

[Management Science] Syllabus

[2018/2019]

Instructor Information

Instructor

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Email

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Office Location & Hours

[Layeeek / Tuesday]

General Information

Description

This module aims at giving students among all faculties an overview of management science. Moreover, providing information regarding the various roles of managers at any organization beside managers' types in various sectors. In addition, to the main functions managers act at the organization represented by planning, organization, directing and controlling. In addition to highlight the vital role of management science in modern societies and the importance of this science for students studying any specialization including medicine and health care.

Expectations and Goals

This module aims at

- 1- Providing an accurate definition of management and determine its goals.
- 2- Highlights the role of manager in organizations and the difference between manager and leader.
- 3- Highlights the functions of manager including planning which is considered as the first function in the establishment of any organization.
- 4- Provide information about the importance of both organization and directing in organizations.
- 5- Providing information regarding controlling in any organization which is considered as a metric to measure the success of management process.

Language(s) of Instruction: Arabic
Textbook(s) Language(s): Arabic

Course Materials

A handout prepared by the lecturer.

Course Schedule

	Week	Topic	Reading	Exercises
1	2018/09/22	Introduction	Introduction about the module	
2	2018/09/29	Chapter One	General concepts in management science	
3	2018/10/6	Chapter One	General concepts in management	

	Week	Topic	Reading	Exercises
			science	
4	2018/10/13	Chapter Two	Manager	
5	2018/10/20	Quiz One	Q1	
6	2018/10/27	Chapter Two	Manager	
7	2018/11/3	Chapter Three	Planning	
8	2018/11/10	Chapter Three	Planning	
9	2018/11/17	Chapter Four	Organization	
10	2018/11/24	Chapter Five	Directing	
11	2018/12/1	Quiz Two	Q2	
12	2018/12/8	Chapter Five	Directing	
13	2018/12/15	Chapter Six	Controlling	
14	2018/12/22	General Review	General Review	
15	2018/12/29	-	-	

Testing Schedule

test	Date	Subject	Type	language	% of final grade
Quiz 1	Week 5	Chapter 1 and 2 till point 4 (Managerial Skills) is required	MCQ	Arabic	15%
Quiz 2	Week 11	Chapter 2 (From point 5) and Chapter 3 and Chapter 4	MCQ	Arabic	15%
Final Exam	2/01/2019	The whole module is required	MCQ	Arabic	70%

General notes:

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