software Packages | | | | |
| Laboratories | | | | |

**Course Coordinator:** Prof. Doaa Salman
**Head of the Department:** Associate Professor Ahmed Azmy
**Date:** 01/7/2022

**Future University in Egypt**
**Faculty of Commerce and Business Administration**
**Management Information Systems Department**
**Course specifications**

# I. Course Information

| Course Code | PSY101 | Course Name | Psychology |
|---|---|---|---|
| Level | Second | Specialization | All faculty Programs |
| Department Offering the Course | University requirement unit | | |

| Credit Hours | Credit Hours | | | |
|---|---|---|---|---|
| | Total Credit Hours | Theoretical | Tutorial | Practical |
| | 2 | 2 | - | - |
| | Contact Hours | | | |
| | Contact Hours | Theoretical | Tutorial | Practical |
| | 2 | 2 | - | - |

| Course Prerequisite(s) | Not applicable |
|---|---|
| Approval Date Of course Specification | 18/7/2022 |

# II. Overall Aims of the Course

**Upon completion of this course, students will be able to:**

−Apply the basic concepts, theories and information about the psychological behavior and factors affecting it.

−Use basic science in psychology.

−Demonstrate professional responsibilities, ethical, cultural and societal aspects of psychology.

−Own the needed knowledge and skills in psychology.

−Carry out a self-learning and research in psychology field.

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| **a4, a7, a8** | **b2** | **c6** | **d1, d2, d6, d10** |

## IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Identify fundamental concepts and theories related to their environment and their psychological well-being.
a2. Describe different human behavior and ways of its motivation.
a3. Recognize different psychological terms, concepts and principles.
a3. Discuss specifications and major perspectives in psychology.
a4. Identify the criteria for current use of the ways that psychological theories are used to assess, predict and change human behavior.

### b. Intellectual Skills

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

b1. Analyze critical thinking using psychological theories and principles on personal relationships.
b2. Implement the solutions of assessing human behavior.
b3. Determine measurement criteria for predicting human behavior.

### c. Practical / Professional Skills

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

c1. Run observational methods to describe, explain, predict as well as control behavior of either one's or others.
c2. Use psychology to influence and improve lives of human beings.
c3. Install and maintain different supporting tools to make decisions in different situations effectively.
c4. Manage time effectively.

### d. General and Transferable Skills

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

d1. Communicate effectively with others by applying the information they gained about how the body and mind work together.
d2. Apply communication skills and techniques in presentations and report writing for range of audiences using various methods and tools.

# V. Course Matrix Content

| Week No. | Main Topic | Credit Hours: 2H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T. S |
| 1 | Introduction to Psychology | 2 | - | | | | |
| 2 | Biological bases on behavior | 2 | - | a1-a5 | b1-b3 | | |
| 3 | Sensation and perception | 2 | - | a1-a5 | b1-b3 | | |
| 4 | State of consciousness | 2 | - | a1-a5 | b1-b3 | | |
| 5 | Memory | 2 | - | a1-a5 | b1-b3 | c1-c4 | d1-d2 |
| 6 | Learning | 2 | - | a1-a5 | b1-b3 | c1-c4 | d1-d2 |
| 7 | Semester assignment | 2 | - | a1-a3 | b1-b3 | | |
| 8 | Midterm | | | | | | |
| 9 | Personality | 2 | - | a1-a3 | b1-b3 | | |
| 10 | Personality | 2 | - | a1-a3 | b1-b3 | c1-c4 | d1-d2 |
| 11 | Personality disorders | 2 | - | | | | |
| 12 | Review /Discussion of assignment | 2 | - | | | | |
| 13 | Revision | | | | | | |
| 14-15 | Final exams | | | | | | |
| ** | • **G.T.S:** General and Transferable Skills  • **I.S:** Intellectual Skills | | | • **P.P.S.:** Practical / Professional Skills  • **K.U.: Knowledge** and Understanding | | | |

# VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | | | | | |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | | | | | |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | √ | √ | √ | √ | √ |
| 9 | Problem Solving | | | | | |
| 10 | Interactive Online Lectures | √ | √ | √ | | √ |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |

| ** | • **K.U.: Knowledge** and Understanding<br>• **I.S.**: Intellectual Skills | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.:** General and Transferable Skills |
|---|---|---|

## VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students.

## VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Method | Course ILOs Covered by Method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | **K.U.** | **I.S.** | **P.P.S.** | **G.T. S** | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14-15 | 40% |
| 3 | Quizzes | √ | √ | √ | | | | 10% |
| 4 | Assignments | √ | √ | √ | | | | 5% |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | √ | √ | √ | √ | √ | | 15% |
| 8 | Teamwork Projects | | | | | | | |
| 9 | Practical Exam | | | | | | | |
| 10 | Others (Participations) | | | | | | | |
| ** | • **K.U.: Knowledge** and Understanding<br>• **I.S.** : Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.:** General and Transferable Skills | | | | | |

## IX. References

| **Essential Textbooks** | Robert S. Feldman, *Understanding Psychology*, 10$^{th}$ed., McGraw Hill, 2011. |
|---|---|
| **Course Notes** | Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle) |
| **Extra Recommended Books** | None |
| **Online Web Sites** | https://psychology.stanford.edu/ |
| **Others (Specify)** | None |

## X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | | | | |
| PC/Laptop | √ | | | |
| Data-Show | | | | |
| Laser Pointer | √ | | | |
| Internet | √ | | | |
| Printer | | | | √ |
| Copier | | | | √ |
| Moodle | √ | √ | √ | √ |
| Zoom | √ | | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Dr. Maha Ali Gharib
- **Head of The Department:** Dr. Maha Gharib
- **Date:** 18/7/2022

**Future University in Egypt**
**Faculty of Commerce and Business Administration**
**Management Information Systems Department**
**Course specifications**

# I. Course Information

| Course Code | SOC101 | Course Name | Sociology |
|---|---|---|---|
| Level | Second | Specialization | All faculty Programs |
| Department Offering the Course | University Requirement Unit | | |

| Credit Hours | | | | |
|---|---|---|---|---|
| | **Credit Hours** | | | |
| | Total Credit Hours | Theoretical | Tutorial | Practical |
| | 2 | 2 | - | - |
| | **Contact Hours** | | | |
| | Contact Hours | Theoretical | Tutorial | Practical |
| | 2 | 2 | - | - |

| Course Prerequisite(s) | Not Applicable |
|---|---|
| Approval Date Of course Specification | 18/7/2022 |

# II. Overall Aims of the Course

**Upon completion of this course, students will be able to:**

−Apply the basic principles of sociology as an academic discipline and provide an analytical perspective of society and everyday life through sociological theories.

−Analyze the ways in which people interact and function in groups.

−Demonstrate professional responsibilities, ethical, cultural values, norms, social stratification, social problems, race and ethnicity, conformity, deviance, urban living, social change, and social movements.

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| **a4, a7, a8** | **b2** | | **d2, d3, d6, d10** |

## IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

*On completing the course, the student should be able to:*
a1. Discuss specific areas of study within sociology.
a2. Identify how the sociological perspective widens our understanding of society.
a3. Recognize the fundamental sociological theories, concepts, and research methods.

### b. Intellectual Skills

*On completing the course, the student should be able to:*
b1. Analyze social structure of society.
b2. Evaluate social changes in modern societies
b3. Determine measurement criteria to suggest new social issues to be studied during class time
b4. Implement the understanding of the sociological perspective
b5. Prepare proposals and presentations to correlate between social structures, social forces, and individual circumstances.
b6. Implement a research project.

### c. Practical / Professional Skills

*On completing the course, the student should be able to:*
c1. Use sociological concepts, terms, and theories to the processes of everyday life.
c2. Realize explanations for social inequality.
c3. Implement the understandable complex ideas to practical situations.
c4. Realize a research project.

### d. General and Transferable Skills

*On completing the course, the student should be able to:*
d1. Communicate effectively with others by applying the information they gained about how the body and mind work together.
d2. Set goals and plans to achieve them.
d3. Interact and work in group.

# V. Course Matrix Content

| Week No | Main Topic | Credit Hours: 2H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T.S |
| 1 | What do we mean by Sociology? | 2 | - | a1-a3 | b1-b5 | | |
| 2 | Benefits of sociology | 2 | - | a1-a3 | b1-b5 | | |
| 3 | Culture and society | 2 | - | a1-a3 | b1-b5 | | |
| 4 | The relationship between sociology and other social sciences? | 2 | - | a1-a3 | b1-b5 | | |
| 5 | The relationship between sociology and other social sciences? | 2 | - | a1-a3 | b1-b5 | | d3 |
| 6 | Social Groups | 2 | - | a1-a3 | b1-b5 | c1-c4 | d1-d3 |
| 7 | Social Institutions Midterm | 2 | | a1-a3 | b1-b5 | c1-c4 | d1-d3 |
| 8 | Midterm-Exams | | | | | | |
| 9 | Media and Society | 2 | - | a1-a3 | b1-b5 | | |
| 10 | Social Networks | 2 | - | a1-a3 | b1-b5 | | |
| 11 | Socialization- Social Stratification | 2 | - | a1-a3 | b1-b5 | | |
| 12 | Discussion of the Project | 2 | - | | | c1-c4 | d1-d3 |
| 13-14 | Final exams | | | | | | |
| | **K.U.: Knowledge** and Understanding **I.S:** Intellectual Skills | | | **P.P.S.:** Practical / Professional Skills **G.T.S:** General and Transferable Skills | | | |

## VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | | | | | |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | | | | | |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | √ | √ | √ | √ | √ |
| 9 | Problem Solving | | | | | |
| 10 | Interactive Online Lectures | √ | √ | √ | | √ |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding <br> • **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.:** General and Transferable Skills | | | |

## VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students.

## VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Method | Course ILOs Covered by Method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S | G.T. S | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 13-14 | 40% |
| 3 | Quizzes | | | | | | | |
| 4 | Assignments | √ | √ | √ | √ | √ | | 10% |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | √ | √ | √ | √ | √ | | 10% |
| 9 | Practical Exam | | | | | | | |
| 10 | Others (Participations) | √ | √ | √ | | √ | | 10% |
| ** | • **K.U.: Knowledge** and Understanding <br> • **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.:** General and Transferable Skills | | | | | |

# IX. References

| | |
|---|---|
| **Essential Textbooks** | George Ritzer, "Introduction to Sociology", SAGE, 2015 |
| **Course Notes** | Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle) |
| **Extra Recommended Books** | None |
| **Online Web Sites** | - http://www.sociosite.net<br>- http://www.trinity.edu/~mkearl/index.html<br>- http://www.e-library.esut.edu.ng/uploads/pdf/4870428549-the- penguin-dictionary-of-sociology.pdf |
| **Others (Specify)** | None |

# IX. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|:---:|:---:|:---:|:---:|
| White Board | | | | |
| PC/Laptop | √ | | | |
| Data-Show | | | | |
| Laser Pointer | √ | | | |
| Internet | √ | | | |
| Printer | | | | √ |
| Copier | | | | √ |
| Moodle | √ | √ | √ | √ |
| Zoom | √ | | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Dr. Saleh Abdel Azim
- **Head of The University Requirements and Training Center:** Dr. Mahmoud Sami
- **Date: 18/7/2022**

**Future University in Egypt**
**Faculty of Commerce and Business Administration**
**Management Information Systems Department**
**Course specifications**

# I. Course Information

| Course Code | ENV101 | Course Name | Introduction to Environmental Sciences |
|---|---|---|---|
| Level | Second | Specialization | All Faculty Programs |
| Department Offering the Course | University Requirements Unit | | |

| Credit Hours | | | | |
|---|---|---|---|---|
| | *Credit Hours* | | | |
| | Total Credit Hours | Theoretical | Tutorial | Practical |
| | 2 | 2 | - | - |
| | *Contact Hours* | | | |
| | Contact Hours | Theoretical | Tutorial | Practical |
| | 2 | 2 | - | - |

| Course Prerequisite(s) | **Not applicable** |
|---|---|
| Approval Date Of course Specification | 18/7/2022 |

# II. Overall Aims of the Course

**Upon completion of this course, students will be able to:**
- Apply the basic concepts, terminology, principles, and theories in area of environmental science.
- Demonstrate professional responsibilities, ethical, cultural, and societal aspects in area of environmental science.
- Deal with the individual, social, environmental, organizational, and economic implications of the application of environmental science.
- Use effectively communication skills to emphasize research methodology, to encourage critical thinking, and to convey a scientific as well as systematic approach to environmental awareness.

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| **a2, a4, a5, a7** | **b1** | **c4** | **d2, d3, d4, d6, d10** |

## IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Define fundamental concepts and theories related to environmental science.
a2. Discuss principles of managements and economics relevant to environmental science.

### b. Intellectual Skills

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

b1. Identify measurement criteria for different systems deployment in environmental science.
b2. Aware with professional, moral, legal, and ethical issues related to environmental science.
b3. Criticize research paper in environmental science area.

### c. Practical / Professional Skills

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

c1. Acquire a set of fundamental research skills from different resources of environmental science
c2. Evaluate the risks and safety aspects related to environmental science.

### d. General and Transferable Skills

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

d1. Exploit a range of learning resources about environmental science
d2. Work in a team to develop the requirement documentation about environmental science
d3. Apply communication skills in presentations and report writing using various methods and tools.

# V. Course Matrix Content

| Week No | Main Topic | Credit Hours: 2H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T. S |
| 1 | Introduction to environmental science | 2 | - | a1-a2 | b1, b3 | | |
| 2 | Natural resources management. Ecological footprint, population, and consumption as well as sustainability | 2 | - | a1-a2 | b1, b3 | | |
| 3 | Air pollution | 2 | - | a1-a2 | b1, b3 | | |
| 4 | Temperature inversion. Indoor air pollution. Air pollution control, solutions to acid rain. | 2 | - | a1-a2 | b1, b3 | | |
| 5 | Climate change. The greenhouse effects. Ozone layer decay | 2 | - | a1-a2 | b1, b3 | | |
| 6 | Water resources. | 2 | - | | | | |
| 7 | Water pollution and water quality. Eutrophication, ground water | 2 | - | a1-a2 | b1, b3 | | |
| 8 | Midterm-Exam | | | | | | |
| 9 | Solids and hazardous waste. Resources, waste disposal methods | 2 | - | a1-a2 | b1, b3 | | |
| 10 | Environmental legislations- Energy use and conversion | 2 | - | a1-a2 | b1, b3 | | |
| 11 | Land reclamation | | | a1-a2 | b1, b3 | | |
| 12 | Project presentation | | | | | c1-c2 | d1-d2 |
| 14-15 | Final Exam | | | | | | |
| | • **G.T.S:** General and Transferable Skills • **I.S:** Intellectual Skills | | | • **P.P.S.:** Practical / Professional Skills • **K.U.: Knowledge** and Understanding | | | |

# VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | | | | | |
| 2 | Discussions | | √ | √ | √ | √ |
| 3 | Brain Storming | | √ | √ | √ | √ |
| 4 | Tutorials | | | | | |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | | √ | √ | √ | √ | √ |
| 9 | Problem Solving | | | | | |
| 10 | Interactive Online Lectures | | √ | √ | √ | √ |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | | √ | √ | √ | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding  • **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills  • **G.T.S.:** General and Transferable Skills | | | |

# VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students.

# VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Method | Course ILOs Covered by Method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T. S | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14-15 | 40% |
| 3 | Quizzes | √ | √ | √ | | | | 10% |
| 4 | Assignments | | | | | | | |
| 5 | Presentations | √ | | | √ | √ | | 5% |
| 6 | Individual Projects | | √ | √ | √ | √ | | 5% |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | | | | | | | |
| 9 | Practical Exam | | | | | | | |
| 10 | Others (Participations) | √ | √ | √ | √ | √ | | 10% |
| ** | **K.U.: Knowledge** and Understanding  **I.S.** : Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills  • **G.T.S.:** General and Transferable Skills | | | | | |

# IX. References

| | |
|---|---|
| **Essential Textbooks** | Peter H. Raven, David M. Hassenzahl, Mary Catherine Hager, Nancy Y. Gift, Linda R. Berg, Nancy Gift, Environment. |
| **Course Notes** | Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle) |
| **Extra Recommended Books** | None |
| **Online Web Sites** | www.ekb.eg |
| **Others (Specify)** | None |

# X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | | ✓ | ✓ | |
| PC/Laptop | ✓ | ✓ | ✓ | |
| Data-Show | | ✓ | ✓ | |
| Laser Pointer | ✓ | | | |
| Internet | ✓ | | | |
| Printer | | | | ✓ |
| Copier | | | | ✓ |
| Moodle | ✓ | ✓ | | ✓ |
| Zoom | ✓ | | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Prof. Almotaz Youssef Abdel Aziz
- **Head of the University Requirements and Training Center**: Dr. Mahmoud Sami
- **Date:** 18/7/2022

**Future University in Egypt**
**Faculty of Commerce and Business Administration**
**Management Information Systems Department**
**Course specifications**

# I. Course Information

| Course Code | CSC 102 | Course Name | Specialized Computer Applications |
|---|---|---|---|
| Level | Second | Specialization | Management Information Systems |
| Department Offering the Course | Department of Management Information Systems | | |

| | | Credit Hours | | |
|---|---|---|---|---|
| Credit Hours | Total Credit Hours 2 | Theoretical | Tutorial | Practical |
| | | 2 | - | 1 |
| | | Contact Hours | | |
| | Contact Hours 3 | Theoretical | Tutorial | Practical |
| | | 2 | - | 1 |

| Course Prerequisite(s) | CSC 101 |
|---|---|
| Approval Date of Course Specification | 18/7/2022 |

# II. Overall Aims of the Course

**Upon completion of this course, students will be able to:**

➢ Analyze the requirements needed for solving certain business problems by computer applications.

➢ Identify graphic design principles that relate to web design and learn how to implement theories into practice

➢ Use database and electronic spreadsheets applications needed for organization's needs.

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| Knowledge and Understanding | Intellectual Skills | Practical / Professional Skills | General and Transferable Skills |
| a3 | b1,b2 | c9 | d2, d3, d6 |

## IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Investigate emerging technology in shaping new processes, strategies, and business models.
a2. Discuss the use and application of the databases, electronic spreadsheets, presentation/multimedia, graphics and webpage design software.
a3. Identify a web application and explain how it works.
a4. Explain concepts and techniques of Internet and Multimedia applications.

### b. Intellectual Skills

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

b1. Analyze different business problems to choose the most appropriate computer applications.
b2. Analyze and evaluate the information in database organization.
b3. Link different knowledge to solve professional problems.
b4. Analyze and design a webpage based on business requirements.

### c. Practical / Professional Skills

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

c1. Practice on some well-known DBMS and electronic spreadsheet software.
c2. Practice on some well-known graphics, presentation, and multimedia applications.
c3. Design proper webpages, applying different HTML elements and Cascading Style Sheets (CSS).

### d. General and Transferable Skills

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

d1. Develop communication skills.
d2. Apply communication skills in presentations and report writing.
d3. Respect Teamwork
d4. Develop skills in using computers and related digital technologies to solve problem

## V. Course Matrix Content

| Week No | Main Topic | Credit Hours: 2H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T.S. |
| 1 | Introduction To Computer Applications (Part 1) | 2 | 1 | a1, a2 | b1 | | |
| 2 | Introduction To Computer Applications (Part 2) | 2 | 1 | a1, a2 | b1 | | |
| 3 | Database Systems (Part 1) | 2 | 1 | a2 | b2, b3 | c1 | d4 |
| 4 | Database Systems (Part 2) | 2 | 1 | a2 | b2, b3 | c1 | d4 |
| 5 | Electronic Spreadsheets (part1) | 2 | 1 | a2 | b2, b3 | c1 | d4 |
| 6 | Electronic Spreadsheets (part1) | 2 | 1 | a2 | b2, b3 | c1 | d4 |
| 7 | Presentation and Multimedia (Part 1) | 2 | 1 | a4 | b3 | c2 | d1- d4 |
| 8 | Mid-term Exams | | | | | | |
| 9 | Presentation and Multimedia (Part 2) | 2 | 1 | a4 | b3 | c2 | d1- d4 |
| 12 | Graphics and Webpage design (Part 1) | 2 | 1 | a3 | b4 | c3 | d1- d4 |
| 13 | Graphics and Webpage design (Part 2) | 2 | 1 | a3 | b4 | c3 | d1- d4 |
| 14-15 | Final exams | | | | | | |
| | • **G.T.S:** General and Transferable Skills<br>• **I.S:** Intellectual Skills | | | • **P.P.S.**: Practical / Professional Skills<br>• **K.U.:** Knowledge and Understanding | | | |

## VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | | | | | |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | | | | | |
| 5 | Practical Lab Sessions | √ | √ | √ | √ | √ |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | | | | | |
| 9 | Problem Solving | √ | √ | √ | √ | √ |
| 10 | Interactive Online Lectures | √ | √ | √ | | √ |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding<br>• **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.:** General and Transferable Skills | | | |

## VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students.

## VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Method | Course ILOs Covered by Method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T. S | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14-15 | 40% |
| 3 | Quizzes | | | | | | | |
| 4 | Assignments | √ | √ | √ | √ | √ | | 10% |
| 5 | Presentations | √ | √ | | √ | √ | | 5% |
| 6 | Individual Projects | √ | √ | √ | √ | √ | | 5% |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | | | | | | | |
| 9 | Practical Exam | | | | | | | |
| 10 | Others (Participations) | √ | √ | √ | √ | √ | | 10% |
| ** | **K.U.: Knowledge** and Understanding<br>**I.S.** : Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.:** General and Transferable Skills | | | | | |

# IX. References

| | |
|---|---|
| **Essential Textbooks** | Gaurav Mahajan, Microsoft 365 and SharePoint Online Cookbook, Packt, 2020, **ISBN**: 978-1-83864-667-7. |
| **Course Notes** | Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle) |
| **Extra Recommended Books** | Brian K. Williams, Stacey Sawyer, *Using Information Technology: a Practical Introduction to Computer & Communication*, 11th Edition, McGraw Hill, 2015. **ISBN**: 978-0073516882 |
| **Online Web Sites** | http://www.mcgrawhillcreate.com/ |
| **Others (Specify)** | None |

# X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | | ✓ | ✓ | |
| PC/Laptop | ✓ | ✓ | ✓ | |
| Data-Show | | ✓ | ✓ | |
| Laser Pointer | ✓ | | | |
| Internet | ✓ | | | |
| Printer | | | | ✓ |
| Copier | | | | ✓ |
| Moodle | ✓ | ✓ | | ✓ |
| Zoom | ✓ | | | |
| Software Packages | | ✓ | | |
| Laboratories | | | | |

- **Course Coordinator:** Assoc. Prof. Dr. Ahmed Sayed Salama
- **Head of The Department:** Assoc. Prof. Dr. Ghada Refaat
- **Date:** 18/7/2022

# I. Course Information

| Course Code | SCT101 | Course Name | Scientific Thinking |
|---|---|---|---|
| Level | Second | Specialization | All Faculty Programs |
| Department Offering the Course | University requirement unit | | |

**Credit Hours**

| *Credit Hours* | | | |
|---|---|---|---|
| Total Credit Hours | Theoretical | Tutorial | Practical |
| 2 | 2 | - | - |

| *Contact Hours* | | | |
|---|---|---|---|
| Contact Hours | Theoretical | Tutorial | Practical |
| 2 | 2 | - | - |

| Course Prerequisite(s) | **Not applicable** |
|---|---|
| Approval Date Of course Specification | **18/7/2022** |

# II. Overall Aims of the Course

**Upon completion of this course, students will be able to:**

- Apply the basic concepts, theories and information about the scientific thinking and factors affecting it.
- Use basic science in scientific thinking.
- Demonstrate professional responsibilities, ethical, cultural, and societal aspects about thinking scientifically.
- Own the needed knowledge and skills in scientific thinking.
- Carry out a self-learning and research in scientific thinking field.

# III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| **a6** | **b2, b6** | **c6** | **d2, d4, d6** |

# IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Describe insights into their environment and their scientific thinking well-being.
a2. Select different human behavior and ways of its motivation.
a3. Define different scientific thinking terms, concepts and principles.
a4. State major perspectives in scientific thinking.
a5. Discuss the ways that scientific thinking theories are used to assess, predict and change human behavior.

### b. Intellectual Skills

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

b1. Apply critical thinking using scientific thinking theories and principles on personal relationships.
b2. Assess human behavior in scientific thinking.
b3. Criticize research paper in scientific thinking

### c. Practical / Professional Skills

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

c1. Use observational methods to describe, explain, predict as well as control behavior of scientific thinking.
c2. Show scientific thinking to influence and improve lives of human beings.

### d. General and Transferable Skills

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

d1. Communicate effectively with others by applying the information they gained about scientific thinking.
d2. Set goals and plans to achieve them.
d3. Appreciate continuous professional development and lifelong learning.

# V. Course Matrix Content

| Week No | Main Topic | Credit Hours: 2H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T. S |
| 1 | Introduction: What is Scientific Thinking? | 2 | - | a1-a5 | | | |
| 2 | Types of scientific thinking- scientific thinking components | 2 | - | a1-a5 | b1-b3 | | |
| 3 | Levels of thinking-bloom taxonomy-scientific thinkers'; behavior, attitudes and tools | 2 | - | a1-a5 | b1-b3 | | |
| 4-5 | Elements of science-scientific method-collecting information implementation of tools of thinkers as well as scientific method into phases of thinking | 2 | - | a1-a5 | b1-b3 | | |
| 6 | Concept | 2 | - | a1-a5 | b1-b3 | c1, c2 | d1 – d3 |
| 7 | Hypothesis-Research assignment discussion | 2 | - | a1-a5 | b1-b3 | c1, c2 | d1 – d3 |
| 8 | **Mid-term Exams** | | | | | | |
| 9 | Variable | 2 | - | a1-a5 | b1-b3 | | |
| 10 | Strategies and problem solving | 2 | - | a1-a5 | b1-b3 | c1, c2 | |
| 11 | Analysis - practice | 2 | - | a1-a5 | b1-b3 | c1, c2 | |
| 12 | Analysis - practice | 2 | - | a1-a5 | b1-b3 | c1, c2 | |
| 13 | Decision making | 2 | - | a1-a5 | b1-b3 | c1, c2 | d1 – d3 |
| 14-15 | **Final exams** | | | | | | |
| | • **G.T.S:** General and Transferable Skills • **I.S:** Intellectual Skills | | | • **P.P.S.**: Practical / Professional Skills • **K.U.:** Knowledge and Understanding | | | |

## VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | **K.U.** | **I.S.** | **P.P.S.** | **G.T.S.** |
| 1 | Interactive Lectures | | | | | |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | | | | | |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | √ | √ | √ | √ | √ |
| 9 | Problem Solving | | | | | |
| 10 | Interactive Online Lectures | √ | √ | √ | | √ |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding<br>• **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.:** General and Transferable Skills | | | |

## VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students.

## VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Method | Course ILOs Covered by Method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | **K.U.** | **I.S.** | **P.P.S.** | **G.T. S** | | |
| 1 | Written Midterm Exam | √ | √ | √ | √ | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | √ | | 14-15 | 40% |
| 3 | Quizzes | √ | √ | √ | √ | | | 10% |
| 4 | Assignments | √ | √ | √ | | | | 5% |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | √ | √ | √ | √ | √ | | 15% |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | | | | | | | |

| 9 | Practical Exam | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 10 | Others (Participations) | | | | | | | |

| ** | **K.U.: Knowledge** and Understanding <br> **I.S.:** Intellectual Skills | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.:** General and Transferable Skills |
|---|---|---|

# IX. References

| **Essential Textbooks** | Todd Donovan and Kenneth R. Hoover, The Elements of Social Scientific Thinking, , latest edition. |
|---|---|
| **Course Notes** | Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle) |
| **Extra Recommended Books** | None |
| **Online Web Sites** | None |
| **Others (Specify)** | None |

# X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | | √ | √ | |
| PC/Laptop | √ | √ | √ | |
| Data-Show | | √ | √ | |
| Laser Pointer | √ | | | |
| Internet | √ | | | |
| Printer | | | | √ |
| Copier | | | | √ |
| Moodle | √ | √ | √ | √ |
| Zoom | √ | | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Dr. Maha Ali Gharib
- **Head of the University Requirements and Training Center:** Dr. Mahmoud Sami
- **Date:** 18/7/2022

# I. Course Information

| Course Code | CPS 101 | Course Name | Communication and Presentation Skills |
|---|---|---|---|
| Level | All levels | Specialization | All faculty programs |
| Department Offering the Course | University Requirement Unit | | |

| Credit Hours | | | | |
|---|---|---|---|---|
| | **Credit Hours** | | | |
| | Total Credit Hours | Theoretical | Tutorial | Practical |
| | 2 | 2 | - | - |
| | **Contact Hours** | | | |
| | Total Contact Hours | Theoretical | Tutorial | Practical |
| | 2 | 2 | - | - |

| Course Prerequisite(s) | **ENG KET or ENG KET A** |
|---|---|
| Approval Date Of course Specification | 18/7/2022 |

# II. Overall Aims of the Course

**Upon completion of this course, students will be able to:**
- Differentiate between the main concepts and the fundamental aspects related to communication and presentation skills.

- Know the basic information to build and maintain positive relationships in a personal and professional environment; convey clearly organized messages to public audiences; work effectively in groups; and effectively perform during job interviews.

- Learn a wide range of integrated soft skills that college students require, including audience analysis, confrontation, note taking, active listening, memory, and test taking skills; as well as verbal and nonverbal communication, body language, self-management skills and leadership skills both in college and within the workforce.

- Develop many communication skills, this course primarily focuses on oral communication skills in a variety of contexts.

- Recognize the right skill to deliver effective presentations that convince and compel any type of audience. Effective Presentation Skills will enable the students to develop core presentation skills and give them the opportunity to practice these skills.

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| Knowledge and Understanding | Intellectual Skills | Practical / Professional Skills | General and Transferable Skills |
| | | | d1, d2, d3, d4, d6, d7, d10 |

## IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Recognize the fundamental characteristics of the communication process.

a2. Outline the major concepts of communication: i.e. verbal skills, non-verbal skills, listening and responding skills.

a3. Explain the major concepts of intrapersonal communication, interpersonal communication, group communication, public communication, organizational communication, and mediated communication.

a4. Identify, analyze, and evaluate these concepts in their own behaviors, demonstrate versatility in applying their communication skills across multiple communication contexts, and integrate the above skills in their personal and professional lives

a5. State criteria used to evaluate oral presentations.

### b. Intellectual Skills

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

b1. Analyze their personality and determine the needed skills

b2. Explore their goal and objectives and set the future plan

b3. Apply the effective ways to give presentations

b4. Compare and contrast different types of communication skills

b5. Distinguish between different types of personal skills

b6. Investigate the effects of developing communication and presentation skills on their future practical life

b7. Evaluate an oral presentation according to established criteria.

### c. Practical / Professional Skills

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

c1. Participate positively in a business or personal communication process

c2. Analyze their personality and chose the appropriate learning style

c3. Design a Personal Development Plan and SWOT analysis

c4. Know the professional way to participate in workshops and events

c5. Practice working within a team

c6. Prepare and give an effective presentation

**d.   General and Transferable Skills**

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

d1. Gain a range of skills that can assist in future career.

d2. Motivate teamwork as well as oral and written communications

d3. Develop the ability to think rationally and strategically particularly as a decision maker

d4. Improve the ability to apply a range of communication strategies in different fields and on a personal and/or business level.

# V. Course Matrix Content

| Week No | Main Topic | Credit Hours: 2H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T. S |
| 1 | Importance of communication and presentation skills | 2 | - | a1, a2 | | | d1, d4 |
| 2 | **Major Goals for Presentations** 1.The primary forms of professional presentations 2.Identifying appropriate presentation topics 3.The strategies for analyzing an audience 4.The strategies for analyzing a speaking context | 2 | - | a2, a4 | b3, b6 | c4, c6 | d1- d4 |
| 3 | **Planning and Crafting Presentations** 1.Purpose statements and thesis statements 2.The characteristics of main points and the options for arranging them in a speech 3.Differentiate the goals of a compelling introduction and conclusion 4.The role of transitions in a speech | 2 | - | a3, a4 | b3, b5, b6 | c4- c6 | d1-d4 |
| 4 | **Finding Support for Your Presentation Goals (part1)** 1.Determine when supporting material is needed in a presentation 2.Evaluate the quality of supporting material | 2 | - | a2, a5 | b3, b6, b7 | c4- c6 | d1-d4 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | 3.Compare and contrast various information-gathering techniques | | | | | | |
| 5 | **Finding Support for Your Presentation Goals (part2)** <br> 4.Summarize strategies for maximizing the effectiveness of presentation aids <br><br> 5.Describe strategies for using supporting | 2 | - | a2, a5 | b3, b6, b7 | c4- c6 | d1-d4 |
| 6 | **Rehearsing and Delivering Successful Presentations (part1)** <br> 1.Compare and contrast the four styles of delivering a presentation <br><br> 2.Explain how to use visual and vocal cues effectively <br><br> 3.Summarize the psychological, physical, and behavioral effects of stage fright | 2 | - | a2, a4, a5 | b3, b6, b7 | c4- c6 | d1-d4 |
| 7 | **Rehearsing and Delivering Successful Presentations (part2)** <br> 4.Describe strategies for managing public speaking anxiety and using it to a speaker's advantage <br><br> 5.Explain how to maintain presence and confidence while speaking | 2 | - | a2, a4, a5 | b3, b6, b7 | c4- c6 | d1-d4 |
| 8 | **Mid-term Exams** | | | | | | |
| 9 | **Revision** | | | | | | |
| 10 | **Effective Team Communication** <br> 1. Stages of development for high-performing teams effective teams <br><br> 2. Styles of leadership <br><br> 3. Functional and dysfunctional approaches to making team decisions <br><br> 4. Communicating virtually in teams | 2 | - | a1, a3 | b2, b5, b6 | c2- c5 | d1-d4 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 11 | **Communicating for Professional Success**<br>1. Summarize the six principles of communication<br>2. Describe the principal elements of communication<br>3. Illustrate the principles of effective communication in professional networks<br>4. Explain credibility and identify the communication skills it embodies<br>5. Summarize the characteristics of competent communicators | 2 | - | a1- a3 | b1, b2, b6 | c1, c2, c5 | d1-d4 |
| 12 | **Culture, Diversity, and Global Engagement**<br>1.Explain culture and co-cultures<br>2.Identify primary forms of human diversity<br>3.Explain the major cultural dimensions<br>4.Describe behavioral strategies for adapting to cultural norms and customs<br>5.Illustrate ways of engaging diversity in an ethical manner<br>6.Demonstrate communicating with cultural proficiency | 2 | - | a1- a3 | b1, b2, b4, b6 | c1, c2, c5 | d1-d4 |
| 13 | **Career Communication**<br>1.Formulate short-term and long-term career aspirations<br>2.Understand principles for professional networking<br>3.Develop a résumé, a cover letter, and a reference list<br>4.Describe strategies for developing an online professional persona | 2 | - | a2- a4 | b2, b6 | c1, c3 | d1-d4 |
| 14-15 | **Final exams** | | | | | | |
| | • **G.T.S:** General and Transferable Skills<br>• **I.S:** Intellectual Skills | | | | • **P.P.S.:** Practical / Professional Skills<br>• **K.U.:** **Knowledge** and Understanding | | |

## VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | K.U. | I.S. | P.P.S. | G.T.S. |
|-----|---------------------------|------------------|------|------|--------|--------|
| 1 | Interactive Lectures | | | | | |
| 2 | Discussions | | √ | √ | √ | √ |
| 3 | Brain Storming | | √ | √ | √ | √ |
| 4 | Tutorials | | | | | |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | | √ | √ | √ | √ | √ |
| 9 | Problem Solving | | √ | √ | √ | √ | √ |
| 10 | Interactive Online Lectures | | √ | √ | √ | | √ |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | | √ | √ | √ | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding<br>• **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.:** General and Transferable Skills | | | |

## VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students.

## VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Method | K.U. | I.S. | P.P.S. | G.T. S | Week(s) No. | Marks % |
|-----|-------------------|-----------------|------|------|--------|--------|-------------|---------|
| 1 | Written Midterm Exam | √ | √ | √ | √ | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | √ | | 14-15 | 40% |
| 3 | Quizzes | √ | √ | √ | √ | | | 10% |
| 4 | Assignments | √ | √ | √ | √ | | 4,10 | 5% |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | √ | | | | | | |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | √ | √ | √ | √ | √ | | 10% |
| 9 | Practical Exam | | | | | | | |
| 10 | Others (Participations) | √ | √ | √ | √ | √ | | 5% |
| ** | **K.U.: Knowledge** and Understanding<br>**I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.:** General and Transferable Skills | | | | | |

# IX. References

| | |
|---|---|
| **Essential Textbooks** | 1e, Kory Floyd and Peter W. Cardon, Business and Professional Communication, Putting People First, 2018 |
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | - Kathleen McMillan, Jonathan Weyers, The study skills book, 3rd ed. August 2012 Pearson<br>- Bovee, Courtland L, John V. Thill & Barbara E. Schatzman. Business Communication Today: Tenth Edition. New Jersey: Prentice Hall, 2010.<br>- Hasson, Gill. Brilliant Communication Skills. Great Britain: Pearson Education, 2012.<br>- Kroehnert, Gary. Basic Presentation Skills. Sidney: McGraw Hill, 2010.<br>- Moore, Ninja-Jo, et al. Nonverbal Communication: Studies and Applications. New York: Oxford University Press, 2010.<br>- Raman, Meenakshi & Sangeeta Sharma. Technical Communication: Principles and Practice. Second Edition. New Delhi: Oxford University Press, 2011.<br>- Thill, John V. & Courtland L. Bovée, Excellence in Business Communication, 10th edition. Boston: Pearson, 2013 |
| **Online Web Sites** | - http://networketiquette.net/<br>- http://www.bbc.co.uk/worldservice/learningenglish/radio/specials/1535_questionanswer/page15.shtml<br>- http://www.indiabix.com/group-discussion/topics-with-answers/<br>- http://www.owlnet.rice.edu/~cainproj<br>- http://www.thehumorsource.com |
| **Others (Specify)** | None |

# X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | | | | |
| PC/Laptop | √ | | | |
| Data-Show | | | | |
| Laser Pointer | √ | | | |
| Internet | √ | | | |
| Printer | | | | √ |
| Copier | | | | √ |
| Moodle | √ | | | |
| Zoom | √ | | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Dr. Dalia Alsaiid
- **Head of the Department:** Associate Professor Ahmed Azmy
- **Date:** 18/7/2022

# Faculty Requirements Course Specifications

# I. Course Information

| Course Code | **MGT 101** | Course Name | Introduction to Management |
|---|---|---|---|
| Level | **First** | Specialization | All Faculty Programs |
| Department Offering the Course | **Department of Accounting** | | |

| Credit Hours | *Credit Hours* | | | |
|---|---|---|---|---|
| | **Total Credit Hours** | **Theoretical** | **Tutorial** | **Practical** |
| | **3** | **3** | **-** | **-** |
| | **Contact Hours** | | | |
| | **Contact Hours** | **Theoretical** | **Tutorial** | **Practical** |
| | **3** | **3** | **-** | **-** |

| Course Prerequisite(s) | **Not Applicable** |
|---|---|
| Approval Date Of course Specification | **18/7/2022** |

# II. Overall Aims of the Course

This course provides students with the basic concepts and processes of management with the focus on skills, competencies, techniques, and knowledge needed to successfully manage an organization and identify ways to respond to management problems and challenges effectively and creatively.

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| **a1, a2, a4, a8** | **b2, b6** | **c1, c7, c10** | **d2, d4, d6, d8, d9, d10** |

## IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Outline the basic concepts and principles of management, process, organizations and relation with other fields.
a2. Identify the key skills required for the contemporary management practice.
a3. Mention the importance and major features of the corporate culture and the environment in which the organization operates.
a4. Define managerial ethics and corporation social responsibility.
a5. Discuss the four fundamental management functions of planning and decision making, organizing, leading, and controlling that comprise the manger's role.
a6. Identify the various leadership styles and appraise the pros and cons of every style
a7. Explain the motivation uses and communication to execute the leading function
a8. Determine the controlling process and evaluate the subsequent responses of the process.
a9. Discuss why it is important for managers to behave ethically
a10. Identify the main steps of the planning process and explain the relationship between planning and strategy

### b. Intellectual Skills

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

b1. Analyze the relationship between the different management functions and their importance in achieving competitive advantage.
b2. Distinguish ways in which organizational structure impacts strategy, performance and operations.
b3. Illustrate the significance of properly planning in an organization.
b4. Analyze the decision-making process to successfully respond to management problems and challenges.
b5. Evaluate the changes in theories about how managers should behave to motivate and control employees
b6. Compare among the different leadership styles and assess the major similarities
b7. Evaluate the controlling process and question the theories of applying the control system within the organization

c. **Practical / Professional Skills**

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

c1. Apply their knowledge and skills to explore opportunities as future managers and entrepreneurs.
c2. Employ management concepts to deal with key organizational and managerial issues.
c3. Illustrate the different skills needed by managers.
c4. Analyze the relationship between business success and management.
c5. Examine what leadership is and what makes for an effective leader

d. **General and Transferable Skills**

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

d1. Work effectively and efficiently in groups.
d2. Develop oral communication skills.
d3. Communicate effectively with others.
d4. Lead the student's ability to analyze complex situations of understanding cash flows management
d5. Use the technological advances to gather information.

# V. Course Matrix Content

| No. of weeks | Main Topic | Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T.S |
| 1 | Introduction to Management & organizations | 3 | - | a1-a2 | b1- b3 | | d2 |
| 2 | Organizational Culture and Environment: Assessing Environmental Uncertainty | 3 | - | a3 | b1- b3 | c1 – c4 | d1 – d5 |
| 3 | Organizational Culture and Environment | 3 | - | a3 | b2, b3 | c1 – c4 | d1 – d5 |
| 4 | Organizational Structure and Design | 3 | - | a4 | b2, b3 | c1 – c4 | d1 – d5 |
| 5 | Managers as decision makers: Case study | 3 | - | a7 | b4 | c1 – c4 | d1 – d5 |
| 6 | Motivation & Performance | 3 | | a7 | b2, b5 | | |
| 7 | Ethics and Social Responsibility | 3 | - | a4, a9 | b6, b2 | c1 – c4 | d1 – d5 |
| 8 | Midterm Exams | | | | | | |
| 9 | Discussions | 3 | | | | | d2, d3 |
| 10 | Strategy & Planning | 3 | - | a5, a10 | b1, b3, b4 | c1 – c4 | d1 – d5 |
| 11 | Organizational Control & Change | 3 | - | a8 | b2, b6, b7 | c1 – c4 | d1 – d5 |
| 12 | Leadership | 3 | - | a6, a7 | b6 | c1 – c5 | d1 – d5 |
| 13 | Effective Communication | 3 | | a7 | b4 | | d2, d5 |
| 14 – 15 | Final Exam | | | | | | |

| | | |
|---|---|---|
| • **G.T.S:** General and Transferable Skills <br> • **I.S:** Intellectual Skills | • **P.P.S.:** Practical / Professional Skills <br> • **K.U.: Knowledge** and Understanding | |

# VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | **K.U.** | **I.S.** | **P.P.S.** | **G.T.S.** |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | | | | | |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | √ | √ | √ | √ | √ |
| 9 | Problem Solving | | | | | |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding <br> • **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.**: General and Transferable Skills | | | |

# VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students.

# VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Method | Course ILOs Covered by Method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T. S | | |
| 1 | Written Midterm Exam | √ | √ | √ | √ | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | √ | | 14-15 | 40% |
| 3 | Quizzes | √ | √ | √ | √ | | | 10% |
| 4 | Assignments | √ | √ | √ | √ | √ | | 10% |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | √ | | | √ | √ | | 10% |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | | | | | | | |
| 9 | Practical Exam | | | | | | | |
| 10 | Others (Participations and Debates) | | | | | | | |
| ** | • **K.U.: Knowledge** and Understanding <br> • **I.S.**: Intellectual Skills | | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.:** General and Transferable Skills | | | | |

# IX. References

| Essential Textbooks | Jones, G. R. & George, J. M. 2021. Contemporary management. 12th ed. New York: McGraw-Hill/Irwin. ISBN13: 9781260735154 |
|---|---|
| Course Notes | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| Extra Recommended Books | Stephen P. Robbins and others, Management, Arab World Edition, Pearson Education Limited, 1st ed., 2015. |
| Online Web Sites | www.ekb.eg |
| Others (Specify) | None |

# X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | √ | | | |
| PC/Laptop | √ | | | |
| Data-Show | √ | | | |
| Laser Pointer | | | | |
| Internet | | | | √ |
| Printer | | | | √ |
| Copier | | | | √ |
| Moodle | √ | | | |
| Zoom | | | | |
| Software Packages | | | | |

| Laboratories | | | | |
|---|---|---|---|---|

- **Course Coordinator:** Dr. Noha Adel
- **Head of The Department:** Associate Professor Ahmed Azmy
- **Date:** 18/7/2022

# I. Course Information

| Course Code | ACT 101 | Course Name | **Introduction to Accounting** | | |
|---|---|---|---|---|---|
| **Level** | **First** | **Specialization** | **All Faculty Programs** | | |
| **Department Offering the Course** | **Department of Accounting** | | | | |
| **Credit Hours** | *Credit Hours* | | | | |
| | **Total Credit Hours** <br> **3** | **Theoretical** | **Tutorial** | **Practical** | |
| | | 3 | 1 | - | |
| | **Contact Hours** | | | | |
| | **Contact Hours** <br> **4** | **Theoretical** | **Tutorial** | **Practical** | |
| | | 3 | 1 | - | |
| **Course Prerequisite(s)** | **Not Applicable** | | | | |
| **Approval Date Of course Specification** | **18/7/2022** | | | | |

# II. Overall Aims of the Course

By the end of the course, students should be able to understand financial statements, their types, objectives, contents, and the accounting equation and its effect of business events on it. Furthermore, this course enables the students to acquire the knowledge and skills necessary to identify the accounting cycle for a business, record, and post business transactions, and prepare trial balance and financial statements in service and merchandising companies

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| **a4, a5, a7** | **b2, b4** | **c6, c8, c10** | **d4, d5, d6, d8** |

## IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Define the nature of accounting, and its relationship to other sciences.

a2. State the principles and standards of the accounting theory.

a3. Discuss the different accounting terms and concepts.

a4. Outline different forms of organizations.

a5. Explain the relationship among the financial statements.

a6. Identify in detail the steps of the accounting cycle.

a7. Record basic economic transactions for assets, liabilities, stockholder's equity.

a8. Explain the theory of debits and credits and apply accounting theory to business transactions

### b. Intellectual Skills

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

b1. Develop creative thinking to solve problems related to accounting.

b2. Analyze business transactions and their interpretation

b3. Choose the appropriate accounting principles and assumptions to be applied in different situations.

b4. Apply an appropriate judgment in selecting and presenting information using various methods relevant to financial accounting.

b5. Prepare income statement, owners' equity statement, and balance sheet.

b6. Provide a reasoned argument to the solution of familiar and unfamiliar problems relevant to financial accounting

### c. Practical / Professional Skills

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

c1. Relate income statement, owners' equity statement, and balance sheet to different business organization.

c2. Develop the skills needed to analyze financial statements effectively.

c3. Select appropriate problem-solving method.

c4. Link accounting theory principles with practical situations.

**d. General and Transferable Skills**

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

d1. Select the appropriate accounting method for decision making.
d2. Apply analytical techniques of qualitative and quantitative information, in order to use them effectively.
d3. Develop self and cognitive skills.
d4. Participate in continuous professional development and lifelong learning

# V. Course Matrix Content

| No. of weeks | Main Topic | Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T. S |
| 1-3 | **Introduction, Accounting in action** 1. What is accounting. 2. The users and uses of accounting. 3. The generally accepted accounting principles. | 3 | 1 | a1-a4 | b1-b3 | | d1- d3 |
| 4-5 | **Recording Process** 1. What is an account and how it helps in the recording process. 2. Debits and credits and their use in recording business transactions. 3. The basic steps in the recording process. 4. What is a journal and how it helps in the recording process. | 3 | 1 | a1-a8 | b1 – b6 | c1-c4 | d1-d3 |
| 6-7 | **Adjusting the accounts** 1. The time period assumption. 2. The accrual basis of accounting. 3. The reasons for adjusting entries. 4. The major types of adjusting entries. | 3 | 1 | a4, a5, a6, a8 | b1, b2, b3,b5 | c1-c4 | d1-d3 |
| 8 | **Mid-term Exams** | | | | | | |
| 9-11 | **Completing the accounting cycle** The process of closing the books. | 3 | 1 | a3, a4, a5, a8 | b1-b3 | c1-c4 | d1-d3 |
| 12-13 | **Accounting for merchandising operations** 1. The differences between service and merchandising companies. | 3 | 1 | a1, a2, a7, a8 | b1, b2, b4-b6 | c1-c4 | d1-d3 |
| 14-15 | **Final exams** | | | | | | |

| | • **G.T.S:** General and Transferable Skills  • **I.S:** Intellectual Skills | • **P.P.S.:** Practical / Professional Skills  • **K.U.: Knowledge** and Understanding |
|---|---|---|

# VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | **K.U.** | **I.S.** | **P.P.S.** | **G.T.S.** |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | √ | √ | √ | √ | √ |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | | | | | |
| 9 | Problem Solving | √ | √ | √ | √ | √ |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding  • **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills  • **G.T.S.:** General and Transferable Skills | | | |

# VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students.

# VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Method | Course ILOs Covered by Method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | **K.U.** | **I.S.** | **P.P.S.** | **G.T. S** | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14-15 | 40% |
| 3 | Quizzes | √ | √ | √ | | | | 15% |
| 4 | Assignments | √ | √ | √ | √ | √ | | 5% |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | √ | √ | | √ | √ | | 10% |

| 8 | Teamwork Projects | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 9 | Practical Exam | | | | | | | | |
| 10 | Participation | | | | | | | | |
| ** | • **K.U.: Knowledge** and Understanding <br> • **I.S.**: Intellectual Skills | | | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.:** General and Transferable Skills | | | | |

# IX. References

| **Essential Textbooks** | Jerry J. Weygandt, Paul D. Kimmel, Jill E. Mitchell, Accounting Principles, 14th Edition, 2020, Wiley |
|---|---|
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | John Wild and Ken Shaw, Fundamental Accounting Principles, 24th Edition, 2019, McGraw Hill |
| **Online Web Sites** | www.ekb.eg |
| **Others (Specify)** | None |

# X. Tools and Facilities Required for Teaching and Learning

| **Facility** | **Lecture** | **Class** | **Lab** | **Admin** |
|---|---|---|---|---|
| White Board | ✓ | ✓ | | |
| PC/Laptop | ✓ | ✓ | | |
| Data-Show | ✓ | ✓ | | |
| Laser Pointer | ✓ | | | |
| Internet | ✓ | ✓ | | ✓ |
| Printer | | | | ✓ |
| Copier | | | | ✓ |
| Moodle | ✓ | ✓ | | |
| Zoom | | | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Associate Professor Dina Krema
- **Head of The Department:** Associate Professor Dina Krema
- **Date:** 18/7/2022

# I. Course Information

| Course Code | **ECN 101** | Course Name | **Introduction to Microeconomics** |
|---|---|---|---|
| Level | **First** | Specialization | **All Faculty Programs** |
| Department Offering the Course | **Business Administration Department** | | |

| Credit Hours | | | | |
|---|---|---|---|---|
| | *Credit Hours* | | | |
| | Total Credit Hours | **Theoretical** | **Tutorial** | **Practical** |
| | **3** | **3** | **1** | **-** |
| | Contact Hours | | | |
| | Contact Hours | **Theoretical** | **Tutorial** | **Practical** |
| | **4** | **3** | **1** | **-** |

| Course Prerequisite(s) | **Not Applicable** |
|---|---|
| Approval Date Of course Specification | **18/7/2022** |

# II. Overall Aims of the Course

This course provides the students with the basic concepts and principles of Microeconomics. The course will acquaint the students with necessary knowledge to identify market equilibrium, analyze different elasticities and understand the production theory and cost analysis

# III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| **a4, a5, a7** | **b4** | **c1, c4, c6** | **d2, d4, d5, d9, d10** |

# IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Define main concepts of Microeconomics and its main principles.
a2. Explain how economics is related to different social sciences.
a3. Outline the difference between demand and supply side
a4. Discuss factors affecting demand and supply
a5. Identify market equilibrium and disequilibrium.
a6. List different types of elasticities.
a7. Explain concepts related to production process.
a8. Describe the types of costs of production.
a9. State the main characteristics of different market types

### b. Intellectual Skills

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

b1. link different economic concepts with producer and consumer decisions
b2. Differentiate between factors affect supply and demand using graphs to illustrate how changes in demand and supply lead to new equilibrium point.
b3. Develop pricing strategy for producer in case of disequilibrium in different markets.
b4. Compare between different types of Elasticities.
b5. Calculate prices elasticity of demand, income elasticity and cross elasticity
b6. Suggest appropriate behavior for producer to increase total revenue based on type of elasticity.
b7. Calculate Total Production, Average Production, and Marginal Production
b8. Illustrate different stages of production
b9. Compute different costs
b10. Compare and contrast between different types of markets

### c. Practical / Professional Skills

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

c1. Link factors that affect the demand and supply with market behavior
c2. Use concept of elasticity to explain the behavior of market participants
c3. Choose best optimal production units based on production and cost analysis
c4. Analyze how firms behave based on type of markets

**d. General and Transferable Skills**

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

d1. Communicate effectively with colleagues and others, using both written, oral and virtual methods.
d2. Interpret and express ideas with others.
d3. Manage time effectively
d4. Develop self - learning skills
d5. Demonstrate the ability to use graphs and mathematical formulas to solve problems

## V. Course Matrix Content

| Week No | Main Topic | Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T. S |
| 1 | Chapter 1: Introduction to Microeconomics. | 3 | 1 | a1, a2 | b1 | | |
| 2 - 4 | Chapter 4: The demand and Supply | 3 | 1 | a1, a3, a4 | b1- b3 | c1 | d1 – d5 |
| 5 – 6 | Chapter 5: The Elasticities of demand and supply. | 3 | 1 | a1, a5 | b1, b4, b5, b6 | c2 | d1 – d5 |
| 7 | Chapter 14: Production and cost "Production Analysis" | 3 | 1 | a1, a6 | b1, b7, b8 | c3 | d1 – d5 |
| 8 | Mid-term Exams | | | | | | |
| 9 | Problem Solving and Discussions | 3 | 1 | a1, a4, a5 | b2- b4 | | d1 – d5 |
| 10 - 11 | Chapter 14: Production and cost "Cost Analysis" | 3 | 1 | a1, a6, a7 | b1, b9 | c3 | d1 – d5 |
| 12 | Types of markets | 3 | 1 | a1, a8 | b10 | c4 | d1 – d5 |
| 13 | Problem Solving and Discussions | 3 | 1 | | | | |
| 14-15 | Final exams | | | | | | |
| | • **G.T.S:** General and Transferable Skills • **I.S:** Intellectual Skills | | | • **P.P.S.:** Practical / Professional Skills • **K.U.: Knowledge** and Understanding | | | |

# VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | √ | √ | √ | √ | √ |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | | | | | |
| 9 | Problem Solving | √ | √ | √ | √ | √ |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding <br> • **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.**: General and Transferable Skills | | | |

# VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students.

# VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Method | Course ILOs Covered by Method (By ILO Code) | | | | Week (s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T. S | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14,15 | 40% |
| 3 | Quizzes | √ | √ | √ | | | 11 | 10% |
| 4 | Assignments | √ | √ | √ | | √ | 4 | 15% |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | | | | | | | |
| 9 | Practical Exam | | | | | | | |
| 10 | Others (Participations) | √ | | | | √ | | 5% |
| ** | • **K.U.: Knowledge** and Understanding <br> • **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.**: General and Transferable Skills | | | | | |

# IX. References

| | |
|---|---|
| **Essential Textbooks** | Bade & Parkin, Foundations of Microeconomics, 9th Edition, 2021, Pearson.<br><br>Steven A. Greenlaw, Principles of Microeconomics 2e, University of Mary Washington David Shapiro, Pennsylvania State University, 2011 |
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | David C Colander, Microeconomics, 2017, 10th Edition (McGraw-Hill) |
| **Online Web Sites** | www.ekb.eg |
| **Others (Specify)** | None |

# X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|:---:|:---:|:---:|:---:|
| White Board | √ | √ | | |
| PC/Laptop | √ | √ | | |
| Data-Show | √ | √ | | |
| Laser Pointer | | | | |
| Internet | √ | √ | | √ |
| Printer | | | | √ |
| Copier | | | | √ |
| Moodle | √ | √ | | |
| Zoom | | | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Dr. Azza Hegazy
- **Head of The Department:** Associate Professor Ahmed Azmy
- **Date:** 18/7/2022

# I. Course Information

| Course Code | MAT 101 | Course Name | Business Mathematics |
|---|---|---|---|
| Level | First | Specialization | All Faculty Programs |
| Department Offering the Course | Business Administration Department | | |

| Credit Hours | | | | |
|---|---|---|---|---|
| | *Credit Hours* | | | |
| | Total Credit Hours | Theoretical | Tutorial | Practical |
| | 3 | 3 | 1 | - |
| | Contact Hours | | | |
| | Contact Hours | Theoretical | Tutorial | Practical |
| | 4 | 3 | 1 | - |

| Course Prerequisite(s) | Not Applicable |
|---|---|
| Approval Date Of course Specification | 18/7/2022 |

# II. Overall Aims of the Course

This course aims at:
- Develop the students' knowledge about every type of business enterprise.

