Philadelphia University / Faculty of IT/ Department of MIS
Undergraduate Programme Specification

1. GENERAL INFORMATION

Award	Programme Title	Duration	Mode of study
B.Sc. (Hon.)	Management Information Systems	4 years	Full time

School	Philadelphia University
Faculty	Philadelphia University / Faculty of IT/ Department of MIS
Awarding Institution	Philadelphia University / Faculty of IT
Programme Accreditation	The Jordanian Higher Education Accreditation Council (JHEAC)
Relevant QAA benchmark(s)	ACM/IEEE, Jordanian Higher Education Specific Accreditation Norms (JHESAN) for MIS department

2. AIMS OF THE PROGRAMME(S)

The programme aims to:

01. Student Based Aims

- To provide a broad-based education in MIS to students from a wide range of backgrounds and with varied subject interests and professional expectations.
- To enable students to acquire the knowledge, and develop specialist and transferable skills appropriate for MIS practice.
- To emphasize individual, collaborative and interdisciplinary work undertaken within the Information Technology environment and other appropriate environments.
- To equip students to pursue their chosen spe

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cialisms through professional practice, related employment or further study or research.

- Enable students to develop transferable skills such as verbal and written communication, teamwork leadership, planning, etc.

02.	**Department or Subject-based Aims** ▪ To create a supportive and stimulating learning environment to enable students to develop their capacity for creativity, visual and critical awareness, analysis, problem-solving, research, and speculative and intellectual enquiry. ▪ Develop among students the awareness of the social, organizational, and professional context in which they will be working on. ▪ Produce graduates who: *exhibit a range of broad based skills and activities related to Management Information Systems*, and *can adapt to changing technology and have the ability to recognize technological and human trends*. ▪ Provide study opportunities, which are comparable with national and international academic qualifications. ▪ Engender among students the spirit of research and enquiry through suitable mechanism such as departmental research.
03.	**Employer-based Aims** ▪ To meet the requirements of potential employers in MIS sector. ▪ Meet the industry standard in MIS and have experience in the use of general tools and technologies used in the design and implementation of Management Information Systems.

3. INTENDED LEARNING OUTCOMES OF THE PROGRAMME(S)

Able to:	**A. Knowledge & Understanding**
A1.	The essential mathematics and statistics relevant to Management Information Systems;
A2.	A wide range of principles and tools available to MIS Professionals including CASE tools, programming languages, case studies, software packages, etc;
A3.	The principles of computer systems, including operating systems and networks communication;
A4.	The professional and ethical responsibilities and understanding of quality;
A5.	The principles and techniques of a number of research areas such as databases, decision support systems, information management, projects management, Data Mining, etc;
A6.	The application of computing in management and business context;

Learning & Teaching Processes (to allow students to achieve intended learning outcomes)		**Assessment** (of intended learning outcomes)
Acquisition (A1) is through lectures, tutorials and regular coursework and programming.		Testing of knowledge base is through a combination of written examinations (A1-A5), assessed coursework (A1– A6) in the form of essays, reports, and other set of assignments (A1).
In years 1 and 2, acquisition of (A2)-(A6) is through a combination of lectures/labs	→	The assessment vehicles, which are deployed within the program, are of many types: ▪ About 50% for coursework and 50% for written examination. However, "pass" is given for the evaluation of the practical training module. ▪ Evaluation for the graduation project is as follows: (35%: supervisor mark, 65%: the discussion committee mark).
for subsequent years (3, 4), acquisition of (A2)-(A6) is through lectures, seminars, assignments and single and /or group projects		

B. Intellectual Skills

Able to:

B1.	Solve a wide range of problems related to the analysis, design and implementation of Management Information Systems;
B2.	Contribute in design and implement software systems in the field of decision making and Strategic planning;
B3.	Identify a range of solutions and critically evaluate and justify proposed design solutions in different MIS fields including decision making, business systems, planning, project management, etc;

Learning & Teaching Processes	Assessment
Intellectual skills are developed through the teaching and learning program outlined above. Each course, whatever the format of the teaching, involves practice in applying concepts orally and in writing, analysis and interpretation of materials, and individual feedback sessions for learners on work produced. Workshops and practical exercises more usually support skill development curricula and open learning materials are used extensively to facilitate individually paced skill acquisition and development.	The assessment methods (shown above) place great emphasis on the learner's ability to demonstrate skills B1- B3 through the submission of coursework, reports, and set of assignments.
As the study program progresses through years 3 and 4, project-based and student-led/tutor directed approaches are introduced to encourage the notion of learner independence and to promote application of developing competencies.	Every student should submit a report for the practical training, and the graduation project, which provide a perfect vehicle for the demonstration of these skills.

