

وزارة التعليم العالي والبحث العلمي
جهاز الإشراف والتقويم العلمي
دائرة ضمان الجودة والاعتماد الأكاديمي

استمارة وصف البرنامج الأكاديمي للكليات والمعاهد للعام الدراسي 2025-2024

الجامعة : جامعة شط العرب الاهلية
الكلية /المعهد : الإدارة واقتصاد
القسم العلمي : إدارة الاعمال

تاريخ ملء الملف : 2024/9/1

التوقيع :
اسم المعاون العلمي: د. عبد الله بن عبد الله بن لوهام
التاريخ : ٢٠٢٤/٩/١

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دقق الملف من قبل
شعبة ضمان الجودة والأداء الجامعي
اسم مدير شعبة ضمان الجودة والأداء الجامعي:

التاريخ : / /

أستاذ الدكتور محمد عبود طاهر المظلوم
رئيس شعبة ضمان الجودة والأداء الجامعي

مصادقة السيد العميد

مصادقة السيد العميد
د. عبد الله بن عبد الله بن لوهام



Course Description

Course Description

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/she has made the most of the available learning opportunities. They must be match to the description of the programe.

1. Educational Institution	Shatt Al-Arab University Administration and economic-college			
2. Scientific Department / Center	Business Administration			
3. Course name/coded	Fundamentals of Business Administration/ BA1101			
4. Programme (s) to which it contributes	First class of Fundamentals of Business Administration			
5. Available forms of attendance	Lecture			
6. Semester/Year	2024/2025			
7. Number of study hours (total)	200 hours	Number of hours per week		
		Theoretica 1	practical	Total
		4	1	8
8. Date of preparation of this description	1/9/2024			
9. Course Objectives:				
1. Defining the concept of management and business: - Understanding the nature of management as a science and an art. - Identifying the business environment and its internal and external fac				
-2. Understanding the basic administrative functions: - Planning - Organizing - Directing - Controlling				
3- Identify the fields and functions of business administration:				

Marketing - Finance - Human Resources - Production and Operations

4- Preparing students to understand the modern business environment.

10. Course Outcomes and Teaching Methods, Learning and Evaluation

A- Cognitive Objectives

A1- Identify the basic concepts and terminology of the Fundamentals of Business Administration course.

A2- Understand the basic management functions (planning, organizing, directing, and controlling) and their role in achieving objectives.

A3- Explain the relationship between the internal and external business environment and its impact on managerial decision-making.

A4- Apply theoretical management concepts to practical situations through case studies or realistic simulations.

B - Course Skill Objectives

B1 - Apply management concepts to practical situations and cases in the business environment.

B2 - Analyze real-life case studies related to planning, organizing, leadership, and decision-making.

B3 - Prepare reports and practical assignments that demonstrate how to use management tools in administrative problems.

B4 - Work within teams to implement projects or applied tasks related to management, and deliver professional presentations on management topics using PowerPoint.

Teaching and learning methods

- Interactive theoretical lectures.

2- Presentations by the instructor and students.

3- Case studies and discussions.

4- Practical workshops.

5- Guided class discussions.

6- Individual and group assignments.

7- Interactive activities used

Evaluation Methods

<p>1- Midterm Exam</p> <p>2- Individual/Group Assignments and Reports</p> <p>3- Case Studies/Presentations</p> <p>4- Classroom Interaction and Participation</p> <p>5- Final Exam</p>
<p>C. Thinking Skills</p> <p>C1- Focus: Engaging the student in solving mathematical problems.</p> <p>C2- Responsiveness: Monitoring the student's engagement with the material being solved.</p> <p>C3- Attention: Monitoring the student's interest and guiding them toward the right path to excellence.</p>
<p>Teaching and learning methods</p>
<ul style="list-style-type: none"> - Lectures. - Use of presentations. - Assign students to prepare reports on course topics. - Assign an assignment at the end of each lecture to assess the student's comprehension of the material.
<p>Evaluation Methods</p>
<ul style="list-style-type: none"> - Daily exams. - Homework. - Midterm and final exams for the course. - Classroom interaction. - Daily attendance.
<p>C- Affective and Value-Based Objectives</p> <p>C1- Enhancing the spirit of discipline and commitment in performing administrative tasks and responsibilities.</p>

C2- Developing the spirit of teamwork and cooperation in the classroom and group projects.

