Ministry of Higher Education and Scientific Research
Supervision and Scientific Evaluation Body
Quality Assurance and Academic Accreditation Office

Curriculum for B.Sc. program in Business Administration

Head of Department — **Assistant Dean for Scientific Affairs**

Dr. Zain Al Abidin Jassim Mohammed — **Dr. Alaa El-Din Abdul-Wahab Hassoun**

Director of Quality Assurance Unit

Assistant Lecturer Wafaa Saeed Hassan

الأستاذ الدكتور محمد عبود طاهر المظلوم
جامعة شط العرب

Approved by The Dean of Administration and Economics

Professor Dr. Mohammed Abood Tahir

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 program.

1. Educational Institution	Shatt Al-Arab University			
2. Scientific Department / Center	College of Management and Economics / Business Administration			
3. Course name/code	Administrative Readings			
4. Available forms of attendance	Lecture			
5. Semester/Year	The Second/first semester			
6. Number of study hours (total)	50 hours	Number of hours per week		
		theoretical	practical	Total
		2		2
7. Date of preparation of this description	1 – 9 - 2024			

8. **Course Objectives:**

1. Providing students with the most important principles and fundamentals of management English Language.
2. Providing students with how to manage organizations English Language.
3. Providing graduates with knowledge of the management function English Language.
4. Providing graduates with creative teaching and learning skills English Language.

9. Course Outcomes and Teaching Methods, Learning and Evaluation

A- Cognitive objectives.

A1- Enabling the student to acquire knowledge of management principles English Language.
A2- Introducing the student to how to develop and enhance their own knowledge English Language.
A3- Enabling the student to acquire knowledge in the art of planning, directing, controlling, and leadership English Language.
A4- Enabling the student to develop their skills in a dynamic work environment English Language.

B - Program Skills Objectives:

B1 - Academic Skills English Language.

B2 - Leadership Skills English Language.

B3 - Skills in the Challenges of Administrative Work English Language.

Teaching and learning methods

1- Use lectures prepared in advance by the instructor
2- Use modern projectors
3- Homework
4- Divide students into groups for discussion

Evaluation Methods

1- Oral exams

2- Monthly exams

3- Daily exams

4- Student attendance and commitment to the schedule- Daily attendance.

C. Thinking Skills

C1- Achieving ethical goals

C2- Ensuring adherence to university norms

C3- Ensuring adherence to university instructions and ministry regulations

C4- Developing the student's personal capabilities in all educational fields and interacting well with others

Teaching and learning methods

1- Lectures on university education
2- Educational guidance lectures
3- Continuous guidance
4- Visits to public and private institutions
5- Presentation of practical cases

Evaluation Methods

1- Daily exams

2- Lecture discussion and adherence to high morals and values

3- Participation grades

4- Monthly and semester evaluations

d. General and qualifying skills transferred (other skills related to employability and personal development).

D1- To enable the student to use modern methods of analysis and deduction English Language.

D2- To enable the student to plan and think strategically in the management of production and service organizations English Language.

10. Course Structure					
Al , Week	**Hours**	**Required Learning Outcomes**	**Name of the unit and/or subject**	**Method of education**	**Evaluation Method**
1	2	The student understands the material	The nature of management, the development of its thought, and its environment English Language	Theoretical lectures Case study Discussion	Oral exams and questions
2	2	The student understands the material	Duties of the manager; management is both a science and an art English Language	Theoretical lectures Case study Discussion	Oral exams and questions
3	2	The student understands the material	The traditional (classical) school English Language.	Theoretical lectures Case study Discussion	Oral exams and questions
4	2	The student understands the material	The humanistic school English Language.	Theoretical lectures Case study Discussion	Oral exams and questions
5	2	The student understands the material	The contemporary school (trends)English Language.	Theoretical lectures Case study Discussion	Oral exams and questions
6	2	The student understands the material	Management and its environment English Language	Theoretical lectures Case study Discussion	Oral exams and questions
7	2	The student understands the material	Midterm exam	Theoretical lectures Case study Discussion	Oral exams and questions

8	2	The student understands the material	Exploring the boundaries of the organization English Language.	Theoretical lectures Case study Discussion	Oral exams and questions
9	2	The student understands the material	Organizational objectives English Language.	Theoretical lectures Case study Discussion	Oral exams and questions
10	2	The student understands the material	Strategic planning English Language.	Theoretical lectures Case study Discussion	Oral exams and questions
11	2	The student understands the material	The nature of the operational plan English Language .	Theoretical lectures Case study Discussion	Oral exams and questions
12	2	The student understands the material	The planning process and its types English Language.	Theoretical lectures Case study Discussion	Oral exams and questions
13	2	The student understands the material	Organizing the planning function English Language.	Theoretical lectures Case study Discussion	Oral exams and questions
14	2	The student understands the material	Introductions to planning and situational planning English Language.	Theoretical lectures Case study Discussion	Oral exams and questions

15	2	The student understands the material	Planning obstacles and how to address them English Language .	Theoretical lectures Case study Discussion	Oral exams and questions

12. Infrastructure	
1 Required textbook	Administration and Finance. Dr. Mohammad Ali Al-Khouli
2 Key references (sources)	
a. Recommended books and references (scientific journals, reports,....)	Al-Falah Publishing House in Jordan, published in 2001
b. Electronic references, websites	

13-Course improvement Plan
1- Studying labor market needs 2- Reviewing countries' experiences in the field of management 3- Reviewing what is written in national and international scientific journals in the field of management

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				
		/	/	/	/	/	/		/	/	/	/	/	/	/	B	English Reading in Business	AB1204	First

Assistant Lecturer Mahmood Hussien Mahmood

DR. Zain AlAbidean j. Mohammed
Head of Department