



جمهورية مصر العربية

وزارة التعليم العالي والبحث العلمي

Ministry of Higher Education and Scientific Research



المعهد العالى للحاسبات وتكنولوجيا المعلومات
مدينة الشروق - القاهرة
شعبة علوم الحاسب

Course specification

Course Code: H 202

Course Title: Business Administration

Academic Year: /

Course specification
(H 202 - Business Administration)

Course Outline

Faculty:	<i>HICIT- (Higher Institute for Computers & Information Technology-El Shorouk Academy)</i>		
Programme(s) on which the course is given:	Undergraduate program in Computer Science		
Major or minor element of programme:	Compulsory		
Department offering the program	Department of Computer Science		
Department offering the course:	Department of Computer Science		
Level	Second Level		
Date of specification approval	DD/MM/YYYY		

Basic Information

Code:	H 202	Title:	Business Administration	
Prerequisites:	-			
Weekly Hours:				
Lecture: 2	Exercise: 0	Practical: 0	Total: 2 credit hours	

Professional Information

Course Aims:

The objective of H 202 is to introduces the basic concepts Introduction to Management - Management functions, Business Functions, Organizational Structure, Strategic Management, Motivation, Leadership, Decision Making: Tools & Techniques, Human Resource Management, Effective communication in modern organizations, Team management, Development of management thought, Creative Problem Solving, Presentation & Negotiation Skills, models of thinking. Other recent related topics

After completing this course students must be able to:

- analyze and evaluate a range of business data, sources of information and appropriate methodologies, which includes the need for strong digital literacy, and to use that research for evidence-based decision-making.
- accept responsibility and flexibility, to be resilient, self-starting and appropriately assertive, to plan, organize and manage time.
- Problem solving, analyzing facts and circumstances to determine the cause of a problem and identifying and selecting appropriate solutions.
- respecting other users' views and displaying common courtesy when posting your views to online discussion groups and other internet-based mediums;
- Written communication and development of an argument through understanding structure, style and content related issues.

--

Program ILOs Covered by Course

Knowledge and understanding	Intellectual Skills	Professional and practical skills	General and Transferable skills
a1, a8, a10, a17	b1, b10, b 15	C7, C 8, C 12, C17	d1, d2, d3, d7, d10, d12

Intended learning outcomes of course (ILOs)

a. Knowledge and Under-Standing:

- a1. Understand the essentials of Business Administration and its function.
- a2. Understanding of fundamental topics about the characteristics of Business Administration and their application in the personal, academic and workplace setting.
- a3. Demonstrate a working knowledge within key domains of management, business, economics, operations management, corporate finance, marketing, and strategic planning

b. Intellectual Skills:

- b1. Generate an innovative design to solve a problem containing a range of commercial and industrial constraints.
- b2. Recognize the professional, moral and ethical issues of involved in the exploitation of computing and be guided by their adoption, reflect on issues of professional practice within the discipline.
- b3. Identify attributes, components, relationships, patterns and main ideas.
- b4. Recognize risks aspects involved in the operation of computing systems and projects.

c. Professional and practical skills

- c1. Make effective use of general IT facilities, plan and manage a project to complete within budget and schedule.
- c2. Appreciate the need for continuing professional development in recognition of the need for lifelong learning.

d. General and transferable skills

- d1. Communicate effectively by oral, written and visual means.
- d2. Work effectively as an individual and as a member of a team.
- d3. Lead and motivate individuals.

Contents		
Topic	Contact Hours	
	lecture	Lab
Introduction to Management	2	0
Management functions	2	0
Business Functions	2	0
Organizational Structure	2	0
Strategic Management.	2	0
Motivation - Leadership	2	0
Decision Making: Tools & Techniques	2	0
Human Resource Management	2	0
Effective communication in modern organizations	2	0
Team management	2	0
Development of management thought	2	0
Creative Problem Solving- Presentation	2	0
Negotiation Skills – models of thinking.	2	0

Teaching and learning methods	
Teaching and learning methods	Used
Lectures	√
Exercises	√
Discussions.	√
Self – Learning (Reading material, Websites search,)	√
Self-studies	√
Group work	√
Presentation	√
Problem solving/problem solving learning based	√
Case study	√
Synchronous E-Learning	√
Video lectures	√
Asynchronous E-Learning	√

Student assessment methods & Schedule		
Methods	Used	Week#
Midterm Exam	√	8
Final Exam	√	16

