



## Course Specification

**Course Name:**[Fundamentals of Management ]

**Course Code:** DS122

### I. Basic Course Information

Major or minor element of program: General

Department offering the course:Operations Research and Decision Support Department

Academic level:[100 Level]

Semester in which course is offered:[First (Fall) Semester ]

Course pre-requisite(s): [N/A ]

Credit Hours:3

Contact Hours Through:

Lecture	Tutorial*	Practical*	Total
2.5	0.0	0.0	4.0

\* 1.5 hours for **either** Tutorial or Practical

Approval date of course specification:[September 2014]

### II. Overall Aims of Course

[The aim of the course is to enable the students to:

- Learn the basic functions of management (planning, organizing, leading/activating, and controlling), their component activities, and their interrelationships.
- Understand and critically evaluate the alternative schools of thought, or philosophies about the field of management.
- Gain knowledge and understanding of major theories and concepts in the field of Management.
- Gain knowledge of some of the contemporary developments in the field.
- Acquaint students with the management process. This includes understanding the theory behind and the practical applications of management. ]

### III. Program ILOs covered by course

Program Intended Learning Outcomes (By Code)			
Knowledge & Understanding	Intellectual Skills	Professional Skills	General Skills
[K8,K12 ]	[I2,I5 ]	[P9,P11 ]	[G2,G4,G6 ]



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

##### a. Knowledge and Understanding

On completing the course, students should be able to:

- K.1 Define the terms of organization and management and explain why it is important.
- K.2 Describe the basic activities in the management process and show how they interrelated.
- K.3 List and discuss the goals of management science.
- K.4 Identify applications of certain emerging management science techniques.

##### b. Intellectual/Cognitive Skills

On completing the course, students should be able to:

- I.1 Show the advantages and disadvantages of Gantt chart as one of the scheduling techniques.
- I.2 Compare and contrast the three levels of strategy.
- I.3 Distinguish between the values-based and the corporate portfolio approach to corporate level strategy.

##### c. Practical/Professional Skills

On completing the course, students should be able to:

- P.1 Analyze case study.
- P.2 Learn to be professional in internet search.

##### d. General and Transferable Skills

On completing the course, students should be able to:

- G.1 Enhance report writing.
- G.2 Develop internet search (sites visit).
- G.3 Improve team working skills by using project in groups.

#### V. Course Matrix Contents

	Main Topics / Chapters	Duration (Weeks)	Course ILOs Covered by Topic (By ILO Code)			
			K & U	I.S.	P.S.	G.S.
1-	[Introduction to Management • Managing in Turbulent Times • The Evolution of Management Thinking ]	[2 ]	[K1,K2,K3 ]	[I2,I3 ]	[P1,P2 ]	[G1,G2,G3 ]
2-	[The Environment of Management • The Environment and Corporate Culture • Managing in a Global Environment • Ethics and Social Responsibility ]	[2 ]	[K1,K2,K3 ]	[I2,I3 ]	[P1,P2 ]	[G1,G2,G3 ]
3-	[Planning • Managerial Planning and Goal Setting • Strategy Formulation and Implementation • Managerial Decision Making ]	[2 ]	[K3,K4 ]	[I1,I2,I3 ]	[P1,P2 ]	[G1,G2,G3 ]



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4-	[Organizing • Designing Adaptive Organizations • Managing Change and Innovation • Human Resource Management ]	[2 ]	[K3,K4 ]	[I1,I2,I3 ]	[P1,P2 ]	[G1,G2,G3 ]
5-	[Controlling • Managerial and Quality Control • Information Technology and E-Business • Operations and Service Management ]	[2 ]	[K3,K4 ]	[I1,I2,I3 ]	[P1,P2 ]	[G1,G2,G3 ]
<b>Net Teaching Weeks</b>		<b>13</b>				

VI. Course Weekly Detailed Topics / hours / ILOs

Week No.	Sub-Topics	Total Hours	Contact Hours	
			Theoretical Hours	Practical Hours*
1	[Managing in Turbulent Times ]	[2.5 ]	[2.5 ]	
2	[The Evolution of Management Thinking ]	[4 ]	[2.5 ]	[1.5 ]
3	[The Evolution of Management Thinking ]	[4 ]	[2.5 ]	[1.5 ]
4	[The Environment and Corporate Culture ]	[4 ]	[2.5 ]	[1.5 ]
5	[Managing in a Global Environment • Ethics and Social Responsibility ]	[4 ]	[2.5 ]	[1.5 ]
6	[Managerial Planning and Goal Setting ]	[4 ]	[2.5 ]	[1.5 ]
7	<b>Midterm Exam</b>			
8	[Strategy Formulation and Implementation ]	[4 ]	[2.5 ]	[1.5 ]
9	[Managerial Decision Making ]	[4 ]	[2.5 ]	[1.5 ]
10	[Designing Adaptive Organizations • Managing Change and Innovation ]	[4 ]	[2.5 ]	[1.5 ]
11	[Human Resource Management ]	[4 ]	[2.5 ]	[1.5 ]
12	[Managerial and Quality Control ]	[4 ]	[2.5 ]	[1.5 ]
13	[Information Technology and E-Business ]	[4 ]	[2.5 ]	[1.5 ]
14	[Operations and Service Management ]	[4 ]	[2.5 ]	[1.5 ]
15	<b>Final Exam</b>			
<b>Total Teaching Hours</b>		<b>51</b>	<b>33</b>	<b>18</b>

