

**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