Course Description For the Department of Business Administration

Second: Major Department Requirement

51111 Principles Of Management (3) [3-3]
Managerial functions: Planning, organizing, controlling, decision taking; specialized functions for business organizations: research and development, production management, human resources management, marketing management, financial management, materials management.

51243 Research methodology (3) [3-3]
Knowledge and science; building knowledge for applied and basic scientific researches; scientific questionnaire; research plan; hypothesis; collecting data and information; scientific quotation final report.

51112 Managerial Communication (3) [3-3]
Commercial correspondence as means of written communications in business; conditions in commercial and correspondence in form and contents; commercial phrases in commercial correspondence; Coordinate the sections of letter according to scientific methods; writing of commercial correspondence in various types in english language only.
**Prerequisite:** 5111 Principles Of Management.

51214 Human Resources Management (3) [3-3]
Attracting; retaining; motivating employees; planning; selection; compensation; performance appraisal; succession; legal issues.
**Prerequisite:** 5111 Principles Of Management.

51232 Operations Research (3) [3-3]
Quantitative methods and techniques for effective decision making; Model formulations and applications: linear programming, transportation, assignment, CPM/PERT techniques, decision Theory.
**Prerequisite:** 5111 Principles Of Management.

51315 Organizational Behavior (3) [3-3]
Managing people at work; Analysis of individual, group and organization leadership; motivation; attitudes; group dynamics, and organizational culture.
**Prerequisite:** 51214 Human Resources Management.

51331 Production & Operations Management (I) (0) (3-3)
Production System Components; Productivity; Effectiveness and Efficiency of organization performance; Industrial competitive context; factors effecting the production planning and Operations Strategy; Industrial Location; facility layout; maintenance; Quality of outcomes; continuance performance.
**Prerequisite:** 51232 Operations Research.

51415 Organization Theory (3) [3-3]
Organizational theories and models; performance of organizations; Structure; technology; environmental adaptation; and managerial control systems.
**Prerequisite:** 51315 Organisational Behavior.
51332 Materials Management (3) [3-3]
Supply chain management: distribution network design, centralized versus decentralized network control, variability in the supply chain, strategic partnerships and supply contract design, global supply network design, product design for logistics; Models and solution techniques for strategic issues: facility location, logistics network design; operational issues such as: inventory control.
Prerequisite: 51111 Principles Of Management.

51416 Contemporary Issues in Management (3) [3-3]
Issues in management: global dimension in management, entrepreneurship, work ethics and diversity, etc.
Prerequisite: 51413 Strategic Management.

51413 Strategic Management (3) [3-3]
Strategic thinking: SWOT analysis in formulating, implementing, evaluating the strategy of the firm; competitive markets; challenges of the new era.
Prerequisite: 51331 Production And Operations Management (I).

51213 Public Relations (3) [3-3]
Theories; rules; procedures at developing friendly relations; cooperation and confidence between the public and the organization; The Topics are: The public relations in contemporary society, management of public relation, the role of the employees, public opinion, employee training and other related subjects.
Prerequisite: 51111 Principles Of Management.

51343 Small Business Management (3) [3-3]
Entrepreneurship; Innovation; managing the small business; the effects of these elements on the developing and emerge countries; the international Entrepreneurship; the development of emerging ventures from the entrepreneurial perspectives.
Prerequisite: 51111 Principles Of Management.

51333 Knowledge Management (3) [3-3]
The notion of knowledge management with the various issues related to this concept; the importance and methods by which knowledge can be managed in organizations; the importance of the role of information systems and technology in managing knowledge in organizations.
Prerequisite: 58101 Management Information Systems.

51431 Production & Operations Management (II) (3) [3-3]
Production and operations management; basic concept; productivity; demand estimating; capacity planning; production plan preparation; production scheduling and operation sequencing; production line Balancing; quality control and reliability; and contemporary models: J.I.T., MRP.
Prerequisite: 51331 Production And Operations Management (I).

51432 Total Quality Management (3) [3-3]
Principles; concepts; processes; procedures pertaining to the management aspects of quality function in an organization; Approaches for inculcating quality thinking and practices: continuous improvement, tools of quality, customer focus, leadership and team building; just-in-Time (JIT).
Prerequisite: 51431 Production And Operations Management (2).
51414 Project Management (3) [3-3]
Project management and its importance in improving success of information technology projects; Tools and techniques of project management including: project selection methods, work breakdown structures, network diagrams and critical path analysis, cost estimates, motivation theory and team building.
Prerequisite: 51111 Principles Of Management.

51441 International Business Management (3) [3-3]
Nature and scope of International Business; Scenarios and cases about Mechanisms; Practices of Problems Encountered in International Business.
Prerequisite: 51413 Strategic Management.

51445 Graduation Project (3) [3-3]
Adequate skills; Knowledge reinforcement; Supervision: Pick a problem that active business firms are suffering from; Elaborate a research graduation project, scientific methodology, tools, recommendation.
Prerequisite: (None).
Third: Elective Requirements:

51319 Change and Development Management (3) [3-3]
The changing organizational environment; organizational design principles to manage change, keep the design aligned with the needs of the firm the demands to which it must respond; organizational structures; work patterns of the organization; organizational cultures; managerial roles.
Prerequisite: 51111 Principles Of Management.

51316 Managerial Control (3) [3-3]
Managerial control; managerial functions; performance measures; actual performance and employee behaviors in the organization; procedures and approaches in taking Decisions; allocating resources.
Prerequisite: 51214 Human Resources Management.

51440 Feasibility Studies & Project Evaluation (3) [3-3]
Evaluate the economic and financial feasibility of projects through the trade off between the cost and revenue of these projects.
Prerequisite: 51414 Project Management.

Fourth: Ancillary Requirements: