
Faculty Compulsory Requirements (21 Hours)

301101 Principles of Management

(3:3-0)

Prerequisite: None

The course covers and defines contemporary management concepts, principles, theories and practices in the business sector. The course specifically includes the following topics: the nature and importance of management, the development of management thoughts, and management functions including planning, decision making, organizing, directing and controlling. Explains the organizational functions of production and operations, purchasing, marketing, human resources, logistics, financial management, research and development and knowledge management.

302101 Principles of Microeconomics

(3:3-0)

Prerequisite: None.

This course introduces the science of economics and the economic problem with its implications for the use and allocation of economic resources. It also discusses value theories with particular emphasis on supply and demand, equilibrium, price determination, and elasticity

302111 Principles of Statistics

(3:3-0)

Prerequisite: None.

This course introduces the science of Statistics and statistical research methods. It also discusses sampling and sample data collection and classification. It covers various topics in descriptive statistics, correlation and regression analysis, time series, index numbers and an introduction to probability theory

303101 Principles of Accounting (1)

(3:3-0)

Prerequisite: None.

Definition and role of accounting, Accounting principles, concepts, and postulate . accounting cycle, accounting system. The accounting equation, accounting in services and trading projects, cash and accrual biases, adjustments, correction errors, financial statements.

304101 Introduction to e-Business

(3:3-0)

Prerequisite: None.

This course aims to introduce students to the origins and beginnings of e-business, the evolution of e-business models, integrated e-supply chain management, virtual relationships (virtual communities and e-markets), e-marketing and its importance in the e-business environment, the evolution of e-payment systems, e-government and the provision of e-services, Security and protection in the e-business environment, the impact of social, ethical and cultural issues on e-business.

304200 Management Information Systems and Finance

(3:3-0)

Prerequisite: 304102

This course introduces the basic concepts of management information systems and their applications in business organizations. This includes MIS classification, functions, components, technology infrastructures, and their impact on various management levels. It also includes e-business and e-commerce, information systems security, and information resources management. Labs include hands-on training to develop selected MIS applications using MS Access

306101 Principles of Marketing

(3:3-0)

Prerequisite: None.

This course covers the at defining marketing, its foundation, functions, and stages. analyzing the marketing environment, the marketing mix (product, price, promotion, and distribution), market segmentation, consumer behavior, marketing information systems, and international marketing

Department Compulsory Requirements (60 Hours)

301212 Operations & Production Management (3:3-0)

Prerequisite: 302110

The course covers the concepts, Strategies, and quantitative methods and analysis for decision making in the functions of production and operations management, which are: demand forecasting, planned location, facility layout, process strategies, capacity planning, supply chain management, process planning and design, quality control, aggregate planning, and scheduling

301213 Organization Theory (3:3-0)

Prerequisite: 301101

The course introduces the definitions of organizations and their forms and describes the nature, elements, importance and dimensions of the organizational structure. It also covers the main organizational models, design and steps towards developing the organizational structure. job design, authority-relations and coordination. And organizational design determinants such as; environment, size, strategy and technology

301214 Supply Chain Management (3:3-0)

Prerequisite: 301101

The course introduces the concept of supply chain management and its strategic role in the efficient use of the organizational resources, flow of information, creation of an added value along the chain, production logistics, designing production processes, forecasting and demand, internal manufacturing, outsourcing, marketing, sales, inventory, transportation, distribution operations, and supply chain design

301217 Social Responsibility & Business Ethics

(3:3-0)

Prerequisite: 301101

The course introduces the concept of business in terms of contemporary challenges, the characteristics of societies, the concept of social responsibility, and the measurement of the social activities inside organizations. The course also describes the social responsibility of international companies and the concept of business ethics. It clarifies the ethical frameworks for administrative decisions and its relationship with organizational culture. In addition, it explains the relationship between social responsibility and business ethics within the various functions in the organization

301311 Human Resources Management

(3:3-0)

