

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	BMA110			
ECTS Credits	2			
SWL (hr/sem)	50			
Module Level	UGx11	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

Module Objectives

أهداف المادة الدراسية

Module Learning Outcomes

مخرجات التعلم للمادة الدراسية

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.

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.

Indicative Contents

Indicative contents include the following.

المحتويات الإرشادية	
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Relation with other Modules			
العلاقة مع المواد الدراسية الأخرى			
Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Learning and Teaching Strategies	
استراتيجيات التعلم والتعليم	
Strategies	

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

Module Evaluation						
تقييم المادة الدراسية						
As		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

Week	Material Covered
Week 1	<ul style="list-style-type: none"> The nature and concept of Managing
Week 2	<ul style="list-style-type: none"> Management movement
Week 3	<ul style="list-style-type: none"> Planning and design making
Week 4	<ul style="list-style-type: none"> Organizing
Week 5	Staffing
Week 6	<ul style="list-style-type: none"> Directing
Week 7	<ul style="list-style-type: none"> Controlling
Week 8	<ul style="list-style-type: none"> Innovation
Week 9	<ul style="list-style-type: none"> Marketing management
Week 10	<ul style="list-style-type: none"> Production management
Week 11	<ul style="list-style-type: none"> Financial management
Week 12	<ul style="list-style-type: none"> Human resources management
Week 13	
Week 14	
Week 15	
Week 16	

Delivery Plan (Weekly Lab. Syllabus)

المنهاج الاسبوعي للمختبر

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

Learning and Teaching Resources

مصادر التعلم والتدريس

	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

مخطط الدرجات

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

(0 – 49)	F – 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.