

# 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

- Introduction to Business Administration
- Organizational Structure & Management Functions
- Human Resource Management
- Marketing Principles
- Financial Management Basics
- Operations & Supply Chain
- Business Ethics & Corporate Social Responsibility
- Strategic Management
- 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.