Prerequisite: 301101

This course clarifies the concept of human resources management in terms of its importance, nature, and the functions required to design and establish the workforce (design and analyze the work, human resource planning, recruitment of human resources, selection and assignment), compensation and reward of human resources (job evaluation system, financial compensation system, financial rewards system and performance evaluation system), training and development, human resource sustainability (safety provision, health provision), and human resource relations (human resource integration , labor relations) and finally analyze the role of these functions such as participation in policy and strategy development

301316 Hospitals and Health Care Management

(3:3-0)

Prerequisite: 301101

This course covers the basic knowledge and tools that enable hospital managers to work and manage all administrative activities inside hospitals efficiently and effectively since quality and cost control have become essential requirements for increasing competitiveness in the health sector. To achieve this, the course introduces basic concepts in health and hospital management, including the administrative processes and the basic functions of the hospital. It also covers topics related to the information system and control and accreditation standards

301331 Organizational Behavior

(3:3-0)

Prerequisite: 301213

This course offers a knowledge-base and a solid foundation of the administrative concepts related to organizational behavior. It also explains the assumptions by which the topic of organizational behavior was based on three analytical levels which are: individuals, groups and organizations. The course also explains the impact of the external environment on the behavior inside organizations and explains a set of tools and methods that can be used in several organizational problems

301332 Operations Research in Management (1)

(3:3-0)

Prerequisite: 301212

This course provides students with the skills related to the use of quantitative methods for decision making to increase the accuracy of these decisions. The course also focuses on determining the administrative, accounting and financial fields that require the application of the quantitative methods as well as the use of computer programs to develop and solve various quantitative models. These quantitative methods cover decision making theory, linear programming, transportation technique, assignments, networks and game theory

301333 Projects Management & Planning

(3:3-0)

Prerequisite: 301212

This course clarifies and explains the importance of project management and the process of planning, organizing and controlling resources, as well as it explains the various protocols in order to ensure the success of the project with the required specifications and time and at the lowest cost and high quality. This course also aims to introduce the students with knowledge related to the concept of project management by teaching the following topics: the project life-cycle, stakeholders in the project, project locations, selection of the project manager, planning for project implementation, project scheduling, feasibility study, acceptance or rejection of projects, project budgeting, project risk management, cost control, and earned value management

301334 Computer Applications in Business Management (3:3-0)

Prerequisite: 301212 + 304102

This course supports students' skills in decision-making through the use of supportive computer software systems which include several software programs to solve problems and support administrative processes. This course also includes basic software (Microsoft Excel program) to be used in various administrative applications

301372 Business Communication (3:3-0)

Prerequisite: 301101 + 9400123

The course focuses on the importance of communication as a key factor to the success of effective managers. Therefore, the course focuses on providing the student with the basic concepts and principles of communication function, in addition to acquire the student with the necessary written and oral communication skills in order to achieve success in the work place

301401 Strategic Management (3:3-0)

Prerequisite: 301213

This course covers the basic information and skills that qualify students to understand the strategic management process in the stages of formulation, implementation and evaluation

301423 International Business (3:3-0)

Prerequisite: 301401

This course introduces the basic concepts and recent developments in managing international businesses. the importance of understanding the external environment that consists of various economic, social, political, cultural and legal factors related to the host country, and how it affects the managerial decisions. Therefore, students study the main factors that the company should take into account when making a decision towards operating globally. This course also clarifies some international trade approaches and theories, and discusses the company's strategies for starting its operations in the host country. It also provides an overview of the main functions and operations that organizations need towards managing their operations in an international scale

301445 Change Management

(3:3-0)

Prerequisite: 301331

The course provides the students with the suitable theoretical knowledge bases related to the change process and the difficulties that may face. In addition, the student will have the opportunity to implement the obtained theoretical knowledge through the practical activities performed in the classrooms and the field in order to improve the process of change management inside organizations. Also, the course focuses on the basic concepts of organizational change and development management, change management process, leadership and implementation of organizational change, in addition to some of the interventions and skills to prepare and help the student to face successfully the challenges related to organizational change management, and manage the change process effectively and efficiently

