

Management Information Systems (MIS)

Program name:	Management Information Systems
Degree of program (BA, Diploma)	Bachelor Degree
Department	Management Information Systems
Faculty	Information Technology
Head of Department	Dr. Jamil Itmazi , Email: j.itmazi@paluniv.edu.ps

1. Overview

Management Information Systems is an interdisciplinary program that employs Information Technology in Business Administration and Management to enhance and facilitate decision making processes and accountability in administrative work as well as to focus on the data management process using various data analysis and machine learning tools. The Bachelor in MIS program aims to prepare graduates who can work in today's business environments, which rely heavily on managerial and IT systems.

The program is hosted within the faculty of Information Technology and is connected to both IT and Business Administration programs. Knowledge areas are integrated into courses found within various faculty programs where they are taught by established faculty members within each relevant faculty as well as across other departments within the university.

The bachelor degree program in Management Information Systems has a study plan of 131 credit hours distributed between theoretical and practical courses.

The academic plan of this program has been prepared according to the American Accreditation Board for Engineering and Technology (ABET).

2. The required hours of the bachelor degree program

University		Faculty		Department		Free	Total
Compulsory	Elective	Compulsory	Elective	Compulsory	Elective		
24	3	22	0	70	6	6	131

3. Admission requirements in MIS program:

Admission requirements:

All Tawjihi students from Scientific, Social, Commercial, Industrial, IT, and Entrepreneurial streams with minimum score of 65% (or based on minimum score conditions set by the ministry of Education & Higher Education) are eligible for the program.

Continuation requirements:

- I) Students wishing to stay and continue their studies in the program must have a minimum grade of 1.67 (or 70%) in the following courses:
- Basics of Computer and Programming (410131)
 - Introduction to MIS (430101)
 - Principles of Management (310100)
- II) Secure department approval. In the case where the number of applicants is higher than allocated places, students are accepted based on their average in the above 3 courses in addition to other university courses.

4. Intended learning outcomes:

Graduates are expected to have:

1. Ability to apply IT skills and concepts to solve administrative tasks,
2. Knowledge in analysis, design, and implementation of information systems to serve administrative and managerial operations,
3. Ability to manage Information Systems Development Life Cycle,
4. Knowledge in applying decision making processes to solve managerial issues,
5. Gain knowledge about; attest subjects and issues related to Information Technology,
6. Ability to process information,
7. Ability to use information for problem solving and decision making,
8. Ability to develop applications that assist in the automation of work and elimination of paperwork,
9. Ability to solve administrative problems using technology,
10. Ability to redesign business processes within an organization to increase efficiency,
11. Work as a link between various business departments/managerial levels and the IT department in organizations,
12. Ability to work within a team.

5. Work fields

Potential places of employment	Possible functional title
<ol style="list-style-type: none"> 1. Education institutions, 2. Higher Education institutions, 3. Different ministries and organizations, 4. IT companies, 5. Banks, 6. Private sector, 7. Public institutions. 	<ol style="list-style-type: none"> 1. System Analyst / Software Engineer, 2. IT Department Manager, 3. Business Analyst, 4. Information Technology Infrastructure Specialist/Expert, CTO/CIO, 5. IT Lab assistant/technician, 6. Administrative employee, 7. Web-application designer and developer, 8. Teaching and Research Assistant, 9. IT Project Manager.

6. Components of the Study Plan.

First: University Requirements (27 Cr.H.), including the following:

- A. University Compulsory Requirements (24) Cr.H.
- B. University Elective Requirements (3) Cr.H.

A. University Compulsory Requirements (24) Cr.H., Including the following:

CNUM *	Course Name	Number of Cr.H.			Pre- requisites
		Total	Lecture	Lab.	
110100	Remedial Arabic **	0	0	-	-
110101	Arabic Language Skills I	3	3	-	-
110102	Arabic Language Skills II	3	3	-	Arabic Language Skills I (110101)
112101	Physical Education	1	1	-	-
113200	Palestinian Cause	3	3	-	-
120100	Remedial English ***	0	0	-	-
120101	English Language Skills I	3	3	-	-
120102	English Language Skills II	3	3	-	English Language Skills I (120101)
130300	Community Service	1	1	-	-
151102	Islamic Culture	3	3	-	-
410131	Fundamentals of Computers & Programming	3	3	0	-
410211	Critical Thinking Skills	1	1	-	-
Total 24 Credit hours					

* Note: CNUM stands for “Course Number”.

