



مركز الاعتماد
و ضمان الجودة
ACCREDITATION & QUALITY ASSURANCE CENTER



The University of Jordan

Accreditation & Quality Assurance Center

Program Specifications

**Program title: Bachelor of
Business Administration**

1	Program Title	<i>Master of quality</i>
2	Program Code	<i>012</i>
3	Awarding Institution	<i>The University of Jordan</i>
4	Level of Study	<i>Bachelor</i>
5	Final Qualification	<i>Bachelor of Business Administration</i>
6	Faculty	<i>Faculty of Business</i>
7	Department	<i>Business Management</i>
8	Other Department(s) involved in teaching the program	<i>None</i>
9	Mode of Attendance(e.g., full time)	<i>Full time</i>
10	Duration of the Program	<i>4 years</i>
11	Credit hours/ contact hours	<i>132 credit hours</i>
12	Language of Instruction	<i>English</i>
13	No. and date of approval by the Ministry of Higher Education	<i>575/23/2011 date: 17/8/2011</i>
14	No. and date of national accreditation of the program	<i>17/8/2011</i>
	Program capacity of students/ year	
	Other accreditations of the program	<i>No</i>
15	Date of production/revision	<i>1969</i>
16	No. of current students	<i>699</i>
17	Program Director (name, phone numbers & email)	<i>Dr. Mohammed Azu'bi m.zu'bi@ju.edu.jo</i>

18. Background to the program and subject area:

The program aims at providing students with basic and advanced knowledge with regard to business administration including principles of management, supply chain management, project management, organizational behaviour, strategic management, human resource management and business communication, so that to ensure the ability of students to lead business organizations

19. Vision and Mission statements of the program:

Vision: Our bachelors of business administration to become the most distinguished program in Jordan and the Middle East and to prepare experts of business who have advanced academic and research knowledge and able to lead business organizations.

Mission: We provide featured academic level in education and research methods in order to enable academic staff and students in achieving continuous excellence, and provide students with necessary knowledge to ensure their acquirement basic and advanced related knowledge.

20. Reasons behind developing this program:

Provide students with basic and advanced knowledge of business administration so that they become experts in the field.

21. Program aims:

To prepare experts in business who can lead in both manufacturing and business organizations
1.

22. Program Intended Learning Outcomes:

It is expected that the program will provide opportunities for students to develop and demonstrate knowledge and understanding, skills and competencies and other properties in the following fields:

On completion of the BBA program, graduates are expected to be able to:

- a) Apply problem solving and decision making skills
- b) Utilize strategic planning and analysis skills and optimal utilization of human resources skills through human resource management and organizational behaviour
- c) Apply quantitative and qualitative skills related to operations management, quality management, project management, and supply chain management.
- d) Apply scientific research and statistical analysis skills
- e) Perform different managerial and administrative tasks in business organizations

23. Teaching, learning and assessment methods:

Development of the learning outcomes is promoted through the following teaching and learning methods:

*Exams which include mid-term and final exam for each course
Reports and class activities
Participation*

Opportunities to demonstrate achievement of the learning outcomes are provided through the following assessment methods:
Various exams

24. Reference points:

The learning outcomes have been developed to reflect the following points of reference:

Vision and mission of the University of Jordan

25. Program regulations:

Regulations concerning the program. Can include a link to such detailed regulations.

1. Passing mark is 50 for all the courses
2. Students are obliged to follow the university instructions and regulations

26. Study plan:**1- University requirements:****A- Obligatory courses (12 hrs)**

Course code	Course name	Credit hours		Prerequisites
		Theoretical	Practical	
150100	Communication Skills: Arabic	3		
1502100	Communication Skills: English	3		
2200100	National Education	3		
2300100	Military Sciences	3		
1501098	Arabic Competency Exam	3		
1501099	Arabic Remedial Exam	3		
1502098	English Competency Exam	3		
1502099	English Remedial Exam	3		
1901098	Computer Competency Exam	3		
1901099	Computer Skills Remedial	3		
1600150	Community Service	3		

B- Elective courses (15 hrs)

Course code	Course name	Credit hours		Prerequisites
		Theoretical	Practical	
0401100	Islamic Culture	3		
0402100	Islamic System	3		
1041100	Legal Culture	3		
1132100	Sports and Health	3		
0807100	Introduction to Librarianship &	3		
2301100	Creative Writing	3		
2302102	History of Human Civilization	3		
2001100	Art Appreciation	3		
1502103	Foreign Language	3		

