

Fundamentals of Business Administration

Delivery Plan (Weekly Syllabus)	
المنهاج الاسبوعي النظري	
	Material Covered
Week 1	A general perspective of business study
Week 2	Manager Functions and Roles
Week 3	Business organizations are basic concepts
Week 4	The development of organizational thought (classical school)
Week 5	The development of organizational thought (school of human relations)
Week 6	The development of organizational thought (modern trends)
Week 7	Midterm Exam
Week 8	Management environment
Week 9	The nature of the mutual impact between the organization and the business environment
Week 10	Organizational Objectives
Week 11	Social Responsibility of Business Organizations
Week 12	Organizational effectiveness and efficiency
Week 13	Management Planning
Week 14	Administrative decisions
Week 15	Decision Making and Problem Solving
Week 16	Final Exam