

## Academic Program Description Template

**University Name:** National University for Science and Technology

**College Name:** Administration and Economics

**Scientific Department:** Business Administration Department


**Academic or Professional Program Name:** Bachelor in Administration and Economics

**Final Degree Name:** Bachelor in Administration and Economics

**Academic System:** Semester


**Description Preparation Date:** 2025/2026

**File Completion Date:**

Signature: 

**Dean of the College Name:**

أ.د. هادي علي مهدي  
Date:

Signature: 

**Scientific Associate**

**Dean Name:**

**Date**

م.م. محمد ابراهيم  
Date:

**File Audited By:**


**Quality Assurance and University Performance Division**

**Director of Quality Assurance and University Performance Department:**

**Date:** 2025/4/27

**Signature:**



Signature:   
**Authentication of the Dean:**  
أ.د. هادي علي مهدي

### **Program Vision .1**

The Bologna Process serves as an international educational framework aimed at unifying academic standards across countries, focusing on enhancing educational quality and facilitating academic and professional mobility for students. The program's vision is embodied in building an integrated academic model characterized by continuous development, depth, and innovation. It aims to prepare students for an academic and professional future based on renewed knowledge and critical and creative skills. The vision aspires to produce graduates capable of facing future challenges and providing effective and diverse contributions in various sectors and fields. The department aims to be a center of excellence in building future leaders in management and entrepreneurship, contributing to the development of administrative thought in line with global challenges and modern economic transformations.

### **2. Program Mission**

The program aims to provide an integrated educational environment that enables students to achieve clear academic and professional goals through the design and implementation of specialized educational activities and pedagogical practices. The mission seeks to ensure the quality and effectiveness of the program by developing modern and advanced curricula that meet the needs of the academic community and the labor market. It focuses on developing the necessary skills and knowledge to enable graduates to interact efficiently with future professional and academic challenges. Furthermore, it aims to qualify administrative cadres possessing leadership and strategic planning skills, capable of managing institutions efficiently and effectively through education that integrates theoretical and practical aspects, and scientific research that contributes to solving contemporary administrative problems..

### 3. Program Objectives

The program seeks to achieve a set of academic objectives focused on providing a distinguished educational experience characterized by flexibility and innovation, thereby enhancing the quality and diversity of learning. Its primary goals include:

1. Equipping students with the necessary knowledge and skills to achieve academic and professional excellence.
2. Commitment to academic quality standards and ensuring their effective implementation during the study period.
3. Enabling graduates to interact efficiently with labor market requirements and contribute effectively to society through a flexible and advanced educational curriculum suited to contemporary requirements.

### 4.Strategy

1. Preparing students to occupy leadership positions across various administrative levels (top, middle, and operational).
2. Cultivating a spirit of entrepreneurship and innovation, and encouraging students to establish their own projects (Small Businesses).
3. Empowering students with skills in Human Resource Management, Marketing, Operations Management, and Supply Chains.
4. Developing strategic thinking and crisis management skills in a changing business environment.
5. Enhancing the optimal use of Information Technology in management (E-Management).
6. Consolidating the principle of social responsibility and commitment to work ethics in both the public and private sectors.

### 5. المؤثرات الخارجية الأخرى

None

### 6. Program Structure

Note	Percentage	Credit Units	Number of Courses	Program Structure
	%12.5			<b>Institution</b>
	%34.16			<b>College</b>
	%53.33			<b>Department</b>
				<b>Summer Training</b>

## Intended Learning Outcomes .8

### Knowledge

The program accreditation process is a vital and fundamental part of ensuring the quality of academic programs, aimed at evaluating the extent of the program's commitment to approved national and international standards. This process focuses on ensuring the program provides integrated educational content that meets student needs, keeps pace with labor market requirements, and aligns with societal aspirations. It includes a comprehensive review of various program aspects, including objectives, academic structure, learning outcomes, teaching strategies, available resources, and student academic performance. It also focuses on developing sustainable mechanisms for quality assurance and continuous improvement to enhance the program's competitiveness and academic reputation.

### Skills

1. **Preparing Elite Graduates:** Preparing distinguished students capable of making efficient administrative and economic decisions across various specialties to solve administrative problems.
2. **Strategic Planning:** Developing the ability to formulate effective strategies to implement goals efficiently through integrated strategic plans.
3. **Financial Analysis:** Enabling students to acquire financial data analysis skills to understand financial tools and make accurate decisions.
4. **Critical Thinking and Knowledge Integration:** Harmonizing various administrative sciences by studying strengths and weaknesses, and enhancing social and national cohesion through shared knowledge..

### Values

1. **Enhancing Creative Thought:** Enabling students to develop critical and creative thinking through contemporary concepts in reading and cultural analysis to provide innovative solutions for society.
2. **Continuous Improvement of Social Responsibility:** Enhancing values related to social responsibility toward public and private sectors, focusing on sustainable initiatives that serve society.

## Teaching and Learning Strategies .9

Theoretical lectures, practical laboratories, scientific seminars, and training courses.

## Assessment Methods .10

Daily exams (quizzes), semester exams, daily attendance, reports, and annual evaluation.

## Professional Development .11

### Orientation for New Faculty Members

1. Commitment to official working hours.
2. Commitment to the timing of lectures, exams, and the progression of the educational process.
3. Encouraging the completion of scientific research.
4. Monitoring lecture progression and completion rates.
5. Conducting self-report evaluations.

### Professional Development for Faculty Members

1. Organizing specialized training courses on "Student-Centered Learning" techniques.
2. Supporting faculty members in publishing within global indices (**Scopus / Clarivate**).
3. Activating "Experience Exchange" programs with government institutions and companies to link academics to practical reality.
4. Training administrative staff on using electronic platforms and quality management systems.

## 12. Admission Criteria

Graduates of the sixth preparatory grade (Middle School) from both the Biological and Applied branches. -

## 13. Key Information Sources about the Program

The official website of the College and the University.

## 14. Program Development Plan

1. **Phase One (Curricula)**: Updating curriculum vocabulary annually by 10-20% to keep pace with scientific changes and ensure **ECTS** alignment.
2. **Phase Two (Technical)**: Equipping classrooms with "Smart Boards" and advanced computer labs featuring modern specialized software.
3. **Phase Three (Partnership)**: Signing Memoranda of Understanding (MOUs) with state departments and the private sector to provide real summer training opportunities for students.
4. **Phase Four (Quality)**: Seeking program accreditation from the Iraqi National Accreditation Council, and subsequently international accreditation (such as **AACSB**).

Semester	No.	Module Code	Module Name in English	اسم المادة الدراسية	Language	SSWL (hr/w)						Exam hr/sem	SSWL hr/sem	USSWL hr/sem	SWL hr/sem	ECTS	Module Type	
						CL (hr/w)	Lect (hr/w)	Lab (hr/w)	Pr (hr/w)	Tut (hr/w)	Semn (hr/w)							
One	1	BA1101	Basic of business Administration	اساسيات إدارة الاعمال	Arabic	4				1		3	78	122	200	8.00	C	
	2	BA1102	Principles of economics	مبادئ الاقتصاد	Arabic	3				1		3	63	87	150	6.00	B	
	3	BA1103	Basic of Accounting	اساسيات المحاسبة	Arabic	3					1	3	63	87	150	6.00	B	
	4	BA1104	Mathematics for Business	الرياضيات لإدارة الاعمال	Arabic	3					1	3	63	87	150	6.00	B	
	5	UNI115	English language	اللغة الإنكليزية	English	2						3	33	17	50	2.00	S	
	6	UNI116	Arabic language	اللغة العربية	Arabic	2						3	33	17	50	2.00	S	
						17	0	0	2	2	0	18	333	417	750	30.00		
						Total	17	0	0	2	2	0	18	333	417	750	30.00	
						Total	33	0	1	3	5	0	36	666	834	1500	60	
Two	1	BA1201	Principles of business Administration	مبادئ إدارة اعمال	Arabic	4				1		3	78	122	200	8.00	C	
	2	BA1202	Statistics for Business	مبادئ احصاء	Arabic	3				1		3	63	87	150	6.00	C	
	3	BA1203	principles of Accounting	مبادئ محاسبة	Arabic	3					1	3	63	87	150	6.00	C	
	4	BA1204	English Reading in Business	قراءات إنكليزي	English	2					1	3	48	77	125	5.00	C	
	5	UNI-1205	Computer	الحاسوب	Arabic	2		1				3	48	27	75	3.00	S	
	6	UNI-1206	Human Right & Democracy	الديمقراطية وحقوق الإنسان	Arabic	2						3	33	17	50	2.00	B	
						Total	16	0	1	1	3	0	18	333	417	750	30.00	
						Total	33	0	1	3	5	0	36	666	834	1500	60	
Three	1	BA2101	Marketing Management	إدارة التسويق	Arabic	3				1		3	63	87	150	6.00	C	
	2	BA2102	Organizational Theory	نظرية المنظمة	Arabic	3				1		3	63	87	150	6.00	C	
	3	BA2103	Human Resource Management	إدارة الموارد البشرية	Arabic	3						3	48	102	150	6.00	C	
	4	BA2104	Intermediate Accounting	محاسبة متوسطة	Arabic	2					1	3	48	52	100	4.00	B	
	5	BA2105	Commercial Law	القانون التجاري	Arabic	3						3	48	27	75	3.00	B	
	6	UNI-2106	Computer	الحاسوب	Arabic	1		2				3	48	27	75	3.00	S	
	7	UNI-2107	Ba'ath Party Crimes	جرائم حزب البعث	Arabic	2						3	33	17	50	2.00	S	
						Total	17	0	2	2	1	0	21	351	399	750	30.00	
						Total	34	0	4	4	1	0	42	687	813	1500	60	
Four	1	BA2201	Digital Marketing	التسويق الرقمي	Arabic	3				1		3	63	87	150	6.00	C	
	2	BA2202	Contemporary Human Resource Management	إدارة الموارد البشرية المعاصرة	Arabic	3						3	48	102	150	6.00	C	
	3	BA2203	Organizational Behavior	السلوك التنظيمي	Arabic	3				1		3	63	87	150	6.00	C	
	4	BA2204	Operations Research by QSB	بحوث العمليات باستخدام QSB	English	1		2				3	48	77	125	5.00	B	
	5	BA2205	Logistics Management	إدارة اللوجستيات	Arabic	3						3	48	27	75	3.00	B	
	6	UNI-2206	Arabic	اللغة العربية	Arabic	2						3	33	17	50	2.00	S	
	7	UNI-2207	English	اللغة الإنكليزية	English	2						3	33	17	50	2.00	S	
						Total	17	0	2	2	0	0	21	336	414	750	30.00	
						Total	34	0	4	4	1	0	42	687	813	1500	60	
Five	1	BA3101	Basics of Financial Management	اساسيات الإدارة المالية	Arabic	3				1		3	63	87	150	6.00	C	
	2	BA3102	Strategic Planning	التخطيط الاستراتيجي	Arabic	3				1		3	63	62	125	5.00	C	
	3	BA3103	Bank Management	إدارة المصارف	Arabic	3					1	3	63	62	125	5.00	C	
	4	BA3104	Project Management	إدارة المشاريع	Arabic	3					1	3	63	62	125	5.00	C	
	5	BA3105	Digital Business Management	إدارة الأعمال الرقمية	Arabic	2				1		3	48	52	125	5.00	C	
	6	BA3106	Quantitative Methods and SPSS	الاساليب الكمية وتطبيقات SPSS	English	2		2				3	63	37	100	4.00	B	
						Total	16	0	2	2	3	0	18	363	362	750	30.00	
						Total	31	0	2	5	6	0	36	696	779	1500	60	
Six	1	BA3201	Advanced Financial Management	إدارة مالية متقدمة	Arabic	3				1		3	63	87	150	6.00	C	
	2	BA3202	Strategic Management	إدارة إستراتيجية	Arabic	3				1		3	63	87	150	6.00	C	
	3	BA3203	Leadership Skills	مهارات القيادة	Arabic	3				1		3	63	87	150	6.00	C	
	4	BA3204	Crisis Management	إدارة الازمات	Arabic	2				1		3	48	77	125	5.00	C	
	5	BA3205	Cost Accounting	محاسبة التكاليف	Arabic	2					2	3	63	62	125	5.00	C	
	6	BA3206	Research Methods and Ethics	مناهج وأخلاقيات البحث العلمي	Arabic	2						3	33	17	50	2.00	B	
						Total	15	0	0	3	3	0	18	333	417	750	30.00	
						Total	31	0	2	5	6	0	36	696	779	1500	60	

## Stage 1 / sem 1

نموذج وصف المادة الدراسية

### MODULE DESCRIPTION FORM

Module Information			
معلومات المادة الدراسية			
Module Title	اللغة العربية		Module Delivery
Module Type			<input checked="" type="checkbox"/> Theory <input type="checkbox"/> Lecture <input type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input type="checkbox"/> Practical <input type="checkbox"/> Seminar
Module Code	BA1106		
ECTS Credits			
SWL (hr/sem)			
Module Level	1 1	Semester of Delivery	1
Administering Department		College	
Module Leader		e-mail	
Module Leader's Acad. Title		Module Leader's Qualification	
Module Tutor		e-mail	
Peer Reviewer Name	Name	e-mail	
Scientific Committee Approval Date		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 Aims أهداف المادة الدراسية	<ul style="list-style-type: none"><li>Develop the grammatical and literary ability of the university student</li><li>Qualify and prepare students to obtain knowledge and understanding of the intellectual framework and to define the importance of the Arabic language</li></ul>

	<ul style="list-style-type: none"> <li>Develop students' language skills</li> </ul>
<p><b>Module Learning Outcomes</b></p> <p>مخرجات التعلم للمادة الدراسية</p>	<p><b>Week 1: Reviewing a text from the Holy Quran and understanding its different meanings</b></p> <p><b>Week 2: Knowing punctuation marks due to their importance in clarifying texts</b></p> <p><b>Week 3: Reminding students of the original and subsidiary diacritical marks</b></p> <p><b>Week 4: Knowing the components of a sentence in the Arabic language</b></p> <p><b>Week 5: Distinguishing the nominal sentence from others through the topic of the subject and predicate</b></p> <p><b>Week 6: Knowing defective verbs and particles resembling verbs</b></p> <p><b>Week 7: Reviewing a poetic model from the pre-Islamic era</b></p> <p><b>Week 8: Knowing the parts of the verbal sentence and how to parse it</b></p> <p><b>Week 9: Knowing the cases of inflection and indeclinability of the present tense verb</b></p> <p><b>Week 10: Learning the marks of indeclinability of the past tense verb</b></p> <p><b>Week 11: Distinguishing the imperative verb from other verbs</b></p> <p><b>Week 12: Reviewing a poetic text from Islamic poetry and knowing the characteristics of the literature of that era</b></p> <p><b>Week 13: Knowing the rules for writing the numerical sentence</b></p> <p><b>Week 14: Reviewing a modern poetic text</b></p> <p><b>Week 15: Learning how to write the Hamza</b></p>
<p><b>Indicative Contents</b></p> <p>المحتويات الإرشادية</p>	<p>Focusing on treating and solving problems that students may face</p> <p>Providing cognitive and awareness support in organizing courses</p>

### Learning and Teaching Strategies

استراتيجيات التعلم والتعليم

<b>Strategies</b>	Using all available means to achieve the goal of the educational process.
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### Student Workload (SWL)

الحمل الدراسي للطلاب محسوب لـ ١٥ اسبوعا

<b>Structured SWL (h/sem)</b>	45	<b>Structured SWL (h/w)</b>	3
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الحمل الدراسي المنتظم للطالب خلال الفصل		الحمل الدراسي المنتظم للطالب أسبوعياً	
<b>Unstructured SWL (h/sem)</b> الحمل الدراسي غير المنتظم للطالب خلال الفصل	30	<b>Unstructured SWL (h/w)</b> الحمل الدراسي غير المنتظم للطالب أسبوعياً	2
<b>Total SWL (h/sem)</b> الحمل الدراسي الكلي للطالب خلال الفصل	75		