301447 Entrepreneurship & Small Business Management

(3:3-0)

Prerequisite: 90 Hour

This course clarifies the concept of entrepreneurship and supports the entrepreneurial skills among students. The course includes the following topics: a definition of small business and its peculiarities, entrepreneurship in small businesses, the importance of small businesses, the requirements for small businesses, the characteristics of the entrepreneurial project, the legal forms of business ownership, the size and growth of small businesses, and different responsibilities and activities requested to establish small businesses, and finally how to manage the financial resources for small businesses

301448 Contemporary Issues in Management

(3:3-0)

Prerequisite: 90 Hour

This course identifies the recent changes that lead to contemporary approaches of management and new managerial concepts. The course highlights the factors and challenges that encourage organizations to use new managerial approaches towards developing their abilities to apply contemporary administrative concepts in both domestic and international business enterprises

301498 Graduation Project/ Field Training

(3:3-0)

Prerequisite: 90 Hour

The graduation project supports student's ability to properly and systematically use the scientific research methods by requesting him/her to conduct an applied research in one of the topics that are related to the field of business administration.

The field training approach provides students with the opportunity of practicing and applying concepts, principles and managerial functions in organizations, by which the student is requested to prepare a report at the end of the training period that summarizes what has been accomplished.

302213 Financial Management

(3:3-0)

Prerequisite: 302101

Objectives of financial management. Financial management functions. Financial Analysis. Financial Ratios. Liquidity Ratios. Activity Ratios. Debt Ratios. Profitability Ratios. Market Ratios. Time Value of Money. Future Value. Present Value. Bonds. Shares. Working Capital Management. Liquidity Management. Cash Management. Inventory

303102 Principles of Accounting (2).

(3:3-0)

Prerequisite: 303101

Accounting Adjustments for elements of Statements of Financial Position, Cash Adjustments, Accounts Receivables, Notes Receivable, Inventory, Short term Investments, Current Liabilities, Preparing Financial Statements after adjustments

306309 Sales Management

(3:3-0)

Prerequisite: 306101

The development of sales management, the internal organization of sales management, choosing and training of sales force, planning sales activities, sales objectives, methods for predicting sales, the estimated sales budget, planning sales areas, sales quota of sales representatives, and evaluation of sales force performance

Department Elective Requirements (6 Hours)

301215 Total Quality Management

(3:3-0)

Prerequisite: 301214

The course defines the concepts of the continuous improvement of the performance for both the industrial and service business organizations as well as the public institutions towards improving the quality of goods and services to satisfy the expectations of customers through technical and organizational approaches and by benefiting from the available human and material resources. The course also explains how to use statistical methods in data processing and utilization as a tool for the process of future improvement in the pursuit of excellence

301222 Commercial Legislation (2)

(3:3-0)

Prerequisite: 301221

This course defines the general provisions of organizations and the legal system for various commercial companies. This course also includes a study of the Jordanian companies' law, by which the general provisions of the commercial companies stipulated in the Jordanian companies' law are explained

301244 Organization & Methods

(3:3-0)

Prerequisite: 301101

This course defines the meaning and shows the historical development of organization and methods. The course defines and explains the consultation process, how to write reports, how to evaluate consultation and the fundamentals of administrative organization. The course also explains the process of organizational establishment, organizational management, procedures, procedures flow charts and business distribution map

301315 Leadership & Managerial Control

(3:3-0)

Prerequisite: 301101

This course defines and explains the concepts of leadership and managerial supervision including the managerial practices of planning, organizing, leading, controlling, communicating and decision making. The course identifies why the managerial supervisor must understand the organizational strategic vision and goals, and defines the gap between the expected performance and the available capabilities to attain the goals.

