

Syrian Arab Republic	 الجامعة الافتراضية السورية SYRIAN VIRTUAL UNIVERSITY	الجمهورية العربية السورية
Ministry of Higher Education		وزارة التعليم العالي
Syrian Virtual University		الجامعة الافتراضية السورية

Course Description: Fundamentals of Management

1- Basic Information:

Course Name	Fundamentals of Management
Course ID	BMN401
Contact Hours (Registered Sessions)	24
Contact Hours (Synchronized Sessions)	18
Mid Term Exam	-
Exam	75 min
Registered Sessions Work Load	36
Synchronized Session Work Load	18
Credit Hours	4
Course Level	4

2- Pre-Requisites: None

Course	ID

3- Course General Objectives:

This course aims, in its first part, to provide students with an introduction about business administration, the historical evolution of the administrative thought through a review of the reasons for the emergence of this science, its relationship with the other sciences, and schools of administrative thought that emerged, its chronological order and the correlation with the economic conditions and the business environment. As an application of these theories, some modern administrative methods and approaches have been reviewed (Management by objectives, Japanese management, Agile approach).

In its second part, the course focuses on explaining the basic knowledge and skills related to the administrative process that allows the organization to invest in its resources in the best way. This course explains the basic principles of how to implement administrative functions (planning, organizing, directing, controlling) and technical functions (production and operations – purchasing and materials - finance - marketing - human resources - research and development - public relations - management information systems) within the organization. At the end of the course, the decision-making process of the Organization was explained.

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Syrian Virtual University		الجامعة الافتراضية السورية

4- Intended Learning Outcomes (ILO):

Code	Intended Learning Outcomes
ILO1	Identify the concept of business administration and the reasons for its emergence as a science.
ILO2	Understand the historical development of schools of administrative thought, the most important theories of each school and the role of each one in the effective management in the organization.
ILO3	Understand the success principles of some modern administrative methods and approaches.
ILO4	Learn the principles of administrative functions (planning - organization - directing - control) and how to apply it.
ILO5	Recognize the objectives of technical functions in the organization (production and operations management - materials management - marketing management - human resources management - financial management - research and development department - public relations department - MIS) and its main tasks.
ILO6	Understand the basics principles and concepts of decision making process

5- Course Syllabus (24 hours of total Recorded Sessions, 18 hours of total synchronized sessions)

- **RS:** Recorded Sessions; **SS:** Synchronized Sessions;

ILO	Course Syllabus	RS	SS	Type	Additional Notes
ILO1	CH1- Management: Concept and Importance	2	1.5	<input type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	
ILO2	CH2- Management between past and present <ul style="list-style-type: none"> - Scientific Management - Administrative Management - Bureaucratic Management - Human Relations and Behavioral Approach 	4	3	<input type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	

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Syrian Virtual University		الجامعة الافتراضية السورية

ILO3	CH3- Modern administrative approaches - Management by objectives - Japanese management CH4- Modern administrative approaches - Agile approach	4	3	<input type="checkbox"/> Exercises <input type="checkbox"/> <u>Assignments</u> <input type="checkbox"/> <u>Seminars</u> <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	
ILO4	CH5- Planning Function-part1 CH6- Planning Function-part2 CH7- Organizing Function CH8-Directing Function CH9- Controlling	10	7.5	<input type="checkbox"/> Exercises <input type="checkbox"/> <u>Assignments</u> <input type="checkbox"/> <u>Seminars</u> <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	
ILO5	CH10- Technical Functions-part1 (production and operations management- materials management - marketing management - human resources management) CH11- Technical Functions-part2 (financial management - research and development department- public relations department – MIS)	4	3	<input type="checkbox"/> Exercises <input type="checkbox"/> <u>Assignments</u> <input type="checkbox"/> <u>Seminars</u> <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	
ILO6	CH12- Decision Making Process.	2	1.5	<input type="checkbox"/> Exercises <input type="checkbox"/> <u>Assignments</u> <input type="checkbox"/> <u>Seminars</u> <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	

6- Assessment Criteria (Related to ILOs)

ISC	Interactive Synchronized Collaboration	Ex	Exams	Rpt	Reports
PF2F	Presentations and Face-to-Face Assessments	PW	Practice Work		

ILO Code	ILO	Intended Results	Assessment Type				
			ISC	PW	Ex	PF2F	Rpt

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Syrian Virtual University		الجامعة الافتراضية السورية

ILO1	Identify the concept of business administration and the reasons for its emergence as a science.	Remember the definition of business administration and the principle reasons for its emergence.	X		X		
ILO2	Understand the historical development of schools of administrative thought, the most important theories of each school and the role of each one in the effective management in the organization.	Remember the content of the chapter through answering direct questions and deductive ones.	X		X		
		The student uses theories and principles of administrative thought to explain the causes of an administrative problem presented through a case study, then suggests a solution.	X		X		X
		Through discussion with the tutor, the student analyses the applicability or not of certain theories and administrative principles in the current business environment	X				
ILO3	Understand the success principles of some modern administrative methods and approaches.	Student connects between the ideas presented in the administrative theories and principles used in the successful administrative	X		X		X