1032100	Human Rights	3		
1601105	Management Skills	3		
1605100	Introduction to Electronic	3		
2308100	Principles of Political Science	3		
2303100	Logic and Critical Thinking	3		
2601100	Archaeology of Jordan	3		
2307100	Principles of Psychology	3		
2304100	Geography of Jordan	3		
2302104	Jordan City	3		
2305100	Introduction to Sociology	3		
1052100	Jerusalem City	3		
2701100	Principles of Social Work	3		
0342100	Science and Society	3		
0305100	Home Gardening	3		
0641100	Principles in General Safety	3		
0905101	Jordan Industries	3		
0603100	Human Nutrition	3		
0305100	Anthropology	3		
0710100	First Aid	3		
0515100	Public Health Principles	3		
1904100	Social Media	3		

2- Faculty requirements:

A- Obligatory courses (24 hrs)

Course code	Course name	Credit hours		Prerequisites
		Theoretical	Practical	
1601102	Principles of Management	3		
1602101	Principles of Accounting (1)	3		
1603211	Principles of Finance	3		1602101
1604201	Principles of Marketing	3		

160521	Principles of Management Information System	3		-
1606102	Modern Public Management	3		-
1607110	Principles of Micro Economics	3		-
1607150	Principles of Statistic	3		-

B- Elective courses (21 hrs)

Course code	Course name	Credit hours		Prerequisites
		Theoretical	Practical	
1601444	Change and Development Management	3		
1605312	Information Resource Management	3		1605215
1605313	Office Automation Systems	3		-
1607250	Statistical Analysis	3		1607150
160331	Financial Analysis	3		1603211
1602201	Intermediate Accounting 1	3		1602102
1603322	Investment Management	3		1603211
160333	Banking Management	3		1603211
1607421	Managerial Economics	3		-
1607111	Macroeconomics	3		-
1604213	Consumer Behavior	3		-
1605332	Electronic Business	3		-
1607411	Contemporary Economic Issues	3		1607111
1603342	Introduction to Insurance	3		1603211
1604443	Public Relations	3		1604201
1604444	Business Marketing	3		1604404

3- Specialty requirements:**A- Obligatory courses (60)**

Course code	Course name	Credit hours		Prerequisites
		Theoretical	Practical	
1001120	Business Law	3		
1601103	Research Methods for Business	3		1607150
1601202	Organizational Behavior	3		1601102
1602102	Principles of Accounting 2	3		1602101
0331103	Mathematics for Business Students	3		-
1602211	Managerial Accounting	3		1602102
1606303	Organizational Theory	3		-
1601311	Operations Research	3		0331103
1601321	Business Communications	3		-
1601331	Supply Chain Management	3		-
1601403	Human Resource Management	3		-
1601404	International Business	3		-
1601405	Strategic Management	3		-
1601408	Entrepreneurship	3		-
1601413	Production and Operation	3		1601311
1601419	Total Quality Management	3		-
1601422	Knowledge Management	3		-
1601311	Project Management	3		1601311
1601433	Business Ethics and Social Responsibility	3		-
1604404	Marketing Management	3		-
1601410	Practical Training	3		-
1001120	Business Law	3		

B- Elective courses				
Course code	Course name	Credit hours		Prerequisites
		Theoretical	Practical	
1601414	Production Planning and Control	3		1601413
1601431	Health Care Services Management	3		
1601432	Hospitality Management	3		
1601434	Corporate Governance	3		

27. Field Experience:

Description, timing and number of credit hours:

Not available

28. Project/research:

Description, timing and number of credit hours:

Each course has reports and research project. Students in the thesis stream must submit a thesis.

29. Program Learning Outcome Mapping Matrix

Learning outcome Course code	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6...
.Research Method (1601103)	Demonstrate an understanding of the nature of a business problems, and ability to translate it into a research problem	Understand major phases and steps in the research process.	Develop research designs, and use data sources	Demonstrate familiarity with established business research methods, such as sampling experiments.	Select data samples and deal effectively with general measurement issues.	Display complete awareness of fundamentals of survey research and basic methods for communication
1601403 (Human Resource Management)	Describe human resource planning	Apply recruitment and selection methods	Apply job analysis	Apply performance appraisal techniques	Use employee training, development and reward methods	Distinguish safety regulations
1601311 (Operations and Production Management)	Apply forecasting and capacity planning methods	Apply layout methods	Apply job design and measurement	Use invention and quality control methods	Apply MRP methods	Plan for productivity improvements
1601405 (Strategic Management)	Distinguish internal and external environment factors	Apply functional scientific analysis	Apply theoretical and practical method in management	Apply strategic analysis skills	Explore future research gaps	
1601914 (Total Quality Management)	Describe the nature of quality	Define TQM and leadership dimensions	Distinguish customer satisfaction and employee empowerment	Apply continuous improvement processes	Analyze partnership with suppliers	Develop performance measures
1601331 (Supply Chain Management)	Distinguish invention method and risk pooling	Analyze various supply contracts	Analyze the needed shared information in the SC	Infer the importance of SC integration	Apply various distribution strategies	Analyze strategic alliance within the SC