301319 Public Administration

(3:3-0)

Prerequisite: 301101

The course aims to provide the students with the concept of management in general and the concept of public administration and business administration and the difference between them. It also explains the concept of bureaucracy and its structural and behavioral characteristics, and also addresses the emergence of the state and the relationship of the public sector with the private sector and the roles that it performs, and also includes the most important reforms that have been made On the public sector such as privatization, where this concept is explained in terms of origin and development, privatization methods and the legal cover of privatization and its role in the development of the public sector. Some modern management concepts that have had a role in the development of the public sector, such as the re-engineering of work process systems, the concept of empowerment and overall quality management, are also addressed

301343 Operations Research in Management (2)

(3:3-0)

Prerequisite: 301332

This course enhances students' abilities and skills in the application of quantitative models and formulating them to solve various administrative problems while extending the application of operation research methods in decision making processes that are characterized by multiple goals. This can be achieved through studying the following: goal programming, hierarchical analysis, queuing theory, Markov chains, inventory models, simulation and replacement models

Department Supportive Compulsory Requirements (9 Hours)

301103 Introduction to Research Methods (3:3-0)

Prerequisite: 302111

The course identifies the basics of the scientific research, and clarifies the tools, methods and approaches that can be used, and thus, the student will be able to prepare and write different reports and research. This in turn will help the student to overcome and deal with several life problems in a scientific manner.

301221 Commercial Legislation (1) (3:3-0)

Prerequisite: 301101

This course clarifies and explains several trade laws and regulations, and it shows how to distinguish between commercial and civilian businesses. It also defines the concepts of merchant and store and it identifies their characteristics. The final part of the course covers the topic of the commercial companies including their types and legal status depending on the laws that regulate the companies' activities

302110 Mathematics for Business (3:3-0)

Prerequisite: None.

Sets. Periods. Polynomial. Fraction. Integer Exponents. Linear inequalities. Functions. Straight-line equation. Derivation. Integration. Matrices

304102 Introduction to Computer Applications for Business (3:3-0)

Prerequisite: 9601099 / P.T

Introduction introduces students to the basic concepts of computer, computer applications and the Internet. Plus how to use computer and file management. In this course, students will learn how to use the following applications:

Ms Word

Ms Excel

Ms PowerPoint

This course also includes an introduction to web page design and training students to design web pages using Ms Word application

Department Elective Requirements (From Other Faculty Department) (6 Hours)

302102 Principles of Macroeconomics (3:3-0)

Prerequisite: 302101

Production Possibilities Curve (PPC). National Accounting. Gross Domestic Product. Price Indices. Employment Theories. Classical Theory. Modern Theory (Keynesian). Consumption Function. Saving Function. Investment Function. Equilibrium Income and Multiplier. Inflation. Unemployment. Fiscal and Money Policy

302221 Money and Banking (3:3-0)

Prerequisite: 302101

Origin and Evolution of Money. Definition of Money. Money Functions. Monetary Systems and Rules. International Monetary System. International Monetary Institutions. Money Issuance. Monetary Theory. Economic Equilibrium. Money market. Monetary Policy. Inflation

303301 Managerial Accounting (3:3-0)

Prerequisite: 303102

use of accounting information for managerial purposes to make rational decisions. Cost classification and behavior, cost- volume-profit analysis; relevant cost for decision making, pricing decisions; make or buy decisions; decentralized management; budgeting, and operational and capital budgets

304304 e-Business Operations & Models (3:3-0)

Prerequisite: 304101

Definition of business model and e-business model, elements of e-business model, types of e-business models, study of some famous e-business models (such as Amazon), building e-business model, management of e-business processes, business process representation, ERM systems and examples

305307 Knowledge Management

(3:3-0)

Prerequisite: 304200

The basic concepts of knowledge management and the use of their methods to capture and transfer knowledge and participate in the use within the organization Knowledge management concepts, life cycle of knowledge management systems, knowledge architecture, composition, knowledge management processes (captured, processed, tested and disseminated in the e-business environment) and finally knowledge management tools, knowledge portals, knowledge ownership and management of workers in the field

306201 Marketing Management

(3:3-0)

Prerequisite: 306101

The concept of marketing management, the tasks of marketing management, marketing mix management, designing and managing products, pricing management and policies, distribution channel management, integrated marketing communications, methods and tools of marketing planning, implementation and control
