



Jordan University of Science and Technology
Faculty of Computer & Information Technology
Computer Information Systems Department

CIS151 Introduction To Management

First Semester 2020-2021

Course Catalog

3 Credit Hours. 3 Credit Hours. This course is designed to introduce students to the fundamental concept of decision making within an internal and external business environment. the students will learn to apply decision making in the four functions of management: planning, organizing, leading, and controlling.

Text Book

Title	Introduction to Management.
Author(s)	John R. Schermerhorn, Jr.
Edition	10th Edition
Short Name	Ref.01
Other Information	

Course References

Short name	Book name	Author(s)	Edition	Other Information
ref 2	principles of management	check williams	8th Edition	
ref 3	business and management	oxford university press	1st Edition	

Instructor

Name	Mrs. Suzan Bdour
Office Location	A2-L3
Office Hours	Sun : 09:30 - 11:30 Mon : 09:00 - 10:00 Tue : 09:30 - 11:30 Wed : 10:30 - 11:30
Email	bsuzan@just.edu.jo

Instructor

Name	Dr. Rami Al-Gharaibeh
Office Location	ph4, L-1
Office Hours	Sun : 14:30 - 16:00 Mon : 13:00 - 14:30 Tue : 14:30 - 16:00 Wed : 13:00 - 14:30
Email	rami@just.edu.jo

Class Schedule & Room	
Section 1:	Lecture Time: Sun, Tue : 13:00 - 14:30 Room: منصة الكترونية
Section 2:	Lecture Time: Sun, Tue : 13:00 - 14:30 Room: منصة الكترونية

Tentative List of Topics Covered		
Weeks	Topic	References
Weeks 1, 2	management	
Weeks 3, 4	decision making	
Weeks 5, 6, 7	planning	
Weeks 8, 9	organizing	
Weeks 10, 11	leading	
Weeks 12, 13, 14	controlling	
Weeks 15, 16	case studies	

Mapping of Course Outcomes to Program Student Outcomes	Course Outcome Weight (Out of 100%)	Assessment method
student should be able to create an understanding of management, its process, managerial levels, roles, skills, and the achievement of efficiency and effectiveness [1SO3, 1SO4, 1SO5, 1SO6]	15%	Midterm Exam, first assignment
student should be able to create an understanding of the internal and external organizational environment [1SO4, 1SO5, 1SO6]	15%	Midterm Exam, first assignment
students should be able to create an understanding of the decision making process [1SO4]	10%	Midterm Exam, first assignment

students should be able to create an understanding of planning [1SO3, 1SO4, 1SO5, 1SO6]	15%	Midterm Exam, second assignment
students should be able to create an understanding of organizing [1SO3, 1SO4, 1SO5, 1SO6]	15%	second assignment
students should be able to create an understanding of leading [1SO3, 1SO4, 1SO5, 1SO6]	15%	second assignment
students should be able to create an understanding of controlling [1SO3, 1SO4, 1SO5, 1SO6]	15%	second assignment

Relationship to Program Student Outcomes (Out of 100%)																
A	B	C	D	E	F	G	H	I	J	K	SO1	SO2	SO3	SO4	SO5	SO6
													18.75	33.75	23.75	23.75

Evaluation	
Assessment Tool	Weight
Midterm Exam	30%
first assignment	10%
second assignment	10%
Final exam	50%

Policy	
Teaching	- Class lectures: Class lectures will expose students to the topics covered in this course - Class Discussions: all these topics will be subject to discussions in class. The discussions are meant to allow the students to reveal their conceptions in order to support it or correct it. - Activity: besides active involvement in class discussions, the students are required to work on two investigations of relevance to class discussions. The investigations could be a research task or a case study on some topic. in any type of activity, the students are required to think critically and develop a coherent understanding of management and problem solving.
Other Policies and Notes	Attendance: committed attendance is expected. In accordance with university regulations, students missing more than 20% of total classes are subject to failure. No excuses will be accepted. If you miss class, it is your responsibility to find out about any announcements or assignments you may have missed. Attendance will be checked at any time within class window. Participation: You are expected to participate in class. Participation includes asking and answering questions, raising issues, and suggesting solutions to the discussed problems. Activity: Students are expected to work on an activity in compliance with instructor's instructions. Exams: All exams will be CLOSE-BOOK. The format for the exams is generally as follows: multiple-choice, and short essay questions. Makeup Exams: Makeup exam should not be given unless there is a valid excuse. Arrangements to take an exam at a time different than the one scheduled MUST be made prior to the scheduled exam time. In accordance with university regulations, students should bring a valid excuse authenticated through valid channels in JUST. Workload: Average work-load student should expect to spend is 4 hours/week. Code of Conduct: Quizzes and exams need to be done individually. Copying of another student's work, even if changes are subsequently made, is inappropriate, and such work will not be accepted. Cheating or copying from neighbor on exam is an illegal and unethical activity and standard JUST policy will be applied. All graded assignments must be your own work

