

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