

Course Specifications

1- Basic Information:

Course name:	Principals of Management
Department teaching the course:	Business Administration

B-Professional Information

1-Overall aims of the course:

1. Introduce a general framework helping students to grasp the importance of the principals of management
2. Emphasize the importance of the principals of management
3. Emphasize the role of management in modern organizations.
4. Emphasize the applied nature of these principals.

2-Intended learning outcomes (ILO's):

A-Knowledge and Understanding:

By the end of this course, the student should be able to:

- a1- Know the basic concepts of management
- a 2- Define the concept of Management, planning, organizing, controlling.
- A3- Know the main steps of the different management functions
- A4- Understand the communication process and its component

b-Intellectual Skills:

By the end of this course, the student should be able to:

- b1- Contrast the classical viewpoint of management
- b2- Distinguish the time management tools
- b3-Differentiate the different environmental factors
- b4- Design different organizational structures

c-Professional and Practical Skills:

By the end of this course, the student should be able to:

- c1-Apply the Management by objectives theory
- c2- Select the effective communication channel
- c3- Estimate the personal goals priority

d-General Skills:

By the end of this course, the student should be able to:

- d1- Have the power to use the management principals at wok

3-Course contents:

Topics	No. of hours		
	Lecture	Practical	Total
Introduction of Management	4	-----	4
The environmental Factors	4		4
Corporate culture	2		2
	2		2
The Management Functions(Planning - Organizing)	4		4
Controlling- Management by Objectives	4		4
Communications	4		4
Time Management	2		2
Total	24	-----	24