Course Presentation	√	3-14
Course Work & Quizzes	√	2-14
Case study	√	15

Assessment Weight	
Assessment	Weight %
Mid Term Exam	15%
Presentation	15%
Final Exam	60%
Course Work & Quizzes	10%
Total	100%

Course Work & Quizzes
Short Exams, Assignments, Research, Reports, Presentations
Class/ discussion

List of references	
Essential books (textbooks)	Stephen, J. Skripak, (2016): Fundamentals of Business
Course notes	E-Learning Portal
Recommended books	<ul style="list-style-type: none"> • Donald, L. Sexton and Philip, M. Van Auken, (2004): Experiences in Entrepreneurship and Small Business Management • James, L. Burrow, Brad, Kleindl and Kennet, E. Everar (2008): Business principles and management.
Periodicals, website	
Videos link	

Required Facilities

Tools & SW (Technology facilities):	<ul style="list-style-type: none"> - Microsoft TEAMS to create virtual classrooms for lectures, discussions for project. - Academy Portal (MOODLE) to make electronic quizzes and electronic midterm exam. - Academy Portal (MOODLE) to upload project deliverable and assignment. - Academy portal (MOODLE) to upload electronic material. 	
Teaching facilities:	Whiteboard	√
	Data show	√
	E-Learning	√
	Videos	√
	Website	√

Course Content/ILO Matrix

Course Contents	Knowledge & understanding				Intellectual skills			Professional and practical skills				General					
	a1	A2	A3	A4	b1	B2	B3	C1	C2	C3	C4	d1	d2	d3	D4	D5	D6
Introduction to Management	✓	✓		✓			✓	✓	✓								
Management functions	✓	✓		✓		✓	✓	✓	✓								
Business Functions	✓	✓		✓	✓	✓	✓	✓	✓	✓					✓		✓
Organizational Structure	✓	✓		✓			✓	✓	✓	✓	✓	✓			✓		✓
Strategic Management.	✓	✓		✓			✓					✓					
Motivation - Leadership	✓	✓		✓			✓	✓		✓		✓			✓		
Decision Making: Tools & Techniques	✓	✓		✓			✓										
Human Resource Management	✓	✓		✓			✓	✓		✓							
Effective communication in modern organizations	✓	✓		✓			✓	✓				✓					
Team management	✓	✓		✓	✓	✓	✓	✓									✓
Development of management thought	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓				✓		✓
Creative Problem Solving-Presentation	✓	✓	✓	✓			✓						✓	✓	✓	✓	
Negotiation Skills – models of thinking.	✓	✓	✓	✓	✓		✓				✓	✓	✓	✓	✓	✓	

Learning Method /ILOs Matrix

Learning Methods	Knowledge and understanding				Intellectual skills			Professional and practical skills				General					
	a1	A2	A3	A4	b1	B2	B3	C1	C2	C3	C4	d1	d2	d3	D4	D5	D6
Lectures	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Exercises				✓	✓		✓	✓				✓					
Reading material				✓	✓		✓		✓	✓							
Websites search									✓	✓	✓			✓			
Research and reporting				✓	✓	✓			✓	✓	✓		✓				
Problem solving				✓	✓			✓							✓		
Group work						✓						✓	✓	✓	✓	✓	✓
Case study							✓			✓		✓		✓			
Discussions.				✓	✓			✓	✓	✓		✓	✓	✓		✓	✓

Assessment Methods /ILOs Matrix

Assessment Methods	Knowledge & understanding				Intellectual skills			Professional & practical skills				General					
	a1	A2	A3	A4	b1	B2	B3	C1	C2	C3	C4	d1	d2	d3	D4	D5	D6
Midterm Exam	✓	✓	✓	✓	✓	✓	✓										
Final Exam	✓	✓	✓	✓	✓	✓	✓										
Presentation				✓	✓			✓	✓	✓		✓	✓	✓		✓	✓
Course Work & Quizzes																	
Case study				✓	✓		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓

Course ILOs Vs Program ILOs

Prog ILOs		Knowledge & understanding				Intellectual skills			Professional and practical skills				General					
		A1	A8	A10	A17	B1	B10	B15	C7	C8	C12	C17	D1	D2	D3	D7	D10	D12
Knowledge and Understanding	a1																	
	a2																	
	a3																	
	a4																	
Intellectual skills	b1																	
	b2																	
	b3																	
Professional and practical skills	c1																	
	c2																	
	c3																	
	c4																	
General skills	d1																	
	d2																	
	d3																	
	d4																	
	d5																	
	d6																	

Course Coordinator : ()
Head of Department : Dr. Ahmed El-Abbassy ()
Date: --/--/2023