

Module code	PB-4306		
Module Title	Brunei Administrative Institutions		
Degree/Diploma	Bachelor of Arts (Brunei Studies)		
Type of Module	Major Option/ Breadth		
Modular Credits	4	Total student workload	8 hours/week
		Contact hours	4 hours/week
Prerequisite	None		
Anti-requisite	None		
Aims			
To provide venue for students to acquire a sound knowledge and deep understanding of the theories, history, development, administrative structures and roles of the administrative institutions of Brunei. In addition, the students are expected to comprehend the challenges faced in the administrative institutions of Brunei in the global era.			
Learning Outcomes:			
<i>On successful completion of this module, a student will be expected to be able to:</i>			
Lower order	20%	<ul style="list-style-type: none"> - Recall theories of administration. - Describe the history of Brunei Administrative Institutions. - Report on the development of Brunei Administrative Institutions. - Describe Brunei Administrative institution structures and roles. 	
Middle order:	30%	<ul style="list-style-type: none"> - Identify the various Brunei Administrative Institutions. - Identify challenges faced by the various Brunei Administrative Institutions. 	
Higher order:	50%	<ul style="list-style-type: none"> - Evaluate the Brunei Administrative Institutions and elaborate the results of the evaluation - Work independently and in groups. 	
Module Contents			
<ul style="list-style-type: none"> - Theories of administration. - Definition and concepts of administration. - Historiography of Brunei administrative institutions. - Development of Brunei administrative institutions. - Brunei administrative structures and roles under the ministries. - Challenges faced by various Brunei administrative institutions. 			
Assessment	Formative assessment	Weekly discussion and feedbacks.	
	Summative assessment	Examination: 30% Coursework: 70% <ul style="list-style-type: none"> - 1 Individual report 15% - 1 Individual presentation 5% - 1 Individual exhibition 15% - 1 Group report 15% - 1 Group presentation 10% - 1 Mid-term test 10% 	

Bahasa Melayu untuk PB-4306

Kod Modul	PB-4306		
Nama Modul	Institusi-institusi Pentadbiran Brunei		
Ijazah/ Diploma	Ijazah Sarjana Muda Sastera (Pengajian Brunei)		
Jenis Modul	Pilihan Major/ <i>Breadth</i>		
Kredit Modul	4	Jumlah beban tugas pelajar	8 jam/ minggu
		Masa Kontak	4 jam/ minggu
Prasyarat	Tiada		
Larang syarat	Tiada		
Matlamat			
Untuk menyediakan ruang bagi para pelajar mengetahui dan memahami teori-teori, sejarah, perkembangan, struktur dan peranan Institusi-institusi pentadbiran Brunei. Para pelajar juga dijangkakan mengenalisa cabaran-cabaran yang dihadapi dalam Institusi-institusi Pentadbiran Brunei dalam era global ini.			
Hasil Pembelajaran:			
Setelah berjaya mengikuti modul ini, setiap pelajar adalah dijangka akan mampu untuk:			
Aras Rendah	20%	<ul style="list-style-type: none"> - Mengingati kembali teori-teori pentadbiran. - Menjelaskan sejarah Institusi-institusi pentadbiran Brunei. - Melaporkan tentang perkembangan institusi-institusi pentadbiran Brunei. - Menjelaskan struktur dan peranan institusi pentadbiran Brunei. 	
Aras Sederhana	30%	<ul style="list-style-type: none"> - Mengenalpasti pelbagai institusi pentadbiran Brunei. - Mengenal pasti cabaran-cabaran yang dihadapi oleh institusi-institusi pentadbiran Brunei. 	
Aras Tinggi	50%	<ul style="list-style-type: none"> - Menilai institusi-institusi pentadbiran Brunei, dan menghuraikan hasil-hasil penilaian. - Berkerja secara sendiri dan dalam pasukan 	
Kandungan Modul			
<ul style="list-style-type: none"> - Teori-teori pentadbiran - Definisi dan konsep pentadbiran - Sejarah Institusi-institusi pentadbiran Brunei. - Perkembangan institusi-institusi pentadbiran Brunei. - Stuktur dan peranan institusi-institusi pentadbiran Brunei dalam sistem berkementerian. - Pelbagai cabaran dalam institusi-institusi pentadbiran Brunei. 			
Penilaian	Penilaian Formatif	Soal jawab dan maklum balas mingguan.	
	Penilaian Sumatif	<p>Peperiksaan:30%</p> <p>Kerja Kursus: 70%</p> <ul style="list-style-type: none"> - 1 Laporan individu 15% - 1 Pembentangan individu 5% - 1 Pameran individu 15% - 1 Laporan berkumpulan 15% - 1 Pembentangan berkumpulan 10% - 1 Ujian pertengahan penggal 10% 	