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**Course Description Form**

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| 1. Course Name:
 |
| Principles of Business Administration |
| 1. Course Code:
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|  |
| 1. Semester / Year:
 |
| 1/first years |
| 1. Description Preparation Date:
 |
| 14/10/2024 |
| 1. Available Attendance Forms:
 |
|  |
| 1. Number of Credit Hours (Total)
 |
| 60 hours  |
| 1. Course administrator's name (mention all, if more than one name)
 |
| Name: Abdul Hassan Rahim Email: : abdulhassanrahim@sa-su-edu-iq |
| 1. Course Objectives : Learn about Principles of Business Administration
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| **Course Objectives** |  |
| 1. Teaching and Learning Strategies
 |
| **Strategy** |  |
| 1. Course Structure
 |
| **Week**  | **Hours**  | **Required Learning Outcomes**  | **Unit or subject name**  | **Learning method**  | **Evaluation method**  |
| 1 | 2 | Understanding the material | **What is management**  | Lectures Case studyDiscussions  | oral test questions |
| **2** | **2** | Understanding the material | **Development of administrative** | Lectures Case studyDiscussions  | oral test questions |
| **3** | **2** | Understanding the material | Business organization and the surrounding environment  | Lectures Case studyDiscussions | oral test questions |
| **4** | **2** | Understanding the material | Business organization objectives  | Lectures Case studyDiscussions | oral test questions |
| **5** | **2** | Understanding the material | Formulating strategies and policies  | Lectures Case studyDiscussions | oral test questions |
| **6** | **2** | Understanding the material | Make decisions | Lectures Case studyDiscussions | oral test questions |
| **7** | **2** | Understanding the material | organization | Lectures Case studyDiscussions | oral test questions |
| **8** | **2** | Understanding the material | Basic principles of the theory of organization  | Lectures Case studyDiscussions | oral test questions |
| **9** | **2** | Understanding the material | The nature of organizational design and its relationship to the objectives of the business organization | Lectures Case studyDiscussions | oral test questions |
| **10** | **2** | Understanding the material | Awareness and administrative leadership | Lectures Case studyDiscussions | oral test questions |
| **11** | **2** | Understanding the material | Basic principles of administrative leadership study | Lectures Case studyDiscussions | oral test questions |
| **12** | **2** | Understanding the material | censorship | Lectures Case studyDiscussions | oral test questions |
| **13** | **2** | Understanding the material | Basic steps of control | Lectures Case studyDiscussions | oral test questions |
| **14** | **2** | Understanding the material | Research and development  | Lectures Case studyDiscussions | oral test questions |
| **15** | **2** | Understanding the material | Introduction to strategic management  | Lectures Case studyDiscussions | oral test questions |
| 1. Course Evaluation
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| Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc  |
| 1. Learning and Teaching Resources
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| Required textbooks (curricular books, if any) |  |
| Main references (sources) |  |
| Recommended books and references (scientific journals, reports...) |  |
| Electronic References, Websites |  |

 **مدرس المادة توقيع رئيس القسم**

**عبد الحسن رحيم حمادي أ.م.د عبد الكريم عبد الغني**