### Module Evaluation

تقييم المادة الدراسية

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
<b>Formative assessment</b>	<b>Quizzes</b>				
	<b>Assignments</b>				
	<b>Projects / Lab.</b>				
	<b>Report</b>				
<b>Summative assessment</b>	<b>Midterm Exam</b>	2 hr	10% (10)	8	LO # 3,5,9
	<b>Final Exam</b>	3hr	50% (50)	16	All
<b>Total assessment</b>			100% (100 Marks)		

### Delivery Plan (Weekly Syllabus)

المنهاج الاسبوعي النظري

Material Covered	
<b>Week 1</b>	"The Holy Quran, Surah Al-Kahf"
<b>Week 2</b>	Dictation, Punctuation Marks
<b>Week 3</b>	"Arabic Grammar, Original Diacritical Marks"
<b>Week 4</b>	"Arabic Grammar, Parts of Speech"
<b>Week 5</b>	"Arabic Grammar, The Nominal Sentence (Subject and Predicate)"
<b>Week 6</b>	"Arabic Grammar, The Nominal Sentence, Abrogators (Inna and its sisters, Kana and its sisters)"
<b>Week 7</b>	"Arabic Literature, A Poetic Text from Pre-Islamic Literature"
<b>Week 8</b>	"Arabic Grammar, The Verbal Sentence"

<b>Week 9</b>	"Arabic Grammar, The Present Tense Verb"
<b>Week 10</b>	"Arabic Grammar, The Past Tense Verb"
<b>Week 11</b>	"Arabic Grammar, The Imperative Verb"
<b>Week 12</b>	"Arabic Literature, A Poetic Text from Islamic Literature"
<b>Week 13</b>	"Arabic Grammar, Numbers and their Writing Rules"
<b>Week 14</b>	"Arabic Literature, A Poetic Text from Modern Literature"
<b>Week 15</b>	Dictation, How to write the Hamza"

### Delivery Plan (Weekly Lab. Syllabus)

المنهاج الاسبوعي للمختبر

	Material Covered
<b>Week 1</b>	None
<b>Week 2</b>	None
<b>Week 3</b>	None
<b>Week 4</b>	None
<b>Week 5</b>	None
<b>Week 6</b>	None
<b>Week 7</b>	None

### Learning and Teaching Resources

مصادر التعلم والتدريس

	Text	Available in the Library?
<b>Required Texts</b>	. (Arabic Language for non-specialized departments - Abdul Qadir Hassan et al.)	<b>No</b>
<b>Recommended Texts</b>	Language Skills and Appreciation of Arabic Literature - Fakhri Khalil Al-Najjar)	<b>No</b>
<b>Websites</b>	Electronic references, Internet sites	

### Grading Scheme

مخطط الدرجات

Group	Grade	التقدير	Marks (%)	Definition
<b>Success Group (50 - 100)</b>	<b>A – Excellent</b>	امتياز	90 – 100	Outstanding Performance
	<b>B - Very Good</b>	جيد جدا	80 – 89	Above average with some errors
	<b>C – Good</b>	جيد	70 – 79	Sound work with notable errors

	<b>D – Satisfactory</b>	متوسط	60 – 69	Fair but with major shortcomings
	<b>E – Sufficient</b>	مقبول	50 – 59	Work meets minimum criteria
<b>Fail Group (0 – 49)</b>	<b>FX – Fail</b>	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	<b>F – Fail</b>	راسب	(0-44)	Considerable amount of work required

**Note:** Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

### MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

<b>Module Information</b>			
معلومات المادة الدراسية			
<b>Module Title</b>	<b>Mathematics for Bossiness</b>		<b>Module Delivery</b>
<b>Module Type</b>	<b>B</b>		<input checked="" type="checkbox"/> Theory <input type="checkbox"/> Lecture <input type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input checked="" type="checkbox"/> Practical <input type="checkbox"/> Seminar
<b>Module Code</b>	<b>BA1104</b>		
<b>ECTS Credits</b>	<b>3</b>		
<b>SWL (hr/sem)</b>	<b>45</b>		
<b>Module Level</b>	<b>UGI 1</b>	<b>Semester of Delivery</b>	
<b>Administering Department</b>		<b>College</b>	
<b>Name</b>	Ahmed ali		<b>e-mail</b>
<b>Module Leader's Acad. Title</b>	Assistant lecture		<b>Module Leader's Qualification</b>
			Master
<b>Module Tutor</b>	Ahmed ali		<b>e-mail</b>
<b>Peer Reviewer Name</b>			<b>e-mail</b>
<b>Scientific Committee Approval Date</b>			<b>Version Number</b>

### Relation with other Modules

العلاقة مع المواد الدراسية الأخرى

<b>Prerequisite module</b>	None	<b>Semester</b>	
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<b>Co-requisites module</b>	None	<b>Semester</b>	
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### Module Aims, Learning Outcomes and Indicative Contents

أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية

<p><b>Module Aims</b> أهداف المادة الدراسية</p>	<p>The aim of this course is to introduce the students to main topics of mathematics. The course will cover prerequisites of mathematics, limits, continuity, and differentiation (methods and applications), matrices, operations on matrices, and solution of system of equations by matrix. At the end of the course, students will have a board knowledge of the basic concepts, techniques and applications of Differentiation and matrices. This will be achieved through theoretical lectures, tutorials and homework.</p>
<p><b>Module Learning Outcomes</b> مخرجات التعلم للمادة الدراسية</p>	<p>Important: Write at least 5 learning outcomes, better to be equal to the number of study weeks.</p> <p><b>CLO-1: Recognise fundamentals of math and the emphasis on functions and graphs</b></p> <p><b>CLO-2: Understanding various limit problems both algebraically and graphically and using it by checking the continuity of various types of functions.</b></p> <p><b>CLO-3: Finding the derivative of various of functions using the differentiation rules.</b></p> <p><b>CLO-4: Applying differentiation to find linear approximation and optimization problems.</b></p> <p><b>CLO-5: Solve matrices and operations on matrices and using matrices in solving linear equations.</b></p>
<p><b>Indicative Contents</b> المحتويات الإرشادية</p>	<p><b><u>Part A- prerequisites for calculus</u></b></p> <p><b>Coordinates and graphs in plane, slope and equations for Lines, functions and their graphs, shifts, circles and parabols, Aareview of trigonometric functions (17 hrs).</b></p> <p><b><u>Part B- Limits and Continuity</u></b></p> <p><b>Limits, the Sandwich theorem and <math>(\sin x)/\theta</math>, limits involving infinity, continuous functions. (10 hrs)</b></p> <p><b><u>Part C-Derivatives</u></b></p> <p><b>Slope, tangent lines, and derivatives, differentiation rules, velocity, speed and other rate of change, derivatives of trigonometric function, the chain rule, implicit differentiation and fractional powers, linear approximation and differentials (17 hrs.)</b></p> <p><b><u>Part D- Applications of Derivatives</u></b></p> <p><b>Related rates of change, maximal and minimal and the mean value theorem, curve sketching with first derivative, second derivative, graphing rational functions- asymptotes and dominant terms, optimization (18 hrs.)</b></p>

**Part E- Matrices**

Operation on matrices, equal matrices, addition and subtraction of matrices, multiplication by scalar , multiplication of matrices, transpose of matrices, adjoin of a square matrix, determinants, properties of determinants, singular matrix, solution of system of equations by matrix inversion, Cramer`s rule to solve the system of equations, Gaussian elimination. (18 hrs.)

**Learning and Teaching Strategies**

## استراتيجيات التعلم والتعليم

**Strategies**

Expanding students` perceptions of mathematics, familiarity with basic mathematical concepts and principles , and the ability to distinguish between different mathematical concepts. This course has several components that include studying lectures, tutorial, discussion, homework, and e-learning platforms. The course will be taught in Arabic, and all compulsory assignments have to be submitted within the deadlines to be admitted to the exam.

**Student Workload (SWL)**

الحمل الدراسي للطلاب محسوب لـ ١٥ اسبوعا

<b>Structured SWL (h/sem)</b> الحمل الدراسي المنتظم للطلاب خلال الفصل	45	<b>Structured SWL (h/w)</b> الحمل الدراسي المنتظم للطلاب أسبوعيا	3
<b>Unstructured SWL (h/sem)</b> الحمل الدراسي غير المنتظم للطلاب خلال الفصل	30	<b>Unstructured SWL (h/w)</b> الحمل الدراسي غير المنتظم للطلاب أسبوعيا	2
<b>Total SWL (h/sem)</b> الحمل الدراسي الكلي للطلاب خلال الفصل	75		

**Module Evaluation**

تقييم المادة الدراسية

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
<b>Formative assessment</b>	<b>Quizzes</b>	1	10% (10)	8	CLO-1 , CLO-2, CLO-3,CLO-4,CLO-5
	<b>Assignments</b>	1	10% (10)	6	CLO-1, CLO-2

	<b>Projects / Lab.</b>	1	10% (10)	continuous	
	<b>Report</b>	1	10% (10)	10	CLO-1, CLO-2, CLO-3
<b>Summative assessment</b>	<b>Midterm Exam</b>	2 hr	10% (10)	9	CLO-1, CLO-2, CLO-3
	<b>Final Exam</b>	3hr	50% (50)	16	All
<b>Total assessment</b>			100% (100 Marks)		

### Delivery Plan (Weekly Syllabus)

المنهاج الاسبوعي النظري

	<b>Material Covered</b>
<b>Week 1</b>	Function, function definition, importance of graphic representation of function in accounting sciences, domain and corresponding domain
<b>Week 2</b>	Linear and nonlinear equations and logarithmic functions
<b>Week 3</b>	limits, definition of limit, limits for different functions
<b>Week 4</b>	Properties of limits with applied examples
<b>Week 5</b>	L'Hopital's rule with applied examples
<b>Week 6</b>	Calculus, definition of Calculus using the derivative according to the definition
<b>Week 7</b>	Calculus rule
<b>Week 8</b>	importance of Calculus in representing the slope of financial and economic curves for production functions and calculating interest
<b>Week 9</b>	Integration, concept of integration, indefinite integration, applied examples
<b>Week 10</b>	Definite integration and its properties and financial and economic applications
<b>Week 11</b>	Matrixes, definition of matrix, types of matrices
<b>Week 12</b>	Algebraic operations on matrices
<b>Week 13</b>	Multiplying matrices, inverse of matrix
<b>Week 14</b>	Using matrices to solve linear equations
<b>Week 15</b>	Accounting examples and applications
<b>Week 16</b>	<b>Preparatory week before the final Exam</b>

## Delivery Plan (Weekly Lab. Syllabus)

المنهاج 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?
<b>Required Texts</b>	1-Calculus with application—Liah مبادئ الرياضيات لطلاب الادارة والاقتصاد-أ.د ضافر حسين رشيد-2	
<b>Recommended Texts</b>	Iraqi academic journals specialized in administrative sciences issued by colleges of administration and economics in Iraq	
<b>Websites</b>		

## Grading Scheme

مخطط الدرجات

Group	Grade	التقدير	Marks (%)	Definition
<b>Success Group (50 - 100)</b>	<b>A - Excellent</b>	امتياز	90 - 100	Outstanding Performance
	<b>B - Very Good</b>	جيد جدا	80 - 89	Above average with some errors
	<b>C – Good</b>	جيد	70 - 79	Sound work with notable errors
	<b>D - Satisfactory</b>	متوسط	60 - 69	Fair but with major shortcomings
	<b>E - Sufficient</b>	مقبول	50 - 59	Work meets minimum criteria
<b>Fail Group (0 – 49)</b>	<b>FX – Fail</b>	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	<b>F – Fail</b>	راسب	(0-44)	Considerable amount of work required

**Note:** Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

# MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
<b>Module Title</b>	<b>Principles of Economics</b>		<b>Module Delivery</b>
<b>Module Type</b>	<b>B</b>		<input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Lecture <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Tutorial <input type="checkbox"/> Practical <input type="checkbox"/> Seminar
<b>Module Code</b>	<b>BA1102</b>		
<b>ECTS Credits</b>	<b>6</b>		
<b>SWL (hr/sem)</b>	<b>150</b>		
<b>Module Level</b>	<b>UGI 1</b>	<b>Semester of Delivery</b>	1
<b>Administering Department</b>		<b>College</b>	
<b>Module Leader</b>	Saif Ahmed	<b>e-mail</b>	
<b>Module Leader's Acad. Title</b>	Assistant lecture	<b>Module Leader's Qualification</b>	Master
<b>Module Tutor</b>	Saif Ahmed	<b>e-mail</b>	E-mail
<b>Peer Reviewer Name</b>	Name	<b>e-mail</b>	E-mail
<b>Scientific Committee Approval Date</b>		<b>Version Number</b>	2.0

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

Module Aims, Learning Outcomes and Indicative Contents	
أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية	
<b>Module Aims</b> أهداف المادة الدراسية	<p>This course aims to introduce the students to the main topics of economics. The course will cover prerequisites of economics, demand theory, marginal utility theory (classic theory) and indifference theory (modern theory), supply theory, production theory, and factors of production, costs, and revenue, markets. At the end of the course, students will have a broad knowledge of the basic concepts, microeconomics, and consumer balance. This will be achieved through theoretical lectures, tutorials, presentations, and homework.</p>

<p><b>Module Learning Outcomes</b></p> <p>مخرجات التعلم للمادة الدراسية</p>	<p>Important: Write at least 5 learning outcomes, preferably equal to the number of study weeks.</p> <p>CLO-1: Understand the basics of economics and focus on the definition of economics, microeconomics, macroeconomics, the relationship of economics to other sciences, methods of economic analysis, and economic systems.</p> <p>CLO-2: Understand the meaning of demand, factors affecting demand, elasticity of demand, factors affecting elasticity of demand, and shifting of the demand curve.</p> <p>CLO-3: Identify the theories explaining consumer behavior through utility theory and indifference curve theory.</p> <p>CLO-4: Determine the equilibrium level in the market through the interaction of supply and demand.</p> <p>CLO-5: Understand the theory of production by knowing the production function and the law of diminishing returns.</p>
<p><b>Indicative Contents</b></p> <p>المحتويات الإرشادية</p>	<p>Part A - Basic requirements for the emergence of economics The emergence of economics, the definition of economics, the relationship of economics to other sciences, the methodology of economics, methods of economic analysis, economic systems, and the economic problem (17 hours).</p> <p>Part B - Demand Theory The meaning of demand, factors affecting demand, elasticities of demand, factors affecting demand, and shifting the demand curve (25 hours)</p> <p>Part C - Theories explaining consumer behavior Utility theory, which includes total utility, marginal utility, consumer equilibrium, consumer surplus, and indifference curve theory, which includes the meaning of the indifference curve, indifference curve map, properties of indifference curves, and the price line (40 hours)</p> <p>Part D - Supply Theory The concept of supply, the law of supply, the supply schedule, the supply curve, factors affecting supply, elasticity of supply, and factors affecting elasticity of supply (20 hours)</p> <p>Part E - Determining the equilibrium level in the market The interaction of supply and demand determines the equilibrium level, shifts in the supply and demand curve, and their reflections on the price and equilibrium quantity. (35 hours)</p>

<p><b>Learning and Teaching Strategies</b></p>	
<p>استراتيجيات التعلم والتعليم</p>	
<p><b>Strategies</b></p>	<p>Expanding students' perceptions of economics, familiarity with basic economic concepts and principles, and the ability to</p>

distinguish between different economic concepts. This course has several components that include studying lectures, tutorials, discussions, homework, presentations, and e-learning platforms. The course will be taught in Arabic, and all compulsory assignments have to be submitted within the deadlines to be admitted to the exam.

