

Course Syllabus

1	Course title	Office Procedures for the 21st Century	
2	Course number	1605313	
3	Credit hours	3	
	Contact hours (theory, practical)	Daily (9-10)	
4	Prerequisites/corequisites	None	
5	Program title	Management Information Systems (MIS)	
6	Program code	05	
7	Awarding institution	University of Jordan	
8	School	Business School	
9	Department	Management Information Systems	
10	Course level	Second Year	
11	Year of study and semester (s)	First Semester 2021/2022	
12	Other department (s) involved in teaching the course	None	
13	Main teaching language	English	
14	Delivery method	<input type="checkbox"/> Face to face learning <input checked="" type="checkbox"/> Blended <input type="checkbox"/> Fully online	
15	Online platforms(s)	<input checked="" type="checkbox"/> Moodle <input checked="" type="checkbox"/> Microsoft Teams <input type="checkbox"/> Skype <input type="checkbox"/> Zoom <input type="checkbox"/> Others.....	
16	Issuing/Revision Date		

17 Course Coordinator:

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**18 Other instructors:**

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Contact hours:

19 Course Description:

As stated in the approved study plan.

This course aims to prepare students for the job market. It offers information about the different types of organizations, guidelines on preparing employment documents. It further identifies skills they need to master in order to become a valuable asset in the organization along with techniques and processes that enable them to become efficient and effective workers.



20 Course aims and outcomes:

Upon successful completion of this course, students will be able to:

- 1. Understand the changing nature of office work**
- 2. Classify the skills needed to become a successful worker**
- 3. Identify sources for locating job opportunities**
- 4. Prepare employment documents (CV and Cover letter)**
- 5. Describe strategies and tools for time management**
- 6. Explain the procedures in planning meetings and conferences**
- 7. Develop effective oral presentations skill**

A- Aims:

B- Students Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

SLOs	SLO (1)	SLO (2)	SLO (3)	SLO (4)	SLO (5)	SLO (6)	SLO (7)
PILOs of the course							
1. Examine basic theories of business, management, and information systems by describing related facts and ideas.	**	**					
2. Describe research methodologies and tools and apply the steps involved in preparing information systems scientific research proposal.		**					
3. Discover opportunities for business and government organizations by identifying competitive advantages using information systems.			**				
4. Identify and assess ethical, legal, security, managerial, and professional issues related to the use of emerging technologies in business and government organizations.		**					
5. Analyze, design, and implement business data, information, systems, and knowledge.					**		
6. Develop and evaluate Information technology systems, solutions and strategies.						**	
7. Use information systems and databases to retrieve relevant data in order to generate knowledge and support decision making in organizations.						**	**

8. Apply critical thinking, collaboration, teamwork, and communication skills to produce clearly written and concise information systems analyses and deliver clear, well organized, and persuasive oral presentations.					**			
9. Assume the assigned responsibilities of an information systems specialist and function within the community set of values and ethics.			**					

21. Topic Outline and Schedule:

Week	Lecture	Topic	Intended Learning Outcome	Learning Methods (Face to Face/Blended / Fully Online)	Platform	Synchronous / Asynchronous Lecturing	Evaluation Methods	Resources
1	1.1	Developing Effective Oral Presentations	7	Blended	Class+ MS Teams	Synchronous Lecturing	Exam and Participation	Book
	1.2							
	1.3							
2	2.1	Developing Effective Oral Presentations	7	Blended	Class+ MS Teams	Synchronous Lecturing	Exam and Participation	Book

Week	Lecture	Topic	Intended Learning Outcome	Learning Methods (Face to Face/Blended / Fully Online)	Platform	Synchronous / Asynchronous Lecturing	Evaluation Methods	Resources
	2.2							
	2.3							
3	3.1	Understanding the Changing and Challenging Office	1	Blended	Class+ MS Teams	Synchronous Lecturing	Exam and Participation	Book
	3.2							
	3.3							
4	4.1	Understanding the Changing and Challenging Office	1	Blended	Class+ MS Teams	Synchronous Lecturing	Exam and Participation	Book
	4.2							
	4.3							
5	5.1	Developing Professional Skills	2	Blended	Class+ MS Teams	Synchronous Lecturing	Exam and Participation	Book
	5.2							
	5.3							
6	6.1	Developing Professional Skills	2	Blended	Class+ MS Teams	Synchronous Lecturing	Exam and Participation	Book
	6.2							
	6.3							

7	7.1	Preparing for Your	3	Blended	Class+ MS Teams	Synchronous Lecturing	Exam and Participat ion	Book
	7.2							
	7.3							
8	8.1	Preparing for Your Employment	3 + 4	Blended	Class+ MS Teams	Synchronous Lecturing	Exam and Participat ion	Book
	8.2							
	8.3							
9	9.1	Preparing for Your Employment	3 + 4	Blended	Class+ MS Teams	Synchronous Lecturing	Exam and Participat ion	Book
	9.2							
	9.3							
10	10.1	Time Management	5	Blended	Class+ MS Teams	Synchronous Lecturing	Exam and Participat ion	Book
	10.2							
	10.3							
11	11.1	Time Management	5	Blended	Class+ MS Teams	Synchronous Lecturing	Exam and Participat ion	Book
	11.2							
	11.3							
12	12.1	Planning Meetings and Conferences	6	Blended	Class+ MS Teams	Synchronous Lecturing	Exam and	Book

							Participation	
	12.2							
	12.3							
13	13.1	Planning Meetings and Conferences	6	Blended	Class+ MS Teams	Synchronous Lecturing	Exam and Participation	Book
	13.2							
	13.3							
14	14.1	Presentations and Discussions	7	Blended	Class+ MS Teams	Synchronous Lecturing	Exam and Participation	Book
	14.2							
	14.3							
15	15.1	Presentations and Discussions	7	Blended	Class+ MS Teams	Synchronous Lecturing	Exam and Participation	Book
	15.2							
	15.3							

22 Evaluation Methods:

Opportunities to demonstrate achievement of the SLOs are provided through the following assessment methods and requirements:

Evaluation Activity	Mark	Topic(s)	SLOs	Period (Week)	Platform
Mid Exam	25	Chapter 13+1+2	7,1,2		On Campus



Quiz	15	Chapter 3+4	3,4,5		On Campus
Presentation Skills	10				On Campus
Final	50	Chapter 1+2+3+4+12+ 13	1,2,3,4,,5,6,7		On Campus

23 Course Requirements

(e.g: students should have a computer, internet connection, webcam, account on a specific software/platform...etc):

24 Course Policies:

A- Attendance policies:

B- Absences from exams and submitting assignments on time:

C- Health and safety procedures:

D- Honesty policy regarding cheating, plagiarism, misbehavior:

E- Grading policy:

F- Available university services that support achievement in the course:

25 References:

A- Required book(s), assigned reading and audio-visuals:

Office Procedures for the 21st Century,

8 edition

B- Recommended books, materials, and media:



26 Additional information:

Name of Course Coordinator: Dr Mahmoud Al-dalahmeh-----Signature: ----- ----- Date: -----
Head of Curriculum Committee/Department: ---DR Rand Al-dmour----- Signature: ----- -----
Head of Department: ---Dr Rand Al-dmour----- Signature: ----- -----
Head of Curriculum Committee/Faculty: ----- Signature: ----- -
Dean: ----- Signature: -----