- Prepare students to calculate the simple interest, present value and the future sum.

- Develop the students' knowledge the concept of discount rate in the bank.

- Prepare students to know how to calculate the interest when it is compounded monthly, quarterly, semi-annually and annually.

- Develop student's practical skills in calculation the annuity and amortization schedule.

# III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| Knowledge and Understanding | Intellectual Skills | Practical / Professional Skills | General and Transferable Skills |
| a4 | b2, b4 | c6 | d1, d2, d3, d4, d5 |

# IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. List the basic concepts of simple interest and simple discount

a2. State the basic concepts and operations of simple interest and simple discount and the associated formulas.

a3. Outline the meaning of maturity value that is related to a bank loan and the discount rate and simple discount and the rule of life.

a4. Differentiate between simple and compound interest.

a5. Demonstrate difference between ordinary annuity and annuity due.

a6. Define promising note.

a7. Describe amortization and find the result.

### b. Intellectual Skills

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

b1. Select the most appropriate method for solving problems and case studies, depending on your understanding the key concepts.

b2. Calculate simple interest.

b3. Solve the bank discount.

b4. Compute different annuity problems such as ordinary and annuity due, amortization.

b5. Find the present value and the amount.

b6. Construct the promissory note.

b7. Prepare loan amortization table.

### c. Practical / Professional Skills

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

c1. Apply knowledge of obtaining a loan or invest in banks and how to buy or sell in installments in solving problems and case studies.

c2. Analyze the case studies that cover the area of business.

c3. Explain and interpret the final result.

c4. Research, analyze and critically evaluate information presented in the media and society

### d. General and Transferable Skills

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

d1. Use self-learning through exercises and worked example.
d2. Work in group to develop technique for problem solving.
d3. Mange time.
d4. Demonstrate ability to work with figures, make calculations, and outline important numerical information and trends.

## V. Course Matrix Content

| Week No | Main Topic | Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T.S |
| 1 | Introduction to Math of Finance Chapter 9 - Simple Interest (Ordinary & Exact Interest) | 3 | 1 | a1 | b1, b2 | c1 | d1 – d4 |
| 2 | Chapter 9 – Simple interest (Principal, interest rate, time) – Part One | 3 | 1 | a2-a4 | b2 | c1 | d1 – d4 |
| 3 | Chapter 9 – Simple interest (Principal, interest rate, time)– Part Two | 3 | 1 | a2-a4 | b1, b2 | c1 | d1 – d4 |
| 4 | Chapter 9 – Bank Discount (Simple Discount, Present Value) | 3 | 1 | a3 | b3, b5 | c1 | d1 – d4 |
| 5 | Chapter 10 – Promissory Note. | 3 | 1 | a6 | b6 | c2 – c4 | d1 – d4 |
| 6 | Chapter (10) – The Rule of Life | 3 | 1 | a3 | b1 – b5 | c2 – c4 | d1 – d4 |
| 7 | Chapter 11 – Compound Interest (Amount) | 3 | 1 | a4 | b3, b5 | c2 – c4 | d1 – d4 |
| 8 | Mid-term Exams | | | | | | |
| 9 | Chapter 11 – Compound Interest (Present Value) | 3 | 1 | a4 | b5 | c2 – c4 | d1 – d4 |
| 10 | Chapter 13 – Ordinary Annuities (Amount & Present Value of Annuity) | 3 | 1 | a5 | b4 | c2 – c4 | d1 – d4 |
| 11 | Chapter 13 –Annuities due (Amount & Present Value of Annuity due) | 3 | 1 | a5, a6 | b4 | c2 – c4 | d1 – d4 |
| 12 | Amortization | 3 | 1 | a7 | b7 | c2 – c4 | d1 – d4 |
| 13 | Problem Solving | 3 | 1 | a1 – a7 | b1 – b7 | c1 – c4 | d1 – d4 |
| 14- 15 | Final Exam | | | | | | |
| ** | • **G.T.S:** General and Transferable Skills • **I.S:** Intellectual Skills | | | • **P.P.S.** : Practical / Professional Skills • **K.U.** :Knowledge and Understanding | | | |

## VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | K.U. | I.S. | P.P.S. | G.T.S. |
|---|---|---|---|---|---|---|
| | | | **Course ILOs Covered by Method (By ILO Code)** | | | |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | √ | √ | √ | √ | √ |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | √ | √ | √ | √ | √ |
| 9 | Problem Solving | √ | √ | √ | √ | √ |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding  • **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills  • **G.T.S.**: General and Transferable Skills | | | |

## VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students

## VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Method | K.U. | I.S. | P.P.S. | G.T. S | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | **Course ILOs Covered by Method (By ILO Code)** | | | | | |
| 1 | Written Midterm Exam | √ | √ | √ | √ | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | √ | | 14 - 15 | 40% |
| 3 | Quizzes | √ | √ | √ | √ | | | 15% |
| 4 | Assignments | √ | √ | √ | | √ | | 15% |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | | | | | | | |
| 9 | Practical Exam | | | | | | | |
| 10 | Others (Participations) | | | | | | | |
| ** | • **K.U.: Knowledge** and Understanding  • **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills  • **G.T.S.**: General and Transferable Skills | | | | | |

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# IX. References

| Essential Textbooks | Shao & Shao, Essential books: Mathematics for management and finance (8TH EDITION) |
|---|---|
| Course Notes | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| Extra Recommended Books | None |
| Online Web Sites | None |
| Others (Specify) | None |

# X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | √ | √ | | |
| PC/Laptop | √ | √ | | |
| Data-Show | √ | √ | | |
| Laser Pointer | | | | |
| Internet | √ | √ | | √ |
| Printer | | | | √ |
| Copier | | | | √ |
| Moodle | √ | √ | | |
| Zoom | | | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Dr. Mostafa El - sayed
- **Head of The Department:** Associate Professor Ahmed Azmy
- **Date:** 18/7/2022

**Future University in Egypt**
**Faculty of Commerce and Business Administration**
**Management Information Systems Department**
**Course specifications**

# I. Course Information

| Course Code | LAW 101 | Course Name | Business Law |
|---|---|---|---|
| Level | First | Specialization | All Faculty Programs |
| Department Offering the Course | Business Administration Department | | |

| Credit Hours | | | | |
|---|---|---|---|---|
| | | *Credit Hours* | | |
| | Total Credit Hours | **Theoretical** | **Tutorial** | **Practical** |
| | 3 | 3 | - | - |
| | | Contact Hours | | |
| | Contact Hours | Theoretical | Tutorial | Practical |
| | 3 | 3 | - | - |

| Course Prerequisite(s) | Not Applicable |
|---|---|
| Approval Date Of course Specification | 18/7/2022 |

# II. Overall Aims of the Course

This course is structured to provide business students with a theoretical background on the fundamentals of law, legal theory, and some legal terms used therein. The course introduces general knowledge of labor regulation, as well as governmental relations and activities, including the societal obligations described in the criminal and other statutory or regulatory law

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| Knowledge and Understanding | Intellectual Skills | Practical / Professional Skills | General and Transferable Skills |
| a4, a5, a7, a8 | b2, b6 | c3 | d4, d7, d9, d10 |

## IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Demonstrate importance of ethics and morals in field of law.
a2. Apply their knowledge about law and relation between business and law
a3. Identify the Importance of business law with Introduction to theory of law, rights, contracts, companies, and commercial papers.
a4. Recognize the various legal concepts which are involved in regulating the business institutions and commercial operations
a5. Explain expert guidance of an accountant and an attorney to learn about the Basics of business laws that will affect business positively.
a6. Identify the business organization and the regulation
a7. List the contracts stages and recognition of contracts' types
a8. Discuss of the Uniform Commercial Code, with special emphasis on sales of goods, commercial paper, and negotiable instruments, secured transactions, bankruptcy and creditors rights, proprietorships, partnerships, corporations, antitrust law, and the laws effecting entrepreneurs.

### b. Intellectual Skills

*On completing the course, the student should be able to:*
b1. Apply logical thinking to solve problems related business law and company's law.
b2. Identify the commercial papers which usually used in business fields.
b3. Compare in depth between ordinary judiciary and administrative judiciary.
b4. Link between environmental changes with patterns of taking decisions

### c. Practical / Professional Skills

*On completing the course, the student should be able to:*
c1. Differentiate between business law and other fields of law.
c2. Acquires skills to identify all kinds of commercial papers.
c3. Analyze legislations, contracts, and commercial custom as a sources of Business law.
c4. Analyze the Intellectual property from both point of views intellectual and pecuniary.
c5. Interpret principles of innovative thinking.
c6. Criticize and discover positive and negative elements in dealing with problems

d. **General and Transferable Skills**

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

d1. Manage Present intellectual development and continuous learning
d2. Use efficiency to solve individual or institutional problems
d3. Lead terminology relevant to the themes of the program

# V. Course Matrix Content

| Week No | Main Topic | Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T.S |
| 1 | Overview over the legal rule of law and its characteristics | 3 | - | a1 – a2 | b1 – b4 | c1 – c6 | |
| 2 | The rule of law and its nature and kinds in a legal environment | 3 | - | a1 – a5 | b1 – b4 | c1 – c6 | |
| 3 | Contracts and its stages, requirements, and applications | 3 | - | a7 | b1 – b4 | c1 – c6 | d1-d3 |
| 4 | Crimes and Torts and liabilities in criminal and civil fields. | 3 | - | a4 – a8 | b1 – b4 | c1 – c6 | d1-d3 |
| 5 | Contract: offer and acceptance. | 3 | - | a4 – a8 | b1 – b4 | c1 – c6 | |
| 6 | Termination of contract. | 3 | - | a4 – a8 | b1 – b4 | c1 – c6 | |
| 7 | Reality of consent, consideration | 3 | - | a4 – a8 | b1 – b4 | c1 – c6 | |
| 8 | Mid-term Exams | | | | | | |
| 9 | Intentional tort, capacity &illegality | 3 | - | a4 – a8 | b1 – b4 | c1 – c6 | d1-d3 |
| 10 | Application of law: judicial system, | 3 | - | a4 – a8 | b1 – b4 | c1 – c6 | |
| 11 | Ordinary judiciary | 3 | - | a4 – a8 | b3 | c1 – c6 | |
| 12 | Administrative judiciary | 3 | - | a4 – a8 | b3 | c1 – c6 | |
| 13 | Revision | 3 | - | | | | |
| 14-15 | Final exams | | | | | | |
| ** | • **G.T.S:** General and Transferable Skills <br> • **I.S:** Intellectual Skills | | | • **P.P.S.:** Practical / Professional Skills <br> • **K.U.** :Knowledge and Understanding | | | |

# VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | | | | | |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | √ | √ | √ | √ | √ |
| 9 | Problem Solving | | | | | |
| 10 | Interactive Online Lectures | √ | √ | √ | | √ |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding <br> • **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.:** General and Transferable Skills | | | |

# VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students

# VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Method | Course ILOs Covered by Method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T. S | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14-15 | 40% |
| 3 | Quizzes | √ | √ | √ | | | | 10% |
| 4 | Assignments | √ | √ | √ | √ | √ | | 10% |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | √ | | | √ | √ | | 10% |
| 8 | Teamwork Projects | | | | | | | |
| 9 | Practical Exam | | | | | | | |
| 10 | Others (Participations) | | | | | | | |
| ** | • **K.U.:** Knowledge and Understanding <br> • **I.S.:** Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.:** General and Transferable Skills | | | | | |

## IX. References

| | |
|---|---|
| **Essential Textbooks** | Business Law Principles and Practices |
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | |
| **Online Web Sites** | www.ekb.eg |
| **Others (Specify)** | None |

## X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | √ | | | |
| PC/Laptop | √ | | | |
| Data-Show | √ | | | |
| Laser Pointer | √ | | | |
| Internet | | | | √ |
| Printer | | | | √ |
| Copier | | | | √ |
| Moodle | √ | | | |
| Zoom | √ | | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Dr. Ashraf Anas
- **Head of The Department:** Associate Professor Ahmed Azmy
- **Date:** 18/7/2022

# I. Course Information

| Course Code | ECN 102 | Course Name | Introduction to Macroeconomics |
|---|---|---|---|
| Level | First | Specialization | All Faculty programs |
| Department Offering the Course | Business Administration | | |

| Credit Hours | *Credit Hours* | | | |
|---|---|---|---|---|
| | Total Credit Hours | Theoretical | Tutorial | Practical |
| | 3 | 3 | 1 | - |
| | Contact Hours | | | |
| | Contact Hours | Theoretical | Tutorial | Practical |
| | 4 | 3 | 1 | - |

| Course Prerequisite(s) | Not Applicable |
|---|---|
| Approval Date Of course Specification | 18/7/2022 |

# II. Overall Aims of the Course

**Upon completion of this course, students will be able to understand:**

- Basic concepts and principles of Macroeconomics.

- Different Macroeconomic problems and their impact on the economy.

- Various macroeconomic Indicators and analyze them.

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| Knowledge and Understanding | Intellectual Skills | Practical / Professional Skills | General and Transferable Skills |
| a4 | b4 | c4, c6 | d1, d2, d5, d6 |

## IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Define Macroeconomics, its main principles and relation with other social sciences.
a2. Discuss the circular flow of income.
a3. Explain the difference between expenditures, value-added and income approaches.
a4. Outline the main macroeconomic problems, inflation and unemployment, their types, sources, and impacts.
a5. Determine the difference between consumption and saving functions
a6. Mention the basic idea of expenditure Multiplier
a7. Identify equilibrium and disequilibrium in Gross Domestic Product and Price Level.
a8. Describe the business cycle and explain its phases.

### b. Intellectual Skills

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

b1. Compare between different approaches to measure the gross domestic product.
b2. Calculate gross domestic product by applying expenditures and income approaches
b3. Use graphical tools to describe some macroeconomic problems (Inflation, Unemployment, and Recession)
b4. Compute unemployment rate and inflation rate
b5. Graph consumption and saving functions
b6. Calculate marginal propensity to consume (MPC), marginal propensity to save (MPS)
b7. Illustrate how expenditure plans and real GDP are determined when the price level is fixed
b8. Interpret the phases of business cycle.
b9. Analyze and evaluate the relation between the business cycle and GDP gaps

### c. Practical / Professional Skills

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

c1. Present, draw and interpret different macroeconomic problems.
c2. Report data about actual business cycle through differentiate between factors that affect some aggregates in the economy.
c3. Suggest appropriate policies for Macroeconomic Problems

d. **General and Transferable Skills**

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

d1. Acquire analytical reasoning skills, numeric and clear effective communication skills, using written, oral and virtual methods.
d2. Interpret and express ideas with others.
d3. Manage time effectively.
d4. Use conceptual frameworks effectively in problem solving and decision making

## V. Course Matrix Content

| Week No | Main Topic | Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T. S |
| 1 | Introduction to circular flow | 3 | 1 | a1, a2 | | | |
| 2 | Chapter 5: Measuring and Describing the aggregate economy: Expenditure approach. | 3 | 1 | a2, a3 | b1, b2 | c1 – c3 | d1 – d4 |
| 3 | Chapter 5: Measuring and Describing the aggregate economy: Income approach | 3 | 1 | a2, a3 | b1, b2 | c1 – c3 | d1 – d4 |
| 4 – 5 | Chapter 7: The CPI and the cost of living | 3 | 1 | a4 | b3, b4 | c1 – c3 | d1 – d4 |
| 6 | Chapter 6: Jobs and Unemployment | 3 | 1 | a4 | b3, b4 | c1 – c3 | d1 – d4 |
| 7 | Chapter 10: Consumption theory | 3 | 1 | a5 | b5, b6 | c1 – c3 | d1 – d4 |
| 8 | Mid-term Exams | | | | | | |
| 9 | Discussions & problem solving | 3 | 1 | | | | |
| 10 | Chapter 10: Consumption theory: Saving function & Aggregate Equilibrium | 3 | 1 | a5 | b5, b6 | c1 – c3 | d1 – d4 |
| 11 | Chapter 14: Aggregate Expenditure Multiplier | 3 | 1 | a6 | b7 | c1 – c3 | d1 – d4 |
| 12 | Chapter 15: The Keynesian short-run policy model: equilibrium and gaps. | 3 | 1 | a4 – a8 | b7 – b9 | c1 – c3 | d1 – d4 |
| 13 | Revision | 3 | 1 | | | | |
| 14- 15 | Final exams | | | | | | |
| | • **G.T.S:** General and Transferable Skills  • **I.S:** Intellectual Skills | | | • **P.P.S.:** Practical / Professional Skills  • **K.U.: Knowledge** and Understanding | | | |

## VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | √ | √ | √ | √ | √ |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | | | | | |
| 9 | Problem Solving | √ | √ | √ | √ | √ |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding<br>• **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.:** General and Transferable Skills | | | |

## VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students

## VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Method | Course ILOs Covered by Method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14,15 | 40% |
| 3 | Quizzes | √ | √ | √ | | | 4,6 | 10% |
| 4 | Assignments | √ | √ | √ | √ | √ | 3 | 10% |
| 5 | Presentations | √ | | | | √ | | 5% |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | | | | | | | |
| 9 | Practical Exam | | | | | | | |
| 10 | Discussions on self-learning topic | √ | | | | √ | | 5% |
| ** | • **K.U.: Knowledge** and Understanding<br>• **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.:** General and Transferable Skills | | | | | |

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## IX. References

| | |
|---|---|
| **Essential Textbooks** | Bade & Parkin, Foundations of Macroeconomics, 9th Edition, 2021, Pearson. |
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | Michael Parkin, Macroeconomics, 13th Edition, 2019, Pearson. |
| **Online Web Sites** | www.ekb.eg |
| **Others (Specify)** | None |

## X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | √ | √ | | |
| PC/Laptop | √ | √ | | |
| Data-Show | √ | √ | | |
| Laser Pointer | | | | |
| Internet | | | | √ |
| Printer | | | | √ |
| Copier | | | | √ |
| Moodle | √ | √ | | |
| Zoom | | | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** professor Azza Hegazy
- **Head of The Department:** Associate Professor Ahmed Azmy
- **Date:** 18/7/2022

# I. Course Information

| Course Code | MGT 102 | Course Name | Organizational Behavior |
|---|---|---|---|
| Level | First | Specialization | All Faculty programs |
| Department Offering the Course | Business Administration | | |

| Credit Hours | | | |
|---|---|---|---|
| | **Credit Hours** | | |
| | Total Credit Hours 3 | Theoretical | Tutorial | Practical |
| | | 3 | - | - |
| | **Contact Hours** | | |
| | Contact Hours 3 | Theoretical | Tutorial | Practical |
| | | 3 | - | - |

| Course Prerequisite(s) | Introduction to Management - MGT 102 |
|---|---|
| Approval Date Of course Specification | 18/7/2022 |

# II. Overall Aims of the Course

The course aims at providing the students with the basis of organizational behavior concepts and theories. The course will focus on individual behavior, attitudes and job satisfaction, personality and values, perception and individual decision making, motivation, leadership studies, learning, organization culture and contemporary issues in leadership

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| **a1, a2, a4** | **b5** | **c1, c7** | **d1, d2, d3, d4, d6, d8, d10** |

## IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Define organizational behavior.
a2. Outline the meaning of attitudes and understanding the meaning of the most important of all- Job Satisfaction.
a3. Discuss the meaning of perception and how it helps with the internal and external attribution during the decision-making process.
a4. Identify the different decision-making techniques on both individual and group levels.
a5. List different personality types.
a6. Explain the theories of motivation that helped with the evolution of organizational behavior and determine how motivation affects individual behavior in the workplace.
a7. Describe the leadership styles and how they are used as subordinates' motivators.
a8. Demonstrate the mechanism of the group formation stages and the issues associated with groups in the workplace.
a9. Explain challenges of effective organizational communication

### b. Intellectual Skills

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

b1. Analyze the human behavior process through the cognitive, effective, and behavioral components of attitudes.
b2. Discover the job satisfaction facets as one of the most important type of attitudes.
b3. Develop the understanding of the Attribution theory to interpret the human.
b4. Link theories of motivation with individual behavior in workplace.
b5. Compare the individual and group decision-making process and develop deeper knowledge of the creativity process in decision-making
b6. Relate some personality traits to positive individual behaviors.
b7. Evaluate the early and contemporary theories of motivation and how to use them to affect   human behavior.
b8. Differentiate between the different leadership styles derived from theories and how they affect the motivational levels of individuals in the workplace
b9. Organize the stages associated with the group formation.
b10. Discover the issues associated with the group formation that will affect the behavior of individuals operating in these groups

### c. Practical / Professional Skills

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

c1. Use the components of attitudes to understand human behavior
c2. Apply the understanding of job satisfaction/dissatisfaction to the consequence-matrix in the workplace
c3. Practice the external and internal attribution techniques
c4. Use the decision-making models to interpret how the organizations react to the external environment
c5. Link different personality types to workplace values
c6. Show how the motivational theories are used to affect human behavior.
c7. Work with leadership styles to influence the individual behaviors in the workplace
c8. Relate the group formation stages to any teamwork context.

### d. General and Transferable Skills

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

d1. Communicate the understanding of the cognitive, affective and behavioral components of attitudes
d2. Manage the group behavior through the understanding of the issues associated with it
d3. Manage Time Effectively
d4. Use different scientific thinking approaches to analyze the behavior of organizations
d5. Develop oral and written skills through discussions and presentations

## V. Course Matrix Content

| Week No | Main Topic | Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T.S |
| 1 | Theories of Organizational Behavior | 3 | - | a1 | | | |
| 2&3 | Attitudes & Job Satisfaction: Attitudes are the perfect Predictors of behavior | 3 | - | a2 | b1 b2 | c1 c2 | d1- d5 |
| 4 - 5 | Perception & Individual Decision Making | 3 | - | a3, a4 | b3 | c3 | d1- d5 |
| 6 - 7 | Decision Making, Creativity, and Ethics | 3 | - | a3, a4 | b4, b5 | c4 | d1- d5 |
| 8 | Midterm Exams | | | | | | |
| 9 | Personality and Values | 3 | - | a5 | b5, b6 | c5 | d1- d5 |
| 10 | Motivation Concepts: form concepts to application | 3 | - | a6 | b6 | c6 | d1- d5 |
| 11 | Leadership, Power, & Management | 3 | - | a7 | b7, b8 | c7 | d1- d5 |
| 12 | Group Behavior & Understanding Work Team | 3 | - | a8 | b9, b10 | c8 | d1- d5 |
| 13 | Challenges of Communication | 3 | | a9 | | c3, c5 | d1, d5 |
| 14-15 | Final Exams | | | | | | |
| ** | • **K.U.: Knowledge** and Understanding<br>• **I.S:** Intellectual Skills | | | • **P.P.S.:** Practical / Professional Skills<br>• **G.T.S:** General and | | | |

| | Transferable Skills |
|---|---|

# VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | | | | | |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | | | | | |
| 9 | Problem Solving | | | | | |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Guest Speaker Events) | √ | √ | √ | √ | √ |
| ** | • **K.U.: Knowledge** and Understanding<br>• **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.:** General and Transferable Skills | | | |

# VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students

# VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Method | Course ILOs Covered by Method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T. S | | |
| 1 | Midterm Exam | √ | √ | √ | | | 8 | 30% |
| 2 | Final Exam | √ | √ | √ | | | 14-15 | 40% |
| 3 | Quizzes | √ | √ | √ | | | | 15% |
| 4 | Assignments | √ | √ | √ | √ | √ | | 15% |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | | | | | | | |
| 9 | Practical Exam | | | | | | | |
| 10 | Others (Guest Speaker Events) | | | | | | | |
| ** | • **K.U.: Knowledge** and Understanding<br>• **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.**: General and Transferable Skills | | | | | |

# IX. References

| | |
|---|---|
| **Essential Textbooks** | Stephen P. Robbins & Timothy A. Judge, Organizational Behavior, 18th edition, 2019 |
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | None |
| **Online Web Sites** | www.ekb.eg |
| **Others (Specify)** | None |

# X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | √ | | | |
| PC/Laptop | √ | | | √ |
| Data-Show | √ | | | |
| Laser Pointer | | | | |
| Internet | √ | | | √ |
| Printer | | | | √ |
| Copier | | | | √ |
| Moodle | √ | | | |
| Zoom | | | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Dr. Noha Adel
- **Head of The Department:** Associate Professor Ahmed Azmy
- **Date:** 18/7/2022

# I. Course Information

| Course Code | SAT 101 | Course Name | Business Statistics |
|---|---|---|---|
| Level | First | Specialization | **All Faculty programs** |
| Department Offering the Course | Business Administration | | |

| Credit Hours | *Credit Hours* | | | |
|---|---|---|---|---|
| | **Total Credit Hours** **3** | **Theoretical** | **Tutorial** | **Practical** |
| | | 3 | 1 | - |
| | *Contact Hours* | | | |
| | **Contact Hours** **4** | **Theoretical** | **Tutorial** | **Practical** |
| | | 3 | 1 | - |

| Course Prerequisite(s) | Business Statistics (SAT 101) |
|---|---|
| Approval Date Of course Specification | 18/7/2022 |

# II. Overall Aims of the Course

**Upon completion of this course, students will be able to:**
- Demonstrate knowledge and understanding of statistical concepts and basic definitions.

- Demonstrate the ability to reason and develop evidence-based decisions using numerical information.

- Discuss how to efficiently collect the data needed to answer statistical questions properly and how to handle descriptive and estimation tools in business applications

- Apply basic statistical techniques and tools using the statistical package Minitab, which is a core component of this course.

- Communicate statistical findings clearly and appreciate the relevance of statistics to contemporary society.

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| Knowledge and Understanding | Intellectual Skills | Practical / Professional Skills | General and Transferable Skills |
| a4, a5, a6, a7 | b1, b4 | c4, c6, c9 | d3, d5, d7, d8 |

## IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Outline the basic definitions and concepts and reflect with other social science.

a2. Explain what is meant by a random variable.

a3. Demonstrate understanding of descriptive statistics by practical application of quantitative reasoning and data visualization.

a4. Define the mean of a random variable, the variance, and the standard deviation.

a5. Define the probability function of a random variable

a6. Explain Conditional Probability in terms of independent events, Multiplication law, and Bayes' theorem.

a7. Demonstrate the relationship between two or more variables of interest.

### b. Intellectual Skills

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

b1. Carry out a simple exploratory data analysis; and in particular, to use simple numerical and graphical methods of summarizing data.

b2. Apply basic statistical reasoning to analyze data and graphs.

b3. Use probability functions to solve different probability problems.

b4. Use statistics to model real world behaviors and recognize the assumptions and limitations of those models

b5. Demonstrate the ability to use statistics to solve problems and determine if the solutions are reasonable

### c. Practical / Professional Skills

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

c1. Use a statistical package to process, analyze and present data.

c2. Communicate technical results of the investigation in reports and oral presentations

c3. Design surveys and exploit databases.

c4. Demonstrate ability to gather information, brainstorming, evaluate each option and determining the best alternative

**d. General and Transferable Skills**

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

d1. Demonstrate ability to work with figures, make calculations, understand graphs, charts and simple statistics and outline important numerical information and trends.
d2. Demonstrate ability to research, analyze and critically evaluate information presented in the media and society.
d3. Demonstrate ability to work with others.
d4. Demonstrate ability to use problem solving tools such as

- Processing data
- Making choices and decisions
- Interpretation of statistics
- Developing a model
- Analyzing data and drawing conclusions

# V. Course Matrix Content

| Week No | Main Topic | Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T. S |
| 1 | **Chapter 1: Data Collection:** Fundamental concepts of statistics, Sampling and randomization, Types of statistical errors. | 3 | 1 | a1, a2 | b2 | c3-c4 | d1-d4 |
| 2-3 | **Chapter 2: Organizing and Presenting Data**: Graphical & Tabular Descriptive Techniques for one qualitative variable. | 3 | 1 | a1, a2 | b1-b2 | c1-c4 | d1-d4 |
| 4-5 | **Chapter 2: Organizing and Presenting Data**: Graphical & Tabular Descriptive Techniques for two qualitative variables, Contingency tables. | 3 | 1 | a1- a3 | b1-b2 | c1-c4 | d1-d4 |
| 6 | **Chapter 3: Numerical Description of Data**: Measures of central tendency, Other Location measures, Box plots and outliers. | 3 | 1 | a1, a4 | b1-b2 | c1-c4 | d1-d4 |
| 7 | **Chapter 3: Numerical Description of Data:** Measures of variation, Shape of data distribution. | 3 | 1 | a1, a4 | b1-b2 | c1-c4 | d1-d4 |
| 8 | **Midterm Exam** | | | | | | |
| 9 | **Chapter 5: Basic Probability:** Sample space and events, Basic laws of probability. | 3 | 1 | a2, a5 | b3-b5 | c1-c4 | d1-d4 |
| 10 | **Chapter 5: Conditional Probability:** Independent events, Multiplication law, and Bayes' theorem. | 3 | 1 | a2, a6 | b3-b5 | c1-c4 | d1-d4 |
| 11 | **Chapter 6: Discrete Probability Distributions:** Discrete random variable, Expected value, Variance, Binomial distribution. | 3 | 1 | a2, a5 | b3-b5 | c1-c4 | d1-d4 |
| 12 | **Chapter 13: Linear Regression and Correlation:** Scatter Diagram, Coefficient of Correlation, Coefficient of Determination, Least Square Method. | 3 | 1 | a2,a7 | b3-b5 | c1-c4 | d1-d4 |
| 14-15 | **Final Exam** | | | | | | |
| | • **K.U.: Knowledge** and Understanding <br> • **I.S:** Intellectual Skills | | | **P.P.S.:** Practical / Professional Skills **G.T.S:** General and Transferable Skills | | | |

## VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | √ | √ | √ | √ | √ |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | | | | | |
| 9 | Problem Solving | √ | √ | √ | √ | √ |
| 10 | Interactive Online Lectures | √ | √ | √ | | √ |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding <br> • **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.:** General and Transferable Skills | | | |

## VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students

## VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Method | Course ILOs Covered by Method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T. S | | |
| 1 | Midterm Exam | √ | √ | √ | | | 8 | 30% |
| 2 | Final Exam | √ | √ | √ | | | 14-15 | 40% |
| 3 | Quizzes | √ | √ | √ | | | 5,10,12 | 20% |
| 4 | Assignments | √ | √ | √ | √ | √ | | 10% |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | | | | | | | |
| 9 | Practical Exam | | | | | | | |
| 10 | Others (Participations) | | | | | | | |

| ** | • **K.U.: Knowledge** and Understanding • **I.S.**: Intellectual Skills | • **P.P.S.**: Practical / Professional Skills • **G.T.S.:** General and Transferable Skills |
|---|---|---|

# IX. References

| **Essential Textbooks** | Williams, Sweeney, Anderson, Contemporary Business Statistics, 2011, 8th edition, Pearson |
|---|---|
| **Course Notes** | Handouts: Worked Examples |
| **Extra Recommended Books** | **-Statistics.** McClave and Sincich, 2003, 9th edition, Prentice-Hall. **-Elementary Statistics.** Bluman, 2001, 4th edition, McGraw-Hill. **-Business Statistics: A Decision Making Approach.** Groebner, Shannan, Fry, and Smith, 2011, 8th edition, Pearson. |
| **Online Web Sites** | None |
| **Others (Specify)** | None |

# X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | √ | √ | | |
| PC/Laptop | √ | √ | √ | |
| Data-Show | √ | √ | | |
| Laser Pointer | | | | |
| Internet | | | √ | √ |
| Printer | | | | √ |
| Copier | | | | √ |
| Moodle | √ | √ | | |
| Zoom | √ | | | |
| Software Packages | √ | √ | √ | |
| Laboratories | √ | √ | √ | |

- **Course Coordinator:** Dr. Mahmoud Rashwan

- **Head of The Department:** Associate Professor Ahmed Azmy

- **Date:** 18/7/2022

**Future University in Egypt**
**Faculty of Commerce and Business Administration**
**Management Information Systems Department**
**Course specifications**

# I. Course Information

| Course Code | ACT 102 | Course Name | Financial Accounting |
|---|---|---|---|
| Level | First | Specialization | All Faculty programs |
| Department Offering the Course | Business Administration | | |

| Credit Hours | | | | |
|---|---|---|---|---|
| | *Credit Hours* | | | |
| | Total Credit Hours | Theoretical | Tutorial | Practical |
| | 3 | 3 | 1 | - |
| | *Contact Hours* | | | |
| | Contact Hours | Theoretical | Tutorial | Practical |
| | 4 | 3 | 1 | - |

| Course Prerequisite(s) | Introduction to Accounting (ACT 101) |
|---|---|
| Approval Date Of course Specification | 18/7/2022 |

# II. Overall Aims of the Course

This course helps the students understand the important accounting methods and techniques that affect the preparation and presentation of financial statements. Students should be able to identify different types of inventory valuation and accounting treatment for receivables. Moreover, this course enables students to understand accounting for petty cash and how to prepare a bank reconciliation statement. It acquaints students with the different methods to calculate depreciation of fixed assets, and the accounting for current and long-term liabilities.

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| **a4** | **b4** | **C6, c8** | **d1, d2, d3, d4** |

## IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Identify the objectives, principles, assumptions, and concepts of financial accounting.

a2. Outline the different types and accounting methods used in management practices such as calculating inventory.

a3. Describe different accounting practices such as treatment for receivables and depreciation methods.

a4. Explain the allowance method of accounting for uncollectible accounts and how the method affects financial statements

a5. Discuss the procedures and structures for establishing control over the flow of cash, use of cash receipts, cash disbursements and bank reconciliation.

a6. Outline the transactions related to the purchase, amortization, and recognition of tangible and intangible long-term assets.

a7. State the purposes behind a company's financial statements analysis.

### b. Intellectual Skills

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

b1. Interpret different techniques in problem solving

b2. Evaluate the inventory methods, differentiate among them and analyze the effect of using each method on the financial statements.

b3. Design a voucher for petty cash reimbursement, funds receipt and reconciliation.

b4. Apply different mathematical and analytical methods in evaluating accounting for receivables and its effect on financial statements.

b5. Examine and explain how transactions relating to the recognition, valuation, and disposal of assets, liabilities, and stockholders' equity affect the various financial statements.

b6. Perform horizontal, vertical and ratio analysis of a company's financial statements.

### c. Practical / Professional Skills

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

c1. Report suitable scientific approaches in problems solving

c2. Prepare different types of accounting report

c3. Select appropriate techniques of evaluation and evaluate the relevance and significance of data collected

**d.** **General and Transferable Skills**

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

d1. Use different tools in facing different accounting situations

d2. Innovate creative development work techniques in problem solving

d3. Manage time effectively

d4. Communicate with others effectively

d5. Participate in continuous professional development and lifelong learning through developing intellectual and cognitive skills

# V. Course Matrix Content

| Week No | Main Topic | Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T. S |
| 1 | **Introduction to financial accounting** | 3 | 1 | a1 | b1 | | |
| 2 - 4 | **Chapter: Inventories** FIFO, LIFO, Weighted average | 3 | 1 | a1, a2 | b1- b3 | c1-c3 | d1 – d4 |
| 5-6 | **Chapter: Accounting for receivables** Account receivable, Allowance for doubtful accounts | 3 | 1 | a1-a4 | b1-b5 | c1-c3 | d1 – d4 |
| 7 | **Chapter: Cash and internal control:** Petty cash, Bank reconciliation. | 3 | 1 | a1, a5 | b1, b2, b4 | c1-c3 | d1-d4 |
| 8 | **Mid-Term Exams** | | | | | | |
| 9-11 | **Chapter: Plant assets, natural resources, and intangibles:** Cost determination, Depreciation, Disposal | 3 | 1 | a1, a2, a4, a6 | b1 – b5 | c1-c3 | d1-d4 |
| 12 | **Current liabilities and Payroll accounting:** Notes payable, Payroll accounting | 3 | 1 | a1, a2, a4, a6 | b1 –b5 | c1-c3 | d1-d2 |
| 13 | **Chapter Analysis of financial statements:** Horizontal, vertical and ration analysis | 3 | 1 | a7 | b1, b6 | c3 | d1-d4 |
| 14-15 | **Final Exam** | | | | | | |
| | • **G.T.S:** General and Transferable Skills • **I.S:** Intellectual Skills | | | • **P.P.S.:** Practical / Professional Skills • **K.U.: Knowledge** and Understanding | | | |

## VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | √ | √ | √ | √ | √ |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | | | | | |
| 9 | Problem Solving | √ | √ | √ | √ | √ |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding  • **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills  • **G.T.S.:** General and Transferable Skills | | | |

## VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students.

## VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Method | Course ILOs Covered by Method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T. S | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14-15 | 40% |
| 3 | Quizzes | √ | √ | √ | | | | 10% |
| 4 | Assignments | √ | √ | √ | √ | √ | | 10% |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | √ | √ | √ | √ | √ | | 10% |
| 8 | Teamwork Projects | | | | | | | |
| 9 | Practical Exam | | | | | | | |
| 10 | Others | | | | | | | |

| ** | • **K.U.: Knowledge** and Understanding <br> • **I.S.**: Intellectual Skills | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.:** General and Transferable Skills |
|---|---|---|

# IX. References

| Essential Textbooks | John Wild and Ken Shaw, Fundamental Accounting Principles, 24th Edition, , 2019, McGraw Hill |
|---|---|
| Course Notes | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| Extra Recommended Books | Jerry J. Weygandt, Paul D. Kimmel, Jill E. Mitchell, Accounting Principles, 14th Edition, 2020, Wiley |
| Online Web Sites | www.ekb.eg |
| Others (Specify) | None |

# X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | ✓ | ✓ | | |
| PC/Laptop | ✓ | ✓ | | |
| Data-Show | ✓ | ✓ | | |
| Laser Pointer | ✓ | | | |
| Internet | ✓ | ✓ | | ✓ |
| Printer | | | | ✓ |
| Copier | | | | ✓ |
| Moodle | ✓ | ✓ | | |
| Zoom | | | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator**: Associate Professor Dina Krema
- **Head of The Department:** Associate Professor Dina Krema
- **Date:** 18/7/2022

**Future University in Egypt**
**Faculty of Commerce and Business Administration**
**Management Information Systems Department**
**Course specifications**

# I. Course Information

| Course Code | REM 101 | Course Name | Research Methodology |
|---|---|---|---|
| Level | Second | Specialization | All Faculty programs |
| Department Offering the Course | Business Administration Department | | |

| Credit Hours | | | | |
|---|---|---|---|---|
| | *Credit Hours* | | | |
| | Total Credit Hours | Theoretical | Tutorial | Practical |
| | 3 | 3 | 1 | - |
| | Contact Hours | | | |
| | Contact Hours | Theoretical | Tutorial | Practical |
| | 4 | 3 | 1 | - |

| Course Prerequisite(s) | Not Applicable |
|---|---|
| Approval Date Of course Specification | 18/7/2022 |

# II. Overall Aims of the Course

The main aim of this course is to help the students to understand the cyclical nature of business research and the process of research at both levels of preparations and writing research proposal. Besides, the course acquaints the students with the skills necessary write a proposal that includes an introduction, problem statement (significance of study), literature review, methods section, references, and a project timeline. In summary, the course helps undergraduate.

# III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| **a6, a8** | **b6** | **c2** | **d1, d2, d3, d6, d10** |

# IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Define the nature of research.
a2. Outline the difference between basic and applied researches.
a3. Discuss and decision making of topic and idea selection.
a4. Identify the major phases of research.
a5. Explain the purpose of each step and how to evaluate it.
a6. Outline the research design

### b. Intellectual Skills

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

b1. Differentiate between types and quality of research.
b2. Choose and make decision of both topic and idea, as to use different techniques.
b3. Compare and understand the differences of each research step.
b4. Evaluate research methodology as phases and steps.
b5. Analyze the information collected to work in research.
b6. Plan the research design using the elements of research design explained by the course instructor.
b7. Suggest different ideas and how to work on them to produce good research.
b8. Develop a research proposal that represents the research plan.

### c. Practical / Professional Skills

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

c1. Use all taught techniques to prepare the research design.
c2. Apply all techniques taught concerning the research preparation phase and writing phase as well.
c3. Design the research.
c4. Practice preparation of the research.

### d. General and Transferable Skills

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

d1. Communicate effectively.
d2. Acquire analytical reasoning skills, numeric and clear effective communication skills.
d3. Manage tasks, time, and resources effectively.
d4. Enhance critical thinking skills.
d5. Improve academic writing skills

# V. Course Matrix Content

| Week No | Main Topic | Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T.S |
| 1 | Nature of research | 3 | 1 | a1, a2 | b1, b 2 | | |
| 2 | Choosing a research topic And idea | 3 | 1 | a1- a5 | b2,b4, b5, b8 | c1- c4 | d1- d4 |
| 3 | Conducting Delphi techniques Creation of relevance tree | 3 | 1 | a1- a5 | b2- b5 | c1- c4 | d1- d4 |
| 4 | Theory and research purposes | 3 | 1 | a1,a2 | b1, b2 | | |
| 5 | Obtaining a research question. | 3 | 1 | a1- a5 | b2- b5 | c1- c4 | d1 – d5 |
| 6 | Working on research objectives. | 3 | 1 | a1- a5 | b2- b5 | c1- c4 | d1 – d5 |
| 7 | Literature review | 3 | 1 | a1- a5 | b2- b5 | c1- c4 | d1 – d5 |
| 8 | Mid-term Exams | | | | | | |
| 9 | Hypothesis and its types. | 3 | | a1, a2, a5 | b1- b3 | c1- c4 | d1 – d5 |
| 10 | Variables and the levels of measurements. | 3 | 1 | a1, a2, a3, a5 | b4, b5 | c1- c4 | d1 – d5 |
| 11 | Research design | 3 | 1 | a4, a5 | b4- b6 | c1- c4 | d1 – d5 |
| 12 | Proposal writing | 3 | 1 | a1- a6 | b3- b8 | c1- c4 | d1 – d5 |
| 13 | Revision | | | | | | |
| 14-15 | Final exams | | | | | | |
| | • **G.T.S:** General and Transferable Skills  • **I.S:** Intellectual Skills | | | • **P.P.S.:** Practical / Professional Skills  • **K.U.: Knowledge** and Understanding | | | |

# VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | √ | √ | √ | √ | √ |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | | | | | |
| 9 | Problem Solving | | | | | |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding <br> • **I.S.:** Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.:** General and Transferable Skills | | | |

# VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students

# VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Method | Course ILOs Covered by Method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T. S | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14-15 | 40% |
| 3 | Quizzes | √ | √ | √ | | | | 5 % |
| 4 | Assignments | √ | √ | √ | √ | √ | | 13% |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | √ | √ | √ | √ | √ | | 7% |
| 9 | Practical Exam | | | | | | | |
| 10 | Others (Participations) | √ | | | | √ | | 5% |
| ** | • **K.U.: Knowledge** and Understanding <br> • **I.S.:** Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.:** General and Transferable Skills | | | | | |

# IX. References

| | |
|---|---|
| **Essential Textbooks** | Kenneth S. Bordens / Bruce Barrington Abbott, Research Design and Methods, A process approach, tenth edition. |
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | None |
| **Online Web Sites** | www.ekb.eg |
| **Others (Specify)** | None |

## X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | √ | √ | | |
| PC/Laptop | √ | √ | | |
| Data-Show | √ | √ | | |
| Laser Pointer | | | | |
| Internet | | | | √ |
| Printer | | | | √ |
| Copier | | | | √ |
| Moodle | √ | √ | | |
| Zoom | | | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Dr. Maha A. Gharib
- **Head of The Department:** Associate Professor Ahmed Azmy
- **Date:** 18/7/2022

## . Course Information

| Course Code | FIN 201 | Course Name | Corporate Finance (1) | | |
|---|---|---|---|---|---|
| Level | Second | Specialization | All Faculty programs | | |
| Department Offering the Course | Business Administration Department | | | | |
| Credit Hours | *Credit Hours* | | | | |
| | Total Credit Hours 3 | Theoretical | Tutorial | Practical | |
| | | 3 | 1 | - | |
| | Contact Hours | | | | |
| | Contact Hours 4 | Theoretical | Tutorial | Practical | |
| | | 3 | 1 | - | |
| Course Prerequisite(s) | Not Applicable | | | | |
| Approval Date Of course Specification | 18/7/2022 | | | | |

## II. Overall Aims of the Course

**Upon completion of this course, students will be able to:**
- Identify the main concepts of finance and its relationship with other fields.

- Differentiate between the different legal business organizations.

- Use different ratios to evaluate the financial performance of the firm.

- Prepare the cash flow of the firm to determine how the cash flow is generated

- Develop proforma financial statements to forecast the financial needs of the firm in the future.

- Use different financial formulas to calculate single amounts, annuities, mixed streams, and other special cases

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| **a1, a4, a5, a7** | **b4** | **c4, c6, c10** | **d1, d2, d3, d5, d8** |

## IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Define finance and its relation to other sciences.
a2. Outline the different managerial finance functions.
a3. Discuss the different legal forms of business organizations.
a4. Describe principal–agent and the conflicts that may arise in these relationships.
a5. State the difference between time series analysis and cross-sectional analysis
a6. Identify the financial positions of the corporation.
a7. Outline different methods used to prepare proforma income statement and balance sheet.
a8. Explain the financial planning process, including long-term (strategic) financial plans and short-term (operating) plans.
a9. Demonstrate complete understanding of the future value (FV) and present value (PV) of a single sum of money, an ordinary annuity, an annuity due, a perpetuity (PV only), and a series of unequal cash flows.
a10.Explain the investment appeal of common stocks and why individuals like to invest in them.
a11. Discuss the basic features of common stocks

### b. Intellectual Skills

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

b1. Evaluate the financial performance of the firm.
b2. Interpret the meaning of different financial ratios.
b3. Choose the best appropriate short-term and long-term financial plans of the corporations.
b4. Prepare pro – forma income statement and balance sheet.
b5. Solve time value of money problems for different frequencies of compounding interest.
b6. Classify common stocks according to their returns
b7. Differentiate between different types of common stocks

### c. Practical / Professional Skills

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

c1. Use different problem-solving methods in evaluating, planning, and

forecasting the current financial position and its future needs.
c2. Use the financial ration in evaluating the financial position for real world cases.
c3. Forecast the financial needs of the corporation
c4. Choose the best investment opportunities by comparing how cash flow is received or paid along with different interest rates.
c5. Write reports effectively.

### d. General and Transferable Skills

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

d1. Communicate effectively with others.
d2. Manage tasks, time, and resources effectively.
d3. Acquire analytical reasoning skills, numeric and clear effective communication skills.
d4. Manage time effectively.

## V. Course Matrix Content

| Week No. | Main Topic | Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | The Role and Environment of Managerial Finance | 3 | 1 | a1-a4 | - | - | - |
| 2 – 5 | Financial statements and ratio analysis: Liquidity, activity debt, and profitability ratios | 3 | 1 | a5, a6 | b1, b2 | c1 | d1-d4 |
| 5 | Cash Flow & Financial Planning: Cash flow | 3 | 1 | a7, a8 | b3, b4 | c2 | d1-d4 |
| 6 – 7 | Cash Flow & Financial Planning: Proforma income statement and balance sheet. | 3 | 1 | a7, a8 | b3, b4 | c2 | d1-d4 |
| 8 | Mid-term Exams | | | | | | |
| 9 | Problem solving on chapter 2 and 3 – in class activity | 3 | 1 | a5-a8 | b1-b4 | c1 – c3 | d1-d4 |
| 10-11 | Time value of Money: single Amount & Annuities & mixed streams | 3 | 1 | a9 | b5, b6 | c1 – c5 | d1-d4 |
| 12 | Special cases and loan amortization | 3 | 1 | a9 | b5 | c1 – c5 | d1-d4 |
| 13 | Problem solving on ch.3 and 4 | 3 | 1 | a5-a9 | b3-b6 | c31 – c5 | d1-d4 |
| 14-15 | Final exams | | | | | | |
| Total Number of Teaching Weeks :12 | | | | | | | |
| ** | • **K.U.: Knowledge** and Understanding<br>• **I.S.:** Intellectual Skills | | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.:** General and Transferable Skills | | | |

## VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | √ | √ | √ | √ | √ |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | | | | | |
| 9 | Problem Solving | √ | √ | √ | √ | √ |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding  • **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills  • **G.T.S.:** General and Transferable Skills | | | |

## VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students

## VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Method | Course ILOs Covered by Method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T. S | | |
| 1 | Midterm Exam (s) | √ | √ | √ | | | 8 | 30% |
| 2 | Final Exam | √ | √ | √ | | | 14 -15 | 40% |
| 3 | Quizzes | √ | √ | √ | | | 4 - 12 | 10% |
| 4 | Assignments | √ | √ | √ | | √ | 10 | 5 % |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | √ | √ | √ | √ | √ | | 15 % |
| 8 | Teamwork Projects | | | | | | | |
| 9 | Practical Exam | | | | | | | |
| 10 | Others (Participations) | | | | | | | |
| ** | • **K.U.: Knowledge** and Understanding  • **I.S.** : Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills  **G.T.S.:** General and Transferable Skills | | | | | |

| | | |
|---|---|---|
| | | |

# IX. References

| | |
|---|---|
| **Essential Textbooks** | Gitman, L. J., Juchau, R., & Flanagan, J. (2018). *Principles of managerial finance*. Pearson Higher Education AU. (Global Edition) |
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | Ross, S. A., Westerfield, R., Jordan, B. D., & Biktimirov, E. N. (2018). *Essentials of corporate finance*. McGraw-Hill/Irwin. |
| **Online Web Sites** | www.ekb.eg |
| **Others (Specify)** | None |

# X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | √ | √ | | |
| PC/Laptop | √ | √ | | √ |
| Data-Show | √ | √ | | |
| Laser Pointer | | | | |
| Internet | | | | √ |
| Printer | | | | √ |
| Copier | | | | √ |
| Moodle | √ | √ | | |
| Zoom | | | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Dr. Doaa Ayman
- **Head of the Department:** Associate Professor Ahmed Azmy
- **Date:** 18/7/2022

# I. Course Information

| | | | |
|---|---|---|---|
| **Course Code** | **MGT 201** | **Course Name** | **Production and Operations Management 1** |
| **Level** | **Second** | **Specialization** | **All faculty Programs** |
| **Department Offering the Course** | **Business Administration** | | |

| | | Credit Hours | | |
|---|---|---|---|---|
| **Credit Hours** | **Total Credit Hours** <br> **3** | **Theoretical** | **Tutorial** | **Practical** |
| | | 3 | 1 | - |
| | | Contact Hours | | |
| | **Contact Hours** <br> **4** | **Theoretical** | **Tutorial** | **Practical** |
| | | **3** | **1** | **-** |

| | |
|---|---|
| **Course Prerequisite(s)** | **MGT 101 – Introduction to Management** |
| **Approval Date Of course Specification** | **18/7/2022** |

# II. Overall Aims of the Course

**Upon completion of this course, students will be able to:**

- Generate a plan to increase productivity through the effective use of labor, capital, and management

- Modify the production / operation department in order to improve the overall performance of the organization.

