

## نموذج وصف المقرر الدراسي

(المعتمد بناءً على اتفاقية التوأمة مع جامعة كربلاء - كلية الإدارة والاقتصاد / قسم إدارة الاعمال )

اسم الجامعة: جامعة وارث الأنبياء

الكلية/ المعهد: كلية الادارة والاقتصاد

القسم العلمي: قسم إدارة الاعمال

النظام الدراسي: مسار بولونا للمرحلة الاولى

## MODULE DESCRIPTION FORM

### نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
Module Title	Readings in Management		Module Delivery
Module Type	Core		Texts, concept, and tests
Module Code	<b>BMA110</b>		
ECTS Credits	2		
SWL (hr/sem)	<b>50</b>		
Module Level	1	Semester of Delivery	
Administering Department		College	Type College Code
Module Leader	ا.م.د محمد نبيل هادي	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	1.0

## Module Aims, Learning Outcomes and Indicative Contents

أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية

<b>Module Objectives</b> أهداف المادة الدراسية	
<b>Module Learning Outcomes</b> مخرجات التعلم للمادة الدراسية	<p>To develop students' broad understanding of the management, technological and social aspects of management, in the context of how different business operate. Students will be introduced to the environment of management, the management process, and techniques available to and used by managers to plan and operate as a business.</p> <p>At the end of the module you should have developed the following management and core skills: Management skills: The management process – appreciate the relevance of basic business concepts (planning, organizing, leadership and control), establish and compare alternative business objectives, understand how and why businesses plan and make decisions, apply the concepts of control, recognize the value of leadership and human resource management, and understand differences in organizational structures and behavior. Moreover, understand the role of financial control and accounting as well as the importance of marketing to the attainment of organizational goals and the strategic management.</p>
<b>Indicative Contents</b> المحتويات الإرشادية	<b>Indicative contents include the following.</b>

## Relation with other Modules

العلاقة مع المواد الدراسية الأخرى

<b>Prerequisite module</b>	None	<b>Semester</b>	
<b>Co-requisites module</b>	None	<b>Semester</b>	

Learning and Teaching Strategies	
استراتيجيات التعلم والتعليم	
Strategies	

Student Workload (SWL)			
الحمل الدراسي للطالب محسوب لـ ١٥ أسبوعا			
<b>Structured SWL (h/sem)</b> الحمل الدراسي المنتظم للطالب خلال الفصل		<b>Structured SWL (h/w)</b> الحمل الدراسي المنتظم للطالب أسبوعيا	
<b>Unstructured SWL (h/sem)</b> الحمل الدراسي غير المنتظم للطالب خلال الفصل		<b>Unstructured SWL (h/w)</b> الحمل الدراسي غير المنتظم للطالب أسبوعيا	
<b>Total SWL (h/sem)</b> الحمل الدراسي الكلي للطالب خلال الفصل			

Module Evaluation					
تقييم المادة الدراسية					
		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)	
المنهاج الاسبوعي النظري	
	Material Covered
Week 1	<ul style="list-style-type: none"> <li>The nature and concept of Managing</li> </ul>
Week 2	<ul style="list-style-type: none"> <li>Management movement</li> </ul>
Week 3	<ul style="list-style-type: none"> <li>Planning and design making</li> </ul>
Week 4	<ul style="list-style-type: none"> <li>Organizing</li> </ul>
Week 5	Staffing

<b>Week 6</b>	<ul style="list-style-type: none"> <li>Directing</li> </ul>
<b>Week 7</b>	<ul style="list-style-type: none"> <li>Controlling</li> </ul>
<b>Week 8</b>	<ul style="list-style-type: none"> <li>Innovation</li> </ul>
<b>Week 9</b>	<ul style="list-style-type: none"> <li>Marketing management</li> </ul>
<b>Week 10</b>	<ul style="list-style-type: none"> <li>Production management</li> </ul>
<b>Week 11</b>	<ul style="list-style-type: none"> <li>Financial management</li> </ul>
<b>Week 12</b>	<ul style="list-style-type: none"> <li>Human resources management</li> </ul>
<b>Week 13</b>	
<b>Week 14</b>	
<b>Week 15</b>	
<b>Week 16</b>	

### Delivery Plan (Weekly Lab. Syllabus)

المنهاج الاسبوعي للمختبر

	Material Covered
<b>Week 1</b>	
<b>Week 2</b>	
<b>Week 3</b>	
<b>Week 4</b>	
<b>Week 5</b>	
<b>Week 6</b>	
<b>Week 7</b>	

### Learning and Teaching Resources

مصادر التعلم والتدريس

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

## Grading Scheme

### مخطط الدرجات

Group	Grade	التقدير	Marks %	Definition
<b>Success Group (50 - 100)</b>	<b>A</b> - Excellent	امتياز	90 - 100	Outstanding Performance
	<b>B</b> - Very Good	جيد جدا	80 - 89	Above average with some errors
	<b>C</b> - Good	جيد	70 - 79	Sound work with notable errors
	<b>D</b> - Satisfactory	متوسط	60 - 69	Fair but with major shortcomings
	<b>E</b> - Sufficient	مقبول	50 - 59	Work meets minimum criteria
<b>Fail Group (0 – 49)</b>	<b>FX</b> – Fail	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	<b>F</b> – Fail	راسب	(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.