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**course description form**

**Course description**

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| This course description provides a brief summary of the most important characteristics of the course and the learning outcomes expected of the student to achieve, demonstrating whether he has made maximum use of the available learning opportunities . It must be linked to the description of the program. |

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| 1. **Educational institution** | **Shatt Al-Arab University College** |
| 1. **Scientific Department / Center** | **Business Management** |
| 1. **Course name / code** | **Principles of Business Administration / 1 BA111** |
| 1. **Instructor's name** | **Dr . Zine El Abidine Jassim Mohammed** |
| 1. **Available forms of attendance** | **my presence** |
| 1. **season/year** | **chapter one** |
| 1. **Number of hours of study (total)** | **45 hours** |
| 1. **The date this description was prepared** | **17/9/2024** |
| 1. **Course objectives** | |
| **1. Providing the student with the most important principles and basics of business management principles** | |
| **2. Providing the student with how to implement management functions** | |

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| 1. **Course outcomes and methods of teaching, learning and assessment** |
| **A- Cognitive goals**  **A1-** **Enable the student to learn about the manager’s jobs**  **A2- The student acquires knowledge about the manager’s roles**  **A3- Enable the student to identify the organizational goals and the effectiveness and efficiency of the organization** |
| **B - Skills objectives of the course**  **B1 - Scientific skills**  **B2 - Skills in teaching and training students on how to carry out management, its functions and the decision-making process**  **B3 - Leadership skills**  **B4-** |
| **Teaching and learning methods** |
| **1- Theoretical study by giving lectures**  **2- Case study and discussion**  **3- Use the question-asking method** |
| **Evaluation methods** |
| 1. **oral exams** 2. **Monthly exams** 3. **daily exams** 4. **Student attendance and commitment** |
| **C- Emotional and moral goals**  **A- Emphasis on attending lessons on time**  **C 2- To develop the values of innovation and creativity among the students**  **C3- To develop the students’ personal and technical skills and abilities**  **C4- Creating a kind of accumulation of knowledge for the student** |
| **Teaching and learning methods** |
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| **Evaluation methods** |
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| **D - Transferred general and rehabilitative skills (other skills related to employability and personal development).**  **D1- Providing the student with management skills and manager functions**  **D2- Using creative thinking and innovation methods in management**  **D3 - Enabling the student to face problems, take the appropriate decision and solve them, and achieve his goals**  **D4-** |

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| 1. **Course structure** | | | | | |
| **the week** | **hours** | **Required learning outcomes** | **Unit name and/or topic** | **education method** | **Evaluation method** |
| **1** | **3** | **Student understanding of the topic** | **A general view of business studies** | **theoretical lectures**  **Case Study**  **Discuss** | **oral exams**  **and ask questions** |
| **2** | **3** | **Student understanding of the topic** | **Director jobs and roles** | **theoretical lectures**  **Case Study**  **Discuss** | **oral exams**  **and ask questions** |
| **3** | **3** | **Student understanding of the topic** | **Business organizations basic concepts** | **theoretical lectures**  **Case Study**  **Discuss** | **oral exams**  **and ask questions** |
| **4** | **3** | **Student understanding of the topic** | **The evolution of organizational thought (classical school)** | **theoretical lectures**  **Case Study**  **Discuss** | **oral exams**  **and ask questions** |
| **5** | **3** | **Student understanding of the topic** | **The evolution of organizational thought (school of human relations)** | **theoretical lectures**  **Case Study**  **Discuss** | **oral exams**  **and ask questions** |
| **6** | **3** | **Student understanding of the topic** | **The evolution of organizational thought (modern trends)** | **theoretical lectures**  **Case Study**  **Discuss** | **oral exams**  **and ask questions** |
| **7** | **3** | **Student understanding of the topic** | **The evolution of organizational thought (contemporary trends and strategic management)** | **theoretical lectures**  **Case Study**  **Discuss** | **oral exams**  **and ask questions** |
| **8** | **3** | **Student understanding of the topic** | **management environment** | **theoretical lectures**  **Case Study**  **Discuss** | **oral exams**  **and ask questions** |
| **9** | **3** | **Student understanding of the topic** | **The nature of the mutual impact between the organization and the business environment** | **theoretical lectures**  **Case Study**  **Discuss** | **oral exams**  **and ask questions** |
| **10** | **3** | **Student understanding of the topic** | **organizational goals** | **theoretical lectures**  **Case Study**  **Discuss** | **oral exams**  **and ask questions** |
| **11** | **3** | **Student understanding of the topic** | **Social responsibility of business organizations** | **theoretical lectures**  **Case Study**  **Discuss** | **oral exams**  **and ask questions** |
| **12** | **3** | **Student understanding of the topic** | **organizational effectiveness and efficiency** | **theoretical lectures**  **Case Study**  **Discuss** | **oral exams**  **and ask questions** |
| **13** | **3** | **Student understanding of the topic** | **management planning** | **theoretical lectures**  **Case Study**  **Discuss** | **oral exams**  **and ask questions** |
| **14** | **3** | **Student understanding of the topic** | **management decisions** | **theoretical lectures**  **Case Study**  **Discuss** | **oral exams**  **and ask questions** |
| **15** | **3** | **Student understanding of the topic** | **Make decisions and solve problems** | **theoretical lectures**  **Case Study**  **Discuss** | **oral exams**  **and ask questions** |

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| 1. **Infrastructure** | |
| 1. **Required course books** | **Management and business**  **Dr.. Saleh Mahdi Al-Amiri and d. Taher Mohsen Al-Mansoori** |
| 1. **Main references (sources)** | **Management principles with a focus on business management**  **Dr.. Muhammed Khalil Al-Shama`** |
| **Recommended books and references (scientific journals, reports, .....)** | **Scientific journals and reports on business administration** |
| **Electronic references, websites,...** | **Business management websites** |

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| 1. **course development plan** |
| **Examining the experiences of distinguished leaders and managers in management and business** |