

① The Management Program

Course Descriptions

Course Number:

MGT 201

Title:

Principles of Management

Contents:

This course introduces the student to management and the important role it plays in the modern economy and how it accomplishes that. The course begins with a birds eye view of the history of management thought and then examines the different functions of management and how they are carried in the face of the challenges of our age, from technology to globalization and societal demands.

References:

Fundamentals of Management, *Stephen P. Robbins & David A. Decenzo, 3rd ed., 2001.* Upper Saddle River, N.J: Prentice Hall.

Prerequisites:

None

Course Number:

MGT 205

Title:

Organizational Behavior

Contents:

The intent of this course is to study the human behavior in organization including the analysis of individual, group, and inter-group relations within a broad range of organizational settings. The study of the course may include concepts, theories, and models related to the topics of the course. Consideration should be given to the environmental, international, ethical, and technological dimensions of issues related to the course subject matters.

References:

Organizational Behavior, *Roger Bennett, (1999), , 3rd ed., Upper Saddle River , N.J ., Prentice–Hall.*

Prerequisites:

MGT 201 Principles of Management.

PSY 101 Principles of Psychology.

Course Number:

MGT 250

Title:

Introduction to International Business Management

Contents:

This course deals with essentials of International Business dynamics. It presents an understanding of the changing cultural, political, legal and labor environment for the international business. The

course draws the attention for the important institutions working in international business. Also, it covers the process of managing business functions internationally such as: marketing, import and export, accounting, finance and human resources.

References:

International Business: A Competitive Approach, *Frank Bartles and Christopher L. Pass*, 2001, upper Saddle River, N.J, Prentice-Hall.

Prerequisites:

MGT 201

Course Number:

MGT 300

Title:

Research Methods for Business.

Contents:

This course provides students with the necessary skills and knowledge for successful completion of a piece of research. Topics in this course cover: identifying research topic, literature review, research ethics, research strategy, sampling, primary and secondary data collection, data analysis and writing up project report.

References:

Research Methods for Business Studies, *Mark Saunder, Philip Lewis and Adrian Thornhill*, (2000) , 2nd ed., upper saddle River, N.J., Prentice – Hall AS.

Prerequisites:

MGT 201 Principles of Management.

QMIS 220

Course Number:

MGT 303

Title:

Business Communication and Report Writing

Contents:

This course is essential in building the knowledge of students in the area of business communication. The main focus of the course is building the skills and experience in business communication, The course covers topics such as: communication theory, communication across cultures, technological advances in communication, managing meetings, interviewing, listening, negotiation, writing letters and memos, writing reports and presentation.

References:

Business and Management Communication A Guid Book, *Ritch Sorenson, Grace DeBord and Ida Ramirez*, 2001, 4th ed., Upper Saddle River , N.J. Prentice - Hall .

Prerequisites:

AR 101 & ELU 126

Course Number:

MGT 305

Title:

Human Resources Management

Contents:

This course aims at building the knowledge and skills of students in the area of human resources management. The course covers issues such as: the role of human resources management, international and strategic human resources management, personnel planning and recruitment, testing and selecting employees, performance appraisal, compensation system and career planning

References:

Essentials of Human Resources Management, *Gary Dessler*, (1999) Upper Saddle River, N.J., Prentice – Hall.

References:

Essential of Entrepreneurship and Small Business Management, *Norman N. Scarborough* 1998, Upper Saddle River , N.J., Prentice Hall.

Prerequisites:

MGT 201: Principles of Management

Course Number:

MGT 310

Title:

Entrepreneurship & Small Business Management

Contents:

This course focuses on the analysis of the factors and conditions controlling the formation and existence of entrepreneurs and their role in planning for and managing small businesses. Additionally, the small business life cycle, the factors determining the nature for each stage in that cycle, and the principles and methods of managing small business organizations, particularly family businesses will be covered. Finally, the features of small businesses, their economic and social roles and the process of managing the functional activities of small businesses will be addressed.

References:

Essential of Entrepreneurship and Small Business Management, *Norman N. Scarborough* 1998, Upper Saddle River , N.J., Prentice Hall.

Prerequisites:

MGT 201 Principles of Management.

Course Number:

MGT 312

Title:

Total Quality Management

Contents:

This is a comprehensive introduction to the field of quality management, integrating the emerging body of knowledge in the areas of quality theory, quality assurance, quality control and total quality management. This course is integrated by three themes of the emerging quality paradigm that are addressed in every lecture: customer value strategy, organizational systems, and continuous improvement. The course includes extensive coverage of international issues as well as ethical foundations.

References:

Total Quality Management, Terry L. Richardson 2001, Delmar Publishers.

Prerequisites:

MGT 201 Principles of Management

Course Number:

MGT 315

Title:

Management Planning and Decision Making

Contents:

Good decision-making and planning are essential for organizations in today's dynamic and ever-changing world. Effective global managers are always looking for problems and opportunities. They make good decisions on how to deal with them, and they follow through to ensure implementation of desired actions. This course introduces an action framework for decision making and planning in the management process. It also introduces the concepts of global decisions, global manager, global planning, and how to integrate that to the issue of globalization.

References:

Management, Robert Kreitner, 2001, New York, Houghton ; G.S.Yip, (1992) Total Global Strategy, New Jersey, Prentice-Hall.

Prerequisites:

MGT 201 Principles of Management., QMIS 120 Introduction to Business Statistics

Course Number:

MGT 405

Title:

Manpower Planning and selection

Contents:

This course aims at setting out the foundations of human resources planning in the world of uncertainty. Topics in this course are determining human resources needs, approaches to human resources planning, supply and demand of labor, recruitment, application forms, testing, interviewing and career planning and development.

