

# Principles of Business Administration

Delivery Plan (Weekly Syllabus) المنهاج الاسبوعي النظري	
	Material Covered
Week 1	Administrative regulation
Week 2	Basic principles of organization and communication
Week 3	leadership and direction
Week 4	Motivation and motivation
Week 5	Administrative control
Week 6	Business organizations jobs (production and operations management)
Week 7	Midterm Exam
Week 8	Human Resource Management
Week 9	financial management
Week 10	research and development
Week 11	Managing creativity and organizational change
Week 12	Performance appraisal and quality management
Week 13	Quantitative Planning Tools
Week 14	Strategic management
Week 15	Information and knowledge systems management
Week 16	Final Exam