

Study Program Guide

According to the Bologna Pathway

(Accredited based on a twinning agreement with the University of Karbala – College of Administration and Economics / Department of Business Administration)

University Name: Warith Al-Anbiya University

College/Institute: College of Management and Economics

Academic Department: Department of Business Administration

Academic system: Bologna Pathway for the first stage

MODULE DESCRIPTION FORM

Sample course description

Module Information			
Course Information			
Module Title	Principles of business Administration		Module Delivery
Module Type	Core		<input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Lecture <input type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input type="checkbox"/> Practical <input type="checkbox"/> Seminar
Module Code	BMA107		
ECTS Credits	8		
SWL (hr/sem)	200		
Module Level	UGI 1	Semester of Delivery	2
Administering Department	Business Administration	College	College of Management and Economy
Module Leader	Eng. Mariam Jamil Ahmed	e-mail	
Module Leader's Acad. Title		Module Leader's Qualification	
Module Tutor		e-mail	
Peer Reviewer Name		e-mail	
Scientific Committee Approval Date		Version Number	

Relation with other Modules			
Relationship with other subjects			
Prerequisite module	None	Semester	
Co-requisites module		Semester	

Module Aims, Learning Outcomes and Indicative Contents	
Course Objectives, Learning Outcomes, and Instructional Contents	
Module Objectives Course Objectives	
Module Learning Outcomes Learning Outcomes for the Course	<ol style="list-style-type: none"> 1. A thorough understanding of the concepts and activities of business organizations such as operations management, marketing, human resources, finance, research and development, etc. 2. It shows the student social responsibility, business ethics, effectiveness, efficiency, and organizational goals in business organizations. 3. It demonstrates to the student comprehensive content for managing creativity and

	<p>organizational change in the business environment.</p> <ol style="list-style-type: none"> 4. Understand the role of knowledge management, strategic management, and quality management in business organizations of all kinds. 5. The student acquires interaction skills within work teams and the ability to analyze the causes of work obstacles. 6. Have a good ability for project management, planning, communication skills, and time management within organizations.
Indicative Contents How-to Contents	
Learning and Teaching Strategies	
Learning and Teaching Strategies	
Strategies	

Student Workload (SWL)			
The student's academic load is calculated for 15 weeks			
Structured SWL (h/sem) Student's regular academic load during the semester	78	Structured SWL (h/w) Regular Academic Load of the Student Weekly	5
Unstructured SWL (h/sem) Student's irregular academic load during class	122	Unstructured SWL (h/w) Student's irregular academic load per week	8
Total SWL (h/sem) The student's total academic load during the semester	200		

Module Evaluation					
Assessment of the course					
As		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	10% (10)	6 and 10	1 ,2,4 and 5
	Assignments	2	10% (10)	2 and 12	2,3,4 and 5
	Report	2	10% (10)	4,8	all
	Discussions	5	10% (10)	continuous	all
Summative assessment	Midterm Exam	2hr	10% (10)	13	all
	Final Exam	3hr	50% (50)	16	all
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
Theoretical Weekly Curriculum	
Week	Material Covered
Week 1	Business Organizations and Activities
Week 2	Operations Management
Week 3	Marketing Management
Week 4	Human Resource Management
Week 5	Financial Management
Week 6	R&D Department
Week 7	Social Responsibility and Business Ethics
Week 8	Effectiveness and Efficiency
Week 9	Organizational Objectives
Week 10	Strategic Management
Week 11	Creativity Management
Week 12	Organizational Change
Week 13	Examination

Week 14	Quality Management
Week 15	knowledge management

**Delivery Plan (Weekly Lab. Syllabus)
Weekly Laboratory Curriculum**

Week

	Material Covered
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
Week 6	
Week 7	

**Learning and Teaching Resources
Learning and Teaching Resources**

	Text	Available in the Library?
Required Texts	<ul style="list-style-type: none"> ▪ Book of Principles of Management and Focus on Business Administration / Khalil Al-Shammaa 	Yes
Recommended Texts	<ul style="list-style-type: none"> ▪ 	No
Websites	<ul style="list-style-type: none"> ▪ 	

Grading Scheme

Grading Chart

Group	Grade	Appreciation	Marks %	Definition
Success Group (50 - 100)	A - Excellent	Privilege	90 - 100	Outstanding Performance
	B - Very Good	Very good	80 - 89	Above average with some errors
	C - Good	Good	70 - 79	Sound work with notable errors
	D - Satisfactory	medium	60 - 69	Fair but with major shortcomings
	E - Sufficient	Acceptable	50 - 59	Work meets minimum criteria
Fail Group (0 - 49)	FX – Fail	Deposit (in processing)	(45-49)	More work required but credit awarded
	F – Fail	Failure	(0-44)	Considerable amount of work required

Note: Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.