### Student Workload (SWL)

الحمل الدراسي للطالب محسوب لـ ١٥ اسبوعا

<b>Structured SWL (h/sem)</b> الحمل الدراسي المنتظم للطالب خلال الفصل	45	<b>Structured SWL (h/w)</b> الحمل الدراسي المنتظم للطالب أسبوعيا	3
<b>Unstructured SWL (h/sem)</b> الحمل الدراسي غير المنتظم للطالب خلال الفصل	30	<b>Unstructured SWL (h/w)</b> الحمل الدراسي غير المنتظم للطالب أسبوعيا	2
<b>Total SWL (h/sem)</b> الحمل الدراسي الكلي للطالب خلال الفصل	75		

### Module Evaluation

تقييم المادة الدراسية

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
<b>Formative assessment</b>	<b>Quizzes</b>	2	10% (10)	5, 10	LO #1, 2, 10 and 11
	<b>Assignments</b>	2	10% (10)	2, 12	LO # 3, 4, 6 and 7
	<b>Projects / Lab.</b>	1	10% (10)	CONT.	
	<b>Report</b>	1	10% (10)	13	LO # 5, 8 and 10
<b>Summative assessment</b>	<b>Midterm Exam</b>	2 hr	20% (10)	7	LO # 1-7
	<b>Final Exam</b>	3hr	50% (50)	16	All
<b>Total assessment</b>			100% (100 Marks)		

### Delivery Plan (Weekly Syllabus)

المنهاج الاسبوعي النظري

	Material Covered
<b>Week 1</b>	The general framework of economics in capitalist and socialist thought, economic laws, economic problems and their nature, contemporary systems
<b>Week 2</b>	Demand, law of demand, demand curve, demand schedule, factors determining demand, consumer market theory
<b>Week 3</b>	Supply, law of supply, supply curve and schedule, elasticity of supply and its measurement

<b>Week 4</b>	Equilibrium between supply and demand: Equilibrium price and quantity, price changes when supply and demand are not equal
<b>Week 5</b>	Factors of production and their returns: Labor, wage, land, rent, capital, interest, organization, profit
<b>Week 6</b>	Production: Production function, long run and short run, law of diminishing returns
<b>Week 7</b>	Costs: Types of costs, fixed and variable costs, total costs, average costs and marginal costs
<b>Week 8</b>	Revenues: Definition of revenues, types of revenues, total revenue, average revenue and marginal revenue
<b>Week 9</b>	Markets, concept of the market, types of markets, functions and price determination, forms of markets and price determination
<b>Week 10</b>	Perfect competition markets, monopoly market, monopolistic competition market
<b>Week 11</b>	National income: Concept and importance of national income, concept of domestic product and methods of its calculation, consumption function and saving function
<b>Week 12</b>	Money and banks: Concept, types and functions of money, monetary policy, its concept and tools
<b>Week 13</b>	Foreign and domestic trade: Concept and importance of foreign and domestic trade, theories of foreign trade, balance of payments, trade policy and its tools
<b>Week 14</b>	Inflation: Concept and types of inflation and theories explaining it, effects of inflation and methods of treating it
<b>Week 15</b>	Monthly exam
<b>Week 16</b>	<b>Preparatory week before the final Exam</b>

### Delivery Plan (Weekly Lab. Syllabus)

المنهاج الاسبوعي للمختبر

	<b>Material Covered</b>
<b>Week 1</b>	
<b>Week 2</b>	
<b>Week 3</b>	
<b>Week 4</b>	
<b>Week 5</b>	
<b>Week 6</b>	
<b>Week 7</b>	

Learning and Teaching Resources مصادر التعلم والتدريس		
	Text	Available in the Library?
Required Texts		
Recommended Texts		
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:** Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54). The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

# MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
Module Title	اساسيات ادارة الاعمال		Module Delivery
Module Type	Core		<input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Lecture <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input type="checkbox"/> Practical <input type="checkbox"/> Seminar
Module Code	BA1101		
ECTS Credits	8		
SWL (hr/sem)	200		
Module Level	1UG1	Semester of Delivery	
Administering Department	إدارة الاعمال	College	Type College Code
Module Leader	Rabab Wahed	e-mail	E-mail
Module Leader's Acad. Title	Assistant lecture	Module Leader's Qualification	Master
Module Tutor	Rabab Wahed	e-mail	E-mail
Peer Reviewer Name	Name	e-mail	E-mail
Scientific Committee Approval Date	14/10/2025	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	1. Providing the student with basic knowledge of management concepts

	<ol style="list-style-type: none"> <li>2. Providing the student with post-graduation job skills that contribute to improving performance and preparing them for future skills</li> <li>3. The student will be able to capitalize on opportunities in the labor market</li> </ol>
<b>Module Learning Outcomes</b>  مخرجات التعلم للمادة الدراسية	<p>Important: Write at least 6 Learning Outcomes, better to be equal to the number of study weeks.</p> <ol style="list-style-type: none"> <li>1. The student will be able to discuss various business functions</li> <li>2. The student will be able to describe the business environment</li> <li>3. The student will be able to develop a business ethics perspective</li> <li>4. The student will be able to use planning tools in forecasting.</li> </ol> <p>The student will be able to analyze the basic elements of organizational and administrative issues.</p> <p>The student will be able to understand strategy and analyze elements of organizational change.</p>
<b>Indicative Contents</b>  المحتويات الإرشادية	<p>Indicative content includes the following: المصطلحات الإدارية:</p> <p>يستخدم مصطلح المنظمة للإشارة إلى الشركات والمؤسسات و الدوائر الحكومية وسواء كانت قطاع خاص او عام او منظمات تطوعية.</p> <p>Total hrs = 105 = SSWL - (Exam hrs) = 109 - 4 = 105 hr (Time table hrs x 15 weeks)</p>
<b>Learning and Teaching Strategies</b>  استراتيجيات التعلم والتعليم	
<b>Strategies</b>	<p>Lecture-based learning will be through a comprehensive explanation of theoretical management concepts</p> <p>Project-based learning is used by assigning students applied projects in the field of management or learning by doing by assigning students realistic tasks</p> <p>Collaborative learning is used by forming teams to solve administrative problems and using group brainstorming to solve administrative problems</p> <p>Class discussion strategies are used by opening discussion or participatory learning</p> <p>Stimulating critical thinking</p> <p>Continuous assessment and feedback on student activities</p>

<b>Student Workload (SWL)</b>  الحمل الدراسي للطلاب محسوب لـ ١٥ اسبوعا			
<b>Structured SWL (h/sem)</b>	45	<b>Structured SWL (h/w)</b>	3

الحمل الدراسي المنتظم للطالب خلال الفصل		الحمل الدراسي المنتظم للطالب أسبوعيا	
<b>Unstructured SWL (h/sem)</b> الحمل الدراسي غير المنتظم للطالب خلال الفصل	30	<b>Unstructured SWL (h/w)</b> الحمل الدراسي غير المنتظم للطالب أسبوعيا	2
<b>Total SWL (h/sem)</b> الحمل الدراسي الكلي للطالب خلال الفصل	<b>75</b>		

<b>Module Evaluation</b>					
تقييم المادة الدراسية					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
<b>Formative assessment</b>	<b>Quizzes</b>	2	10% (10)	5 and 10	LO #1, #2 and #10, #11
	<b>Assignments</b>	2	10% (10)	2 and 12	LO #3, #4 and #6, #7
	<b>Projects / Lab.</b>	1	10% (10)	Continuous	All
	<b>Report</b>	1	10% (10)	13	LO #5, #8 and #10
<b>Summative assessment</b>	<b>Midterm Exam</b>	2hr	10% (10)	7	LO #1 - #7
	<b>Final Exam</b>	3hr	50% (50)	16	All
<b>Total assessment</b>			100% (100 Marks)		

<b>Delivery Plan (Weekly Syllabus)</b>	
المنهاج الاسبوعي النظري	
	<b>Material Covered</b>
<b>Week 1</b>	Introduction to Management and Organizations

<b>Week 2</b>	Emergence of Management Concepts
<b>Week 3</b>	Types of Business Organizations
<b>Week 4</b>	Organizational Culture and Environment
<b>Week 5</b>	Organizational Structure and Design
<b>Week 6</b>	Entrepreneurship
<b>Week 7</b>	Business Technology
<b>Week 8</b>	Forecasting and Planning Premises
<b>Week 9</b>	Goal Setting and Decision Making
<b>Week 10</b>	Business Ethics
<b>Week 11</b>	Business Policies
<b>Week 12</b>	Strategies and Organizational Change
<b>Week 13</b>	Organizational Learning
<b>Week 14</b>	Leadership and Organizational Communication
<b>Week 15</b>	Productivity and Management Problems
<b>Week 16</b>	<b>Preparatory week before the final Exam</b>

### Delivery Plan (Weekly Lab. Syllabus)

المنهاج الاسبوعي للمختبر

	Material Covered
<b>Week 1</b>	
<b>Week 2</b>	
<b>Week 3</b>	
<b>Week 4</b>	
<b>Week 5</b>	
<b>Week 6</b>	
<b>Week 7</b>	

## Learning and Teaching Resources

مصادر التعلم والتدريس

	Text	Available in the Library?
<b>Required Texts</b>	<p>مبادئ الإدارة مع التركيز على إدارة الاعمال، خليل محمد الشماع، دار المسرة، 2016.</p> <p>Principles of Management with a Focus on Business Administration, Khalil Mohammed Al-Shammaa, Dar Al-Masarra, 2016.)</p>	Yes
<b>Recommended Texts</b>	<p>إدارة الاعمال، د. سعد علي العنزي، دار اليازوري، 2020.</p> <p>(Business Administration, Dr. Saad Ali Al-Anzi, Dar Al-Yazouri, 2020.)</p>	No
<b>Websites</b>		

## Grading Scheme

مخطط الدرجات

Group	Grade	التقدير	Marks %	Definition
<b>Success Group (50 - 100)</b>	<b>A - Excellent</b>	امتياز	90 - 100	Outstanding Performance
	<b>B - Very Good</b>	جيد جدا	80 – 89	Above average with some errors
	<b>C - Good</b>	جيد	70 – 79	Sound work with notable errors
	<b>D - Satisfactory</b>	متوسط	60 – 69	Fair but with major shortcomings
	<b>E - Sufficient</b>	مقبول	50 – 59	Work meets minimum criteria
<b>Fail Group (0 – 49)</b>	<b>FX – Fail</b>	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	<b>F – Fail</b>	راسب	(0-44)	Considerable amount of work required

**Note:** Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

# MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
<b>Module Title</b>	<b>لغة انكليزية</b>	<b>Module Delivery</b>	
<b>Module Type</b>	<b>S</b>	<input checked="" type="checkbox"/> <b>Theory</b> نظري <input type="checkbox"/> <b>Lecture</b> اونلاين <input type="checkbox"/> <b>Lab</b> مختبر <input type="checkbox"/> <b>Tutorial</b> مراجعة <input type="checkbox"/> <b>Practical</b> عملي <input type="checkbox"/> <b>Seminar</b> سيمينر	
<b>Module Code</b>	<b>BA1105</b>		
<b>ECTS Credits</b>	<b>2</b>		
<b>SWL (hr/sem)</b>	<b>30</b>		
<b>Module Level</b>	1	<b>Semester of Delivery</b>	1
<b>Administering Department</b>	Type Dept. Code	<b>College</b>	Type College Code
<b>Module Leader</b>		<b>e-mail</b>	
<b>Module Leader's Acad. Title</b>	مدرس مساعد	<b>Module Leader's Qualification</b>	
<b>Module Tutor</b>		<b>e-mail</b>	
<b>Peer Reviewer Name</b>		<b>e-mail</b>	
<b>Scientific Committee Approval Date</b>		<b>Version Number</b>	1.0

Relation with other Modules			
العلاقة مع المواد الدراسية الأخرى			
<b>Prerequisite module</b>		<b>Semester</b>	
<b>Co-requisites module</b>		<b>Semester</b>	

Module Aims, Learning Outcomes and Indicative Contents	
أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية	
<b>Module Objectives</b> أهداف المادة الدراسية	<p style="text-align: center;"><i>To enable students to effectively communicate in English , understand spoken and written texts, and express their thoughts accurately. And develop student's proficiency in the four language skills : listening, speaking, reading and writing.</i></p>

<p><b>Module Learning Outcomes</b></p> <p>مخرجات التعلم للمادة الدراسية</p>	<p>Important: Write Learning Outcomes, better to be equal to the number of study weeks.</p> <ol style="list-style-type: none"> <li>1.It enables the student of English department to have more knowledge about the sound system</li> <li>2. It outlines the major characteristics of each sound and the main techniques for pronounce it correctly.</li> <li>3. Students having their experiences to practice their pronunciation through the practical classes</li> <li>4. Enable the students to evaluate each sound</li> </ol>
<p><b>Indicative Contents</b></p> <p>المحتويات الإرشادية</p>	<p>Students are exposed to the strategies and processes successful writers adopt to achieve specific purposes.</p> <p>Preparing students for academic communication and this is achieved through class discussion, readings of various contexts to enhance comprehension, instruction, persuasion, investigation, explanation, problem-solution and evaluation</p>

### Learning and Teaching Strategies

#### استراتيجيات التعلم والتعليم

<p><b>Strategies</b></p>	<p>Teaching grammar is an essential aspect of your role as a language teacher. Your students rely on you to provide them with the tools necessary to engage in conversations with others, and grammatical structures make up much of the linguistic toolbox. But teaching English grammar can seem like a daunting task, perhaps even a little dry, especially when you've been doing it for years. Maybe it's time to breathe a bit of new life into your lessons with these strategies for teaching grammar to English language learners</p>
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### Student Workload (SWL)

#### اسبوعا 15 الحمل الدراسي للطالب محسوب لـ

<p><b>Structured SWL (h/sem)</b></p> <p>الحمل الدراسي المنتظم للطالب خلال الفصل</p>	<p>30</p>	<p><b>Structured SWL (h/w)</b></p> <p>الحمل الدراسي المنتظم للطالب أسبوعيا</p>	<p>2</p>
<p><b>Unstructured SWL (h/sem)</b></p> <p>الحمل الدراسي غير المنتظم للطالب خلال الفصل</p>	<p>15</p>	<p><b>Unstructured SWL (h/w)</b></p> <p>الحمل الدراسي غير المنتظم للطالب أسبوعيا</p>	<p>1</p>
<p><b>Total SWL (h/sem)</b></p> <p>الحمل الدراسي الكلي للطالب خلال الفصل</p>	<p><b>45</b></p>		

As		Time/Number عدد المتطلب :	(Marks) الدرجة	Week Due رقم الاسبوع	Relevant Learning Outcome (تسلسل (المخرج)
Formative assessment	Quizzes	2	10%(10)	3,7	LO: 1-3
	Assignments	1	10%(10)	6	LO :4-6
	Projects / Lab.	1	10%(10)	8	LO : 7-11
	Report	1	10%(10)	9	LO :5-12
Summative assessment	Midterm Exam	2hr	(10)	12	LO :1-12
	Final Exam	3hr	(50)	16	All
Total assessment			(100) Marks		

### Delivery Plan (Weekly Syllabus)

المنهاج الاسبوعي النظري

Week	Material Covered
Week 1	- verb to be - Grammar Spot . - Introduction .
Week 2	Everyday English - Greeting - What's this in English ? - Match pick-res with words . - Grammar spot
Week 3	Examination
Week 4	Vocabulary and Speaking 1. Write the word about pictures . - Grammar spot - Numbers for one to ten . - Pronunciation , s , iz , z

