



*Republic of Iraq / Ministry of Higher
Education and Scientific Research
Sader AL Iraq University College
Department of Business Management
Course Description Form*



**English Reading in Business Course Description
(2024 / 2025)**

Material Name	English Reading in Business		Module Delivery	
Unit Type	C		<input type="checkbox"/> Theory ✓ <input type="checkbox"/> Lecture <input type="checkbox"/> laboratory ✓ <input type="checkbox"/> Tutorial ✓ <input type="checkbox"/> practical <input type="checkbox"/> Symposium	
Unit Code	BA1101			
Number of hours according to the ECTS system	5.00			
SWL Hour/Semester	125			
Unit level	1	Delivery Semester	2	
Scientific Department Code		College Code		
Head of Department	Ithar AbdelHadi Mohammed	e-mail		
Scientific title of the head of the department		Unit Commander Qualifications		
Subject lecturer	Dr. Raji Muhail Hilal	e-mail		
Name of peer references		e-mail		
Date of approval of the Scientific Committee		Version number		

Relationship with other subjects

Prerequisites Unit	None	Semester	
Common Requirements Unit		Semester	

Course objectives, learning outcomes and instructional contents

Course Objectives

- Introducing students to the basic concepts and principles of



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	<p>management: Students learn about the main concepts and basic principles that form the basis for understanding management as a science and as a practice.</p> <ul style="list-style-type: none">• Enhancing decision-making ability: This course helps students develop the ability to make effective and informed decisions in the context of management and organization.• Motivating students to think critically and creatively in the field of management: This course encourages students to think critically and creatively in solving management problems and developing new strategies to achieve institutional goals.
Learning outcomes of the course	<p>Understanding the basic concepts in management:</p> <ul style="list-style-type: none">• Identify the concept of management and its importance in achieving organizational goals.• Understand basic management terms such as planning, organizing, leading, and controlling. <p>Familiarity with management functions:</p> <ul style="list-style-type: none">• Learn the basic steps and functions of management (planning, organizing, directing, and controlling).• Understand how to apply each function in different work environments. <p>Familiarity with management theories:</p> <ul style="list-style-type: none">• Identify major management theories (such as classical theory, human relations theory, modern theory).• Understand how management thought has evolved over time. <p>Understanding the work environment and Organizing:</p> <ul style="list-style-type: none">• Understand the factors that affect the internal and external work environment.• Familiarity with the importance of organizational culture and its impact on institutional performance. <p>Understanding leadership skills and decision-making:</p> <ul style="list-style-type: none">• Identify the characteristics of effective leadership and its role in management.• Understand the decision-making process and its various stages.
Indicative Contents	<p>1. Commitment to work ethics:</p> <ul style="list-style-type: none">• Develop a deep understanding of work ethics and how to apply them in daily administrative decisions.• Promote integrity and transparency in administrative decision-



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making.

2. Commitment to justice and equality:

- Promote the principle of justice in dealing with employees, colleagues and customers without discrimination.
- Establish the principle of equal opportunities and fair treatment within the work environment.

3. Respect and appreciation:

- Develop students' ability to respect others, including colleagues, customers and stakeholders.
- Promote the values of appreciation for individual and collective efforts in the work environment.

4. Teamwork:

- Encourage cooperation and teamwork to achieve common goals.
- Enhance mutual trust and respect among team members.

Learning and Teaching Strategies

Strategies

- 1. Lectures:** The course materials are delivered through lecture sessions given by the instructor in the subjects. The lectures aim to guide the students and provide the basic concepts and necessary knowledge.
- 2. Group discussions:** Interactive discussion sessions are organized among the students on different a topic, which enhances interaction, exchange of ideas and opinions, and enhances the students' understanding of the material.
- 3. Case studies:** Case studies are used as a teaching tool to illustrate the practical applications of theoretical concepts and motivate students to think analytically and make decisions.
- 4. Continuous assessment:** a variety of assessment methods are used to measure students' progress and understanding of the material, including tests, projects, and group activities.
5. The material is presented using Power point to explain the material to the students.

