

Course Title	Principles of Business Administration
Course code	MGMT 101
Pre-required courses	None
Course Level	Second
Credit Hours	3 hours
Teaching Language	Arabic
Course Description	
<p>This course addresses the most important principles of management, and its evolution throughout ages. The definition of management and its schools are to be introduced firstly.</p> <p>Secondly, management functions: organization's coordination, decision-making and administrative communications.</p> <p>Thirdly, organization's roles and human resources management. This includes management information system, with reference to the function of marketing management, production management as well as financial management.</p>	
Course Aims:	
<p>The course aims to:</p> <ul style="list-style-type: none"> • Identify the concept of management fields, and the basic elements of administrative process. • Link between ancient and modern management thought, knowing different management schools and their characteristics. • Identify the concept of planning, its benefits and types as well as the concept of effective planning. • Define the concept of decision-making and administrative types. • Identify the meaning of an organization, coordination and their characteristics. • Identify leadership, motivation and incentives then to identify them from an Islamic perspective. • Define the concept of communication and control, and personnel management, production and marketing, and information management system. 	
Course Contents:	
<ul style="list-style-type: none"> • The concept and importance of management fields. • The link between old and modern management theories. • The concept of planning and its functions. • The functions of Establishment: personnel management, production management. • The concept of decision – making and its different types in addition to the role of team work and computer science in decision-making • Field visits and case studies. • Definition of administrative leadership and the most important modern theories of leadership. • To identify business motives from an Islamic perspective. • Administrative communication and its benefits. • Monitoring and its types. • Human resource management. • Production management and quality control. • Information system management and control 	