



Course Specification

Course Name: [Business Functions Classification]

Course Code: [IS332]

I. Basic Course Information

Major or minor element of program: [Major]

Department offering the course: [Information Systems Department]

Academic level: [300 Level]

Semester in which course is offered: [Second (Spring) Semester]

Course pre-requisite(s): [Database Systems - 2 IS312]

Credit Hours: 3

Contact Hours Through:

Lecture	Tutorial *	Practical *	Total
2.5	1.5	0.0	4.0

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

Approval date of course specification: [January 2015]

II. Overall Aims of Course

[This course aims to show how business functions affect entire enterprise and how it can help in supporting services. Also it shows how these functions are managed in a way to support organizations. It also clarifies how business functions classifications and management support getting solutions to business.]

III. Program ILOs covered by course

Program Intended Learning Outcomes (By Code)			
Knowledge & Understanding	Intellectual Skills	Professional Skills	General Skills
[K9,K14,K21]	[I8,I11,I12]	[P16,P18]	[G2,G6]



Course Specification

IV. Intended Learning Outcomes of Course (ILOs)

a. Knowledge and Understanding

On completing the course, students should be able to:

- K.1 List main definitions of business functions classification.
- K.2 Differentiate between different drivers or business functions.
- K.3 List organizational responses of business drivers.]

b. Intellectual/Cognitive Skills

On completing the course, students should be able to:

- I.1 Discuss different business drivers of organizational responses.
- I.2 Classify business functions corresponding.
- I.3 Negotiate the reasons of using a specific business function classification.]

c. Practical/Professional Skills

On completing the course, students should be able to:

- P.1 Plan the needs of business according to business functions.
- P.2 Propose different techniques to manage business drivers.]

d. General and Transferable Skills

On completing the course, students should be able to:

- G.1 Enhance the ability to manage a team.
- G.2 Enhance the ability to work in group.
- G.3 Enhance the ability to write a report.]

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-	[Overview of Business Functions Classification]	[1]	[K1,K2]	[]	[]	[]
2-	[Drivers of Business Change and Improvement]	[2]	[K3]	[I1]	[]	[]
3-	[Organizational Responses to Business Drivers]	[2]	[K3]	[I1,I2]	[P1,P2]	[]
4-	[Business Functions Definition and Alignments]	[1]	[K1]	[I2,I3]	[P1,P2]	[G1,G2]
5-	[Building a Process Support Organization]	[2]	[K3]	[I2]	[P2]	[G1,G2,G3]
6-	[Discovering the Context for Business Change]	[1]	[K2,K3]	[I2]	[]	[G1,G2,G3]
7-	[Implementing and Rolling Out the Business Solution]	[2]	[]	[I2,I3]	[]	[G1,G2,G3]
8-	[Managing and monitoring of Business functions]	[1]	[]	[I3]	[]	[G1,G2,G3]
9-	[Revision]	[1]	[]	[]	[]	[]
	Net Teaching Weeks	13				



Course Specification

VI. Course Weekly Detailed Topics / hours / ILOs

Week No.	Sub-Topics	Total Hours	Contact Hours	
			Theoretical Hours	Practical Hours *
1	[Overview of Business Functions Classification]	[2.5]	[2.5]	
2	[Drivers of Business Change and Improvement]	[4]	[2.5]	[1.5]
3	[Drivers of Business Change and Improvement]	[4]	[2.5]	[1.5]
4	[Organizational Responses to Business Drivers]	[4]	[2.5]	[1.5]
5	[Business Functions Definition and Alignments]	[4]	[2.5]	[1.5]
6	[Building a Process Support Organization]	[4]	[2.5]	[1.5]
7	Midterm Exam			
8	[Building a Process Support Organization]	[4]	[2.5]	[1.5]
9	[Discovering the Context for Business Change]	[4]	[2.5]	[1.5]
10	[Implementing and Rolling Out the Business Solution]	[4]	[2.5]	[1.5]
11	[Implementing and Rolling Out the Business Solution]	[4]	[2.5]	[1.5]
12	[Implementing and Rolling Out the Business Solution]	[4]	[2.5]	[1.5]
13	[Managing and monitoring of Business functions]	[4]	[2.5]	[1.5]
14	[Revision]	[4]	[2.5]	[1.5]
15	Final Exam			
Total Teaching Hours		51	33	18

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

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	[X]	[All]	[All]	[]	[]
Tutorials	[X]	[]	[All]	[All]	[]
Computer lab Sessions	[]	[]	[]	[]	[]
Practical lab Work	[]	[]	[]	[]	[]
Reading Materials	[]	[]	[]	[]	[]
Web-site Searches	[X]	[All]	[]	[All]	[]
Research & Reporting	[]	[]	[]	[]	[]
Problem Solving / Problem-based Learning	[]	[]	[]	[]	[]
Projects	[]	[]	[]	[]	[]



Course Specification

Independent Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Group Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[All]
Case Studies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[I1,I2]	[All]	<input type="checkbox"/>
Presentations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Simulation Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Others (Specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	[K2,K3]	[All]	<input type="checkbox"/>	<input type="checkbox"/>	[15%]	7
Final Exam	<input checked="" type="checkbox"/>	[All]	[All]	<input type="checkbox"/>	<input type="checkbox"/>	60%	15
Quizzes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Report Writing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[All]	[All]	<input type="checkbox"/>	[10%]	9
Case Study Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral Presentations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Group Project	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[All]	[15%]	[12]
Individual Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Others (Specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IX. List of References

Essential Text Books	<ul style="list-style-type: none"> [Business Process Management: A Practical Guide by Rashid N. Khan]
Course notes	<ul style="list-style-type: none"> [None]
Recommended books	<ul style="list-style-type: none"> [None]
Periodicals, Web sites, etc ...	<ul style="list-style-type: none"> [http://www.aiim.org/education/bpmcontent.asp?id=33586&layout=2] [http://www.butrain.com/process-management-trainingcourses/courses.asp]

X. Facilities required for teaching and learning

<p>[List the facilities required</p> <ul style="list-style-type: none"> • Data show • Computer]

Course coordinator: [Dr. Mohamed El Wakil]

Head of Department: Ass. Prof. Ehab Ezzat

Date: January 2015