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	Readings in Management	**Module Delivery**
Module Type	**Core**	Texts, concept, and tests
Module Code	**BMA110**	
ECTS Credits	**2**	
SWL (hr/sem)	**50**	

Module Level	UGx11 1	**Semester of Delivery**		1
Administering Department		**College**	Type College Code	
Module Leader	Assoc. Prof. Dr. Mohamed Nabil Hadi	**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	None	**Semester**	

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		**Structured SWL (h/w)** Regular Academic Load of the Student Weekly	

Unstructured SWL (h/sem) **Student's irregular academic load during class**		**Unstructured SWL (h/w)** **Student's irregular academic load per week**	
Total SWL (h/sem) **The student's total academic load during the semester**			

Module Evaluation **Assessment of the course**					
		Time/Number	**Weight (Marks)**	**Week Due**	**Relevant Learning Outcome**
Formative assessment	**Quizzes**	2	10% (10)	5 and 10	LO #1, #2 and #10, #11
	Assignments	2	10% (10)	2 and 12	LO #3, #4 and #6, #7
	Projects / Lab.	1	10% (10)	Continuous	All
	Report	1	10% (10)	13	LO #5, #8 and #10
Summative assessment	**Midterm Exam**	2hr	10% (10)	7	LO #1 - #7
	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus) **Theoretical Weekly Curriculum**	
	Material Covered
Week 1	• The nature and concept of Managing
Week 2	• Management movement
Week 3	• Planning and design making
Week 4	• Organizing
Week 5	Staffing
Week 6	• Directing
Week 7	• Controlling
Week 8	• Innovation
Week 9	• Marketing management
Week 10	• Production management
Week 11	• Financial management
Week 12	• Human resources management
Week 13	
Week 14	
Week 15	
Week 16	

Delivery Plan (Weekly Lab. Syllabus) **Weekly Laboratory Curriculum**	
	Material Covered
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	

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Learning and Teaching Resources</td></tr>
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	Text	Available in the Library?
Required Texts	The books are available at the library on shelf, by Dr. Suhaila Mohammad Abbas, 2001.	No
Recommended Texts		No
Websites		

		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.