

Module Layout
BEC113 / Introduction to Business Administration

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

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

Grading Rules and Assessment methods
<ul style="list-style-type: none"> Students are evaluated with 9, if they earn 90% of the possible grade, i.e. $90\% \times 10 = 9$, etc. Passing rate <ul style="list-style-type: none"> 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 <p>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.</p>