



**Jordan University of Science and Technology**  
**Faculty of Applied Medical Sciences**  
**Allied Dental Sciences Department**

ADS491 Administration And Quality Assurance In Applied Medical Sciences - JNQF Level: 7

First Semester 2023-2024

**Course Catalog**

3 Credit Hours. Designed to provide a solid coverage of the historical development of management and organization. In Addition, this course describes the functions of management, or the principles of management. These functions are many, but here our focus will be on the main functions: planning, organizing, leading, and controlling.

**Text Book**

<b>Title</b>	Management
<b>Author(s)</b>	Richard L. Daft
<b>Edition</b>	12th Edition
<b>Short Name</b>	Ref #1
<b>Other Information</b>	

**Course References**

Short name	Book name	Author(s)	Edition	Other Information
Ref #2	Principles of Management. Second edition	Tony Morden	11th Edition	
Ref #3	Management.	Stephen p Robbins and Mary Coulter	11th Edition	

**Instructor**

Name	Dr. sabha alshatrat
Office Location	AMS L-2
Office Hours	Sun : 08:00 - 11:00 Mon : 08:00 - 08:30 Wed : 08:00 - 11:00 Thu : 08:00 - 11:00

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Class Schedule & Room
<p>Section 1: Lecture Time: Sun, Tue : 17:00 - 18:00 Room: متزامن الحضور منصة الكترونية</p> <p>Section 2: Lecture Time: Sun, Tue : 18:30 - 19:30 Room: متزامن الحضور منصة الكترونية</p>

Tentative List of Topics Covered		
Weeks	Topic	References
Weeks 1, 2, 3	Management Perspectives	From Ref #1, From Ref #2
Weeks 4, 5, 6, 7, 8, 9, 10, 11, 12, 13	The Four Management Functions 1. Planning 2. Organizing 3. Leading 4. Controlling	From Ref #1, From Ref #2, From Ref #3
Weeks 14, 15, 16	Managing Quality and Performance	From Ref #1, From Ref #2

Mapping of Course Outcomes to Program Outcomes and NQF Outcomes	Course Outcome Weight (Out of 100%)	Assessment method
Define and discuss principles of the four management functions and the type of management activity associated with each [5PLO 2, 5PLO 3, 20PLO 10] [5L7K1, 3L7S1, 2L7S2, 3L7S3, 4L7C1, 3L7C2, 5L7C3, 5L7C4]	30%	
Define quality assurance principles and key related to it [10PLO 10] [2L7K1, 2L7S1, 2L7S2, 2L7C1, 1L7C2, 1L7C4]	10%	
Explain and analyze the relationship between the four management functions. [10PLO 10] [5L7K1, 1L7S2, 2L7C1, 2L7C2]	10%	
Analyze the principles and the models of quality assurance [10PLO 10] [5L7K1, 2L7S2, 3L7C2]	10%	
Apply effective management functions and principles in different settings. [2PLO 3, 5PLO 8, 3PLO 9, 20PLO 10] [5L7K1, 5L7S1, 3L7S2, 3L7S3, 3L7C1, 3L7C2, 4L7C3, 4L7C4]	30%	

Apply the quality control measures in different settings [10PLO 10] [3L7K1, 2L7S2, 5L7C1]	10%	
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Relationship to Program Student Outcomes (Out of 100%)									
PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10
	5	7					5	3	80

Relationship to NQF Outcomes (Out of 100%)							
L7K1	L7S1	L7S2	L7S3	L7C1	L7C2	L7C3	L7C4
25	10	12	6	16	12	9	10

Policy	
Statement on Professionalism	Professional behavior is expected of students at all times. Attitude and professional behavior are a minimum criterion for passing this class. Examples of unprofessional behavior include but are not limited to: missing classes, tardiness, lack of attention for a speaker, talking to others during lecture, leaving a lecture prior to its completion without prior authorization of the instructor, working on other class material during class, and sleeping during class.
Plagiarism	University regulations will be applied on cases of cheating and/or plagiarism
Attendance	No points will be count for points attendance of this class, however attending the lectures will greatly enhance your grade. The student is responsible for any information discussed in lecture sessions. It is imperative to attend all classes!
Attendance	University regulations will be applied. Students are not allowed to be absent for more than 20% of lectures for any reason or excuse. If a student exceeds the absence limit, he or she will not be allowed to sit for future course exams. (Please review university regulation for more details)
Make-up Exam	Make-up exams is entitled for students who miss the exam with accepted legal or medical excuse endorsed by the instructor within 24 hours after the scheduled exam (Please review university regulation for more details)

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