

اسم الجامعة: جامعة الحلة

الكلية / المعهد: الإدارة والاقتصاد

القسم العلمي: المحاسبة

اسم البرنامج الأكاديمي أو المهني: بكالوريوس محاسبة

اسم الشهادة النهائية: بكالوريوس في المحاسبة

النظام الدراسي: فصلي - مسار بولونيا

تاريخ اعداد الوصف: 23/3/2026

تاريخ ملء الملف: 23/3/2026

دقق الملف من قبل شعبة ضمان الجودة والثناء الجامعي

اسم مسؤول شعبة ضمان الجودة والثناء الجامعي: م. م. ساره كريم ابراهيم

التاريخ: 23/3/2026

التوقيع



مصادقة السيد العميد

أ. د. حسين ديكان درويش



## Course description template

| Course Information                                   |                                       |                     |                                           |
|------------------------------------------------------|---------------------------------------|---------------------|-------------------------------------------|
| Study material                                       | Principles of Business Administration |                     | Study material                            |
| theory a lecture <input checked="" type="checkbox"/> | B                                     |                     | Type of course                            |
| Laboratory ( practical <input type="checkbox"/>      | AC1102                                |                     | Subject code                              |
| (                                                    | 6                                     |                     | Study units                               |
| lesson educational <input type="checkbox"/>          | 48                                    |                     | Capacity ( hours/week)                    |
| seminar <input type="checkbox"/>                     |                                       |                     |                                           |
| 1                                                    | semester                              | 1                   | Academic level                            |
| Management and Economics                             | College                               | ACC                 | Department code                           |
| Wcni1659@gmail.com                                   | Email                                 | Marwa Kazem Hadi    | Course Professor                          |
| Master's                                             | Certificate                           | assistant professor | Scientific title                          |
|                                                      | e-mail                                | —                   | Assistant Professor of the subject        |
|                                                      | e-mail                                | —                   | Professor of the corresponding references |
|                                                      | issue number                          |                     | Committee approval                        |

| Relationship with other study subjects                                                                                                         |          |         |                       |
|------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------|-----------------------|
| -                                                                                                                                              | semester | nothing | Basic required units  |
| -                                                                                                                                              | semester | nothing | Common required units |
| Course objectives, learning outcomes, and content                                                                                              |          |         |                       |
| <ul style="list-style-type: none"> <li>Understanding the internal and external business environment in which organizations operate.</li> </ul> |          |         | Course objectives     |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| <ul style="list-style-type: none"> <li>• <b>Developing managerial and leadership thinking skills.</b></li> <li>• <b>Linking administrative concepts with modern theories in decision-making.</b></li> <li>• <b>To qualify the student to understand the roles that managers play in contemporary institutions.</b></li> </ul>                                                                                                                                                                                                                                                                                                                       |                                          |
| <ul style="list-style-type: none"> <li>• <b>Analysis: Analyzing the business environment and its effects on the organization's performance.</b></li> <li>• <b>Planning: Formulating strategic and operational goals for organizations.</b></li> <li>• <b>Organization: Understanding the structures of administrative organization and how authorities and responsibilities are distributed.</b></li> <li>• <b>Leadership: Identifying appropriate leadership styles and their impact on motivation and teamwork.</b></li> <li>• <b>Control: Applying control tools to evaluate performance and ensure that objectives are achieved.</b></li> </ul> | <p>Learning outcomes for the subject</p> |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <ul style="list-style-type: none"> <li>• <b>Introduction to Management: The Emergence and Development of Management Thought (Traditional, Behavioral, (and Modern Schools.</b></li> <li>• <b>Planning: Levels of planning, planning strategies, and the strategic environment.</b></li> <li>• <b>Organization: organizational structures, division of labor, authority, centralization and decentralization.</b></li> <li>• <b>Direction (Leadership and Motivation): Theories of motivation, leadership styles, and group dynamics.</b></li> <li>• <b>Control: Types of control, performance standards, and achievement evaluation tools.</b></li> </ul> | <p>Guidelines</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|

|                                                                                                                                                                                |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <ul style="list-style-type: none"> <li>• <b>Contemporary Management: Corporate Social Responsibility and Change Management in the Digital Business Environment.</b></li> </ul> |  |
| Learning and teaching strategies                                                                                                                                               |  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <ul style="list-style-type: none"> <li>• <b>Case StudyMethod: Presenting real-life management problems faced by companies and asking students to provide management solutions based on the four functions.</b></li> <li>• <b>Simulation-based learning: Simulating managers' roles in different managerial situations to enhance leadership and decision-making skills.</b></li> <li>• <b>Brainstorming: Discussing the modern challenges facing managers in light of digital transformation and globalization.</b></li> <li>• <b>Field Projects: Students are tasked with preparing a report on the organizational structure of a real organization and analyzing its effectiveness.</b></li> <li>• <b>Cooperative learning: Working in groups to prepare a "work project" that covers the planning and implementation phases of a new product or service.</b></li> </ul> | Strategies |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|

| Student's academic workload |                                             |     |                                                               |
|-----------------------------|---------------------------------------------|-----|---------------------------------------------------------------|
| 6.2                         | weekly study load for the student           | 93  | Regular academic workload for the student during the semester |
| 7.1                         | Irregular weekly study load for the student | 107 | Irregular student workload during the semester                |
| 200                         |                                             |     | The student's total academic workload during the semester     |