<b>Week 5</b>	<ul style="list-style-type: none"> <li>- Countries</li> <li>- Grammar Spot – Abbreviation</li> <li>- Question : Where's + فاعل + from and the fills the blanks</li> <li>- Grammar spot complete the question</li> </ul>
<b>Week 6</b>	<p>Reading and speaking .</p> <ul style="list-style-type: none"> <li>- Complete the sentence .</li> <li>- Grammar spot , is or are</li> <li>- Reading paragraph .</li> <li>- Reading English</li> <li>- Numbers from eleven to thirty .</li> </ul>
<b>Week 7</b>	<p>Lesson 3 : All about you</p> <ul style="list-style-type: none"> <li>- Match the jobs and the pictures</li> <li>- Negation – He isn't She isn't</li> <li>- Grammar spot</li> <li>- Abbreviation</li> </ul>
<b>Week 8</b>	<ul style="list-style-type: none"> <li>- Questions and answers .</li> <li>- E mail .</li> <li>- Complete the questions and answers</li> <li>- Grammar spot</li> </ul>
<b>Week 9</b>	<p>Grammar spot</p> <ul style="list-style-type: none"> <li>- Negation</li> <li>- Short answer</li> <li>- Tick the correct sentence .</li> <li>- Reading magazine . ( Metro 5 )</li> <li>- Every English : Social Expression</li> </ul>
<b>Week 10</b>	Examination
<b>Week 11</b>	<p>Lesson Four ( Family and friend )</p> <p>Possessive's</p> <ul style="list-style-type: none"> <li>- The family</li> <li>- Has or have</li> <li>- Alphabet</li> <li>- Grammar spot</li> <li>- Abbreviation</li> </ul>
<b>Week 12</b>	<p>American family</p> <p>Haw with Abbreviation</p> <ul style="list-style-type: none"> <li>- has</li> <li>- paragraph – paddy and his family</li> <li>- complete with has or have</li> <li>- Match questions with answers .</li> <li>- Tick the correct sentence</li> <li>- Paragraph ( My friend Antonia )</li> <li>- Everyday English .</li> <li>- Alphabet .</li> <li>- Put the letter in corrects order .</li> </ul>
<b>Week 13</b>	<p>Lesson 5 , sports / Food / Drinks</p> <p>Present simple</p> <p>Grammar spot ( positive and Negative )</p>
<b>Week 14</b>	<ul style="list-style-type: none"> <li>- Reading and speaking</li> <li>- Grammar spot ( definite or indefinite article ) ( a, an , the )</li> <li>- Vocabulary</li> </ul>

	<ul style="list-style-type: none"> <li>- Match the verb in A with B</li> <li>- Talking about you</li> <li>- Tick the correct sentence .</li> <li>- Vocabulary and pronunciation .</li> <li>- Language an Nationality .</li> <li>- Match the countries and languages</li> <li>- Listening and speaking .</li> <li>- At party</li> <li>- Everyday English</li> <li>- How much is it ?</li> </ul>
<b>Week 15</b>	Examination

<b>Delivery Plan (Weekly Lab. Syllabus)</b>	
المنهاج الاسبوعي للمختبر	
Week	Material Covered
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
Week 6	
Week 7	

<b>Learning and Teaching Resources</b>		
مصادر التعلم والتدريس		
	Text	Available in the Library?
<b>Required Texts</b>	New Heading Beginner Student's Book By John and Lizsoars	yes
<b>Recommended Texts</b>		
<b>Websites</b>	Yes	

## Grading Scheme

مخطط الدرجات

Group	Grade	التقدير	Marks %	Definition
<b>Success Group</b> (50 - 100)	<b>A - Excellent</b>	امتياز	90 - 100	Outstanding Performance
	<b>B - Very Good</b>	جيد جدا	80 - 89	Above average with some errors
	<b>C - Good</b>	جيد	70 - 79	Sound work with notable errors
	<b>D - Satisfactory</b>	متوسط	60 - 69	Fair but with major shortcomings
	<b>E - Sufficient</b>	مقبول	50 - 59	Work meets minimum criteria
<b>Fail Group</b> (0 - 49)	<b>FX – Fail</b>	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	<b>F – Fail</b>	راسب	(0-44)	Considerable amount of work required
<b>Note:</b>				

## MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
<b>Module Title</b>	اساسيات المحاسبة		<b>Module Delivery</b>
<b>Module Type</b>			<input checked="" type="checkbox"/> Theory <input type="checkbox"/> Lecture <input type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input type="checkbox"/> Practical <input type="checkbox"/> Seminar
<b>Module Code</b>	BA1103		
<b>ECTS Credits</b>	3		
<b>SWL (hr/sem)</b>	45		
<b>Module Level</b>	1 1	<b>Semester of Delivery</b>	1
<b>Administering Department</b>		<b>College</b>	College of Admin & Economics
<b>Module Leader</b>	Abd Almohsen ajjel		<b>e-mail</b>
<b>Module Leader's Acad. Title</b>	Assistant lecture	<b>Module Leader's Qualification</b>	Master
<b>Module Tutor</b>	Abd Almohsen ajjel		<b>e-mail</b>
<b>Peer Reviewer Name</b>	Name	<b>e-mail</b>	
<b>Scientific Committee Approval Date</b>		<b>Version Number</b>	1.0

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

Module Aims, Learning Outcomes and Indicative Contents	
أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية	
<b>Module Aims</b> أهداف المادة الدراسية	<ul style="list-style-type: none"> <li>Requests basic knowledge in finance.</li> <li>Focus on practical application in all aspects of the teaching and learning processes.</li> <li>Providing students with the ability to understand the diversity of the business environment and interact with it.</li> </ul>

	<ul style="list-style-type: none"> <li>Developing students' skills, competencies, and professional ethics to give them chances of success in their future jobs at the local level.</li> <li>Qualifying students to obtain the required and accurate professional certificates</li> </ul>
<p><b>Module Learning Outcomes</b></p> <p>مخرجات التعلم للمادة الدراسية</p>	<ol style="list-style-type: none"> <li>The student understands and appreciates the concept of accounting and its importance at the economic unit level.</li> <li>The student gains knowledge of the branches of accounting and each branch's specialization.</li> <li>The student learns concepts and methods of recording and measurement.</li> <li>The student understands accounting principles and their applications, including recording, analyzing, and communicating accounting information.</li> <li>The student understands the process of preparing financial statements.</li> <li>The student learns the benefits and purposes of financial accounting.</li> <li>The student is introduced to types of accounting records and documents.</li> <li>The student learns how to prepare closing accounts and derive results from them.</li> <li>The student understands and uses accounting information systems and their role in business organizations.</li> </ol>
<p><b>Indicative Contents</b></p> <p>المحتويات الإرشادية</p>	<ul style="list-style-type: none"> <li>Requests basic knowledge in finance.</li> <li>Focus on practical application in all aspects of the teaching and learning processes.</li> <li>Providing students with the ability to understand the diversity of the business environment and interact with it.</li> <li>Developing students' skills, competencies, and professional ethics to give them chances of success in their future jobs at the local level.</li> <li>Qualifying students to obtain the required and accurate professional certificates</li> </ul>

<p><b>Learning and Teaching Strategies</b></p> <p>استراتيجيات التعلم والتعليم</p>	
<p><b>Strategies</b></p>	<ol style="list-style-type: none"> <li>Class lectures</li> <li>Electronic lectures</li> <li>Modern technological means and accounting programs that help students understand the subject and create knowledge</li> </ol>

### Student Workload (SWL)

الحمل الدراسي للطالب محسوب لـ ١٥ اسبوعا

<b>Structured SWL (h/sem)</b> الحمل الدراسي المنتظم للطالب خلال الفصل	45	<b>Structured SWL (h/w)</b> الحمل الدراسي المنتظم للطالب أسبوعيا	3
<b>Unstructured SWL (h/sem)</b> الحمل الدراسي غير المنتظم للطالب خلال الفصل	30	<b>Unstructured SWL (h/w)</b> الحمل الدراسي غير المنتظم للطالب أسبوعيا	2
<b>Total SWL (h/sem)</b> الحمل الدراسي الكلي للطالب خلال الفصل	75		

### Module Evaluation

تقييم المادة الدراسية

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
<b>Formative assessment</b>	<b>Quizzes</b>	2	10% (10)	5, 10	LO # 2,4
	<b>Assignments</b>	2	10% (10)	2, 12	LO # 1,3,5
	<b>Projects / Lab.</b>	1	10%(10)	cont	
	<b>Report</b>	1	10% (10)	10	LO # 8,9
<b>Summative assessment</b>	<b>Midterm Exam</b>	2 hr	10% (10)	8	LO # 3,5,9
	<b>Final Exam</b>	3hr	50% (50)	16	All
<b>Total assessment</b>			100% (100 Marks)		

### Delivery Plan (Weekly Syllabus)

المنهاج الاسبوعي النظري

Material Covered	
<b>Week 1</b>	Introduction to Accounting and the Business Environment (Companies)
<b>Week 2</b>	Basic functions of accounting and users of accounting information

<b>Week 3</b>	Types of companies according to the nature of ownership and the nature of activity
<b>Week 4</b>	Single entry
<b>Week 5</b>	Accounting operations - the accounting equation
<b>Week 6</b>	Double entry - accounting documents and records
<b>Week 7</b>	Accounting cycle - Analysis of financial transactions - Recording - Posting - Balancing - Trial balance
<b>Week 8</b>	Accounting cycle - Analysis of financial transactions - Recording - Posting - Balancing - Trial balance
<b>Week 9</b>	Accounting for the formation of companies - Advancement of capital, its increase and decrease
<b>Week 10</b>	Personal withdrawals, loans and their interest
<b>Week 11</b>	Revenue and capital expenses
<b>Week 12</b>	Accounting for goods (purchases, returns and allowances)
<b>Week 13</b>	Accounting for goods (sales, returns and allowances)
<b>Week 14</b>	Accounting treatments for types of discounts
<b>Week 15</b>	semester exam

### Delivery Plan (Weekly Lab. Syllabus)

المنهاج الاسبوعي للمختبر

	<b>Material Covered</b>
<b>Week 1</b>	None
<b>Week 2</b>	None
<b>Week 3</b>	None
<b>Week 4</b>	None
<b>Week 5</b>	None
<b>Week 6</b>	None
<b>Week 7</b>	None

## Learning and Teaching Resources

مصادر التعلم والتدريس

	Text	Available in the Library?
<b>Required Texts</b>	مبادئ المحاسبة المالية 2009 / د. نزار فليح البلداوي -د. رضوان حلوة اساسيات المعرفة المحاسبية/2007: أ.د. طلال الججاوي + د. ريان حنان نعوم واخرون	<b>No</b>
<b>Recommended Texts</b>	المحاسبة المالية 2014/ د. ضياء عبد الحسين القاموسي + عدنان عبد الحميد مبادئ المحاسبة المالية 2018 / أ.د. صفاء احمد العاني -م. حكيم الساعدي	<b>No</b>
<b>Websites</b>		

## Grading Scheme

مخطط الدرجات

Group	Grade	التقدير	Marks (%)	Definition
<b>Success Group (50 - 100)</b>	<b>A - Excellent</b>	امتياز	90 – 100	Outstanding Performance
	<b>B - Very Good</b>	جيد جدا	80 – 89	Above average with some errors
	<b>C – Good</b>	جيد	70 – 79	Sound work with notable errors
	<b>D - Satisfactory</b>	متوسط	60 – 69	Fair but with major shortcomings
	<b>E - Sufficient</b>	مقبول	50 – 59	Work meets minimum criteria
<b>Fail Group (0 – 49)</b>	<b>FX – Fail</b>	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	<b>F – Fail</b>	راسب	(0-44)	Considerable amount of work required

**Note:** Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

## MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
Module Title	الإحصاء لإدارة الأعمال <b>Statistics for Business</b>		Module Delivery
Module Type	B		<input checked="" type="checkbox"/> Theory <input type="checkbox"/> Lecture <input type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input checked="" type="checkbox"/> Practical <input type="checkbox"/> Seminar
Module Code	BA.07		
ECTS Credits	3		
SWL (hr/sem)	45		
Module Level	1	Semester of Delivery	1
Administering Department		College	
Module Leader	Ahmed Ali	e-mail	
Module Leader's Acad. Title	Assistant lecture	Module Leader's Qualification	Master
Module Tutor	Ahmed Ali	e-mail	
Peer Reviewer Name		e-mail	
Scientific Committee Approval Date	14/10/2025	Version Number	2.0

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 Aims أهداف المادة الدراسية	The aim of this course is to introduce students to the main topics of statistics. The course will cover statistics requirements, by enabling the student to become familiar with statistical concepts and its uses, and introducing the student to the role of statistics and its relationship to other sciences, including economic sciences. The student will also acquire skills in applying the basic laws and principles of descriptive statistics. The student will also acquire the skill of recognizing the appropriate statistical method in collecting, describing, and

	organizing And displaying data. At the end of the course, students will have extensive knowledge of the basic concepts of statistics in terms of using appropriate statistical indicators and applying them to data and information. This is achieved through theoretical lectures, educational programs, and homework assignments.
<b>Module Learning Outcomes</b>  مخرجات التعلم للمادة الدراسية	<b>Important: Write at least 5 learning outcomes, preferably equal to the number of weeks of study.</b> <b>CLO-1: Identifying the basics of statistics, the beginning of its emergence and stages of development, what are the means and methods of collecting data about phenomena, and the common mistakes that the researcher makes when collecting data about that phenomenon.</b> <b>CLO-2: Identify the areas of application of statistics, its relationship to other sciences, and how to define the study problem.</b> <b>CLO-3: Statistical symbols, equations, and mathematical terms.</b> <b>CLO-4: How to create a frequency distribution table and methods for displaying data</b> <b>CLO-5: Calculating some statistical indicators, including measures of central tendency.</b> <b>CLO-6: Calculating measures of dispersion</b> <b>CLO-7: Calculate hash metrics.</b>
<b>Indicative Contents</b>  المحتويات الإرشادية	Part A - Basic requirements for calculating and graphing measures of central tendency and measures of dispersion for classified and unclassified data Part B - Constructing a table of frequency distributions, discrete distribution, continuous distribution, methods of displaying data, tabular display, clustered frequency distribution, proportional frequency distribution, percentile frequency distribution, geometric display, rectangle graph, bar graphs, circle graph, line graph Part C - Calculating the values of the random variable X, Y, addition symbol, multiplication symbol

### Learning and Teaching Strategies

استراتيجيات التعلم والتعليم

<b>Strategies</b>	Expanding students` perceptions of statistics, familiarity with basic mathematical concepts and principles , and the ability to distinguish between different mathematical concepts. This course has several components that include studying lectures, tutorial, discussion, homework, and e-learning platforms. The course will be taught in English, and all compulsory assignments have to be submitted within the deadlines to be admitted to the exam.
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### Student Workload (SWL)

الحمل الدراسي للطالب محسوب لـ ١٥ اسبوعا

<b>Structured SWL (h/sem)</b> الحمل الدراسي المنتظم للطالب خلال الفصل	45	<b>Structured SWL (h/w)</b> الحمل الدراسي المنتظم للطالب أسبوعيا	3
<b>Unstructured SWL (h/sem)</b> الحمل الدراسي غير المنتظم للطالب خلال الفصل	30	<b>Unstructured SWL (h/w)</b> الحمل الدراسي غير المنتظم للطالب أسبوعيا	2

<b>Total SWL (h/sem)</b> الحمل الدراسي الكلي للطالب خلال الفصل	75
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<b>Module Evaluation</b> تقييم المادة الدراسية					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
<b>Formative assessment</b>	<b>Quizzes</b>	1	10% (10)	8	CLO-1 , CLO-2, CLO-3,CLO-4,CLO-5
	<b>Assignments</b>	1	10% (10)	6	CLO-1, CLO-2
	<b>Projects / Lab.</b>	1	10% (10)	continuous	
	<b>Report</b>	1	10% (10)	10	CLO-1, CLO-2, CLO-3
<b>Summative assessment</b>	<b>Midterm Exam</b>	2 hr	10% (10)	9	CLO-1, CLO-2, CLO-3
	<b>Final Exam</b>	3hr	50% (50)	16	All
<b>Total assessment</b>			100% (100 Marks)		

<b>Delivery Plan (Weekly Syllabus)</b> المناهج الاسبوعي النظري	
	<b>Material Covered</b>
<b>Week 1</b>	Introduction to Statistics
<b>Week 2</b>	Samples, Types of Samples
<b>Week 3</b>	Frequency Distributions التوزيعات التكرارية
<b>Week 4</b>	Collecting and Presenting Statistical Data
<b>Week 5</b>	Measures of Central Tendency (Arithmetic Mean and Methods of Calculating It)
<b>Week 6</b>	Measures of Central Tendency (Median and Mode and Methods of Calculating Them)
<b>Week 7</b>	Measures of Central Tendency (Harmonic Mean, Geometric Mean and Methods of Calculating Them)
<b>Week 8</b>	Relationship between Measures of Central Tendency
<b>Week 9</b>	Measures of Dispersion (Range, Median Deviation and Interquartile Deviation)
<b>Week 10</b>	Measures of Dispersion (Variance and Standard Deviation)
<b>Week 11</b>	Measures of Skewness
<b>Week 12</b>	( Simple Linear Regression (Pearson)