- Take decisions in a professional manner and perform efficiently the five main functions of management: planning, organizing, staffing, leading and controlling.

- Integrates the different managerial decisions to develop and implement operations strategies.

# III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| Knowledge and Understanding | Intellectual Skills | Practical / Professional Skills | General and Transferable Skills |
| **a4** | **b3, b5, b6** | **c6, c7** | **d1, d2, d3, d5, d7, d8** |

# IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Exhibit a broad and deep knowledge of advanced core areas of production and operations management and its interdepartmental relations within organizations.
a2. Differentiate between production and operation management contributions, functions, and challenges.
a3. Define what is meant by operation strategy and state its importance
a4. List the factors that affect strategies of operations
a5. Discuss the operation strategy formulation
a6. Outline the main objectives for designing any product or service
a7. Mention the types of processes in manufacturing and service
a8. Outline the importance of quality control management
a9. State the factors that affect location selection
a10. Identify the main objectives of capacity control in operations
a11. List the main steps of capacity planning and control
a12. Define the fundamental advantage and necessity of forecasting in various situations.
a13. Explain supply chain management, contrast it from operations management and propose the main performance drivers of supply chain performance.

### b. Intellectual Skills

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

b1. Illustrate how transformation processes within production affect organizations
b2. Use the main phases for product design to design a service or a product
b3. Relate different operation strategies to organizational structures
b4. Analyze how up to date technologies affect operation using real world examples.
b5. Use new trends in technology to explain how services are now delivered.
b6. Discover the Productivity and Multifactor Productivity
b7. Determine the optimum location for a distribution center
b8. Interpret the utilization, efficiency, and effectiveness tools and methods
b9. Suggest location plans and analysis
b10. Choose the most suitable location decision
b11. Evaluate a cost analysis, compute the total cost for each alternative location
b12. Design flow charts, check sheets, pareto charts, scatter diagrams, and

histograms in quality measurements

b13. Interpret the major slacks in supply chains and formulate the approaches to manage them

c. **Practical / Professional Skills**

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

c1. Decide on appropriate operational models to analyze problems
c2. Prove understanding of advanced analytical methods, both theory- and model based.
c3. Show a deeper understanding of issues of operations in manufacturing and service organizations
c4. Defend conclusions using operational and economic arguments with proper rigor
c5. Reason logically and work analytically
c6. Relate basic and advanced quantitative methods to applied topics.
c7. Show how to choose an appropriate forecasting method in a particular environment.
c8. Differentiate the inventory management methodologies and apply the existing models to propose the optimal order sizes.

d. **General and Transferable Skills**

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

d1. Work coherently and successfully as a part of a team.
d2. Work in stressful environment and within constraints.
d3. Communicate effectively.
d4. Manage tasks, time, and resources effectively.
d5. Demonstrate understanding of relevant mathematical and statistical technique

# V. Course Matrix Content

| Week No | Main Topic | Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T.S |
| 1-2 | **Introduction to Production and Operations Management** What does POM mean Difference between Production and Operations Difference among operations POM Contributions POM Functions POM Challenges | 3 | 1 | a1, a2 | b1, b3 | c1- c5 | d1- d5 |
| 3-4 | **Competitive Operations Strategy & Productivity** Operation strategy Definitions Importance of Operation strategy Competitive priorities Factors affecting Operation Strategy Operation strategy Formulation Supplement 1: Productivity | 3 | 1 | a3, a4, a5 | b1, b3, b6 | c1- c5 | d1- d5 |
| 5-6 | **Forecasting** | 3 | 1 | a12 | | c7 | |
| 7 | **Product and Service Design** What does a design mean Objective of designing new products and services What is designed in product and service? Phases of product and service design | 3 | 1 | a6 | b1, b2 | c1- c5 | d1- d5 |
| 8 | **Midterm** | | | | | | |
| 9 | **Discussions** | 3 | 1 | | | | d1 – d5 |
| 10 | **Location and Capacity Planning** Importance of location Reasons for location decision Factors affecting location selection | 3 | 1 | a10-a12 | b8- b11 | c1- c5 | d1- d5 |
| 11 | **Location and Capacity Planning** What does a capacity mean? Factors affecting capacity Steps of capacity planning and control | 3 | 1 | a10-a12 | b8- b11 | c1- c5 | d1- d5 |
| 12 | **Supply Chain** | 3 | 1 | a13 | b13 | | |
| 13 | **Inventory Management** | 3 | 1 | | b11 | c8 | |
| 14-15 | **Final exams** | | | | | | |
| | **G.T.S:** General and Transferable Skills **I.S:** Intellectual Skills | | | **P.P.S.** : Practical / Professional Skills **K.U.** :Knowledge and Understanding | | | |

## VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | √ | √ | √ | √ | √ |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | √ | √ | √ | √ | √ |
| 9 | Problem Solving | √ | √ | √ | √ | √ |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding<br>• **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.:** General and Transferable Skills | | | |

## VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students

## VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Method | Course ILOs Covered by Method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T. S | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14-15 | 40% |
| 3 | Quizzes | √ | √ | √ | | | | 10% |
| 4 | Assignments | | | | | | | |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | √ | | | √ | √ | | 20% |
| 8 | Teamwork Projects | | | | | | | |
| 9 | Practical Exam | | | | | | | |
| 10 | Others (Participations) | | | | | | | |

| ** | • **K.U.** :Knowledge and Understanding<br>• **I.S.** :Intellectual Skills | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.** : General and Transferable Skills |
|---|---|---|

# IX. References

| | |
|---|---|
| **Essential Textbooks** | Stevenson, William J., (2017) Operations Management, 13$^{th}$ edition, McGraw Hill/Irwin |
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | • Heizer, Jay (2016) Principles of Operations Management, 7th edition, Prentice Hall<br><br>• Nahmias, Stevenson, (2008), Production and Operations Analysis, 6th edition, McGraw Hill/Irwin |
| **Online Web Sites** | www.ekb.eg |
| **Others (Specify)** | • Articles from Academic Journals to be provided by the Instructor namely from:<br>• International Journal of Operations and Production Management<br>• International Journal of Advanced Manufacturing Technology<br>• Integrated Manufacturing Systems |

# X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | √ | √ | | |
| PC/Laptop | √ | √ | | |
| Data-Show | √ | √ | | |
| Laser Pointer | | | | |
| Internet | | | | √ |
| Printer | | | | √ |
| Copier | | | | √ |
| Moodle | √ | √ | | |
| Zoom | | | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Dr. Emad Elwy Habib
- **Head of The Department:** Associate Professor Ahmed Azmy
- **Date:** 18/7/2022

**Future University in Egypt**
**Faculty of Commerce and Business Administration**
**Management Information Systems Department**
**Course specifications**

# I. Course Information

| Course Code | ACT 201 | Course Name | Cost Accounting |
|---|---|---|---|
| Level | Second | Specialization | All Faculty Programs |
| Department Offering the Course | Department of Accounting | | |

| Credit Hours | | | | |
|---|---|---|---|---|
| | **Credit Hours** | | | |
| | Total Credit Hours | Theoretical | Tutorial | Practical |
| | 3 | 3 | | - |
| | **Contact Hours** | | | |
| | Contact Hours | Theoretical | Tutorial | Practical |
| | 4 | 3 | 1 | - |

| Course Prerequisite(s) | Financial accounting (ACT 102) |
|---|---|
| Approval Date Of course Specification | 18/7/2022 |

# II. Overall Aims of the Course

This course introduces students to the basic concepts of cost accounting. Emphasis is placed on cost terminology, costing systems, cost measurements, cost-volume-profit analysis, accounting for different cost elements (materials, labor, and overhead), and different methods for allocating indirect costs.

# III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| **a4** | **b4** | **c1, c6, c8** | **d5, d8** |

# IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Discuss principles of cost accounting.

a2. Outline a framework for cost accounting and cost management

a3. Explain why product costs are computed in different ways for different purposes.

a4. Discuss various methods of cost estimation

a5. State the main differences in income using the following methods, variable costing, and absorption costing

a6. Outline main aspects in linear cost function and three common ways in which they behave.

a7. State three criteria used to evaluate and choose cost drivers

a8. Specify internal control procedures for materials.

a9. Explain Accounting for materials and its journal entries.

a10. explain how to Allocate multiple support department costs using the direct method, the step-down method, and the reciprocal method

### b. Intellectual Skills

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

b1. Differentiate between various forms of cost and what they mean.

b2. Differentiate variable costs and fixed costs.

b3. Compare between variable costing and absorption costing

b4. Prepare Income Statement under absorption costing and variable costing

b5. Select the appropriate methods to be applied for evaluating inventory.

b6 Determine from the general ledger the total cost of materials purchased and used in manufacturing.

b7 Differentiate among various methods to valuate inventory of materials.

b8. differentiate the single-rate method from the dual-rate method

b9. analyze how bundling of products gives rise to revenue allocation issues and the methods used for it.

b10. Demonstrate how to Allocate common costs using the stand-alone method and the incremental method.

**c. Practical / Professional Skills**

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

c1. Analyze cost data and their interpretation.

c2. Apply different methods in using organization's cost for fulfilling business objective.

c3. Employ cost accounting theories for cost problems.

c4. Draw reasoned conclusions using data, to solve complicated cost accounting problems.

c5. Recommend a complete set of modification to the cost accounting systems.

c6. Apply the methods of FIFO, LIFO, WEIGHTED AVERAGE to determine the quantity of each kind of material on hand and its cost.

**d. General and Transferable Skills**

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

d1. Develop problem solving techniques in determining a solution to cost accounting problems.
d2. Enable students to communicate effectively when dealing with cost accounting problems.
d3. Innovate Creative development work techniques in cost Accounting.

# V. Course Matrix Content

| No. of weeks | Main Topic | Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T.S |
| 1 - 2 | An Introduction to Cost terms and purposes - Cost classifications | 3 | 1 | a1, a2 | b1, b2 | | |
| 3 | An Introduction to Cost terms and purposes - Cost classifications | 3 | 1 | a1 - a3 | b1, b2 | c1, c3 | |
| 4 | Determining how costs behave | 3 | 1 | a6, a7 | b1, b2 | c2 | d1, d2 |
| 5 | Inventory Costing and Capacity Analysis - Absorption costing | 3 | 1 | a4 – a6 | b3 – b5 | c1, c2, c4 | d1 |
| 6 | Inventory Costing and Capacity Analysis – Variable costing | 3 | 1 | a4 – a6 | b3 – b5 | c1, c2, c4 | d1 |
| 7 | Inventory Costing and Capacity Analysis – Reconcile the difference between Absorption and Variable net income | 3 | 1 | a4 – a6 | b3 – b5 | c1, c2, c4 | d1 |
| 8 | Midterm Exams | | | | | | |
| 9-10 | Accounting For Materials- Introduction – purchase Price | 3 | 1 | a8, a9 | b6, b7 | c1, c2, c4, c5, c6 | d1-d3 |
| 11 - 12 | Accounting For materials – Materials pricing methods (FIFO-LIFO -WEIGHTED AVEREAGE) | 3 | 1 | a8, a9 | b6, b7 | c1, c2, c4, c5, c6 | d1-d3 |

| 13 | Allocation of Support-Department Costs, Common Costs, and Revenues | 3 | 1 | a10 | b8- b10 | c1, c2, c4, c5 | d1-d3 |
|----|------|---|---|-----|---------|------|------|
| 14 - 15 | Final exams | | | | | | |

| **K.U**:Knowledge and Understanding<br>**I.S:** Intellectual Skills | **P.P.S.:** Practical / Professional Skills<br>**G.T.S:** General and Transferable Skills |
|---|---|

# VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|-----|------|------|------|------|------|------|
| | | | **K.U.** | **I.S.** | **P.P.S.** | **G.T.S.** |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | √ | | √ | | √ |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | | | | | |
| 9 | Problem Solving | √ | √ | √ | √ | √ |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding<br>• **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.**: General and Transferable Skills | | | |

# VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students.

# VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Method | Course ILOs Covered by Method (By ILO Code) | | | | Week(s) No. | Marks % |
|-----|------|------|------|------|------|------|------|------|
| | | | **K.U.** | **I.S.** | **P.P.S.** | **G.T. S** | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14,15 | 40% |
| 3 | Quizzes | √ | √ | √ | | | 7,10 | 15% |

| 4 | Assignments | √ | √ | √ | | √ | 10% |
|---|---|---|---|---|---|---|---|
| 5 | Presentations | | | | | | |
| 6 | Individual Projects | | | | | | |
| 7 | Research and Reporting | | √ | √ | √ | √ | 5% |
| 8 | Teamwork Projects | | | | | | |
| 9 | Practical Exam | | | | | | |
| 10 | Others | | | | | | |
| ** | **K.U.** :Knowledge and Understanding <br> **I.S.** :Intellectual Skills | | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.** : General and Transferable Skills | | | |

# IX. References

| **Essential Textbooks** | Horngren's Cost accounting: a managerial emphasis, 17th edition, Srikant M. Datar, Madhav V. Rajan, 2021, Pearson. <br> Lucey, T. (2009) Costing. 7th Edition, South-Western Cengage Learning, London. |
|---|---|
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | John Wild and Ken Shaw, Fundamental Accounting Principles, 24th Edition, 2019, McGraw Hill |
| **Online Web Sites** | www.ekb.eg |
| **Others (Specify)** | None |

# X. Tools and Facilities Required for Teaching and Learning

| **Facility** | **Lecture** | **Class** | **Lab** | **Admin** |
|---|---|---|---|---|
| White Board | ✓ | ✓ | | |
| PC/Laptop | ✓ | ✓ | | ✓ |
| Data-Show | ✓ | ✓ | | |
| Laser Pointer | | | | |
| Internet | ✓ | ✓ | | ✓ |
| Printer | | | | ✓ |
| Copier | | | | ✓ |
| Moodle | ✓ | ✓ | | |
| Zoom | | | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Dr. Nihad Youssef

- **Head of The Department:** Associate Professor Dina Krema

- **Date:** 18/7/2022

# I. Course Information

| Course Code | **MIS 201** | Course Name | **Introduction to Management Information Systems** |
|---|---|---|---|
| Level | **Second** | **Specialization** | **All Faculty Programs** |
| Department Offering the Course | **Management Information Systems** | | |

| Credit Hours | | | |
|---|---|---|---|

| | *Credit Hours* | | | |
|---|---|---|---|---|
| | **Total Credit Hours** **3** | **Theoretical** | **Tutorial** | **Practical** |
| | | 3 | - | 1 |
| | **Contact Hours** | | | |
| | **Contact Hours** **4** | **Theoretical** | **Tutorial** | **Practical** |
| | | **3** | **-** | **1** |

| **Course Prerequisite(s)** | **None** |
|---|---|
| **Approval Date Of course Specification** | **18/7/2022** |

# II. Overall Aims of the Course

**Upon completion of this course, students will be able to:**
- Apply the principles of effective data management and information retrieval
- Use Knowledge, Skills, practices and competence in the Management Information Systems field to solve management problems, and to support business decisions
- Deal with organizational, managerial, and technology aspects of information systems
- Evaluate the various business information systems and enterprise applications
- Evaluate the information systems strategies to achieve business strategic objectives
- Carry out a self-learning and research in Management Information Systems

# III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| **a1, a2, a3, a4, a7** | **b2, b3, b5** | **c3, c5, c8, c9** | **d2, d4, d8** |

# IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

*On completing the course, the student should be able to:*
a1. Define the current use of information systems in business.
a2. Describe the concepts, principles, and theories related to Management Information Systems.
a3. Determine the organizational, management, and technology dimension of information systems.
a4. Identify the different types of Enterprise Applications, their functions, structure, and business process types.
a5. Describe the current developments in information technology practices and trends.
a6. Explain the information technology infrastructure and services.
a7. State the information systems development process life cycle.
a8. Discuss the ethical issues related to Information Systems use

### b. Intellectual Skills

*On completing the course, the student should be able to:*
b1. Analyze different business processes and models.
b2. Interpret the information needs for various management level.
b3. Choose solutions for enhancing systems in organizations.
b4. Suggest management information systems for various types of business to support management decisions in all management levels.
b5. Apply management information systems strategies to achieve competitive advantages.

### c. Practical / Professional Skills

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

c1. Solve management problems using information systems.
c2. Design information systems for various management disciplines
c3. Write report on contemporary issues in information systems.
c4. Present information systems supporting decision making in organization.

### d. General and Transferable Skills

*On completing the course, the student should be able to:*
d1.  Communicate effectively with others.
d2.  Apply the English language fluency.
d3.  Innovate creative development work techniques.
d4.  Work within group

d5. Develop intellectual and cognitive self-learning and development skills.

# V. Course Matrix Content

| Week No | Main Topic | Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T.S |
| 1 | The Role of Information Systems in Business Today | 3 | | a1 | b3 | | |
| 2 | What is an Information system | 3 | 1 | a2 | | | |
| 3 | Organizational and management dimension of Information Systems | 3 | 1 | a3 | b2 | | |
| 4 | Technology dimension and Business perspective of Information Systems | 3 | 1 | a3 | | | |
| 5 | Business Processes and Information systems | 3 | 1 | a4 | b1 | c1, c2 | d1, d4 |
| 6 | Types of Business Information systems | 3 | 1 | a4 | b4 | c1, c2 | d1, d4 |
| 7 | Enterprise Applications & Systems for collaboration and Social business | 3 | 1 | a4, a5 | b3, b4 | c1, c2 | d1, d4 |
| 8 | Mid-term Exams | | | | | | |
| 9 | Information Technology Infrastructure | 3 | 1 | a6 | | | |
| 10 | Contemporary hardware and software platform trends | 3 | 1 | a5 | b3 | c3,c4 | d2,d3 |
| 11 | Information systems development process life cycle | 3 | 1 | a7 | | c3,c4 | d2,d3 |
| 12 | Using information systems to achieve competitive advantages – Ethical issues in information systems | 3 | 1 | a8 | b5 | c3,c4 | d2,d3 |
| 13 | Revision | 3 | 1 | | | | |
| 14-15 | Final exams | | | | | | |
| | • **G.T.S:** General and Transferable Skills  • **I.S:** Intellectual Skills | | | • **P.P.S.** : Practical / Professional Skills  • **K.U.** :Knowledge and Understanding | | | |

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# VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | | | | | |
| 5 | Practical Lab Sessions | √ | √ | √ | √ | √ |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | √ | √ | √ | √ | √ |
| 9 | Problem Solving | | | | | |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding<br>• **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.:** General and Transferable Skills | | | |

# VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students

# VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Method | Course ILOs Covered by Method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14,15 | 40% |
| 3 | Quizzes | √ | √ | √ | | | 7,13 | 10% |
| 4 | Assignments | √ | √ | √ | √ | √ | 12 | 5% |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | √ | √ | √ | | √ | 12 | 10% |
| 8 | Teamwork Projects | | | | | | | |
| 9 | Practical Exam | | | | √ | | | 5% |
| 10 | (Participations) | | | | | | | |
| ** | **K.U.** :Knowledge and Understanding<br>**I.S.** :Intellectual Skills | | **P.P.S.**: Practical / Professional Skills<br>**G.T.S.** : General and Transferable Skills | | | | | |

# IX. References

| | |
|---|---|
| **Essential Textbooks** | Laudon, K.C. & Laudon, J.P., Management Information Systems : Managing the Digital Firm. Pearson. 16th Ed., 2020. |
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | Kelly Rainer R., Prince B., Watson H., Management Information System. Wiley. 4th Ed., 2017 |
| **Online Web Sites** | www.ekb.eg |
| **Others (Specify)** | None |

# X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | ✓ | ✓ | | |
| PC/Laptop | ✓ | ✓ | | |
| Data-Show | ✓ | ✓ | | |
| Laser Pointer | | | | |
| Internet | ✓ | ✓ | | ✓ |
| Printer | | | | ✓ |
| Copier | | | | ✓ |
| Moodle | ✓ | ✓ | | |
| Zoom | | | | |
| Software Packages | | MS-Access | | |
| Laboratories | | | | |

- **Course Coordinator:** Associate Professor Ghada Refaat
- **Head of The Department:** Associate Professor Ghada Refaat
- **Date:** 18/7/2022

**Future University in Egypt**
**Faculty of Commerce and Business Administration**
**Management Information Systems Department**
**Course specifications**

# I. Course Information

| Course Code | MIS 202 | Course Name | Introduction to Programming |
|---|---|---|---|
| Level | Second | Specialization | All Faculty Programs |
| Department Offering the Course | Management Information Systems | | |

| Credit Hours | | | | |
|---|---|---|---|---|
| | *Credit Hours* | | | |
| | Total Credit Hours | Theoretical | Tutorial | Practical |
| | 3 | 3 | - | 2 |
| | Contact Hours | | | |
| | Contact Hours | Theoretical | Tutorial | Practical |
| | 5 | 3 | - | 2 |

| Course Prerequisite(s) | MIS201 |
|---|---|
| Approval Date of Course Specification | 18/7/2022 |

# II. Overall Aims of the Course

**Upon completion of this course, students will be able to:**

➢ Use Knowledge, Skills, practices, and competence in the Programming of Information Systems to solve management problems.

➢ Understand the fundamentals of computer programming concepts.

➢ Carry out a self-learning in Information Systems Programming

# III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| **a2, a4, a5** | **b1, b4** | **c5, c6, c9** | **d2, d3, d4, d6, d8, d9** |

# IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Define and describe the basics of computing hardware, programming languages.
a2. Discuss the phases of software development life cycle.
a3. Explain programming logic using algorithms and flowcharts.
a4. Describe the concepts of control structures, functions, and arrays in programming.

### b. Intellectual Skills

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

b1. Compare and differentiate between algorithms, methods and techniques used in structured programming.
b2. Convert algorithm such as flow chart into programming commands.
b3. Design programs using programming language rules, commands, and operators.

### c. Practical / Professional Skills

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

c1. Design algorithmic problem solutions for real life problems
c2. Write codes using the programming language constructs.
c3. Apply various software verification and validation techniques.
c4. Practice on using computer programming basics including control structures, functions, and arrays.
c5. Practice on using decision and repetition statements.

### d. General and Transferable Skills

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

d1. Communicate effectively with others.
d2. Respect teamwork.
d3. Cope up with different presentations and discussion.
d4. Innovate creative development work techniques.
d5. Develop intellectual and cognitive self – learning and development skills.

## V. Course Matrix Content

| Week No | Main Topic | Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T.S |
| 1 | Course Overview and Syllabus Review | 3 | 2 | a1 | b1 | | |
| 2 | Introduction to Computing & Programming and Software Development Life Cycle | 3 | 2 | a1, a2 | b1 | | |
| 3 | Algorithms and Flow Charts (Part 1) | 3 | 2 | a2, a3 | b1, b2 | c1 | d1-d4 |
| 4 | Algorithms and Flow Charts (Part 2) | 3 | 2 | a2, a3 | b1, b2 | c1 | d1- d5 |
| 5 | Data Types, Variables, and Declarations | 3 | 2 | a4 | b3 | c2, c3 | d1- d5 |
| 6 | Input and Output Operations | 3 | 2 | a4 | b3 | c2, c3 | d1- d5 |
| 7 | Variables, data types, and operators | 3 | 2 | a4 | b3 | c2, c3 | d1- d5 |
| 8 | Midterm - Exam | | | | | | |
| 9 | Control Structures: (Part 1) Decisions (if) | 3 | 2 | a4 | b3 | c2- c5 | d1- d5 |
| 10 | Control Structures: (Part 2) Repetition (for , while) | 3 | 2 | a4 | b3 | c2- c5 | d1-d4 |
| 11 | Modular Programming (Functions) | 3 | 2 | a4 | b3 | c2- c5 | d1-d4 |
| 12 | Arrays | 3 | 2 | a4 | b3 | c2- c5 | d1-d4 |
| 13 | Revision | 3 | 2 | | | | |
| 14-15 | Final exams | | | | | | |
| | • **G.T.S:** General and Transferable Skills  • **I.S:** Intellectual Skills | | | • **P.P.S.** : Practical / Professional Skills  • **K.U.** :Knowledge and Understanding | | | |

# VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | | | | | |
| 5 | Practical Lab Sessions | √ | √ | √ | √ | √ |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | | | | | |
| 9 | Problem Solving | | | | | |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding<br>• **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.**: General and Transferable Skills | | | |

# VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students

# VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Method | Course ILOs Covered by Method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14,15 | 40% |
| 3 | Quizzes | √ | √ | √ | | | 7,13 | 10% |
| 4 | Assignments | √ | √ | √ | √ | √ | 12 | 5% |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | √ | | | | √ | 9 | 5% |
| 8 | Teamwork Projects | | | | | | | |
| 9 | Practical Exam | √ | | | √ | | | 10% |
| 10 | Others | | | | | | | |
| ** | **K.U.** :Knowledge and Understanding<br>**I.S.** :Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.** : General and Transferable Skills | | | | | |

# IX. References

| | |
|---|---|
| **Essential Textbooks** | Deitel and Deitel, Java How to Program, Pearson, 11$^{th}$ edition 2018. |
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | Daniel Liang Y., Introduction to Java Programming and Data Structures. Comprehensive Version. 11th Edition. Pearson, 2018. |
| **Online Web Sites** | https://introcs.cs.princeton.edu/java/home/ |
| **Others (Specify)** | |

# X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | ✓ | | ✓ | |
| PC/Laptop | ✓ | | ✓ | |
| Data-Show | ✓ | | ✓ | |
| Laser Pointer | | | ✓ | |
| Internet | ✓ | | ✓ | ✓ |
| Printer | | | | ✓ |
| Copier | | | | ✓ |
| Moodle | ✓ | | ✓ | |
| Zoom | | | | |
| Software Packages | ✓ | | ✓ | |
| Laboratories | | | | |

- **Course Coordinator:** Associate Professor Ghada Refaat
- **Head of The Department:** Associate Professor Ghada Refaat
- **Date:** 18/7/2022

**Future University in Egypt**
**Faculty of Commerce and Business Administration**
**Management Information Systems Department**
**Course specifications**

# I. Course Information

| Course Code | MKT 201 | Course Name | Introduction to Marketing |
|---|---|---|---|
| Level | Second | Specialization | All faculty programs |
| Department Offering the Course | business administration department | | |

| Credit Hours | | | | |
|---|---|---|---|---|
| | *Credit Hours* | | | |
| | Total Credit Hours | Theoretical | Tutorial | Practical |
| | 3 | 3 | - | |
| | Contact Hours | | | |
| | Contact Hours | Theoretical | Tutorial | Practical |
| | 3 | 3 | - | |

| Course Prerequisite(s) | MGT 101 |
|---|---|
| Approval Date Of course Specification | 18/7/2022 |

# II. Overall Aims of the Course

This course provides students with the core principles, concepts, and strategies of marketing in the context of current and emerging marketing realities. In addition, it acquaints the students with the opportunity to apply the marketing concepts to practical business situations. The course also, develop the students' abilities in the marketing decision making and the marketing strategy formulation, learn the successful marketing strategies.

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| a3, a4, a7 | b2, b5 | c2, c6 | d1, d2, d3, d5, d9, d10 |

## IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Define fundamental marketing concepts as well as trends and tasks.
a2. Explain the importance of being marketing oriented in business practice.
a3. Describe the role of marketing within contemporary organizations
a4. State the current trends in the business and marketing environments.
a5. Identify viable segmentation and targeting approaches for markets.
a6. Explain a range of common strategies to use with each of the various marketing mix tools: product, pricing, promotion, and distribution
a7. Discuss the relationship of the elements of the marketing mix and how they will impact a company's marketing strategy.
a8. Determine various decisions areas within marketing and tools used by marketing managers for making decisions.
a9. Describe the types of social media and the framework of social media marketing.

### b. Intellectual Skills

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

b1. Analyze the business environment and the key forces which drive and/or restrain marketing success

b2. Solve Marketing problems using logical thinking.

b3. Evaluate marketing mix strategies in the application of marketing   decisions.

b4. Interpret consumer buying behavior in various type of buying decisions.

b5. Choose examples from current events and real-world marketing situations to discuss different marketing strategies.

### c. Practical / Professional Skills

*On completing the course, the student should be able to:*
c1. Use their knowledge and skills to assess marketing opportunities.
c2. Solve marketing problems
c3. Select appropriate segmentation and targeting strategies in identifying target markets.
c4. Prepare a complete marketing strategy
c5. Select appropriate social media strategy.

    **d. General and Transferable Skills**

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

d1. Communicate effectively with different audiences.
d2. Develop an appropriate technique to analyze and solve marketing problems.
d3. Use personal and interpersonal skills appropriate for being an effective member of a marketing team.
d4. Apply communication skills techniques in Presentations and discussion

# V. Course Matrix Content

| Week No | Main Topic | Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T.S |
| 1-2 | Introduction to Marketing Marketing: Creating Customer Value and Engagement | 3 | - | a1, a2, a3, a7, a8 | b3, b4,b5 | | d1 |
| 3 | Analyzing the marketing environment | 3 | - | a1, a2, a4 | b1,b2, b3, b5 | c1 , c2, c4 | d1 |
| 4 | Consumer Market and Buyer Behavior | 3 | - | a1, a2,a8 | b3, c5 | | d1 |
| 5-6 | Customer driven marketing strategy: Segmentation, and targeting and positioning | 3 | - | a1, a5 | b3 | c1,c2,c3,c5 | d1,d2 |
| 7 | Product, services, and brands | 3 | - | a1, a4, a6, a7, a8 | b3 | c1,c2,c4,c5 | d1,d2 |
| 8 | **Mid-term Exams** | | | | | | |
| 9-10 | Pricing | 3 | - | a1, a4, a6, a7, a8 | b1, b2, b4,b5 | c1,c2,c4,c5,c6 | d1,,d2 |
| 11 | Marketing Channels (place ) | 3 | - | a1, a4, a6, a7, a8 | b1, b2, b4,b5 | c1,c2,c4,c5 | d1,d2 |
| 12 | Promotion | 3 | - | a1, a4, a6, a7, a8 | b1, b2, b4,b5 | c1,c2,c4,c5 | d1,d2 |
| 12 | Social and mobile marketing | 3 | - | a1, a4, a6, a7, a8, a9 | b1-b5 | c1,c2,c4,c5 | d1,d2 |
| 13 | Presentation of projects | 3 | - | | | | d1, d2, d3 |
| 14-15 | **Final exams** | | | | | | |
| | • **K.U.** :Knowledge and Understanding | | | • **P.P.S.** : Practical / Professional Skills | | | |

| | • **I.S:** Intellectual Skills | | • **G.T.S:** General and Transferable Skills | | |
|---|---|---|---|---|---|

# VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | | | | | |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | | | | | |
| 9 | Problem Solving | | | | | |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding  • **I.S.**: Intellectual Skills | | | • **P.P.S.**: Practical / Professional Skills  • **G.T.S.**: General and Transferable Skills | | |

# VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students

# VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Method | Course ILOs Covered by Method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T. S | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14-15 | 40% |
| 3 | Quizzes | √ | √ | √ | | | | 5% |
| 4 | Assignments | √ | √ | √ | √ | √ | | 5% |
| 5 | Presentations | √ | | | | √ | | 5% |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | √ | √ | √ | √ | √ | 13 | 15% |
| 9 | Practical Exam | | | | | | | |
| 10 | (Participations) | | | | | | | |

| ** | • **K.U.** :Knowledge and Understanding<br>• **I.S.** :Intellectual Skills | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.** : General and Transferable Skills |
|---|---|---|

# IX. References

| **Essential Textbooks** | Kotler, P. Armstrong, G. 2016. Principles of Marketing. Sixteenth Edition. Harlow, Pearson |
|---|---|
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | Grewal, D.& Levy, M. (2019) Marketing. Sixth edition., Mc Graw Hill. |
| **Online Web Sites** | www.ekb.eg |
| **Others (Specify)** | None |

# X. Tools and Facilities Required for Teaching and Learning

| **Facility** | **Lecture** | **Class** | **Lab** | **Admin** |
|---|---|---|---|---|
| White Board | √ | | | |
| PC/Laptop | √ | | | |
| Data-Show | √ | | | |
| Laser Pointer | | | | |
| Internet | √ | | | √ |
| Printer | √ | | | √ |
| Copier | | | | √ |
| Moodle | √ | | | |
| Zoom | | | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Dr. Naglaa Diaa
- **Head of the Department:** Associate Professor Ahmed Azmy
- **Date:** 18/7/2022

# I. Course Information

| Course Code | SAT 201 | Course Name | Advanced Statistics | |
|---|---|---|---|---|
| Level | Second | Specialization | All Faculty programs | |
| Department Offering the Course | Business Administration | | | |

| Credit Hours | *Credit Hours* | | | |
|---|---|---|---|---|
| | **Total Credit Hours** | **Theoretical** | **Tutorial** | **Practical** |
| | 3 | 3 | 1 | - |
| | **Contact Hours** | | | |
| | **Contact Hours** | **Theoretical** | **Tutorial** | **Practical** |
| | 4 | 3 | 1 | - |

| Course Prerequisite(s) | Business Statistics (SAT 101) |
|---|---|
| Approval Date Of course Specification | 18/7/2022 |

# II. Overall Aims of the Course

**Upon completion of this course, students will be able to:**
- ➢ Demonstrate knowledge and understanding of statistical inference and its role in the analysis of business and economics problems.
- ➢ Apply basic statistical techniques such as statistical estimation, statistical hypothesis testing, multiple regression analysis and time series analysis using the statistical package Minitab, which is a core component of this course.
- ➢ Demonstrate the ability to reason and develop evidence-based decisions using numerical information.
- ➢ Communicate statistical findings clearly and appreciate the relevance of statistics to contemporary society.

# III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| **a4,** | **b1, b4** | **c3, c4, c6, c9** | **d4, d5, d8** |

# IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Define key inferential concepts to have a critical insight into the appropriateness of statistical techniques.
a2. Explain what is meant by the terms null and alternative hypotheses, type I and type II errors, test statistic, level of significance, and p-value.
a3. Explain what is meant by a contingency (or two-way) table.
a4. Outline the basic concepts of analysis of variance.
a5. Outline the assumptions and limitations of statistical models.

### b. Intellectual Skills

*On completing the course, the student should be able to:*
b1. Apply basic tests for the one-sample and two-sample situations and apply test for paired data.
b2. Build models to make predictions, draw conclusions, check whether the results are reasonable, and find optimal results using technology where necessary and appropriate.
b3. Demonstrate an understanding of the nature of statistical reasoning including the ability to prove simple results and/or make statistical inferences.
b4. Demonstrate the ability to use statistics to solve problems and determine if the solutions are reasonable.
b5. Apply chi-square test to test the independence of two classification criteria.

### c. Practical / Professional Skills

*On completing the course, the student should be able to:*
c1. Use the statistical package as platform for statistical computing.
c2. Interpret technical results of the investigation in reports and oral presentations.
c3. Design surveys and manage and exploit databases.
c4. Demonstrate ability to gather information, brainstorming, evaluate each option and determining the best alternative.

### d. General and Transferable Skills

*On completing the course, the student should be able to:*
d1. Demonstrate ability to work with figures, make calculations, understand graphs, charts and simple statistics and outline important numerical information and trends.
d2. Demonstrate ability to research, analyze and critically evaluate information presented

in the media and society.
d3. Demonstrate ability to work with others
d4. Demonstrate ability to use problem solving tools such as
- Processing data
- Making choices and decisions
- Interpretation of statistics
- Developing a model
- Analyzing data and drawing conclusions

# V. Course Matrix Content

| Week No | Main Topic | Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---------|------------|------------------|---|---|---|---|---|
| | | Theoretical | Practical | K.U.S. | I.S. | P.P.S. | G.T.S. |
| 1 | **Introduction to Hypothesis Testing**: Null and alternative hypotheses, One-Tailed and Two-Tailed Tests, Type I and Type 2 errors and Level of Significance. | 3 | 1 | a1, a2 | b3-b4 | c1-c4 | |
| 2 | **Inferences from One- Sample**: Tests on the population mean. | 3 | 1 | a1- a3 | b1, b3, b4 | c1-c4 | d1-d4 |
| 3 | **Inferences from One- Sample**: Test on a population proportion. | 3 | 1 | a1- a3 | b1, b3, b4 | c1-c4 | d1-d4 |
| 4-5 | **Inferences from Two- Samples:** Independent and dependent samples. | 3 | 1 | a2, a3 | b1, b3, b4 | c1-c4 | d1-d4 |
| 6 | **Inferences from Two- Samples:** Testing differences between means. | 3 | 1 | a2, a3 | b1, b3, b4 | c1-c4 | d1-d4 |
| 7 | **Inferences from Two- Samples:** Testing differences between two proportions**.** | 3 | 1 | a2, a3 | b1, b3, b4 | c1-c4 | d1-d4 |
| 8 | **Mid-term Exams** | | | | | | |
| 9-10 | **Analysis of Variance:** Basic concepts of analysis of variance, One-way analysis of variance, Multiple comparison procedure. | 3 | 1 | a1, a4 | b3, b4 | c1-c4 | d1-d4 |
| 11 | **Testing Independence**: r by c: contingency tables, Chi-square distribution, Chi-square test. | 3 | 1 | a1, a3 | b5 | c1-c4 | d1-d4 |
| 12 | **The Multiple Regression Model:** Statistical inference for multiple regression model, Coefficient of determination and its interpretation, Variable selection using stepwise regression. | 3 | 1 | a1-a5 | b2 | c1-c4 | d1-d4 |

| 13 | Revision |
|----|----------|
| 14-15 | Final Exam |
| | **G.T.S:** General and Transferable Skills     **P.P.S.** : Practical / Professional Skills <br> **I.S:** Intellectual Skills     **K.U.** :Knowledge and Understanding |

# VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|-----|---------------------------|------------------|------|------|--------|--------|
| | | | **K.U.** | **I.S.** | **P.P.S.** | **G.T.S.** |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | √ | √ | √ | √ | √ |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | | | | | |
| 9 | Problem Solving | √ | √ | √ | √ | √ |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding <br> • **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.:** General and Transferable Skills | | | |

# VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students

# VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Method | Course ILOs Covered by Method (By ILO Code) | | | | Week(s) No. | Marks % |
|-----|-------------------|-----------------|------|------|--------|--------|-----------|---------|
| | | | **K.U.** | **I.S.** | **P.P.S.** | **G.T. S** | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14-15 | 40% |
| 3 | Quizzes | √ | √ | √ | | | 2,6,10,12 | 20% |
| 4 | Assignments | √ | √ | √ | | √ | | 10% |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and | | | | | | | |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | Reporting | | | | | | | |
| 8 | Teamwork Projects | | | | | | | |
| 9 | Practical Exam | | | | | | | |
| 10 | (Participations) | | | | | | | |

| ** | • **K.U.** :Knowledge and Understanding<br>• **I.S.** :Intellectual Skills | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.** : General and Transferable Skills |
|---|---|---|

# IX. References

| **Essential Textbooks** | Williams, Sweeney, Anderson, contemporary Business Statistics, 2011, 8th edition, Pearson. |
|---|---|
| **Course Notes** | Handouts: Worked Examples |
| **Extra Recommended Books** | - **Statistics.**<br>- McClave and Sincich, 2003, 9th edition, Prentice-Hall.<br><br>- **Elementary Statistics.**<br>- Bluman, 2001, 4th edition, McGraw-Hill.<br><br>- **Business Statistics: A Decision Making Approach.**<br>- Groebner, Shannan, Fry, and Smith, 2011, 8th edition, Pearson. |
| **Online Web Sites** | None |
| **Others (Specify)** | None |

# X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | ✓ | ✓ | | |
| PC/Laptop | ✓ | ✓ | | |
| Data-Show | ✓ | ✓ | | |
| Laser Pointer | | | | |
| Internet | | | | |
| Printer | | | | |
| Copier | | | | |
| Moodle | ✓ | ✓ | | |
| Zoom | | | | |
| Software Packages | ✓ | ✓ | | |
| Laboratories | ✓ | ✓ | | |

- **Course Coordinator:** Dr. Mohamed Ismaiel

- **Head of The Department:** Associate Professor Ahmed Azmy

- **Date:** 18/7/2022

**Future University in Egypt**
**Faculty of Commerce and Business Administration**
**Management Information Systems Department**
**Course specifications**

# I. Course Information

| Course Code | ECN 201 | Course Name | Money and Banking |
|---|---|---|---|
| **Level** | **Second** | **Specialization** | All faculty programs |
| **Department Offering the Course** | **Business Administration Department** | | |

| **Credit Hours** | *Credit Hours* | | | |
|---|---|---|---|---|
| | **Total Credit Hours** | **Theoretical** | **Tutorial** | **Practical** |
| | **3** | **3** | **1** | **-** |
| | **Contact Hours** | | | |
| | **Total Contact Hours** | **Theoretical** | **Tutorial** | **Practical** |
| | **4** | **3** | **1** | **-** |

| **Course Prerequisite(s)** | **ECN 102** |
|---|---|
| **Approval Date of Course Specification** | **18/7/2022** |

# II. Overall Aims of the Course

This course aims at discussing the importance of money and banking to economic activity on both the national and international level through investigating the relationship between money and banking and Macroeconomic theory

## III.　Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| Knowledge and Understanding | Intellectual Skills | Practical / Professional Skills | General and Transferable Skills |
| a3, a4 | b4 | c6 | d1, d2, d3, d4, d5, d6, d7, d10 |

## IV. Intended Learning Outcomes of the Course (ILOs)

### a.　Knowledge and Understanding

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

a1. Outline functions of financial markets and how it affects macroeconomic goals.
a2. Describe the different types of financial intermediaries and its role in stabilizing the economy
a3. Discuss the main functions of money
a4. Illustrate the main functions of central banks and commercial banks
a5. Explain the general principles of bank management
a6. Define what is meant by money supply explaining the main players in money supply process.
a7. Discuss the factors that affect monetary base and money supply
a8. Define the theories of the demand for money (classical and Keynesian theories and Milton Friedman`s reformulation of the quantity theory of money)
a9. Differentiate between conventional and non – conventional monetary policy tools
a10. Compare and contrast the difference between tools and goals of monetary policy

### a.　Intellectual Skills

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

b1. Explain the evolution of money payment systems.
b2. Demonstrate different classifications of Monetary aggregates and how it is used to measure money supply
b3. Illustrate how payment system developed over time
b4. Examine how banks maximize their profits
b5. Use liquidity management principle to explain how banks can manage any shortfall in reserves.
b6. Evaluate the role of Central Banks in controlling money supply.
b7. Criticize simple multiplier model and derive the formula for multiple deposit creation
b8. Present empirical evidence on how the demand for money is affected by changes in interest rates and the level of income
b9. Discuss the role of non – conventional monetary tools in absorbing financial crisis.
b10. Demonstrate how central banks and achieve macroeconomic goals.
b11. Choose the best monetary tool for different macroeconomic goals.
b12. Evaluate the role of monetary policy during financial crisis.

### b.　Practical / Professional Skills

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

c1. Investigate monetary policy actions and their impact on the economy.

c2. Criticize central bank decisions during crisis.

c.3 Use both qualitative and quantitative skills in solving economic problems.

c4. Contribute to decision making by acquiring important skills in numeracy, literacy, and information processing.

c5. Evaluate monetary policy applied during different financial crisis

### c. General and Transferable Skills

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

d1. Communicate effectively.

d2. Acquire analytical reasoning skills, numeric and clear effective communication skills.

d3. Manage tasks, time, and resources effectively.

d4. Enhance creative and critical thinking.

d5. Work under pressure and as part of a team

d6. Develop their research writing and presentation skills

## V. Course Matrix Content

| Week No | Main Topic | Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T.S |
| 1-2 | **Chapter 1:** Introduction to the course: Role of financial Intermediaries **Chapter 3:** What is money? main functions and evolution of payment system *Extra Reading*: E – payment system | 3 | 1 | a1- a3 | b1 | - | d1 – d6 |
| 3 - 4 | **Chapter 9**: Banking and management of financial institutions. *Extra Readings*: CB and Commercial banks: Main functions | 3 | 1 | a4, a5 | b2- b5 | - | d1 – d6 |
| 5 – 6 | **Chapter 14**: The Money supply process *Extra Reading*: Money Supply in Egypt | 3 | 1 | a6, a7 | b6, b7 | c3, c4 | d1 – d6 |
| 7 | **Chapter 19:** The classical & Keynesian View of Money: Money Demand in Classical Theory | 1 | | a8 | b8 | | |
| 8 | Midterm | | | | | | |
| 9-10 | **Chapter 19:** The classical & Keynesian View of Money: Money Demand in Keynesian Theory | 3 | 1 | a8 | b8 | c1, c2 | d1 – d6 |
| 11 | **Chapter 15**: Tools of monetary policy: conventional tools Vs. quantitative and credit easing. | 3 | 1 | a9, a10 | b9, b10 | | d1 – d6 |
| 12 | **Chapter 16**: The conduct of monetary policy: strategies and tactics. | 1 | - | a9, a10 | b11, b12 | c1, c2 | d1 – d6 |
| 13 | Case Study Discussions + Revision | 1 | | | | | d1 – d6 |

| 13-14 | Final Exams | | | | |
|---|---|---|---|---|---|
| ** | • **K.U** :Knowledge and Understanding <br> • **I.S:** Intellectual Skills | | • **P.P.S.:** Practical / Professional Skills <br> • **G.T.S:** General and Transferable Skills | | |

# VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | √ | √ | √ | √ | √ |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | √ | √ | √ | √ | √ |
| 9 | Problem Solving | √ | √ | √ | √ | √ |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding <br> • **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.:** General and Transferable Skills | | | |

# VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students

# VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Method | Course ILOs Covered by Method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T. S | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14 - 15 | 40% |
| 3 | Quizzes | √ | √ | √ | | | 7 | 10% |
| 4 | Assignments | | | | | | | |
| 5 | Presentations | √ | | | | √ | 13 | 10% |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | √ | | | √ | √ | 2- 6 | 10% |
| 8 | Teamwork Projects | | | | | | | |

| 9 | Practical Exam | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 10 | Others (Participations) | | | | | | | |
| ** | • **K.U.** :Knowledge and Understanding  • **I.S.** :Intellectual Skills | | | • **P.P.S.**: Practical / Professional Skills  • **G.T.S.** : General and Transferable Skills | | | | |

# IX. References

| | |
|---|---|
| **Essential Textbooks** | Mishkin, F. S. (2021). The Economics of Money, Banking and Financial Markets (13th ed.) Essex: Pearson. |
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | Brandl, M. (2016). Money, Banking, Financial Markets, and Institutions. Cengage Learning. |
| **Online Web Sites** | 1- Central Bank of Egypt http://www.cbe.org.eg/en/Pages/default.aspx 2- International Monetary Fund https://www.imf.org/external/index.htm 3- Egyptian Knowledge Bank https://www.ekb.eg/ar |
| **Others (Specify)** | None |

# X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|:---:|:---:|:---:|:---:|
| White Board | ✓ | ✓ | | |
| PC/Laptop | ✓ | ✓ | | |
| Data-Show | ✓ | ✓ | | |
| Laser Pointer | ✓ | | | |
| Internet | ✓ | ✓ | | ✓ |
| Printer | | | | ✓ |
| Copier | | | | ✓ |
| Moodle | ✓ | ✓ | | |
| Zoom | | | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Dr. Doaa Ayman
- **Head of the Department:** Associate Professor Ahmed Azmy
- **Date**: 18/7/2022

# I. Course Information

**Future University in Egypt**
**Faculty of Commerce and Business Administration**
**Management Information Systems Department**
**Course specifications**

| Course Code | HRM 201 | Course Name | Introduction to Human Resource Management |
|---|---|---|---|
| Level | Second | Specialization | All Faculty programs |
| Department Offering the Course | Business Administration | | |

| Credit Hours | Credit Hours | | | |
|---|---|---|---|---|
| | **Total Credit Hours** **3** | **Theoretical** | **Tutorial** | **Practical** |
| | | 3 | - | - |
| | **Contact Hours** | Contact Hours | | |
| | | **Theoretical** | **Tutorial** | **Practical** |
| | **3** | 3 | - | - |

| Course Prerequisite(s) | Introduction to Management - MGT 101 |
|---|---|
| Approval Date Of course Specification | **18/7/2022** |

## II. Overall Aims of the Course

The main aim of this course is to provide the students with fundamental concepts and academic platform for Human Resources management. Therefore, the course examines the role of the Human Resources professional as a strategic partner in managing today's organizations with an in-depth study of the key functions.

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| **a3, a4** | **b1, b2** | **c1, c10** | **d1, d2, d3, d7, d9, d10** |

## IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Define the functions and concepts of human resource management.
a2. Identify human resource strategy.
a3. Describe job analysis and talent management process.
a4. Explain procedures personal planning and recruiting.
a5. Recognize testing and selecting methods for interviewing candidates for retaining employees.
a6. Describe training and development techniques.
a7. Determine the appropriate performance appraisal.
a8. Discuss strategic pay plans for attaining employee rights in the organization.
a9. Describe the concept and techniques for international human resource management.

### b. Intellectual Skills

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

b1. Evaluate the human resource function and strategies.
b2. Interpret job analysis and concepts for talent management process.
b3. Choose the key procedures in recruitment and selection.
b4. Analyze selection and interview techniques.
b5. Suggest training and development methods.
b6. Compare various forms of performance appraisal.
b7. Design pay plans for increasing retention and engagement of employees.
b8. Apply the concepts of global staffing

### c. Practical / Professional Skills

*On completing the course, the student should be able to:*
c1. Apply contemporary HR practices
c2. Examine HR career cheers.
c3. Analyze retention tools.
c4. Practice strategic pay plans.

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    d. **General and Transferable Skills**

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

d1. Communicate in small groups.

d2. Lead a team-building activity discuss how collaboration hindered or helped the team to be successful.

d3. Manage time effectively.

d4. Develop presentation skills

## V. Course Matrix Content

| Week No | Main Topic | Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---------|-----------|------------------|----------|------|-----|--------|--------|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T.S |
| 1 | Chapter 1: Introduction to HRM | 3 | - | a1 | | | d1-d3 |
| 2 | Chapter 2: Human Resource Management Strategy and Analysis | 3 | - | a2 | b1 | | d1-d3 |
| 3 | Chapter 3: Job Analysis and the Talent Management Process | 3 | - | a3 | b2 | c1 | d1-d3 |
| 4 | Chapter 4: Personnel Planning, Recruiting and Selection | 3 | - | a4 | b3 | c1 | d1-d3 |
| 5 | Chapter 5: Employee testing and selection and Interviewing candidates | 3 | - | a5 | b4 | c1 | d1-d3 |
| 6 | Chapter 6: Training and Developing employees | 3 | - | a6 | b5 | c2 | d1-d3 |
| 7 | Chapter 7: Performance Management and Appraisal | 3 | - | a7 | b6 | c2 | d1-d3 |
| 8 | **Midterm exams** | | | | | | |
| 9-10 | Chapter 8: Employee Retention, Engagement and Careers | 3 | - | a6 | b7 | c3 | d1-d3 |
| 11 | Chapter 9: Establishing Strategic Pay Plans | 3 | - | a8 | b7 | c4 | d1-d3 |
| 12 | Chapter 10: Global HR to international staffing | 3 | | a9 | b8 | | d1-d3 |
| 13 | Revision | | | | | | |
| 14 – 15 | **Final exams** | | | | | | |
| | • **G.T.S:** General and Transferable Skills • **I.S:** Intellectual Skills | | | • **P.P.S.:** Practical / Professional Skills • **K.U.** :Knowledge and Understanding | | | |

# VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | | | | | |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | √ | √ | √ | √ | √ |
| 9 | Problem Solving | | | | | |
| 10 | Interactive Online Lectures | √ | √ | √ | | √ |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding <br> • **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.:** General and Transferable Skills | | | |

# VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students

# VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Method | Course ILOs Covered by Method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T. S | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14 – 15 | 40% |
| 3 | Quizzes | √ | √ | √ | | | | 10% |
| 4 | Assignments | | | | | | | |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | √ | | | √ | √ | | 20% |
| 9 | Practical Exam | | | | | | | |
| 10 | (Participations) | | | | | | | |
| ** | • **K.U.** :Knowledge and Understanding <br> • **I.S.** :Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.** : General and Transferable Skills | | | | | |

# IX. **References**

| | |
|---|---|
| **Essential Textbooks** | Hook, Caroline, and Andrew Jenkins, Introducing Human Resource Management. 8th ed. (2019). |
| **Course Notes** | Handouts: Worked Examples<br>Power points uploaded on the Moodle |
| **Extra Recommended Books** | Dessler, G. Fundamentals of Human Resource Management (4$^{th}$ Edition, Person). 2015 |
| **Online Web Sites** | None |
| **Others (Specify)** | None |

# X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | √ | √ | | |
| PC/Laptop | √ | √ | | √ |
| Data-Show | √ | √ | | |
| Laser Pointer | | | | |
| Internet | | | | √ |
| Printer | | | | √ |
| Copier | | | | √ |
| Moodle | √ | √ | | |
| Zoom | √ | √ | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Dr. Safwat El - Sharkawy
- **Head of The Department:** Associate Professor Ahmed Azmy
- **Date:** 18/7/2022

# I. Course Information

| Course Code | MGT 401 | Course Name | | Strategic Management |
|---|---|---|---|---|
| Level | **Fourth** | **Specialization** | | **All Faculty programs** |
| Department Offering the Course | Business Administration | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Credit Hours** | *Credit Hours* | | | | |
| | **Total Credit Hours** | **Theoretical** | | **Tutorial** | **Practical** |
| | **3** | **3** | | **1** | **-** |
| | **Contact Hours** | | | | |
| | **Contact Hours** | **Theoretical** | | **Tutorial** | **Practical** |
| | **4** | **3** | | **1** | **-** |

| Course Prerequisite(s) | Introduction to Management - MGT 101 |
|---|---|
| Approval Date Of course Specification | 18/7/2022 |

# II. Overall Aims of the Course

This course focuses on corporate and divisional plan formulation and implementation. The course will acquaint the students with knowledge and skills to understand the process of strategic decision making and organizational change.

