



Future Academy
Higher Future Institute for Specialized Technological Studies

Course Specification

1- Course information:

Course Code:	HUM 132
Course Title:	Business Administration
Year/level	1 st
Academic Programs	Computer Science Program (B.Sc.)
Contact hours/ week	(Theoretical= 2 hrs / Tutorial = 1 hr) Total 5 hrs.

2- Course aims:

This course aims to provide students with introduction to management and organizations, defining management, key functions (Planning-organizing-leading-controlling), roles of management in an organization, managers social responsibility, managerial ethics, business organization, Decision making –modern trend in management, small industrial business and future challenge.

3- Intended learning outcomes of the course (ILOs):

a- Knowledge and understanding:

On successful completion of this course, the student should be able to:

- a1- Recognize the definitions of management and organization
- a2- Understand management key functions
- a3-Realize The roles of Management in the organization
- a4-Understand managers social responsibilities

b- Intellectual skills:

On completing this course, the student should be able to:

- b1- Apply the ideas and points of view of managerial ethics
- b2-Assess managerial decision making
- b3- Discuss communication and group behavior
- b4- Compare between small and large industrial business

c- Professional and practical skills:

At the end of this course, the student will be able to:

- c1- Acquire and apply specialized Management definitions and terminology
- c2- Demonstrate broad and integrative knowledge of Management principles and practices

- c3- Apply critical thinking to analyze Management scenarios and problems
 c4- Develop creative solutions to Management challenge

d- General and transferable skills:

On successful completion of this course, the student should be able to:

- d1- Manage time effectively
 d2- Enrich the students' knowledge and thoughts through continuous self-learning
 d3- Demonstrate their ideas and thoughts in work groups
 d4- Develop and enhance work methods continuously

4- Course contents

Week No.	Topics/units	Number of hours		ILO's
		Lecture hours	Tutorial hours	
1	Introduction to management and organization	3	2	a.1, b.4, c.2,d1
2	Key functions of Management	3	2	a4,b3,c2,d3
3	Roles of Management in the organization	3	2	a2,b3,c2,d4
4	Revision + Quiz 1	3	2	a2,b3,c2,d1
5	Managers social responsibilities	3	2	a3,b4,c3,d3
6	Managerial ethics	3	2	a4,b2,c1,d1
7	Midterm Exam			
8	Business organization	3	2	a1,b3, c4,d2
9	Managerial ethics	3	2	a3,b1.c4
10	Business organization	3	2	a4,b3,c2,d2
11	Revision + Quiz 2	3	2	a4,b3,c2
12	Decision making	3	2	a2,b2,c1,d2
13	Revision	3	2	a3,b2,c1
14	Final Revision	3	2	a3,b2,c1,d3

5- Teaching and learning methods

Methods	ILO's																			
	a1	a2	a3	a4	a5	b1	b2	b3	b4	b5	c1	c2	c3	c4	c5	d1	d2	d3	d4	d5
Lectures	√	√	√	√		√	√	√	√		√	√	√	√		√	√	√		√
Tutorial / Practical sections	√					√						√				√				
Self-learning	√		√					√					√				√			
Assays and reviews	√		√	√			√	√		√			√					√		
Discussion groups	√			√				√	√			√	√		√		√		√	

Brainstorming		√				√					√			√			
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6- Teaching and learning methods for Low-achieving students

- Extra teaching hours for those who need help
- More quizzes to assess their ability for understanding the course
- Encourage the team work for those students with other advanced ones to increase their participation and understanding

7- Student assessment

Assessment method	Time	Grade weight (%)	Week	ILOs
Course Work (Tutorial Exercise and Assignments)	30 minutes	15	Every week	a1,b2,c3,d1
Quiz 1	1 Hrs.	5	Week#4	a2,b3,c2,d1
Mid-term exam	1 Hrs.	15	Week#7	a3,b4,c4,d1
Quiz 2	1 Hrs.	5	Week#11	a4,b3,c2
Final Written exam	2 Hrs.	60		a1,b3,c4,d5

8-List of references

8.1. Student notebooks:

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8.2. Essential textbooks:

Stephen P.Robines, pearson, 18th edition,2022.

8.3. Recommended textbooks:

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8.4. Journals, Periodical and Reportsetc.

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8.5. Websites

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Course Coordinator: *Dr. Reem Aboualnile*

Head of department: *Prof. Dr. Yasser F. Ramadan*

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