

UNIVERSITY of WARITH ALANBYIAA			Warith Al-Anbiya University			
COLLEGE of ADMINIDTRATION and ECONOMICS			College of Administration and Economics			
DEPARTMENT of ACCOUNTING			Accounting Department			
Bachelor's degree (B.Sc.) - ACCOUNTING	2027/2026			Bachelor of Science in Accounting		
Course Materials Description Guide						
Course Information						
Module Title	Principles of business administration	Principles of Business Administration	Theor y	2	Lecture	-
Module Type	B	-	Lab	-	Tutoria l	1
Module Code	AC1102	-	Practi cal	-	semina r	-
ECTS	6	-	-	-	-	-
SSWL (hr./sem)	48	-	-	-	-	-
Module Level	1	Semester of Delivery	1			
Administrating Department	HIBATALLA ALSAID	College	ADMINIDTRATION and ECONOMICS			
Module Leader	Farah Saadoun Abdul Burhan	e-mail				
Module Leader Acad. Title		MODULE LEADER's qualification				
Module Tutor		e-mail				
Peer Review Name		e-mail				
Scientific Committee Approval Date	15/9/2025	Version number	1.0			
Relation with other modules						
Prerequisite module	-	Semest er	-			
Co-requisites module	-	Semest er	-			

Module aims, learning outcomes and indicative contents

First: Module aims

The program aims to achieve the following:

1. Acquiring various knowledge about the foundations and principles of management and the most prominent theories.
2. Understanding the concept of the environment and the mutual impact between it and the organization.
3. Knowledge of the organization's hypothesis, mission, and the theory of goals.
4. Knowledge of the basic principles of organizational theory (Authority – Responsibility – Communication).
5. Understanding the basic principles of administrative leadership.
6. Basic steps for control, control methods, and characteristics of an effective control system.
7. Familiarity with strategic management.

Second: learning outcomes

- Clarifying methodologies and theories in various administrative fields.
- Using critical thinking and problem-solving in administrative fields.
- Applying effective communication skills in various administrative contexts.
- Applying social and ethical responsibilities and legislation related to the business environment.
- Preparing students to work in various administrative fields.
- Preparing a new generation of administrative leaders

Third: indicative contents

Understanding the concept and development of management thought – management schools, business organizations, and the surrounding environment. Business organization objectives – organizational hypothesis and mission – goal theory [SSWL=10 hours]

Formulating strategies and policies – basic planning concepts – strategic and operational planning and decision-making – basic decision concepts – principles of managerial decision theory – decision support systems [SSWL=10 hours]

The concept of organization and administrative reorganization and the basic principles of organizational theory [SSWL=10 hours]

Basic principles of managerial leadership – an introduction to the study of motivation – an introduction to the study of preparatory skills – an introduction to the study of groups [SSWL=8 hours]

Basic concepts of control – the relationship between control and planning [SSWL=7 hours]

(Total hours = 48 = SSWL - (exam hours) = 48 - 3 = 45 hours (timetable hours x 15 weeks

Learning and teaching strategies

The strategies used by faculty members to enhance student teaching and learning are plans implemented to achieve learning objectives. They describe all classroom and extracurricular activities designed to achieve the program's learning outcomes.

1. Active Learning

2. Cooperative Learning

3. Self-Learning

4. Brainstorming

Student workload SWL

Structured SWL (hr./sem)		48			
Unstructured USWL (hr./sem)		3			
Total SWL (hr./sem)		150			
Module evaluation					
		Time/number	Weight(marks)	Week due	Relevant learning outcomes
Formative assessment	Quizzes	2	10% (10)	10,5	LO:1,2,10,11
	Onsite Assignment	2	10% (10)	3,12	LO:3,4,6,7
	Online Assignment	2	10% (10)	4,11	All
	Projects/lab.	-	-	-	-
	Report	1	10% (10)	13	LO:5,8,10
Summative	Mi. Exam	2hr	10% (10)	7	LO:1-7

assessment	Final exam.	3hr	50% (50)	16	ALL
Total assessment		100	100(100Marks)	-	-
Delivery plan (weekly syllabus)					
week	Material covered				
1	The Nature of Management, its Evolution, and its Environment				
2	The Manager's Roles: Management as a Science and an Art				
3	The Traditional (Classical) School				
4	The Humanistic School				
5	The Contemporary School (Trends)				
6	Management and its Environment				
7	Midterm Exam				
8	Exploring the Boundaries of the Organization				
9	Organizational Objectives				
10	Strategic Planning				
11	The Nature of Operational Plans				
12	The Planning Process and Types of Plans				
13	Organizing the Planning Function				
14	Preliminaries to Planning and Situational Planning				
15	Obstacles to Planning and How to Overcome Them				
16	Final Exam				
Delivery plan (weekly lab. syllabus)					
week	Material covered				
1	-				
2	-				
3	-				
4	-				
5	-				

6	-													
7	-													
Learning and teaching resources														
Required texts							Principles of Management with a Focus on Business Administration, 2007, by Dr. Khalil 'Muhammad Hassan Al-Shamma							
Recommended texts							Principles of Business Administration / by Dr. Saad Ali Al-Anzi, 2016							
websites														
Grading scheme														
مق بول	59- 50	E	متو سط	69- 60	D	جيد	79- 70	C	جيد جدا	89- 80	B	امتيا ز	100- 90	A
				راسب	44- 00	F	راسب قيد المعالجة	49- 45	F X					