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| Knowledge and Understanding | Intellectual Skills | Practical / Professional Skills | General and Transferable Skills |
| a3 | b2, b3, b5, b6 | c2, c3, c8 | d2, d3, d7, d8, d9, d10 |

## IV. Intended Learning Outcomes of the Course (ILOs)

a. **Knowledge and Understanding**

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

a1. Outline the process of forming, formulating, implementing and evaluating business strategies

a2. Explain the basic concepts of strategy Formulation.

a3. Describe the practices of strategy Implementation

a4. Discuss the company vision and mission statement and their importance for effectiveness of organization.

a5. Define Business level strategy.

a6. Identify external and internal forces affect organization.

b. **Intellectual Skills**

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

b1. Analyze corporate business level strategies

b2. Interpret the analytical modeling of scenario planning

b3. Differentiate the different types of strategy in the organization

b4. Evaluate the external and internal environment of the organization

b5. Compare between strategic analysis (SWOT) for internal and external environment and (PEST) analysis for external environment.

b6. Interpret various strategic options available to the organization.

c. **Practical / Professional Skills**

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

c1. Present the practical and integrative model of strategic management process that defines basic activities in strategic management

c2. Examine challenges faced by managers in implementing and evaluating strategies based on the nature of business, industry, and cultural differences

c3. Analyze the competitive situation and strategic dilemma in dealing with dynamic global business environment in terms of rapidly changing market trends and technological advancement

c4. Design a strategic plan that operationalizes the goals and objectives of the firm

    d.   **General and Transferable Skills**

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

d1. Use critical analysis and synthesis in solving complex multidisciplinary scientific and research work in the field of strategic management

d2. Develop programs and procedures in order to achieve organizational goals.

d3. Solve practical business problems in the field of strategic management

## V. Course Matrix Content

| Week No. | Main Topic | Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. S | I.S | P.P.S. | G.T.S |
| 1 | The nature of strategic management, Strategic Management Model | 3 | 1 | a1, a4 | - | c1, c4 | d1, d2, d3 |
| 2 | Environmental Scanning The external Factors. | 3 | 1 | a6 | b4,b5 | c2, c3 | d1, d3 |
| 3 | Environmental Scanning The internal Factors. | 3 | 1 | a6 | b4, b5 | c2, c3 | d1 , d2 |
| 4 | Strategies in action | 3 | 1 | a1, a2,a3, a5 | b1, b2, b3,b6 | c2,c4 | d1 – d3 |
| 5 | Effective strategy formulation (Vision / Mission / Objectives/Strategy/Policy). | 3 | 1 | a1,a2, a4 | b1, b3,b6 | c1, c2,c4 | d2 |
| 6 | Strategy analysis and choice | 3 | 1 | a1,a2,a3 | b1, b2,b3 | c2,c3,c4 | d1,d2 |
| 7 | Implementing Strategies: Marketing, Finance/Accounting, R&D, and MIS Issues | 3 | 1 | a1,a3,a5 | b2,b3 | c3, c4 | d1 – d3 |
| 8 | Mid-term Exams | | | | | | |
| 9 | Case Analysis | 3 | 1 | | b1 – b6 | | |
| 10 | Strategy Review, Evaluation and Control | 3 | 1 | a1,a5 | b6 | c2 | d3 |
| 11 | Global / International Issues | 3 | 1 | | b6 | c3 | |
| 12 | Business Planning | 3 | 1 | | b2, b6 | | |
| 13 | Revision | 3 | 1 | | | c1 – c4 | d1 – d3 |
| 14-15 | Final exams | | | | | | |
| ** | **G.T.S:** General and Transferable Skills **I.S:** Intellectual Skills | | | **P.P.S.** : Practical / Professional Skills **K.U.** :Knowledge and Understanding | | | |

## VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | √ | √ | √ | √ | √ |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | √ | √ | √ | √ | √ |
| 9 | Problem Solving | | | | | |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding<br>• **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.:** General and Transferable Skills | | | |

## VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students

## VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Method | Course ILOs Covered by Method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14-15 | 40% |
| 3 | Quizzes | √ | √ | √ | | | | 10% |
| 4 | Assignments | √ | √ | √ | √ | √ | | 10% |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | √ | | | √ | √ | | 10% |
| 9 | Practical Exam | | | | | | | |
| 10 | (Participations) | | | | | | | |
| ** | • **K.U.** :Knowledge and Understanding<br>• **I.S.** :Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.** : General and Transferable Skills | | | | | |

## IX. References

| | |
|---|---|
| **Essential Textbooks** | • Arthur A. Thompson, Jr. and A. J. Strickland, Strategic Management, Concepts and cases,15<sup>th</sup> edition<br>• Thomas L. Wheelen and J. David Hunger, Strategic Management and Business Policy, Eighth Edition, Prentice Hall |
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | • Fred R. David, Strategic Management Arab world edition |
| **Online Web Sites** | www.ekb.eg |
| **Others (Specify)** | None |

## X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | √ | √ | | |
| PC/Laptop | √ | √ | | |
| Data-Show | √ | √ | | |
| Laser Pointer | | | | |
| Internet | | | | √ |
| Printer | | | | √ |
| Copier | | | | √ |
| Moodle | √ | √ | | |
| Zoom | | | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Associate Professor Ahmed Azmy
- **Head of The Department:** Associate Professor Ahmed Azmy
- **Date:** 18/7/2022

# I. Course Information

| Course Code | MGT 402 | Course Name | Feasibility study |
|---|---|---|---|
| Level | Fourth | Specialization | All Faculty Programs |
| Department Offering the Course | Business Administration | | |

| Credit Hours | | | |
|---|---|---|---|

| | *Credit Hours* | | |
|---|---|---|---|
| **Total Credit Hours** | **Theoretical** | **Tutorial** | **Practical** |
| 3 | 3 | 1 | - |

| | **Contact Hours** | | |
|---|---|---|---|
| **Contact Hours** | **Theoretical** | **Tutorial** | **Practical** |
| 4 | 3 | 1 | - |

| Course Prerequisite(s) | ECN101/MGT101 |
|---|---|
| Approval Date Of course Specification | 18/7/2022 |

# II. Overall Aims of the Course

The objective of the course is to provide students with the skills to run any investment project such as establishing a new project, expansion of existing project, replacements of major machinery and equipment, and elaborate the purpose and contents of the main studies that make up the feasibility study which are: the marketing study, the technical study, and the financial study

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
| --- | --- | --- | --- |
| Knowledge and Understanding | Intellectual Skills | Practical / Professional Skills | General and Transferable Skills |
| a2, a5, a6, a7 | b4, b5, b6 | c2, c3, c8, c10 | d1, d2, d3, d5, d6, d7, d8, d9 |

## IV. Intended Learning Outcomes of the Course (ILOs)

a. **Knowledge and Understanding**

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

a1. Outline critical social and environmental issues concerning investing in projects and tools for their analysis.
a2. Explain how government and other different business organizations use feasibility study to evaluate any investment proposal
a3. Identify and compare the investment opportunities of different projects.
a4. Relate key aspects of monitoring and evaluation of project design and management.
a5. Explain feasibility study phases
a6. List main demand forecasting techniques considering their limitations and constraints.
a7. State the steps for preparing market study
a8. Discuss how technical study can affect the investment decision.
a9. Outline the main financial techniques used to prepare financial study
a10. Describe the national impact of the project on the economy

b. **Intellectual Skills**

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

b1. Identify the importance of conducting a feasibility study prior to any major investment project such as establishing a new project, expansion of existing project, and replacements of major machinery and equipment.
b2. Relate decisions concerning projects to the wider micro and macroeconomic policy analysis
b3. Estimate market demand using different demand forecasting technique
b4. Prepare market research study
b5. Use different financial techniques to estimate the cost of starting the business
b6. Link concept of capital structure with firm decisions of finance.
b7. Link technical studies to demand and market studies.
b8. Relate scenario analysis to decision making
b9. Prepare final report.

c. **Practical / Professional Skills**

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

c1. Prepare a research project on appraising investment decisions.
c2. Appraise financial statements.
c3. Formulate financial analysis of projects.
c4. Demonstrate the ability to apply different market, financial and technical studies on new service or product.
c5. Write final report that help investors to take their final decision,

### d. General and Transferable Skills

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

d1. Experience with conceptual frameworks effective for problem solving and decision making.

d2. Acquire analytical reasoning skills, numeric and clear effective communication skills.

d3. Test the ability of students to work under pressure and as part of a team.

d4. Communicate effectively with others

d5. Retrieve different management, financial, and economic terminologies

d6. Develop their report writing skills

d7. Improve their presentation skills

## V. Course Matrix Content

| No. of weeks | Main Topic | Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S. | P.P.S. | G.T.S |
| 1 | What is meant by economic planning & project evaluation | 3 | 1 | a1 – a5 | b1, b2 | | |
| 2 – 3 | Demand forecasting techniques | 3 | 1 | a5, a6 | b3 | c1 – c5 | d1-d7 |
| 4 – 5 | Marketing analysis | 3 | 1 | a7 | b4 | c1 – c5 | d1-d7 |
| 6 | Technical analysis | 3 | 1 | a8 | b7 | c1 – c5 | d1-d7 |
| 7 | Economic analysis | 3 | 1 | a2 – a5 | b7 | c1 – c5 | d1-d7 |
| 8 | Mid-term Exams | | | | | | |
| 9 – 11 | Financial study | 3 | 1 | a9 | b5, b6 | c1 – c5 | d1-d7 |
| 12 | Scenario analysis and Investment Appraisal | 3 | 1 | a10 | b8 | | |
| 13 | **Group Presentation** | 3 | 1 | | | | d7 |
| 14-15 | **Final Exam** | | | | | | |
| | • **G.T.S:** General and Transferable Skills  • **I.S:** Intellectual Skills | | | **P.P.S.** : Practical / Professional Skills  **K.U.** :Knowledge and Understanding | | | |

## VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | √ | √ | √ | √ | √ |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | √ | √ | √ | √ | √ |
| 9 | Problem Solving | √ | √ | √ | √ | √ |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding <br> • **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.:** General and Transferable Skills | | | |

## VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students

## VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Methods | Course ILOs Covered by method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14-15 | 40% |
| 3 | Quizzes | √ | √ | √ | | | | 5% |
| 4 | Assignments | | | | | | | |
| 5 | Presentations | √ | | | | √ | | 5% |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | √ | | √ | √ | √ | | 20% |
| 9 | Practical Exam | | | | | | | |
| 10 | Others (Participations) | | | | | | | |
| | • **K.U.: Knowledge** and Understanding <br> • **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.**: General and Transferable Skills | | | | | |

## IX. References

| | |
|---|---|
| **Essential Textbooks** | Tang, s. L. (2004) *Economic Feasibility of Projects: Managerial and Engineering Practice.* McGraw – Hill Book Company<br><br>UNIDO (1979) *Guide to Practical Project Appraisal*: *Social Benefit Cost Analysis in Developing Countries*. New York: United Nations |
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | Dinwiddy, Caroline & Teal, Francis (1996) *Principles of Cost Benefit Analysis for Developing Countries*. Cambridge University Press.<br><br>Behrens, W. & Hawranek, P.M. (1991) *Manual for the Preparation of Industrial Feasibility Studies*. Vienna: UNIDO |
| **Online Web Sites** | www.ekb.eg |
| **Others (Specify)** | None |

## X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | √ | √ | | |
| PC/Laptop | √ | √ | | |
| Data-Show | √ | √ | | |
| Laser Pointer | | | | |
| Internet | | | | √ |
| Printer | | | | √ |
| Copier | | | | √ |
| Moodle | √ | √ | | |
| Zoom | | | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Professor Doaa Salman
- **Head of The Department:** Associate professor Ahmed Azmy
- **Date:** 18/7/2022

# **MIS** Course Specifications

# I. Course Information

| Course Code | MIS 301 | Course Name | Advanced Programming |
|---|---|---|---|
| Level | Third | Specialization | Management Information Systems |
| Department Offering the Course | Department of Management Information Systems | | |

| Credit Hours | *Credit Hours* | | | |
|---|---|---|---|---|
| | Total Credit Hours | Theoretical | Tutorial | Practical |
| | 3 | 3 | | 2 |
| | Contact Hours | | | |
| | Contact Hours | Theoretical | Tutorial | Practical |
| | 5 | 3 | | 2 |

| Course Prerequisite(s) | MIS 202 Introduction to Programming |
|---|---|
| Approval Date of Course Specification | 01/7/2022 |

# II. Overall Aims of the Course

**Upon completion of this course, students will be able to:**

➤ Justify the philosophy of object-oriented design and the concepts of encapsulation and polymorphism.

➤ Design and implement object-oriented applications.
➤ Using any object-oriented programming language.
➤ Develop object-oriented applications using abstract data type concepts, inheritance, and simple UML.

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
| --- | --- | --- | --- |
| Knowledge and Understanding | Intellectual Skills | Practical / Professional Skills | General and Transferable Skills |
| a10, a12, a13, a19 | b1, b2, b7, b8, b10, b12 | c5, c6, c12, c14, c16 | d1, d2, d4, d6, d8, d10 |

## IV. Intended Learning Outcomes of the Course (ILOs)

**a. Knowledge and Understanding**

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

a1. Define core principles of object-oriented programming and differentiate between classes and objects.
a2. Specify basic issues related to defining classes, methods, scope of variables, method parameters, and visibility.
a3. Explain the concept behind class hierarchy, polymorphism, and inheritance.
a4. Describe object-oriented solutions for small systems involving multiple objects.

**b. Intellectual Skills**

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

b1. Develop programs written in Java programming language.
b2. Apply good programming style and interpret its impact on developing and maintaining programs.
b3. Evaluate class attributes, functions, relationships, patterns, and errors.
b4. Apply algorithmic thinking to solve programming problems.

**c. Practical / Professional Skills**

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

c1. Analyze and design management information systems within the context of object-oriented paradigm.
c2. Design object-oriented management information systems related to various business disciplines.
c3. Practice implementation of abstract data types using different approaches using Java Programming language.
c4. Use different IDE's (such as Eclipse and Netbeans) for the implementation of Java programs.

d. **General and Transferable Skills**

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

d1. Communicate effectively with others.
d2. Cope up with different presentations and discussion.
d3. Manage time effectively required to develop a module.
d4. Apply the English language fluency.
d5. Develop intellectual and cognitive self – learning and development skills

# V. Course Matrix Content

| Week No | Main Topic | Contact Hours: 5H Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T.S |
| 1 | Introduction and Course Overview | 3 | | a1 | | | |
| 2 | Revision on Java Programming Basic | 3 | 2 | a2 | b2, b3 | c4 | d2, d4 |
| 3 | Arrays | 3 | 2 | a2 | b1, b2, b3, b4 | c4 | d2, d4 |
| 4 | Functions | 3 | 2 | a2 | b1, b2, b3, b4 | c4 | d2, d4 |
| 5 | Functions | 3 | 2 | a2 | b1, b2, b3, b4 | c1, c2 | d2, d4 |
| 6 | Introduction to OOP | 3 | 2 | a1, a2, a4 | b1, b2, b3, b4 | c1, c2, c3 | d2, d4 |
| 7 | Classes and Objects | 3 | 2 | a1, a2, a4 | b1, b2, b3, b4 | c3 | d2, d4 |
| 8 | Mid-term Exams | | | | | | |
| 9 | Revision and Lecture Exercise | 3 | 2 | | b1, b2, b3, b4 | | d2, d4 |
| 10 | Encapsulation and Polymorphism | 3 | 2 | a2, a3, a4 | b1, b2, b3, b4 | c3 | d2, d4 |
| 11 | Inheritance | 3 | 2 | a3, a4 | b1, b2, b3, b4 | c3 | d2, d4 |
| 12 | Inheritance | 3 | 2 | a3, a4 | b1, b2, b3, b4 | c3 | d2, d4 |
| 13 | Revision | 3 | 2 | | | | |
| 14-15 | Final exams | | | | | | |
| | • **G.T.S:** General and Transferable Skills • **I.S:** Intellectual Skills | | | • **P.P.S.** : Practical / Professional Skills • **K.U.** :Knowledge and Understanding | | | |

## VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | √ | | √ | √ | √ |
| 5 | Practical Lab Sessions | √ | | √ | √ | √ |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | | | | | |
| 7 | Seminars | | | | | |
| 8 | Case Studies | √ | √ | √ | √ | √ |
| 9 | Problem Solving | √ | √ | √ | √ | √ |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding  • **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills  • **G.T.S.:** General and Transferable Skills | | | |

## VII. Teaching and Learning Methods for Special Needs

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students.

## VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Methods | Course ILOs Covered by method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14-15 | 40% |
| 3 | Quizzes | √ | √ | √ | | | | 15% |
| 4 | Assignments | √ | √ | √ | √ | √ | | 10% |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | | | | | | | |
| 9 | Practical Exam | √ | | | √ | | | 5% |
| 10 | Others (Participations) | | | | | | | |
| ** | • **K.U.**: Knowledge and Understanding  • **I.S.**: Intellectual Skills | | | • **P.P.S.**: Practical / Professional Skills  • **G.T.S.**: General and Transferable Skills | | | | |

## IX. References

| Essential Textbooks | Deitel D., Java How to Program.11th edition. Pearson, 2017. |
|---|---|
| Course Notes | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| Extra Recommended Books | Daniel Liang Y., Introduction to Java Programming and Data Structures. Comprehensive Version. 11th Edition. Pearson, 2018. |
| Online Web Sites | www.ekb.eg |
| Others (Specify) | Self-Learning Advanced Java online free courses, such as Java Programming: Beginner to Guru (free Udemy Course) |

## X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | ✓ | | ✓ | |
| PC/Laptop | ✓ | | ✓ | |
| Data-Show | ✓ | | | |
| Laser Pointer | | | | |
| Internet | ✓ | | ✓ | ✓ |
| Printer | | | | ✓ |
| Copier | | | | ✓ |
| Moodle | ✓ | | ✓ | |
| Zoom | | | | |
| Software Packages | ✓ | | ✓ | |
| Laboratories | | | ✓ | |

- **Course Coordinator:** Dr. Ibrahim Eldesouky
- **Head of The Department:** Associate Professor Ghada Refaat
- **Date: 18/7/2022**

# I. Course Information

| Course Code | **MIS302** | Course Name | **E-Commerce** |
|---|---|---|---|
| Level | **Third** | Specialization | **Management Information Systems** |
| Department Offering the Course | **Department of Management Information Systems** | | |

| Credit Hours | *Credit Hours* | | | |
|---|---|---|---|---|
| | **Total Credit Hours** **3** | **Theoretical** **3** | **Tutorial** **-** | **Practical** **1** |
| | *Contact Hours* | | | |
| | **Contact Hours** **4** | **Theoretical** **3** | **Tutorial** **-** | **Practical** **1** |

| Course Prerequisite(s) | MIS 201 |
|---|---|
| Approval Date of Course Specification | **18/7/2022** |

# II. Overall Aims of the Course

**Upon completion of this course, students will be able to:**

➢ Use Knowledge, Skills, practices, and competence in the field of E-commerce to evolve business

➢ Identify key elements of E-commerce infrastructure

➢ Evaluate the different E-commerce business models

➢ Discuss different marketing and advertising technologies

➢ Carry out a self-learning and research in E-Commerce

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| Knowledge and Understanding | Intellectual Skills | Practical / Professional Skills | General and Transferable Skills |
| a2, a3, a5, a9, a12, a13, a17, a19, a20, a22 | b2, b3, b7, b9, b10, b12, b13, b14 | c1, c5, c8, c9, c14, c17 | d2, d3, d6, d8 |

## IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Explain what E-Commerce is and describe different types of E-commerce.
a2. Specify the Eight Unique Features of E-Commerce.
a3. Describe E-Commerce Technologies (Packet switching – TCP/IP – IP Address – URL – Cloud Computing – Web 2.0).
a4. Describe the e-commerce life cycle.
a5. Specify the key elements of E-Commerce business models, and different B2C business models.
a6. Discuss the different dimensions of E-Commerce Security.
a7. Define different security threats, and how to secure E-commerce web sites.
a8. Explain the social, mobile, and local marketing and advertising.

### b. Intellectual Skills

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

b1. Analyze different E-commerce business processes and models.
b2. Distinguish the appropriate practices that enable the organization to transform its business
b3. Choose solutions for enhancing E-commerce systems in organizations
b4. Suggest various security measures for E-commerce systems.
b5. Appraise E-commerce, and marketing to achieve competitive advantages

### c. Practical / Professional Skills

*On completing the course, the student should be able to:*
c1. Design and develop e-commerce website
c2. Write report about the needed information to build e-commerce system.
c3. Practice on how to Present e-commerce websites and apply different revenue models.

### d. General and Transferable Skills

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

d1. Communicate effectively with others

d2. Apply the English language fluency
d3. Innovate creative development work techniques
d4. Work within group

## V. Course Matrix Content

| Week No | Main Topic | Contact Hours: 4H Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T.S |
| 1 | Introduction to course Syllabus (description, structure, assessment, and expected deliverables) | 3 | 1 | a1 | | | |
| 2 | What is E-commerce The Difference Between E-commerce and E-business E-commerce Technology Why Study E-Commerce? Unique Features of E-commerce Technology | 3 | 1 | a1, a2 | | | |
| 3 | Types of E-commerce Understanding E-commerce: organizing Themes- Case Study | 3 | 1 | a2 | b2 | | |
| 4 | - E-commerce Infrastructure (The Internet- TCP/IP Architecture and Protocol Suite-Client/Server Computing - Cloud Computing -Web Servers and Web Clients- Web 2.0 Features and Services) | 3 | 1 | a3 | b2 | | |
| 5 | E-commerce Presence Map SWOT Analysis The Systems Development Life Cycle Basic Functionality Needed for E-commerce | 3 | 1 | a4 | b1 | c1, c2 | d1, d4 |
| 6 | E-commerce Business Models Eight Key Elements of a Business Model B2C Business Models | 3 | 1 | a5 | b5 | c1, c2 | d1, d4 |
| 7 | MT Revision- | 3 | 1 | a1, | b1, b2, | c1, c2 | d1, d4 |

| | | | | a2, a3, a4, a5 | b3, b4, b5 | | |
|---|---|---|---|---|---|---|---|
| 8 | Mid-term Exams | | | | | | |
| 9 | The E-commerce Security Dimensions Of E-commerce security Security Threats in the E-commerce | 3 | 1 | a6 | b4 | c1, c2 | |
| 10 | Tools Available to Achieve Site Security | 3 | 1 | a7 | b4 | c1, c2 | d2, d3 |
| 11 | -Social, Mobile, and Local Marketing and Advertising | 3 | 1 | a8 | b5 | c1, c2 | d2, d3 |
| 12 | -   Project Discussions | 3 | 1 | | | c1, c3 | d2, d3 |
| 13 | Revision | 3 | 1 | a1, a2, a3, a4, a5, a6, a7, a8 | b1, b2, b3, b4, b5, | | |
| 14-15 | Final exams | | | | | | |
| | • **G.T.S:** General and Transferable Skills <br> • **I.S:** Intellectual Skills | | | | • **P.P.S.** : Practical / Professional Skills <br> • **K.U.** :Knowledge and Understanding | | |

## VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | **K.U.** | **I.S.** | **P.P.S.** | **G.T.S.** |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | | | | | |
| 5 | Practical Lab Sessions | √ | | | √ | √ |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | √ | √ | √ | | √ |
| 9 | Problem Solving | | | | | |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding <br> • **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.**: General and Transferable Skills | | | |

## VII. Teaching and Learning Methods for Special Needs

Course instructor provides extra online/face to face office hours, case studies, problem

solving, for supporting special needs students.

## VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Methods | Course ILOs Covered by method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14-15 | 40% |
| 3 | Quizzes | √ | √ | √ | | | 7, 12 | 10% |
| 4 | Assignments | √ | √ | √ | √ | √ | 3, 7, 9, 11 | 10% |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | √ | | | √ | √ | 12 | 10% |
| 9 | Practical Exam | | | | | | | |
| 10 | Others (Participations) | | | | | | | |
| ** | • **K.U.** :Knowledge and Understanding <br> • **I.S.** :Intellectual Skills | | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.** : General and Transferable Skills | | | | |

# IX. References

| | |
|---|---|
| **Essential Textbooks** | Laudon K., Traver C., E-Commerce: Business. Technology, Society, Pearson. 16th ed., 2021 |
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | Chaffey D., E-Business and E-Commerce Management. Pearson.7th ed., 2019 |
| **Online Web Sites** | www.ekb.eg |
| **Others (Specify)** | |

# X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | ✓ | | ✓ | |
| PC/Laptop | ✓ | | ✓ | |
| Data-Show | ✓ | | ✓ | |
| Laser Pointer | | | | |
| Internet | ✓ | | ✓ | ✓ |
| Printer | | | | ✓ |
| Copier | | | | ✓ |
| Moodle | | ✓ | | |
| Zoom | | | | |
| Software Packages | | | ✓ | |
| Laboratories | | | ✓ | |

- **Course Coordinator:** Dr. Ibrahim Eldesouky
- **Head of The Department:** Associate Professor Ghada Refaat
- **Date: 18/7/2022**

# I. Course Information

| Course Code | MIS 303 | Course Name | Database Systems |
|---|---|---|---|
| Level | Third | Specialization | Management Information Systems |
| Department Offering the Course | Department of Management Information Systems | | |

| Credit Hours | | | | |
|---|---|---|---|---|
| | *Credit Hours* | | | |
| | Total Credit Hours | Theoretical | Tutorial | Practical |
| | 3 | 3 | | 2 |
| | Contact Hours | | | |
| | Contact Hours | Theoretical | Tutorial | Practical |
| | 5 | 3 | | 2 |

| Course Prerequisite(s) | MIS201 |
|---|---|
| Approval Date of Course Specification | **18/7/2022** |

# II. Overall Aims of the Course

**Upon completion of this course, students will be able to:**

➢ Explain basic database concepts and terminology

➢ Identify information needs within an organization

➢ Formulate user and organizational requirements for a database

➢ Design a conceptual model that satisfies these needs and requirements using a relational data / entity relationship model

➢ Design SQL queries for a relational database to satisfy users' information needs

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| Knowledge and Understanding | Intellectual Skills | Practical / Professional Skills | General and Transferable Skills |
| a9, a10, a12, a13, a16, a19 | b4, b8, b9, b10, b12 | c5, c12, c14, c16 | d2, d3, d7, d8 |

## IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Explain the importance of database systems and the difference between file management and database.
a2. Define the basic concepts surrounding a relational database.
a3. Describe the concept of the entity-relationship modeling.
a4. Explain the normalization methods of database tables.

### b. Intellectual Skills

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

b1. Distinguish attributes, components, relationships, patterns, main ideas, and errors.
b2. Compare a range of solutions and critically evaluate and justify proposed design solutions.
b3. Appraise a range of DB-solutions and critically evaluate them and justify proposed design and development solutions.
b4. Formulate the structured language for database manipulation.

### c. Practical / Professional Skills

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

c1. Draw Entity relationship diagrams
c2. Recommend the appropriate database schema for the system
c3. Design and implement a practical database system.
c4. Apply appropriate database design methodology.
c5. Use the (DBMSs) effectively.

### d. General and Transferable Skills

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

d1. Display an integrated approach to the deployment of communication skills.
d2. Work effectively with database owners and for database users.

d3. Strike the balance between self-reliance and seeking help when necessary.
d4. Display personal responsibility by working to multiple deadlines concerning the course requirements.
d5. write and deliver coherent and structured technical reports.

## V. Course Matrix Content

| Week No | Main Topic | Contact Hours: 5H Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T.S. |
| 1 | Introduction to Databases and Conceptual Modeling (Part 1) | 3 | 2 | a1 | b2 | | d2 |
| 2 | Introduction to Databases and Conceptual Modeling (Part 2) | 3 | 2 | a1 | b2 | | d2 |
| 3 | Database System Concepts and Architecture (Part 1) | 3 | 2 | a1, a2 | b2 | c5 | d1, d2 |
| 4 | Database System Concepts and Architecture (Part 2) | 3 | 2 | a1, a2 | b2 | c5 | d1, d2 |
| 5 | Data Modeling Using the Entity-Relationship Model (Part 1) | 3 | 2 | a3 | b2, b3 | c1, c2, c3, c4 | d3, d4 |
| 6 | Data Modeling Using the Entity-Relationship Model (Part 2) | 3 | 2 | a3 | b2, b3 | c1, c2, c3, c4 | d3, d4 |
| 7 | The Relational Data Model and Relational Database Constraints | 3 | 2 | a3 | b2, b3 | c1, c2, c3, c4 | d3,d4 |
| 8 | Mid-term Exams | | | | | | |
| 9 | Convert ERD to Schema | 3 | 2 | a3, a4 | b3, b4 | c3, c4 | d4, d5 |
| 10 | Basic SQL DDL | 3 | 2 | a4 | b3, b4 | c5 | d5 |
| 11 | Basic SQL DML (Part 1) | 3 | 2 | a4 | b3, b4 | c5 | d5 |
| 12 | Basic SQL DML (Part 2) | 3 | 2 | a4 | b3, b4 | c5 | d5 |
| 13 | Revision | 3 | 2 | | | | |
| 14-15 | Final exams | | | | | | |

- **G.T.S:** General and Transferable Skills
- **I.S:** Intellectual Skills
- **P.P.S.** : Practical / Professional Skills
- **K.U.** :Knowledge and Understanding

## VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | | | | | |
| 5 | Practical Lab Sessions | √ | √ | √ | √ | √ |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | | | | | |
| 9 | Problem Solving | | | | | |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding <br> • **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.:** General and Transferable Skills | | | |

## VII. Teaching and Learning Methods for Special Needs

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students.

## VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Method | Course ILOs Covered by method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14-15 | 40% |
| 3 | Quizzes | | | | | | | |
| 4 | Assignments | √ | √ | √ | √ | √ | | 15% |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | √ | √ | √ | √ | √ | | 10% |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | | | | | | | |
| 9 | Practical Exam | √ | | | √ | | | 5% |
| 10 | Others (Participation) | | | | | | | |
| ** | • **K.U.** :Knowledge and Understanding <br> • **I.S.** :Intellectual Skills | | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.** : General and Transferable Skills | | | | |

## IX. References

| | |
|---|---|
| **Essential Textbooks** | El Masri R., Navathe S., Fundamentals of Database Systems. Pearson. 7th ed., 2017 |
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | Kroenke D., Database Concept. Pearson. 9th ed., 2020 |
| **Online Web Sites** | www.ekb.eg |
| **Others (Specify)** | None |

## X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|:---:|:---:|:---:|:---:|
| White Board | ✓ | | ✓ | |
| PC/Laptop | ✓ | | ✓ | |
| Data-Show | ✓ | | ✓ | |
| Laser Pointer | ✓ | | ✓ | |
| Internet | ✓ | | ✓ | ✓ |
| Printer | | | | ✓ |
| Copier | | | | ✓ |
| Moodle | ✓ | | ✓ | |
| Zoom | | | | |
| Software Packages | ✓ | | | |
| Laboratories | | | ✓ | |

- **Course Coordinator:** Dr. Abd Allah Habashy
- **Head of The Department:** Associate Professor Ghada Refaat
- **Date:** 18/7/2022

## I. Course Information

| Course Code | **MIS 305** | Course Name | **Advanced Database Systems** |
|---|---|---|---|
| Level | **Third** | Specialization | **Management Information Systems** |
| Department Offering the Course | **Department of Management Information Systems** | | |

| Credit Hours | *Credit Hours* | | | |
|---|---|---|---|---|
| | **Total Credit Hours** | **Theoretical** | **Tutorial** | **Practical** |
| | 3 | 3 | | 2 |
| | **Contact Hours** | | | |
| | **Contact Hours** | **Theoretical** | **Tutorial** | **Practical** |
| | 5 | 3 | | 2 |

| Course Prerequisite(s) | MIS 303 |
|---|---|
| Approval Date of Course Specification | **18/7/2022** |

## II. Overall Aims of the Course

**Upon completion of this course, students will be able to:**

➢ Recognize and understand the basic file structures, systems, disk storage and data storage systems.
➢ Design and develop DB using EERD, and UML modeling,
➢ Design and develop complex queries.
➢ Design and develop Transaction Management and Concurrency Control.
➢ Develop database applications using server-side programming language.
➢ Develop multi-layer client/server and web-based database applications.

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| a9, a10, a12, a13, a16, a19 | b4, b8, b9, b10, b12 | c5, c6, c12, c14, c16 | d2, d3, d4, d6, d8, d9 |

## IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Explain the DB development life cycle.
a2. Describe the basic file structures, systems, disk storage and data storage systems.
a3. Discuss the use and application of the Relational Database Model, Database Normalization, Enhanced ERD, and UML modeling.
a4. Explain Transaction Management and Concurrency Control.
a5. Discuss the use of SQL to design complex quires.
a6. Define and discuss the database programming techniques.
a7. Demonstrate a Web Server usage (e.g., Apache HTTP), server side. programming language (e.g., PHP), and DBMS (e.g., MySQL) in developing web-based database application.

### b. Intellectual Skills

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

b1. Analyze and evaluate the information in database organization.
b2. Design complex queries in SQL.
b3. Link different knowledge to solve professional problems.
b4. Assess risks in professional practice of information systems.
b5. Convert a conceptual data model such as ER diagram into a relational logical schema using various mapping algorithms.

### c. Practical / Professional Skills

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

c1. Design advanced Relational Database Model based on Normalization, Enhanced ERD, and UML modeling
c2. Practice on some well-known DBMS (ORACLE/MySQL)
c3. Write basic and complex SQL queries to retrieve data.

c4. Write Transact SQL code for the database using powerful DBMS (e.g., ORACLE).

c5. Practice on using common DBMS (e.g., ORACLE) in implementing complex SQL queries, and Transaction Management and Concurrency Control.

c6. Develop Web-Based Database applications using Web Server (e.g., Apache HTTP), server-side programming language (e.g., PHP), and powerful DBMS (e.g., MySQL).

d. **General and Transferable Skills**

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

d1. Communicate effectively with others.
d2. Respect teamwork.
d3. Cope up with different presentations and discussion.
d4. Innovate creative development work techniques.
d5. Retrieve the different scientific terminologies related to business practices.
d6. Develop intellectual and cognitive self – learning and development skills.

## V. Course Matrix Content

| Week No | Main Topic | Contact Hours: 5H Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T.S. |
| 1 | Course Overview and Syllabus Review | 3 | 2 | a1 | b1 | | |
| 2 | File Systems and Data Storage | 3 | 2 | a2 | b1 | | d3, d4, d5, d6 |
| 3 | Disk Storage, Basic File Structures, and Hashing | 3 | 2 | a2 | b1 | | d3, d4, d5, d6 |
| 4 | Normalization | 3 | 2 | a3 | b3, b4, b5 | c1 | d3, d4, d5, d6 |
| 5 | Enhanced ERD and UML Modeling | 3 | 2 | a3 | b3, b4, b5 | c1 | d3, d4, d5, d6 |
| 6 | Relational Database Design by Relational Mapping | 3 | 2 | a3 | b3, b4, b5 | c1 | d3, d4, d5, d6 |
| 7 | Database Languages and advanced Queries (Part 1) (Oracle SQL PLUS) | 3 | 2 | a5 | b2, b3 | c2, c3, c5 | d1, d3, d4 |
| 8 | Mid-term Exams | | | | | | |
| 9 | Database Languages and advanced Queries (Part 2) (Oracle SQL PLUS) | 3 | 2 | a5 | b2, b3 | c2, c3, c5 | d1, d3, d4 |
| 10 | Transaction Management and Concurrency Control (Oracle SQL PLUS) | 3 | 2 | a4 | b2, b4 | c2, c4, c3, c5 | d4, d6 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 11 | PHP Introduction | 3 | 2 | a6, a7 | b2, b3, b4 | c6 | d4, d6 |
| 12 | Development of Web Based Database Applications using PHP and MySQL (Part 1) | 3 | 2 | a6, a7 | b2, b3, b4 | c3, c4, c6 | d1, d2, d4, d6 |
| 13 | Development of Web Based Database Applications using PHP and MySQL (Part 2) Revision – Projects Discussion | 3 | 2 | a6, a7 | b2, b3, b4 | c3, c4, c6 | d1, d2, d4, d6 |
| 14-15 | **Final exams** | | | | | | |
| | • **G.T.S:** General and Transferable Skills <br> • **I.S:** Intellectual Skills | | | | • **P.P.S.**: Practical / Professional Skills <br> • **K.U.**: Knowledge and Understanding | | |

## VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | **K.U.** | **I.S.** | **P.P.S.** | **G.T.S.** |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | | | | | |
| 5 | Practical Lab Sessions | √ | | | √ | √ |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | √ | √ | √ | √ | √ |
| 9 | Problem Solving | √ | √ | √ | √ | √ |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding <br> • **I.S.**: Intellectual Skills | | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.:** General and Transferable Skills | | |

## VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students.

# VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Methods | Course ILOs Covered by method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14, 15 | 40% |
| 3 | Quizzes | | | | | | | |
| 4 | Assignments<br>- One<br>- Two<br>- Three<br>- Four | √ | √ | √ | √ | √ | 3<br>5<br>9<br>11 | 20% |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | √ | √ | √ | √ | √ | 10 | 5% |
| 9 | Practical Exam | √ | | | √ | | 12 | 5% |
| 10 | Others (Participations) | | | | | | | |
| ** | • **K.U.** :Knowledge and Understanding<br>• **I.S.** :Intellectual Skills | | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.** : General and Transferable Skills | | | | |

## VIII. References

| | |
|---|---|
| **Essential Textbooks** | El Masri R., Navathe S., Fundamentals of Database Systems. Pearson. 7th edition, 2017 |
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | • Kroenke D., Database Concepts. Pearson. 9th ed., 2020 <br> • Welling L., Thomson L., **PHP,** and MySQL Web Development. Pearson. 5th ed., 2017 |
| **Online Web Sites** | 1. "Learning SQL*PLUS Basics"- https://docs.oracle.com/cd/A87860_01/doc/server.817/a82950/ch2.htm <br> 2. "Learn PHP and MySQL Database"- https://www.w3schools.com/php/php_mysql_intro.asp |
| **Others (Specify)** | None |

## IX. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|:---:|:---:|:---:|:---:|
| White Board | √ | | √ | |
| PC/Laptop | √ | | √ | |
| Data-Show | √ | | √ | |
| Laser Pointer | √ | | √ | |
| Internet | √ | | √ | √ |
| Printer | | | | √ |
| Copier | | | | √ |
| Moodle | √ | | √ | |
| Zoom | | | | |
| Software Packages | √ | | √ | |
| Laboratories | | | √ | |

- **Course Coordinator:** Associate Professor Fahd Kamal
- **Head of The Department:** Associate Professor Ghada Refaat
- **Date: 18/7/2022**

**Future University in Egypt**
**Faculty of Commerce and Business Administration**
**Management Information Systems Department**
**Course specifications**

# I. Course Information

245

| Course Code | MIS 306 | Course Name | Systems Analysis and Design |
|---|---|---|---|
| Level | Third | Specialization | **Management Information Systems** |
| Department Offering the Course | Department of Management Information Systems | | |

| Credit Hours | *Credit Hours* | | | |
|---|---|---|---|---|
| | Total Credit Hours | Theoretical | Tutorial | Practical |
| | 3 | 3 | | 2 |
| | **Contact Hours** | | | |
| | Contact Hours | Theoretical | Tutorial | Practical |
| | 5 | 3 | | 2 |

| Course Prerequisite(s) | MIS 303 |
|---|---|
| Approval Date of Course Specification | 18/7/2022 |

# II. Overall Aims of the Course

**Upon completion of this course, students will be able to:**

- ➢ Discuss systems' development life cycle.
- ➢ Identify systems' characteristics.
- ➢ Discuss IS project management.
- ➢ Analyze a problem and design an appropriate solution using a set of structured and object-oriented tools and techniques.

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
| --- | --- | --- | --- |
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| a9, a12, a13, a14, a15, a16, a17, a18, a19 | b2, b5, b7, b8, b9, b10, b11, b12, b13 | c2, c3, c5, c8, c11, c12, c13, c14, c15, c17 | d1, d2, d3, d4, d5, d6, d8, d9, d10 |

## IV. Intended Learning Outcomes of the Course (ILOs)

a. **Knowledge and Understanding**

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

a1. Discuss the steps of information systems development life cycle and the various tools for analysis, design, implementation, documentation, and project management.
a2. Describe the tools and techniques of information system analysis and design.
a3. Describe the interrelationship between employer, managers, employees, and workers in organization.
a4. Identify principles and practices of business process modeling.
a5. Explain the structured and object-oriented approaches covered by Unified Modelling Language (UML) that are used in information systems analysis and design.

b. **Intellectual Skills**

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

b1. Evaluate management information systems and suggest solutions for enhancing systems in organizations.
b2. Design a proposal and a project plan for management information systems for various types of business types.
b3. Design feasibility studies for management information systems projects.
b4. Analyze system requirements using process and data modeling tools.

c. **Practical / Professional Skills**

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

c1. Use organizational resources (physical, financial, human….etc.) with the objective of its sustainable development.
c2. Design systems and tools as response to information needs to enhance organization performance.
c3. Develop strategic plan for management information systems integration and operation within organizations.

c4. Gather data to analyze and define the functional and non-functional requirements of an information system.

c5. Build structured and object-oriented models that will assist programmers to develop an information system.

c6. Prepare proper documentation for each step of the software system development life cycle.

**d.   General and Transferable Skills**

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

d1. Communicate effectively with others.

d2. Respect teamwork.

d3. Cope up with different presentations and discussion.

d4. Innovate creative development work techniques.

d5. Apply the English language fluency.

## V. Course Matrix Content

| Week No | Main Topic | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T.S |
|---------|-----------|-------------|-----------|------|------|--------|-------|
| | | **Contact Hours: 5H** **Credit Hours: 3H** | | **Course ILOs Covered by Topic (By ILO Code)** | | | |
| 1 | Introduction and overview | 3 | | a1, a2 | | | d3, d5 |
| 2 | System, roles, and development methodologies | 3 | 2 | a2, a3 | b1 | c1 | d3, d5 |
| 3 | Project Management & Feasibility Study (Part 1) | 3 | 2 | a3 | b2, b3 | c1, c3, c6 | d1, d2, d3, d5 |
| 4 | Project Management & Feasibility Study (Part 2) | 3 | 2 | a3 | b2, b3 | c1, c3, c6 | d3, d5 |
| 5 | Information gathering – interactive methods | 3 | 2 | a3 | b4 | c4, c6 | d3, d5 |
| 6 | Requirements Analysis and Data Flow Diagrams (Part 1) | 3 | 2 | a3 | b4 | c4, c6 | d1, d2, d3, d5 |
| 7 | Requirements Analysis and Data Flow Diagrams (Part 2) and Revision | 3 | 2 | a4 | b1 | c2, c5, c6 | d3, d4, d5 |
| 8 | **Midterm Exams** | | | | | | |
| 9 | Analyzing Systems using Data Dictionaries | 3 | 2 | a4 | b1 | c2, c5, c6 | d3, d5 |
| 10 | Describing Process Specifications and Structured Decisions<br>–   Structured English<br>–   Decision Tables<br>–   Decision Trees | 3 | 2 | a5 | b1 | c2, c5, c6 | d3, d4, d5 |
| 11 | Object –Oriented Systems Analysis and Design Using UML (Part 1) | 3 | 2 | a5 | b1 | c2, c5, c6 | d3, d5 |

| 12 | Object –Oriented Systems Analysis and Design Using UML (Part 2) | 3 | 2 | | | c2, c5, c6 | d3, d5 |
|----|----|----|----|----|----|----|----|
| 13 | Revision | 3 | 2 | | | | |
| 14-15 | **Final Exams** | | | | | | |
| | • **G.T.S:** General and Transferable Skills <br> • **I.S:** Intellectual Skills | | | | • **P.P.S.** : Practical / Professional Skills <br> • **K.U.** :Knowledge and Understanding | | |

# VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|-----|----|----|----|----|----|----|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | | | | | |
| 5 | Practical Lab Sessions | √ | | √ | √ | √ |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | √ | | √ | √ | √ |
| 9 | Problem Solving | √ | | √ | √ | √ |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding <br> • **I.S.**: Intellectual Skills | | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.:** General and Transferable Skills | | |

# VII. Teaching and Learning Methods for Special Needs

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students.

## VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Methods | Course ILOs Covered by method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14-15 | 40% |
| 3 | Quizzes | | | | | | | |
| 4 | Assignments | | | | | | | |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | √ | √ | √ | √ | √ | | 20% |
| 9 | Practical Exam | √ | √ | √ | √ | √ | | 10% |
| 10 | Others (Participations) | | | | | | | |
| ** | • **K.U.** :Knowledge and Understanding <br> • **I.S.** :Intellectual Skills | | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.** : General and Transferable Skills | | | | |

## IX. References

| | |
|---|---|
| **Essential Textbooks** | Kendal K, Systems Analysis and Design. Pearson.10th ed., 2019. |
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | Dennis A., Wixom B., Systems Analysis and Design. Wiley.7th ed., 2018 |
| **Online Web Sites** | www.ekb.eg, www.practicalspoint.com/system_analysis_and_design/system_analysis_and_design_overview.htm |
| **Others (Specify)** | None |

## X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | ✓ | | ✓ | |
| PC/Laptop | ✓ | | ✓ | |
| Data-Show | ✓ | | ✓ | |
| Laser Pointer | | | | |
| Internet | ✓ | | ✓ | ✓ |
| Printer | | | | ✓ |
| Copier | | | | ✓ |
| Moodle | ✓ | | ✓ | |
| Zoom | | | | |
| Software Packages | | | CASE Tool | |
| Laboratories | | | ✓ | |

- **Course Coordinator:** Associate Professor Ahmed Sayed Salama
- **Head of The Department:** Associate Professor Ghada Refaat
- **Date:** 18/7/2022

# I. Course Information

| Course Code | **MIS 307** | Course Name | **Operating Systems** |
|---|---|---|---|
| Level | **Third** | Specialization | **Management Information Systems** |
| Department Offering the Course | Department of Management Information Systems | | |

| Credit Hours | *Credit Hours* | | | |
|---|---|---|---|---|
| | **Total Credit Hours** | **Theoretical** | **Tutorial** | **Practical** |
| | **3** | **3** | | **2** |
| | **Contact Hours** | | | |
| | **Contact Hours** | **Theoretical** | **Tutorial** | **Practical** |
| | **5** | **3** | | **2** |

| Course Prerequisite(s) | MIS 303 |
|---|---|
| Approval Date of Course Specification | **18/7/2022** |

# II. Overall Aims of the Course

**Upon completion of this course, students will be able to:**

➢ Recognize the fundamentals of operating systems concepts.

➢ Describe the different components of an operating system.

➢ Explain the concept of resources sharing, systems structures, process management, memory management strategies, and other related topics.

➢ Compare examples of many real-world operating systems to illustrate fundamental operating-system concepts.

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| **a9, a10, a19** | **b8, b9, b10, b12** | **c11, c16** | **d1, d4, d5, d6, d8** |

## IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Describe an operating system and define its components.
a2. Discuss operating system functions with their different types.
a3. Explain inter-process communication methods in different operating environments.
a4. Specify different design issues related to operating systems.
a5. Explain how an operating system manages multithreading, processes, memory, and I/O devices.
a6. Explain many real-world operating systems perform multithreading, process scheduling and memory management.

### b. Intellectual Skills

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

b1. Compare between types of operating systems.
b2. Evaluate different types of multithreading models.
b3. Differentiate between different process management techniques.
b4. Distinguish different CPU scheduling algorithms.
b5. Evaluate different techniques of memory management.

### c. Practical / Professional Skills

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

c1. Practice on different CPU scheduling and memory management algorithms and techniques.
c2. Examine the performance of an operating system.

c3. Practice on setup and tune the settings of different most popular real-world operating systems such as Linux.
c4. Practice on how to perform process management, memory management, mass storage management using popular efficient operating systems such as Linux.

d.  **General and Transferable Skills**

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

d1. Manage time effectively.
d2. Develop intellectual and cognitive self – learning and development skills.
d3. Use problem solving tools on individual and corporate levels.
d4. Cope up with different presentations and discussion.
d5. Innovate creative development work techniques.

## V. Course Matrix Content

| Week No | Main Topic | Contact Hours: 5H Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T.S |
| 1 | Course Overview and Syllabus Review | 3 | 2 | a1 | | | |
| 2 | Introduction to operating systems (Part 1) | 3 | 2 | a1, a2 | b1 | | |
| 3 | Introduction to operating systems (Part 2) | 3 | 2 | a1, a2 | b1 | | d5 |
| 4 | System Structures (Part 1) <br> - Operating System Services (functions) <br> - User Operating System Interface <br> - System Calls <br> - System Programs | 3 | 2 | a1, a2, a4 | b1 | c2 | |
| 5 | System Structures (Part 2) <br> - Operating System Structure <br> - (MS-DOS, UNIX, Mac OS, Android) <br>   o Simple Structure <br>   o Layered Approach <br>   o Microkernel System Structure <br>   o Modules <br>   o Hybrid Systems <br>   o Virtual Machines | 3 | 2 | a1, a2, a4 | b1 | c2 | d1, d5 |
| 6 | Process Concept (Part 1) <br> - Process Concept <br> - Process Scheduling | 3 | 2 | a3, a4, a6 | b1 | c1 | |
| 7 | Process Concept (Part 2) <br> - Inter-process Communication | 3 | 2 | a3, a4, a6 | b1 | c1 | d1, d2, d3, d4, d5 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | - Communications in Client-Server Systems | | | | | | |
| 8 | **Mid-term Exams** | | | | | | |
| 9 | Multithreading Programming<br>- Multicore Programming<br>- Multithreading Models<br>- Thread Libraries<br>- Threading Issues<br>- Operating System Examples | 3 | 2 | a4, a5, a6 | b2 | c2 | d1, d2, d3, d4, d5 |
| 10 | Process Scheduling (Part 1)<br>- Basic Concepts<br>- Scheduling Criteria<br>- Scheduling Algorithms<br>- Thread Scheduling | 3 | 2 | a4, a5, a6 | b3, b4 | c1, c2, c4 | |
| 11 | Process Scheduling (Part 2)<br>- Multiple-Processor Scheduling<br>- Real-Time CPU Scheduling<br>- Operating Systems Examples | 3 | 2 | a4, a5, a6 | b3, b4 | c1, c2, c4 | d1, d2, d3, d4, d5 |
| 12 | Memory Management Strategies (Part 1)<br>- Background<br>- Swapping<br>- Contiguous Memory Allocation<br>- Segmentation | 3 | 2 | a4, a5, a6 | b5 | c1, c2, c4 | d1,d2, d3, d4, d5 |
| 13 | Memory Management Strategies (Part 2)<br>- Paging<br>- Structure of the Page Table<br>Revision | 3 | 2 | a4, a5, a6 | b5 | c1, c2, c4 | |
| 14-15 | **Final exams** | | | | | | |
| | • **G.T.S:** General and Transferable Skills<br>• **I.S:** Intellectual Skills | | | | • **P.P.S.**: Practical / Professional Skills<br>• **K.U.** Knowledge and Understanding | | | |

## VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | | | | | |
| 5 | Practical Lab Sessions | √ | | | √ | √ |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | √ | √ | √ | √ | √ |
| 9 | Problem Solving | √ | √ | √ | √ | √ |
| 10 | Interactive Online Lectures | √ | √ | √ | √ | √ |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding <br> • **I.S.:** Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.:** General and Transferable Skills | | | |

## VII. Teaching and Learning Methods for Special Needs

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students.

## VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Method | Course ILOs Covered by method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14, 15 | 40% |
| 3 | Quizzes | √ | √ | √ | | | | 5% |
| 4 | Assignments<br>- One<br>- Two<br>- Three<br>- | √ | √ | √ | √ | √ | 3<br>5<br>12 | 15% |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | √ | √ | √ | | √ | | 5% |
| 8 | Teamwork Projects | | | | | | | |
| 9 | Practical Exam | √ | | | √ | √ | | 5% |
| 10 | Others (Participations) | | | | | | | |
| ** | • **K.U.**: Knowledge and Understanding<br>• **I.S.**: Intellectual Skills | | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.**: General and Transferable Skills | | | | |

## IX. References

| | |
|---|---|
| **Essential Textbooks** | Silberchatz A., Operating System Concepts. 10$^{th}$ Edition. Wiley, 2018. |
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | Windows 10, Linux, Unix references, Android |
| **Online Web Sites** | https://en.wikipedia.org/wiki/Unix <br> https://en.wikipedia.org/wiki/Android <br> https://en.wikipedia.org/wiki/Linux |
| **Others (Specify)** | None |

## X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|:---:|:---:|:---:|:---:|
| White Board | √ | | √ | |
| PC/Laptop | √ | | √ | |
| Data-Show | √ | | | |
| Laser Pointer | √ | | √ | |
| Internet | √ | | √ | √ |
| Printer | | | | √ |
| Copier | | | | √ |
| Moodle | √ | | √ | |
| Zoom | | | | |
| Software Packages | √ | | √ | |
| Laboratories | | | √ | |

- **Course Coordinator:** Dr. Ibrahim Eldesouky
- **Head of The Department:** Associate Professor Ghada Refaat
- **Date:** 18/7/2022

## I. Course Information

| Course Code | MIS 401 | Course Name | Decision Support Systems |
|---|---|---|---|
| Level | Fourth | Specialization | Management Information Systems |
| Department Offering the Course | Department of Management Information Systems | | |

| Credit Hours | *Credit Hours* | | | |
|---|---|---|---|---|
| | **Total Credit Hours** **3** | **Theoretical** | **Tutorial** | **Practical** |
| | | 3 | - | - |
| | **Contact Hours** | | | |
| | **Contact Hours** **3** | **Theoretical** | **Tutorial** | **Practical** |
| | | 3 | | |

| Course Prerequisite(s) | MIS 201 |
|---|---|
| Approval Date of Course Specification | 18/7/2022 |

## II. Overall Aims of the Course

**Upon completion of this course, students will be able to:**

➢ Describe the foundations and key issues of managerial decision making.
➢ Explain the main concepts of Decision Support System (DSS) and Management Sciences
➢ Discuss the knowledge needed to use management information system in different business processes to solve management problems and support decision in all managerial levels.
➢ Explain key areas contributing to DSS such as knowledge acquisition, expert systems, and knowledge base systems

➢ Practice the essential skills to design management information systems and suggest

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| **a1, a4, a6, a10, a13, a14, a16** | **b1, b4, b5, b6, b7, b8, b10, b12** | **c3, c6, c9, c11, c12, c14, c16, c17** | **d1, d2, d4, d5, d6** |

## IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Discuss the complexity of today's business environment and describe how organizations survive and even excel in such an environment.
 a2. Define the difficulties in managerial decision making today.
a3. Discuss the foundations and key issues of managerial decision making.
a4. Specify the major frameworks of computerized decision support: decision support systems (DSS) and business intelligence.
a5. Describe the foundations, definitions, and capabilities of decision support systems (DSS) and business intelligence (BI)
a6. Describe DSS components and technology levels.
a7. Explain the importance of databases and database management.
a8. Describe data mining as an enabling technology for business intelligence.
a9. Explain the role of data warehouses in decision support.
a10. Identify the major tools of computerized decision support.
a11. Define data mining software tools.

