

**Module Layout**  
**BEC113 / Introduction to Business Administration**

<b>Faculty</b>	FEM	Economics and Management	
<b>Programme of Study</b>	BEC	Business Economics	
<b>Module</b>	BEC113	Introduction to Business Administration	
<b>Level of Study</b>	<b>Undergraduate</b>	<b>Graduate</b>	
	√	<b>Master</b>	<b>Doctoral</b>
<b>Language of Instruction</b>	English		
<b>Mode of Delivery</b>	Distance		
<b>Module Type</b>	<b>Required</b>	<b>Electives</b>	
√			
<b>Number of Group Consulting Meetings</b>	<b>Total</b>	<b>Physical Presence</b>	<b>Online</b>
	5	-	5
<b>Number of Assignments</b>	2		
<b>Final Grade Calculation</b>	<b>Assignments</b>	<b>Weekly Activities</b>	<b>Final Exam</b>
	30 %	10 %	60 %
<b>Number of European Credit Transfer System (ECTS)</b>	10		

**Module Description**

The BEC113 module introduces students to basic management concepts, principles and practices. The goal of the module is to establish the fundamental ideas behind management and administrative procedures in any type of business or organizational setting. The module examines the factors that lead to the successful administration of a business, and the leadership skills and behaviors necessary for achieving organizational goals and objectives. To this end, the module covers the development of management theory, the main functions of management and administration (planning, organizing, leading, controlling), human resources management, communications management, managing teams, organizational structure and culture and change management.

**Pre-requisite Modules**

**None**

**Co-requisite Modules**

**None**

<b>Grading Scheme</b>		<b>Workload</b>	
<b>Assessment Method</b>	<b>Percentage on Final Grade</b>	<b>Hours</b>	<b>ECTS</b>
<b>Study Week</b> (13 weeks * ~12 hours of study) (2 weeks * ~18 hours of study)	0%	~180 - ~210	7
<b>Weekly Interactive Activities</b>	10 %	~25 - ~30	1
<b>Assignment 1</b>	15 %	~18 - ~25	1
<b>Assignment 2</b>	15 %	~18 - ~25	1
<b>Final/Repeat Examination</b>	60 %	3	-
<b>Total</b>	100 %	~250 - ~300	10

**Grading Rules and Assessment methods**

- Students are evaluated with 9, if they earn 90% of the possible grade, i.e.  $90\% * 10 = 9$ , etc.
- **Passing rate**
  - 50% of the Assignments
  - 50% of the Interactive Activities
  - Students are allowed to participate in the final exam of a Module if they have overall earned the minimum grade ( $\geq 50\%$ ) in both their Assignments and Interactive Activities
  - 50% of the Final Exam

If a student obtains a grade with decimal points, then the final grade is rounded to the nearest half unit. This module (Thematic Unit) is considered to have been successfully completed when the grade is equal to or higher than 5.0.