C. Practical Skills

Able to:

C1.	Plan and undertake a major individual project.
C2.	Prepare and deliver coherent and structured verbal and written technical reports.
C3.	Give technical presentations suitable for the time, place, and audience.
C4.	Use the scientific literature effectively and make discriminating use of Web resources.
C5.	Design, write, and debug computer programs in appropriate languages.
C6.	Use appropriate computer-based design support tools.

Learning & Teaching Processes	Assessment
All learners receive initial guidance on how to locate and use material available in textbooks, library and the Internet. The references provided for each course at the outset are for guidelines for the production of coursework, projects, essays, or reports. The varieties of programming languages and software tools that are used during most courses enable learners to achieve (C5- C6).	Coursework portfolios that are widely used at years 1 and 2 in the courses with 1-hour lab are considered as a mechanism for managing breadth and complexity and as an instrument for providing ongoing feedback.
The reports that should be submitted for graduation project and the practical training modules enable students to achieve (C1, C2).	More huge assessment vehicles are the norm at years 3 and 4, with significant opportunity for student negotiation of assessment around a theme through deployment of learning contracts.

D. Transferable Skills and Personal Qualities

Able to:

D1.	D1) Display an integrated approach to the deployment of communication skills.
D2.	Use IT skills and display mature computer literacy.

D3.	Work effectively with and for others.
D4.	Strike the balance between self-reliance and seeking help when necessary in new situations.
D5.	Display personal responsibility by working to multiple deadlines in complex activities.
D6.	Employ discrete and continuous mathematical skills as appropriate.

Learning & Teaching Processes	→	Assessment
All courses require coursework and regular feedback, which is given to the learner to develop not only their understanding but also their ability to design and write well-structured programs or reports (D1).		Effective communication of ideas is an important criterion in assessing all areas of a learner's work, and the regular feedback as well as the final mark reflects this.
Skill (D2) is mainly developed through individual learning.		Skill (D2) is assessed through the assembly of necessary
Individuals or group learners develop skills (D3, D4) in classes, tutorials, seminars, workshop, which relies on discussion and interaction, as well as presentations given.		Skills (D3, D4) are assessed by both the coursework and the graduation project produced, which, although supervised, is nevertheless the result of independent thought and work/research by the learner.
Skill (D5)is learnt through the management of time to meet the various and sometimes conflicting deadlines for submissions of coursework.		

4. THE STRUCTURE OF THE PROGRAMME(S)

Year	Programme structure and credits	Credits

Year 1

Compulsory **First Semester** **Module Number** — **Module Title** 110101 — Arabic Language Skills (1) 111101 — National Education 130101 — English Language Skills (1) ---- — University Elective 750112 — Programming Fundamentals	**15 Credit Hours**
Second Semester **Module Number** — **Module Title** ---- — University Elective 130102 — English Language Skills (2) 721120 — Object-Oriented Paradigms 731150 — Introduction to Information Systems and Technology. 330101 — Introduction to Management 210105 — General Mathematics for Administrative & Financial Sciences	**18 Credit Hours**
Optional (Choice of 5 from 15)	

Year 2

Compulsory **First Semester** **Module Number** — **Module Title** ------ University Elective 731270 Introduction to Web Programming 761211 Windows Programming 210231 Introduction To Probability and Statistics 311101 Principles of Accounting 1/English 731212 Introduction to Data Structures and Algorithms	**18 Credit Hours**
Second Semester **Module Number** — **Module Title** ----- University Elective 111100 Military Sciences 721240 Computing Ethics 761272 Multimedia Systems 731251 Information Systems Management 760261 Database Fundamentals	**18 Credit Hours**
Optional (Choice of 1 from 20) for Jordanian **Optional** (Choice of 3 from 20) for Non Jordanian	

