

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 | |
| 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 | | Semester | |

| Module Aims, Learning Outcomes and Indicative Contents Course Objectives, Learning Outcomes, and Instructional Contents | |
|--|---|
| Module Objectives Course Objectives | |
| Module Learning Outcomes | 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. |
| Learning Outcomes for the Course | |

| | |
|--|---|
| | <ol style="list-style-type: none"> 3. It demonstrates to the student comprehensive content for managing creativity and organizational change in the business environment. 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 | | | | | |
| | | 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) | | |

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| Delivery Plan (Weekly Syllabus) Theoretical Weekly Curriculum | |
| | 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 | |
|--|-------------------------|
| | 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.