<b>Week 13</b>	Simple Linear Correlation with Reference to Partial and Multiple Correlation
<b>Week 14</b>	Rank Correlation and its Characteristics (Spearman)
<b>Week 15</b>	Statistical Applications
<b>Week 16</b>	<b>Preparatory week before the final Exam</b>

<b>Delivery Plan (Weekly Lab. Syllabus)</b> المنهاج الاسبوعي للمختبر	
	<b>Material Covered</b>
<b>Week 1</b>	
<b>Week 2</b>	
<b>Week 3</b>	
<b>Week 4</b>	
<b>Week 5</b>	
<b>Week 6</b>	
<b>Week 7</b>	

<b>Learning and Teaching Resources</b> مصادر التعلم والتدريس		
	<b>Text</b>	<b>Available in the Library?</b>
<b>Required Texts</b>	Moshahadani, Mahmoud Hassan & Amir H. Hormuz, 1989, Statistics, University of Baghdad. مدخل الى علم الاحصاء – د خاشع الراوي مبادئ الاحصاء التطبيقي – أ.د رعد فاضل	Yes
<b>Recommended Texts</b>		No
<b>Websites</b>		

**Grading Scheme**

مخطط الدرجات

Group	Grade	التقدير	Marks (%)	Definition
<b>Success Group (50 - 100)</b>	<b>A - Excellent</b>	امتياز	90 - 100	Outstanding Performance
	<b>B - Very Good</b>	جيد جدا	80 - 89	Above average with some errors
	<b>C - Good</b>	جيد	70 - 79	Sound work with notable errors
	<b>D - Satisfactory</b>	متوسط	60 - 69	Fair but with major shortcomings
	<b>E - Sufficient</b>	مقبول	50 - 59	Work meets minimum criteria
<b>Fail Group (0 - 49)</b>	<b>FX - Fail</b>	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	<b>F - Fail</b>	راسب	(0-44)	Considerable amount of work required

**Note:** Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

# MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
<b>Module Title</b>	<b>English Reading in Business</b>		<b>Module Delivery</b>
<b>Module Type</b>	<b>Basic</b>		<input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Lecture <input type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input type="checkbox"/> Practical <input type="checkbox"/> Seminar
<b>Module Code</b>	<b>BA.08</b>		
<b>ECTS Credits</b>	<b>3</b>		
<b>SWL (hr/sem)</b>	<b>45</b>		
<b>Module Level</b>	1 UGI	<b>Semester of Delivery</b>	
<b>Administering Department</b>	Type Dept. Code	<b>College</b>	Type College Code
<b>Module Leader</b>	Ali Hassan		<b>e-mail</b>
<b>Module Leader's Acad. Title</b>	Assistant lecture	<b>Module Leader's Qualification</b>	master
<b>Module Tutor</b>	Ali Hassan		<b>e-mail</b>
<b>Peer Reviewer Name</b>	Name	<b>e-mail</b>	E-mail
<b>Scientific Committee Approval Date</b>	14/10/2025	<b>Version Number</b>	

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

Module Aims, Learning Outcomes and Indicative Contents	
أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية	
<b>Module Objectives</b> أهداف المادة الدراسية	1. Providing students with theoretical knowledge in understanding the Readings in Management.  2. Apply managerial skills to enable students to use them in their scientific and practical lives.

<p><b>Module Learning Outcomes</b></p> <p>مخرجات التعلم للمادة الدراسية</p>	<ol style="list-style-type: none"> <li>1. Develop essential managerial competencies to enhance leadership and decision-making abilities.</li> <li>2. Strengthen organizational skills to effectively manage business operations and resources.</li> <li>3. Equip students with strategic planning skills for effective business management.</li> <li>4. Enrich students' proficiency in Business Management terminology and language in English.</li> <li>5. Enable students to apply modern management concepts, tools, and technologies in business analysis.</li> <li>6. Enhance students' decision-making skills through critical thinking and problem-solving approaches.</li> <li>7. Develop students' ability to analyze and evaluate business performance using data-driven insights.</li> </ol>
<p><b>Indicative Contents</b></p> <p>المحتويات الإرشادية</p>	<p>Total hrs = 125 = SSWL - (Exam hrs) = 125 - 3 = 122 hr (Time table hrs x 15 weeks)</p>

### Learning and Teaching Strategies

#### استراتيجيات التعلم والتعليم

<p><b>Strategies</b></p>	<ol style="list-style-type: none"> <li>1. Provide course materials in advance through publication and timely student notification.</li> <li>2. Encourage students to actively read and engage with the provided texts and passages during class sessions.</li> <li>3. Facilitate discussions on previously covered materials, establishing connections with the current lecture where applicable.</li> <li>4. Deliver presentations with clear explanations to enhance students' understanding of key concepts.</li> <li>5. Incorporate practical exercises to reinforce the application of business management theories and concepts.</li> <li>6. Integrate real-world examples to strengthen students' practical skills and applied learning.</li> </ol>
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### Student Workload (SWL)

#### الحمل الدراسي للطالب محسوب لـ ١٥ اسبوعا

<p><b>Structured SWL (h/sem)</b></p> <p>الحمل الدراسي المنتظم للطالب خلال الفصل</p>	<p>45</p>	<p><b>Structured SWL (h/w)</b></p> <p>الحمل الدراسي المنتظم للطالب أسبوعيا</p>	<p>3</p>
<p><b>Unstructured SWL (h/sem)</b></p>	<p>30</p>	<p><b>Unstructured SWL (h/w)</b></p>	<p>2</p>

الحمل الدراسي غير المنتظم للطالب خلال الفصل		الحمل الدراسي غير المنتظم للطالب أسبوعياً	
<b>Total SWL (h/sem)</b>	<b>75</b>		
الحمل الدراسي الكلي للطالب خلال الفصل			

### Module Evaluation

تقييم المادة الدراسية

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
<b>Formative assessment</b>	<b>Quizzes</b>	2	10%(10)	3	LO#1, LO#2, LO#3/ LO#5, LO#6, LO#7, LO#8, LO#9, LO#10
	<b>Assignments</b>	1	10%(10)	5	LO#1, LO#2, LO#3, LO#4.
	<b>Projects / Lab.</b>				
	<b>Report</b>	1	10%(10)	6	LO#1, LO#2, LO#3, LO#4, LO#5.
<b>Summative assessment</b>	<b>Midterm Exam</b>	2hr	20% (20)	8	
	<b>Final Exam</b>	3hr	50% (50)	16	All
<b>Total assessment</b>			100% (100 Marks)		

### Delivery Plan (Weekly Syllabus)

المنهاج الاسبوعي النظري

	Material Covered
<b>Week 1</b>	The concept and importance of Readings in Management.
<b>Week 2</b>	Types of business organizations
<b>Week 3</b>	Characteristics of the organization.
<b>Week 4</b>	Functions of Management Process.
<b>Week 5</b>	Managers and the Management Process.
<b>Week 6</b>	Types of Managers.
<b>Week 7</b>	The main functions of the managers.
<b>Week 8</b>	Mid-term Exam.
<b>Week 9</b>	Introduction to the Decision Making.
<b>Week 10</b>	Most common vocabularies in Management (Part I).
<b>Week 11</b>	Most common vocabularies in Management (Part II).

<b>Week 12</b>	Definition of Planning+ Types of planning.
<b>Week 13</b>	The definition and the measurement of Efficiency.
<b>Week 14</b>	The definition and the measurement of Effectiveness
<b>Week 15</b>	Most common vocabularies in Management (Part III)
<b>Week 16</b>	<b>Preparatory week before the final Exam.</b>

<b>Delivery Plan (Weekly Lab. Syllabus)</b> المنهاج الاسبوعي للمختبر	
	<b>Material Covered</b>
<b>Week 1</b>	
<b>Week 2</b>	
<b>Week 3</b>	
<b>Week 4</b>	
<b>Week 5</b>	
<b>Week 6</b>	
<b>Week 7</b>	

<b>Learning and Teaching Resources</b> مصادر التعلم والتدريس		
	<b>Text</b>	<b>Available in the Library?</b>
<b>Required Texts</b>	Compiled booklet from different references.	<b>No.</b>
<b>Recommended Texts</b>		
<b>Websites</b>		

## Grading Scheme

مخطط الدرجات

Group	Grade	التقدير	Marks %	Definition
<b>Success Group</b> <b>(50 - 100)</b>	<b>A - Excellent</b>	امتياز	90 - 100	Outstanding Performance
	<b>B - Very Good</b>	جيد جدا	80 - 89	Above average with some errors
	<b>C - Good</b>	جيد	70 - 79	Sound work with notable errors
	<b>D - Satisfactory</b>	متوسط	60 - 69	Fair but with major shortcomings
	<b>E - Sufficient</b>	مقبول	50 - 59	Work meets minimum criteria
<b>Fail Group</b> <b>(0 - 49)</b>	<b>FX - Fail</b>	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	<b>F - Fail</b>	راسب	(0-44)	Considerable amount of work required

**Note:** Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

## MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
<b>Module Title</b>	<b>مبادئ ادارة الاعمال</b>	<b>Module Delivery</b>	
<b>Module Type</b>	<b>Core</b>	<input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Lecture <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input type="checkbox"/> Practical <input type="checkbox"/> Seminar	
<b>Module Code</b>	<b>BA1101</b>		
<b>ECTS Credits</b>	<b>3</b>		
<b>SWL (hr/sem)</b>	<b>45</b>		
<b>Module Level</b>	1 1		
<b>Administering Department</b>	Type Dept. Code	<b>College</b>	Type College Code
<b>Module Leader</b>	Khalaf Ajifa	<b>e-mail</b>	E-mail
<b>Module Leader's Acad. Title</b>	Assistant lecture	<b>Module Leader's Qualification</b>	master
<b>Module Tutor</b>	Khalaf Ajifa	<b>e-mail</b>	E-mail
<b>Peer Reviewer Name</b>	Name	<b>e-mail</b>	E-mail
<b>Scientific Committee Approval Date</b>	14/10/2025	<b>Version Number</b>	1.0

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

Module Aims, Learning Outcomes and Indicative Contents	
أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية	
<b>Module Objectives</b> أهداف المادة الدراسية	1. Providing the student with basic knowledge of management concepts

	<ol style="list-style-type: none"> <li>2. Providing the student with post-graduation job skills that contribute to improving performance and preparing them for future skills</li> <li>3. The student will be able to capitalize on opportunities in the labor market</li> </ol>
<b>Module Learning Outcomes</b>  مخرجات التعلم للمادة الدراسية	<p>Important: Write at least 6 Learning Outcomes, better to be equal to the number of study weeks.</p> <ol style="list-style-type: none"> <li>1. The student will be able to understand the concept of management and the manager, and the most important roles and responsibilities of the manager</li> <li>2. The student will be able to explain the development of management thought</li> <li>3. The student will be able to analyze information and make decisions</li> <li>4. The student will be able to understand planning and planning processes</li> <li>5. The student will be able to apply forecasting methods and effective planning</li> <li>6. The student will be able to understand the process of organizational conflict</li> <li>7. The student will be able to understand work teams</li> <li>8. The student will be able to understand the administrative control process</li> <li>9. The student will be able to understand control in its strategic framework</li> <li>10. The student will be able to understand human resource management and financial management.</li> </ol>
<b>Indicative Contents</b>  المحتويات الإرشادية	<p>Management Terminology:</p> <p>The term organization is used to refer to companies, institutions, and government departments, whether in the private, public, or voluntary sectors.</p> <p>Total hrs = 105 = SSWL - (Exam hrs) = 109 - 4 = 105 hr (Time table hrs x 15 weeks)</p>

<b>Learning and Teaching Strategies</b> استراتيجيات التعلم والتعليم	
<b>Strategies</b>	<p>Lecture-based learning will be through a comprehensive explanation of theoretical management concepts</p> <p>Project-based learning is used by assigning students applied projects in the field of management or learning by doing by assigning students realistic tasks</p> <p>Collaborative learning is used by forming teams to solve administrative problems and using group brainstorming to solve administrative problems</p>

Class discussion strategies are used by opening discussion or participatory learning

Stimulating critical thinking

Continuous assessment and feedback on student activities

### Student Workload (SWL)

الحمل الدراسي للطالب محسوب لـ ١٥ اسبوعا

<b>Structured SWL (h/sem)</b> الحمل الدراسي المنتظم للطالب خلال الفصل	45	<b>Structured SWL (h/w)</b> الحمل الدراسي المنتظم للطالب أسبوعيا	3
<b>Unstructured SWL (h/sem)</b> الحمل الدراسي غير المنتظم للطالب خلال الفصل	30	<b>Unstructured SWL (h/w)</b> الحمل الدراسي غير المنتظم للطالب أسبوعيا	2
<b>Total SWL (h/sem)</b> الحمل الدراسي الكلي للطالب خلال الفصل	<b>75</b>		

### Module Evaluation

تقييم المادة الدراسية

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
<b>Formative assessment</b>	<b>Quizzes</b>	2	10% (10)	5 and 10	LO #1, #2 and #10, #11
	<b>Assignments</b>	2	10% (10)	2 and 12	LO #3, #4 and #6, #7
	<b>Projects / Lab.</b>	1	10% (10)	Continuou s	All
	<b>Report</b>	1	10% (10)	13	LO #5, #8 and #10
<b>Summative assessment</b>	<b>Midterm Exam</b>	2hr	10% (10)	7	LO #1 - #7
	<b>Final Exam</b>	3hr	50% (50)	16	All
<b>Total assessment</b>			100% (100 Marks)		

### Delivery Plan (Weekly Syllabus)

المنهاج الاسبوعي النظري

	Material Covered
<b>Week 1</b>	The Nature of Management and the Manager's Tasks
<b>Week 2</b>	Development of Management Thought
<b>Week 3</b>	Management in the Changing Environment
<b>Week 4</b>	Planning
<b>Week 5</b>	Information and Decision Making
<b>Week 6</b>	Authority
<b>Week 7</b>	Organizational Conflict
<b>Week 8</b>	Motivation and Job Satisfaction
<b>Week 9</b>	Work Teams
<b>Week 10</b>	Nature and Types of Control
<b>Week 11</b>	Control in its Strategic and Social Framework
<b>Week 12</b>	Control Tools and Techniques
<b>Week 13</b>	Managing Organization Activities
<b>Week 14</b>	Human Resource Management and Financial Management
<b>Week 15</b>	Artificial Intelligence in Business Organizations
<b>Week 16</b>	<b>Preparatory week before the final Exam</b>

### Delivery Plan (Weekly Lab. Syllabus)

المنهاج الاسبوعي للمختبر

	Material Covered
<b>Week 1</b>	
<b>Week 2</b>	
<b>Week 3</b>	

Week 4	
Week 5	
Week 6	
Week 7	

Learning and Teaching Resources		
مصادر التعلم والتدريس		
	Text	Available in the Library?
Required Texts	مبادئ الإدارة مع التركيز على إدارة الأعمال، خليل محمد الشماخ، دار المسرة، 2016.	Yes
Recommended Texts	إدارة الأعمال، د. سعد علي العنزي، دار اليازوري، 2020.	No
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:** Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

# MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
<b>Module Title</b>	<b>مبادئ المحاسبة المالية</b>		<b>Module Delivery</b>
<b>Module Type</b>	<b>Core</b>		<input checked="" type="checkbox"/> <b>Theory</b> نظري <input type="checkbox"/> <b>Lecture</b> اونلاين <input type="checkbox"/> <b>Lab</b> مختبر <input type="checkbox"/> <b>Tutorial</b> مراجعة <input checked="" type="checkbox"/> <b>Practical</b> عملي <input type="checkbox"/> <b>Seminar</b> سيمينر
<b>Module Code</b>	<b>AB1103</b>		
<b>ECTS Credits</b>	<b>3</b>		
<b>SWL (hr/sem)</b>	<b>45</b>		
<b>Module Level</b>	1	<b>Semester of Delivery</b>	2
<b>Administering Department</b>	Type Dept. Code	<b>College</b>	Type College Code
<b>Module Leader</b>	Dhaif Ahmed		<b>e-mail</b>
<b>Module Leader's Acad. Title</b>	Assistant lecture	<b>Module Leader's Qualification</b>	Master
<b>Module Tutor</b>	Dhaif Ahmed		<b>e-mail</b>
<b>Peer Reviewer Name</b>		<b>e-mail</b>	
<b>Scientific Committee Approval Date</b>		<b>Version Number</b>	1.0

