

MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
Module Title	Fundamentals of Business Administration		Module Delivery
Module Type	Core		<input checked="" type="checkbox"/> Theory <input type="checkbox"/> Lecture <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Tutorial <input type="checkbox"/> Practical <input type="checkbox"/> Seminar
Module Code	BA1101		
ECTS Credits	8		
SWL (hr/sem)	200		
Module Level	1	Semester of Delivery	
Administering Department	Business Administration	College	SAUC
Module Leader	Zain Alabidin Jassim Mohammed	e-mail	alsalimzein@sa-uc.edu.iq
Module Leader's Acad. Title	Lecturer Dr.	Module Leader's Qualification	Ph.D.
Module Tutor	Zain Alabidin Jassim Mohammed	e-mail	alsalimzein@sa-uc.edu.iq
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Scientific Committee Approval Date	1/9/2024	Version Number	1.0

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

Module Aims, Learning Outcomes and Indicative Contents

أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية

Module Objectives أهداف المادة الدراسية	<ol style="list-style-type: none"> 1. Providing the student with the most important principles and basics of business administration. 2. Provide the student with how to apply management functions
Module Learning Outcomes مخرجات التعلم للمادة الدراسية	<ol style="list-style-type: none"> 1. Learning outcomes related to the nature of management, its development, and its environment aim to enable learners to understand the theoretical and practical foundations of management, its stages of development, and how it is influenced by the surrounding environment. 2. The learning outcomes for the topic "Managerial Tasks: Management as Science and Art" (Week 2) focus on enabling learners to understand managerial roles and responsibilities and how to integrate scientific and artistic aspects into management practices. 3. Learning outcomes for classical schools in business management principles focus on the fundamental principles and concepts developed by these schools to understand and organize business and management. 4. Focus on the human element as a central component in management and organization, with attention to human relations, motivation, and psychological and social needs. 5. Learning outcomes for the school of contemporary approaches in business management principles focus on understanding modern methods and innovative practices in management that adapt to technological, economic, and social developments. 6. Learning outcomes for the topic "Management and the Environment" may vary depending on the curriculum, but generally aim to achieve the following: understanding the relationship between management and the external environment, evaluating the impact of the environment on planning and organization, and enhancing adaptability to environmental changes. 7. Learning outcomes related to exploring organizational boundaries in business management principles aim to enable learners to understand the nature of an organization as a dynamic entity interacting with internal and external environments, and how to define its boundaries to improve performance and decision-making. 8. Learning outcomes related to organizational goals in business management principles aim to enhance students' understanding of the role of organizational goals in guiding managerial activities and achieving institutional success. 9. Aim to enable learners to understand the importance of strategic planning and how to apply it to improve organizational performance in the long term. 10. Aim to enable learners to understand operational plans and how to

	<p>develop and implement them within the organization's strategy to achieve daily objectives.</p> <ol style="list-style-type: none"> 11. Aim to enhance learners' ability to understand and apply planning processes in a business environment, in addition to knowing different types of plans and how to choose the most suitable ones to achieve organizational goals. 12. Aim to enable learners to understand the role of organization in facilitating the planning process within an organization, and how to coordinate and allocate tasks and resources to ensure the achievement of strategic objectives. 13. Aim to enhance learners' ability to understand the basics of planning and how to apply it flexibly based on changing conditions and environments. 14. Aim to enable learners to identify problems or obstacles that may face the organization during the implementation of its strategies, and how to address them methodically and effectively to ensure goal achievement.
<p>Indicative Contents المحتويات الإرشادية</p>	<p><u>The instructional content includes the following.</u></p> <p>A general perspective of business study [SSWL=5 hrs] Manager Functions and Roles [SSWL=5 hrs] Business Organizations Basic Concepts [SSWL=5 hrs] The development of organizational thought (classical school) [SSWL=5 hrs] The development of organizational thought (school of human relations) [SSWL=5 hrs] The development of organizational thought (recent trends) [SSWL=5 hrs] Management environment [SSWL=5 hrs] The nature of the mutual impact between the organization and the business environment [SSWL=5 hrs] Organizational Objectives [SSWL=5 hrs] Social Responsibility of Business Organizations [SSWL=5 hrs] Organizational Effectiveness and Efficiency [SSWL=5 hrs] Management Planning [SSWL=5hrs] Administrative decisions [SSWL=5 hrs] Decision Making and Problem Solving [SSWL=5 hrs] Total hours = 78 = SSWL – (probationary hours) = 78 – 3 = 75 hours (schedule hours × 15 weeks)</p>

Learning and Teaching Strategies

استراتيجيات التعلم والتعليم

Strategies	<ol style="list-style-type: none"> 1. Use lectures prepared in advance by the teacher. 2. Use modern projectors. 3. Homework. 4. The method of reports and studies. 5. Dividing students into groups for discussion. 6. Holding lectures on the Internet on classroom programs, FCC)
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Student Workload (SWL)

الحمل الدراسي للطلاب محسوب لـ ١٥ أسبوعا

Structured SWL (h/sem) الحمل الدراسي المنتظم للطلاب خلال الفصل	78	Structured SWL (h/w) الحمل الدراسي المنتظم للطلاب أسبوعيا	4
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطلاب خلال الفصل	122	Unstructured SWL (h/w) الحمل الدراسي غير المنتظم للطلاب أسبوعيا	6
Total SWL (h/sem) الحمل الدراسي الكلي للطلاب خلال الفصل	200		

Module Evaluation

تقييم المادة الدراسية

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	1	10% (10)	6	LO #1, #2 and #10, #11
	Assignments	1	10% (10)	continuous	LO #3, #4 and #6, #7
	Seminars	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) المناهج الاسبوعي النظري	
	Material Covered
Week 1	A general perspective of business study
Week 2	Manager Functions and Roles
Week 3	Business organizations are basic concepts
Week 4	The development of organizational thought (classical school)
Week 5	The development of organizational thought (school of human relations)
Week 6	The development of organizational thought (modern trends)
Week 7	Midterm Exam
Week 8	Management environment
Week 9	The nature of the mutual impact between the organization and the business environment
Week 10	Organizational Objectives
Week 11	Social Responsibility of Business Organizations
Week 12	Organizational effectiveness and efficiency
Week 13	Management Planning
Week 14	Administrative decisions
Week 15	Decision Making and Problem Solving
Week 16	Final Exam

Delivery Plan (Weekly Lab. Syllabus) المناهج الاسبوعي للمختبر	
	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	1- Management and Business / Dr. Saleh Mahdi Al-Ameri and Dr. Taher Mohsen Al-Mansouri 2- Principles of management with a focus on business administration / Dr. Muhammad Khalil Al-Shamma	Yes
Recommended Texts	Scientific journals and reports concerned with business administration Business websites	Yes
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 (0 – 49)	FX – Fail	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	F – Fail	راسب	(0-44)	Considerable amount of work required
Note: Decimal points above or below 0.5 will be rounded to the full mark above or below (for example, a score of 54.5 will be rounded to 55, while a score of 54.4 will be rounded to 54. The university has a zero-tolerance policy of "near-success failures", so the only modification to the marks awarded by the original correctors will be the automatic rounding shown above.				