**course description form**

**Principles of Business Administration**

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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 / 2 BA121** |
| 1. **Instructor's name**
 | **Dr.. Zine El Abidine Jassim Mohammed** |
| 1. **Available forms of attendance**
 | **my presence** |
| 1. **season/year**
 | **Chapter II** |
| 1. **Number of hours of study (total)**
 | **45 hours** |
| 1. **The date this description was prepared**
 |  **29/1/2024** |
| 1. **Course objectives**
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| **1. .** **Provide the student with the necessary knowledge about leadership, motivation and the basic and supporting functions of the organization** |
| **2. Providing the student with how to implement the functions of the organization** |

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| 1. **Course outcomes and methods of teaching, learning and assessment**
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| **A- Cognitive goals** **A1-** . Enable the student to identify the basics and dimensions of leadership and its types**A2-** Informing the student about the functions of the organization and the importance of each of them |
| **B - Skills objectives of the course** **B1 - Scientific skills****B2 - Skills in teaching and training students on how to perform the function of organizing, motivating, controlling and leading****B4 - leadership skills**  |
| **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**
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| **C- Emotional and moral goals****A1- 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 other manager’s functions****D2- Using creative thinking and innovation methods in management** **D 3- Enabling the student to face problems, take the appropriate decision and solve them, and achieve his goals****D4-****D4-** |

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| 1. **Course structure**
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| **the week** | **hours** | **Required learning outcomes** | **Unit name and/or topic** | **education method** | **Evaluation method** |
| **1** | **3** | **Student understanding of the topic** | **Administrative regulation** | **theoretical lectures****Case Study****Discuss** | **oral exams****and ask questions** |
| **2** | **3** | **Student understanding of the topic** | **Basic principles of organization and communication** | **theoretical lectures****Case Study****Discuss** | **oral exams****and ask questions** |
| **3** | **3** | **Student understanding of the topic** | **leadership and direction** | **theoretical lectures****Case Study****Discuss** | **oral exams****and ask questions** |
| **4** | **3** | **Student understanding of the topic** | **Motivation and motivation** | **theoretical lectures****Case Study****Discuss** | **oral exams****and ask questions** |
| **5** | **3** | **Student understanding of the topic** | **Administrative control** | **theoretical lectures****Case Study****Discuss** | **oral exams****and ask questions** |
| **6** | **3** | **Student understanding of the topic** | **Business organizations jobs (production and operations management)** | **theoretical lectures****Case Study****Discuss** | **oral exams****and ask questions** |
| **7** | **3** | **Student understanding of the topic** | **Marketing Management** | **theoretical lectures****Case Study****Discuss** | **oral exams****and ask questions** |
| **8** | **3** | **Student understanding of the topic** | **Human Resource Management** | **theoretical lectures****Case Study****Discuss** | **oral exams****and ask questions** |
| **9** | **3** | **Student understanding of the topic** | **financial management** | **theoretical lectures****Case Study****Discuss** | **oral exams****and ask questions** |
| **10** | **3** | **Student understanding of the topic** | **research and development** | **theoretical lectures****Case Study****Discuss** | **oral exams****and ask questions** |
| **11** | **3** | **Student understanding of the topic** | **Managing creativity and organizational change** | **theoretical lectures****Case Study****Discuss** | **oral exams****and ask questions** |
| **12** | **3** | **Student understanding of the topic** | **Performance appraisal and quality management** | **theoretical lectures****Case Study****Discuss** | **oral exams****and ask questions** |
| **13** | **3** | **Student understanding of the topic** | **Quantitative Planning Tools** | **theoretical lectures****Case Study****Discuss** |  |
| **14** | **3** | **Student understanding of the topic** | **Strategic management** | **theoretical lectures****Case Study****Discuss** | **oral exams****and ask questions** |
| **15** | **3** | **Student understanding of the topic** | **Information and knowledge systems management** | **theoretical lectures****Case Study****Discuss** | **oral exams****and ask questions** |

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| 1. **Infrastructure**
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| 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`** |
| 1. **Recommended books and references (scientific journals, reports, .....)**
 | **Scientific journals and reports on business administration** |
| 1. **Electronic references, websites,...**
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| 1. **course development plan**
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| **Examining the experiences of distinguished leaders and managers in management and business** |