Relation with other Modules			
العلاقة مع المواد الدراسية الأخرى			
<b>Prerequisite module</b>		<b>Semester</b>	
<b>Co-requisites module</b>		<b>Semester</b>	

## Module Aims, Learning Outcomes and Indicative Contents

أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية

<p><b>Module Objectives</b></p> <p>أهداف المادة الدراسية</p>	<ul style="list-style-type: none"><li>• Providing students with theoretical and practical knowledge in the field of financial accounting, by focusing on the practical application of all aspects of the teaching and learning process</li><li>• Developing students' ability to understand the changing business environment and interact with its variables effectively through the application of financial accounting principles</li><li>• Enabling students to understand and apply the basic principles of accounting, including recording, analyzing, and effectively communicating financial information to relevant parties</li><li>• Developing practical skills in preparing and analyzing financial statements and using accounting information in making financial and administrative decisions</li><li>• Enhancing students' understanding of accounting information systems and how to use them to support accounting operations within organizations</li><li>• Developing students' skills in solving financial problems by analyzing financial statements and correcting accounting errors\Promoting professional accounting values and ethics that help students succeed in their future career paths at the local and international levels</li><li>• Qualifying students to obtain specialized professional certificates in accounting and auditing by providing them with the necessary knowledge</li><li>• Developing students' ability to prepare final accounts, analyze the financial position of companies, and apply correct accounting operations</li></ul>
<p><b>Module Learning Outcomes</b></p> <p>مخرجات التعلم للمادة الدراسية</p>	<ol style="list-style-type: none"><li>1. Understanding the concept and types of commercial papers and identifying their accounting characteristics</li><li>2. Identifying the accounting registration processes for bills of exchange and recording issued and received checks</li><li>3. Processing accounting entries for cases of disposal of bills of exchange and preparing accounting entries for each case</li><li>4. Understanding the classification of fixed assets and their accounting specifications and distinguishing between revenues and capital expenditures</li><li>5. Identifying the methods of accounting registration for fixed assets and processing their accounting depreciation</li><li>6. Identifying the concept of depreciation for fixed assets and applying different methods for calculating depreciation</li><li>7. Understanding the impact of different depreciation calculation methods on financial statements and processing the sale of fixed assets accounting-wise</li></ol>

	<ol style="list-style-type: none"> <li>8. Analyzing profits and losses realized from the sale of assets and recording them in the accounting records</li> <li>9. Understanding the concept of replacement for fixed assets and processing the registration of replacement of similar and dissimilar assets</li> <li>10. Understanding adjusting entries for expenses and revenues and methods of recording and processing them</li> <li>11. Understanding accounting errors, identifying their types, and preparing correcting entries for them</li> <li>12. Preparing the adjusted trial balance based on accounting corrections and preparing financial statements</li> <li>13. Identifying closing accounts and preparing closing entries for financial transactions related to the trading account</li> <li>14. Preparing the profit and loss account, recording related accounting entries, and preparing the balance sheet</li> <li>15. Understanding the process of preparing final financial statements, including the balance sheet, statement of cash flows, and income statement, and evaluating financial performance based on these statements.</li> </ol>
<p style="text-align: center;"><b>Indicative Contents</b></p> <p style="text-align: center;">المحتويات الإرشادية</p>	<ol style="list-style-type: none"> <li>1. Requires basic knowledge in finance.</li> <li>2. Focus on practical application in all aspects of the teaching and learning process.</li> <li>3. Providing students with the ability to understand the diversity of the business environment and interact with it.</li> <li>4. Developing students' skills, competencies, and professional ethics to give them chances of success in their future jobs at the local level.</li> <li>5. Qualifying students to obtain the required and accurate professional certificates.</li> </ol>
<p><b>Learning and Teaching Strategies</b></p> <p>استراتيجيات التعلم والتعليم</p>	
<p><b>Strategies</b></p>	<ol style="list-style-type: none"> <li>1. Class lectures</li> <li>2. Electronic lectures</li> <li>3. Modern technological means and accounting programs that help students understand the subject and create knowledge</li> </ol>

<p><b>Student Workload (SWL)</b></p> <p>اسبوعا 15 الحمل الدراسي للطالب محسوب لـ</p>			
<p><b>Structured SWL (h/sem)</b></p> <p>الحمل الدراسي المنتظم للطالب خلال الفصل</p>	45	<p><b>Structured SWL (h/w)</b></p> <p>الحمل الدراسي المنتظم للطالب أسبوعيا</p>	3
<p><b>Unstructured SWL (h/sem)</b></p> <p>الحمل الدراسي غير المنتظم للطالب خلال الفصل</p>	30	<p><b>Unstructured SWL (h/w)</b></p> <p>الحمل الدراسي غير المنتظم للطالب أسبوعيا</p>	2
<p><b>Total SWL (h/sem)</b></p> <p>الحمل الدراسي الكلي للطالب خلال الفصل</p>	75		

		Time/Number عدد المتطلب :	Weight (Marks) الدرجة	Week Due رقم الاسبوع	Relevant Learning Outcome(ت سلسل المخرج)
Formative assessment	Quizzes	2	10% (10)	Continuous	LO # 1,2,3,5,6,7, 10 and 11
	Assignments	2	10% (10)	Continuous	LO # 4,5,6,7,10, 11 and 12
	Projects / Lab.	1	10% (10)	Continuous	
	Report	1	10%(10)	Continuous	LO # 1,2,3,13 14 and 15
Summative assessment	Midterm Exam	2hr	(10)	12	LO # 1-10
	Final Exam	3hr	(50)	16	All
Total assessment			(100) Marks		

### Delivery Plan (Weekly Syllabus)

المنهاج الاسبوعي النظري

	Material Covered
Week 1	Understanding the concept and types of commercial papers and identifying their accounting characteristics.
Week 2	Identifying the accounting registration processes for bills of exchange and recording issued and received checks.
Week 3	Processing accounting entries for cases of disposal of bills of exchange and preparing accounting entries for each case.
Week 4	Understanding the classification of fixed assets and their accounting specifications and distinguishing between revenues and capital expenditures.
Week 5	Identifying the methods of accounting registration for fixed assets and processing their accounting depreciation.
Week 6	Identifying the concept of depreciation for fixed assets and applying different methods for calculating depreciation.
Week 7	Understanding the impact of different depreciation calculation methods on financial statements and processing the sale of fixed assets accounting-wise.

<b>Week 8</b>	Analyzing profits and losses realized from the sale of assets and recording them in the accounting records.
<b>Week 9</b>	Understanding the concept of replacement for fixed assets and processing the registration of replacement of similar and dissimilar assets.
<b>Week 10</b>	Understanding accounting errors, identifying their types, and preparing correcting entries for them.
<b>Week 11</b>	Preparing the adjusted trial balance based on accounting corrections and preparing financial statements.
<b>Week 12</b>	Identifying closing accounts and preparing closing entries for financial transactions related to the trading account.
<b>Week 13</b>	Preparing the profit and loss account, recording related accounting entries, and preparing the balance sheet.
<b>Week 14</b>	Understanding the concept and types of commercial papers and identifying their accounting characteristics.
<b>Week 15</b>	Identifying the accounting registration processes for bills of exchange and recording issued and received checks.
<b>Week 16</b>	

### Delivery Plan (Weekly Lab. Syllabus)

المنهاج الاسبوعي للمختبر

	<b>Material Covered</b>
<b>Week 1</b>	
<b>Week 2</b>	
<b>Week 3</b>	
<b>Week 4</b>	
<b>Week 5</b>	
<b>Week 6</b>	
<b>Week 7</b>	

## Learning and Teaching Resources

مصادر التعلم والتدريس

	Text	Available in the Library?
<b>Required Texts</b>	(Accounting, Miqdad Ahmed Al-Jalili et al., 2000 edition.)	
<b>Recommended Texts</b>	<p>-Principles of Financial Accounting: A Contemporary View, Prof. Dr. Saud Jayed Mashkour et al., First Edition 2013.</p> <p>-Introduction to the Fundamentals of Financial Accounting, Prof. Dr. Saud Jayed Mashkour, Prof. Khalil Al-Zalzali, First Edition 2020</p>	
<b>Websites</b>		

## Grading Scheme

مخطط الدرجات

Group	Grade	التقدير	Marks %	Definition
<b>Success Group (50 - 100)</b>	<b>A - Excellent</b>	امتياز	90 - 100	Outstanding Performance
	<b>B - Very Good</b>	جيد جدا	80 - 89	Above average with some errors
	<b>C - Good</b>	جيد	70 - 79	Sound work with notable errors
	<b>D - Satisfactory</b>	متوسط	60 - 69	Fair but with major shortcomings
	<b>E - Sufficient</b>	مقبول	50 - 59	Work meets minimum criteria
<b>Fail Group (0 - 49)</b>	<b>FX – Fail</b>	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	<b>F – Fail</b>	راسب	(0-44)	Considerable amount of work required

**Note:**

# MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information				
معلومات المادة الدراسية				
<b>Module Title</b>	<b>Fundamentals of Computer Science</b>		<b>Module Delivery</b>	
<b>Module Type</b>	<b>S</b>		<input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Seminar <input type="checkbox"/> Tutorial <input type="checkbox"/> Practical <input type="checkbox"/> Lecture	
<b>Module Code</b>	<b>BA.09</b>			
<b>ECTS Credits</b>	<b>3</b>			
<b>SWL (hr/sem)</b>	<b>45</b>			
<b>Module Level</b>	1	1	<b>Semester of Delivery</b>	1
<b>Administering Department</b>			<b>College</b>	
<b>Module Leader</b>	Alaa Kamil		<b>e-mail</b>	
<b>Module Leader's Acad. Title</b>	Assistant lecture		<b>Module Leader's Qualification</b>	Master
<b>Module Tutor</b>	Alaa Kamil		<b>e-mail</b>	
<b>Peer Reviewer Name</b>			<b>e-mail</b>	
<b>Scientific Committee Approval Date</b>			<b>Version Number</b>	1.0

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

Module Aims, Learning Outcomes and Indicative Contents	
أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية	
<b>Module Aims</b> أهداف المادة الدراسية	<ol style="list-style-type: none"> <li>1. Understand and state the importance of computer literacy.</li> <li>2. To develop the concepts of software design and the techniques of computer programming</li> </ol>

	<ol style="list-style-type: none"> <li>Identify and explain what computers are and how they work, including the computer hardware components and their specifications and types.</li> <li>understand the significance of computer-based information system in Educational Administration.</li> </ol>
<b>Module Learning Outcomes</b>  مخرجات التعلم للمادة الدراسية	<ol style="list-style-type: none"> <li>To train for the use of personal computer in the world of business.</li> <li>proficiency in electronic business management.</li> <li>gain the desired skills required in electronic business management.</li> <li>Understand the personal attributes valued by employers</li> <li>Understand the principles of effective communication</li> <li>Be able to use IT to communicate effectively</li> <li>Be able to address personal development needs.</li> </ol>
<b>Indicative Contents</b>  المحتويات الإرشادية	<ol style="list-style-type: none"> <li>In this course you will be exposed to the introductory aspect of computers and its application in administration and business.</li> <li>the use of Microsoft Word in administrative management</li> </ol>

### Learning and Teaching Strategies

#### استراتيجيات التعلم والتعليم

<b>Strategies</b>	<ol style="list-style-type: none"> <li>Information about subject syllabus and rules of assessment.</li> <li>Lessons by provides study materials in form of texts, pictures, presentations, animations and interactive teaching.</li> <li>The last part is dedicated to the final exam through assessment and tests.</li> </ol>
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### Student Workload (SWL)

#### الحمل الدراسي للطالب محسوب لـ ١٥ اسبوعا

<b>Structured SWL (h/sem)</b> الحمل الدراسي المنتظم للطالب خلال الفصل	45	<b>Structured SWL (h/w)</b> الحمل الدراسي المنتظم للطالب أسبوعيا	3
<b>Unstructured SWL (h/sem)</b> الحمل الدراسي غير المنتظم للطالب خلال الفصل	30	<b>Unstructured SWL (h/w)</b> الحمل الدراسي غير المنتظم للطالب أسبوعيا	2
<b>Total SWL (h/sem)</b> الحمل الدراسي الكلي للطالب خلال الفصل	75		

## Module Evaluation

تقييم المادة الدراسية

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	1	10% (10)	10	LO #1, 2, 10 and 11
	Assignments	1	10% (10)	2, 12	LO # 3, 4, 6 and 7
	Projects / Lab.	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	2hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

## Delivery Plan (Weekly Syllabus)

المنهاج الاسبوعي النظري

	Material Covered
Week 1	Introduction to the development of computers and their generations
Week 2	Windows, Windows features, desktop components
Week 3	Windows main menus, folders and files
Week 4	Control Panel and main settings
Week 5	Internet basics, a historical overview of the Internet and global networks, uses of the Internet and global networks
Week 6	Web browsers, types of networks, wireless Internet features and Internet Explorer
Week 7	E-mail, email features, how to create and control e-mail

<b>Week 8</b>	Microsoft Office, an overview of the most important Microsoft Office programs and the special uses of each program
<b>Week 9</b>	Word program, opening Word program, explaining the main menus in Word program
<b>Week 10</b>	Creating a new document, controlling the document, controlling font types and font size
<b>Week 11</b>	Saving files in Word program, controlling printing, tabbing pages in Word, page layout
<b>Week 12</b>	ACCESS program, opening ACCESS program, the first step with databases - opening an existing database in the default form, modifying a record within a database and saving it, saving a database to a hard disk or floppy disk, closing the database.
<b>Week 13</b>	Retrieve information - basic operations, access an existing database, search for a record based on a specific criterion, create a simple query.
<b>Week 14</b>	Create a query with different criteria, save a query, select and sort, select and sort data based on a specific criterion
<b>Week 15</b>	Administrative examples and applications
<b>Week 16</b>	<b>Preparatory week before the final Exam</b>

### Delivery Plan (Weekly Lab. Syllabus)

المنهاج الاسبوعي للمختبر

	<b>Material Covered</b>
<b>Week 1</b>	operation System (windows 10), Desktop.
<b>Week 2</b>	desktop components, start and restart the computer.
<b>Week 3</b>	Taskbar.
<b>Week 4</b>	create new folder, Icons, file, folder.
<b>Week 5</b>	Rename the folder, delete the folder, Recycle bin icon.
<b>Week 6</b>	Steps for Microsoft word .