Year 3

Compulsory **First Semester** **Module Number** — **Module Title** ------ University Elective 731313 Advanced Java Programming 731331 Database Applications 731332 Systems Analysis and Design 731371 E-Commerce 761340 Fundamentals of Computer Networks	**18 Credit Hours**
Second Semester **Module Number** — **Module Title** 731333 Object Oriented Databases 731351 Information Systems Modeling 731398 Practical Training 732322 E-Marketing 732361 Information System Projects Management	**15 Credit Hours**
Optional (Choice of 1 from 3)	

Year 4 (Please delete where necessary)

Compulsory	

First Semester **Module Number** **Module Title** 731421 Operations Research 731431 Data Warehousing and Data Mining 731442 Principles of Operating Systems 732373 Decision Support Systems ----- Department Elective (1)	**15 Credit Hours**
Second Semester **Module Number** **Module Title** 732481 Commercial Law for Informatics 731451 Information Systems Security 731463 knowledge Management 731499 Research Project ----- Department Elective (2)	**12 Credit Hours**
Optional (Choice of 1 from 8)	

5. CURRICULUM PROGRESSION: INTENDED LEARNING OUTCOMES FOR EACH YEAR

Year	Intended learning outcomes
Year 1 **(Certificate of Higher Education)**	A1-A6 B1-B3 C2,C4,C5,C6 D1-D6
Year 2 **(Diploma of Higher Education)**	A1-A6 B1,B3 C1-C6 D1-D6
Year 3	A1-A6 B1-B3 C1-C6 D1-D6
Year 4 (Please delete where necessary)	A1-A6 B1-B3 C1-C6 D1-D6

6. STUDENT INDUCTION, SUPPORT AND DEVELOPMENT (in order to deliver the year learning outcomes)

The basic objective of the department is to generate highly skilled professionals to meet the growing market demands in the Information Technology and Systems. The Bachelor of MIS aims to produce graduates who will be able to:

- ***Develop Management Information System with Management/Business environment***.
- ***Have a good understanding of Information Technology and its use in organizations for information system development, decision making, project management, etc***.
- ***Have a life long learning attitude***.
- ***Apply IT knowledge in planning, design, evaluation, development, implementation, etc.***

Learning outcomes describe what the student should know and be able to do if he makes full use of the opportunities for learning that we provide. The individual module syllabi, the categories of learning outcomes *(Knowledge and Understanding of, Intellectual (thinking) skills, Practical skills, and Transferable skills)* and the individual learning outcomes appropriate to the module are set in order to provide students with the "life long learning" attitude.

The teaching method is essentially based on self learning (3 hours in class rooms and 6 hours out of class rooms: coursework, practical works, workshops, seminars, etc.)

For student learning support and development, the university provide:

- **One PC is allocated for each student in every laboratory session**. But for UNIX laboratory, you have been allocated one or more usernames for your own personal use.
- **Networking Facilities**: For communication, computing, or information searching, the Department provides free access to networking facilities at any time for the staff and the students.
- **Library:** provides students and staff members with the required recent text and references books, journals, and CD ROMs. According to its collaboration and co-ordination program, it has relations with more than 120 universities and scientific organizations. It opens from 08 AM to 07 PM. It includes:
  - ***Conventional Library*****,** which contains books and journals. The books room contains more than 1860 different English titles in computing, where more than 40% are edited in years 2000 and later. The room of journals contains 30 computing journals that are useful for research and teaching.
  - ***Electronic Library*****,** which contains CD ROMs for the taught programming languages and module support tools. It is connected to approximately 800 universities electronic libraries via the World University Library that is endorsed by the United Nation University. The World University Library has four databases that contain more than 3300 periodicals available online. The online resources in the electronic library include sites that list more than 40000 online books and access to online libraries and encyclopedias and other databases on the Internet.
- ***Internet Access Service,*** available in a room containing 20 PCs.

Bookshops: contain books, exercises with solutions, solutions to previous examinations etc.

