

## First Semester

### Principles of Business Administration

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| Delivery Plan (Weekly Syllabus) |                                                                              |
|---------------------------------|------------------------------------------------------------------------------|
| المنهاج الاسبوعي النظري         |                                                                              |
|                                 | Material Covered                                                             |
| Week 1                          | The nature of management and the development of its thought and environment. |
| Week 2                          | Duties of the manager, management is a science and an art                    |
| Week 3                          | The traditional (classical) school                                           |
| Week 4                          | The humanistic school                                                        |
| Week 5                          | The contemporary (trends) school                                             |
| Week 6                          | Management and its environment                                               |
| Week 7                          | Midterm exam                                                                 |
| Week 8                          | Investigation of the boundaries of the organization                          |
| Week 9                          | Organizational goals                                                         |
| Week 10                         | Strategic planning                                                           |
| Week 11                         | The nature of the operational plan                                           |
| Week 12                         | The planning process and types of plans                                      |
| Week 13                         | Organizing the planning function                                             |
| Week 14                         | Introductions to planning and situational planning                           |
| Week 15                         | Obstacles to planning and their treatment                                    |
| Week 16                         | Preparatory week before the final Exam                                       |