1601311 (Project Management)	Distinguish project management techniques	Analyze project scope	Apply quantitative method in project management	Apply project risk analysis	Apply quality and human resource method in project management	Apply financial analysis in project management
160521 (principles of Management Information Systems)	Distinguish data and information and their analysis	Analyze factors affecting MIS	Distinguish devices to analyze and store data	Distinguish flow charts and data bases	Analyze and evaluate systems	Analyze various applications
1604201 (Marketing management)	Distinguish customer relationship and attraction	Distinguish high quality services	Distinguish competitive advantage	Distinguish various types of service	Distinguish high quality services	Analyze service aspects
(1601311) Operation Research	Comprehend all basic concepts of Operations Research	Employ analytical skills as appropriate during decision making.	Solve operational problems according to the given data and situations.	Realize the different models, their assumptions, advantages, and limitations.	Know when to use a specific model.	Explain how to use the operations research models in the decision making process.
1601422 (Knowledge Management)	Distinguish knowledge acquirement, organization and application	Distinguish knowledge technology and knowledge management methods	Analyze strategic perspective of knowledge management	Apply knowledge to build a sound organization	Apply knowledge to achieve a competitive advantage	

1601321 (communication Management)	1- Understand a conceptual framework of business communication.	2- Understand Today's Dynamic Workplace.	3- Achieve success through effective business communication.	4- Acquire the skills that managers and employees need to communicate in a world of diversity.	Acquire the skills that managers and employees need to plan, write and complete business messages	Acquire the skills that managers and employees need to write formal reports and proposals
1601432 (Hospitality Management)	Recognize hospitality industry characteristics and corporate philosophy in a TQM standard base.	Examine tourism definition and outline the economical and sociocultural impact within the scope of influencing elements.	Analyze the basic concepts of tourism.	Being able to recognize new opportunities	Use the external environment analysis tools presented in the book	Describe hotel ownership and development via hotel
1601433 (Business ethics and social responsibility)	to identify and describe the conceptualizations of business ethics and the evolution of business ethics	to identify and describe stakeholders roles in business ethics	Identify and describe ethical issues and examine the challenge of determining an ethical issue in business	describe and distinguish between voluntary and mandated boundaries of ethical conduct	understand and describe the comprehensive framework for ethical decision making in business	To understand and describe what moral philosophies nature and types are and explain how moral philosophies and values influence
1601102 (Principles of Management)	To define, describe and discuss the essential and foundational management principles, concepts and trends that permeate the business world today	To describe and discuss the principle historical foundations of management thought (i.e. classical, behavioral and modern approaches to management) and the underlying theories and contributions of each approach	To identify, describe and discuss the types, nature and components of the environment and the trends to deal with the environment such as innovation and business sustainability	To identify, describe and discuss the nature, importance, steps, benefits, types, tools and techniques of planning. In addition to describing and discussing the processes necessary for successful implementation of plans.	To identify, describe and discuss the importance nature, importance, types, systems and steps of the control function.	identify, describe and discuss the nature and types organizational structures' and each structures advantages and disadvantages

1601434 (Corporate Governance)	To enhance appreciation and articulation of complex issues in corporate governance under local and international settings	To gain knowledge on and apply effective corporate and management control through divergent strategic, financial, societal, and management contexts	To integrate management control issues with corporate governance as a firm-specific objective with (to) superior firm performance and greater accountability.	To gain hands-on experience to analyze, communicate, provide recommendations on business cases with salient sensitivities to various corporate governance settings.	Evaluating selected court cases dealing with the liability of accountants as well as legal sanctions levelled at corporate directors and senior management of corporations involved in financial scandals.	To gain hands-on experience to analyze, communicate, provide recommendations on business cases with salient sensitivities to various corporate governance settings
1601103 (Organizational behaviour)	Demonstrate an understanding of individual behavior in organizations.	Define individual attitudes and job satisfaction and show how it can be measured	Identify the sources of emotions and moods and apply concepts about emotions and moods to specific OB issues.	Explain the factors that determine an individual's personality. Explain how the Big Five traits predict behavior at work. Identify other personality traits relevant to OB.	Explain the link between individual perception and decision making..	Demonstrate an understanding of concepts and applications of employee motivation.