To add further columns, sit in A5, B5, C5, or D5. Select **Insert** from the **Table** menu, select **Columns to the Right.** To add more rows, before you've filled in the final row of the year, sit in the final row, select **Insert** from the **Table** menu**,** select **Rows above.** To delete a column, sit in the column you want to delete, select **Delete** from the **Tables** menu and select **Columns.** To delete a row sit in the row you want to delete, select **Delete** from the **Tables** menu and select **Rows.**

7. CURRICULUM MAP OF COURSE UNITS AGAINST INTENDED LEARNING OUTCOMES OF THE PROGRAMME

Course Unit Title and Code (including placements, field courses and other programme components)	Knowledge & Understanding	Intellectual Skills	Practical Skills	Transferable Skills & Personal Qualities

Yr	Code	Course Unit title	C/O	A1	A2	A3	A4	A5	A6	B1	B2	B3	C1	C2	C3	C4	C5	C6	D1	D2	D3	D4	D5	D6
Year 1	110101	Arabic Language Skills (1)	C			D A						D A						D A		D A	D	D	D	
	111101	National Education	C		D A						D A						D A			D A	D	D	D	
	130101	English Language Skills (1)	C		D A							??		D A		D A			A			D		
	----	University Elective	C		D A							??		D A		D A			A			D		
	750112	Programming Fundamentals	C			D A						D A		D A		D A				D A		D		
	----	University Elective	C				D	A				D A		D A		D A			A			D		
	130102	English Language Skills (2)	C	A						D A						D A								
	721120	Object-Oriented Paradigms	C					A				D A		D A		D A			A			D		
	731150	Introduction to Information Systems and Technology.	C		D A				D		D					D A	D A	D A		D A	D		D	
	330101	Introduction to Management	C	A				A				D A		D A		D A						D		D A
	210105	General Mathematics for Administrative &	O	A				A		D A						D A								D A
Year 2	------	University Elective																						
	731270	Introduction to Web Programming																						
	761211	Windows Programming																						
	210231	Introduction To Probability and Statistics																						
	311101	Principles of Accounting 1/English																						

	731212	Introduction to Data Structures and Algorithms																							
	-----	University Elective																							
	111100	Military Sciences																							
	721240	Computing Ethics																							
	761272	Multimedia Systems																							
	731251	Information Systems Management																							
	760261	Database Fundamentals																							
Year 3	------	University Elective	C		D A			A	D	D A	D		D	D A	D	D A		D A	A	D A	D	D	D	
	731313	Advanced Java Programming	C			D A					D	D A				D A		D A		D A	D			D A
	731331	Database Applications	C	A				A	D		D					D A		D A		D A	D		D	D A
	731332	Systems Analysis and Design	C					A	D		D			D A	D	D A		D A	A	D A	D	D	D	
	731371	E-Commerce	C		D A		D		D		D	D A	D			D A	D A	D A	A	D A	D	D	D	
	761340	Fundamentals of Computer Networks	C		D A		D		D		D	D A				D A		D A	A	D A	D		D	
	731333	Object Oriented Databases	C		D A			A	D	D A	D		D	D A			D A	D A	A	D A	D	D	D	
	731351	Information Systems Modeling	C					A	D		D	D A		D A		D A		D A		D A	D			
	731398	'Practical Training	C		D A	D A			D		D	D A	D		D	D A	D A	D A	A	D A	D	D	D	
	732322	E-Marketing	E					A				D A		D A		D A			A				D	
	732361	Information System Projects Management	E		D A			A			D			D A	D	D A			A		D	D	D	
			E		D A			A			D			D A	D	D A			A		D	D	D	
Year 4	731421	Operations Research	C					A	D		D	D A	D	D A		D A		D A		D A	D		D	D A
	731431	Data Warehousing and Data Mining	C	A	D A				D		D					D A		D A		D A				D A
	731442	Principles of Operating Systems	C	A						D A						D A		D A		D A				D A
	732373	Decision Support Systems	C		D A	D A		A	D	D A	D	D A	D	D A	D	D A	D A	D A	A	D A	D	D	D	
	-----	Department Elective (1)	C			D A						D A				D A		D A		D A				
	732481	Commercial Law for Informatics	C				D					D A		D A		D A			A				D	

