



Jordan University of Science and Technology
Faculty of Applied Medical Sciences
Syllabus ADS 491
2016/2017

Course Information	
Course Title	Administration and quality assurance in applied medical sciences
Course Code	491
Prerequisites	None
Course Website	None
Instructor	Dr. Sabha Alshatrat
Office Location	Applied Medical Sciences Building /2 nd floor
Office Phone #	None
Office Hours	TBA
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Teaching Assistant(s)	NO
Course Description	
<p>This course is designed to teach prospective students the functions of management, or the principles of management. These function are many, but here our focus will be on the main functions, and that is to include, Planning, Decision-making, Organizing, Staffing, Directing, Budgeting, and Training.</p>	
Textbook	
Title	Management.
Author(s)	By Richard L. Daft
Publisher	Cngage Learning,ISBN
Year	2016
Edition
Other references	<p>Title: Principles of Management. Second edition. 2004 Author(s): Tony Morden Publisher Ashgate publishing</p> <p>Title: management. Author(s): Stephen p Robbins and Mary Coulter. .Publisher: persons Year: 2011 Edition: 11th.</p>

Assessment		
Assessment	Expected Due Date	Percentage
First Exam	24/10/2016	30 %
Second Exam	28/11/16	30 %
Final Exam	TBA	40 %
Course Objectives		
. Introduce students to the definition of management, history of management, and to the schools of management.		
o Introduce students to the planning function in organizations.		
. Introduce students to decision-making, and to types of decisions making.		
. introduce students to organizing function and the organizational structures and charts		
. Introduce students to Staffing function to include advertising, selection, recruiting and retention.		
. Introduce students to the s controlling function and controlling tools to include six sigma.		
. Introduce students to the budgeting function and to the different types of budgeting.		
. Introduce students to the training function in organization and to the various types of training.		
Introduce prospective students to conflict in organization, and ways to resolve conflict.		
Introduce prospective students to concepts, such as leadership trust, stress, and team work.		
Teaching & Learning Methods		
1. Use of slides prepared by the instructor		
2. Provide handouts corresponding to the individual chapters.		

Course Content		
Week	Topics	Chapter in Textbook (handouts)
1	Management definition and history perspective.	Chapter 1
2	Schools of management.	Chapter 1
3	The planning function in organizations.	Chapter 2
4	The decisions making function in organizations.	Chapter 3
5	Approaches to decision- making.	Chapter 3
6	Organizing.	Chapter 4
7	Organizational structures and charts	Chapter 4
8	Controlling function in organizations.	Chapter 5
9	Tools of control to include six sigma	Chapter 5
10	Budgeting in organization.	Chapter 6
11	Methods of budgeting.	Chapter 6
12	Staffing in organizations.	Chapter 7
13	Conflict in organizations.	Chapter 8
14	Training in organizations	Chapter 9