30. Educational facilities and support for the program teaching-learning process:

<p>a- Facilities and laboratories (include name of lab, its area and student's capacity):</p> <ol style="list-style-type: none"> 1. Lecture rooms 2. IT laboratories <p>b- Supporting staff (include name, work place, position, specialty):</p> <p>Not available</p> <p>c- Tools and equipment:</p> <p>White board Data show Projectors</p> <p>d- Faculty members:</p>

No	Name	D.O.B	Nationality	Specialty & sub-specialty	University of graduation & Year of graduation (of most recent qualification)	Qualifications	Academic rank, date obtained and donor university	Course/s that will be taught
1.	Dr. Mohammad Tarawneh	3/5/1950	Jordanian	Operations Research	Cuny, 1987	PhD	Professor, 2002, JU	Business Research Methods
2.	Dr. Rateb Swies	4/3/1965	Jordanian	Project Management	North Western	PhD	Professor, 2015, JU	Project management, Operations Research
3.	Dr. Samer Dihayat	12/2/1975	Jordanian	Strategic Management	Huddresfield	PhD	Associate professor, 2012	Strategic management, Organizational Behavior, Knowledge Management,
4.	Dr. Zub'I AlZub'i	5/5/1977	Jordanian	Operations Management	Durham	PhD	Associate Professor, 2013, JU	Operations Management
5.	Dr. Bader Obiedat	27/10/1977	Jordanian	Strategic Management	Durham	PhD	Associate Professor, 2014, JU	HRM, Strategic management, Knowledge Management
6.	Dr. Ayman Abdallah	3/3/1969	Jordanian	Operations Management	Yokohama National University	PhD	Associate Professor, 2014, Applied Science University	Operations Management, Operations Research, Supply Chain Management, Project Management
7.	Dr. Taghreed Suifan	26/10/1968	Jordanian	Organizational Behavior	Aston	PhD	Associate Professor, 2017, JU	Organizational Behavior, Research Methods
8.	Dr. Ahmad Obeidat	11/8/1980	Jordanian	Human Resource Management	Durham	PhD	Assistant Professor, 2015, JU	HRM, Entrepreneurship, Business Ethics, Principles of Management
9.	Dr.	1/10/196	Jordanian	Internation	Buckingha	PhD	2015...	International

	Mohammad alzub'i	5	an	al Business	m			Business, Business Ethics, TQM
10.	Niveen AlSayed	19/11/1983	Jordani an	Business Administration	Hashemite	Maste r's	2010	Principles of Management
11.	Reema Alhasan	13/7/1988	Jordani an	Business Administration				
12.	Alaa Azam		Jordani an	Knowledge Management				
13.	Zeyad Alkalha		Jordani an	TQM				

d. Library materials:

Library material	No.	Available for		
		Faculty members	Students	Faculty and students
Books				
Journals				
E-books				
E-journals				
Databases				

Entities that offer facilities to receive practical and field experiences:

None

31. Ways that are followed for program quality assurance:

1. What processes are followed for evaluation of teaching and learning experiences, assessment methods, and the effectiveness of the curriculum or study plan:

Discussions during department meetings

Electronic assessment of courses

Periodical reviews of study plans

Follow up of the reflection of taught courses on the business organizations

2. What processes are followed to obtain feedback from students enrolled in the program about the quality of teaching and learning experiences provided:

Through electronic assessment

3. What processes are followed to develop the skills, knowledge and capabilities of faculty

members:

Through their participation in workshops and training courses

4. What indicators and standards are used to guarantee commitment to quality in the program:

Usage of latest textbooks

Follow up, continuous improvement, and feedback

32. Student development over the course of study

Experience gained by students through their interaction with each other's as well as with professors in order to gain necessary skills needed to apply theoretical concepts in practical business environment

33. Entrance Requirements

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34. Four prestigious universities have the same programme

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35. An official document of statistics and surveys issued by official bodies show the unemployment rate for this specialization

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Course Coordinator:	Type the Name	Add your Signature
Head of Department:	Dr. Taghrid Suifan	
Head of curriculum committee:	Type the Name	Add your Signature
Dean:	Type the Name	Add your Signature
Approved by the Program Coordinator/ Head of the Department on:	Type the date: DAY/MONTH/YEAR	

<u>Copy to:</u>
<input type="checkbox"/> Head of Department
<input type="checkbox"/> Assistant dean for Development and Quality Assurance
<input type="checkbox"/> Accreditation and Quality Assurance Center
<input type="checkbox"/> Department File