### b. Intellectual Skills

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

b1. Analyze the scientific practices and approaches.
b2. Interpret the different approaches of creative thinking.
b3. Classify the various forms of mathematical and analytical approaches and their interpretations.
b4. Develop analytical reasoning, and problem-solving skills.
b5. Compare between methods, techniques tools … etc.

### c. Practical / Professional Skills

*On completing the course, the student should be able to:*
c1. Apply the concepts of decision making and modeling as a problem-solving approach.
c2. Apply business intelligent systems and methodologies to decision making.
c3. Design and develop decision support systems for specific applications.
c4. Select appropriate data mining tools and techniques.

**Future University in Egypt**
**Faculty of Commerce and Business Administration**
**Management Information Systems Department**
**Course specifications**

  d.   **General and Transferable Skills**

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

d1. Communicate effectively with others.

d2. Develop a range of fundamental research skills, through the use of online resources.

d3. Innovate creative development work techniques.

d4. Work in stressful environment and within constraints.

d5. Cope up with different presentations and discussion skills.

## V. Course Matrix Content

| Week No | Main Topic | Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T.S. |
| 1 | Introduction to course Syllabus (description, structure, assessment, & expected deliverables).  Decision Support Systems, overview | 3 | | a1, a2, a3, a5, a6 | | c1 | d1, d2 |
| 2 | Decision Support Systems and Business Intelligence | 3 | | a1, a2, a5, a6 | b1, b2, b3, | c1, c2 | d1, d2, d3, d4 |
| 3 | Decision Making, Systems, Modeling, and Support | 3 | | a1, a2, a3, a5, a6 | b3 | | d1, d2, d3, d4 |
| 4 | Decision Support Systems Concepts, Methodologies, and Technologies (Part 1) | 3 | | a3, a4 | b3, b4, b5 | c2, c3 | d1, d2, d3, d4 |
| 5 | Decision Support Systems Concepts, Methodologies, and Technologies (Part 2) | 3 | | a3, a4 | b3, b4, b5 | c2, c3 | d1, d2, d3, d4 |
| 6 | Decision Support Systems Concepts, Methodologies, and Technologies (Part 3) | 3 | | a3, a4 | b3, b4, b5 | c2, c3 | d1, d2, d3, d4 |
| 7 | Revision – Quiz | | | | b1, b2 | | d4 |
| 8 | Mid-term Exams | | | | | | |
| 9 | Modeling and Analysis | 3 | | a3, a4 | | c2, c3 | d1, d2, d3, d4 |
| 10 | Modeling and Analysis | 3 | | a3, a4 | | c2, c3 | d1, d2, d3, d4 |
| 11 | Business Analytics and Data mining | 3 | | a3, a4, a8 | b3, b4, b5 | c4 | d1, d2, d3, d4 |
| 12 | Business Analytics and Data mining | 3 | | a3, a4, a8 | b3, b4, b5 | c4 | d1, d2, d3, d4 |
| 13 | Data Warehousing for Decision Support | 3 | | a1, a2, a3, a4, a9, a10, a11 | b1, b2, b3 | c4 | d1, d2, d3, d4, d5 |
| 14-15 | Final exams | | | | | | |
| | • **G.T.S:** General and Transferable Skills  • **I.S:** Intellectual Skills | | | • **P.P.S.** : Practical / Professional Skills  • **K.U.** :Knowledge and Understanding | | | |

## VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | | | | | |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | | | | | |
| 9 | Problem Solving | √ | | √ | √ | √ |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding <br> • **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.:** General and Transferable Skills | | | |

## VII. Teaching and Learning Methods for Special Needs

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students.

## VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Methods | Course ILOs Covered by method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | **K.U.** | **I.S.** | **P.P.S.** | **G.T.S.** | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14, 15 | 40% |
| 3 | Quizzes | √ | √ | √ | √ | √ | 5, 9, 10, 11 | 15% |
| 4 | Assignments | √ | √ | √ | √ | √ | 2,4,9 | 10% |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | √ | | | √ | √ | | 5% |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | | | | | | | |
| 9 | Practical Exam | | | | | | | |
| 10 | Others (Participations) | | | | | | | |
| ** | • **K.U.** :Knowledge and Understanding  • **I.S.** :Intellectual Skills | | | • **P.P.S.**: Practical / Professional Skills  • **G.T.S.** : General and Transferable Skills | | | | | |

## IX. References

| | |
|---|---|
| **Essential Textbooks** | Sharda R. , Turban E. , Business Intelligence and Analytics: Systems for Decision Support. Pearson. 10th Edition, 2018. |
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | Witten I., Frank E., Data Mining: Practical Machine Learning Tools & Techniques. ElSevier, 3rd Edition, 2011 |
| **Web Sites** | http://www.plannerslab.com/  https://www.cs.waikato.ac.nz/ml/weka/  https://www.knime.com/  https://rapidminer.com/  https://orange.biolab.si/ |
| **Others (Specify)** | None |

## X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | √ | | | |
| PC/Laptop | √ | | | |
| Data-Show | √ | | | |
| Laser Pointer | | | | |
| Internet | √ | | | √ |
| Printer | √ | | | √ |
| Copier | √ | | | √ |
| Moodle | √ | | | |
| Zoom | | | | |
| Software Packages | √ | | | |
| Laboratories | √ | | | |

- **Course Coordinator:** Associate Professor Hoda Wagieh
- **Head of The Department:** Associate Professor Ghada Refaat
- **Date:** 18/7/2022

# I. Course Information

| Course Code | MIS 402 | Course Name | Computer Networks |
|---|---|---|---|
| Level | Fourth | Specialization | Management Information Systems |
| Department Offering the Course | Department of Management Information Systems | | |

| Credit Hours | *Credit Hours* | | | |
|---|---|---|---|---|
| | **Total Credit Hours** **3** | **Theoretical** **3** | **Tutorial** | **Practical** **2** |
| | **Contact Hours** | | | |
| | **Contact Hours** **5** | **Theoretical** **3** | **Tutorial** | **Practical** **2** |

| Course Prerequisite(s) | MIS 306 |
|---|---|
| Approval Date of Course Specification | 18/7/2022 |

# II. Overall Aims of the Course

**Upon completion of this course, students will be able to:**

- ➢ Describe the major computer networks components.
- ➢ Understand the OSI and TCP/IP layers.
- ➢ Understand how to build reliability in protocols.
- ➢ Describe the network layers.
- ➢ Know various aspects about computer networks.

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
| --- | --- | --- | --- |
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| **a5, a10, a11, a18** | **b1, b2, b5, b8, b9, b10, b11, b12** | **c1, c6, c9, c13, c14** | **d2, d3, d4, d5, d6, d8** |

## IV. Intended Learning Outcomes of the Course (ILOs)

**a.  Knowledge and Understanding**

*On completing the course, the student should be able to:*
a1. Explain computer network, protocol, and types of communications.
a2. Define all forms of LANs, topologies, and transmission media.
a3. Define fundamentals and principles of routing, flow control, and congestion control in data networks.
a4. Describe the network protocols and the OSI model.
a5. Identify the difference between circuit-switching and packet-switching architecture.
a6. Explain the principles of IP Addressing.

**b.  Intellectual Skills**

*On completing the course, the student should be able to:*
b1. Choose the appropriate topology for certain network scenario.
b2. Analyze and design computer networks for a given set of requirements, including industrial and commercial constraints.
b3. Interpret a given design of a network based on congestion and flow control strategies, taking into consideration the limitations and trade-offs between different performance criteria.
b4. Evaluate a network performance using analysis and critical appraisals.

**c.  Practical / Professional Skills**

*On completing the course, the student should be able to:*
c1. Apply different technical methods to solve problems related to computer networks.
c2. Examine the network simulation tools and analyzers for network performance.
c3. Apply procedures involved in different routing algorithms.
c4. Select proper cabling and interconnecting devices to build networks.

**d.  General and Transferable Skills**

*On completing the course, the student should be able to:*
d6. Develop the practice of the teamwork and present results.
d7. Apply self-learning assessments methods to obtain knowledge.
d8. Use IT resources efficiently to solve technical problems.
d9. Innovate creative development work techniques
d10. Cope up with different presentations and discussion.

## V. Course Matrix Content

| Week No | Main Topic | Contact Hours: 5H Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T.S |
| 1 | Introduction and Overview | 3 | 2 | a1 | | | |
| 2 | Chapter1: Introduction to Networks (part1) | 3 | 2 | a1 | | | d2 |
| 3 | Chapter1: Introduction to Networks (part2) | 3 | 2 | a1 | b1 | c2 | |
| 4 | Chapter3: Network Protocols and communications (part1) | 3 | 2 | a4 | b3 | c3 | |
| 5 | Chapter3: Network Protocols and communications (part2) | 3 | 2 | a2, a4 | b4 | c2, c3 | |
| 6 | Chapter4: Network Access (part1) | 3 | 2 | a2, a3 | b4 | c2, c3 | d1 |
| 7 | Chapter4: Network Access (part2) | 3 | 2 | a3 | b3 | | d3 |
| 8 | Midterm Exams | | | | | | |
| 9 | Chapter5: Ethernet | 3 | 2 | a2 | b4 | c1 | |
| 10 | Chapter6: Network Layers (part1) | 3 | 2 | a5 | c2 | d1 | |
| 11 | Chapter6: Network Layers (par2) | 3 | 2 | a5 | | c2 | d1 |
| 12 | Chapter8: IP Addressing | 3 | 2 | a6 | | c3 | |
| 13 | Chapter9: Sub netting IP Networks | 3 | 2 | a6 | b4 | c2 | d1, d2,d3 |
| 14-15 | Final Exams | | | | | | |

| | |
|---|---|
| • **G.T.S:** General and Transferable Skills • **I.S:** Intellectual Skills | • **P.P.S.**: Practical / Professional Skills • **K.U.** :Knowledge and Understanding |

## VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | | | | | |
| 5 | Practical Lab Sessions | √ | √ | √ | √ | √ |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | | | | | |
| 9 | Problem Solving | √ | √ | √ | √ | √ |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding  • **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills  • **G.T.S.:** General and Transferable Skills | | | |

## VII. Teaching and Learning Methods for Special Needs

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students.

# VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Method | Course ILOs Covered by method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14,15 | 40% |
| 3 | Quizzes | √ | √ | √ | | | | 10% |
| 4 | Assignments | √ | √ | √ | √ | √ | 5, 11 | 5% |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | √ | √ | √ | √ | √ | 12 | 5% |
| 9 | Practical Exam | √ | | | √ | √ | | 10% |
| 10 | Others (Participations) | | | | | | | |
| ** | • **K.U.** :Knowledge and Understanding  • **I.S.:** Intellectual Skills | | | • **P.P.S.**: Practical / Professional Skills  • **G.T.S.**: General and Transferable Skills | | | | | |

## IX. References

| Essential Textbooks | • Computer Networking Fundamentals: Volume-II. Parveen, 2016<br>• William S., Data and Computer Communications. Pearson. 10th ed., 2014 |
|---|---|
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | CCNA Materials Introduction Course |
| **Online Web Sites** | www.uc.edu |
| **Others (Specify)** | None |

## X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | √ | | √ | |
| PC/Laptop | √ | | √ | |
| Data-Show | √ | | | |
| Laser Pointer | √ | | √ | |
| Internet | √ | | √ | √ |
| Printer | | | | √ |
| Copier | | | | √ |
| Moodle | √ | | √ | |
| Zoom | | | | |
| Software Packages | √ | | √ | |
| Laboratories | | | √ | |

- **Course Coordinator:** Dr. Ibrahim Eldesouky
- **Head of The Department:** Associate Professor Ghada Refaat
- **Date:** 18/7/2022

# I. Course Information

| Course Code | GIS 401 | Course Name | Graduation Project 1 |
|---|---|---|---|
| Level | Fourth | Specialization | Management Information Systems |
| Department Offering the Course | Department of Management Information Systems | | |

| Credit Hours | Credit Hours | | | |
|---|---|---|---|---|
| | Total Credit Hours | Theoretical | Tutorial | Practical |
| | 2 | 2 | | 1 |
| | Contact Hours | | | |
| | Contact Hours | Theoretical | Tutorial | Practical |
| | 3 | 2 | | 1 |

| Course Prerequisite(s) | REM 101, SAT 201 |
|---|---|
| Approval Date of Course Specification | 18/7/2022 |

# II. Overall Aims of the Course

**Upon completion of this course, students will be able to:**

➢ Select, evaluate, and study a real-life information system that meets crucial business market needs.

➢ Gain the required experience in preparing an IT project feasibility study, build and manage an IT project plan.

➢ Apply the most important, appropriate, efficient, and advanced structured and object-oriented information systems analysis and design techniques to develop different types of information systems.

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| a4, a5, a6, a9, a10, a11, a12, a13, a14, a15, a17, a18, a19 | b8, b9, b10, b11, b12, b13, | c1, c2, c3, c5, c9, c11, c13, c14, c15, c16, c17 | d1, d2, d3, d4, d5, d6, d7, d8, d9, d10 |

## IV. Intended Learning Outcomes of the Course (ILOs)

- **Knowledge and Understanding**

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

  a1. Describe the interrelationship between employer, managers, employees, and workers in organization.
  a2. Explain theories and types of Information Systems.
  a3. Specify principles and practices of data management systems and the various business applications.
  a4. Discuss the steps of information systems development life cycle and the various tools for analysis, design, implementation, documentation, and project management.
  a5. Discuss the current operation and technical problems of information systems and the required strategies to solve them.
  a6. Describe different methodologies used for developing information systems.

- **Intellectual Skills**

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

  b1. Evaluate management information systems and suggest solutions for enhancing systems in organizations.
  b2. Design management information systems for various types of business types to support management decisions in all management levels.
  b3. Analyze different business processes and models.
  b4. Design feasibility studies for management information systems projects.

- **Practical / Professional Skills**

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

  c1. Use organizational resources (physical, financial, human…. etc.) with the objective of its sustainable development.
  c2. Apply the market analysis studies.

c3. Examine different information sources and their validity.

c4. Practice computer applications and information technology in the various management disciplines.

c5. Design systems and tools as response to information needs to enhance organization performance.

c6. Design organizational hierarchy and business process to be integrated with management information systems.

c7. Select appropriate programming tools and techniques for information retrieval and data security.

c8. Develop strategic plan for management information systems integration and implementation within organizations.

- **General and Transferable Skills**

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

  d1. Communicate effectively with others.
  d2. Respect teamwork.
  d3. Cope up with different presentations and discussion.
  d4. Innovate creative development work techniques.
  d5. Retrieve the different scientific terminologies related to business practices.
  d6. Apply the English language fluency.

# V. Course Matrix Content

| Week No | Main Topic | Contact Hours: 3H Credit Hours: 2H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T.S |
| 1 | Course Overview and Syllabus Review | 2 | | a1, a5 | | | |
| 2 | - Discussion of Ideas <br> - Approval of groups and ideas | 2 | | a1, a2 | b1 | c1 | d1, d2, d3, d4, d5, d6 |
| 3 | - Discussion and Feedback for Projects Proposals Faculty of Commerce and Business Administration <br> - Revision on how to build and manage IT Projects Developing Plan | 2 | 1 | a3, a4, a5, a6 | b1 | c1, c8 | d1, d2, d3, d4, d5, d6 |
| 4 | - Revision on how to prepare IT Projects Feasibility Studies | 2 | 1 | a3, a4, a5, a6 | b1 | c2, c4 | d1, d2, d3, d4, d5, d6 |
| 5 | - Discussion and Feedback for the implemented project feasibility study and plan | 2 | 1 | a3, a4, a5, a6 | b1, b4 | c2, c4 | d1, d2, d3, d4, d5, d6 |
| 6 | - Revision on Drawing Data Flow Diagrams and Building Data Dictionary | 2 | 1 | | b2, b3 | c4, c5, c6, c8 | d1, d2, d3, d4, d5, d6 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 7 | Data Flow Diagrams – Level 0 and Child Diagrams | 2 | 1 | | b2, b3 | c4, c5, c6, c8 | d1, d2, d3, d4, d5, d6 |
| 8 | **Mid-term Exams** | | | | | | |
| 9 | Feedback about DFD and Data Dictionary Assignment - Revision on Process Logic Description: − Structured English − Decision tables − Decision Trees | 2 | 1 | | b2, b3 | c4, c5, c6, c8 | d1, d2, d3, d4, d5, d6 |
| 10 | - Discussion of the Process Logic Description Assignment - Use Case diagram revision | 2 | 1 | | b2, b3 | c4, c5, c6, c8 | d1, d2, d3, d4, d5, d6 |
| 11 | - Discussion of the Use Case Diagram Assignment - Revision on Class Diagram | 2 | 1 | | b2, b3 | c4, c5, c6, c8 | d1, d2, d3, d4, d5, d6 |
| 12 | - Discussion of the Class Diagram Assignment. - Revision on Entity Relationship Diagram. | 2 | 1 | | b2, b3 | c7, c8 | d1, d2, d3, d4, d5, d6 |
| 13 | - Presentations of Semester Work - Submission of Final Documentation | 2 | | | | | d1, d2, d3, d4, d5, d6 |
| 14-15 | **Final exams** | | | | | | |
| | • **G.T.S:** General and Transferable Skills • **I.S:** Intellectual Skills | | | • **P.P.S.** : Practical / Professional Skills • **K.U.** :Knowledge and Understanding | | | |

## VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | | | | | |
| 5 | Practical Lab Sessions | √ | | | √ | √ |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | | | | | |
| 9 | Problem Solving | √ | √ | √ | √ | √ |
| 10 | Interactive Online Lectures | √ | √ | √ | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding  • **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills  • **G.T.S.:** General and Transferable Skills | | | |

## VII. Teaching and Learning Methods for Special Needs

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students.

## VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Methods | Course ILOs Covered by method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. | | |
| 1 | Written Midterm Exam | | | | | | 8 | |
| 2 | Written Final Exam | | | | | | 14-15 | |
| 3 | Quizzes | | | | | | | |
| 4 | Assignments | | | | | | | |
| 5 | Presentation and Discussion | √ | | | √ | √ | | 20% |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | √ | | | √ | √ | | 20% |
| 8 | Teamwork Projects | √ | √ | √ | √ | √ | Across Semester | 60% |
| 9 | Practical Exam | | | | | | | |
| 10 | Others (Participations) | | | | | | | |
| ** | • **K.U**: Knowledge and Understanding <br> • **I.S.**: Intellectual Skills | | | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.**: General and Transferable Skills | | | |

## IX. References

| | |
|---|---|
| **Essential Textbooks** | Kendal K., Systems Analysis and Design. Pearson. 10<sup>th</sup> ed., 2019. |
| **Course Notes** | Slides and Recordings of the Lectures are available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | • Dennis A. , Wixom B.,  Systems Analysis and Design. Wiley. 7th ed., 2018<br><br>• Cicala A , The Project Managers Guide to Microsoft Project 2019. Apress. 1st ed., 2019 |
| **Online Web Sites** | www.ekb.eg, various Internet Resources |
| **Others (Specify)** | None |

## X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|:---:|:---:|:---:|:---:|
| White Board | ✓ | | ✓ | |
| PC/Laptop | ✓ | | ✓ | |
| Data-Show | ✓ | | ✓ | |
| Laser Pointer | | | | |
| Internet | ✓ | | ✓ | |
| Printer | ✓ | | | |
| Copier | ✓ | | | |
| Moodle | ✓ | | ✓ | |
| Zoom | ✓ | | ✓ | |
| Software Packages | ✓ | | ✓ | |
| Laboratories | ✓ | | ✓ | |

- **Course Coordinator:** Associate Professor Ahmed Sayed Salama
- **Head of The Department:** Associate Professor Ghada Refaat
- **Date:** 18/7/2022

# I. Course Information

| Course Code | GIS 402 | Course Name | Graduation Project 2 |
|---|---|---|---|
| Level | Fourth | Specialization | Management Information Systems |
| Department Offering the Course | Department of Management Information Systems | | |

| Credit Hours | Credit Hours | | | |
|---|---|---|---|---|
| | Total Credit Hours | Theoretical | Tutorial | Practical |
| | 2 | 2 | | 1 |
| | Contact Hours | | | |
| | Contact Hours | Theoretical | Tutorial | Practical |
| | 3 | 2 | | 1 |

| Course Prerequisite(s) | GIS 401 Graduation Project 1 |
|---|---|
| Approval Date of Course Specification | 18/7/2022 |

# II. Overall Aims of the Course

**Upon completion of this course, students will be able to:**

- ➢ Integrate and apply the knowledge and skills acquired in other courses in relation to Management Information Systems (MIS).
- ➢ Implement the design suggested in first graduation project phase using variety of latest information systems development tools.
- ➢ Prepare a technical documentation on all stages of the project development process.
- ➢ Present the software project using different presentation techniques.

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| a4, a5, a6, a9, a10, a11, a12, a13, a14, a17, a19 | b8, b9, b10, b12 | c1, c2, c3, c5, c9, c11, c12, c13, c14, c16, c17 | d1, d2, d3, d4, d5, d6, d7, d8, d9, d10 |

## IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Explain principles and practices of data management systems and their implementation.
a2. Discuss the required strategies to solve the current operation and technical problems of information systems.
a3. Describe Unified Modeling Language (UML) techniques used in information systems design.
a4. Specify User Interface and Human Computer Interaction principles.

### b. Intellectual Skills

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

b1. Apply the core knowledge they gained in the development of information systems
b2. Plan the remaining activities in the development process, including implementation, testing, and maintenance in terms of tasks and time.
b3. Differentiate between different UML techniques used in system design.
b4. Develop appropriate User Interface design for the information system.

### c. Practical / Professional Skills

*On completing the course, the student should be able to:*
c1. Implement the design proposed in Graduation Project 1.
c2. Use modern tools and technologies in the project implementation.
c3. Evaluate the implemented system using testing techniques.
c4. Prepare a complete documentation of the project development phases.
c5. Practice the software development cycle design, programming, and testing activities up to a software product.
c6. Present the MIS implemented project successfully.

d. **General and Transferable Skills**

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

d1. Communicate effectively with others.
d2. Respect teamwork.
d3. Cope up with different presentations and discussion.
d4. Innovate creative development work techniques.
d5. Retrieve the different scientific terminologies related to business practices.
d6. Apply the English language fluency.

# V. Course Matrix Content

| Week No | Main Topic | Contact Hours: 3H Credit Hours: 2H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T.S |
| 1 | Introduction to course Syllabus | 2 | | a1, a2 | b2 | | d1, d2 |
| 2 | – Finalizing Project Database Design <br> – UML Sequence diagrams Revision <br> – Assignment: Project Sequence Diagrams <br> – Assignment: Implement project Database using the selected DBMS. (Implementation Phase 1) | 2 | 1 | a1, a2, a3 | b1, b2, b3 | c1, c2, c4, c5 | d1, d2, d4, d5 |
| 3 | – Revision on System User Interface (UI) Design Principles <br> – Revision on Implemented Project Database and sequence diagrams (Phase 1) <br> – Assignment: Implement Front end Main Input Screens , and related Backend modules (Implementation Phase 2) | 2 | 1 | a1, a2, a4 | b1, b2, b4 | c1, c2, c4, c5 | d1, d2, d4, d5 |
| 4 | – Revision on Human Computer Interaction (HCI) principles | 2 | 1 | a1, a2, a4 | b1, b2. b4 | c1, c2, c4, c5 | d1, d2, d4, d5 |
| 5 | – Revision on implementation phase 2 assignment | 2 | 1 | a1, a2, a4 | b1, b2, b4 | c1, c2, c5 | d1, d2, d4, d5 |
| 6 | – Submission of implementation phase 2 assignment (Demo 1) | 2 | 1 | a1, a2, a4 | b1, b2, b4 | c1, c2, c4, c5, c6 | d1, d2, d3, d4, d5, d6 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | – Assignment: Implement Backend System Main Functions (User & Admin) and their related Front end output screens. (Implementation Phase 3: system prototypes) | | | | | | |
| 7 | - Revision 1 on Implementation Phase 3: (system prototype) | 2 | | a1, a2, a4 | b1, b2, b4 | c1, c2, c5 | d1, d2, d4, d5 |
| 8 | **Mid-term Exams** | | | | | | |
| 9 | - Revision 2 on Implementation Phase 3: (system prototype) <br> - Assignment: Implement System Output Reports/ Queries with their related backend modules and frontend output screens. (Implementation Phase 4: system prototypes) | 2 | 1 | a1, a2, a4 | b1, b2, b4 | c1, c2, c4, c5, c6 | d1, d2, d4, d5 |
| 10 | - Revision 3 on Implementation Phase 3 & 4. (System prototype) Demo 2 <br> - Assignment: Review system validation. | 2 | 1 | a1, a2, a4 | b1, b2, b4 | c1, c2, c3, c4, c5, c6 | d1, d2, d3, d4, d5, d6 |
| 11 | - Revision 4 on Implementation Phase 3 & 4 and system validation. (System prototype) | 2 | | a1, a2, a4 | b1, b2, b4 | c1, c2, c3, c5 | d1, d2, d4, d5 |
| 12 | Revision on system Documentation | 2 | 1 | | | c1, c2, c3, c4, c5 | d1, d2, d4, d5, d6 |
| 13 | – System Final Demo. <br> – Revision on Documentation. <br> – Last Assignment: <br>   o Finalizing system documentation, System Testing and Validation <br>   o Prepare Project Presentation. <br>   o Prepare Project | 2 | | | | c1, c2, c3, c4, c5, c6 | d1, d2, d3, d4, d5, d6 |

| | | Documentation + (Soft copy of project documentation and coding on CD) | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 14-15 | | **Final exams** | | | | | | |

| | • **G.T.S:** General and Transferable Skills<br>• **I.S:** Intellectual Skills | • **P.P.S.:** Practical / Professional Skills<br>• **K.U.:** Knowledge and Understanding |
|---|---|---|

## VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | **K.U.** | **I.S.** | **P.P.S.** | **G.T.S.** |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | | | | | |
| 5 | Practical Lab Sessions | √ | | | √ | √ |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | | | | | |
| 9 | Problem Solving | √ | √ | √ | √ | √ |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding<br>• **I.S.:** Intellectual Skills | | • **P.P.S.:** Practical / Professional Skills<br>• **G.T.S.:** General and Transferable Skills | | | |

## VII. Teaching and Learning Methods for Special Needs

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students.

# VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Methods | Course ILOs Covered by method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. | | |
| 1 | Written Midterm Exam | | | | | | 8 | |
| 2 | Written Final Exam | | | | | | 14-15 | |
| 3 | Quizzes | | | | | | | |
| 4 | Assignments | | | | | | | |
| 5 | Presentations and Discussion | √ | | | √ | √ | 13, 14 | 20% |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | √ | | | √ | √ | | 20% |
| 8 | Teamwork Projects | √ | √ | √ | √ | √ | Across Semester | 60% |
| 9 | Practical Exam | | | | | | | |
| 10 | Others (Participations) | | | | | | | |
| ** | • **K.U.** :Knowledge and Understanding  • **I.S.** :Intellectual Skills | | | • **P.P.S.**: Practical / Professional Skills  • **G.T.S.** : General and Transferable Skills | | | | |

## IX. References

| | |
|---|---|
| **Essential Textbooks** | Kendal K., Systems Analysis and Design. Pearson. 10$^{th}$ ed., 2019 |
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | Dennis A., Wixom B., Systems Analysis and Design. Wiley.7th ed., 2018 |
| **Online Web Sites** | www.ekb.eg, various Internet Resources |
| **Others (Specify)** | Free online self-learning presentation skills course such as "Give a great team presentation" Udemy Course demy.com/course/how-to-give-a-team-presentation |

## X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|:---:|:---:|:---:|:---:|
| White Board | ✓ | | ✓ | |
| PC/Laptop | ✓ | | ✓ | |
| Data-Show | ✓ | | ✓ | |
| Laser Pointer | | | | |
| Internet | ✓ | | ✓ | |
| Printer | ✓ | | | |
| Copier | ✓ | | | |
| Moodle | ✓ | | ✓ | |
| Zoom | ✓ | | ✓ | |
| Software Packages | ✓ | | ✓ | |
| Laboratories | ✓ | | ✓ | |

- **Course Coordinator:** Associate Professor Ahmed Sayed Salama
- **Head of The Department:** Associate Professor Ghada Refaat
- **Date:** 18/7/2022

# MIS Program (Department) Elective Courses

# I. Course Information

| Course Code | MGT 301 | Course Name | Negotiation Management |
|---|---|---|---|

| Level | **Third** | Specialization | All faculty Programs |
|---|---|---|---|

| Department Offering the Course | Business Administration |
|---|---|

| Credit Hours | *Credit Hours* | | | |
|---|---|---|---|---|
| | **Total Credit Hours** | **Theoretical** | **Tutorial** | **Practical** |
| | **3** | **3** | - | - |
| | **Contact Hours** | | | |
| | **Contact Hours** | **Theoretical** | **Tutorial** | **Practical** |
| | **3** | **3** | - | - |

| Course Prerequisite(s) | **MGT 101** |
|---|---|

| Approval Date Of course Specification | **18/7/2022** |
|---|---|

# II. Overall Aims of the Course

This course aims at providing the students with the skills that enable them to blend entrepreneurial goals with a realistic survey of the wide variety of functional business skills needed to operate a small firm effectively. Moreover, the course will focus on acquaint the students with knowledge and skills from different discipline as marketing, financial management, and business planning, as well as a clearer view of small business's contribution to the national economy

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| **a4, a8, a16, a17, a18** | **b1, b6, b13** | **c3, c17** | **d2, d6, d7, d8** |

## IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Identify the concept of negotiation

a2. Recognize the stages of negotiation process.

a3. Discuss the different types of negotiation.

a4. Define the relation between communication skills and negotiation skills.

a5. Explain of conflict and the cost of conflict.

a6. State the different types of conflict.

a7. Identify the Conflict Resolution Process

a8. Explain how to manage difficult negotiations: Third-Party Approaches.

a9. Determine the types of third-party intervention.

a10. Describe the main phases of negotiation.

a11. Outline the different types of negotiation goals.

a12. Recognize the difference between negotiation strategies and tactics.

### b. Intellectual Skills

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

b1. Analyze the negotiation process

b2. Discover third party intervention to manage different negotiation.

b3. Compare different types of negotiation strategies.

b4. Differentiate between the negotiation strategies and tactics.

b5. Analyze different negotiation case studies.

b6. Interpret the effects of developing influence and persuasion skills on managing effective negotiations.

### c. Practical / Professional Skills

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

c1. Prepare a framework for a negotiation process.
c2. Write the Position, Interest, worst alternative to a negotiation, the best alternative to a negotiation agreement, walk away price and Zone of possible agreement
c2. Design a negotiation teamwork.
c3. Select a negotiation plan.
c4. Use the appropriate negotiation strategy.
c5. Select different negotiation tactics.
c6. Manage negotiation process.
c7. Practice communication and assertiveness skills.
c8. Recommend the appropriate tools to develop persuasion skills.

### d. General and Transferable Skills

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

d1. Work coherently and successfully as a part of a team.
d2. Manage self-stress skills
d3. Lead teamwork as well as oral and written communications
d4. Manage tasks, time, and resources effectively.
d5. Demonstrate understanding of relevant mathematical and statistical technique
d6. Develop the ability to think rationally
d7. Innovate creative negotiation techniques

## V. Course Matrix Content

| Week No | Main Topic | Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T.S |
| 1 | Essentials of Negotiation | 3 | - | a1, a2 | b1 | | |
| 2 | **Chapter 1:** Negotiation and Dispute Resolution | 3 | - | a1, a2 | b1 | | |
| 3 | **Chapter 2:** Language of negotiation | 3 | - | a2, a3, a10 | b1, b2 | | |
| 4 | **Chapter 3**: Distributive and Integrative negotiation | 3 | - | a3, a4 | b2, b3 | c1 – c8 | d1- d4 |
| 5 | **Chapter4:** Competitive and Cooperative Styles & Do Gender or Culture Make a Difference? | 3 | - | a4-a6 | b2, b3 | c1 – c8 | d1- d4 |
| 6 | **Chapter 5:** Current Technology in Negotiations and Mediation Practices | | | | | c1 – c8 | d1- d4 |
| 7 | Presentations | 3 | - | | | c1 – c8 | d4 |
| 8 | **Mid-term Exams** | | | | | | |
| 9-10 | **Chapter6:** Conflict and dispute resolution | 3 | - | a7 | b3, b4 | c1 – c8 | d1- d4 |
| 11 | **Chapter7:** Understanding yourself and how to impact negotiation | 3 | - | a8, a9 | b4 | c1 – c8 | d1- d4 |
| 12 | Communication and persuasion role in negotiation | 3 | - | a2, a4, | b4, b5 | c1 – c8 | d1- d4 |
| 13 | Negotiation Feedback and correction actions | 3 | - | a10- a12 | b5, b6 | c1 – c8 | d1- d4 |
| 14 – 15 | **Final exams** | | | | | | |
| | • **G.T.S:** General and Transferable Skills • **I.S:** Intellectual Skills | | | • **P.P.S.** : Practical / Professional Skills • **K.U.** :Knowledge and Understanding | | | |

# VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | | | | | |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | | | | | |
| 9 | Problem Solving | √ | √ | √ | | |
| 10 | Interactive Online Lectures | √ | √ | √ | | √ |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding<br>• **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.:** General and Transferable Skills | | | |

# VII. Teaching and Learning Methods for Special Needs

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students.

# VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Method | Course ILOs Covered by Method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T. S | | |
| 1 | Midterm Exam | √ | √ | √ | | | | 30% |
| 2 | Final Exam | √ | √ | √ | | | | 40% |
| 3 | Quizzes | √ | √ | √ | | | | 10% |
| 4 | Assignments | √ | | | √ | | | 10% |
| 5 | Presentations | √ | √ | √ | √ | √ | | 5% |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | √ | | | √ | √ | | 5% |
| 9 | Practical Exam | | | | | | | |
| 10 | Others (participation) | | | | | | | |
| ** | • **K.U.: Knowledge** and Understanding<br>• **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.**: General and Transferable Skills | | | | | |

## IX. References

| | |
|---|---|
| **Essential Textbooks** | Beverly DeMarr and Suzanne De Janasz (2013). *Negotiation and Dispute Resolution*, Prentice Hall, 2013 |
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | 1. Beverly DeMarr and Suzanne De Janasz, Negotiation and Dispute Resolution, Prentice Hall, 2013. <br><br>2. Roy J Lewicki, Bruce Barry, and David M Saunders, Essentials of Negotiation, 5th Edition, McGraw Hill, 2011 <br><br>3. Paul Harding, Mastering the ISDA Master Agreements: A Practical Guide for Negotiation, 3/e, Pearson/FT Press, 2010. <br><br>4. Lee E. Miller and Jessica Miller, A Woman's Guide to Successful Negotiating, Second Edition, 2nd Edition, McGraw Hill, 2011. <br><br>5. Barton A Weitz, Stephen B Castleberry, and John F, Tanner Selling: Building Partnerships, 7th Edition. McGraw Hill, 2009. <br><br>6. Harry Macdivitt and Mike Wilkinson, Value-Based Pricing: Drive Sales and Boost Your Bottom Line by Creating, Communicating and Capturing Customer Value, 1st Edition. McGraw Hill, 2012. <br><br>7. David S. Hames, Negotiation Closing Deals, Settling Disputes, and Making Team Decisions. Sage Publications Inc, 2018. |
| **Online Web Sites** | www.ekb.eg |
| **Others (Specify)** | None |

## X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|:---:|:---:|:---:|:---:|
| White Board | ✓ | | | |
| PC/Laptop | ✓ | | | |
| Data-Show | ✓ | | | |
| Laser Pointer | | | | |
| Internet | ✓ | | | ✓ |
| Printer | | | | ✓ |
| Copier | | | | ✓ |
| Moodle | ✓ | | | |
| Zoom | ✓ | | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Dr. Sara Elmenawy

- **Head of The Department:** Associate Professor Ahmed Azmy

- **Date:** 18/7/2022

# I. Course Information

| Course Code | MGT 302 | Course Name | Business Communication Management |
|---|---|---|---|
| **Level** | **Third** | **Specialization** | **All Faculty Programs** |
| **Department Offering the Course** | Business Administration Department | | |

| **Credit Hours** | *Credit Hours* | | | |
|---|---|---|---|---|
| | **Total Credit Hours** | **Theoretical** | **Tutorial** | **Practical** |
| | **3** | 3 | 1 | - |
| | **Contact Hours** | | | |
| | **Contact Hours** | **Theoretical** | **Tutorial** | **Practical** |
| | **4** | 3 | 1 | - |

| **Course Prerequisite(s)** | **MGT 101** |
|---|---|
| **Approval Date Of course Specification** | **18/7/2022** |

# II. Overall Aims of the Course

By the end of this course, students should be able to understand and demonstrate the use of basic and advanced proper writing techniques that today's technology demands, including anticipating audience reaction, writing effective and concise letters and memos, preparing informal and formal reports, proofreading and editing copies of business correspondence, using career skills that are needed to succeed, such as using ethical tools, working collaboratively, resolving workplace conflicts, planning successfully for participating in meetings and conducting proper techniques in telephone usage, using e-mail effectively and efficiently, developing interpersonal skills that contribute to effective personal, social and professional relationships, and utilizing electronic presentation software

## III.  Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| **a4, a17, a18** | **b1, b13** | **c6, c17** | **d2, d3, d4, d5, d6, d7** |

## IV. Intended Learning Outcomes of the Course (ILOs)

### a.  Knowledge and Understanding

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

a1. Define communication and the importance of effective business communication.
a2. Discuss professional communication.
a3. Describe steps to improve the clarity of your writing.
a4. Explain the credible sources of information in building strong relationships in the stakeholders.
a5. Describe how effective listening can contribute to your career success
a6. Identify and conduct an information-gathering interview to assist you in a current work or school project
a8. Explain the ways in which communication in the workplace is a form of problem solving.

### b.  Intellectual Skills

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

b1. Specify the challenges and opportunities of mobile communication in business.
b2. Identify major collaboration technologies and explain how to give constructive feedback.
b3. Interpret the listening process.
b4. Suggest how good listeners overcome barriers at each stage of the process.
b5. Analyze the different individual communication forms and styles
b6. Differentiate between verbal and non-verbal message.
b7. Develop an effective strategy for a specific presentation

### c.  Practical / Professional Skills

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

c1. Investigate the challenges and opportunities of various communication forms and steps in business.
c2. Analyze major collaboration technologies.
c3. Present constructive feedback.

### d.  General and Transferable Skills

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

d1. Develop Effective Communication Skills.
d2. Innovate Effective Presentation Skills.
d3. Manage Team Spirit & Team cooperation
d4. Use self-management skills.

## V. Course Matrix Content

| Week No | Main Topic | Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T.S |
| 1 | Communicating at Work | 3 | 1 | a1 | b1 | | |
| 2 | Culture, diversity, and global engagement. | 3 | 1 | a2, a3 | b1, b2 | c1 – c3 | d1 – d4 |
| 3 | Listening +Solving Communication Problems in the Workplace | 3 | 1 | a5, a8 | b3 | c1 | d1 |
| 4 | Verbal and nonverbal messages. | 3 | 1 | a1, a3, a4 | b2, b4, b6 | c1 – c3 | d1 – d4 |
| 5 | Interpersonal Skills | 3 | 1 | a1, a4 | b2 | c1 – c3 | d1 – d4 |
| 6 | Principles of Interviewing | 3 | 1 | a1, a6 | b1 | c1 – c3 | d2, d3 |
| 7 | Project presentations | 3 | 1 | - | | c1 – c3 | d1 – d4 |
| 8 | Mid-term Exams | | | | | | |
| 9-10 | Effective team communication | 3 | 1 | a2, a3 | b2, b5 | c1 – c3 | d1 – d4 |
| 11 | Effective meeting | 3 | 1 | a3, a4 | b3 | c1 – c3 | d1 – d4 |
| 12 | Developing and Organizing the Presentation | 3 | 1 | | b7 | | |
| 13 | Verbal and Visual Support in Presentations | 3 | 1 | | b1, b3, b7 | c1 – c3 | d1 – d4 |
| 14 - 15 | Final exams | | | | | | |
| | • **G.T.S:** General and Transferable Skills  • **I.S:** Intellectual Skills | | | • **P.P.S.** : Practical / Professional Skills  • **K.U.** :Knowledge and Understanding | | | |

## VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | √ | √ | √ | √ | √ |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | √ | √ | √ | √ | √ |
| 9 | Problem Solving | | | | | |
| 10 | Interactive Online Lectures | √ | √ | √ | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding  • **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills  • **G.T.S.:** General and Transferable Skills | | | |

## VII. Teaching and Learning Methods for Special Needs

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students.

## VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Method | Course ILOs Covered by Method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T. S | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | | 40% |
| 3 | Quizzes | √ | √ | √ | | | | 10% |
| 4 | Assignments | √ | √ | √ | √ | | | 10% |
| 5 | Presentations | √ | √ | √ | √ | √ | | 5% |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | √ | √ | √ | √ | √ | | 5% |
| 9 | Practical Exam | | | | | | | |
| 10 | Others (Participations) | | | | | | | |
| ** | **K.U.** :Knowledge and Understanding  **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills  • **G.T.S.** : General and Transferable Skills | | | | | |

# IX. References

| | |
|---|---|
| **Essential Textbooks** | Ronald Adler, **Communication at work, McGraw hill,2019** |
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | |
| **Online Web Sites** | www.ekb.eg |
| **Others (Specify)** | None |

# X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | ✓ | √ | | |
| PC/Laptop | ✓ | √ | | |
| Data-Show | ✓ | √ | | |
| Laser Pointer | | | | |
| Internet | ✓ | | | ✓ |
| Printer | | | | ✓ |
| Copier | | | | ✓ |
| Moodle | ✓ | √ | | |
| Zoom | ✓ | | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Dr. Noha Sharawy
- **Head of The Department:** Associate Professor Ahmed Azmy
- **Date:** 18/7/2022

# I. Course Information

| Course Code | MGT 303 | Course Name | Small business management and Entrepreneurship | |
|---|---|---|---|---|
| Level | Third | Specialization | All Faculty Programs | |
| Department Offering the Course | Business Administration Department | | | |

| Credit Hours | *Credit Hours* | | | | |
|---|---|---|---|---|---|
| | | **Total Credit Hours** **3** | **Theoretical** **3** | **Tutorial** **1** | **Practical** **-** |
| | **Contact Hours** | **Contact Hours** **4** | **Theoretical** **3** | **Tutorial** **1** | **Practical** **-** |

| Course Prerequisite(s) | MGT 101 |
|---|---|
| Approval Date Of course Specification | 18/7/2022 |

# II. Overall Aims of the Course

**Upon completion of this course, students will be able to:**
➢ Use the various techniques for planning and managing projects
➢ Explain the stages and processes of the project life cycle
➢ Develop a testable, effective business concept
➢ Demonstrate analytical and critical thinking skills
➢ Conduct a feasibility analysis for a new venture
➢ Analyze business report and publications
➢ Apply research methodologies and practices to an allied business field.
➢ Apply contemporary scientific methods and mathematical techniques.

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| **a1, a2, a14, a17, a20, a21, a22** | **b2, b5, b11, b13, b14** | **c2, c4, c13, c17** | **d1, d2, d3, d4, d6, d7** |

## IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

*On completing the course, the student should be able to:*
- a1. Explain the concepts and main features of the environment facing small business.
- a2. Identify the factors conducive to entrepreneurship and small business.
- a3. Outline market competitiveness and competitive advantage.
- a4. Identify mission and vision of any small business.
- a5. State types of franchise.
- a6. Discuss the drawbacks of franchise.
- a7. Select bootstrap marketing plan.
- a8. Outline the porter model.
- a9. Explain the major strategies of business—differentiation, cost, and focus.
- a10. Determine the major risks to business plan success

### b. Intellectual Skills

*On completing the course, the student should be able to:*
- b1. Evaluate critical tools, functions, concepts, and skills that are required for owner/managers of small business.
- b2. Develop a clear vision and meaningful mission statements.
- b3. Analyze strengths opportunities, weaknesses, and threats of any business by using SWOT Analysis.
- b4. Compare between buying franchise and starting new business
- b5. Suggest ways to reduce risk of business.
- b6. Formulate Balance sheet.
- b7. Construct business plan.

### c. Practical / Professional Skills

*On completing the course, the student should be able to:*
- c1 Apply the skills necessary for venture creation and small business management.
- c2 Use business plan
- c3 Practice successful skills needed by small business owners.

### d. General and Transferable Skills

*On completing the course, the student should be able to:*
- d1. Develop working in a project
- d2. Use higher order thinking and life-long learning

d3. Lead the skills necessary for venture creation and small business management.

## V. Course Matrix Content

| Week No | Main Topic | Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T.S |
| 1 | Small Business: An Overview: Entrepreneurship and Ownership | 3 | 1 | a1, a2 | b1, b2 | c1 – c3 | d1- d3 |
| 2 | Creativity Small Business: An Overview Entrepreneurship and Ownership | 3 | 1 | a1-a3 | b1-b3 | c1 – c3 | d1- d3 |
| 3 | Franchising Taking Over an Existing Business | 3 | 1 | a5, a6 | b4 | c1 – c3 | d1- d3 |
| 4 | Ethics and Strategic Planning: The Business Plan | 3 | 1 | a4 | b5, b2 | c1 – c3 | d1- d3 |
| 5 & 6 | Marketing strategy and practice using business plan | 3 | 1 | a7, a8 | b3 | c1 – c3 | d1- d3 |
| 7 | Lease or Buy a small business | 3 | 1 | a9, a10 | b4, b5 | c1 – c3 | d1- d3 |
| 8 | Mid-term Exams | | | | | | |
| 9-10 | Small Business Strategies: Imitation with a Twist | 3 | 1 | a9 | b7 | c1 – c3 | d1- d3 |
| 11 | Porter model | 3 | 1 | a8 | b7 | c1 – c3 | |
| 12 | Business Plans: Seeing Audiences and Your Business Clearly | 3 | 1 | a8 | b7 | c1 – c3 | d1- d3 |
| 13 | Presentation | 3 | 1 | a1-a10 | b1-b7 | c1 – c3 | d1- d3 |
| 14 - 15 | Final exams | | | | | | |
| | **K.U:** Knowledge and Understanding **I.S:** Intellectual Skills | | | **P.P.S.** : Practical / Professional Skills  **G.T.S:** General and Transferable Skills | | | |

## VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | √ | √ | √ | √ | √ |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | | | | | |
| 9 | Problem Solving | | | | | |
| 10 | Interactive Online Lectures | √ | √ | √ | | √ |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding  • **I.S.:** Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills  • **G.T.S.:** General and Transferable Skills | | | |

## VII. Teaching and Learning Methods for Special Needs

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students.

## VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Method | Course ILOs Covered by Method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 9 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14-15 | 40% |
| 3 | Quizzes | √ | √ | √ | | | 3 | 5% |
| 4 | Assignments | √ | | | √ | √ | | 5% |
| 5 | Presentations | √ | | | √ | √ | | 5% |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | √ | √ | √ | | √ | | |
| 8 | Teamwork Projects | √ | | | √ | √ | | 15% |
| 9 | Practical Exam | | | | | | | |
| 10 | Others (Participations) | | | | | | | |
| ** | • **K.U.**: Knowledge and Understanding  • **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills  • **G.T.S.**: General and Transferable Skills | | | | | |

## IX. References

| | |
|---|---|
| **Essential Textbooks** | Hisrich, R. D., Peters, M. P., & Shepherd, D. A. (2013). *Entrepreneurship*, 9th edition. NY: McGraw-Hill/Irwin.<br>Ahlstrom, D., Young, M. N., Chan, E. S., & Bruton, G. D. (2004). Facing Constraints to Growth? Overseas Chinese Entrepreneurs and Traditional Business Practices in East Asia. *Asia Pacific Journal of Management*, 21, 263-285.<br>Au, K. & Kwan, H. K. (2009). Start-up Capital and Chinese entrepreneurs: The Role of Family. *Entrepreneurship Theory and Practice*, July, 889-908.<br>Baron, R. A. & Shane, S. A. (2008). *Entrepreneurship: A Process Perspective*, 2nd edition. Mason, Ohio: Thomson South-Western. |
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | Clercq, D. D., Fried, V. H., Lehtonen, O., & Sapienza, H. J. (2006). An Entrepreneur's Guide to the Venture Capital Galaxy. *Academy of Management Perspectives*, August, 90-112. |
| **Online Web Sites** | www.ekb.eg |
| **Others (Specify)** | None |

## X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | √ | √ | | |
| PC/Laptop | √ | √ | | |
| Data-Show | √ | √ | | |
| Laser Pointer | | | | |
| Internet | | | | √ |
| Printer | | | | √ |
| Copier | | | | √ |
| Moodle | √ | √ | | |
| Zoom | √ | √ | | |
| Software Packages | | | | |
| Laboratories | | | | |

**Course Coordinator:** Prof. Doaa Salman
**Head of the Department:** Associate Professor Ahmed Azmy
**Date:** 18/7/2022

# I. Course Information

| Course Code | MIS 304 | Course Name | Special Topics in MIS |
|---|---|---|---|
| Level | Third | Specialization | Management Information Systems |
| Department Offering the Course | Department of Management Information Systems | | |

| Credit Hours | *Credit Hours* | | | |
|---|---|---|---|---|
| | **Total Credit Hours** **3** | **Theoretical** **3** | **Tutorial** | **Practical** **1** |
| | **Contact Hours** | | | |
| | **Contact Hours** **4** | **Theoretical** **3** | **Tutorial** | **Practical** **1** |

| Course Prerequisite(s) | MIS201 |
|---|---|
| Approval Date of Course Specification | **18/7/2022** |

# II. Overall Aims of the Course

**Upon completion of this course, students will be able to:**

➢ Equip undergraduates with latest tools and practical skill to fulfil the local market needs.

➢ Provide students with proper knowledge to pursue a career in a modern business context.

➢ Deploy existing technology and help them use emerging technologies.

## III.  Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| **a9, a10, a11, a12, a13, a19** | **b4, b8, b10, b12** | **c6, c11, c12, c14, c16** | **d2, d3, d5, d7, d8** |

## IV. Intended Learning Outcomes of the Course (ILOs)

**e.  Knowledge and Understanding**

*On completing the course, the student should be able to:*
a1. Explain knowledge of a variety of disciplines in MIS.
a2. Discuss new trends in MIS.
a3. Identify MIS tools in different business models.
a4. Describe a wide range of MIS tools as well as business -environment-based and research.

**f.  Intellectual Skills**

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

b1. Develop analytical skills.
b2. Compare different methods or techniques.
b3. Define the MIS's role in society.
b4. Analyze relevant information and ideas to utilize them effectively.
b5. Design a variety of MIS applications and tools.

**g.  Practical / Professional Skills**

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

c1. Apply skills for information management, organization, and retrieval.
c2. Collect problem-solving related information and skills.
c3. Apply different management techniques.
c4. Examine different management information systems.

**h.  General and Transferable Skills**

*On completing the course, the student should be able to:*
d1. Communicate effectively with others.
d2. Develop teamwork skills.
d3. Cope up with different presentations and discussions.
d4. Innovate creative development work techniques.
d5. Use different scientific terminologies related to business practices.
d6.  Use the English language fluency.

## V. Course Matrix Content

| Week No | Main Topic | Contact Hours: 4H Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T.S |
| 1 | Introduction to Web Development Technology | 3 | 1 | a1, a2, a4 | b2, b3, b5 | c3 | d3, d4, d6 |
| 2 | Object oriented programming revision | | | | | | |
| 3 | Server-Side Programming basics (Part 1) | 3 | 1 | a3, a4 | b1, b2, b4 | c1, c2 | d4, d5, d6 |
| 4 | Server-Side Programming basics (Part 2) | 3 | 1 | a3, a4 | b1, b2, b4 | c1, c2 | d4, d5, d6 |
| 5 | Server-Side Programming basics (Part 3) | 3 | 1 | a3, a4 | b1, b2, b4 | c1, c2 | d4, d5, d6 |
| 6 | Client-side programming (Part 1) | 3 | 1 | a3, a4 | b1, b2, b4 | c2, c3, c4 | d1, d2, d5 |
| 7 | Client-side programming (Part 2) | 3 | 1 | a3, a4 | b1, b2, b4 | c2, c3, c4 | d1, d2, d5 |
| 8 | Mid-term Exams | | | | | | |
| 9 | Database Programming on the Web (Part 1) | 3 | 1 | a3, a4 | b1, b2, b4 | c1, c4 | d1, d2, d5 |
| 10 | Database Programming on the Web (Part 2) | 3 | 1 | a3, a4 | b1, b2, b4 | c1, c4 | d4, d5 |
| 11 | Developing a Web Application (Part 1) | 3 | 1 | a3, a4 | b1, b2, b4 | c1, c4 | d4, d5 |
| 12 | Developing a Web Application (Part 2) | 3 | 1 | a3, a4 | b1, b2, b4 | c1, c4 | d4, d5 |
| 13 | Revision | 3 | 1 | | | | |
| 14-15 | Final exams | | | | | | |

- **G.T.S:** General and Transferable Skills
- **I.S:** Intellectual Skills
- **P.P.S.** : Practical / Professional Skills
- **K.U.** :Knowledge and Understanding

## VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | | | | | |
| 5 | Practical Lab Sessions | √ | | | √ | √ |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | | | | | |
| 9 | Problem Solving | | | | | |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding<br>• **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.:** General and Transferable Skills | | | |

## VII. Teaching and Learning Methods for Special Needs

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students.

## VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Method | Course ILOs Covered by method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S | P.P.S. | G.T.S. | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14-15 | 40% |
| 3 | Quizzes | | | | | | | |
| 4 | Assignments | √ | √ | √ | √ | √ | | 20% |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | √ | √ | √ | √ | √ | | 10% |
| 9 | Practical Exam | | | | | | | |
| 10 | Others (Participation) | | | | | | | |
| ** | • **K.U.**: Knowledge and Understanding <br> • **I.S.**: Intellectual Skills | | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.**: General and Transferable Skills | | | | |

## IX. References

| | |
|---|---|
| **Essential Textbooks** | Welling L., Thomson L., PHP, and MySQL Web Development. Pearson. 5th ed., 2017 |
| **Course Notes** | ▪ Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | Meloni J., Teach Your Self HTML, CSS and JavaScript All in One. Pearson. 3rd Ed., 2019 |
| **Online Web Sites** | ● "Learning SQL*PLUS Basics"- https://docs.oracle.com/cd/A87860_01/doc/server.817/a82950/ch2.htm<br><br>● "Learn PHP and MySQL Database"- https://www.w3schools.com/php/php_mysql_intro.asp |
| **Others (Specify)** | None |

## X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | ✓ | | ✓ | |
| PC/Laptop | | | | |
| Data-Show | ✓ | | ✓ | |
| Laser Pointer | ✓ | | | |
| Internet | ✓ | | ✓ | ✓ |
| Printer | ✓ | | | ✓ |
| Copier | | | | ✓ |
| Moodle | ✓ | | ✓ | |
| Zoom | ✓ | | ✓ | |
| Software Packages | ✓ | | ✓ | |
| Laboratories | | | | |

- **Course Coordinator:** Dr. Abd Allah El Habashy
- **Head of The Department:** Associate Professor Ghada Refaat
- **Date: 18/7/2022**

**Future University in Egypt**
**Faculty of Commerce and Business Administration**
**Management Information Systems Department**
**Course Specification**

## I. Course Information

| Course Code | MIS 308 | Course Name | Internet and Multimedia |
|---|---|---|---|
| Level | Third | Specialization | Management Information Systems |
| Department Offering the Course | Department of Management Information Systems | | |

| Credit Hours | *Credit Hours* | | | |
|---|---|---|---|---|
| | **Total Credit Hours** | **Theoretical** | **Tutorial** | **Practical** |
| | 3 | 3 | | 2 |
| | **Contact Hours** | | | |
| | **Contact Hours** | **Theoretical** | **Tutorial** | **Practical** |
| | 5 | 3 | | 2 |

| Course Prerequisite(s) | MIS 202 |
|---|---|
| Approval Date of Course Specification | 18/7/2022 |

## II. Overall Aims of the Course

**Upon completion of this course, students will be able to:**

➢ Understand the principles of creating an effective web page, including an in-depth consideration of information architecture and multimedia.

➢ Discuss techniques of responsive web design, including media queries.

## III.  Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| Knowledge and Understanding | Intellectual Skills | Practical / Professional Skills | General and Transferable Skills |
| a9, a10, a12, a13 | b1, b8, b9, b10, b12, b13 | c5, c6, c12, c13, c16 | d1, d2, d3, d4, d8 |

## IV. Intended Learning Outcomes of the Course (ILOs)

### a.  Knowledge and Understanding

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

a1. Define a webpage structure, and how the Internet works
a2. Identify a web application and explain how it works.
a3. Identify concepts and techniques of Internet and Multimedia applications.
a4. Determine the difference between static and dynamic webpages.
a5. Define a web server is and how to use it for the hosting of implemented webpages.

### Intellectual Skills
*On completing the course, the student should be able to:*

b1.  Analyze and design a webpage based on business requirements.
b2.  Apply their knowledge to choose a development technique for a static or a dynamic webpage.
b3.  Differentiate between different elements of HTML and select proper ones for their design.
b4.  Apply different CSS style layout basics for HTML webpage.
b5. Analyze JS functionality and mention when to apply them.

### b.  Practical / Professional Skills

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

c1. Design proper webpages, applying different HTML elements
c2.  Develop webpages style applying CSS style layout basics.
c3. Develop client-side programming using that provide interactivity to webpages.
c4. Discover the difference between static and dynamic webpages and choose the

appropriate one.

c. **General and Transferable Skills**

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

d1. Develop communication skills.
d2. Apply time management effectively.
d3. Develop self – learning and development skills.
d4. Innovate creative development work techniques.
d5. Respect Teamwork.

# V. Course Matrix Content

| Week No | Main Topic | Contact Hours: 5H Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T.S. |
| 1 | History of Internet & World Wide Web | 3 | | a1 | b1 | | |
| 2 | HTML for Web pages (part1) <br> • Webpage Structure <br> • Define headings | 3 | 2 | a1, a3, a2 | b1, b3 | c1 | d2, d4 |
| 3 | HTML for Web pages (part2) <br> • Images <br> • Hyperlinks <br> • Lists | 3 | 2 | a2 ,a3,a5 | b1, b3 | c1 | d2, d4 |
| 4 | Introduction to CSS for Webpage Style (part1) | 3 | 2 | a2, a4 | b1, b2, b3, b4 | c1, c2,c4 | d2, d4 |
| 5 | CSS for Webpage Style (part2) <br> • Font Styles (part1) <br> • CSS Box Model | 3 | 2 | a2, a3, a4 | b1, b2, b3, b4 | c1, c2,c4 | d2, d4 |
| 6 | CSS for Webpage Style (part3) <br> • Font style (part2) <br> • CSS selectors (id & class) <br> • CSS style types (internal & external) <br> • Quiz | 3 | 2 | a2, a3, a5 | b1, b2, b3, b4 | c1, c2,c4 | d2, d4 |
| 7 | Web Forms | | | a1 | b1, b3 | c1 | d2, d4 |
| 8 | Mid-term Exams | | | | | | |
| 9 | • Tables <br> • CSS for webpage (part4) CSS float, overflow & auto | 3 | 2 | a3, a4, a5 | b1, b2, b3, b4 | c1, c2, c3 | d2, d4 |
| 10 | Java Scripts (part 1) <br> • Variables <br> • Data Types | 3 | 2 | a1, a2, a3, a4, a5 | b1, b2, b3, | c1, c2, c3. c4 | d2, d4 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | DOM (Document Object Model) | | | | b4, b5 | | |
| 11 | Java Scripts (part 2)<br>• Arithmetic calculations<br>• Control Structures | 3 | 2 | a1, a2, a3, a4, a5 | b1, b2, b3, b4, b5 | c1, c2, c3. c4 | d2, d4 |
| 12 | Java Script(part3)<br>• Events &Functions | 3 | 2 | a1, a2 ,a3, a4, a5 | b1, b2, b3, b4, b5 | c1, c2, c3. c4 | d2, d4 |
| 13 | Revision | 3 | 2 | | | | |
| 14-15 | **Final exams** | | | | | | |
| | • **G.T.S:** General and Transferable Skills<br>• **I.S:** Intellectual Skills | | | | • **P.P.S.:** Practical / Professional Skills<br>• **K.U.** :Knowledge and Understanding | | |

## VI. Teaching and Learning Methods

| No. | Teaching /<br>Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | | | | | |
| 5 | Practical Lab Sessions | √ | | | √ | √ |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | | | | | |
| 9 | Problem Solving | √ | | | √ | √ |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding<br>• **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.:** General and Transferable Skills | | | |

## VII. Teaching and Learning Methods for Special Needs

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students.

**Future University in Egypt**
**Faculty of Commerce and Business Administration**
**Management Information Systems Department**
**Course Specification**

## VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Method | Course ILOs Covered by method (By ILO Code) | | | | Week(s) No. | Marks % |
|-----|-------------------|:---------------:|:----:|:----:|:------:|:------:|:-----------:|:-------:|
| | | | **K.U.** | **I.S.** | **P.P.S.** | **G.T.S.** | | |
| 1 | Written Midterm Exam | √ | √ | | | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14,15 | 40% |
| 3 | Quizzes | √ | √ | √ | | | 6 | 5% |
| 4 | Assignments | √ | √ | √ | √ | √ | 2,4,5, 9,11 | 15% |
| 5 | Presentations | | | | | | | |
| 6 | Individual Tasks | | | | | | | |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | √ | √ | √ | √ | √ | 12 | 10% |
| 9 | Practical Exam | | | | | | | |
| 10 | Others (Participation) | | | | | | | |
| ** | • **K.U.: Knowledge** and Understanding <br> • **I.S.** :Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.:** General and Transferable Skills | | | | | |

# IX. References

| | |
|---|---|
| **Essential Textbooks** | Meloni J., Teach Your Self HTML, CSS and JavaScript All in One. Pearson. 3rd Ed., 2019 |
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | Responsive Web Design with HTML5 and Css3 Paperback-Illustrated -2012 |
| **Online Web Sites** | www.w3schools.com |
| **Others (Specify)** | None |

# X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|:---:|:---:|:---:|:---:|
| White Board | ✓ | | ✓ | |
| PC/Laptop | ✓ | | ✓ | |
| Data-Show | ✓ | | ✓ | |
| Laser Pointer | | | | |
| Internet | ✓ | | ✓ | ✓ |
| Printer | | | | ✓ |
| Copier | | | | ✓ |
| Moodle | ✓ | | ✓ | |
| Zoom | | | | |
| Software Packages | ✓ | | ✓ | |
| Laboratories | | | ✓ | |

- **Course Coordinator:** Dr. Ghada Alaa
- **Head of The Department:** Associate Professor Ghada Refaat
- **Date: 18/7/2022**

# I. Course Information

| Course Code | MIS 309 | Course Name | Information Security |
|---|---|---|---|
| Level | Third | Specialization | Management Information Systems |
| Department Offering the Course | Department of Management Information Systems | | |

| Credit Hours | | | | |
|---|---|---|---|---|
| | **Credit Hours** | | | |
| | Total Credit Hours | Theoretical | Tutorial | Practical |
| | 3 | 3 | | 2 |
| | **Contact Hours** | | | |
| | Contact Hours | Theoretical | Tutorial | Practical |
| | 5 | 3 | | 2 |

| Course Prerequisite(s) | MIS 301 |
|---|---|
| Approval Date of Course Specification | **18/7/2022** |

# II. Overall Aims of the Course

**Upon completion of this course, students will be able to:**

➢ Describe the principles and fundamentals of computer and information security.

➢ Providing students with skills that provide security protection for the components of computer systems (hardware, software, data and people in this field) from various types of attacks on computer systems.

➢ Discuss the fundamentals of web security, system security, and digital signature concept.

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| a5, a11, a12, a13 | b1, b5, b8, b10, b12 | c6, c11, c14, c16 | d2, d3, d4, d5, d8, d9 |

## IV. Intended Learning Outcomes of the Course (ILOs)

a. **Knowledge and Understanding**

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

a1. Explain business needs for information security.
a2. Specify information security services, mechanisms, and objectives.
a3. Discuss the importance of basic security aspects: confidentiality, integrity, and availability.
a4. Define the different algorithms of Symmetric ciphers and block cipher.
a5. Describe the principles of public-key cryptography and its different approaches.

b. **Intellectual Skills**

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

b1. Evaluate dìffèrent encryptions techniques.
b2. Assess public-key encryption and RSA.
b3. Analyze the needs of an organization for protection and security.

c. **Practical / Professional Skills**

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

c1. Implement classical techniques and evaluate their security degrees.
c2. Apply theories, tools, and processes in the creation of solutions to information Security problems.
c3. Implement dìffèrent encryptions techniques.

d. **General and Transferable Skills**

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

d1. Improve teamwork skills.
d2. Apply self-learning to acquire knowledge.
d3. Improve the ability to analyze problems.

d4. Use effective software applications to maintain computer and information security.

## V. Course Matrix Content

| Week No | Main Topic | Contact Hours: 5H Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T.S |
| 1 | Introduction and overview | 3 | | a1 | | | |
| 2 | Computer security concepts | 3 | 2 | a1, a2 | b1 | c1 | |
| 3 | Security attacks | 3 | 2 | a2 | b1 | c3 | |
| 4 | Model for network security | 3 | 2 | a3 | b1 | c3 | d3 |
| 5 | Symmetric cipher models | 3 | 2 | a4 | b2 | c3 | d3 |
| 6 | Substitution techniques | 3 | 2 | a4 | b2 | c3 | d3 |
| 7 | Transposition techniques | 3 | 2 | a4 | b2 | c2, c3 | |
| 8 | **Mid-term Exams** | | | | | | |
| 9 | Traditional block cipher structure | 3 | 2 | a4 | | c2 | d2 |
| 10 | The data encryption standard | 3 | 2 | a4 | b3 | c3 | d1, d3, d4 |
| 11 | Advanced encryption standard | 3 | 2 | a4 | b3 | c3 | d1, d3, d4 |
| 12 | Principals of public key cryptosystems | 3 | 2 | a5 | b3 | | d2 |
| 13 | The RSA algorithm | 3 | 2 | a5 | b3 | | d4 |
| 14-15 | **Final exams** | | | | | | |

| | |
|---|---|
| • **G.T.S:** General and Transferable Skills <br> • **I.S:** Intellectual Skills | • **P.P.S.** : Practical / Professional Skills <br> • **K.U.** :Knowledge and Understanding |

## VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | | | | | |
| 5 | Practical Lab Sessions | √ | | | √ | √ |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | | | | | |
| 9 | Problem Solving | √ | √ | √ | √ | √ |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding <br> • **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.:** General and Transferable Skills | | | |

## VII. Teaching and Learning Methods for Special Needs

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students.

## VIII. Assessment Methods, Schedule and Marks Distribution

| No. | Assessment Method | Selected Methods | Course ILOs Covered by method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14, 15 | 40% |
| 3 | Quizzes | √ | √ | √ | | | 5,11 | 10% |
| 4 | Assignments<br>- One<br>- Two | √ | √ | √ | √ | √ | 3<br><br>9 | 10% |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | √ | | | √ | √ | | 5% |
| 9 | Practical Exam | √ | | | √ | √ | 12 | 5% |
| 10 | Others (Participations) | | | | | | | |
| ** | • **K.U.**: Knowledge and Understanding<br>• **I.S.**: Intellectual Skills | | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.**: General and Transferable Skills | | | | |

# IX. References

| | |
|---|---|
| **Essential Textbooks** | Stallings W., Cryptography and Network Security: Principles and Practices. Pearson. 8th Ed., 2020. |
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | Easttom W., Computer Security Fundamentals. Pearson. 4th ed., 2020 |
| **Online Web Sites** | None |
| **Others (Specify)** | None |

# X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | √ | | √ | |
| PC/Laptop | √ | | √ | |
| Data-Show | | | | |
| Laser Pointer | | | | |
| Internet | √ | | √ | √ |
| Printer | | | | √ |
| Copier | | | | √ |
| Moodle | √ | | √ | |
| Zoom | | | | |
| Software Packages | √ | | √ | |
| Laboratories | | | √ | |

**Course Coordinator:** Dr. Ibrahim Eldesouky

**Head of the Department:** Associate Professor Ghada Refaat

**Date:** 18/7/2022

# I. Course Information

| Course Code | MIS 403 | Course Name | Data Warehousing and Business Intelligence |
|---|---|---|---|
| Level | Fourth | Specialization | Management Information Systems |
| Department Offering the Course | Department of Management Information Systems | | |

| Credit Hours | *Credit Hours* | | | |
|---|---|---|---|---|
| | **Total Credit Hours** | **Theoretical** | **Tutorial** | **Practical** |
| | 3 | 3 | | 2 |
| | **Contact Hours** | | | |
| | **Contact Hours** | **Theoretical** | **Tutorial** | **Practical** |
| | 5 | 3 | | 2 |

| Course Prerequisite(s) | MIS 202 MIS 303 |
|---|---|
| Approval Date of Course Specification | 18/7/2022 |

# II. Overall Aims of the Course

**Upon completion of this course, students will be able to:**

➢ Discuss how to physically frame multiple sources of data in an architecture that supports the many decision-making processes and business intelligence systems of an enterprise.
➢ Practice data analysis to derive insights that can effect positive change within the enterprise.
➢ Discuss the technology and methodology of building data warehouses that support business intelligence and data mining.

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| a6, a9, a10, a12, a13, a14, a16, a18 | b4, b7, b8, b9, b10, b12, b13 | c3, c6, c11, c13, c14, c16 | d2, d3, d6, d8, d9, d10 |

## IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Discuss the concepts, principles, and theories related to Data Warehousing, Data Mining, and Business Intelligence
a2. Identify the concepts of Data Cube and OLAP.
a3. Explain the methodologies used for Data Warehouse Design.
a4. Describe about Data Warehouse analysis and the used tools in implementation.
a5. Define concepts of Data mining techniques.
a6. Discuss the current operation and technical problems of Data Warehousing and Business Intelligence.

### b. Intellectual Skills

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

b1. Analyze the approaches of designing Data Warehousing and Business Intelligence.
b2. Interpret the different techniques of Data Mining.
b3. Differentiate between the various forms of data warehousing design approaches.
b4. Choose appropriate Data Mining tools, methods, and techniques for designing management information systems for various types of business processes to solve business problems.

### c. Practical / Professional Skills

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

c1. Apply Data Warehouse different designs.
c2. Analyze the various data warehousing and data mining techniques.
c3. Design Multidimensional databases

c4. Select the appropriate data mining techniques and data warehouse design in problem solving.

c5. Select appropriate implementation tools data warehousing and data mining.

**d.  General and Transferable Skills**

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

d1. Communicate effectively with others.
d2. Respect teamwork.
d3. Cope up with different presentations and discussion.
d4. Innovate creative development work techniques.
d5. Retrieve the different scientific terminologies related to business practices.
d6. Apply the English language fluency.

# V. Course Matrix Content

| Week No | Main Topic | Contact Hours: 5H Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T.S |
| 1 | Introduction to course Syllabus (description, structure, assessment, and expected deliverables). Discuss faculty policies, guidelines, and code of ethics.  Moodle Orientation  Decision Support Systems, overview | 3 | | a1, a2, a5, a6 | | | |
| 2 | Data Warehouse: Basic Concepts | 3 | 2 | a1, a2, a6 | b1, b3 | | |
| 3 | Data Warehouse Modeling: Data Cube and OLAP | 3 | 2 | a1, a2, a6 | b1, b3 | | d1, d2, d3, d4, d5, d6 |
| 4 | Data Warehouse Design, Usage, and Implementation | 3 | 2 | a3, a4 | b1, b3 | c1, c2, c3, c4, c5 | |
| 5 | Data Generalization by Attribute-Oriented- | 3 | 2 | a3, a4 | b1, b3 | c1, c2, c3, c4, c5 | |
| 6 | Data Cube Computation Methods | 3 | 2 | a3, a4 | b1, b3 | c1, c2, c3, c4, c5 | d1, d2, d3, d4, d5, d6 |
| 7 | Revision – Submit lab assignments | 3 | 2 | a3, a4 | b1, b3 | | d1, d2, d3, d4, d5, d6 |
| 8 | **Mid-term Exam** | | | | | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 9 | • Introduction to Data Mining<br>• Frequent Item sets<br>Data Mining Algorithms (Part 1):<br>• Association Rules | 3 | 2 | a5, a6 | b2, b4 | c2, c4, c5 | |
| 10 | Data Mining Algorithms (Part 2):<br>• Classification Basic Concepts<br>• Decision Trees | 3 | 2 | a5, a6 | b2, b4 | c2, c4, c5 | d1, d2, d3, d4, d5, d6 |
| 11 | Data Mining Algorithms (Part 3)<br>• Classification<br>• Naïve Bayes | 3 | 2 | a5, a6 | b2, b4 | c2, c4, c5 | |
| 12 | Data Mining Algorithms (Part 4)<br>• Clustering Introduction<br>• K- Means Clustering | 3 | 2 | a5, a6 | b2, b4 | c2, c4, c5 | |
| 13 | Revision    Submit    lab assignments | 3 | 2 | a1, a2, a3, a4, a5, a6 | b1, b2, b3, b4 | | d1, d2, d3, d4, d5, d6 |
| 14-15 | Final exams | | | | | | |
| | • **G.T.S:** General and Transferable Skills<br>• **I.S:** Intellectual Skills | | | • **P.P.S.**: Practical / Professional Skills<br>• **K.U.**: Knowledge and Understanding | | | |

# VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | **K.U.** | **I.S.** | **P.P.S.** | **G.T.S.** |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | | | | | |
| 5 | Practical Lab Sessions | √ | | | √ | √ |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | | | | | |
| 9 | Problem Solving | √ | √ | √ | √ | √ |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |

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| 12 | Others (Specify) | | | | | |

| ** | • **K.U.: Knowledge** and Understanding<br>• **I.S.**: Intellectual Skills | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.**: General and Transferable Skills |
| --- | --- | --- |

# VII. Teaching and Learning Methods for Special Needs

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students.

# VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Methods | Course ILOs Covered by method (By ILO Code) | | | | Week(s) No. | Marks % |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| | | | K.U. | I.S. | P.P.S. | G.T.S. | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14-15 | 40% |
| 3 | Quizzes:<br>One<br>Two | √ | √ | √ | | | 6<br>12 | 10% |
| 4 | Assignments | √ | √ | √ | √ | √ | 3, 6, 10 | 15% |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | √ | √ | √ | √ | √ | 10 | 5% |
| 9 | Practical Exam | | | | | | | |
| 10 | Others (Participations) | | | | | | | |
| ** | • **K.U.**: Knowledge and Understanding<br>• **I.S.**: Intellectual Skills | | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.** : General and Transferable Skills | | | | |

## IX. References

| | |
|---|---|
| **Essential Textbooks** | • Bhatia P., Data mining and data warehousing principles, and practical techniques. Cambridge, 2019<br><br>• Sharda R., Turban E. , Business Intelligence and Analytics: Systems for Decision Support. Pearson. 10th Ed.,2015 |
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | Han J., Kamber M., Data Mining - Concepts and Techniques, Elsevier, 3rd Ed., 2012 |
| **Online Web Sites** | www.ekb.eg |
| **Others (Specify)** | None |

## X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | √ | | √ | |
| PC/Laptop | √ | | √ | |
| Data-Show | √ | | √ | |
| Laser Pointer | √ | | √ | |
| Internet | √ | | √ | √ |
| Printer | | | | √ |
| Copier | | | | √ |
| Moodle | √ | | √ | |
| Zoom | | | | |
| Software Packages | √ | | √ | |
| Laboratories | | | √ | |

- **Course Coordinator:** Dr. Hoda Wagieh
- **Head of The Department:** Associate Professor Ghada Refaat
- **Date:18/ 7/2022**

# I. Course Information

| Course Code | MIS 404 | Course Name | Artificial Intelligence |
|---|---|---|---|
| Level | Fourth | Specialization | Management Information Systems |
| Department Offering the Course | Department of Management Information Systems | | |

| Credit Hours | *Credit Hours* | | | |
|---|---|---|---|---|
| | **Total Credit Hours** | **Theoretical** | **Tutorial** | **Practical** |
| | 3 | 3 | | 2 |
| | **Contact Hours** | | | |
| | **Contact Hours** | **Theoretical** | **Tutorial** | **Practical** |
| | 5 | 3 | | 2 |

| Course Prerequisite(s) | MIS 202 |
|---|---|
| Approval Date of Course Specification | 18/7/2022 |

# II. Overall Aims of the Course

**Upon completion of this course, students will be able to:**

➢ Explore fundamental knowledge on the field of artificial Intelligence.

➢ Explore fundamental concepts of the field such as problem solving as search, uninformed search, informed search and knowledge representation.

➢ Recognize some of the major subareas of AI, focusing on machine learning, expert systems, and planning.

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| a4, a6, a9, a10, a12, a14, a19 | b7, b8, b9, b10, b12, b13 | c11, c12, c14, c16 | d1, d2, d3, d4, d5, d6, d7, d8 |

## IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Describe the history of AI, philosophical debate and the potentials and limitation of AI.
a2. Explain main aspects of intelligent behavior.
a3. Describe the four different views for defining AI and Define the advantage and limitations of each.
a4. Identify the contribution of artificial intelligence in different fields from different aspects such as economic, social, scientific, and environmental.
a5. Describe different problem & production system characteristics.
a6. Describe different informed & uninformed search techniques.
a7. Explain different forms of knowledge representation.

### b. Intellectual Skills

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

b1. Apply different principles of AI.
b2. Choose appropriate tools and implement efficient solutions to AI problems.
b3. Apply and manipulate appropriate theories and concepts relevant to AI.
b4. Apply search techniques to different types of problems.
b5. Suggest properly the required knowledge from some problems statement.
b6. Select the appropriate Knowledge representation method to apply to some problem.
b7. Select the appropriate learning method to apply to some problem.

### c. Practical / Professional Skills

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

c1. Solve different AI problems using appropriate techniques and approaches.
c2. Select the appropriate search methods for a given problem.
c3. Plan and apply appropriate learning techniques to heuristic problems.

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d. **General and Transferable Skills**

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

d1. Work in stressful environment and within constraints.
d2. Communicate effectively with others.
d3. Respect teamwork.
d4. Cope up with different presentations and discussion.
d5. Innovate creative development work techniques.
d6. Develop a range of fundamental research skills, through the use of online resources.
d7. Apply self-learning to acquire knowledge.
d8. Manage Time Effectively.

## V. Course Matrix Content

| Week No | Main Topic | Contact Hours: 5H Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T.S. |
| 1 | Introduction to course Syllabus (description, structure, assessment, & expected deliverables). Artificial Intelligence overview | 3 | 2 | a, a2, a3, a4, a5 | | | |
| 2 | Problem Solving | 3 | 2 | a1, a2, a5, a6 | b1, b2, b3 | | d1, d2, d3, d4, d5, d6, d7, d8 |
| 3 | Problem Characteristics | 3 | 2 | a1, a2, a5, a6 | b1, b2, b3 | c1, c2, c3 | |
| 4 | Search for Problem Solving | 3 | 2 | a3, a4 | | c1, c2 ,c3, | d1, d2, d3, d4, d5, d6, d7, d8 |
| 5 | Blind Search | 3 | 2 | a6, a7 | | c1, c2, c3 | |
| 6 | Revision | 3 | 2 | a1, a2, a5, a6 | b1, b2, b3 | c1, c2, c3 | |
| 7 | Blind Search | 3 | 2 | a6, a7 | | c1, c2, c3 | d1, d2, d3, d4, d5 ,d6, d7, d8 |
| 8 | Mid-term Exams | | | | | | |
| 9 | Heuristic Search | 3 | 2 | a6, a7 | | c1, c2, c3 | d1, d2, d3, d4, d5, d6, d7, d8 |
| 10 | Knowledge | 3 | 2 | a1, a2, a5, | b1, b2, | c1, c2, | |

| | | | | a6, a7 | b3, b4, b5, b6, b7 | c3 | |
|---|---|---|---|---|---|---|---|
| 11 | Knowledge Representation Frames | 3 | 2 | a1, a2, a5, a6, a7 | b1, b2, b3, b4, b5, b6, b7 | c1, c2, c3 | |
| 12 | Knowledge Representation Frames | 3 | 2 | a1, a2, a5, a6, a7 | b1, b2, b3, b4, b5, b6, b7 | c1, c2, c3 | d1, d2, d3, d4, d5, d6, d7, d8 |
| 13 | Revision | 3 | 2 | a1, a2, a5, a6, a7 | b1, b2, b3, b4, b5, b6, b7 | c1, c2, c3 | |
| 14-15 | **Final exams** | | | | | | |
| | • **G.T.S:** General and Transferable Skills<br>• **I.S:** Intellectual Skills | | | • **P.P.S.**: Practical / Professional Skills<br>• **K.U.** :Knowledge and Understanding | | | |

# VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | | | | | |
| 5 | Practical Lab Sessions | √ | | | √ | √ |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | | | | | |
| 9 | Problem Solving | √ | √ | √ | √ | √ |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding<br>• **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.:** General and Transferable Skills | | | |

# VII. Teaching and Learning Methods for Special Needs

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students.

# VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Methods | Course ILOs Covered by method (By ILO Code) | | | | Week(s) No. | Marks % |
|-----|-------------------|------------------|------|------|-------|-------|-------------|---------|
| | | | K.U. | I.S. | P.P.S. | G.T.S. | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14-15 | 40 % |
| 3 | Quizzes | √ | √ | √ | | | 6   12 | 10% |
| 4 | Assignments | √ | √ | √ | √ | √ | 4, 6, 9, 11 | 10 % |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | | | | | | | |
| 9 | Practical Exam | √ | | | √ | √ | 7,12 | 10% |
| 10 | Others (Participations) | | | | | | | |
| ** | • **K.U.**: Knowledge and Understanding  • **I.S.**: Intellectual Skills | | | • **P.P.S.**: Practical / Professional Skills  • **G.T.S.**: General and Transferable Skills | | | | |

# IX. References

| | |
|---|---|
| **Essential Textbooks** | Ertel W., Introduction to Artificial Intelligence. Springer.Verlag, 2017 |
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | Russell S., Norvig P., Artificial Intelligence: A Modern Approach. Prentice Hall. 3$^{rd}$ ed., 2010<br>Coppin B., Artificial Intelligence Illuminated. Jones & Bartlett Publishers, 2004<br>Rich E., Knight K., Artificial Intelligence. , McGraw-Hill . 2$^{nd}$ ed, 1991. |
| **Online Web Sites** | https://www.journals.elsevier.com/artificial-intelligence<br>https://www.springer.com/journal/10462<br>https://www.worldscientific.com/worldscinet/ijait<br>https://aaai.org/Magazine/magazine.php |
| **Others (Specify)** | None |

# X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | √ | | √ | |
| PC/Laptop | √ | | √ | |
| Data-Show | | | | |
| Laser Pointer | √ | | √ | |
| Internet | √ | | √ | √ |
| Printer | | | | √ |
| Copier | | | | √ |
| Moodle | √ | | √ | |
| Zoom | | | | |
| Software Packages | √ | | √ | |
| Laboratories | | | √ | |

- **Course Coordinator:** Dr. Hoda Wagieh
- **Head of The Department:** Associate Professor Ghada Refaat
- **Date:** 18/7/2022

# Minor Course Specification

# Accounting Minor

**Future University in Egypt**
**Faculty of Commerce and Business Administration**
**Management Information Systems Department**
**Course specifications**

# I. Course Information

| Course Code | ACT 301 | Course Name | Auditing |
|---|---|---|---|
| Level | Third | Specialization | Accounting |
| Department Offering the Course | Department of Accounting | | |

| Credit Hours | | | | |
|---|---|---|---|---|
| | *Credit Hours* | | | |
| | Total Credit Hours | Theoretical | Tutorial | Practical |
| | 3 | 3 | 1 | - |
| | *Contact Hours* | | | |
| | Contact Hours | Theoretical | Tutorial | Practical |
| | 4 | 3 | 1 | - |

| Course Prerequisite(s) | Financial Accounting (ACT 102) |
|---|---|
| Approval Date of Course Specification | 18/7/2022 |

# II. Overall Aims of the Course

The objective of this course is to provide students with an introduction to the auditing profession. The course provides the students with main concepts and objectives of auditing, types of audits and auditors. In addition, students will be able to identify the responsibilities and duties of auditors, the generally accepted auditing standards, the different types of audit reports, and audit evidence

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| Knowledge and Understanding | Intellectual Skills | Practical / Professional Skills | General and Transferable Skills |
| **a8, a19, a20** | **b13, b14** | **c17** | **d1, d2, d4, d9, d10** |

## IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Describe the nature and scope of auditing and related services.

a2. State the difference between auditing and accounting.

a3. Discuss the difference between types of auditors and audits.

a4. Outline the nature of CPA firms, what they do, and their structure.

a5. Identify the role of the PCAOB and AICPA on the CPA profession.

a6. Identify the generally accepted auditing standards in applying ethical and disciplinary consideration in the field.

a7. Describe the parts of the standard unqualified audit report.

a8. List the conditions required to issue the standard unqualified audit report.

a9. Identify the types of audit reports that can be issued when an unqualified opinion is not justified.

a10. Define management's responsibility and auditor's responsibility regarding the financial statements and internal control.

a11. Distinguish among the three categories of management assertions about financial information.

a12. Specify the characteristics that determine the persuasiveness of evidence.

### b. Intellectual Skills

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

b1. Differentiate audit services from other assurance and non-assurance services provided by CPAs.

b2. Relate quality control standards and practices within the accounting profession.

b3. Design an audit plan and its procedures.

b4. Choose the appropriate audit report based on different situations.

b5. Draft appropriately modified audit reports under a variety of circumstances.

b6. Explain how materiality affects audit reporting decisions.

b7. Relate the six-general transaction related audit objectives to management assertions for classes of transactions.

b8. Link the eight-general balance-related audit objectives to management assertions for account balances.

b9. Link the four presentation and disclosure-related audit objectives to management assertions for presentation and disclosure.

b10. Interpret the eight types of evidence used in auditing.

### c. Practical / Professional Skills

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

c1. Write different types of audit reports.
c2. Use all professional tests in auditing field.
c3. Provide an opinion about materiality levels and its relationship with the type of audit opinion.
c4. Enhance report writing skills

### d. General and Transferable Skills

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

d1. Respect teamwork
d2. Choose appropriate tools in analyzing.
d3. Utilize auditing terminology
d4. Manage time effectively

# V. Course Matrix Content

| No. of weeks | Main Topic | Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S. | P.P.S. | G.T.S. |
| 1-3 | Chapter 1: The demand for audit and other assurance services | 3 | 1 | a1, a2, a3 | b1, b3 | c1 | |
| 4-5 | Chapter2: The CPA profession | 3 | 1 | a4, a5, a6 | b2, b3 | c2 | |
| 6-7 | Chapter3: Audit reports | 3 | 1 | a7, a8, a9 | b3, b4, b5 | c1 | d1-d4 |
| 8 | Midterm Exam | | | | | | |
| 9-11 | Chapter 6: Audit Responsibilities and Objectives | 3 | 1 | a10, a11 | b6, b7, b8 | c2 | d1-d4 |
| 12-13 | Chapter 7: Audit evidence | 3 | 1 | a12 | b9, b10, | c3 | d1-d4 |
| 14-15 | Final Exam | | | | | | |
| **Total No. of teaching weeks: 12** | | | | | | | |
| ** | • **G.T.S:** General and Transferable Skills <br> • **I.S:** Intellectual Skills | | | • **P.P.S.:** Practical / Professional Skills <br> • **K.U.: Knowledge** and Understanding | | | |

# VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | √ | √ | √ | √ | √ |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | √ | √ | √ | √ | √ |
| 9 | Problem Solving | | | | | |
| 10 | Interactive Online Lectures | √ | √ | √ | | √ |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding<br>• **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.:** General and Transferable Skills | | | |

# VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students.

# VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Methods | Course ILOs Covered by method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 9 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14-15 | 40% |
| 3 | Quizzes | √ | √ | √ | | | | 15% |
| 4 | Assignments | √ | √ | √ | √ | √ | | 10% |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | √ | | √ | | √ | | 5% |
| 8 | Teamwork Projects | | | | | | | |
| 9 | Practical Exam | | | | | | | |
| 10 | Others (Participations) | | | | | | | |
| | • **K.U.: Knowledge** and Understanding<br>• **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.:** General and Transferable Skills | | | | | |

## IX. References

| Essential Textbooks | Alvin A Arens, Randal J Elder, Mark S Beasley, Chris E Hogan, Auditing and assurance services, 17th edition, Pearson, 2020 |
|---|---|
| Course Notes | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| Extra Recommended Books | Louwers, Blay, Sinason, Strawser, Thibodeau, Auditing and assurance services, 7th edition, 2018, McGraw Hill |
| Online Web Sites | www.ekb.eg    www.bloomberg.com  www.mubasher.info    www.mof.gov.sa www.egx.com    Published financial statements    General services/open-data/pages/default.aspx |
| Others (Specify) | www.ekb.eg |

## X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | √ | √ | | |
| PC/Laptop | √ | √ | | |
| Data-Show | √ | √ | | |
| Laser Pointer | | | | |
| Internet | | | | √ |
| Printer | | | | √ |
| Copier | | | | √ |
| Moodle | √ | √ | | |
| Zoom | √ | √ | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Professor. Eman Saad
- **Head of The Department:** Associate Professor Dina Krema
- **Date:** 18/7/2022

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**Future University in Egypt**
**Faculty of Commerce and Business Administration**
**Management Information Systems Department**
**Course specifications**

# I. Course Information

| Course Code | ACT 302 | Course Name | Intermediate Accounting |
|---|---|---|---|
| Level | Third | Specialization | Accounting |
| Department Offering the Course | Department of Accounting | | |

| Credit Hours | | | | |
|---|---|---|---|---|
| | *Credit Hours* | | | |
| | Total Credit Hours | Theoretical | Tutorial | Practical |
| | 3 | 3 | 1 | - |
| | *Contact Hours* | | | |
| | Contact Hours | Theoretical | Tutorial | Practical |
| | 4 | 3 | 1 | - |

| Course Prerequisite(s) | Financial accounting (ACT 102) |
|---|---|
| Approval Date Of course Specification | 18/7/2022 |

# II. Overall Aims of the Course

This course aims at introducing to the students the characteristics of a partnership, formation of a partnership, the distribution of profits and losses among partners, admission of a new partner, withdrawal of an existing partner, and the liquidation of a partnership. Furthermore, this course acquaints the students with the necessary skills and knowledge to understand accounting for corporations.

# III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| **a1, a19, a20** | **b8, b13, b14** | **c17** | **d4, d5, d9, d10** |

# IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Identify the characteristics of the partnership form of business organization.
a2. Explain the effects of the entries to record the liquidation of a partnership.
a3. List the major characteristics of a corporation.
a4. Explain the accounting for treasury stock.
a5. Outline the items reported in a retained earnings statement.
a6. Describe the form and content of corporation income statements.
a7. State reasons for issuing bonds.
a8. Identify the methods for the presentation and analysis of long-term liabilities.
a9. Outline the usefulness of the statement of cash flows.
a10. Explain the operating, investing, and financing activities.

### b. Intellectual Skills

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

b1. Interpret the accounting entries for the formation of a partnership.
b2. Analyze the bases for dividing net income or net loss.
b3. Design the form and content of partnership financial statements.
b4. Illustrate how common stock is issued.
b5. Evaluate the stockholders' equity section.
b6. Differentiate between cash dividends and stock dividends.
b7. Analyze the entries for the issuance of bonds and interest expense.
b8. Interpret the entries when bonds are redeemed or converted.
b9. Design a statement of cash flows using the indirect method.
b10. Evaluate the statement of cash flows.

### c. Practical / Professional Skills

*On completing the course, the student should be able to:*
c1. Use accounting techniques to journalize the entries.
c2. Practice accounting techniques to prepare the financial statements.
c3. Select the accounting techniques to compute earnings per share

c4. Write reports effectively.

**d. General and Transferable Skills**

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

d1. Develop problem solving tools for facing different situations in partnership, and corporations.

d2. Use different accounting terminologies related to business practices.

d3. Demonstrate cognitive thinking abilities related to different forms of accounting entities

d4. Manage time effectively.

# V. Course Matrix Content

| No. of weeks | Main Topic | Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S. | P.P.S. | G.T.S |
| 1-3 | Accounting for partnerships <br>• Identify characteristics of partnerships and similar organizations. <br>• Prepare entries for partnership formation. <br>• Allocate and record income and loss among partners | 3 | 1 | a1, a2 | b1- b3 | c1, c2 | d1, d2 |
| 4- 5 | Accounting for partnerships <br>• Account for the admission and withdrawal of partners. <br>• Prepare entries for partnership liquidation | 3 | 1 | a1, a2 | b1- b3 | c1, c2 | d1, d2 |
| 6 - 7 | Accounting for corporations <br>• Identify characteristics of corporations and their organization. <br>• Record the issuance of corporate stock | 3 | 1 | a3- a6 | b4 - b7 | c1- c4 | d1, d2 |
| 8 | Midterm exam | | | | | | |
| 9 - 11 | Accounting for corporations <br>• Record transactions involving cash dividends, stock dividends, and stock splits. <br>• Record purchases and sales of treasury stock and the retirement of stock | 3 | 1 | a3- a6 | b4- b7 | c1- c3 | d1, d2 |
| 11-12 | Long term liabilities and investments | 3 | 1 | a7, a8 | b7, b8 | c1, c2 | d2 |
| 13 | Statement of cash flows | 3 | 1 | a9, a10 | b9, b10 | c2 | d2 |
| 14 - 15 | Final exams | | | | | | |
| Total Number of Teaching Weeks: 12 | | | | | | | |
| • **G.T.S:** General and Transferable Skills | | | | **P.P.S.** : Practical / Professional Skills | | | |

| | |
|---|---|
| • **I.S:** Intellectual Skills | **K.U.** :Knowledge and Understanding |

# VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | √ | √ | √ | √ | √ |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | | | | | |
| 9 | Problem Solving | √ | √ | √ | √ | √ |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding<br>• **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.:** General and Transferable Skills | | | |

# VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students.

# VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Methods | Course ILOs Covered by method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 9 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14-15 | 40% |
| 3 | Quizzes | √ | √ | √ | | | | 15% |
| 4 | Assignments | √ | √ | √ | √ | √ | | 10% |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | √ | | | √ | √ | | 5% |
| 8 | Teamwork Projects | | | | | | | |
| 9 | Practical Exam | | | | | | | |
| 10 | Others (Participations) | | | | | | | |
| | • **K.U.: Knowledge** and Understanding<br>• **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.:** General and Transferable Skills | | | | | |

## IX. References

| | |
|---|---|
| **Essential Textbooks** | John Wild and Ken Shaw, Fundamental Accounting Principles, 24th Edition, 2019, McGraw Hill |
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | Jerry J. Weygandt, Paul D. Kimmel, Jill E. Mitchell, 2020, Accounting Principles, 14th Edition, Wiley |
| **Online Web Sites** | www.ekb.eg |
| **Others (Specify)** | www.egx.com |

## X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | ✓ | ✓ | | |
| PC/Laptop | ✓ | ✓ | | |
| Data-Show | ✓ | ✓ | | |
| Laser Pointer | ✓ | ✓ | | |
| Internet | ✓ | ✓ | | ✓ |
| Printer | | | | ✓ |
| Copier | | | | ✓ |
| Moodle | ✓ | ✓ | | |
| Zoom | | | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Dr. Ola Shawky
- **Head of The Department:** Associate Professor Dina Krema
- **Date:** 18/7/2022

**Future University in Egypt**
**Faculty of Commerce and Business Administration**
**Management Information Systems Department**
**Course specifications**

# I. Course Information

| Course Code | ACT 303 | Course Name | Advanced Cost Accounting |
|---|---|---|---|
| Level | Third | Specialization | Accounting |
| Department Offering the Course | Department of Accounting | | |

| Credit Hours | *Credit Hours* | | | |
|---|---|---|---|---|
| | **Total Credit Hours** | **Theoretical** | **Tutorial** | **Practical** |
| | 3 | 3 | 1 | - |
| | *Contact Hours* | | | |
| | **Contact Hours** | **Theoretical** | **Tutorial** | **Practical** |
| | 4 | 3 | 1 | - |

| Course Prerequisite(s) | Cost Accounting (ACT 201) |
|---|---|
| Approval Date Of course Specification | 18/7/2022 |

# II. Overall Aims of the Course

This course provides in-depth study of the techniques and theories used in cost accounting. It covers some cost concepts used to support management decision-making, difference between Job Costing and Process Costing, Activity Based Costing (ABC), Standard Costing and Direct Cost Variance Analysis.

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| Knowledge and Understanding | Intellectual Skills | Practical / Professional Skills | General and Transferable Skills |
| a19, a20 | b8, b13, b14 | c1, c17 | d1, d4, d5, d9 |

## IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Explain the basic concepts and principles of job costing

a2. Outline the importance and role of cost accounting systems.

a3. Define the basic concepts and principles of process-costing

a4. Recognize Standard Costing and Direct Cost Variance Analysis in business evaluation.

a5. Demonstrate weighted average and FIFO methods

a6. Discuss activity-based costing concepts and principles

a7. Identify Flexible Budgets, Direct-Cost Variances, and Management Control

### b. Intellectual Skills

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

b1. Analyze cost accounting information and their interpretation used in supporting management decision making.

b2. Suggest the proper cost accounting techniques in solving problems such as ABC

b3. Apply Activity based costing and compare it with other costing systems

b4. Evaluate job costing, process costing and ABC

b5. Prepare a budget and use it for performance evaluation

b6. Choose appropriate costing method for different organizations.

b7. Provide recommendations to improve the business operations

### c. Practical / Professional Skills

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

c1. Choose the appropriate cost scientific approaches in problem solving

c2. Use cost skills in solving problems of work field

c3. Differentiate between costing techniques

c4. Use Activity Based Costing system and other costing systems

c5. Using cost accounting methods evaluate the business performance

### d. General and Transferable Skills

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

d1. Develop different scientific terminologies related to cost.

d2. Manage time effectively.

d3. Demonstrate ability to use different problem-solving techniques.

# V. Course Matrix Content

| No. of weeks | Main Topic | Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| | | Theoretical | Practical | K.U. | I.S. | P.P.S. | G.T. S |
| 1-2 | **Job Costing**<br>-Describe the building-block concepts of costing systems.<br>-Distinguish job costing from process costing.<br>-Describe the approaches to evaluating and implementing job -costing systems | 3 | 1 | a1, a2 | b1, b2, b4, b6, b7 | c1- c5 | d1-d3 |
| 3 - 4 | **Job Costing**<br>-Distinguish between actual, budgeted, and normal costing.<br>-Analyze the flow of costs from direct and indirect cost pools to inventory accounts, including adjustments for over- and under allocated costs. | 3 | 1 | a1, a2 | b1, b2, b4, b5, b6, b7 | c1- c5 | d1-d3 |
| 5 - 6 | **Process Costing**<br>-Distinguish process- from job costing allocation methods within<br>-Apply the weighted-average method of process costing | 3 | 1 | a2, a3, a5 | b1, b6, b7 | c1- c5 | d1-d3 |
| 7 | **Process Costing**<br>-Apply the FIFO method of process costing<br>-Apply process-costing methods to report transferred-in costs and operations costing. | 3 | 1 | a2, a3, a5 | b1, b6, b7 | c1- c5 | d1-d3 |
| 8 | **Mid-term Exams** | | | | | | |
| 9-11 | -Activity-Based Costing and<br><br>-Activity-Based Management | 3 | 1 | a2,a6 | b1- b7 | c1- c5 | d1-d3 |
| 12-13 | -Flexible Budgets,<br>-Direct-Cost Variances, and<br>-Management Control | 3 | 1 | a2, a4, a7 | b1, b6, b7 | c1, c2, c5 | d1-d3 |
| 14-15 | **Final exams** | | | | | | |
| **Total Number of Teaching Weeks: 12** | | | | | | | |
| ** | • **G.T.S:** General and Transferable Skills<br>• **I.S:** Intellectual Skills | | | • **P.P.S.:** Practical / Professional Skills<br>• **K.U.:** Knowledge and Understanding | | | |

# VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | √ | √ | √ | √ | √ |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | | | | | |
| 9 | Problem Solving | √ | √ | √ | √ | √ |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding<br>• **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.:** General and Transferable Skills | | | |

# VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students.

# VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Methods | Course ILOs Covered by method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 9 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14 – 15 | 40% |
| 3 | Quizzes | √ | √ | √ | | | | 10% |
| 4 | Assignments | √ | √ | √ | √ | √ | | 10% |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | √ | √ | √ | √ | √ | | 10% |
| 9 | Practical Exam | | | | | | | |
| 10 | Others (Participations) | | | | | | | |
| ** | • **K.U.: Knowledge** and Understanding<br>• **I.S.**: Intellectual Skills | | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.:** General and Transferable Skills | | | | |

# IX. References

| | |
|---|---|
| **Essential Textbooks** | Srikant M. Datar, Madhav V. Rajan, Horngren's Cost accounting: a managerial emphasis, 17th edition, Pearson, 2021 |
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | |
| **Online Web Sites** | www.ekb.eg    www.bloomberg.com   www.mubasher.info  www.mof.gov.sa www.egx.com  Published financial   General services/open- statements   data/pages/default.aspx |
| **Others (Specify)** | None |

# X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | ✓ | ✓ | | |
| PC/Laptop | ✓ | ✓ | | |
| Data-Show | ✓ | ✓ | | |
| Laser Pointer | ✓ | ✓ | | |
| Internet | ✓ | ✓ | | |
| Printer | | | | ✓ |
| Copier | | | | ✓ |
| Moodle | ✓ | ✓ | | |
| Zoom | | | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Dr. Mohamed Soror
- **Head of The Department:** Associate Professor Dina Krema
- **Date: 18/7/2022**

# I. Course Information          349

| Course Code | **ACT 304** | Course Name | **Managerial Accounting and budgeting** |
|---|---|---|---|
| Level | **Third** | Specialization | **Accounting** |
| **Department Offering the Course** | Accounting Department | | |

| Credit Hours | | | | |
|---|---|---|---|---|
| | *Credit Hours* | | | |
| | **Total Credit Hours** | **Theoretical** | **Tutorial** | **Practical** |
| | **3** | 3 | 1 | - |
| | **Contact Hours** | | | |
| | **Contact Hours** | **Theoretical** | **Tutorial** | **Practical** |
| | **4** | 3 | 1 | - |

| **Course Prerequisite(s)** | Cost Accounting (ACT 201) |
|---|---|
| **Approval Date of Course Specification** | 18/7/2022 |

# II. Overall Aims of the Course

The main objective of this course is to enable students to have an in-depth knowledge of the principles and objectives of the techniques and theories used in managerial accounting and recognize managerial accounting concepts for external and internal analysis, reporting, and decision-making.

# III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
| --- | --- | --- | --- |
| Knowledge and Understanding | Intellectual Skills | Practical / Professional Skills | General and Transferable Skills |
| a19, a20 | b9, b13, b14 | c17 | d2, d4, d5 |

# IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Explain how changes in activity affect contribution margin and net operating income.

a2. Identify the break-even point and the level of sales to achieve a desired target profit.

a3. Discuss the concepts of margin of safety.

a4. Outline the concept of high low method.

a5. Identify relevant and irrelevant costs and benefits in a decision.

a6. Discuss the concept of differential analysis as a key to decision making

a7. State the purpose of budgets and how different types of budgets are prepared.

a8. Define responsibility accounting.

a9. Demonstrate the strengths and weaknesses related to the meaning of Return on Investment (ROI) and Residual Income.

a10. Analyze how customers' sensitivity changes in price influence pricing decisions.

### b. Intellectual Skills

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

b1. Use the contribution margin ratio (CM ratio) to compute changes in contribution margin and net operating income resulting from changes in sales volume.

b2. Compute the margin of safety.

b3. Calculate the degree of operating leverage at a particular level of sales and explain how it can be used to predict changes in net operating income.

b4. Analyze a mixed cost using the high-low method.

b5. Evaluate the basis upon which you choose from among at least two alternatives.

b6. Interpret the results of differential analysis.

b7. Prepare a budgeted income statement and a budgeted balance sheet to understand how budgets are interconnected and related.

b8. Link the concept of responsibility accounting to budgeting.

b9. Report on the results of Return on Investment (ROI) and residual income.

b10. Analyze pricing decisions using value-based pricing.

b11. Compute the target cost for a new product or service.

### c. Practical / Professional Skills

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

c1. Recommend a product line or other business segment should be added or dropped.

c2. Examine the make or buy decision.

c3. Decide whether a special order should be accepted.

c4. Analyze single constraint decision.

c5. Prepare a master budget.

### d. General and Transferable Skills

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

d1. Use problem solving tools in helping the decision-making process of management.

d2. Innovate creative managerial accounting techniques in different situations.

d3. Communicate with decision makers results of managerial analyses.

d4. Work in teams to find solutions to managerial issues.

