

وصف مواد قسم إدارة الأعمال – خطة رقم (11)

رقم المادة	اسم المادة	الساعات المعتمدة	المتطلب السابق
0400201	Management (1)	3	-----

This course deals with understanding the concept of management science , intellectual schools , the decision-making process , administrative functions and how to exercise them by the director in the business for: planning , organizing, directing and controlling. in addition it focuses on leadership and motivation, communications, organizational structure and organizational culture.

رقم المادة	اسم المادة	الساعات المعتمدة	المتطلب السابق
0402210	Organizational Behavior	3	0400201

The course deals with the analysis of the organization's behavior through the study of individual behavior as well as the collective behavior has neglected the impact on the effectiveness of the organization, and the performance rates of any organization depends on the interaction of all the behavioral factors of the individual's awareness, trends, and the individual's personality and how to satisfy multiple motives and this comes only through the availability of leaders management able to realize their full communication within the organization conducted community liaison.

رقم المادة	اسم المادة	الساعات المعتمدة	المتطلب السابق
0402214	Operations Research	3	0400103

The focus in the present article on the concept of operations research and quantitative analysis, and the formulation of linear models, and linear programming methods, and graphical method and simplex method, the dual model, and transport problems and Assignment model.

رقم المادة	اسم المادة	الساعات المعتمدة	المتطلب السابق
0402330	Entrepreneurship and Management of Small and Medium Enterprises	3	0400201

The focus in this course is on defining the concept of entrepreneurship, its characteristics, method of achieving it on the ground, its role and how the project manager exercises administrative functions to manage productive, marketing, financing and human resources activities when managing small and medium enterprises and entrepreneurship and how to plan them.

رقم المادة	اسم المادة	الساعات المعتمدة	المتطلب السابق
0402311	Islamic Administration	3	0400201

this course focus on the concept of management in the Islamic system and a links to the concept of the Islamic faith, as the focus is on the system of governance and administration in the Islamic state and the Islamic concept of administrative processes and ethical its premises and business and the relationship between the administration and the community and its view of the individual and the public employees and the differences between modern management systems and management Islam

رقم المادة	اسم المادة	الساعات المعتمدة	المتطلب السابق

0402214	3	إدارة الإنتاج و العمليات	0402312
---------	---	--------------------------	---------

This course sheds light on the concept of managing operations and production in business establishments, the nature of production activity, types of products, basic transformations in the industry, studies necessary to establish productive organizations technically, marketingly and economically. The course also deals with production planning using different methods, linear programming and the accompanying different processes, organization of production processes, how to operate the productive establishment and control over production, both quantitatively and qualitatively, and using quantitative tools.

رقم المادة	اسم المادة	الساعات المعتمدة	المتطلب السابق
0402318	Organization Theory	3	0400201

Students will be able define the concept of Organization Theory and the importance and objectives of the organization and the modern theories.

It also addresses the traditional and modern forms of organization, and Analysis of the components of the organization and the principles underpinning.

Moreover; Measure organizational performance and analyze the components of the environment and methods of adaptation, as well as, study the organizational culture.

رقم المادة	اسم المادة	الساعات المعتمدة	المتطلب السابق
0402319	Human Resource Management	3	0400201

The course concentrates on the principles and importance of human resources management job description and specification, process of recruitment, compensation, training and development performance appraisal.

رقم المادة	اسم المادة	الساعات المعتمدة	المتطلب السابق
0402411	Project management	3	0402214

The focus in this course is to introduce students to the concept of the project, the role of its life and how to configure its administration and its duties, and planning and scheduling work and invest its resources by using charts and analysis to adjust costs and trade-offs between time, cost and organization of the work projects and control over the implementation of the project and its methods.

رقم المادة	اسم المادة	الساعات المعتمدة	المتطلب السابق
0402414	International Business administration	3	0400201

The focus in this course on the definition of the concept of international business and its importance and its environment, and international businesses and multinational international trade theories, and foreign investment and administrative problems and productivity, financial,

marketing and human resources and technology facing international businesses and scientific methods used in the management and treatment of these problems, globalization, strategic alliances and global conglomerates.

المتطلب السابق	الساعات المعتمدة	اسم المادة	رقم المادة
0400201	3	Strategic management	0402424

The course aims to introduce students to the substance of the strategic management as a responsibility, through models of strategic management and stages of strategic analysis of the environment and strategy formulation and implementation of the strategy and then monitor and evaluate the implementation of the strategy and the importance of it in the process of adaptation to environmental variables in the light of the challenges faced by contemporary management. Article also aims to enable the student to carry out strategic analysis through case studies.

المتطلب السابق	الساعات المعتمدة	اسم المادة	رقم المادة
0400201	3	TQM	0402425

This course focus on the quality definition and , their importance and dimensions, The concept of total quality management and its importance , and the philosophy and principles of total quality management, The role of senior management , strategic perspective of quality that focus on the customer and strengthen the relationship with suppliers and enable workers and quality teams.

Continuous improvement and quality tools, as well as, the International Organization for Standardization ISO, and the International awards for quality.

المتطلب السابق	الساعات المعتمدة	اسم المادة	رقم المادة
0400201	3	Computer applications in administration	0402440

This course focuses on familiarizing students with special topics nature attitudinal and interest in real-time and that have not been discussed in the courses that have been studied, and provide them with the necessary skills to analyze the local and international managerial positions, experiments for use in their company management, which will work. Through to get to know the experiences of countries and companies successful in this context, and distinct countries and companies in the field of management.