	731451	Information Systems Security	C		D A	D A		A	D		D	D A		D A	D	D A			A		D	D	D	
	731463	knowledge Management	C		D A	D A		A				D A		D A		D A			A					
	731499	Research Project	E		D A			A				D A	D	D A	D	D A			A		D			
	-----	Deprtment Elective (2)	E				D	A			D	D A				D A		D A		D A	D	D		D A

Legend for cells

D = skills are taught or developed by students within this course unit
A = skills are assessed within this course unit

C = compulsory course unit
O = optional course unit

8. CRITERIA FOR ADMISSION

Candidates must be able to satisfy the general admissions criteria of the University and of the School in one of the following ways:

Admission criteria are issued by the Higher Education Council, which governs all private universities (70% in the Tawjihi exam), for both Scientific literate stream students.

9. PROGRESSION AND ASSESSMENT REGULATIONS

General single University assessment regulations to be inserted here.

Student Progress

Full attendance is required at all lectures, laboratories, and any tutorials, which may be scheduled. Completed laboratory work should be handed in on time. Attendance at laboratories and at many lectures is monitored and attendance registers kept. Please note that the expectation is that students will be required to undertake approximately thirty six hours per week of study i.e. an average of two hours private study will be required for every scheduled hour of lectures, laboratories etc. and some students may require much more time than this. ***Being a student is a full time occupation!*** Absence for holidays is not permitted in term-time. The experience of the Department confirms that lack of attendance leads to study problems and any student with problems should consult his/her subject tutors or personal tutor. In addition, failure to attend can result ultimately in refusal by the University to allow a student to sit in the degree examinations. The duty of the lecturer is to keep continuous review of the work and attendance of the students with whom he is concerned. If the rate of student absences, in a course unit, is greater than 15% (or 20% for student representing the University in sportive or cultural activities) of the completely accredited hours and the student has no acceptable justification, then this student is excluded from that course unit. If the Dean of the faculty accepts the justifications of absence, then this student is mentioned as ***withdrawn*** without refunding the registration fees. A formal process is defined to tackle the problem of any student whose work and attendance appear unsatisfactory. Direct approaches by lecturer to solve the problem are as follows: He may choose to issue an "informal" warning, which has a precisely defined format and permits recovery of the situation. If this is unsatisfactory, a "formal" warning is issued. This is again of a precisely defined format. Failure to recover the situation at this stage leads to an exclusion from the course. A copy of this correspondence is held in a student's file.

An individual course of lectures is known as a "**course unit**" or sometimes as a "**module**". The curriculum contains modules that are from University Requirements (Univ. Reqts.), Faculty Requirements (Fac. Reqts.), and Department Requirements (Dept. Reqts.). Each module has 3 credit hours per week. However, some modules are supported by tutorials and some continuous assessment, such as seminars or laboratory work, usually amounting to 1 hour per week. When the student register for course units, he should follow the academic guidance plan that the Department arranges for him. In fact, he can register on any module only if he has taken its prerequisite(s) with the exception that he can register on the module and its prerequisite only if he is in the graduation semester.

In each semester, he can register for at least 12 credit hours and at most 18 credit hours, except for the semester in which he is expected to graduate when you can register for 21 hours.

In general, every module is assessed as follows:

50% is given for two 1-hour midterm exams, coursework and/or seminars, projects, or essays, and 50% for the final exam that may be a written exam only or a written exam plus final laboratory exam (if applicable), final small project, or seminar presentation. The 50% of the final exam is from the University regulations.

The minimum pass mark is 50% for any module, whereas the minimum passing accumulated average in each semester is 60%. Students will be warned if they could not obtain average of at least 60%. In this case, students are encouraged to repeat studying those modules with low marks in order to increase their accumulated averages. However, students will be dismissed from the University if this average is not achieved in the third attempt.

For the practical training module, each student should submit a technical report of his/her training, and a team of academic staff members makes several observations on the trainers' work in their place of training. Then according to the observations and the report, they assess the students. On the other hand, a committee of three staff members, including the supervisor of the project, assesses the graduation project module. The project's assessment includes the supervisor mark (35%) and the discussion committee mark (65% given as follows: 20% for project presentation, 25% for report writing, and 20% for defendant discussion).

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