## V. Course Matrix Content

| No. of weeks | Main Topic | Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T. S |
| 1 | **Cost-Volume-Profit Relationships** -Introduction | 3 | 1 | a1- a3 | b1- b3 | | d1, d2, d4 |
| 2 | **Cost-Volume-Profit Relationships** -Contribution Margin | 3 | 1 | a1- a3 | b1- b3 | | d1, d2, d4 |
| 3 | **Cost-Volume-Profit Relationships** -Breakeven Point | 3 | 1 | a1- a3 | b1- b3 | | d1, d2, d4 |
| 4 | High-low method to differentiate fixed and variable costs | 3 | 1 | a4 | b4 | | d1- d3 |
| 5 | Differential Analysis: The Key to Decision Making -Eliminating a Product line -Single constraint | 3 | 1 | a5, a6 | b5, b6 | c1, c4 | d1-d4 |
| 6 | Differential Analysis: The Key to Decision Making -Make or Buy decisions -Special Order | 3 | 1 | a5, a6 | b5, b6 | c2,c3 | d1-d4 |
| 7 | Budgetary Planning -Sales Budget -Cash Collection Budget | 3 | 1 | a7, a8 | b7, b8 | c5 | d1-d4 |
| 8 | Midterm exams | | | | | | |
| 9 | Budgetary Planning -Production budget -Direct Material budget | 3 | 1 | a7, a8 | b7, b8 | c5 | d1-d4 |
| 10-11 | Budgetary Planning -Cash Disbursement budget -Direct labor budget | 3 | 1 | a7, a8 | b7, b8 | c5 | d1-d4 |
| 12 | Performance evaluation | 3 | 1 | a9 | b9 | | d1-d4 |
| 13 | Pricing | 3 | 1 | a10 | b10, b11 | | d1-d4 |
| 14-15 | Final exams | | | | | | |
| ** | • G.T.S: General and Transferable Skills  • I.S: Intellectual Skills | | | • **P.P.S.:** Practical / Professional Skills  • **K.U.: Knowledge** and Understanding | | | |

## VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | √ | √ | √ | √ | √ |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | | | | | |
| 9 | Problem Solving | √ | √ | √ | √ | √ |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding <br> • **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.:** General and Transferable Skills | | | |

## VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students.

## VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Methods | Course ILOs Covered by method (By ILO Code) | | | | Week(s) No. | Mark % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 9 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14-15 | 40% |
| 3 | Quizzes | √ | √ | √ | | | | 15% |
| 4 | Assignments | √ | √ | √ | √ | √ | | 8% |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | √ | √ | √ | √ | √ | 11 | 7% |
| 8 | Teamwork Projects | | | | | | | |
| 9 | Practical Exam | | | | | | | |
| 10 | Others (Participations) | | | | | | | |
| ** | • **K.U.: Knowledge** and Understanding <br> • **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.:** General and Transferable Skills | | | | | |

## IX. References

| | |
|---|---|
| **Essential Textbooks** | Ray Garrison and Eric Noreen and Peter Brewer, Managerial Accounting, 17th Edition, , 2021, McGraw Hill |
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | Jerry J. Weygandt, Paul D. Kimmel, Jill E. Mitchell, Managerial Accounting: Tools for Business Decision Making, 9th Edition, Wiley, 2020, |
| **Online Web Sites** | www.ekb.eg / Egyptian knowledge bank/ Cincinnati website |
| **Others (Specify)** | None |

## X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|:---:|:---:|:---:|:---:|
| White Board | ✓ | ✓ | | |
| PC/Laptop | ✓ | ✓ | | |
| Data-Show | ✓ | ✓ | | |
| Laser Pointer | ✓ | ✓ | | |
| Internet | ✓ | | ✓ | |
| Printer | | | ✓ | |
| Copier | | | ✓ | |
| Moodle | ✓ | ✓ | | |
| Zoom | | | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Dr. Laila Aziz
- **Head of The Department:** Associate Professor Dina Krema
- **Date:** 18/7/2022

**Future University in Egypt**
**Faculty of Commerce and Business Administration**
**Management Information System Department**
**Course Specification**

# I. Course Information

| Course Code | ACT 402 | Course Name | Specialized Accounting |
|---|---|---|---|
| Level | Fourth | Specialization | Accounting |
| Department Offering the Course | Accounting Department | | |

**Credit Hours**

| | *Credit Hours* | | | |
|---|---|---|---|---|
| | | Theoretical | Tutorial | Practical |
| Total Credit Hours | 3 | 3 | 1 | - |
| | Contact Hours | | | |
| | | Theoretical | Tutorial | Practical |
| Contact Hours | 4 | 3 | 1 | - |

| Course Prerequisite(s) | Intermediate Accounting (ACT 302) |
|---|---|
| Approval Date Of course Specification | 18/7/2022 |

# II. Overall Aims of the Course

The main objective of this course is to understand accounting problems and information disclosure in preparing financial statements in organizations with special accounting systems. Students will recognize several accounting systems of such as accounting for banks, petroleum, oil and gas companies, and insurance companies.

## III.  Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| **a1, a2, a19, a20** | **b13, b14** | **c17** | **d4, d5, d8** |

## IV. Intended Learning Outcomes of the Course (ILOs)

### a.  Knowledge and Understanding

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

a1. Outline the differences between services offered by banks
a2. Describe the organizational structure for commercial banks
a3. Outline the different types of departments in banking sector
a4. Explain the accounting treatments used in recording transactions of banks.
a5. Identify the main basic terms and concepts for oil and gas accounting.
a6. Discuss the Oil and Gas value chain and stages of exploring and production.
a7. State the methods of accounting for oil and gas costs.
a8. Explain Financial Accounting for Drilling and Development costs.
a9. Identify the main concepts and terms of Insurance.
a10. Outline the Importance, divisions and main re insurance activities.
a11. Discuss the main components of accounting system of insurance company

### b.  Intellectual Skills

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

b1. Compare between two different divisions of commercial banks.
b2. Analyze the different departments of commercial banks and its Accounting treatment.
b3. Report on different services offered by banks.
b4. Apply two accounting methods to calculate oil and gas costs.
b5. Calculating Depletion and amortization under both accounting methods for oil and gas.
b6. Record oil and gas transactions in journal entries.
b7. Prepare the financial statements of insurance company
b8. Differentiate the accounting treatments used by different organizations.

### c.  Practical / Professional Skills

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

c1. Prepare journal entries for different organizations
c2. Analyze the processes followed by different bank departments
c3. Prepare financial statements for different accounting organizations.

d. **General and Transferable Skills**

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

d1. Develop knowledge at solving problems of different types of organizations.
d2. Apply critical thinking skills to solve various accounting problems.
d3. Participate in continuous professional development and lifelong learning through developing intellectual and cognitive skills

# V. Course Matrix Content

| No. of weeks | Main Topic | Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T. S |
| 1 | **Commercial Banks:** Introduction to banking system | 3 | 1 | a1, a2 | b1 | c2 | d3 |
| 2 | **Commercial Banks:** Time deposits | 3 | 1 | a2 – a4 | b2, b3 | c1, c3 | d1 – d3 |
| 3 | **Commercial Banks:** Cash Department | 3 | 1 | a2 – a4 | b2, b3 | c1, c3 | d1 – d3 |
| 4 | **Commercial Banks:** Savings Accounts' department | 3 | 1 | a2 – a4 | b2, b3 | c1, c3 | d1 – d3 |
| 5 | **Commercial Banks:** Clearing House | 3 | 1 | a2 – a4 | b2, b3 | c1, c3 | d1 – d3 |
| 6 | **Commercial Banks:** Billing Department | 3 | 1 | a2 – a4 | b2, b3 | c1, c3 | d1 – d3 |
| 7 | **Oil & GAS:** Nature of accounting for Oil and gas companies | 3 | 1 | a5, a6 | b4 | c1, c3 | d3 |
| 8 | Mid-term Exam | | | | | | |
| 9 | **Oil & GAS:** Accounting Methods for oil and gas costs | 3 | 1 | a7 | b4, b5 | c1, c3 | d1 – d3 |
| 10 | **Oil & GAS:** Problem Solving | 3 | 1 | a8 | b5, b6 | c1, c3 | d1 – d3 |
| 11 | **Insurance:** Nature of accounting for insurance companies | 3 | 1 | a9, a10 | b7 | c1, c3 | d3 |
| 12 | **Insurance:** Problem Solving | 3 | 1 | a11 | b7 | c1, c3 | d1 – d3 |
| 13 | **Problem Solving** | 3 | 1 | a4, a7, a8, a11 | b4 – b7 | c1, c3 | d1- d3 |
| 14-15 | Final exam | | | | | | |
| ** | • **G.T.S:** General and Transferable Skills <br> • **I.S:** Intellectual Skills | | | • **P.P.S.:** Practical / Professional Skills <br> • **K.U.: Knowledge** and Understanding | | | |

## VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | **K.U.** | **I.S.** | **P.P.S.** | **G.T.S.** |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | √ | √ | √ | √ | √ |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | | | | | |
| 9 | Problem Solving | √ | √ | √ | √ | √ |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding <br> • **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.**: General and Transferable Skills | | | |

## VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students.

## VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Method | Course ILOs Covered by Method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | **K.U.** | **I.S.** | **P.P.S.** | **G.T. S** | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 9 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14, 15 | 40% |
| 3 | Quizzes | √ | √ | √ | | | 6,12 | 15% |
| 4 | Assignments | √ | √ | √ | √ | √ | | 5% |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | | | | | | | |
| 7 | Group Research | √ | | | √ | √ | | 10% |
| 8 | Teamwork Projects | | | | | | | |
| 9 | Practical Exam | | | | | | | |
| 10 | Others (Participations) | | | | | | | |
| ** | • **K.U.: Knowledge** and Understanding <br> • **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.**: General and Transferable Skills | | | | | |

## IX. References

| | |
|---|---|
| **Essential Textbooks** | International Petroleum Accounting, 2nd Edition, Charlotte J. Wright, 2019, PennWell Books<br><br>Jagroop Singh, Bank and Insurance, 2019, Kalyani Publishers |
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle). |
| **Extra Recommended Books** | |
| **Online Web Sites** | www.ekb.eg / Egyptian knowledge bank<br>Cincinnati website guides.libraries.us.edu/fue |
| **Others (Specify)** | None |

## X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | ✓ | ✓ | | |
| PC/Laptop | ✓ | ✓ | | |
| Data-Show | ✓ | ✓ | | |
| Laser Pointer | | | | |
| Internet | ✓ | ✓ | | ✓ |
| Printer | | | | |
| Copier | | | | |
| Moodle | ✓ | ✓ | | |
| Zoom | | | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Dr. Mohamed Alaa
- **Head of The Department:** Associate Professor Dina Krema
- **Date:** 18/7/2022

# Finance Minor

# I. Course Information

| Course Code | MAT 301 | Course Name | Insurance and Risk Management |
|---|---|---|---|
| Level | Third | Specialization | Finance |
| Department Offering the Course | Business Administration | | |

| Credit Hours | | | | |
|---|---|---|---|---|
| | *Credit Hours* | | | |
| | Total Credit Hours | Theoretical | Tutorial | Practical |
| | 3 | 3 | 1 | - |
| | *Contact Hours* | | | |
| | Contact Hours | Theoretical | Tutorial | Practical |
| | 4 | 3 | 1 | - |

| Course Prerequisite(s) | Introduction to Business Mathematics (MAT 101) |
|---|---|
| Approval Date Of course Specification | 18/7/2022 |

# II. Overall Aims of the Course

**Upon completion of this course, students will be able to:**
- Understand various types of risks and methods of handling such risks.

- Present risk management process.

- Analyze different insurance contracts and premiums

# III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| Knowledge and Understanding | Intellectual Skills | Practical / Professional Skills | General and Transferable Skills |
| a5, a14, a19, a20 | b5, b13, b14 | c3, c17 | d4, d6, d10 |

# IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Explain the meaning of risk and the different types of risks.a2. List the five steps of risk management process.

a3. Outline different risk handling techniques.

a4. Specify the main feature of insurance industry and the role of insurance towards financialdevelopment and stabilization.

a5. Identify the difference between financial and legal definition of insurance.

a6. State the requirements for legal insurance contract and the main parts of any insurancecontract.

a7. Discuss the importance of marketing and underwriters in insurance operations.

a8. Define gambling

a9. Discuss how insurance and gambling are different

a10.Demonstrate the concept of life insurance and life tables.

a11.Determine the different types of insurance policies and calculating premiums of life insurance.

### b. Intellectual Skills

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

b1. Illustrate why insurance consumers are not well informed about insurance market

b2. Analyze the difference between insurance and hedging techniques

b3. Calculate insurance premiums.

b4. Evaluate the insurance contracts from legal and financial perspectives.

b5. Demonstrate insurance operation framework before and after selling insurance policy.

b6.  Use reassurance concept in explaining its role in preventing bankruptcy for some insurancefirms.

b7. Assess the role of reassurance in supporting insurance operations in catastrophic events.

b8. Select the best insurance policy that can minimize the identified risk.

b9. Explain how current trends and global events lead to the development of new insurance policies.

b10. Demonstrate employment and individual risk management, its importance, and methods of calculating premiums in life insurance.

### c. Practical / Professional Skills

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

c1. Use different problem-solving techniques and scientific thinking.
c2. Prepare risk management plan that suits different organizations.
c3. Choose the best risk handling techniques that minimize business risks.
c4. Use real world examples to understand how insurance contracts are different based on risk being insured.
c5. Discuss different risks related to job
c6. Link the concepts of moral hazards to life and property insurance
c7. Write reports effectively

### d. General and Transferable Skills

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

d1. Communicate effectively in a group
d2. Manage tasks, time, and resources effectively.
d3. Participating in group discussions and take responsibility of their own self learning
d4. Manage time effectively

## V. Course Matrix Content

| Week No. | Main Topic | Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T.S |
| 1 – 2 | -Introduction to Risk Management: Defining and classifying Risks.Risk management steps Risk handling techniques Benefits and costs of insurance | 3 | 1 | a1 – a4 | | c1, c2 | d1 – d3 |
| 3 | -Fundamentals and terminologies of risk and insurance. | 3 | 1 | a5 | b1 | c1, c2 | d1 – d3 |
| 4 – 5 | -Insurance Premium: methodsand calculations: The probability of loss | 3 | 1 | | b2, b3 | c1 | d1 – d3 |
| 6 – 7 | -Analysis of Insurance contracts: - Requirements for legalenforcement -Main parts of insurancecontracts. | 3 | 1 | a6 | b4 | | d1 – d3 |
| 8 | Mid-term Exams | | | | | | |
| 9-10 | Insurance operations: Marketing, underwriting and Administration | 3 | 1 | a7 | b5 | c3 – c7 | d1 – d3 |
| 11 | Reassurance: Basic concepts, Importance, types andoperations, and the concept of gambling. | 3 | 1 | a8, a9 | b6, b7 | c3 – c7 | d1 – d3 |
| 12 | life insurance, and life tables | 3 | 1 | a10 | b8, b9 | c3 – c7 | d1 – d3 |
| 13 | Life insurance and calculating premiums. | 3 | 1 | a11 | b10 | c3 – c7 | d1 – d4 |
| 14 –15 | Final exams | | | | | | |

| ** | • **K.U.:** Knowledge and Understanding<br>• **I.S.:** Intellectual Skills | • **P.P.S.**: Practical / Professional Skill<br>• **G.T.S.**: General and Transferable Skills |
|---|---|---|

## VI. Teaching and Learning Methods

| No. | Teaching /<br>Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | **K.U.** | **I.S.** | **P.P.S.** | **G.T.S.** |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | √ | √ | √ | √ | √ |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | √ | √ | √ | √ | √ |
| 9 | Problem Solving | √ | √ | √ | √ | √ |
| 10 | Interactive Online Lectures | √ | √ | √ | | √ |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding<br>• **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.:** General and Transferable Skills | | | |

## VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students.

## VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Methods | Course ILOs Covered by method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | **K.U.** | **I.S.** | **P.P.S.** | **G.T.S.** | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | | 40% |
| 3 | Quizzes | √ | √ | √ | | | | 15% |
| 4 | Assignments | √ | √ | √ | √ | √ | | 5% |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | √ | | √ | √ | √ | | 5% |
| 8 | Teamwork Projects | | | | | | | |
| 9 | Practical Exam | | | | | | | |
| 10 | Others (Participations) | √ | | | | √ | | 5% |

| ** | **K.U.: Knowledge** and Understanding<br>**I.S.**: Intellectual Skills | **P.P.S.**: Practical / Professional Skills<br>**G.T.S.:** General and Transferable Skills |
|---|---|---|

## IX. References

| **Essential Textbooks** | Mark S. Dorfman, Introduction to Risk Management and Insurance, 9th Edition, 2008 |
|---|---|
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | |
| **Online Web Sites** | www.ekb.eg |
| **Others (Specify)** | None |

## X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | √ | √ | | |
| PC/Laptop | √ | √ | | |
| Data-Show | √ | √ | | |
| Laser Pointer | | | | |
| Internet | | | | √ |
| Printer | | | | √ |
| Copier | | | | √ |
| Moodle | √ | √ | | |
| Zoom | √ | | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Dr. Mohamed Abdallah
- **Head of The Department:** Associate Professor Ahmed Azmy
- **Date:** 18/7/2022

# I. Course Information

| Course Code | FIN 301 | Course Name | Corporate Finance (2) |
|---|---|---|---|
| Level | Third | Specialization | Finance |
| Department Offering the Course | Business Administration | | |

| Credit Hours | *Credit Hours* | | | |
|---|---|---|---|---|
| | **Total Credit Hours** | **Theoretical** | **Tutorial** | **Practical** |
| | 3 | 3 | 1 | - |
| | **Contact Hours** | | | |
| | **Contact Hours** | **Theoretical** | **Tutorial** | **Practical** |
| | 4 | 3 | 1 | - |

| Course Prerequisite(s) | Corporate Finance (FIN 201) |
|---|---|
| Approval Date Of course Specification | 18/7/2022 |

# II. Overall Aims of the Course

This module aims at providing the students with the skills necessary for decision-making in corporations and different institutions include the investments and financing decisions in both the long-term and the short-term. For long-term investment decisions, different techniques for capital budgeting cost of capital, leverage, capital structure and dividends policy will be discussed. On the other hand, short term financial decisions will relate to working capital and current assets management topics.

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| **a14, a19, a20** | **b4, b6, b13, b14** | **c6, c17** | **d4, d5, d8, d9** |

## IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Identify the meaning and fundamentals of risk, return, and risk preferences.

a2. Describe procedures for assessing and measuring the risk of both a single asset and a portfolio.

a3. Discuss the concept of diversification.

a4. Explain the capital asset pricing model (CAPM), its relationship to the security market line (SML), and the major forces causing shifts in the SML.

a5. Define the basic concept and sources of capital associated with the cost of capital.

a6. Recognize the capital budgeting process and the various categories of capital projects.

a7. Outline the three major cash flow components.

a8. Define leverage, business risk, sales risk, operating risk and financial risk

a9. Discuss working capital management, net working capital and the related trade-off between profitability and risk.

a10. Outline inventory management; differing views and common techniques.

A11. Identify cash payout procedures, their tax treatment, and the role of dividend reinvestment plans.

a12. Explain the differences between stock splits and stock dividends.

### b. Intellectual Skills

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

b1. Measure the expected return, the standard deviation and the coefficient of variation of different assets

b2. Assess the return and the risk of individual assets and portfolios.

b3. Calculate the cost of debt using the approximation formula, cost of preferred stock and the cost of equity capital using the capital asset pricing model approach and the dividend discount model approach.

b4. Interpret the beta and the weighted average cost of capital (WACC) for a project.

b5. Calculate Net present value (NPV), internal rate of return (IRR), payback period and profitability index (PI) of a single capital project

b6. Evaluate the initial investment, the relevant operating cash inflows and the terminal cash flow associated with a proposed capital expenditure.

b7. Analyze the effect of financial leverage on a company's net income and return on equity.

b8. Interpret the operating breakeven quantity of sales.
b9. Measure the degree of operating leverage, the degree of financial leverage and the degree of total leverage
b10. Contrast the aggressive and conservative funding strategies.
b11. Calculate the operating and cash conversion cycles.
b12. Determine the economic order quantity under different situations.
b13. Compute cash dividends and stock dividends

### c. Practical / Professional Skills

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

c1. Choose the best asset based on its risk and return
c2. Construct efficient portfolios that earn highest return relative to risk.
c3. Assess the long-term investments acceptability based on their cost of capital.
c4. Contrast the NPV decision rule to the IRR decision rule when evaluating independent and mutually exclusive projects.
c5. Apply different techniques to choose best project among different investment alternatives.
c6. Analyze the effect of financial leverage on a company's net income and return on equity.
c7. Explore the tradeoff between profitability and risk.
c8. Report the key strategies for managing the cash conversion cycle.
c9. Recognize the factors affecting dividend policy.
c10. Analyze the effect on the equity accounts under stock split and stock dividend.
c11.Evaluate the three basic types of dividend policies

### d. General and Transferable Skills

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

d1. Communicate effectively.
d2. Develop models to take investment decisions
d3. Use the Internet to acquire relevant financial information

## V. Course Matrix Content

| Week No. | Main Topic | Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S. | P.P.S. | G.T.S |
| 1 | Introduction on Financial Decision Making in Corporations | 3 | 1 | | | | |
| 2 | **Chapter 8:** Risk and Return | 3 | 1 | a1 – a4 | b1, b2 | c1, c2 | d1 – d3 |
| 3 | **Chapter 9:** Cost of Capital | 3 | 1 | a5 | b3, b4 | c3 | d1 – d3 |
| 4 | **Chapter 10:** Capital Budgeting Techniques | 3 | 1 | a6 | b5 | c4 | d1 – d3 |
| 5 | Applications on risk & return, cost of capital and capital budgeting techniques. | 3 | 1 | a1 – a6 | b1 – b5 | c1- c4 | d1 – d3 |
| 6 – 7 | **Chapter 11:** Capital Budgeting Cash Flows. | 3 | 1 | a7 | b6 | c5 | d1 – d3 |
| 8 | **Mid-term Exams** | | | | | | |
| 9 | **Chapter 13:** Leverage and Capital Structure | 3 | 1 | a8 | b7, b8, b9 | c6 | d1 – d3 |
| 10 | **Chapter 13:** Leverage and Capital Structure | 3 | 1 | a8 | b7, b8, b9 | c6 | d1 – d3 |
| 11 | **Chapter 15**: Working capital and Current Assets Management | 3 | 1 | a9, a10 | b10, b11, b12 | c7, c8 | d1 – d3 |
| 12 | **Chapter 14**: Dividend Policy | 3 | 1 | a11, a12 | b13 | c9- c11 | d1 – d3 |
| 13 | Solving case studies on leverage, working capital and dividend policy | 3 | 1 | a8 – a12 | b7 – b13 | c6 – c11 | d1 – d3 |
| 12 - 13 | | | | | | | |
| 14-15 | **Final exams** | | | | | | |
| | **Total teaching weeks 12** | | | | | | |
| ** | • **K.U.:** Knowledge and Understanding • **I.S.:** Intellectual Skills | | | • **P.P.S.:** Practical / Professional Skills • **G.T.S.:** General and Transferable Skills | | | |

# VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | √ | √ | √ | √ | √ |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | | | | | |
| 9 | Problem Solving | √ | | √ | √ | √ |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding <br> • **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.:** General and Transferable Skills | | | |

# VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students

# VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Method | Course ILOs Covered by Method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T. S | | |
| 1 | Midterm Exam (s) | √ | √ | √ | | | 9 | 30% |
| 2 | Final Exam | √ | √ | √ | | | 14 -15 | 40% |
| 3 | Quizzes | √ | | √ | | | 6 - 11 | 10% |
| 4 | Assignments | √ | √ | √ | √ | √ | 3-5-6-10-12 | 10 % |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects – Coursera | | | | | | | |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | | | | | | | |
| 9 | Practical Exam | | | | | | | |
| 10 | Others (Participations) | √ | | | | √ | | 10% |
| ** | • **K.U.**: Knowledge and Understanding  • **I.S.**: Intellectual Skills | | | • **P.P.S.**: Practical / Professional Skills  • **G.T.S.**: General and Transferable Skills | | | | |

# IX. References

| **Essential Textbooks** | Gitman, L. and Zutter C. Principles of Managerial Finance. (15th Edition). |
|---|---|
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | Essentials of Corporate Finance, Ross |
| **Online Web Sites** | www.ekb.eg    www.investopedia.com |
| **Others (Specify)** | None |

## X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|:---:|:---:|:---:|:---:|
| White Board | √ | √ | | |
| PC/Laptop | √ | √ | | |
| Data-Show | √ | √ | | |
| Laser Pointer | | | | |
| Internet | | | | √ |
| Printer | | | | √ |
| Copier | | | | √ |
| Moodle | √ | √ | | |
| Zoom | | | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Dr. Marwa EL Maghawry
- **Head of the Department:** Associate Professor Ahmed Azmy
- **Date:** 18/7/2022

# Course Information

| Course Code | FIN 302 | Course Name | Bank Management |
|---|---|---|---|
| Level | Third | Specialization | Finance |
| Department Offering the Course | Business Administration | | |

| Credit Hours | *Credit Hours* | | | |
|---|---|---|---|---|
| | Total Credit Hours | Theoretical | Tutorial | Practical |
| | 3 | 3 | 1 | - |
| | Contact Hours | | | |
| | Contact Hours | Theoretical | Tutorial | Practical |
| | 4 | 3 | 1 | - |

| Course Prerequisite(s) | Introduction to Accounting (ACT 101) |
|---|---|
| Approval Date Of course Specification | 18/7/2022 |

# II. Overall Aims of the Course

This course enables the student to understand chartering new financial-service institutions and establishing branches, ATMs, telephone services, and Web Sites. The students should be able to understand the financial statements, liquidity management, loans and discounts, interest rates, credit analysis, the types of deposit accounts offered, pricing deposit services, types of business loans and their pricing.

# III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| **a14, a19, a20** | **b4, b13, b14** | **c6, c17** | **d1, d4, d5, d8, d9** |

# IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Explain how the commercial banks integrate into the overall financial system.

a2. Identify modern banking services and products.

a3. Discuss issues covering the monitoring, regulation, structure, conduct and performance of depository financial institutions.

a4. Comprehend an understanding of the financial statements published by modern commercial banks

a5. Describe the return on equity model and measures used in evaluating the performance of depository financial institutions.

a6. Recognize different strategies of modern banking organization.

a7. Explain different causes and consequences of various issues, events and crises caused by or effect on depository institutions.

a8. Discuss the corporate governance rules and principles that govern the banking sector

### b. Intellectual Skills

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

b1. Analyze the role of depository fanatical institutions as a sub-system of the whole financial sector.

b2. Compare different commercial banking services with those delivered by different depository and non-depository financial institutions, and its relative importance as an income source for these commercial banks.

b3. Evaluate the different consequences of a given financial regulation/policy on the functions of depository financial institutions.

b4. Interpret financial information for depository financial institutions.

b5. Calculated profitability ratios of the given financial statements of commercial banks

b6. Relate the performance of given commercial bank against its historical performance, or the competitor's performance, with industry performance benchmark.

b7. Assess pros. and cons. for different organization strategies for commercial banks

b8. Analyze causes and consequences of a given issues, events, crises facing depository financial institutions.

### c. Practical / Professional Skills

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

c1. Practice the empirical foundations upon which practices in depository financial institutions are based and the factors that influence decision making within these contexts.
c2. Apply quantitative techniques and tool to evaluate the performance of commercial banks.
c3. Evaluate given depository financial institution's performance against its historical performance and/or the competitor performance.
c4. Exploiting the common conceptual framework outlined in the course (finance theory and managerial theory) to be able to understand and analyses the modern depository financial institution in a changing world of technology, IC and markets

### d. General and Transferable Skills

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

d1. Develop self-learning practices
d2. Communicate effectively and clearly in written and oral formats
d3. Develop independent study and carry out research.

## V. Course Matrix Content

| Week No | Main Topic | Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---------|-----------|------------------|---|------|------|--------|------|
| | | Theoretical | Practical | K.U. | LS | P.P.S. | G.T.S |
| 1 | Introduction to Banking System | 3 | | a1 | b1 | c1, c4 | d2, d3 |
| 2 | Banking Services | 3 | 1 | a2 | b2 | c1, c4 | d2, d3 |
| 3 | Financial Regulations | 3 | 1 | a3 | b3 | c4 | d2, d3 |
| 4 | Financial Statements – Bank's Assets | 3 | 1 | a4 | b4 | c1, c4 | d2, d3 |
| 5 | Financial Statements – Bank's Liabilities and equity | 3 | 1 | a4 | b4 | c1, c4 | d2, d3 |
| 6 – 7 | Financial Statements – Bank's Income Statement | 3 | 1 | a4 | b4 | c1, c4 | d2, d3 |
| 8 | Mid-term Exams | | | | | | |
| 9 | Banking Performance Evaluation: Return to Equity Model I | 3 | 1 | a5 | b5, b6 | c1, c2, c3 | d2, d3 |
| 10 | Banking Performance Evaluation: Return to Equity Model II | 3 | 1 | a5 | b5, b6 | c1, c2, c3 | d2, d3 |
| 11 | Banking Performance Evaluation: Return to Equity Model III | 3 | 1 | a5 | b5, b6 | c1, c2, c3 | d2, d3 |
| 12 | Strategies of Backing Organization | 3 | 1 | a6 | b7 | c1, c4 | d2, d3 |
| 13 | Good Governance in Banking Industry - Case Study: Financial Crisis - Causes | 3 | 1 | a7, a8 | b8 | c1, c4 | d2, d3 |
| 14-15 | Final exams | | | | | | |
| | • **G.T.S:** General and Transferable Skills | | | • **P.P.S.** : Practical / Professional Skills | | | |

| | • **I.S:** Intellectual Skills | • **K.U.** :Knowledge and Understanding |
|---|---|---|

# VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | √ | √ | √ | | √ |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | √ | √ | √ | | |
| 9 | Problem Solving | √ | √ | √ | √ | √ |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding<br>• **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.:** General and Transferable Skills | | | |

# VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students

## VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Method | Course ILOs Covered by Method (By ILO Code) | | | | Week(s) No. | Marks % |
|-----|-------------------|-----------------|------|------|-------|-------|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T. S | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | | 40% |
| 3 | Quizzes | √ | √ | √ | | | | 20% |
| 4 | Assignments | √ | √ | √ | | √ | | 10% |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | | | | | | | |
| 9 | Practical Exam | | | | | | | |
| 10 | Others (Participations) | | | | | | | |
| ** | • **K.U.: Knowledge** and Understanding  • **I.S.** : Intellectual Skills | | | | • **P.P.S.**: Practical / Professional Skills  • **G.T.S.:** General and Transferable Skills | | | | |

## IX. References

| | |
|---|---|
| **Essential Textbooks** | Peter S. Rose, Sylvia C. Hudgins (2013). "***Bank Management*** & ***Financial Services***",9th Edition, McGraw-Hill, U.S.A. |
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | Timothy W. Koch, S. Scott MacDonald (2015). "***Bank Management***", Eights Edition, Cengage Learning, U.S.A. |
| **Online Web Sites** | www.ekb.eg |
| **Others (Specify)** | None |

## X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | √ | √ | | |
| PC/Laptop | √ | √ | | |
| Data-Show | √ | √ | | |
| Laser Pointer | | | | |
| Internet | | | | √ |
| Printer | | | | √ |
| Copier | | | | √ |
| Moodle | √ | √ | | |
| Zoom | | | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Dr. Marwa EL Maghawry
- **Head of the Department:** Associate Professor Ahmed Azmy
- **Date:** 18/7/2022

**Future University in Egypt**
**Faculty of Commerce and Business Administration**
**Management Information Systems Department**
**Course specifications**

# I. Course Information

| Course Code | FIN 303 | Course Name | Investment and Portfolio Management |
|---|---|---|---|
| Level | **Third** | **Specialization** | **Finance** |
| **Department Offering the Course** | Business Administration | | |

| Credit Hours | *Credit Hours* | | | |
|---|---|---|---|---|
| | Total Credit Hours | **Theoretical** | **Tutorial** | **Practical** |
| | **3** | **3** | **1** | **-** |
| | *Contact Hours* | | | |
| | Contact Hours | **Theoretical** | **Tutorial** | **Practical** |
| | **4** | **3** | **1** | **-** |

| Course Prerequisite(s) | **Corporate Finance (FIN 201)** |
|---|---|
| **Approval Date Of course Specification** | 18/7/2022 |

# II. Overall Aims of the Course

The objective of the course is to study theory and empirical evidence relevant to portfolio management. An emphasis is placed on understanding how an investment professional would allocate funds in a hypothetical portfolio.

# III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| **a14, a19, a20** | **b13, b14** | **c17** | **d4, d5, d8** |

# IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Define investment and the factors that contribute to the rate of returns which the investors require on alternative investments.
a2. Describe the steps in the portfolio management process.
a3. Explore the meaning of risk aversion and the evidence that indicates that investors are generally risk averse.
a4. Explain the selection of an optimal portfolio, given an investor's utility (or risk aversion) and the capital allocation line.
a5. Define the capital market theory and how does it extend Markowitz portfolio theory.
a6. Discuss the CAPM assumptions and the impact of relaxing these assumptions.
a7. Recognize the Arbitrage pricing theory, its strengths and weaknesses.
a8. Determine the value of bonds, preferred stocks and common stocks.
a9. List the approaches to the valuation of common stocks.
a10. Specify the performance measured techniques.

### b. Intellectual Skills

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

b1. Differentiate between the types of risks that increase the uncertainty of the asset's rate of return.
b2. Compute historical and expected returns, as well as risk measures.
b3. Assess the standard deviation, covariance of returns and the coefficient of variation for stocks.
b4. Calculate beta coefficient for stocks.
b5. Compare between the estimated intrinsic values of an investment with its prevailing market price to take a decision.
b6. Evaluate the fair value of stocks and bonds.
b7. Estimate the major inputs to the stock valuation models.
b8. Calculate the Sharp ratio, Treynor ratio, Jensen's Alpha and information ratio to measure the portfolio performance.

### c. Practical / Professional Skills

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

c1. Report the macroeconomics & microeconomics factors that contribute to change in the required rates of return for investment.

c2. Explore the reason of selecting different portfolios from set of portfolios on the efficient frontier by different investors.

c3. Interpret the minimum- variance and efficient frontiers of risky assets.

c4. Differentiate between systematic and systemic risk.

c5. Recognize the CAPM assumptions and the impact of relaxing these assets.

c6. Estimate the expected risk premium of a security of portfolio using multi-factor models.

c7. Apply the dividend discount model, the present value of operating cash flow technique and the present value of free cash flow to equity technique to the valuation of a firm in addition to the relative valuation approach.

c8. Interpret the logic of the three- step (top-down) approach.

c9. Recommend the appropriate approach to the valuation of common stock.

c10. Estimate the firm's future growth based on history.

c11. Evaluate how well portfolios of securities are diversified.

### d. General and Transferable Skills

*On completing the course, the student should be able to:*
d1. Communicate effectively.
d2. Develop models to take an investment decision
d3. Use both qualitative methods and problem-solving tools on individual and corporate levels
d4. Enhance presentation skills.

# V. Course Matrix Content

| Week | Main Topic | Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|------|-----------|------------------|------------|------|------|------|--------|
| | | Theoretical | Practical | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | **Chapter 1:** An overview of the investment Process Measures of Risk and Return | 3 | 1 | a1, a2 | b1 | c1 | d1- d3 |
| 2 | **Chapter 9:** Determinants of required rates of return Relationship between Risk and Return | 3 | 1 | a3, a4 | b2 | c1 | d1- d3 |
| 3 – 4 | **Chapter 7:** An introduction to portfolio Management: Markowitz Portfolio Theory | 3 | 1 | a5 | b3 | c2, c3 | d1- d3 |
| 5 - 6 | **Chapter 8:** An introduction to Asset Pricing Models | 3 | 1 | a6 | b3, b4 | c4, c5 | d1- d3 |
| 7 | **Chapter 9:** Multifactor Models of Risk and Return | 3 | 1 | a7 | b3, b4 | c6 | d1- d3 |
| 8 | Midterm Exam | | | | | | |
| 9 | **Case Study Discussion + Revision** | | | a1 – a7 | b1 – b4 | c1 – c6 | d1- d3 |
| 10 - 11 | **Chapter 11:** Security Valuation Principles | 3 | 1 | a8 – a9 | b5, b6, b7 | c7, c8, c9, c10 | d1- d3 |
| 11 – 12 | **Chapter 25:** Evaluation of Portfolio Performance | 3 | 1 | a9 – a10 | b6 | | d1- d3 |
| 13 | **Revision** | | | | | | |
| 14-15 | Final exams | | | | | | |
| Total teaching weeks 12 | | | | | | | |
| ** | • **K.U.: Knowledge and** Understanding  • **I.S.: Intellectual** Skills | | | • **P.P.S.: Practical** / **Professional Skills**  • **G.T.S.: General** and Transferable Skills | | | |

## VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | √ | | √ | √ | √ |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | | | | | |
| 9 | Problem Solving | √ | √ | √ | | √ |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding  • **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills  • **G.T.S.:** General and Transferable Skills | | | |

## VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students

# VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Method | Course ILOs Covered by Method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T. S | | |
| 1 | Midterm Exam (s) | √ | √ | √ | | | 9 | 30% |
| 2 | Final Exam | √ | √ | √ | | | 14 -15 | 40% |
| 3 | Quizzes | √ | √ | √ | | | 6 - 11 | 100% |
| 4 | Assignments | √ | √ | √ | √ | √ | 2-4-6-8-10-11-12 | 10% |
| 5 | Presentations | √ | | | | √ | | 5% |
| 6 | Individual Projects (Stock rider website*) | | | | | | | |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | | | | | | | |
| 9 | Practical Exam | | | | | | | |
| 10 | Others (Participations) | √ | | | | √ | | 5% |
| ** | • **K.U.: Knowledge** and Understanding <br> • **I.S.:** Intellectual Skills | | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.:** General and Transferable Skills | | | | |

# IX. References

| **Essential Textbooks** | Brown & Reilly, Analysis of Investments and Management of Portfolios..10th edition |
|---|---|
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | Gitman, Fundamentals of investing |
| **Online Web Sites** | www.ekb.eg          www.investopedia.com |
| **Others (Specify)** | None |

## X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|:---:|:---:|:---:|:---:|
| White Board | ✓ | ✓ | | |
| PC/Laptop | ✓ | ✓ | | |
| Data-Show | ✓ | ✓ | | |
| Laser Pointer | ✓ | | | |
| Internet | ✓ | | | |
| Printer | | | | |
| Copier | | | | |
| Moodle | ✓ | ✓ | ✓ | ✓ |
| Zoom | | | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Dr. Heba Soror
- **Head of the Department:** Associate Professor Ahmed Azmy
- **Date:** 18/7/2022

**Future University in Egypt**
**Faculty of Commerce and Business Administration**
**Management Information Systems Department**
**Course specifications**

# I. Course Information

| Course Code | FIN 305 | Course Name | Financial Markets |
|---|---|---|---|
| Level | Third | Specialization | Finance |
| Department Offering the Course | Business Administration | | |

| Credit Hours | | | | |
|---|---|---|---|---|
| | **Credit Hours** | | | |
| | Total Credit Hours 3 | Theoretical | Tutorial | Practical |
| | | 3 | 1 | - |
| | **Contact Hours** | | | |
| | Contact Hours 4 | Theoretical | Tutorial | Practical |
| | | 3 | 1 | - |

| Course Prerequisite(s) | Corporate Finance 1 (FIN 201) |
|---|---|
| Approval Date Of course Specification | 18/7/2022 |

# II. Overall Aims of the Course

This course is designed to introduce students to the structure, operation, and regulation of modern financial markets. Well-functioning financial markets are essential for the effective allocation and employment of capital. It will consider the mechanisms that have evolved in the equity and debt markets to facilitate this allocation. Students will learn how the money market provides debt claims for short-term money management, how the equity and bond markets provide issuers with long-term financing, how newly created financial assets are introduced through the primary market, and how electronic and floor-based equity markets differ

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| Knowledge and Understanding | Intellectual Skills | Practical / Professional Skills | General and Transferable Skills |
| **a14, a19, a20** | **b13, b14** | **c3, c17** | **d4, d8** |

## IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

*On completing the course, the student should be able to:*
a1. Discuss how the financial markets integrate into the overall economic system.
a2. Identify the main differences between primary and secondary markets.
a3. Describe objectives of market regulation.
a4. Discuss the different types of markets include equities, fixed income, derivatives, and alternative investments.
a5. Explore the major types of securities, currencies, contracts, commodities, and real assets that trade in organized markets, including their distinguishing characteristics and major subtypes.
a6. Define market order
a7. Comprehend an understanding of security market index and the types of the indexes.
a8. Describe market efficiency and related concepts, including their importance to investment practitioners.
a9. Explain different causes and consequences of various issues, events, and crises in the world of finance

### b. Intellectual Skills

*On completing the course, the student should be able to:*
b1. Contrast between primary markets and secondary markets.
b2. Distinguish the characteristics and major subtypes of the financial markets.
b3. Compute the rate of return for different types of orders.
b4. Calculate the rate of return on a margin transaction, and the security price at which the investor would receive a margin call.
b5. Calculate the value, price return, and total return of an index.
b6. Differentiate between the three forms of the efficient market hypothesis.
b7. Analyze causes and consequences of a given issues, events, crises facing financial markets.
b8. Link financial crisis to the performance of financial markets.

### c. Practical / Professional Skills

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

c1. Practice the empirical foundations upon which practices in financial institutions and markets are based and the factors that influence decision making within these contexts.

c2. Interpret how securities, contracts, and currencies are traded in quote-driven, order-driven, and brokered markets. c3. Execute different types of orders

c4. Interpret the value, price return, and total return of an index

c5. Contrast weak-form, semi-strong-form, and strong-form market efficiency.

c6. Use lessons learned from previous financial crisis to different institutional reforms that must be adopted to mitigate its adverse effects and prevent reoccurrence.

### d. General and Transferable Skills

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

d1. Communicate effectively.

d2. Acquire analytical reasoning skills, numeric and clear effective communication skills.

d3. Manage tasks, time, and resources effectively.

d4. Develop presentation skills.

## V. Course Matrix Content

| No. of weeks | Main Topic | Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T.S |
| 1 – 2 | Financial Markets:<br>- Types and Regulations<br>- Primary & secondary Markets | 3 | 1 | a1, a2, a3 | b1 | c1 | d1 – d3 |
| 3 - 4 | Financial Markets Structure and Types | 3 | 1 | a4, a5 | b2 | c2 | d1 – d3 |
| 5 – 6 | Market Orders | 3 | 1 | a6 | b3, b4 | c3 | d1 – d3 |
| 7 | The Stock Market indices | 3 | 1 | a7 | b5 | c4 | d1 – d3 |
| 8 | Midterm exam | | | | | | |
| 9 | The Bond Market indices | 3 | 1 | a7 | b5 | c4 | d1 – d3 |
| 10 - 11 | Efficient Capital Markets | 3 | 1 | a8 | b6 | c5 | d1 – d3 |
| 12 | Case Study: Financial Crisis - Causes | 3 | 1 | a9 | b7, b8 | c6 | d1 – d3 |
| 13 | Case Study: Financial Crisis – Consequences | 3 | 1 | a9 | b7, b8 | c6 | d1 – d3 |
| 14 – 15 | Final exams | | | | | | |
| | • **G.T.S:** General and Transferable Skills<br>• **I.S:** Intellectual Skills | | | • **P.P.S.:** Practical / Professional Skills<br>• **K.U.: Knowledge** and Understanding | | | |

## VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | √ | √ | √ | √ | √ |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | |
| 7 | Seminars | | | | | |
| 8 | Case Studies | √ | | √ | √ | √ |
| 9 | Problem Solving | √ | | √ | √ | √ |
| 10 | Interactive Online Lectures | √ | √ | √ | | √ |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding  • **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills  • **G.T.S.**: General and Transferable Skills | | | |

## VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students

## VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Methods | Course ILOs Covered by method (By ILO Code) | | | | Week(s) No. | Marks % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. | | |
| 1 | Midterm Exam (s) | √ | √ | √ | | | 9 | 30% |
| 2 | Final Exam | √ | √ | √ | | | 14 -15 | 40% |
| 3 | Quizzes | √ | √ | √ | | | 4 - 12 | 10% |
| 4 | Assignments | | | | | | | |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | √ | | | √ | √ | | 20% |
| 8 | Teamwork Projects | | | | | | | |
| 9 | Practical Exam | | | | | | | |
| 10 | Others (participation) | | | | | | | |

**Future University in Egypt**
**Faculty of Commerce and Business Administration**
**Management Information Systems Department**
**Course Specifications**

| ** | • **K.U.** :Knowledge and Understanding<br>• **I.S.** :Intellectual Skills | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.** : General and Transferable Skills |
|---|---|---|

## IX. References

| Essential Textbooks | Thalassinos, E., Pintea, M., & Ratiu, P. I. (2015). The Recent Financial Crisis and Its Impact on the Performance Indicators of Selected Countries during the Crisis Period: A Reply.<br>Fredric S. Mishikan, The Economics of Money, Banking, and Financial Market (10th ed.) Update edition, 2013.<br>**Frank J., and Franco M., (2003). Capital Markets, Institutions and Instruments. Third edition, Pearson.**<br>https://www.academia.edu/22160549/Security_Market_Indexes_Chapter_5 |
|---|---|
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | Ibrahim Onour, The Global Financial Crisis and Equity Markets in Middle East Oil Exporting Countries, 2009.<br>Available at<br>http://www.arabapi.org/images/publication/pdfs/295/295_wps1009.pdf><br>Larry Harris, Trading and Exchanges: Market Microstructure for Practitioners, Library of Congress, 2003 |
| **Online Web Sites** | www.ekb.eg |
| **Others (Specify)** | None |

## X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | ✓ | ✓ | | |
| PC/Laptop | ✓ | ✓ | | |
| Data-Show | ✓ | ✓ | | |
| Laser Pointer | | | | |
| Internet | ✓ | | | |
| Printer | | | | |
| Copier | | | | |
| Moodle | ✓ | ✓ | ✓ | ✓ |
| Zoom | ✓ | | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Dr. Mohamed Samir
- **Head of The Department:** Associate Professor Ahmed Azmy
- **Date:** 18/7/2022

# Minor Marketing

**Future University in Egypt**
**Faculty of Commerce and Business Administration**
**Management Information Systems Department**
**Course Specifications**

# I. Course Information

| Course Code | MKT 302 | Course Name | Consumer Behavior | | |
|---|---|---|---|---|---|
| Level | Third | Specialization | Marketing | | |
| Department Offering the Course | Business Administration | | | | |

| Credit Hours | | | | | |
|---|---|---|---|---|---|
| | *Credit Hours* | | | | |
| | Total Credit Hours | Theoretical | Tutorial | Practical | |
| | 3 | 3 | 1 | - | |
| | *Contact Hours* | | | | |
| | Contact Hours | Theoretical | Tutorial | Practical | |
| | 4 | 3 | 1 | - | |

| Course Prerequisite(s) | Introduction to Marketing (MKT 201) |
|---|---|
| Approval Date of Course Specification | 18/7/2022 |

# II. Overall Aims of the Course

This course will introduce the student to the influence that consumer behavior has on marketing activities. Students will apply theoretical concepts to marketing strategies and decision-making. Topics include consumer and market segments, environmental influences, individual determinants, decision processes, information research and evaluation.

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| **a2, a22** | **b5, b6, b13, b14** | **c2, c17** | **d1, d2, d3, d4, d9, d10** |

## IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Define the nature and scope of consumer behavior and its main concepts.
a2. Describe how trends in Internet usage, green marketing, and cell phone usage affect consumer behavior.
a3. Discuss how the traditional bases for segmentation can inform marketing strategy.
a4. Explain the environmental factors that influence consumer decisions.
a5. Identify the behavioral principles to effectively develop marketing strategies.
a6. Mention how social, cultural, and family groups can affect consumer behavior.
a7. Explain the decision-making process consumers go through when buying a product**.**

### b. Intellectual Skills

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

b1. Differentiate between the different market segments and their impact on marketing strategies.
b2. Evaluate the internal and external forces affecting the consumer behavior.
b3. Interpret the effect of situational influences on consumer behavior.
b4. Analyze the consumer learning processes and information acquisition.
b5. illustrate factors that affect the acquisition and consumption and disposing of products and services.
b6. Evaluate non-purchase elements of consumer behavior (such as shopping behavior, information processing, post-purchase behavior, consumer satisfaction, product disposal etc.).

### c. Practical / Professional Skills

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

c1. Apply knowledge and skills acquired to explore opportunities as future managers and entrepreneurs.
c2. Investigate the insights gained from the theoretical concepts to real-world marketing practices and challenges.
c3. Analyze the social, cultural, and family groups that can affect consumer behavior.
c4. Assess the role of the Internet and mobile as part of multi-channel shopping.
c5. Examine the different processes following the Purchase including use, evaluation, and in some cases satisfaction.

### d. General and Transferable Skills

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

d1. Work effectively and efficiently in teams.
d2. Encourage critical thinking and communication skills (both written and verbal).
d3. Develop intellectual and cognitive self-learning and development skills.
d4. Communicate effectively with others.

## V. Course Matrix Content

| No. weeks | Main Topic | Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T.S |
| 1 | Course overview and Introduction to Consumer Behaviour | 3 | 1 | a1 | | | |
| 2 – 3 | Consumer Behavior and Marketing Strategy **Readings: Ch. 1** | 3 | 1 | a2, a3 | b1 | c1 | |
| 4 – 5 | Cross-Cultural Variations in Consumer Behavior **Readings: Ch. 2** | 3 | 1 | a4 | b2 | c2, c3 | d1, d3 |
| 6 – 7 | Internal Influences-Consumer Perception **Readings: Ch. 8** | 3 | 1 | a5 | b2 | c2 | d1, d4 |
| 8 | Mid Term Exams | | | | | | |
| 9 | Project discussion | 3 | 1 | a1- a5 | b1, b2 | c1- c3 | d1- d4 |
| 10-11 | Consumer Needs and Motivation, Personality & Emotions **Readings: Ch. 10** | 3 | 1 | a5 | b2 | | |
| 12 | Situational Influences **Readings: Ch. 13** | 3 | 1 | a6 | b3-b5 | c3 | d2, d3 |
| 13 | Consumer Decision Process & Problem Recognition **Readings: Ch. 14, 15, 16** | 3 | 1 | a7 | b4-b6 | c2 | d1- d5 |
| 14-15 | Final exams | | | | | | |
| Total Number of Teaching Weeks: 12 | | | | | | | |
| • **G.T.S: General and Transferable Skills**  • **I.S: Intellectual Skills** | | | | • **P.P.S.: Practical / Professional Skills**  • **K.U.: Knowledge & Understanding** | | | |

# VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | K.U. | I.S. | P.P.S. | G.T.S. |
|-----|---------------------------|------------------|------|------|--------|--------|
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | √ | √ | √ | √ | √ |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | | | | | |
| 9 | Problem Solving | | | | | |
| 10 | Interactive Online Lectures | √ | √ | √ | | √ |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | | | | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding <br> • **I.S.**: Intellectual Skills | | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.:** General and Transferable Skills | | |

# VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students

# VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Methods | K.U. | I.S. | P.P.S. | G.T.S. | Week(s) No. | Mark% |
|-----|-------------------|------------------|------|------|--------|--------|-------------|-------|
| 1 | Written Midterm Exam | √ | √ | √ | | | 9 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14, 15 | 40% |
| 3 | Quizzes | √ | √ | √ | | √ | 4, 8, 13 | 10% |
| 4 | Assignments | √ | √ | √ | | √ | 3, 13 | 10% |
| 5 | Presentations | √ | | | | | | 5% |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | | | | | | | |

| 8 | Teamwork Projects | √ | √ | √ | √ | √ | 12 | 5% |
|---|---|---|---|---|---|---|---|---|
| 9 | Practical Exam | | | | | | | |
| 10 | Others | | | | | | | |
| ** | • **K.U.: Knowledge** and Understanding<br>• **I.S.**: Intellectual Skills | | | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.**: General and Transferable Skills | | | | |

# IV. References

| **Essential Textbooks** | Hawkins/Mothersbaugh, Consumer Behavior, building marketing strategy, 13th ed., McGraw-Hill, 2016. |
|---|---|
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | Michael R. Solomon, Consumer Behavior: Buying, Having, and Being, Tenth Edition, 2013,<br>Leon G. Schiffman and Joseph Wisenblit, Consumer Behavior, 11th edition, Pearson Education, 2015 |
| **Online Web Sites** | www.ekb.eg<br>**http://guides.libraries.uc.edu/fue** |
| **Others (Specify)** | None |

# IX. Tools and Facilities Required for Teaching and Learning

| **Facility** | **Lecture** | **Class** | **Lab** | **Admin** |
|---|---|---|---|---|
| White Board | ✓ | ✓ | | |
| PC/Laptop | ✓ | ✓ | | |
| Data-Show | ✓ | ✓ | | |
| Laser Pointer | | | | |
| Internet | ✓ | ✓ | | |
| Printer | | | | |
| Copier | | | | |
| Moodle | ✓ | ✓ | | |
| Zoom | ✓ | ✓ | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Dr. Noha El – Sharawy
- **Head of The Department:** Associate Professor Ahmed Azmy
- **Date:** 18/7/2022

# I. Course Information

| Course Code | MKT 303 | Course Name | Marketing Research |
|---|---|---|---|
| Level | Third | Specialization | Marketing |
| Department Offering the Course | Business Administration | | |

| Credit Hours | | | | |
|---|---|---|---|---|
| | *Credit Hours* | | | |
| | Total Credit Hours | Theoretical | Tutorial | Practical |
| | 3 | 3 | 1 | - |
| | *Contact Hours* | | | |
| | Contact Hours | Theoretical | Tutorial | Practical |
| | 4 | 3 | 1 | - |

| Course Prerequisite(s) | Introduction to Marketing (MKT 201) |
|---|---|
| Approval Date of Course Specification | 18/7/2022 |

# II. Overall Aims of the Course

This course is based on a proactive approach to the management of marketing information and the application of that information to marketing decisions. It aims at providing students with valuable insights concerning markets, customers, products, and business strategy.

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| **a5, a6, a8, a22** | **b13, b14** | **c2, c4, c17** | **d1, d2, d3, d5, d9, d10** |

## IV. Intended Learning Outcomes of the Course (ILOs)

**a. Knowledge and Understanding**

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

a1. Explain Basic marketing research concepts and describe the needs of marketing managers for marketing and market information.
a2. Determine the objectives of the marketing research project.
a3. Identify the type of research that will best help achieve the objectives.
a4. Explain each stage of the marketing research process and the decisions that need to be made at each stage of the process.
a5. Show and understanding of questionnaire design and sampling theory
a6. Manage and execute serve framework
a7. Describe questionnaire design and sampling theory.
a8. Identify how to write a good marketing research proposal.
a9. Write reports that convey marketing information simply and effectively and encourage marketing action.

**b. Intellectual Skills**

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

b.1. Develop skills in the process of problem identification,
b.2. Illustrate the appropriate marketing research techniques needed to achieve a research objective.
b.3. Practice critical analysis and problem-solving competencies in marketing research
b.4. Apply logical thinking to solve Marketing problems
b.5. Interpret findings and make recommendations.