References:

Human Resources Planning, John Bramham, 1994, 2nd ed., Institute of Personnel Management, London

Prerequisites:

MGT 305 Human Resource Management.

Course Number:

MGT 406

Title:

Compensation Systems

Contents:

This course aims at presenting the science and practice of compensation systems and how it can promote the organizations competitive advantages within the human resources management approach. The course examines topics such as: strategic compensation, contextual influences on

compensation practices, bases for pay, designing compensation system, incentives, employee benefits and international compensation.

References:

Strategic Compensation: A human Resource Management Approach, *Joseph J. Martocchio*, 2nd ed., 2001 Upper Saddle River , N.J., Prentice – Hall.

Prerequisites:

MGT 305 Human Resource Management.

Course Number:

MGT 407

Title:

Career Planning and Development

Contents:

The intent of this course is to give the student an exposure to the process of career planning and development, and to understand the concepts, theories, and models related to the course subjects. Consideration is given to the ethical, international, societal, and technological dimensions related to the topics of the course. The major issues that covered in the course include the process of planning and development of careers within the context of overall organization strategic plans and how to develop individuals' career within the context at human recourse plans.

References:

Career Management, *Greenhouse, Jeffery H, Recent ed., 2000*, The Dryden Press, NY USA.

Prerequisites:

MGT 305 Human Resource Management

Course Number:

MGT 410

Title:

Organization Theory

Contents:

This course concentrates on the concepts, methods and skills of designing effective organization structure and activities. The course includes a discussion of the impact of external environment, globalization, culture, ethics, strategy, and technology on the design of organization. The course deals also with power and politics, organization size and life cycle, alternatives of organization design, organization change and interdepartmental and interorganizational relationships.

References:

Organization theory and Design, *Richard L. Daft, 7th ed. 2000*, Cincinnati, Ohio, South–Western College Publishing .

Prerequisites:

MGT 205 Organization Behavior.

Course Number:

MGT 412

Title:

Organization Change and Development

Contents:

This course aims at building the knowledge and skills of students in changing and developing organization in order to cope with goals, culture, technology, organizational structure, human resources, and globalization of business. The course covers topics such as: foundations of organization development, managing the process of organization development, action research in OD. methods of interventions and change and applicability of OD methods.

References:

Experiential Approach To Organization Development, Donald Harbey and Donald Brown, 6th ed. 2001 Upper Saddle River, N.J., Prentice -Hall.

Prerequisites:

MGT 205 Organization Behavior.

Course Number:

MGT 414

Title:

Leadership and Group Dynamics

Contents:

This course concentrates on several topics such as the role and importance of leadership in management, leadership on high managerial levels, leadership theories and styles, leadership in different organizational and managerial situations, leadership and group effectiveness, how to build, develop, manage, and maintain groups, group interactions, and group conflicts. .

References:

Understanding Behaviors for Effective Leadership, *Jon P. Howell and Dan L. Costley*, 2001 Upper Saddle River, N.J., Prentice – Hall.

Prerequisites:

MGT 205 Organization Behavior.

Course Number:

MGT 435

Title:

Organization Design

Contents:

The intent of this course is to study the impact of organization theories on organizational design and structure within the dynamic nature of an open system approach. Students learn how to analyze, design, and improve organizations through matching organizations structure, system, and culture to organization's strategy and environment. Considerations are given to the human, environmental, ethical and technological dimensions of the topics of the course.

References:

Organization: Structure, Process, and Outcomes, *Richard H. Hall* , 7th ed., 1999, Upper Saddle River, N.J., Prentice – Hall.

Prerequisites:

MGT 205 Organizational Behavior

Management major or minor students only

Course Number:

MGT 450

Title:

Strategic Management

Contents:

A capstone course that discusses strategic management concepts and models. The course integrates organization functional areas to strategic planning process. Considerations are given to the environmental and international elements as well as ethical and technological dimensions of decision making related to strategy formation, implementation and evaluation: case method is an essential tool in teaching the course.

References:

Strategic Management and Business Policy, *Wheelen T. and Hunger David. 2000*, Wesley Publishing co., Reading: MASS, USA.

Prerequisites:

MKT 220, MGT 201, FIN 210, and QMIS 210.

Course Number:

MGT 460

Title:

International Business Management

Contents:

This is a comprehensive course for business students to help them to learn actual management functions required for effective cross – cultural management at both an organizational and an interpersonal level. Topics in this course include: culture and environment of international business, global production and marketing, competitiveness, foreign market entry, multinational corporations, international finance, international human resources , and planning and control of international business .

References:

International Business: A Competitive Approach, *Frank Bartles and Christopher L.Pass , 2001*, Upper Saddle River , N.J. Prentice – Hall .

Prerequisites:

MGT 201. Completing 69 Credit hours.

Course Number:

MGT 470

Title:

Seminar In Management

Contents:

Investigation of selected special or current issues in management, which are not covered in the presented courses. Consideration should be given to the environmental and international elements as well as the ethical and technological dimensions of the issue. Topics of the course may include, but are not limited to, privatization, globalization, public sectors management, and hospital management.

References:

To be assigned by the course instructor.

Prerequisites:

90 hours of credit and consent of department chair.

Course Number:

MGT 480

Title:

Internship in Management

Contents:

The main objective of this course is to provide students with practical experience, through joining temporarily an organization. This will be done according to a study plan set by the student academic advisor and a field supervisor from the host organization. The student will be followed up weekly by his supervisor. By the end of the training period a complete documented report giving a full description of the training work undertaken and experience gained should be submitted and presented by the student. The training period should be at least ten weeks and ten hours per week.

Prerequisites:

Completing 90 Credit hours, and department approval.

Course Number:

MGT 490

Title:

Special Topics in Management

Contents:

This course covers current issues and topics not usually covered by the other courses.

Prerequisites:

Department approval.