|                            |
|----------------------------|
| Course Material Assessment |
|----------------------------|

| Relevant learning outcomes | Week due | Grade (Marks)       | Time/Number        |                        |                    |
|----------------------------|----------|---------------------|--------------------|------------------------|--------------------|
| 1-2-3                      |          | 10                  | 2                  | Quick test             | Initial assessment |
| 2-3-4                      |          | 15                  | 2                  | School assignments     |                    |
| 3-4-5                      |          | 10                  | 2                  | Discussion/Experiences |                    |
| 6-7-10-15                  |          | 5                   | 2                  | Report / Laboratory    |                    |
| 1-8                        |          | 10                  | 2                  | Midterm exam           | Final assessment   |
| 1-15                       | 8        | 50                  | 2                  | Final exam             |                    |
|                            | 16       | 100%<br>( Marks100) | Overall assessment |                        |                    |

| Weekly theoretical curriculum                                                                       |        |
|-----------------------------------------------------------------------------------------------------|--------|
| <b>Introduction to Management: Concept, Importance, and Basic Functions</b>                         | Week 1 |
| <b>The evolution of management thought: classical and behavioral schools</b>                        | Week 2 |
| <b>Modern Schools of Management: Systems, Situational , and Excellence</b>                          | Week 3 |
| <b>Planning: Importance, Steps, and Types of Plans</b>                                              | Week 4 |
| <b>Administrative decision-making: its steps, types, and obstacles</b>                              | Week 5 |
| <b>Strategy: Its concept and levels (competitive strategy)</b>                                      | Week 6 |
| <b>(Midterm Exam) First exam</b>                                                                    | Week 7 |
| <b>Organization: Organizational structures, administrative divisions, and organizational design</b> | Week 8 |
| <b>Authority, responsibility, delegation, and</b>                                                   | Week 9 |

|                                                                                            |               |
|--------------------------------------------------------------------------------------------|---------------|
| <b>centralization versus decentralization</b>                                              |               |
| <b>Leadership: its styles, theories, and the difference between a manager and a leader</b> | Week 10       |
| <b>Motivation: Theories of motivation and their applications in the workplace</b>          | Week Eleven   |
| <b>Administrative communications: its types, obstacles, and methods of improvement</b>     | Week Twelve   |
| <b>Control: The control process, types of control, and its tools</b>                       | Week 13       |
| <b>Contemporary Management: Social Responsibility, Ethics, and Change Management</b>       | Week Fourteen |
| <b>Second and final exam + comprehensive project review</b>                                | Week fifteen  |

| Study resources                                                                                  |                                                                                                                                                                      |                    |
|--------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Is it available in the library                                                                   | the address                                                                                                                                                          |                    |
|                                                                                                  | <b>Principles of Management and Administrative Functions</b><br><b>Management thought and the development of theories</b><br><b>Modern Management and Leadership</b> | Required address   |
|                                                                                                  | <b>Principles of Management: Functions and Processes</b><br><b>Management: Theories and Schools</b><br><b>Stephen Robbins <i>Management</i></b>                      | Recommended titles |
| <a href="https://hbrarabic.com/">https://hbrarabic.com/</a><br><b>Website / Publishing House</b> |                                                                                                                                                                      | Website            |

| Grade chart                                                                                                                                                                                                                                                                                                                                                                                                              |                |                      |         |                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------------|---------|---------------------------------------|
| the total                                                                                                                                                                                                                                                                                                                                                                                                                | degree         | Appreciation         | Signs % | identification                        |
| Success Group (100-50)                                                                                                                                                                                                                                                                                                                                                                                                   | A- Excellent   | privilege            | 100-90  | Outstanding performance               |
|                                                                                                                                                                                                                                                                                                                                                                                                                          | B- Very good   | very good            | 89-80   | Above average with some errors        |
|                                                                                                                                                                                                                                                                                                                                                                                                                          | C- Good        | good                 | 79-70   | Good work with some noticeable errors |
|                                                                                                                                                                                                                                                                                                                                                                                                                          | D- Marzia      | middle               | 69-60   | Medium with significant shortening    |
|                                                                                                                                                                                                                                                                                                                                                                                                                          | e - Sufficient | acceptable           | 59-50   | The work meets minimum standards      |
| sedimentation group (49-0)                                                                                                                                                                                                                                                                                                                                                                                               | to fail - FX   | Accepted by decision | 49-45   | Demands for more work                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                          | Failure -F     | Precipitate          | 44-0    | A large amount of work is required    |
|                                                                                                                                                                                                                                                                                                                                                                                                                          |                |                      |         |                                       |
| :note                                                                                                                                                                                                                                                                                                                                                                                                                    |                |                      |         |                                       |
| Note: Decimal ranks above or below ( 0.5 ) will be rounded up or down to the nearest whole number (e.g. , the degree will be rounded up ( 54.5 ) will be rounded to ( 55 ) , while ( 54.4 ) will be rounded to ( 54 ) . The university has a policy of no assistance with near-passing failing grades, so the only adjustment to the grades awarded by the original examiner will be the automatic rounding .shown above |                |                      |         |                                       |