**c. Practical / Professional Skills**

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

c1. Display problem analysis skills and an ability to translate a management problem into a feasible research question.
c2. Demonstrate a working knowledge of the concepts and methods of marketing research.
c3. Design a research program to achieve a specific research objective.
c4. Recognize with an increased sensitivity the biases and limitations of marketing data.

c5. Use examples from current events and real-world marketing situations to apply, illustrate, and discuss different marketing research problems.

c6. Design a questionnaire.

**d. General and Transferable Skills**

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

d1. Collaborate effectively by working as a part of a team, undertaking and managing teamwork tasks.

d2. Communicate through oral presentations and written submissions to an informed audience.

d3. Build writing, speaking and analytical skills

d4. Develop critical thinking skills.

# V. Course Matrix Content

| Week No | Main Topic | Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T.S |
| 1 | Introduction to Marketing Research and the Research Process | 3 | 1 | a1, a2, a4 | | c2 – c3 | |
| 2 | The Role of Marketing Research in Marketing Decision Making | 3 | 1 | a1, a2 | | | |
| 3 | Defining the marketing Problem | 3 | 1 | a3, a4 | b1 – b3 | c1 | |
| 4 | developing an approach | 3 | 1 | a4 | b1 – b3 | c1 | |
| 5 | Research Design | 3 | 1 | a3 – a4 | b2 | c3 | |
| 6 | Marketing research Proposal | 3 | 1 | a7 | b3 | c3 – c4 | |
| 7 | Questionnaire Design Process | 3 | 1 | a5 | b4 | c5 – c6 | |
| 8 | **Mid- Term Exam** | | | | | | |
| 9-10 | Sampling: Theory and Design | 3 | 1 | a5 | b3 | c4 | |
| 11 | Data preparation / Report preparation and presentation | 3 | 1 | a5, a6 | b4 – b5 | c4 | |
| 12 | Project Presentation | 3 | | | | | d1 - d4 |
| 14 - 15 | **Final exams** | | | | | | |
| | • **G.T.S:** General and Transferable Skills  • **I.S:** Intellectual Skills | | | • **P.P.S.** : Practical / Professional Skills  • **K.U.** :Knowledge and Understanding | | | |

# VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | √ | | √ | √ | √ |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | | | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | | | | | |
| 9 | Problem Solving | | | | | |
| 10 | Interactive Online Lectures | √ | √ | √ | | √ |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | | | | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding<br>• **I.S.**: Intellectual Skills | | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.**: General and Transferable Skills | | |

# VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students

# VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Methods | Course ILOs Covered by method (By ILO Code) | | | | Week(s) No. | Mark % |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | | 40% |
| 3 | Quizzes | √ | √ | √ | | | | 10% |
| 4 | Assignments | √ | | √ | √ | | | 10% |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | √ | | | √ | √ | | 10% |
| 9 | Practical Exam | | | | | | | |
| 10 | Others | | | | | | | |
| ** | • **K.U.: Knowledge** and Understanding<br>• **I.S.**: Intellectual Skills | | | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.:** General and Transferable Skills | | | |

## IV. References

| | |
|---|---|
| **Essential Textbooks** | Naresh K.Malhotra(2019) Marketing research, An Applied Orientation, Seventh edition , Pearson Education |
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | Coakes, Sheridan J., Steed, Lyndall, & Ong, Clara (2009), SPSS Version 16.0 for Windows: Analysis without Anguish. Milton: Wiley. |
| **Online Web Sites** | www.ekb.eg |
| **Others (Specify)** | None |

## IX. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|:---:|:---:|:---:|:---:|
| White Board | ✓ | ✓ | | |
| PC/Laptop | ✓ | ✓ | | |
| Data-Show | ✓ | ✓ | | |
| Laser Pointer | | | | |
| Internet | ✓ | ✓ | | |
| Printer | | | | |
| Copier | | | | |
| Moodle | ✓ | ✓ | | |
| Zoom | ✓ | ✓ | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Dr. Heba Abdel wahab
- **Head of The Department:** Associate Professor Ahmed Azmy
- **Date:** 18/7/2022

**Future University in Egypt**
**Faculty of Commerce and Business Administration**
**Management Information Systems Department**
**Course Specifications**

# I. Course Information

| Course Code | MKT 304 | Course Name | Integrated Marketing Communication |
|---|---|---|---|
| Level | Third | Specialization | Marketing |
| Department Offering the Course | Business administration department | | |

| Credit Hours | Credit Hours | | | |
|---|---|---|---|---|
| | Total Credit Hours | Theoretical | Tutorial | Practical |
| | 3 | 3 | 1 | - |
| | Contact Hours | Theoretical | Tutorial | Practical |
| | 4 | 3 | 1 | - |

| Course Prerequisite(s) | Introduction to Marketing (MKT 201) |
|---|---|
| Approval Date of Course Specification | 18/7/2022 |

# II. Overall Aims of the Course

In this course students will study the use of promotional tools by business as well as their creation and management. The course provides an integrative approach to the study of the promotional mix, including advertising, publicity, personal selling, and sales promotion.

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| **a4, a22** | **b2, b13, b14** | **c17** | **d1, d2, d3, d6, d8, d9, d10** |

## IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Explain the role of advertising and promotions as it relates to other marketing functions (e.g. branding, pricing, etc.)

a.2 State the importance of integrated marketing communications and its impact on brand equity.

a.3 Explain how to design effective marketing communication programs.

a.4 Describe the various roles of an advertising agency and how they interact in a typical model of the advertising development process.

a.5 Explore the advertising industry and the social environment in which it operates.

a.6 Identify the key elements of the formulation, implementation and control of the media plan

a.7 Describe the role of support media in the success of marketing communications

### b. Intellectual Skills

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

b1. Analyze key issues in marketing communications within a given context.

b2. Evaluate marketing information required to plan and manage integrated marketing communications campaigns

b3. Analyze data to help in giving coherent recommendations that inform creative and effective marketing communications decisions.

b4. Combine the essential ingredients in advertising campaign management

### c. Practical / Professional Skills

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

c1. Construct a basic promotional plan including explanations of positioning, targeting and segmentation.

c2. Apply the basic rules in selecting advertising agencies.

c3. Use media vehicles and media channels and construct a basic media plan for a promotional campaign.

c4. Interpret creative executions in particular media such as print advertisements in terms of their likely target audience and intended market positioning.

### d. General and Transferable Skills

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

d1. Use appropriate techniques to solve problems.

d2. Develop the ability to deliver clear ideas and concepts.

d3. Establishes interpersonal skills such as, self-management, readiness to accept responsibility, flexibility, and time management.

d4. Communicate effectively and clearly in written and oral formats.

d5. Apply personal and interpersonal skills appropriate to being an effective member of a marketing team.

## V. Course Matrix Content

| Week No | Main Topic | Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T.S |
| 1 | Introduction to Integrated Marketing Communications | 3 | 1 | a1, a2 | | | |
| 2 | The Role of IMC in The Marketing Process | 3 | 1 | a1, a2 | b1 | | |
| 3 | Emerging Trends in Marketing communications | 3 | 1 | a5 | b1 | | |
| 4 | The promotional Mix | 3 | 1 | a3 – a6 | a2 – b3 | | |
| 5 | The IMC Planning Process | 3 | 1 | a3 – a5 - a6 | b3 – b4 | | |
| 6 | Advertising Management Process and the agency selection | 3 | 1 | a4 – a5 | b4 | | |
| 7 | Advertising Campaign Management | 3 | 1 | a3 – a4 | b4 | | |
| 8 | **Mid- Term Exam** | | | | | | |
| 9 | Overview of Media Planning | 3 | 1 | a6 | b2 – b4 | | |
| 10 | Developing the Media Plan | 3 | 1 | a5 – a6 | b4 | | |
| 11 | Developing, Implementing and evaluating Media Strategies | 3 | 1 | a5 – a6 | b3 -b4 | | |
| 12 | The support media | 3 | 1 | a7 | b4 | | |
| 13 | Final Project presentation | 3 | 1 | | | c1 –c4 | d1– d4 |
| 14 - 15 | **Final exams** | | | | | | |
| | • **G.T.S:** General and Transferable Skills <br> • **I.S:** Intellectual Skills | | | • **P.P.S.** : Practical / Professional Skills <br> • **K.U.** :Knowledge and Understanding | | | |

## VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | √ | | | √ | √ |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | √ | | | √ | √ |
| 9 | Problem Solving | | | | | |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding <br> • **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.:** General and Transferable Skills | | | |

## VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students

## VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Methods | Course ILOs Covered by method (By ILO Code) | | | | Week(s) No. | Mark% |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | | 40% |
| 3 | Quizzes | √ | √ | √ | | | | 10% |
| 4 | Assignments | √ | | | √ | √ | | 10% |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | √ | | | √ | √ | | 10% |
| 9 | Practical Exam | | | | | | | |
| 10 | Others | | | | | | | |

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| ** | • **K.U.: Knowledge** and Understanding <br> • **I.S.**: Intellectual Skills | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.:** General and Transferable Skills |
|---|---|---|

# IX. References

| **Essential Textbooks** | George E.Belch and Micheal A.Belch (2018). Advertising and Promotions: An Integrated Marketing Communications Perspective .Mc Graw Hill |
|---|---|
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | Wells, Moriarty, and Burnett (2012) Advertising – Principles and Practice, 7th Ed. Pearson |
| **Online Web Sites** | www.ekb.eg |
| **Others (Specify)** | None |

# X. Tools and Facilities Required for Teaching and Learning

| **Facility** | **Lecture** | **Class** | **Lab** | **Admin** |
|---|:---:|:---:|:---:|:---:|
| White Board | ✓ | ✓ | | |
| PC/Laptop | ✓ | ✓ | | |
| Data-Show | ✓ | ✓ | | |
| Laser Pointer | | | | |
| Internet | ✓ | ✓ | | |
| Printer | | | | |
| Copier | | | | |
| Moodle | ✓ | ✓ | | |
| Zoom | ✓ | ✓ | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Dr. Heba Abdel wahab
- **Head of The Department:** Associate Professor Ahmed Azmy
- **Date:** 18/7/2022

# I. Course Information

| Course Code | MKT 306 | Course Name | E-Marketing |
|---|---|---|---|
| Level | **Third** | **Specialization** | **Marketing** |
| **Department Offering the Course** | **Business administration department** | | |

| | *Credit Hours* | | | |
|---|---|---|---|---|
| **Credit Hours** | **Total Credit Hours** | **Theoretical** | **Tutorial** | **Practical** |
| | **3** | 3 | - | - |
| | *Contact Hours* | | | |
| | **Contact Hours** | **Theoretical** | **Tutorial** | **Practical** |
| | **3** | 3 | - | - |

| **Course Prerequisite(s)** | Introduction to Marketing (MKT 201) |
|---|---|
| **Approval Date of Course Specification** | **18/7/2022** |

# II. Overall Aims of the Course

This course will examine the concepts, strategies and applications involved in e-marketing, understand the background, current state and future potential of e-marketing, explore ethical and legal aspects of e-marketing, discuss integrating e-marketing strategies into marketing programs, gain exposure to e-marketing tools and best practices through "hands-on" application, describe e-marketing strategies for segmenting, targeting and positioning, review the 4Ps (Product, Pricing, Promotion and Place) in the context of e-marketing, and understand the role of customer relationship management (CRM) in e-marketing.

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| a2, a22 | b13, b14 | c9, c14, c17 | d1, d2, d3, d8, d9, d10 |

## IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Explain the importance and the basic concepts of E-marketing and its role as a component of corporate activity.
a2. Identify the key differences between Internet marketing and traditional marketing.
a3. State the different elements of an organization's online marketplace that impact an organization's digital marketing strategy and execution.
a4. Describe the online exchange process and the technological, social/cultural, legal and ethical context in which consumers participate in this process.
a5. Describe marketing strategies of segmenting, targeting, positioning, and differentiation.
a6. Discuss the appropriate e-marketing objectives and the implications of E-Marketing in customer relationships and other new trends.
a7. Explain the concept of the 'integrated and alternative E- Marketing strategies.
a8. Discuss the elements of the marketing mix in the context of e-marketing and how attributes, branding, support services, and labeling apply to online products.
a9. State the buyer's and seller's view of pricing online and how marketers use the Internet for advertising, marketing public relations, sales promotions, direct marketing, and personal selling.

### b. Intellectual Skills

*On completing the course, the student should be able to:*
b1. Illustrate the advantages, challenges, and new trends of digital marketing.
b2. Evaluate techniques for reviewing the importance of different actors in the microenvironment: customers, intermediaries, suppliers, and competitors as part of the development of digital marketing strategy
b3. Distinguish between Internet marketing, e-marketing, digital marketing, e-commerce, and e-business.
b4. Relate Internet marketing strategy to marketing and business strategy.
b5. Analyze the strategic issues, processes, policies, and techniques associated with doing business online.
b6. Evaluate the relevance of the Internet to the customer-centric, multi-channel marketing concept.

### c. Practical / Professional Skills

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

c1. Apply conceptual knowledge and analytical skills to develop electronic marketing plan.

c2. Analyze global and socio-cultural issues surrounding the adoption of internet.

c3. Formulate e-marketing strategies that offer value to customers while increasing organizational competitiveness and profits.

c4. Use the marketing mix elements of product, pricing, distribution, and marketing communications for a corporate E-Marketing strategy.

c5. Assess how the Internet can be used in different marketing functions.

### d. General and Transferable Skills

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

d1. Encourage critical thinking and communication skills (both written and verbal).

d2. Develop intellectual and cognitive self-learning and development skills.

d3. Work effectively and efficiently in teams.

d4. Communicate effectively with others.

## V. Course Matrix Content

| Week No | Main Topic | Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T.S |
| 1 | Course Overview<br>- Course Syllabus + Implementation Plan<br>- General orientation about E-Marketing | 3 | | a1 | b1 | | |
| 2 | Introducing digital Marketing | 3 | | a1 | b1 | | |
| 3 | Introducing digital Marketing:<br>- Relationship between traditional marketing and online marketing<br>-Transactional marketing versus relationship marketing. | 3 | | a2 | b1 | | d1; d2 |
| 4 | Online marketplace analysis; project guidelines | 3 | | a3 | b1; b2 | c1 | d3; d4 |
| 5 | Online consumer behaviour | 3 | | a4 | b1; b2 | | |
| 6 | Digital marketing strategy<br>- SWOT Analysis | 3 | | a5 | b3 | c1; c2 | d1; d2 |
| 7 | Digital marketing strategy:<br>Five benefits of e-marketing | 3 | | a6 | b4 | | |

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| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 8 | **Mid-term Exams** | | | | | | |
| 9 | Strategy formulation; project discussion | 3 | | a5-a7 | b4 | c1 – c3 | d1...d4 |
| 10 | Strategy formulation, cont'd<br>- Content Marketing | 3 | | a6,a7 | b4 | c3 | d1; d2 |
| 11 | The Internet and the digital marketing mix<br>- The Online Offer – Product | 3 | | a8 | b.5 | | |
| 12 | The digital marketing mix,<br>- Online Value<br>- Distribution | 3 | | a9 | b5; b6 | | |
| 13 | - Promotion<br>- Search engine marketing<br>+ Project submission | 3 | | a9 | b5, b6 | c1 - c5 | d1 – d4 |
| 14 - 15 | **Final exams** | | | | | | |
| | • **G.T.S:** General and Transferable Skills<br>• **I.S:** Intellectual Skills | | | • **P.P.S.** : Practical / Professional Skills<br>• **K.U.** :Knowledge and Understanding | | | |

# VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | **K.U.** | **I.S.** | **P.P.S.** | **G.T.S.** |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | | | | | |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | | | | | |
| 9 | Problem Solving | | | | | |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding<br>• **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.:** General and Transferable Skills | | | |

## VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students

## VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Methods | Course ILOs Covered by method (By ILO Code) | | | | Week(s) No. | Mark% |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 9 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14; 15 | 40% |
| 3 | Quizzes | √ | √ | √ | | | 4; 8; 11 | 10% |
| 4 | Assignments | √ | √ | √ | √ | √ | 3; 6; 10 | 10% |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | √ | √ | √ | √ | √ | 13 | 10% |
| 9 | Practical Exam | | | | | | | |
| 10 | Others | | | | | | | |
| ** | • **K.U.: Knowledge** and Understanding <br> • **I.S.**: Intellectual Skills | | | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.:** General and Transferable Skills | | | | |

## IX. References

| **Essential Textbooks** | Dave Chaffey and Fiona Ellis-Chadwick, Digital Marketing-Strategy, Implementation and Practice, 7th ed., Pearson Education Limited, 2019. |
|---|---|
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | Strauss, Judy & Frost, Raymond. E-Marketing, 7th ed. UK: Pearson Education Inc., 2014. |
| **Online Web Sites** | www.ekb.eg; |
| **Others (Specify)** | http://guides.libraries.uc.edu/fue |

## X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | √ | √ | | |
| PC/Laptop | √ | √ | | |
| Data-Show | √ | √ | | |
| Laser Pointer | | | | |
| Internet | √ | √ | | |
| Printer | | | | |
| Copier | | | | |
| Moodle | √ | √ | | |
| Zoom | | | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Dr. Sahar Ahmed Nagaty
- **Head of The Department:** Associate Professor Ahmed Azmy
- **Date:** 18/7/2022

# I. Course Information

| Course Code | MKT 401 | Course Name | Strategic Marketing |
|---|---|---|---|
| Level | Four | Specialization | Marketing |
| Department Offering the Course | Business administration department | | |

| Credit Hours | | |
|---|---|---|

**Credit Hours**

| Total Credit Hours | Theoretical | Tutorial | Practical |
|---|---|---|---|
| 3 | 3 | 1 | - |

**Contact Hours**

| Contact Hours | Theoretical | Tutorial | Practical |
|---|---|---|---|
| 4 | 3 | 1 | - |

| Course Prerequisite(s) | Introduction to Marketing (MKT 201) |
|---|---|
| Approval Date of Course Specification | 18/7/2022 |

# II. Overall Aims of the Course

This Course focuses on how to develop competitive advantage through the drivers of shareholder value through focusing on delivering value to the business requires insight into changing marketplace and decisions regarding how to match organization's distinctive capabilities with promising value opportunities.

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| **a4, a22** | **b5, b13, b14** | **c17** | **d1, d2, d3, d4, d5, d9, d10** |

## IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Discuss the marketing strategy concepts and theories.

a2. Integrate the elements of the different levels of strategy with a profound focus on the marketing strategy.

a3. Identify the dimensions of dynamic market environments and the process of developing marketing strategies.

a4. Explain the resource allocation models used in different organizations.

a5. State the environmental key factors for understanding competitive dynamics.

### b. Intellectual Skills

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

b1. Analyze the issues associated with planning, implementing, and controlling marketing strategies and programs.

b2. Compare between different tools the organization use to gain competitive advantage in the marketplace.

b3. Evaluate strategic options for a firm given an understanding of a segmented market context.

b4. Use available data to justify evidence-based marketing strategy decisions.

### c. Practical / Professional Skills

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

c1. Apply marketing strategy related knowledge and technical skills to resolve problems and make ethical decisions across a range of institutional, national, and global contexts

c2. Use initiative, creativity, and judgement to plan and implement marketing strategy related professional projects.

c3. Apply theoretical framework to real world marketing problems.

### d. General and Transferable Skills

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

d1 Build writing, speaking, discussion and analytical skills.

d2 Apply personal and interpersonal skills appropriate to being an effective member of a marketing team.

d3 Communicate effectively with different audiences, recognizing and respecting various

norms
d4 Develop skills of critical and reflective thinking.

# V. Course Matrix Content

| Week No | Main Topic | Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T.S |
| 1 | Three Levels of Strategy: Similar Components but Different Issues | 3 | 1 | a1,a2 | b1 | | |
| 2 | Marketing's Role in Formulating and Implementing Strategies | 3 | 1 | a1,a2 | b1 | | |
| 3 | Formulating and Implementing Marketing Strategy— An Overview of the Process | 3 | 1 | a1,a2 | b1 | | |
| 4 | Corporate Scope—Defining the Firm's Mission and objectives | 3 | 1 | a1-a3 | b1 ,b2 | | |
| 5 | Corporate Growth Strategies | 3 | 1 | a5 | b2, b3 | | |
| 6 | Allocating Corporate Resources | 3 | 1 | a4 | b3, b4 | | |
| 7 | Strategic Decisions at the Business-Unit Level | 3 | 1 | a1, a2 | b3 -b4 | | |
| 8 | **Mid – term Exams** | | | | | | |
| 9 | How Do Businesses Compete? | 3 | 1 | a5 | b1 -b2 | | |
| 10 | The Fit Between Business Strategies and the Environment | 3 | 1 | a3 – a5 | b2 -b3 | | |
| 11 | Understanding Market Opportunities | 3 | 1 | a3 – a5 | b2 -b3 | | |
| 12 | Targeting Attractive Market Segments | 3 | 1 | a5 | b3 -b4 | | |
| 13 | Project presentation | 3 | | | | c1 - c3 | d1– d4 |
| 14 - 15 | **Final Exams** | | | | | | |

- **G.T.S:** General and Transferable Skills
- **I.S:** Intellectual Skills
- **P.P.S.** : Practical / Professional Skills
- **K.U.** :Knowledge and Understanding

## VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | √ | | | √ | √ |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | | | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | √ | √ | √ | | |
| 9 | Problem Solving | | | | | |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding <br> • **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills <br> • **G.T.S.:** General and Transferable Skills | | | |

## VII. Teaching and Learning Methods for Special Needs:

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students

## VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Methods | Course ILOs Covered by method (By ILO Code) | | | | Week(s) No. | Mark% |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 7 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14-15 | 40% |
| 3 | Quizzes | √ | √ | √ | | | | 8% |
| 4 | Assignments | √ | √ | √ | | | | 8% |
| 5 | Presentations | √ | | | √ | √ | | 4 % |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | √ | | | √ | √ | | 10% |
| 9 | Practical Exam | | | | | | | |
| 10 | Others | | | | | | | |

| ** | • **K.U.: Knowledge** and Understanding<br>• **I.S.**: Intellectual Skills | **P.P.S.**: Practical / Professional Skills<br>**G.T.S.**: General and Transferable Skills |
|---|---|---|

# IX. References

| **Essential Textbooks** | Orville C. Walker, Jr. and John W. Mullins (2014) Marketing Strategy: A Decision-Focused Approach, 8th Edition McGraw-Hill |
|---|---|
| **Course Notes** | Course Notes: are available with all the slides used in lectures in electronic form on Learning Management System (Moodle) |
| **Extra Recommended Books** | Aaker, David (2011), Strategic Market Management (9th ed). USA: John Wiley & Sons. |
| **Online Web Sites** | None |
| **Others (Specify)** | None |

# X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | ✓ | ✓ | | |
| PC/Laptop | ✓ | ✓ | | |
| Data-Show | ✓ | ✓ | | |
| Laser Pointer | | | | |
| Internet | ✓ | ✓ | | |
| Printer | | | | |
| Copier | | | | |
| Moodle | ✓ | ✓ | | |
| Zoom | ✓ | ✓ | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Dr. Sahar Ahmed Nagaty
- **Head of The Department:** Associate Professor Ahmed Azmy
- **Date:** 18/7/2022

# Minor – Human Resources Management Course Specification

# I. Course Information

| Course Code | HRM 301 | Course Name | Performance Management |
|---|---|---|---|
| Level | Third | Specialization | Human Resource Management |
| Department Offering the Course | Business Administration | | |

| Credit Hours | *Credit Hours* | | | |
|---|---|---|---|---|
| | **Total Credit Hours** | **Theoretical** | **Tutorial** | **Practical** |
| | **3** | 3 | 1 | - |
| | **Contact Hours** | | | |
| | **Contact Hours** | **Theoretical** | **Tutorial** | **Practical** |
| | **4** | 3 | 1 | - |

| Course Prerequisite(s) | Introduction to Management - MGT 101 <br> Introduction to Human Resources – HRM 201 |
|---|---|
| Approval Date Of course Specification | 18/7/2022 |

# II. Overall Aims of the Course

This course is designed to teach students to understand the achievement of superior standards of work through identifying the knowledge and skills required for performing jobs effectively inside the workplace. The course acquaints the students with necessary knowledge and skills to measure and evaluate performance

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| **a17, a21** | **b13, b14** | **c10, c17** | **d1, d2, d4, d5, d6, d8** |

## IV. Intended Learning Outcomes of the Course (ILOs)

a. **Knowledge and Understanding**

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

a1. Define performance management and performance appraisal.
a2. Explain the aims and characteristics of performance management systems.
a3. Describe the performance appraisal process.
a4. Identify the performance management formal and informal methods.
a5. Recognize the different techniques of data gathering.
a6. Discuss the various approaches and methods of performance appraisal.
a7. Determine performance appraisal errors and solutions.
a8. Emphasize the developmental aspect of performance management

b. **Intellectual Skills**

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

b1. Differentiate between performance management and performance appraisal.
b2. Analyze the relationship between performance management systems and other HR systems.
b3. Design the performance management process.
b4. Interpret performance appraisal methods and approaches.
b5. Choose the best techniques for performance appraisal interviews.
b6. Suggest the best solution for performance appraisal errors.
b7. Detect employees' developmental needs and recognize corrective actions.

c. **Practical / Professional Skills**

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

c1. Design effective performance appraisal standards
c2. Apply the performance evaluation analysis.
c3. Prepare Performance appraisal methods
c4. Present performance management results
c5. Formulate performance development plans

d. **General and Transferable Skills**

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

d1. Communicate performance results in interactive business discussions
d2. Use the various appraisal methods.
d3. Develop an improvement plan for an employee.
d4. Work using Information Technology to Support Performance Management
d5. Manage time effectively

# V. Course Matrix Content

| Week No | Main Topic | Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---------|-----------|------------------|---|------|------|--------|--------|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T.S |
| 1 | Ch1: An overview of Performance Management | 3 | 1 | a1 | b1 | c1 | d4 |
| 2 | Ch2: Performance Evaluation Systems | 3 | 1 | a2 | b2 | c2 | d1-d5 |
| 3 | Ch3: Performance Management process: Preparing & Setting targets | 3 | 1 | a3 | b3 | | d1-d5 |
| 4 | Ch4: Ongoing Performance Communication: | 3 | 1 | a3 | b3 | | d1-d5 |
| 5 | Ch5. Data Gathering, Observing and Documenting + Case Study | 3 | 1 | a5 | b3 | | d1-d5 |
| 6 – 7 | Ch6: Approaches & Methods to Evaluating Performance | 3 | 1 | a4, a6 | b4 | c3 | d1-d5 |
| 8 | **Mid-term Exams** | | | | | | |
| 9-10 | Ch. 7 The performance Appraisal Interview | 3 | 1 | a4, a6 | b5 | | d1-d5 |
| 11 | Ch. 8 Performance Appraisal Errors | 3 | 1 | a7 | b6 | c4 | d1-d5 |
| 12 | Ch. 9 Improving performance | 3 | 1 | a8 | b7 | | d3 |
| 13 | *Discussions* | 3 | 1 | a1-a8 | b1-b7 | | |
| 14-15 | **Final exams** | | | | | | |
| | • **G.T.S:** General and Transferable Skills  • **I.S:** Intellectual Skills | | | • **P.P.S.** : Practical / Professional Skills  • **K.U.** :Knowledge and Understanding | | | |

## VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | √ | √ | √ | | √ |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | √ | | | √ | √ |
| 9 | Problem Solving | | | | | |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding  • **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills  • **G.T.S.**: General and Transferable Skills | | | |

## VII. Teaching and Learning Methods for Special Needs

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students.

## VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Methods | Course ILOs Covered by method (By ILO Code) | | | | Week(s) No. | Mark% |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14, 15 | 40% |
| 3 | Quizzes | √ | √ | √ | | | 5, 11 | 5% |
| 4 | Assignments | | | | | | | |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | √ | | | √ | √ | | 15% |
| 8 | Teamwork Projects | √ | √ | √ | √ | √ | | 10% |
| 9 | Practical Exam | | | | | | | |
| 10 | Others | | | | | | | |
| ** | • **K.U.: Knowledge** and Understanding  • **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills  • **G.T.S.**: General and Transferable Skills | | | | | |

# IX. References

| | |
|---|---|
| **Essential Textbooks** | Aguinis, Performance Management 4th Edition 2020. |
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | Kevin R. Murphy, Jeanette N. Cleveland & Madison E. Hanscom, Performance Appraisal and Management © 2019 SAGE Publications |
| **Online Web Sites** | www.ekb.eg |
| **Others (Specify)** | None |

# X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | √ | √ | | |
| PC/Laptop | √ | √ | | |
| Data-Show | √ | √ | | |
| Laser Pointer | | | | |
| Internet | | | | √ |
| Printer | | | | √ |
| Copier | | | | √ |
| Moodle | √ | √ | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Dr. Noha Anan
- **Head of The Department:** Associate Professor Ahmed Azmy
- **Date:** 18/7/2022

**Future University in Egypt**
**Faculty of Commerce and Business Administration**
**Management Information Systems Department**
**Course specification**

# I. Course Information

| Course Code | **HRM 302** | Course Name | **Recruitment and Selection** |
|---|---|---|---|
| **Level** | **Third** | **Specialization** | **Human Resource Management** |
| **Department Offering the Course** | **Business Administration** | | |

| Credit Hours | | | | |
|---|---|---|---|---|
| | | ***Credit Hours*** | | |
| | **Total Credit Hours** | **Theoretical** | **Tutorial** | **Practical** |
| | **3** | **3** | **1** | **-** |
| | | **Contact Hours** | | |
| | **Contact Hours** | **Theoretical** | **Tutorial** | **Practical** |
| | **4** | **3** | **1** | **-** |

| Course Prerequisite(s) | Introduction to Human Resources – HRM 201 |
|---|---|
| Approval Date Of course Specification | **18/7/2022** |

# II. Overall Aims of the Course

This course aims at acquainting the students with basic knowledge needed to plan the acquisition of human resources based on anticipated corporate productivity needs, the provisions, impact of human rights, pay equity, employment equity, freedom of information measures. In addition, it provides the students with the main recruitment and selection techniques and their strengths and weaknesses.

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| **a4, a17, a21** | **b13, b14** | **c1, c17** | **d3, d4, d5, d10** |

## IV. Intended Learning Outcomes of the Course (ILOs)

**a. Knowledge and Understanding**

a1. Explain the difference between recruitment and selection.
a2. Identify the various forms of internal and external recruitment.
a3. Recognize suitable job advertisement for a vacancy.
a4.  Discuss best practices methods for selecting applicants.
a5. Define objectives for human resources management strategy.
a6. Determine different types of interviews.
a7. Outline job matching for selecting applicants.
a8. Discuss psychometric tests.
a9. Discuss E-recruitment practices.

**b. Intellectual Skills**

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

b1. Interpret the various forms of external recruitment.
b2. Evaluate the internal recruitment methods.
b3. Design an effective job advertisement.
b4. Analyze selection methods and techniques.
b5. Choose best practice standards for human resource management strategy.
b6. Differentiate between methods of interviews.
b7. Suggest appropriate job matching techniques.
b8. Compare between different types of psychometric tests.
b9. Analyze the advantages and disadvantages of E-recruitment.

**c. Practical / Professional Skills**

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

c1. Design process for recruitment and selection.
c2. Present job advertisement.
c3. Relate the various types of job matching techniques.

**d. General and Transferable Skills**

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

d1. Use problem solving tools
d2. Develop oral fluency skills.
d3. Lead a team-building activity discuss how collaboration helped the team to be successful.
d4. Manage time effectively.

# V. Course Matrix Content

| Week No | Main Topic | Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T.S |
| 1 | Introduction to Recruitment and Selection | 3 | 1 | a1 | | | |
| 2 | Internal Recruitment | 3 | 1 | a2 | b1 | c1 | d1 |
| 3 | External Recruitment | 3 | 1 | a2 | b2 | c1 | d1 |
| 4 – 5 | Job Advertisements + Project outline | 3 | 1 | a3 | b3 | c2 | d1-d2 |
| 6 | Case study | 3 | 1 | a5 | b5 | c1-c2 | d1-d3 |
| 7 | Project Discussion | 3 | 1 | a1-a5 | b1-b5 | c1-c2 | d1-d2 |
| 8 | Mid-term Exams | | | | | | |
| 9-10 | Human Resources Selection Methods | 3 | 1 | a6 | b6 | c1 | d2-d4 |
| 11 | Job Matching | 3 | 1 | a7 | b7 | c3 | d2-d4 |
| 12 | Psychometric Tests | 3 | 1 | a8 | b8 | | d2-d4 |
| 13 | E-Recruitment | 3 | 1 | a9 | b9 | | |
| 14-15 | Final exams | | | | | | |
| | • **G.T.S: General and Transferable Skills**  • **I.S: Intellectual Skills** | | | • **P.P.S.: Practical / Professional Skills**  • **K.U.: Knowledge and Understanding** | | | |

# VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | √ | √ | √ | | √ |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | √ | √ | √ | √ | √ |
| 9 | Problem Solving | | | | | |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |

| ** | • **K.U.: Knowledge** and Understanding<br>• **I.S.**: Intellectual Skills | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.:** General and Transferable Skills |
|---|---|---|

# VII. Teaching and Learning Methods for Special Needs

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students.

# VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Methods | Course ILOs Covered by method (By ILO Code) | | | | Week(s) No. | Mark% |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14, 15 | 40% |
| 3 | Quizzes | | | | | | | |
| 4 | Assignments | √ | √ | √ | | √ | 2,4,9 | 10% |
| 5 | Presentations | √ | | | √ | √ | | 5% |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | √ | | | √ | √ | | 15% |
| 9 | Practical Exam | | | | | | | |
| 10 | Others | | | | | | | |
| ** | • **K.U.: Knowledge** and Understanding<br>• **I.S.**: Intellectual Skills | | | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.:** General and Transferable Skills | | | |

# IX. References

| **Essential Textbooks** | • Stephen and Martin R. Edwards, Jane Bryson, Susan James and Ewart Keep, Recruitment and Selection, Wiley&Sons 2015<br>• Ryan Hohman (Author), Mark Smeltzer (Narrator), Six Figure Sales Recruiter: How to Attract, Recruit, Onboard & Retain the World's Best Sales Talent– Dream Starters Publishing (Publisher). |
|---|---|
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | The Wiley Blackwell Handbook of the Psychology of Recruitment, Selection and Employee Retention (Wiley-Blackwell Handbooks in Organizational Psychology) 1st Edition |
| **Online Web Sites** | None |
| **Others (Specify)** | None |

## X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | √ | √ | | |
| PC/Laptop | √ | √ | | |
| Data-Show | √ | √ | | |
| Laser Pointer | | | | |
| Internet | | | | √ |
| Printer | | | | √ |
| Copier | | | | √ |
| Moodle | √ | √ | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Professor Ghadeer Badr
- **Head of The Department:** Associate professor Ahmed Azmy
- **Date:** 18/7/2022

# I. Course Information

| | | | |
|---|---|---|---|
| **Course Code** | **HRM 303** | **Course Name** | **Human Resources Planning** |
| **Level** | **Third** | **Specialization** | **Human Resource Management** |
| **Department Offering the Course** | Business Administration | | |

| **Credit Hours** | *Credit Hours* | | | |
|---|---|---|---|---|
| | **Total Credit Hours** 3 | **Theoretical** | **Tutorial** | **Practical** |
| | | 3 | - | - |
| | **Contact Hours** | | | |
| | **Contact Hours** 3 | **Theoretical** | **Tutorial** | **Practical** |
| | | **3** | **-** | **-** |

| | |
|---|---|
| **Course Prerequisite(s)** | Introduction to Human Resources – HRM 201 |
| **Approval Date Of course Specification** | **18/7/2022** |

# II. Overall Aims of the Course

This course introduces students to fundamental concepts of Human Resources planning and provides them with an understanding of the wide range of staffing activities within both commercial and industrial organizations. This course develops students' abilities to analyze and integrate the complex social, cultural and organizational factors influencing Human Resources planning and staffing

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| **a17, a21** | **b1, b3, b13, b14** | **c17** | **d2, d4, d5, d10** |

## IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

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

a1. Describe the practice and study of Human Resources Planning.
a2. List the latest development in the field of Human Resources Management
a3. Recognize the required specialist knowledge and contemporary concepts in the areas of Human Resources Planning
a4. Identify the role of Human Resources Planning research in the 21st century, its research and its impact increasing contribution on the local, regional, and international economy and the difference between them.
a5. Distinguish Human Resources Planning from other forms of human resources practices.

### b. Intellectual Skills

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

b1. Discover the Human Resources Planning environmental challenges.
b2. Analyze a company's Strategic plan that will be used to organize the material presented in the course.
b3. Compare between quantitative methods and qualitative methods in HR forecasting.
b4. Differentiate the roles and characteristics of HR forecasters.

### c. Practical / Professional Skills

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

c1. Examine solutions to Human Resources Planning problems in real world situations.
c2. Apply internal and external factors or determinants that affect HRP.
c3. Use Special Applications of Human Resources Planning (HRP at National Level, HRP at the Sectoral Level, HRP at the Industry Level, HRP at the Unit Level, HRP at the Departmental Level) such as web-based HR, Enterprise portals, self- service, HRIS

### d. General and Transferable Skills

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

d1. Communicate and lead effectively with others in the area of Human resources Management.

d2. Manage different project oral discussion and build managerial skills in the field of Human resources Management through case studies such as (Forecasting for home support workers, Ontario power generation, HR planning at M&K)

d3. Develop critical thinking techniques.

## V. Course Matrix Content

| Week No | Main Topic | Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T.S |
| 1 | Chapter 1: Introduction to Human Resources Planning | 3 | | a1 | | | d1,d2 |
| 2 | Chapter 2: Aligning HR with Strategy | 3 | | a2 | b1 | | |
| 3 – 4 | Chapter 3 The HR Forecasting Process | 3 | | a3, a4 | b3 | | |
| 5 | Chapter 4: Determine HR Demand | 3 | | a1, a3 | b4 | c1, c2 | |
| 6 | Chapter 5: Quiz 1+ Ascertaining HR supply | 3 | | a1 -a4 | b1, b2 | | |
| 7 | Ascertaining HR supply (cont) | 3 | | a1 -a4 | b1, b2 | c1- c3 | d1- d3 |
| 8 | Mid-term Exams | | | | | | |
| 9-10 | Chapter 6: Succession Management | 3 | | a3 | b2,b3 | c3 | |
| 11 | Chapter 7: Information technology for HR Planning | 3 | | a1 | b1 | | d2 |
| 12 | Chapter 8: Quiz 2+ Downsizing and Restructuring | 3 | | a3 | b2,b4 | c3 | d3 |
| 13 | Revision and Project discussions | 3 | | a3 | b1- b4 | c2,c3 | d3 |
| 14-15 | Final exams | | | | | | |
| | • **G.T.S:** General and Transferable Skills • **I.S:** Intellectual Skills | | | • **P.P.S.** : Practical / Professional Skills • **K.U.** :Knowledge and Understanding | | | |

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## VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | | | | | |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | √ | | √ | √ | √ |
| 9 | Problem Solving | | | | | |
| 10 | Interactive Online Lectures | √ | √ | √ | | √ |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding<br>• **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.:** General and Transferable Skills | | | |

## VII. Teaching and Learning Methods for Special Needs

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students.

## VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Methods | Course ILOs Covered by method (By ILO Code) | | | | Week(s) No. | Mark% |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14, 15 | 40% |
| 3 | Quizzes | √ | √ | √ | | | | 10% |
| 4 | Assignments | √ | √ | √ | | | | 10% |
| 5 | Presentations | √ | | | √ | √ | | 5% |
| 6 | Individual Projects | √ | | | √ | √ | | 5% |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | | | | | | | |
| 9 | Practical Exam | | | | | | | |
| 10 | Others | | | | | | | |
| ** | • **K.U.: Knowledge** and Understanding<br>• **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.:** General and Transferable Skills | | | | | |

## IX. References

| | |
|---|---|
| **Essential Textbooks** | Gary Dessler, Human Resources Management, 12th edition, Pearson Belcourt Mcbey, Strategic Human Resources Planning, 6th edition, Nelson |
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | The Handbook of Human Resource Planning: Practical Manpower Analysis Techniques for HR Professionals |
| **Online Web Sites** | None |
| **Others (Specify)** | None |

## X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | √ | √ | | |
| PC/Laptop | √ | √ | | |
| Data-Show | √ | √ | | |
| Laser Pointer | | | | |
| Internet | | | | √ |
| Printer | | | | √ |
| Copier | | | | √ |
| Moodle | √ | √ | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Professor Ghadeer Badr
- **Head of The Department:** Associate professor Ahmed Azmy
- **Date:** 18/7/2022

# I. Course Information

| Course Code | **HRM 304** | Course Name | **Training and development** |
|---|---|---|---|
| Level | **Third** | Specialization | **Human Resources Management** |
| **Department Offering the Course** | **Business Administration** | | |

| Credit Hours | | | | |
|---|---|---|---|---|
| | *Credit Hours* | | | |
| | **Total Credit Hours** **3** | **Theoretical** | **Tutorial** | **Practical** |
| | | **3** | **1** | **-** |
| | **Contact Hours** | | | |
| | **Contact Hours** **3** | **Theoretical** | **Tutorial** | **Practical** |
| | | **3** | **1** | **-** |

| **Course Prerequisite(s)** | Human Resources Planning (HRM 303) |
|---|---|
| **Approval Date Of course Specification** | **18/7/2022** |

# II. Overall Aims of the Course

The course content identifies training and development needs through needs assessments, analysis of jobs and tasks to determine training and development objectives, developing appropriate training objectives, designing effective training and development programs using different techniques or methods

## III. Program ILOs Covered by the Course

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| **Knowledge and Understanding** | **Intellectual Skills** | **Practical / Professional Skills** | **General and Transferable Skills** |
| a3, a4, a17, a21 | b1, b2, b3, b5, b6, b13, b14 | c1, c2, c3, c4, c5, c7, c8, c17 | d1, d4, d8, d9, d10 |

## IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

a1. Define the concept and concept of training and development.
a2. Describe training need assessment process.
a3. Explain training and curriculum objectives.
a4. Identify training and development methods and plans.
a5. Discuss appropriate presentation aids for training and development.
a6. Explain training session and training outcomes.

### b. intellectual skills

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

b1. Interpret training and development process.
b2. Analyze training task.
b3. Design the most suitable curriculum for training.
b4. Select the best training methods.
b5. Differentiate between types of presentation aids.
b6. Develop training plans formats.
b7. Evaluate training learning outcomes and sessions.

### c. Practical / Professional Skills

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

c1. Prepare a framework for a training process.
c2. Design task analysis.
c3. Practice the best training methods.
c4. Use the most valid presentation aids in training.
c5. Apply training and development plans.
c6. Report the training sessions and learning outcomes.

### d. General and Transferable Skills

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

d1. Innovate a range of skills that can assist in future career.
d2. Manage teamwork as well as oral and written communications.
d3. Use the ability to think rationally and strategically as a decision maker.
d4. Communicate effectively.

# V. Course Matrix Content

| Week No | Main topics | Credit hours: 3h | | course ILOS covered by topic (by ILO code) | | | |
|---|---|---|---|---|---|---|---|
| | | theoretical | practical | K.U. | I.S | P.P.S. | G.T.S |
| 1 | **Chapter 1**: introducing communication training | 3 | 1 | a1 | b1 | | d1 |
| 2 | **Chapter 3**: conducting training needs assessment | 3 | 1 | a2 | b2 | c1 | |
| 3 | **Chapter 4**: developing objectives and designing a curriculum | 3 | 1 | a3 | b3 | c2 | d1, d2 |
| 4 | **Chapter 5**: developing training content | 3 | 1 | a1 | b1 | c1 | |
| 5-6 | **Chapter 6**: using training methods + project description | 3 | 1 | a4 | b4 | c3 | d1, d2 |
| 7 | **Chapter 8**: using presentation aids in training | 3 | 1 | a5 | b5 | c4 | d1, d2 |
| 8 | Mid-term exams | | | | | | |
| 9-10 | **Chapter 9**: developing training plans | 3 | 1 | a4 | b6 | c5 | d2,d3 |
| 11 | **Chapter 10**: developing training session | 3 | 1 | a6 | b7 | c6 | d1- d3 |
| 12 | **Chapter 11**: assessing training learning outcomes | 3 | 1 | a6 | b7 | c6 | d1- d3 |
| 13 | project presentation + revision for final exam | 3 | 1 | a1-a6 | b1-b7 | | d1- d3 |
| 14-15 | Final exams | | | | | | |
| | • **G.T.S:** General and Transferable Skills <br> • **I.S:** Intellectual Skills | | | • **P.P.S.** : Practical / Professional Skills <br> • **K.U.** :Knowledge and Understanding | | | |

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# VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | | | | | |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self - Learning (Project / Reading Materials/ Online Material / Presentations/ Research and Report) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | √ | | √ | √ | √ |
| 9 | Problem Solving | | | | | |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | • **K.U.: Knowledge** and Understanding • **I.S.**: Intellectual Skills | | • **P.P.S.**: Practical / Professional Skills • **G.T.S.**: General and Transferable Skills | | | |

# VII. Teaching and Learning Methods for Special Needs

Course instructor provides extra online/face to face office hours, case studies, problem solving, for supporting special needs students.

# VIII. Assessment Methods, Schedule, and Marks Distribution

| No. | Assessment Method | Selected Methods | Course ILOs Covered by method (By ILO Code) | | | | Week(s) No. | Mark% |
|---|---|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. | | |
| 1 | Written Midterm Exam | √ | √ | √ | | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14, 15 | 40% |
| 3 | Quizzes | √ | √ | √ | | | | 10% |
| 4 | Assignments | √ | √ | √ | | | | 10% |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | √ | | | √ | √ | | 10% |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | | | | | | | |
| 9 | Practical Exam | | | | | | | |

| 10 | Others | | | | | | | |
|----|--------|--|--|--|--|--|--|--|
| ** | • **K.U.: Knowledge** and Understanding<br>• **I.S.**: Intellectual Skills | | | | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.:** General and Transferable Skills | | | |

# IX. References

| | |
|---|---|
| **Essential Textbooks** | Beebe, Motet, Roach, Training and development, communication for success, edition no 2 (2019) |
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | The Handbook of Human Resource Planning: Practical Manpower Analysis Techniques for HR Professionals |
| **Online Web Sites** | None |
| **Others (Specify)** | None |

# X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|----------|---------|-------|-----|-------|
| White Board | √ | √ | | |
| PC/Laptop | √ | √ | | |
| Data-Show | √ | √ | | |
| Laser Pointer | | | | |
| Internet | | | | √ |
| Printer | | | | √ |
| Copier | | | | √ |
| Moodle | √ | √ | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Professor Ghadeer Badr
- **Head of The Department:** Associate professor Ahmed Azmy
- **Date:** 18/7/2022

**Future University in Egypt**
**Faculty of Commerce and Business Administration**
**Management Information Systems Department**
**Course specification**

# I. Course Information

| Course Code | HRM 401 | Course Name | Strategic Human Resources Management |
|---|---|---|---|
| Level | **Fourth** | **Specialization** | Human Resources Management |
| Department Offering the Course | Business Administration | | |

| Credit Hours | | | | |
|---|---|---|---|---|
| | **Credit Hours** | | | |
| | **Total Credit Hours** | **Theoretical** | **Tutorial** | **Practical** |
| | **3** | 3 | - | - |
| | **Contact Hours** | | | |
| | **Contact Hours** | **Theoretical** | **Tutorial** | **Practical** |
| | **3** | **3** | - | - |

| Course Prerequisite(s) | Introduction to Human Resources Management (HRM 201) Strategic Management (MGT 401) |
|---|---|
| Approval Date Of course Specification | **18/7/2022** |

# II. Overall Aims of the Course

This course refers to the proactive and systematic alignment of Human Resources systems, processes, policies, and practices with the mission and strategic objectives of the larger organization. Generally it will enable students to know the general levels and models of HR strategies and evaluate Human Resources strategies for the basis of selecting the appropriate and qualified employees.

## III. Program ILOs Covered by the Course. Course Information

| Program ILOs Covered by the Course | | | |
|---|---|---|---|
| Knowledge and Understanding | Intellectual Skills | Practical / Professional Skills | General and Transferable Skills |
| a17, a21 | b3, b13, b14 | c1, c17 | d1, d2, d3, d6, d8 |

## IV. Intended Learning Outcomes of the Course (ILOs)

### a. Knowledge and Understanding

a1. Discuss the process of forming, formulating, implementing, and evaluating strategic human resources management strategies.
a2. Define the basic concepts, principles and practices associated with human resources management strategy and employee value proposition.
a3. Identify the role of strategic human resources.
a4. Explain the benefits, challenges, and the process of the succession planning
a5. Explain reward systems

### b. Intellectual Skills

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

b1. Analyze strategic recruitment and selection.
b2. Relate employee value proposition.
b3. Design training and development plan.
b4. Evaluate the techniques of performance management.
b5. Analyze the best practices of succession planning.
b6. Compare rewards systems in different organizations.

### c. Practical / Professional Skills

*On completing the course, the student should be able to:*
c1. Analyze strategic human resource management development methods.
c2. Apply strategic recruitment and selection steps.
c3. Present strategic reward system.
c4. Prepare succession plan.

### d. General and Transferable Skills

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

d1. Communicate effectively with other.
d2. Use different project oral discussion.
d3. Develop teamwork.
d4. Manage time effectively.

# V. Course Matrix Content

| Week No | Main Topic | Credit Hours: 3H | | Course ILOs Covered by Topic (By ILO Code) | | | |
|---|---|---|---|---|---|---|---|
| | | Theoretical | Practical | K.U. | I.S | P.P.S. | G.T.S |
| 1 | Strategic management and Strategic human resources linkage | 3 | | a1 | b2 | c1 | d1,d3 |
| 2 | Introduction to Strategic human resource management | 3 | | a1, a2 | b1, b2 | c1 | d1 |
| 3 | The role of Employee value proposition. | 3 | | a2 | b2 | C2 | d1 |
| 4 | Strategic human resources management models | 3 | | a2 | b2 | C4 | d2 |
| 5 | Dimensions of the human resources management strategies | 3 | | a2 | b2 | C1 | d2,d3 |
| 6 | Strategic recruitment and selection. | 3 | | a2 | b1 | c2 | d 3 |
| 7 | Training and development | 3 | | a3 | b3 | c2 | d2 |
| 8 | Mid-term Exams | | | | | | |
| 9-10 | Performance management. | 3 | | a2 a3 | b4 | c3 | |
| 11 | Succession planning | 3 | | a4 | b5 | c4 | |
| 12 | Total reward system and discussion | 3 | | a5 | b6 | c3 | d2-d4 |
| 13 | Contemporary HR strategies & final revision | 3 | | a 3 | b5 | c4 | d1-d4 |
| 14-15 | Final exams | | | | | | |
| | • **G.T.S:** General and Transferable Skills<br>• **I.S:** Intellectual Skills | | | • **P.P.S.** : Practical / Professional Skills<br>• **K.U.** :Knowledge and Understanding | | | |

## VI. Teaching and Learning Methods

| No. | Teaching / Learning Method | Selected Methods | Course ILOs Covered by Method (By ILO Code) | | | |
|---|---|---|---|---|---|---|
| | | | K.U. | I.S. | P.P.S. | G.T.S. |
| 1 | Interactive Lectures | √ | √ | √ | | √ |
| 2 | Discussions | √ | √ | √ | | √ |
| 3 | Brain Storming | √ | √ | √ | | √ |
| 4 | Tutorials | | | | | |
| 5 | Practical Lab Sessions | | | | | |
| 6 | Self-Study (Project / Reading Materials / Online Material /Presentations) | √ | √ | √ | √ | √ |
| 7 | Seminars | | | | | |
| 8 | Case Studies | | | | | |
| 9 | Problem Solving | | | | | |
| 10 | Interactive Online Lectures | | | | | |
| 11 | Asynchronous teaching: Recorded Lectures/ uploaded power points | √ | √ | √ | | |
| 12 | Others (Specify) | | | | | |
| ** | **K.U.: Knowledge** and Understanding<br>**I.S.**: Intellectual Skills | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.**: General and Transferable Skills | | | | |

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## VIII. Assessment Methods, Schedule, and Marks Distribution

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|---|---|---|---|---|---|---|---|---|
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| 1 | Written Midterm Exam | √ | √ | √ | | | 8 | 30% |
| 2 | Written Final Exam | √ | √ | √ | | | 14, 15 | 40% |
| 3 | Quizzes | √ | √ | √ | | | | 10% |
| 4 | Assignments | | | | | | | |
| 5 | Presentations | | | | | | | |
| 6 | Individual Projects | | | | | | | |
| 7 | Research and Reporting | | | | | | | |
| 8 | Teamwork Projects | √ | | | √ | √ | | 20% |
| 9 | Practical Exam | | | | | | | |
| 10 | Others | | | | | | | |

| ** | • **K.U.: Knowledge** and Understanding<br>• **I.S.**: Intellectual Skills | • **P.P.S.**: Practical / Professional Skills<br>• **G.T.S.**: General and Transferable Skills |
|---|---|---|

# IX. References

| **Essential Textbooks** | Charles R. Greer, Strategic human resource management –Strategic Human Resource Management, Second Edition |
|---|---|
| **Course Notes** | Slides of the Lectures is available on the Students Learning Management System (Moodle) |
| **Extra Recommended Books** | The Handbook of Human Resource Planning: Practical Manpower Analysis Techniques for HR Professionals |
| **Online Web Sites** | None |
| **Others (Specify)** | None |

# X. Tools and Facilities Required for Teaching and Learning

| Facility | Lecture | Class | Lab | Admin |
|---|---|---|---|---|
| White Board | √ | √ | | |
| PC/Laptop | √ | √ | | |
| Data-Show | √ | √ | | |
| Laser Pointer | √ | √ | | |
| Internet | √ | √ | | |
| Printer | | | | |
| Copier | | | | |
| Moodle | √ | √ | | |
| Software Packages | | | | |
| Laboratories | | | | |

- **Course Coordinator:** Dr. Omnia Abdel halim
- **Head of The Department:** Associate professor Ahmed Azmy
- **Date:** 18/7/2022