<b>Week 7</b>	Toolbar Microsoft word .
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<b>Learning and Teaching Resources</b> مصادر التعلم والتدريس		
	<b>Text</b>	<b>Available in the Library?</b>
<b>Required Texts</b>	No	Yes
<b>Recommended Texts</b>	No	No
<b>Websites</b>		

<b>Grading Scheme</b> مخطط الدرجات				
<b>Group</b>	<b>Grade</b>	<b>التقدير</b>	<b>Marks (%)</b>	<b>Definition</b>
<b>Success Group</b> (50 - 100)	<b>A - Excellent</b>	امتياز	90 - 100	Outstanding Performance
	<b>B - Very Good</b>	جيد جدا	80 - 89	Above average with some errors
	<b>C - Good</b>	جيد	70 - 79	Sound work with notable errors
	<b>D - Satisfactory</b>	متوسط	60 - 69	Fair but with major shortcomings
	<b>E - Sufficient</b>	مقبول	50 - 59	Work meets minimum criteria
<b>Fail Group</b> (0 - 49)	<b>FX - Fail</b>	راسب (فيد المعالجة)	(45-49)	More work required but credit awarded
	<b>F - Fail</b>	راسب	(0-44)	Considerable amount of work required

**Note:** Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

# MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
<b>Module Title</b>	حقوق انسان والديمقراطية		<b>Module Delivery</b>
<b>Module Type</b>	<b>S</b>		<input checked="" type="checkbox"/> Theory <input type="checkbox"/> Lecture <input type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input type="checkbox"/> Practical <input type="checkbox"/> Seminar
<b>Module Code</b>	BA.10		
<b>ECTS Credits</b>	<b>2</b>		
<b>SWL (hr/sem)</b>	<b>30</b>		
<b>Module Level</b>	1 1	<b>Semester of Delivery</b>	
<b>Administering Department</b>	<i>Type Dept. Code</i>	<b>College</b>	<i>Type College Code</i>
<b>Module Leader</b>	Ibrahim mohammed	<b>e-mail</b>	
<b>Module Leader's Acad. Title</b>	Assistant lecture	<b>Module Leader's Qualification</b>	Master
<b>Module Tutor</b>	Ibrahim mohammed	<b>e-mail</b>	
<b>Peer Reviewer Name</b>		<b>e-mail</b>	
<b>Scientific Committee Approval Date</b>		<b>Version Number</b>	1.0

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

Module Aims, Learning Outcomes and Indicative Contents	
أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية	
<b>Module Aims</b> أهداف المادة الدراسية	1- Objectives of human rights education 2- Defending human dignity 3- Contributing to -changing human life for the better regarding: Change in values and feelings - and change in behavior 4- Promoting the idea of social justice

	<p>5- Strengthening the link between the individual, the group, the state, and its institutions</p> <p>6- Enhancing feelings of solidarity with others</p> <p>7- Developing skills for monitoring violations and dealing with violators</p> <p>8- Supporting skills for understanding human rights issues</p> <p>9- Promoting ways of interactive education</p> <p>10- Promoting ways of participation in public affairs - citizenship</p>
<p><b>Module Learning Outcomes</b></p> <p>مخرجات التعلم للمادة الدراسية</p>	<ol style="list-style-type: none"> <li>1. Cognitive aspect: Teaching the main principles of the most prominent human rights, their sources, types, and the mechanisms used to protect them</li> <li>2. Affective aspect: Values, attitudes, and behaviors that uphold human rights and work to adhere to them</li> <li>3. Behavioral aspect: Human rights courses must aim to translate knowledge, experiences, values, and behaviors into permanent work and continuous activity to defend them in lived reality and enhance efforts to address human rights issues...</li> </ol>
<p><b>Indicative Contents</b></p> <p>المحتويات الإرشادية</p>	<p>A set of rights and freedoms</p> <ul style="list-style-type: none"> <li>• Acquired by humans by virtue of being human</li> <li>• Define and protect human dignity and integrity</li> <li>• Rights inherent to humans and inalienable</li> <li>• Secure the rights and freedoms of individuals and peoples in the face of the state and the possibility of state tyranny</li> <li>• The state is obligated to protect them from assault or violation</li> <li>• Do not discriminate between people on any basis</li> <li>• Standards and guarantees ensuring human enjoyment and protection of these rights</li> <li>• Stipulated in a number of international declarations and treaties and in other sources that vary according to different cultures and civilizations, such as Islamic Sharia</li> <li>• Multiple types of rights: The right to life, the right to property, freedom of opinion and expression, freedom of assembly, freedom of movement, protection against discrimination, protection against torture, the right to equality before the law, the right to obtain food, education, health, and employment, the right of peoples to self-determination</li> <li>• In times of peace and times of war</li> </ul>

<p><b>Learning and Teaching Strategies</b></p> <p>استراتيجيات التعلم والتعليم</p>	
<p><b>Strategies</b></p>	<p>ust be aligned with the requirements of each branch of knowledge and every sector of life</p>

Linked to the independence of educational institutions and academics' enjoyment of academic freedoms

### Student Workload (SWL)

الحمل الدراسي للطالب محسوب لـ ١٥ اسبوعا

<b>Structured SWL (h/sem)</b> الحمل الدراسي المنتظم للطالب خلال الفصل	30	<b>Structured SWL (h/w)</b> الحمل الدراسي المنتظم للطالب أسبوعيا	2
<b>Unstructured SWL (h/sem)</b> الحمل الدراسي غير المنتظم للطالب خلال الفصل	15	<b>Unstructured SWL (h/w)</b> الحمل الدراسي غير المنتظم للطالب أسبوعيا	1
<b>Total SWL (h/sem)</b> الحمل الدراسي الكلي للطالب خلال الفصل	45		

### Module Evaluation

تقييم المادة الدراسية

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
<b>Formative assessment</b>	<b>Quizzes</b>	1	10% (10)	10	
	<b>Assignments</b>	1	10% (10)	5	
	<b>Projects / Lab.</b>	1	10% (10)		
	<b>Report</b>	1	10% (10)	13	
<b>Summative assessment</b>	<b>Midterm Exam</b>	2 hr	10% (10)	11	
	<b>Final Exam</b>	3hr	50% (50)	16	
<b>Total assessment</b>			100% (100 Marks)		

### Delivery Plan (Weekly Syllabus)

المنهاج الاسبوعي النظري

<b>Material Covered</b>
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<b>Week 1</b>	General Introduction to the concept of Human Rights
<b>Week 2</b>	The roots and development of human rights in human history
<b>Week 3</b>	Definition of Human Rights
<b>Week 4</b>	Concept and history of Democracy
<b>Week 5</b>	Features and characteristics of Human Rights
<b>Week 6</b>	Features and components of a democratic system
<b>Week 7</b>	Human Rights in the modern era
<b>Week 8</b>	The main components of Democracy
<b>Week 9</b>	Discussion + daily exam
<b>Week 10</b>	Sources of Human Rights and related conventions
<b>Week 11</b>	Constitution and Democracy
<b>Week 12</b>	The concept and importance of elections
<b>Week 13</b>	United Nations mechanisms for protecting human rights
<b>Week 14</b>	Concepts of Human Rights
<b>Week 15</b>	Characteristics of a democratic system
<b>Week 16</b>	Civil society institutions

### Learning and Teaching Resources

مصادر التعلم والتدريس

	<b>Text</b>	<b>Available in the Library?</b>
<b>Required Texts</b>	<p>الكتاب المنهجي: المدخل لدراسة حقوق الانسان { ا.د.مازن ليلو راضي-  {ا.د.حيدر ادهم عبدالهادي  {المدخل لدراسة القانون الدولي لحقوق الانسان {د.هادي نعيم المالكي  {مدخل لتعليم حقوق الانسان في العراق {جواد شحاته</p>	Yes
<b>Recommended Texts</b>	<p>مقدمة لمفهوم حقوق الانسان محمد السيد سعيد,  حقوق الانسان بين تعاليم الاسلام واعلان الامم المتحدة لمحمد الغزالي  محمد الغزالي</p>	

## Grading Scheme

## مخطط الدرجات

Group	Grade	التقدير	Marks (%)	Definition
<b>Success Group</b> (50 - 100)	<b>A - Excellent</b>	امتياز	90 - 100	Outstanding Performance
	<b>B - Very Good</b>	جيد جدا	80 - 89	Above average with some errors
	<b>C - Good</b>	جيد	70 - 79	Sound work with notable errors
	<b>D - Satisfactory</b>	متوسط	60 - 69	Fair but with major shortcomings
	<b>E - Sufficient</b>	مقبول	50 - 59	Work meets minimum criteria
<b>Fail Group</b> (0 - 49)	<b>FX – Fail</b>	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	<b>F – Fail</b>	راسب	(0-44)	Considerable amount of work required

**Note:** Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

## Stage 2 /sem 3

### MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
Module Title	<b>Human Resource Management</b>		Module Delivery
Module Type	<b>Core / Mandatory</b>		<input checked="" type="checkbox"/> Theory نظري <input type="checkbox"/> Lecture اونلاين <input type="checkbox"/> Lab مختبر <input type="checkbox"/> Tutorial مراجعة <input checked="" type="checkbox"/> Practical عملي <input type="checkbox"/> Seminar سيمينر
Module Code	<b>BA1203</b>		
ECTS Credits	<b>3</b>		
SWL (hr/sem)	<b>45</b>		
Module Level	UGII	Semester of Delivery	
Administering Department	Type Dept. Code	College	
Module Leader	Asst. Lect. Rabab Waheed	e-mail	
Module Leader's Acad. Title	Assistant Lecturer	Module Leader's Qualification	Master
Module Tutor	Asst. Lect. Rabab Waheed	e-mail	
Peer Reviewer Name		e-mail	
Scientific Committee Approval Date		Version Number	

Relation with other Modules			
العلاقة مع المواد الدراسية الأخرى			
Prerequisite module	Principles of Management	Semester	2
Co-requisites module	Organizational Behavior	Semester	2

Module Aims, Learning Outcomes and Indicative Contents	
أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية	
Module Objectives	<b>First: Cognitive Objectives</b>

1. Introducing the student to the concept of Human Resource Management (HRM) and its importance in organizations.
2. Clarifying the development of the HR function and its strategic role in achieving organizational goals.
3. Enabling the student to understand HR processes (recruitment, selection, training, development, evaluation, compensation).
4. Explaining the relationship between HRM and other management fields such as marketing, production, and finance.
5. Identifying systems and laws related to human resources (labor laws, safety, equality, labor relations).

### **Second: Skill Objectives**

1. Providing the student with the skills to design and analyze job descriptions.
2. Training the student on using appropriate recruitment and selection methods.
3. Developing the student's ability to design training and development plans for human resources.
4. Acquiring the skill of performance evaluation using objective tools and criteria.
5. Enabling the student to analyze workforce problems and propose practical solutions.

### **Third: Value and Behavioral Objectives**

1. Enhancing the student's perception of the value of the human element as the most important resource in the organization.
2. Instilling values of justice and transparency in dealing with employees.
3. Developing an ethical sense in making administrative decisions related to human resources.
4. Encouraging teamwork and taking responsibility.
5. Consolidating the concept of continuous learning and self-development.

### **Module Learning Outcomes**

مخرجات التعلم للمادة الدراسية

- 1- Understand and explain the basic concepts and functions of Human Resource Management.
- 2- Identify the main challenges and trends affecting HRM within organizations.
- 3- Demonstrate knowledge of the legal and ethical frameworks governing HRM practices.
- 4- Analyze HRM policies and procedures and suggest appropriate improvements.
- 5- Prepare training and development programs for employees in line with organizational needs.
- 6- Evaluate performance management systems and propose effective strategies for improvement.
- 7- Work effectively within teams to solve problems related to Human Resource Management.
- 8- Apply ethical thinking and sound professional judgment in HR decision-making.
- 9- Communicate clearly and persuasively when presenting HRM concepts to various stakeholders.

<p><b>Indicative Contents</b></p> <p>المحتويات الإرشادية</p>	<ol style="list-style-type: none"> <li>1. <b>Introduction to HRM: Nature, scope, functions, historical development, and roles of HRM.</b></li> <li>2. <b>Strategic HRM: Aligning HR strategy with organizational strategy.</b></li> <li>3. <b>HR Planning: Forecasting future needs, workforce planning, and succession planning.</b></li> <li>4. <b>Job Analysis and Design: Analysis methods, preparing job descriptions, and job evaluation.</b></li> <li>5. <b>Recruitment and Selection: Recruitment sources, selection tests, and personal interviews.</b></li> <li>6. <b>Training and Development: Identifying training needs, training methods, and program evaluation.</b></li> <li>7. <b>Performance Management: Performance appraisal systems, feedback, and improving individual and organizational performance.</b></li> <li>8. <b>Wages and Rewards: Salary structure, incentives, and job benefits.</b></li> <li>9. <b>Employee Relations and Labor Law: Conflict resolution, the role of unions, and compliance with labor laws.</b></li> <li>10. <b>Motivation and Retention Strategies: Methods for enhancing engagement and job satisfaction.</b></li> <li>11. <b>HR Technology and Information Systems (HRIS): Digital tools and HR data management.</b></li> <li>12. <b>Ethics, Diversity, and Inclusion: Ethical practices and respecting diversity in the work environment.</b></li> <li>13. <b>International HRM and Future Trends: Challenges of HRM in a global environment and modern trends..</b></li> </ol>
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<p><b>Learning and Teaching Strategies</b></p> <p>استراتيجيات التعلم والتعليم</p>	
<p><b>Strategies</b></p>	<ul style="list-style-type: none"> <li>• <b>First: Cognitive Strategies</b></li> <li>• <b>Interactive Lectures: To explain theoretical concepts and basic approaches in HRM.</b></li> <li>• <b>Brainstorming: To generate ideas on topics such as motivation or performance development.</b></li> <li>• <b>Case Studies: To analyze real-world problems in HR and link them to relevant theories.</b></li> </ul>

- **Problem-Based Learning (PBL):** Assigning students practical situations like resolving a workplace conflict.
- **Second: Skill-Based Strategies**
- **Simulation:** Role-playing scenarios like job interviews or performance evaluations.
- **Cooperative Learning:** Dividing students into groups to design training plans or HR policies.
- **Training Workshops:** To apply practical tools like preparing job descriptions or designing incentive systems.
- **Project-Based Learning:** Preparing an integrated HRM plan for a virtual organization..
- **Third: Affective Strategies**
- **Guided Discussions:** Regarding ethical and legal issues in the field of HRM.
- **Reflective Learning:** Writing personal reports on situations from which the student gained values and professional skills.
- **Educational Games:** To enhance team spirit and belonging to institutional values.
- **Field Visits:** To companies or institutions to monitor the practical application of HRM.

### Student Workload (SWL)

الحمل الدراسي للطالب محسوب لـ 15 اسبوعا

<b>Structured SWL (h/sem)</b> الحمل الدراسي المنتظم للطالب خلال الفصل	45	<b>Structured SWL (h/w)</b> الحمل الدراسي المنتظم للطالب أسبوعيا	3
<b>Unstructured SWL (h/sem)</b> الحمل الدراسي غير المنتظم للطالب خلال الفصل	30	<b>Unstructured SWL (h/w)</b> الحمل الدراسي غير المنتظم للطالب أسبوعيا	2
<b>Total SWL (h/sem)</b> الحمل الدراسي الكلي للطالب خلال الفصل	<b>75</b>		

## Module Evaluation

تقييم المادة الدراسية

		Time/Number عدد المتطلب :	(Marks) الدرجة	Weight وزن الدرجة	Week Due رقم الاسبوع	Relevant Learning Outcome( تسلسل المخرج)
Formative assessment	Quizzes	2	(10)	10% )	5 and 10	LO #1, #2 and #10, #11
	Assignments	2	(10)	10%	2 and 12	LO #3, #4 and #6, #7
	Projects / Lab.	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	50% (50)	(50)	50%	16	All LOs
Total assessment			(100) Marks	100% (100 Marks)		

## Delivery Plan (Weekly Syllabus)

المنهاج الاسبوعي النظري

	Material Covered
Week 1	Introduction to Human Resource Management
Week 2	Definition, Importance, and Historical Development of HRM Role of HRM in Organizational Strategy
Week 3	Legal and Ethical Framework of HRM
Week 4	Basics of Labor Laws Equal Opportunity and Work Ethics
Week 5	Human Resource Planning
Week 6	Forecasting Future HR Needs Job Analysis and Design
Week 7	Midterm
Week 8	Recruitment

	Sources of Recruitment
<b>Week 9</b>	Internal vs. External Recruitment
<b>Week 10</b>	Selection Selection Methods (Tests, Interviews, Assessments)
<b>Week 11</b>	Reliability and Validity in Selection
<b>Week 12</b>	Orientation and Guidance Importance of the Orientation Program for New Employees
<b>Week 13</b>	Employee Integration Process into the Work Environment
<b>Week 14</b>	Review and Mid-term Evaluation Case Studies in Recruitment and Selection
<b>Week 15</b>	<b>Group Presentations</b>

