INTRODUCTION TO BUSINESS ADMINISTRATION
BUS 100 : 3 Credit hours (3 lectures, 0 lab, 0 exercises)

Prerequisites:
NO Prerequisites

Objectives:
The objectives of introduction of business administration are shown below.

Course Description:
Concept of management, functions and responsibilities of managers. The management thought. Comparative and international management. Planning: the nature and purpose of planning, objectives, premising, decision making, designing effective plans and implementation. Organizing: nature and purpose of organizing, basic departmentation, span of management, line and staff relationship, delegation and decentralization, committee and group decision making, organizing effectively. Controlling: the systems and process of controlling, control techniques, controlling overall performance managers of tomorrow.

Contents:
1- Introduction to Business Administration.
2- Management and environment.
3- Administrative job.

References:
Principles of Business Administration