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Syrian Virtual University		الجامعة الافتراضية السورية

		methods and approaches.					
ILO4	Learn the principles of administrative functions (planning - organization - directing - control) and how to apply it.	Under the supervision of the tutor, the student constructs a project plan of his choice, organizes the project, suggests the directing methods that can be used within a given context, suggests the appropriate controlling tools in particular environments, and provides justification for his previous choices.	X				X
		The student remembers basic ideas related to administrative functions	X		X		
ILO5	Recognize the objectives of technical functions in the organization (production and operations management-materials management-marketing management-human resources management-financial management-research and development department-public relations department-MIS) and its main tasks.	The student connects the content of this chapter with the schools of administrative thought reviewed in the first chapters	X		X		
		The student remembers the main themes in the content associated with these topics	X		X		

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Syrian Virtual University		الجامعة الافتراضية السورية

ILO6	Understand the basics principles and concepts of decision making process	The student remembers the main themes in the content associated with these topics	X		X		
		The student makes a decision by addressing a practical situation during the lecture or as an assignment	X				X

7- Practice Tools:

Tool Name	Description

Main References –8

- 1- الخضر، علي ابراهيم (1989)، المدخل إلى إدارة الأعمال، مطبعة الاتحاد، دمشق، سوريا.
- 2- الدوري، زكريا و العزاوي، نجم و السكارنة، بلال خلف و العملة، شفيق شاكر و عبد القادر، محمد (2010)، مبادئ ومداخل الإدارة ووظائفها في القرن الحادي والعشرون، دار اليازوري العلمية للنشر والتوزيع، عمان، الأردن.
- 3- صاحب أبو حمد آل علي، رضا و الموسوي، سنان كاظم (2006)، الإدارة: لمحات معاصرة، مؤسسة الوراق للنشر والتوزيع، عمان، الأردن.
- 4- حريم، حسين (2006)، مبادئ الإدارة الحديثة (النظريات- العملية الإدارية- وظائف المنظمة)، دار الحامد للنشر، عمان، الأردن.
- 5- القريوتي، محمد قاسم (2009)، مبادئ الإدارة: النظريات والعمليات والوظائف، الطبعة الرابعة، دار وائل للنشر والتوزيع، عمان، الأردن.
- 6- الصرن، رعد حسن (2004)، نظريات الإدارة والأعمال: دراسة لـ 401 نظرية في الإدارة وممارستها ووظائفها، دار الرضا للنشر، دمشق، سوريا.
- 7- طه، طارق (2007)، إدارة الأعمال: منهج حيث معاصر، دار الفكر الجامعي، الاسكندرية، مصر.
- 8- إدارة المناهج، (2016)، أساسيات الإدارة، وزارة التربية والتعليم، عمان، الأردن.
- 9- العامري، صالح مهدي و الغالبي، طاهر محسن (2008)، الإدارة والأعمال، دار وائل للنشر والتوزيع، عمان، الأردن.

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Ministry of Higher Education		وزارة التعليم العالي
Syrian Virtual University		الجامعة الافتراضية السورية

10- Rita, Gunther McGrath & Ian, C. MacMillan, Discovery-Driven Planning, Harvard Business Review, Boston, United States of America – 2019.

11- Alex, Gourlay & Rita, Gunther McGrath, The End of Competitive Advantage: How to Keep Your Strategy Moving as Fast as Your Business, Harvard Business Review, Boston, United States of America – 2013.

12- Ian, C. MacMillan & Rita, Gunther McGrath, Discovery-Driven Growth: A Breakthrough Process to Reduce Risk and Seize Opportunity, Harvard Business Review, Boston, United States of America – 2009.

9-

10-Additional References

1- فراج، أسامة نايف (2014)، <u>المدخل إلى علم الإدارة</u> ، دار أفنان للطباعة والنشر والتوزيع، دمشق، سوريا.
2- برنوطي، سعاد نائف (2005)، <u>الإدارة: أساسيات إدارة الأعمال</u> ، دار وائل للنشر والتوزيع، عمان، الأردن.
3- الخير، طارق؛ عبد اللطيف، عبد اللطيف؛ الخضر، علي؛ عواد، يونس؛ حرب، بيان و الحج عارف، ديالا (2004)، <u>مبادئ الإدارة ووظائفها</u> ، منشورات جامعة دمشق، دمشق، سوريا.
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6- الإدارة العامة لتصميم وتطوير المناهج، (2008)، <u>مبادئ إدارة الأعمال</u> ، المؤسسة العامة للتدريب التقني والمهني، المملكة العربية السعودية.