C3- Instilling ethical values in the business environment, such as integrity, transparency, fairness, and mutual respect.

C4- Promoting respect for other opinions and acceptance of diverse opinions and backgrounds within the workplace.

C5- Encouraging students to assume responsibility for making administrative decisions and assessing their outcomes.

. D - General and transferable skills (other skills related to employability and personal development).

D1 - Effective communication skills.

D2 - Teamwork skills.

D3 - Problem-solving and decision-making skills.

D4 - Time management and organizationa

11. Course Structure

Al , Week	Hours	Required Learning Outcomes	Name of the unit and/or subject	Method of education	Evaluation Method
1	5	Student's understanding and comprehension of the subject	A general perspective of business study	Theoretical Lectures Case Study Discussion	Oral exams and questions
2	5	Student's understanding and comprehension of the subject	Manager Functions and Roles	Theoretical Lectures Case Study Discussion	Oral exams and questions
3	5	Student's understanding and comprehension of the subject	Business organizations are basic concepts	Theoretical Lectures Case Study Discussion	Oral exams and questions
4	5	Student's understanding and comprehension of the subject	The development of organizational thought (classical school)	Theoretical Lectures Case Study Discussion	Oral exams and questions
5	5	Student's understanding and comprehension of the subject	The development of organizational thought (school of human relations)	Theoretical Lectures Case Study Discussion	Oral exams and questions
6	5	Student's understanding and comprehension of the subject	The development of organizational thought (modern trends)	Theoretical Lectures Case Study Discussion	Oral exams and questions

7	5		Midterm Exam		
8	5	Student's understanding and comprehension of the subject	Management environment	Theoretical Lectures Case Study Discussion	Oral exams and questions
9	5	Student's understanding and comprehension of the subject	The nature of the mutual impact between the organization and the business environment	Theoretical Lectures Case Study Discussion	Oral exams and questions
10	5	Student's understanding and comprehension of the subject	Organizational Objectives	Theoretical Lectures Case Study Discussion	Oral exams and questions
11	5	Student's understanding and comprehension of the subject	Social Responsibility of Business Organizations		Oral exams and questions
12	5	Student's understanding and comprehension of the subject	Organizational effectiveness and efficiency	Theoretical Lectures Case Study Discussion	Oral exams and questions
13	5	Student's understanding and comprehension of the subject	Management Planning	Theoretical Lectures Case Study Discussion	Oral exams and questions

14	5	Student's understanding and comprehension of the subject	Administrative decisions	Theoretical Lectures Case Study Discussion	Oral exams and questions
15	5	Student's understanding and comprehension of the subject	Decision Making and Problem Solving	Theoretical Lectures Case Study Discussion	Oral exams and questions

12. Infrastructure

1 Required textbook	1- Management and Business / Dr. Saleh Mahdi Al-Ameri and Dr. Taher Mohsen Al-Mansouri 2- Principles of management with a focus on business administration / Dr. Muhammad Khalil Al-Shamma
2 Key references (sources)	Scientific journals and reports concerned with business administration Business .
a. Recommended books and references (scientific journals, reports,....)	Scientific journals and reports concerned with business administration
b. Electronic references, websites Business management websites

13-Course improvement Plan

- 1- Updating content
- 2- Developing teaching methods
- 3- Improving assessment tools
- 4- Student feedback
- 5- Reviewing learning outcomes
- 6- Integrating life skills and the labor market

Curriculum Skills Diagram

Kindly, place a mark in the boxes correspondent to the individual learning outcomes from the evaluated programs

Learning outcomes required from the program																			
General and transferable skills (other skills related to employability and personal development)				Emotional and Value Objectives				Program Skill Objectives				Cognitive Objectives				Core or Elective	Course Name	Course Code	Year / Level
D4	D3	D2	D1	C4	C3	C2	C1	B4	B3	B2	B1	A4	A3	A2	A1				
/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	c	Basic of business Administration	BA1101	first


 Assistant Lecturer
 D.r Zain AlAbidean J. Mohammed


 Head of Deptment
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