** Mandatory requirement for students who failed the Arabic language abilities test.

*** Mandatory requirement for students who failed the English language abilities test.

B. University Elective Requirements (3) Cr.H., including the following:

CNUM	Course Name	Number of Cr.H.			Pre-requisites
		Total	Lecture	Lab.	
110104	Library Science	3	3	-	-
120104	French Language	3	3	-	-
120105	Italian Language	3	3	-	-
120106	Spanish Language	3	3	-	-
120208	Hebrew	3	3	-	-
141210	Geography of Palestine	3	3	-	-
142211	Arab World & Contemporary Challenges	3	3	-	-
210260	Law in our Life	3	3	-	-
210270	Democracy, Human Rights and International Humanitarian Law	3	3	-	-
510111	First Aid	3	3	-	-
510121	Introduction to Health Care	3	3	-	-
540102	Nutrition Science	3	3	-	-
651101	Family System in Islam	3	3	-	-
651105	Prophetic Biography (Analytical Studies)	3	3	-	-
Total 3 Credit hours					

Second: Faculty compulsory requirements (22 C. Hs):

CNUM	Course Name	Number of Cr.H.			Pre-requisites
		Total	Lecture	Lab.	
110200	Life Skills	3	3	-	-
310100	Principles of Management	3	3	-	-
410104	Computer Programming	3	3	-	Introduction to Information Technology (410132)
410105	Computer Programming Lab	1	-	1	In conjunction with Computer Programming (410104)
410132	Introduction to Information Technology	3	3	-	-
410147	Statistics and Probability	3	3	-	-
410202	Entrepreneurship & Creativity	3	3	-	Life skills (110200)
410204	Research Methodologies	3	3	-	Statistics and Probability (410147)
Total		22 Cr.H.			

Third: Department Requirements (76) Cr.Hrs including the following:

A. Compulsory Requirements (70) Cr. Hrs:

B. Elective Requirements (6) Cr. Hrs:

A. Department Compulsory Requirements (70) Cr.Hrs, include the following:

CNUM	Course Name	Number of Cr.H.			Pre-requisites
		Total	Lecture	Lab.	
310101	Principles of Marketing	3	3	-	Principles of Accounting I (320100)
310201	Human Resource Management	3	3	-	Principles of Management (310100)
320100	Principles of Accounting I	3	3	-	Principles of Management (310100)
330100	Principles of Microeconomics	3	3	-	Principles of Management (310100)
330102	Principles of Financial Management	3	3	-	Principles of Accounting I (320100)

330201	Math in Management Sciences	3	3	-	-
410321	Object Oriented Programming	3	3	-	Computer Programming (410104)
410322	Object Oriented Programming Lab	1	0	1	In parallel with Computer Programming (410104)
410325	Database Management Systems	3	2	1	Software Engineering (410333)
410333	Software Engineering	3	2	1	Computer Programming (410104)
420234	Web Applications Design	3	2	1	Computer Programming (410104)
430101	Management Information Systems	3	3	-	Principles of Management (310100), Fundamentals of Computers & Programming (410131)
430200	Field Training I	-	3	3	-
430208	Managerial Accounting	2	2	-	Principles of Accounting I (320100)
430300	Field Training II	-	3	3	-
430302	IT Project Management	3	2	1	Risk Management Systems (430303)
430303	Risk Management Systems	3	2	1	Principles of Financial Management (430206)
430307	Operations Research & Quality Management	3	3	-	Principles of Management (310100)
430318	Business Analytics	3	2	1	Operations Research & Quality Management (430307)
430402	Information systems strategic management	3	3	0	IT Project Management (430302)
430405	Enterprise Applications Development	3	2	1	Object Oriented Programming (410321), Database Management Systems (410325)
430406	Decision support systems	3	2	1	Operations Research & Quality Management (430307)
430408	Enterprise Resource Planning	3	2	1	Information systems strategic management (430402)
430409	Graduation Project I	1	1	-	-
430410	Graduation Project II	3	-	3	-
Total		70 Credit hours			

B. Department Elective Requirements (6) Cr. Hrs, Including the following:

CNUM	Course Name	Number of Cr.H.			Pre-requisites
		Total	Lecture	Lab.	
310302	Sales Management	3	3	0	Principles of Marketing (310101)
310307	Organizational Behaviour	3	3	-	Principles of Management (310100)
310402	Production Management	3	3	0	Principles of Management (310100)
330203	Advanced Financial Management	3	3	0	Principles of Financial Management (430206)
410220	Advanced Computer Programming	3	3	-	Computer Programming (410104)
410293	Managing IT Resources	3	3	-	-
410323	Visual Programming	3	2	1	Software Engineering (410333)
410347	Electronic Commerce	3	3	-	Web Applications Design (420234)
410426	Database Programming	3	3	-	Database Management Systems (410325)
410450	Multimedia	3	3	-	Visual Programming (410323)
420102	Ethics in the Information Age	3	3	-	-
420132	Introduction to Networks	3	2	1	Fundamentals of Computers & Programming (410131)
420242	Introduction to E-Learning	3	3	-	Introduction to Information Technology (410132)
430403	Special topics in Information Systems	1	2	-	Case studies using living lab
Total		6 Credit hours			

7. Field Training (6 Cr. Hrs)

Field Training consists of two phases and is offered during the summer semester in years 2 and 3. Students are exposed to real business environments through work-based learning/training for 40 hours/week for 8 weeks in a placement relevant to their studies. For each practical phase, there is department-level course that students must take. The course is assigned to one of the MIS department faculty members, who are responsible for monitoring and evaluating students' progress throughout training through site visits. At the end of each phase, each student should submit a written report summarizing their experience during training as well as make a presentation in front of the department's faculty members.