المتطلب السابق	الساعات المعتمدة	اسم المادة	رقم المادة
موافقة القسم	3	التدريب العملي	0402427

The course highlights the student's application of the scientific knowledge he acquired in his academic study programme; By practicing jobs in his field of specialization in one of the companies or institutions in the community. This is in order to link theories with practical application in the world of business. The student submits a report at the end of the training period to the practical training supervisor assigned to him.

رقم المادة	اسم المادة	الساعات المعتمدة	المتطلب السابق
0402441	change and crisis management	3	0402318

The course deals with defining the concept of change management, its principles, objectives and importance, as well as addressing the stages of organizational change, its obstacles and the reasons for resisting change. The course also deals with the theoretical foundations of crisis management and the scientific steps to deal with it, also the course will cover crisis management requirements and the characteristics of crisis

management team

رقم المادة	اسم المادة	الساعات المعتمدة	المتطلب السابق
0402235	Contemporary management issues	3	0402318

In this course, emphasis is placed on introducing students to special issues of a situational nature and immediate attention that have not been discussed in the courses studied, and providing them with the skills necessary to analyze local and international administrative positions, as experiments to benefit from in managing their companies and institutions, in which they will work. And this is by identifying the experiences of successful countries and companies in this context, and of distinguished countries and companies in the field of management.

رقم المادة	اسم المادة	الساعات المعتمدة	المتطلب السابق
0402211	موضوعات إدارية باللغة الإنجليزية	3	0400201

The course deals with a detailed explanation in English about: management science, its schools of thought, the decision-making process, the main management functions and practices such as planning, organizing, directing, staffing, coordinating and controlling. The course also discusses how to exercise management functions and the details related to them. The difference between management and leadership and between manager and leader in a business enterprise. On the other hand, the course talks about leadership theories, motivation. It also deals with the study plan No. 10 for the Business Administration major in English in detail: the compulsory and elective university requirements, the compulsory college requirements, the compulsory and optional specialization requirements, the supporting requirements and the free subject. In the same context, it discusses important topics in management such as: human resource management, strategic management, searching for a job opportunity and how to conduct a preliminary and final interview for employment, and readiness for such interviews and others.

رقم المادة	اسم المادة	الساعات المعتمدة	المتطلب السابق
0402234	أخلاقيات الأعمال و المسؤولية الاجتماعية	3	0400201

The course focuses on the concept of ethics and social responsibility in business organizations, its importance and dimensions. It presents examples of ethical violations, corruption, bribery and embezzlement. It sheds light on governance, its pillars and contents, and transparency as approaches to addressing these negative phenomena.

رقم المادة	اسم المادة	الساعات المعتمدة	المتطلب السابق
0402337	Electronic Management	3	0400201

This course discusses the basic principles of Electronic Management, its importance, and reasons of why to apply it in both public and business sectors. It also discusses the most important technologies used in Electronic Management as well as the impact of Electronic Management applications on both public and business organizations and their strategies

رقم المادة	اسم المادة	الساعات المعتمدة	المتطلب السابق
0402338	knowledge management	3	0407231

This course discusses the importance of the knowledge management many fields. It defines knowledge management in organizations.

رقم المادة	اسم المادة	الساعات المعتمدة	المتطلب السابق
0402237	الابداع والابتكار	3	0400201

This course aims to introduce the student to the concepts and basics of creativity and innovation in general, the historical development of intellectual interest in creativity and innovation and the organizational perspective of them in institutional work, and the relationship of creativity and innovation also in supporting competitiveness. The course also focuses on developing a strong knowledge base on emerging topics and contemporary issues in creativity and innovation.

رقم المادة	اسم المادة	الساعات المعتمدة	المتطلب السابق
0402236	العلاقات العامة	3	0400201

The course deals with the concept of public relations, characteristics of public relations, principles and ethics of public relations, and an explanation of the internal organization mechanism for managing public relations. Its most important dimensions, components, functions, types, how to measure and determine its direction. Finally, it deals with the most important issues in public relations in government institutions and civil society organizations and in times of crisis.

رقم المادة	اسم المادة	الساعات المعتمدة	المتطلب السابق
0402238	الادارة العامة	3	0400201

The course deals with clarifying the concept of public administration, its basic functions, roles and organization, duties, its relationship with other authorities and its role in setting and implementing public policies. The course also deals with the definition of the developmental role of the central government in the development of the various productive and service sectors in society, recent trends towards the implementation of decentralization and local administration, in addition to identifying the civil service system and public service management in the Hashemite Kingdom of Jordan and the shift towards e-government in Jordan.

رقم المادة	اسم المادة	الساعات المعتمدة	المتطلب السابق

0400201	3	الاعمال الالكترونية	0402228
---------	---	---------------------	---------

This course deals with the concept of e-business in business organizations, types of e-business solutions, planning and designing e-business solutions, e-business solutions in different business sectors, integrated information system, e-government, e-payment system, legal and ethical dimensions in e-business solutions, management Risks in e-business solutions, recent trends in e-business solutions and practical cases in e-business solutions .

المتطلب السابق	الساعات المعتمدة	اسم المادة	رقم المادة
0402312	3	Supply Chain Management	0402333

The focus of this course is on the historical evolution of the concept of supply chains management, concept of supply chain management and its causes, the concept and significance of supply chains management, principles of reverse logistics, types of flows in the supply chain, different perspectives to confirm supply chain complexity, supply chain management, Supply and applications, factors affecting supply chain management, e-business and its relation to supply chain management, green supply.