

Business Administration Syllabus Framework

Course Information

Course Title: Business Administration

Course Code: [CODE]

Semester: [Semester]

Credits: [Credits]

Instructor: [Name]

Email: [Email]

Office Hours: [Office Hours]

Course Description

[Brief description of the course, focusing on objectives and scope.]

Course Objectives

- Understand key principles of business administration.
- Develop decision-making and leadership skills.
- Analyze case studies in organizational management.
- Apply strategic planning concepts.

Learning Outcomes

- Identify fundamental concepts in management, marketing, finance, and operations.
- Demonstrate proficiency in business communication.
- Evaluate business strategies through real-world scenarios.

Course Outline / Topics

1. Introduction to Business Administration
2. Organizational Structure & Management Functions
3. Human Resource Management
4. Marketing Principles
5. Financial Management Basics
6. Operations & Supply Chain
7. Business Ethics & Corporate Social Responsibility
8. Strategic Management
9. Entrepreneurship & Innovation

Assessment Methods

Assessment	Weight (%)
Class Participation	[10]
Assignments	[20]
Midterm Exam	[25]
Project/Case Study	[20]
Final Exam	[25]

Required Textbooks & Materials

- [Primary textbook title], Author, Edition.
- Supplementary readings/articles (to be provided).

Course Policies

- Attendance is expected at all class sessions.
- Assignments must be submitted by the deadline.
- Academic integrity is strictly enforced.

Weekly Schedule (Sample)

Week	Topic	Readings/Assignments
1	Course Introduction & Overview	Chapter 1
2	Management Principles	Assignment 1 Due
3	Organizational Behavior	Reading: Article A

Contact & Support

For questions or support, please contact [Instructor] at [Email] or during office hours.