The student's academic load is calculated for 15 weeks

Structured SWL (h/sem)
Regular academic load of the
student during the semester

Structured SWL (h/w)
Regular student load per week



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Unstructured SWL (h/sem) Irregular academic load of the student during the semester	Unstructured SWL (h/w) Irregular student academic load per week
Total SWL (h/sem)	
The student's total academic load during the semester	

Course Evaluation					
		Time/Number	Weight (marks)	Week due	Related learning outcomes
evaluations	auditions		20% (20)		LO #2 and #14
	Tasks		10% (10)		LO #3 and #13
	Projects/Laboratory.		0% (0)		All
	Report		10% (10)		LO #5 and #10
auditions	Mid-term Exam		10% (10)		LO #1 - #6
	Final Exam		50% (50)		All
Final Assessment		100%(100 MARKS)			



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Theoretical Weekly Curriculum

	Material Covered
First week	Definition of management and the functions of the organization (a conceptual introduction to management and the manager, the concept of management and the manager, approaches to studying management, the activities of the facility, the challenges facing contemporary management)
Second week	Understanding the role of the manager and the duties he performs and how he manages them (the tasks and skills of the manager, administrative skills, the roles of the manager, the functions of the manager)
Third week	The development of management thought/ understanding the development of the concept of management over time and which of those schools can be adopted (the development of management thought: the classical school, the scientific management school, the school of management divisions, the bureaucratic school)
Fourth week	Understanding the development of the concept of management over time and which of these schools can be adopted (the humanistic school, the studies of Hawthorne and Elton Mayo, the study of Follett, the study of Chester Barnard, Douglas McGregor and the theory of (x) and (y)
Fifth week	Understanding modern management approaches and models that can be applied in practical settings (Contemporary School, Open Systems Theory, Quantitative Management, and Japanese Management)
Week Six	Management in the changing environment/ Environmental surface composition Identifying the general and specific environment and how to separate them and the relationship between them (management environment, concept of environment and its types, specific environment and its components, general environment and its components, mutual impact between the organization and the work environment)
Week seven	Exploring organizational boundaries: the nature of environmental scanning or foresight, dynamic versus stable environments, environmental scanning procedures, and addressing and managing change: adaptive management, and the positive attributes of organizations and their management.
Week eight	Understanding how objectives are defined and their requirements (organizational goals and managerial planning, organizational purpose and mission, objectives and aims, types of organizational goals, the importance of goals, and the requirements for goal setting).
Week Nine	Management by Objectives: the key steps in the Management by Objectives process, and the advantages and disadvantages of the Management by Objectives approach.
Week Ten	Learning how to plan at the individual level, then at the organizational level, and how to develop a strategic plan. Strategic planning (the concept of strategy, key factors in determining strategy, components of corporate strategy, uncertainty, and Diligence).
Week Eleven	Steps to making strategic decisions Strategy levels
Twelfth week	Learn how to prepare operational plans and what tools are used in that



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	(defining and mastering the nature of planning, why management tends towards planning, types of operational plans, activity and time)
Thirteenth week	Types of plans according to their action (tactical plans, existing plans, single-use plans)
Fourteenth week	Organizing the planning function Organizational components and planning practice Planning introductions, planning obstacles and treatments, situational planning.
Fifteenth week	Cost of goods sold

Learning and Teaching Resources		
	Text	Available in the Library?
Required Texts	Course Book: Principles of Management with a Focus on Business Administration, Prof. Dr. Khalil Al-Shamaa, 2007, 2010. Business Administration Book/ Principles, Skills and Functions Muhammad Mustafa Al-Khashrom/ 2005	
Recommended Texts	Iraqi Academic Journals	
Websites	Research, Periodicals and Information Technology via the Internet according to the course topics.	

Grading chart				
Group	Appreciation	Grade	Marks %	Definition
Success Group (50 - 100)	privilege	A – Excellent	90 – 100	Outstanding Performance
	Very good	B - Very Good	80 – 89	Above average with some errors
	Good	C – Good	70 – 79	Sound work with notable errors
	medium	D – Satisfactory	60 – 69	Fair but with major shortcomings
	Acceptable	E – Sufficient	50 – 59	Work meets minimum criteria
Fail Group (0 – 49)	Deposit (in processing)	FX – Fail	(45-49)	More work required but credit awarded
	Failure	F – Fail	(0-44)	Considerable amount of work

Decimal points greater or less than 0.5 will be rounded to the highest or lowest full mark (for example, a 54.5 mark will be rounded to 55, while a 54.4 mark will be rounded to 54). The university has a policy of not tolerating "near scroll failure" so the only modification of the tags granted by the original tag(s) will be the auto rounding shown above.



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