\* No Practical/Tutorial during the first week of the semester



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VII. Teaching and Learning Methods

Teaching/Learning Method	Selected Method	Course ILOs Covered by Method (By ILO Code)			
		K & U	Intellectual Skills	Professional Skills	General Skills
Lectures & Seminars	<input checked="" type="checkbox"/>	[K1,K2,K3]	[I1,I2,I3]	[ ]	[ ]
Tutorials	<input type="checkbox"/>	[ ]	[ ]	[ ]	[ ]
Computer lab Sessions	<input type="checkbox"/>	[ ]	[ ]	[ ]	[ ]
Practical lab Work	<input type="checkbox"/>	[ ]	[ ]	[ ]	[ ]
Reading Materials	<input checked="" type="checkbox"/>	[ ]	[I1,I2,I3]	[P1,P2]	[ ]
Web-site Searches	<input checked="" type="checkbox"/>	[ ]	[ ]	[ ]	[G1,G2]
Research & Reporting	<input type="checkbox"/>	[ ]	[ ]	[ ]	[ ]
Problem Solving / Problem-based Learning	<input type="checkbox"/>	[ ]	[ ]	[ ]	[ ]
Projects	<input type="checkbox"/>	[ ]	[ ]	[ ]	[ ]
Independent Work	<input type="checkbox"/>	[ ]	[ ]	[ ]	[ ]
Group Work	<input checked="" type="checkbox"/>	[K4]	[ ]	[ ]	[G3]
Case Studies	<input type="checkbox"/>	[ ]	[ ]	[ ]	[ ]
Presentations	<input type="checkbox"/>	[ ]	[ ]	[ ]	[ ]
Simulation Analysis	<input type="checkbox"/>	[ ]	[ ]	[ ]	[ ]
Others (Specify):	<input type="checkbox"/>	[ ]	[ ]	[ ]	[ ]

VIII. Assessment Methods, Schedule and Grade Distribution

Assessment Method	Selected Method	Course ILOs Covered by Method (By ILO Code)				Assessment Weight / Percentage	Week No.
		K & U	I.S.	P.S.	G.S.		
Midterm Exam	<input checked="" type="checkbox"/>	[K1,K2,K3,K4]	[ ]	[ ]	[ ]	[15%]	7
Final Exam	<input checked="" type="checkbox"/>	[K1,K2,K3,K4]	[ ]	[ ]	[ ]	60%	15
Quizzes	<input checked="" type="checkbox"/>	[ ]	[I1,I2,I3]	[ ]	[ ]	[10%]	[6,11]
Course Work	<input type="checkbox"/>	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Report Writing	<input checked="" type="checkbox"/>	[ ]	[ ]	[ ]	[G1,G2]	[5%]	[8]
Case Study Analysis	<input checked="" type="checkbox"/>	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Oral Presentations	<input type="checkbox"/>	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Practical	<input type="checkbox"/>	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Group Project	<input checked="" type="checkbox"/>	[ ]	[ ]	[All]	[G3]	[10%]	[12]
Individual Project	<input type="checkbox"/>	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Others (Specify):	<input type="checkbox"/>	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]



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#### IX. List of References

<b>Essential Text Books</b>	<ul style="list-style-type: none"><li>• [Certo, S.C, and Certo S. T., Modern Management: Concepts and Skills plus MyManagementLab with Pearson eText -- Access Card Package. June 12, 2011   ISBN-10: 0132622610   ISBN-13: 978-0132622615   Edition: 12 ]</li></ul>
<b>Course notes</b>	<ul style="list-style-type: none"><li>• [Hand out to the student part by part, presentation and supplements ]</li></ul>
<b>Recommended books</b>	<ul style="list-style-type: none"><li>• [None ]</li></ul>
<b>Periodicals, Web sites, etc ...</b>	<ul style="list-style-type: none"><li>• [None ]</li></ul>

#### X. Facilities required for teaching and learning

<p>List the facilities required</p> <ul style="list-style-type: none"><li>• Teaching accommodation</li><li>• Teaching aids</li><li>• Sites visits ]</li></ul>
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**Course coordinator:** Prof. Hisham M. E. Abdelsalam

**Head of Department:** [Prof. Mohamed Mostafa Saleh]

**Date:** September 2014