8. Graduation projects / research

Graduation project, class projects, and research projects are all implemented in the Living Lab, which provides students with real business case studies in order for students to find solutions to various business problems. These case studies are created in cooperation with the local private sector. The Living Lab is located within the faculty of IT.

9. Educational facilities to support learning

○ Facilities and laboratories:

* **Computer labs:** There are seven labs in the University:

- **Computer Lab 1:** Main building, 1st floor with 30 PCs
- **Computer Lab 2:** Main building, 3rd floor with 22 PCs
- **Computer Lab 3:** Law faculty, 3rd floor with 22 PCs
- **Computer Lab 4:** Main building, 4th floor with 20 PCs
- **Computer Lab 5:** Building of Engineering and IT college, 2nd floor with 25 PCs
- **Computer Lab 6:** Building of Engineering and IT college, 2nd floor with 30 PCs
- **Living Lab** where students perform labour market related business challenges in transform solution to IT products or services. Graduation projects are also implemented in the Living lab. There are 30 modern PCs.

** **Facilities and Auxiliary Units:**

❖ **E-Learning Center:**

The studying system at the university is based on Cr.H. Supported by the blended learning. An E learning center was established at the university in 2009. For more information about eLearning center services please visit the following link: (<http://eclass.paluniv.edu.ps>).

❖ **E-library:**

The university website has an E-library gate which provides the following facilities:

- ✓ Online Searching and Reservations.
- ✓ Access to open-source references, files and e-books.
- ✓ Connection to international libraries related to the faculty's specializations.

❖ **The University website has an electronic portal (<https://portal.paluniv.edu.ps>) which enables:**

- ✓ The students to register online.
- ✓ The students to see their marks, program information, and any other academic information.
- ✓ Communication and information exchange between the University Colleges and Departments.
- ✓ The academic supervisors to follow up on the student's registration status and academic issues.

Annual Indicative Plan

First Year level

First Semester		
CNUM	Course name	Cr.H.
110101	Arabic Language Skills I	3
112101	Physical Education	1
120101	English Language Skills I	3
310100	Principles of Management	3
410131	Fundamentals of Computers & Programming	3
410132	Introduction to Information Technology	3
Total		16

Second Semester		
CNUM	Course name	Cr.H.
110102	Arabic Language Sills 2	3
120102	English Language Skills II	3
310101	Principles of Marketing	3
410104	Computer Programming	3
410105	Computer Programming Lab	1
430101	Management Information Systems	3
Total		16

Second Year level

First Semester		
CNUM	Course name	Cr.H.
151102	Islamic Culture	3
320100	Principles of Accounting I	3
330100	Principles of Microeconomics	3
410147	Statistics & Probability	3
410211	Critical Thinking Skills	1
420234	Web Applications Design	3
Total		16

Second Semester		
CNUM	Course name	Cr.H.
110200	Life Skills	3
410204	Research Methodologies	3
410333	Software Engineering	3
430107	Mathematics in Management Sciences	3
430206	Principles of Financial Management	3
430208	Managerial Accounting	2
Total		17

*The Field Training course 1 is offered in the summer semester of the second year with 3 credit hours.

Third Year level

First Semester		
CNUM	Course name	Cr.H.
430303	Risk Management Systems	3
430305	Human Resource Management	3
410321	Object Oriented Programming	3
410322	Object Oriented Programming Lab	1
113200	Overview of Palestine	3
410201	Entrepreneurship & Creativity	3
130300	Community Service	1
Total		17

Second Semester		
CNUM	Course name	Cr.H.
----	University Elective	3
----	Department (Specialization) Elective	3
410325	Database Management Systems	3
430302	IT Project Management	3
430307	Operations Research & Quality Management	3
430318	Business Analytics	3
Total		18

* The Field Training course 2 is offered in the summer semester of the third year with 3 credit hours.

Fourth Year level

First Semester		
CNUM	Course name	Cr.H.
----	Free Elective	3
----	Department (Specialization) Elective	3
430405	Information systems strategic management	3
430405	Enterprise Applications Development	3
430409	Graduation Project I	1
Total		13

Second Semester		
CNUM	Course name	Cr.H.
----	Free Elective	3
430406	Decision support systems	3
430408	Enterprise Resource Planning	3
430410	Graduation Project II	3
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Total		12