



Future Academy
Higher Future Institute for Specialized Technological Studies

Course Specification

1- Course information:

Course Code:	211
Course Title:	Principles of Business Administration
Year/level	1st
Academic Programs	Bachelor of BUSINESS ADMINISTRATION– ENGLISH
Contact hours/ week	Theoretical lecture: 3hrs & section:2 hrs Total:5 hrs

2- Course aims:

The aim of this course is to provide undergraduate students with a comprehensive understanding of the foundational principles of business administration. It focuses on the effective utilization of organizational resources, the functions of managers in planning, organizing, leading, and controlling, and the application of leadership and decision-making skills to achieve organizational objectives. The course equips students with the ability to evaluate and adapt administrative plans and strategies for sustainable success. The course also emphasizes the necessity of reevaluating plans and objectives to adapt to future administrative requirements.

3- Intended learning outcomes of the course (ILOs):

a- Knowledge and understanding:

On successful completion of this course, the student should be able to:

- a1- Understand the core concepts and principles of business administration.
- a2- Describe the functions of management, including planning, organizing, leading, and controlling.
- a3- Identify the importance of strategic planning and its role in organizational success.
- a4- Explain the role of leadership and decision-making theories and their practical applications in business contexts.
- a5- Comprehend strategies for evaluating plans and adapting to organizational changes.

b- Intellectual skills:

On completing this course, the student should be able to:

- b1 Analyze complex business situations and recommend appropriate management strategies.
- b2 Evaluate strategic plans and suggest improvements.
- b3- Develop decision-making frameworks suitable for dynamic business environments.
- b4- Critically assess the effectiveness of leadership styles in varying organizational contexts.

c- Professional and practical skills:

At the end of this course, the student will be able to:

- c1- Apply management approaches to solve real-world business problems.
- c2- Design basic strategic plans aligned with organizational goals.
- c3. Demonstrate effective leadership and teamwork in simulated business scenarios.
- c4- Implement practical tools for evaluating and adapting business plans.

d- General and transferable skills:

On successful completion of this course, the student should be able to:

- d1- Effective communication and presentation skills.
- d2- Work collaboratively in diverse settings.
- d3- Problem-solving and critical thinking abilities.
- d4- Plan and make decisions in a group and use time management and organizational skills.

4- Course contents

Week No.	Topics/units	Number of hours		ILO's
		Lecture hours	Practical hours	
1	Introduction to Business Administration <ul style="list-style-type: none">• Definition and scope• Importance of business administration in modern organizations	3	2	a1, a2, c1, d2,
2	Overview of Management Functions <ul style="list-style-type: none">• Planning, organizing, leading, controlling• Roles and responsibilities of managers	3	2	a2, b1, c1, d3
3	Foundations of Planning (Part 1) <ul style="list-style-type: none">• What is planning?• Why do managers plan?• Goals and plans	3	2	a2, a3, b1,b2,c4, d4
4	Strategic Planning (Part 2) <ul style="list-style-type: none">• Types of plans• Setting goals and developing plans + Quiz 1	3	2	a2, a3, b1,b2,c4, d4
5	The Environment and Culture of Organizations	3	2	a1, a3,b1, b3, b4, c1, c3, d1, d3

	<ul style="list-style-type: none"> Managing global environment Social responsibility and managerial ethics 			
6	Decision-Making in Business (Part 1) <ul style="list-style-type: none"> Types of decisions Decision-making models 	3	2	a4, b3, c1, c3,c4, d1, d2
7	Midterm Exam	3	2	a1,a3,a4, a5, b1, b3
8	Decision-Making in Business (Part 2) <ul style="list-style-type: none"> Tools for decision-making Managing uncertainty in decision-making 	3	2	a4, b3, c1, c3,c4, d1, d2
9	Organizational Structure and Change <ul style="list-style-type: none"> Basic Elements of Organizing Managing Organizational Design 	3	2	a3, a5, b1,b4, c2, d3, d4
10	Leadership and motivation (part 1) <ul style="list-style-type: none"> Understanding individual behavior Employees behavior and job satisfaction 			a4,b3,c3,c4,d3,d4
11	Leadership and motivation (part 2) <ul style="list-style-type: none"> Motivating employees Theories of motivation 	3	2	a4,b3,c3,c4,d3,d4
12	The Controlling Process <ul style="list-style-type: none"> Measuring actual performance Tools for monitoring plans + Quiz 2	3	2	a2, a3, a5,b4, c4, d4,d1
13	Adapting to Change <ul style="list-style-type: none"> Change management principles Understanding organizational resistance 	3	2	a2, a3, a5,b4, c4, d4,d1

	• Preparing for future challenges			
14	Final Revision	3	2	a1, a2, b1, b2, b3, c1, c2

5- Teaching and learning methods

Methods	a1	a2	a3	a4	a5	b1	b2	b3	b4	c1	c2	c3	d1	d2	d3	d4
Lectures	✓	✓	✓		✓			✓				✓	✓			
Practical sections/ Tutorial	✓	✓		✓		✓	✓		✓	✓	✓	✓	✓	✓		✓
Self-learning			✓				✓		✓		✓			✓	✓	
Assay and reviews			✓	✓		✓	✓		✓	✓		✓				
Discussion groups						✓		✓		✓			✓	✓	✓	✓
Problem- solving						✓				✓					✓	
E- learning																
Blended Learning																

6- Teaching and learning methods for Low-achieving students

- Extra teaching hours for those who need help
- More quizzes to assess their ability for understanding the course
- Encourage teamwork for those students with other advanced ones to increase their participation and understanding

7- Student assessment

Assessment method	Time	Grade weight (%)	Week	ILOs
Course Work (Tutorial Exercise and Assignments)		10	Every week	a2, a3, b2, b3,c2, c3, d1, d3, d4
Quiz 1	1	10	Week 4	a2, a3, b1,b2
Mid-term exam	1	20	Week 7	a1,a3,a4, a5, b1, b3

Quiz 2	1	10	Week 11	a2, a3, a5,b4
Final Written exam	2	50	----	a3,a4, a5, b1, b3, b4

8-List of references

8.1. Student notebooks:

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8.2. Essential textbooks:

- Robbins, S. P., & Coulter, M. (2022). *Management* (15th Edition). Pearson.

Griffin, R. W. (2021). *Fundamentals of Management* (9th Edition). Cengage Learning.

8.3. Recommended textbooks:

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8.4. Journals, Periodical and Reportsetc.

- ☐ ☐ *Academy of Management Journal*
- ☐ *Journal of Business Research*
- ☐ *Harvard Business Review*

8.5. Websites

1. www.managementstudyguide.com
2. www.mindtools.com
3. www.strategy-business.com

Course Coordinator: Prof. Dr. Heba Atef

Head of department: Associate professor Dr. Mohamed Elbaz

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