

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	Basic 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	BMA101		
ECTS Credits	8		
SWL (hr/sem)	200		
Module Level	UGI 1		
Administering Department	Business Administration	College	College of Management and Economy
Module Leader	Dr. Zainab Jawad Obeid	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	

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
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Module Evaluation Assessment of the course					
		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	
	Material Covered
Week 1	Introduction to the Study of Business Administration
Week 2	Manager Functions
Week 3	Roles of the Director
Week 4	The Development of Managerial Thought (Traditional School)
Week 5	The Development of Administrative Thought (The Humanistic School)
Week 6	The Development of Managerial Thought (Contemporary School)
Week 7	The Changing Environment
Week 8	Administrative Planning
Week 9	Decision
Week 10	Administrative Organization
Week 11	Administrative Communications
Week 12	Leadership
Week 13	Examination
Week 14	Stimulation
Week 15	Censorship
Week 16	Preparatory week before the final Exam

Learning and Teaching Resources Learning and Teaching Resources		
	Text	Available in the Library?
Required Texts	<ul style="list-style-type: none"> ▪ Principles of Management with a Focus on Business Management – Khalil Al-Shamma 	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.