### Delivery Plan (Weekly Lab. Syllabus)

المنهاج الاسبوعي العملي

	Material Covered
<b>Week 1</b>	Introduction to Human Resource Information Systems (HRIS) and Employee Data Management
<b>Week 2</b>	Exploring the HRIS Interface and Basic Functions
<b>Week 3</b>	Creating and Managing Employee Records
<b>Week 4</b>	Managing Data Security and Privacy in HR Systems
<b>Week 5</b>	Setting up the HR Organizational Structure
<b>Week 6</b>	Conducting Job Analysis using Information System Tools
<b>Week 7</b>	Designing Job Description Cards and Job Specifications
<b>Week 8</b>	Designing Effective Job Advertisements
<b>Week 9</b>	Managing Electronic Applications and Resume Screening
<b>Week 10</b>	Conducting Mock Interviews and Evaluating Candidates
<b>Week 11</b>	Preparing and Managing Training Needs Analysis (TNA) Models
<b>Week 12</b>	Performance Appraisal Systems in HRIS
<b>Week 13</b>	Preparing Reports, Dashboards, and Analysis in Human Resources
<b>Week 14</b>	Data-Driven Decision Making in HRM
<b>Week 15</b>	Final Project Presentation and System Evaluation

## Learning and Teaching Resources

مصادر التعلم والتدريس

	Text	Available in the Library?
<b>Required Texts</b>	Fundamentals of HRM, Prof. Dr. Saad Ali Al-Anzi, 2019	Yes
<b>Recommended Texts</b>	Dessler, G. (2023). Human Resource Management. Pearson Education.	NO
<b>Websites</b>	<a href="https://www.shrm.org/?utm_source=chatgpt.com">https://www.shrm.org/?utm_source=chatgpt.com</a> <a href="https://www.hr.com/?utm_source=chatgpt.com">https://www.hr.com/?utm_source=chatgpt.com</a> <a href="https://www.thomas.co/resources/type/blog/top-5-websites-hr-guides-articles?utm_source=chatgpt.com">https://www.thomas.co/resources/type/blog/top-5-websites-hr-guides-articles?utm_source=chatgpt.com</a>	

## Grading Scheme

مخطط الدرجات

Group	Grade	التقدير	Marks %	Definition
<b>Success Group (50 - 100)</b>	<b>A - Excellent</b>	امتياز	90 - 100	Outstanding Performance
	<b>B - Very Good</b>	جيد جدا	80 - 89	Above average with some errors
	<b>C - Good</b>	جيد	70 - 79	Sound work with notable errors
	<b>D - Satisfactory</b>	متوسط	60 - 69	Fair but with major shortcomings
	<b>E - Sufficient</b>	مقبول	50 - 59	Work meets minimum criteria
<b>Fail Group (0 - 49)</b>	<b>FX – Fail</b>	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	<b>F – Fail</b>	راسب	(0-44)	Considerable amount of work required

**Note:**

Module Description Template

Sample course description

Unit Information				
Course Information				
Unit Title	<b>Commercial Law</b>		Delivery of the unit	
Unit Type	<b>B</b>		<input checked="" type="checkbox"/> Theory <input type="checkbox"/> foot <input type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input checked="" type="checkbox"/> practical <input type="checkbox"/> Seminar	
Module Code	<b>BA152102</b>			
ECTS Credits	<b>3</b>			
SWL (Hour/SEM)	<b>45</b>			
Unit Level			Delivery Semester	<b>1</b>
Management	A.L. Rana Abbas	College		
Unit Commander Academy Address	Assistant Lecturer	Unit Commander Qualifications	Master	
Unit Instructor	A.L. Rana Abbas	Email		
Name of Fellow References		Email		
Date of Approval of the Scientific Committee		Issue Number		

Relationship with other units			
Relationship with other subjects			
Prerequisites Module	Any	Semester	
Common Requirements Module	Any	Semester	

<b>Unit Objectives, Learning Outcomes, and Instructional Contents</b>	
<b>Course Objectives, Learning Outcomes, and Instructional Contents</b>	
<b>Unit Objectives</b> <b>Course Objectives</b>	The aim of this course is to introduce students to the main topics of commercial law. The course will cover the basic requirements of commercial law, including knowing what commercial law is, who is a merchant, what are his duties, and what is the law applied in Iraq? This will be achieved through theory lectures, tutorials, and homework.
<b>Stereotypical Learning Outcomes</b>  <b>Learning Outcomes for the Course</b>	<p>Important: Write at least 5 learning outcomes, preferably equal to the number of weeks of study.</p> <p><b>CLO-1: Familiarize yourself with the basics of commercial law and focus on its important topics</b></p> <p><b>CLO-2: Know how to distinguish between business and civil work</b></p> <p><b>CLO-3: Familiarize yourself with the conditions for acquiring merchant status and the duties they should perform</b></p> <p><b>CLO-4: Applying the provisions of the articles of the Commercial Law to different persons and businesses so that we can know who is a trader and what is a business</b></p> <p><b>CLO-5: Knowing the nature of a commercial paper and its most important types</b></p>
<b>How-to Contents</b>  <b>How-to Contents</b>	<p><b><u>Part A - Commercial Law / Definition, Sources and Scope of Application</u></b></p> <p><b><u>Part B – Commercial Business / Its Definition and Distinction from Civil Work and Statement of the Iraqi Legislator's Position on the Commercial Business Census</u></b></p> <p><b><u>Part C – Merchant / Definition and Statement of its Terms and Duties</u></b></p> <p><b><u>Part D. Commercial Paper/Definition, Functions and Types</u></b></p>

<b>Learning and Teaching Strategies</b>	
<b>Learning and Teaching Strategies</b>	
<b>Strategies</b>	Broadening students' perceptions of the concept of commercial law and familiarity with the sum total of legal materials it encompasses This course contains many components that include the study of lectures, educational programs, discussion, homework, and e-learning platforms. The course will be taught in Arabic, and all compulsory assignments must be submitted during the exam admission deadlines.

### Student Workload (SWL)

The student's academic load is calculated for 15 weeks

<b>SWL Regulator (h/sem)</b> Student's regular academic load during the semester	45	<b>SWL Regulator (h/w)</b> Regular Academic Load of the Student Weekly	2
<b>Unregulated SWL (h/sem)</b> Student's irregular academic load during class	30	<b>Unregulated SWL (h/w)</b> Student's irregular academic load per week	3
<b>Total SWL (h/sem)</b> The student's total academic load during the semester	75		

### Unit Evaluation

Assessment of the course

		Time/Number	Weight(s)	Week due	Relevant Learning Outcomes
<b>Formative Assessment</b>	<b>Tournament</b>	1	(10) %10	8	CLO-1 , CLO-2 , CLO-3 , CLO-4 , CLO-5
	<b>Assignments</b>	1	(10) %10	6	CLO-1 , CLO-2
	<b>Daily exam</b>	1	10% (10)	continuous	
	<b>report</b>	1	(10) %10	10	CLO-1 , CLO-2 , CLO-3
<b>Final Evaluation</b>	<b>Mid-Term Exam</b>	hours 2	(10) %10	9	CLO-1 , CLO-2 , CLO-3
	<b>Final Exam</b>	hours 3	(50) %50	16	every
<b>Overall Evaluation</b>			100% (100°)		

## Delivery Plan (Weekly Curriculum)

### Theoretical Weekly Curriculum

	Covered Materials
<b>Week 1</b>	Definition of Commercial Law and Explanation of its Sources
<b>Week 2</b>	Scope of Application of Commercial Law
<b>Week 3</b>	Business Definition
<b>Week 4</b>	A comprehensive review of what has already been studied with a daily exam
<b>Week 5</b>	Business Census
<b>Week 6</b>	Legal System of Business
<b>Week 7</b>	Midterm Exam
<b>Week 8</b>	merchandiser
<b>Week 9</b>	Duties of the Trader Part One
<b>Week 10</b>	Duties of the Trader Part II
<b>Week 11</b>	Delivery and discussion of reports
<b>Week 12</b>	Introduction of the Commercial Paper
<b>Week 13</b>	Types of Commercial Papers
<b>Week 14</b>	Comprehensive Review of the Article
<b>Week 15</b>	Preparation for the final exam
<b>Week 16</b>	<b>Preparatory week before the final examfinal exam</b>

## Delivery Plan (Weekly Lab Curriculum)

### Weekly Laboratory Curriculum

	Covered Materials
<b>Week 1</b>	
<b>Week 2</b>	

<b>Week 3</b>	
<b>Week 4</b>	
<b>Week 5</b>	
<b>Week 6</b>	

<b>Learning and Teaching Resources</b>		
<b>Learning and Teaching Resources</b>		
	<b>text</b>	<b>Available at the library?</b>
<b>Required Texts</b>	<p>1- Lectures prepared by the lecturer of the subject including a simplified explanation of the Iraqi Commercial Law in force 2- The text of the articles of the Iraqi Commercial Law Amended No. 30 of 1984</p> <p>The Mediator in Explaining the Iraqi Commercial Law by Dr. Salah Al-Din Al-Nasi</p> <p>Principles of Commercial Law by Taleb Hussein Moussa</p> <p>Al-Wajeez in Iraqi Commercial Law by Dr. Farouk Ibrahim Jassim</p>	
<b>Proposed texts</b>	Iraqi academic journals specialized in legal sciences issued by law faculties in Iraq	
<b>Websites</b>		

## Grading Chart

### Grading Chart

group	degree	Appreciation	Tags (%)	definition
<b>Success Group</b> (50 - 100)	<b>A.</b> Excellent	<b>privilege</b>	90 - 100	Outstanding performance
	<b>B –</b> Very Good	<b>Very good</b>	80 - 89	Above average with some mistakes
	<b>C –</b> Good	<b>Good</b>	70 - 79	Sound work with noticeable errors
	<b>D.</b> Satisfactory	<b>medium</b>	60 - 69	Fair but with major shortcomings
	<b>E.</b> K	<b>Acceptable</b>	50 - 59	Work meets minimum standards
<b>Failure Group</b> (0 – 49)	<b>FX –</b> Failure	<b>Deposit (in processing)</b>	(45-49)	More work is required but credit granted
	<b>F –</b> Failure	<b>Failure</b>	(0-44)	A great deal of work required

**Note:** Decimal places of marks above or below 0.5 will be rounded to the full score higher or lower e.g. a mark of 54.5 will be rounded to 55, while a mark of 54.4 will be rounded to 54. The University has a policy of not condoning "near success failure", so the only adjustment of marks awarded by the original marks(s) would be the automatic rounding described above

## MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

(Ba'ath Party Crimes)

Module Information			
معلومات المادة الدراسية			
<b>Module Title</b>	<b>Ba'ath Party Crimes</b>		<b>Module Delivery</b>
<b>Module Type</b>	<b>S</b>		<input checked="" type="checkbox"/> <b>Theory</b> نظري <input type="checkbox"/> <b>Lecture</b> اونلاين <input type="checkbox"/> <b>Lab</b> مختبر <input type="checkbox"/> <b>Tutorial</b> مراجعة <input type="checkbox"/> <b>Practical</b> عملي <input type="checkbox"/> <b>Seminar</b> سيمينر
<b>Module Code</b>	<b>BA1224</b>		
<b>ECTS Credits</b>	<b>2</b>		
<b>SWL (hr/sem)</b>	<b>30</b>		
<b>Module Level</b>	2	<b>Semester of Delivery</b>	
<b>Administering Department</b>		<b>College</b>	
<b>Module Leader</b>	A.L. Rana Abbas		<b>e-mail</b>
<b>Module Leader's Acad. Title</b>	Assistant Lecturer	<b>Module Leader's Qualification</b>	Master
<b>Module Tutor</b>	A.L. Rana Abbas		<b>e-mail</b>
<b>Peer Reviewer Name</b>		<b>e-mail</b>	
<b>Scientific Committee Approval Date</b>		<b>Version Number</b>	1.0

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

Module Aims, Learning Outcomes and Indicative Contents	
أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية	
<b>Module Objectives</b> أهداف المادة الدراسية	<ol style="list-style-type: none"> <li>1. To identify the historical and political background of the emergence of the Ba'ath Party and understand the nature of the political system that ruled Iraq during the party's era.</li> <li>2. To analyze the legal and humanitarian framework of the crimes committed by the Ba'athist regime against individuals and groups, based on national laws and international human rights conventions.</li> </ol>

	<ol style="list-style-type: none"> <li>3. To explain the concept of political crime and the crime of genocide, linking them to events that occurred in Iraq during the party's rule.</li> <li>4. To clarify the mechanisms of legal accountability and transitional justice followed by the Iraqi state after 2003 to hold perpetrators of crimes accountable.</li> <li>5. To study prominent crimes and violations such as mass graves, forced displacement, political suppression, Anfal crimes, and liquidation campaigns against opponents.</li> <li>6. To analyze the social, economic, and political effects of these crimes on Iraqi society and how they contributed to shaping the collective consciousness and national memory..</li> </ol>
<p><b>Module Learning Outcomes</b></p> <p>مخرجات التعلم للمادة الدراسية</p>	<ol style="list-style-type: none"> <li>1. Defining the concept of crime linguistically and idiomatically, and classifications of crimes.</li> <li>2. Defining the crimes of the Ba'ath regime in Iraq and its various outlets according to what is stated in legal and historical documents.</li> <li>3. Analyzing the local and international legal framework for prosecuting Ba'ath crimes, especially according to the Iraqi Criminal Court law.</li> <li>4. The ability to document evidence such as mass graves, testimonies, and documents, and link them to international law and human rights.</li> <li>5. Evaluating the psychological impact of atrocities on individuals and communities, such as fear, trauma, and loss of identity.</li> <li>6. Analyzing the social impact on the fabric of society, such as the destruction of trust, social disintegration, and institutional violence.</li> <li>7. Evaluating the environmental consequences of the Ba'ath regime's policies, such as the use of prohibited weapons, drying of the marshes, pollution, and environmental destruction.</li> <li>8. Linking environmental damage to citizens' rights and public health.</li> <li>9. Interpreting the role of transitional justice mechanisms in addressing the legacy of crimes, such as committees, courts, compensation, and truth.</li> </ol>
<p><b>Indicative Contents</b></p> <p>المحتويات الإرشادية</p>	<ul style="list-style-type: none"> <li>• Adherence to scientific methodology and objectivity.</li> <li>• Short quizzes or written assignments.</li> <li>• Legal analysis of a specific case.</li> <li>• Short research or reports.</li> <li>• Class discussions.</li> </ul>

<p><b>Learning and Teaching Strategies</b></p> <p>استراتيجيات التعلم والتعليم</p>	
<p><b>Strategies</b></p>	<ul style="list-style-type: none"> <li>• Brainstorming and guided discussion</li> <li>• Problem-Based Learning</li> <li>• Research projects</li> <li>• Cooperative learning</li> </ul>

## Student Workload (SWL)

الحمل الدراسي للطالب محسوب لـ 15 اسبوعا

<b>Structured SWL (h/sem)</b> الحمل الدراسي المنتظم للطالب خلال الفصل	30	<b>Structured SWL (h/w)</b> الحمل الدراسي المنتظم للطالب أسبوعيا	2
<b>Unstructured SWL (h/sem)</b> الحمل الدراسي غير المنتظم للطالب خلال الفصل	15	<b>Unstructured SWL (h/w)</b> الحمل الدراسي غير المنتظم للطالب أسبوعيا	1
<b>Total SWL (h/sem)</b> الحمل الدراسي الكلي للطالب خلال الفصل	<b>45</b>		

## Module Evaluation

تقييم المادة الدراسية

		Time/Number عدد المتطلب :	(Marks) الدرجة	Weight وزن الدرجة	Week Due رقم الاسبوع	Relevant Learning Outcome (تسلسل المخرج)
<b>Formative assessment</b>	<b>Quizzes</b>	1	10	10%	7	LO: 5
	<b>Assignments</b>	1	10	10%	cont	LO :1-5
	<b>Projects / Lab.</b>	1	10	10%	10	LO :3
	<b>Report</b>	1	10	10%	14	LO :4
<b>Summative assessment</b>	<b>Midterm Exam</b>	2hr	(10)	10	7	LO :
	<b>Final Exam</b>	3hr	(50)	50	16	All
<b>Total assessment</b>			(100) Marks	100 Weight		

## Delivery Plan (Weekly Syllabus)

المنهاج الاسبوعي النظري

Week	Material Covered
Week 1	General introduction to the subject, objectives of studying "Ba'ath Party Crimes," and concepts of political and humanitarian violations.
Week 2	Violations of rights and freedoms.
Week 3	Political systems in Iraq (1921–2003).
Week 4	Ba'athist regime violations of public rights and freedoms: killing, torture, arrest, displacement.
Week 5	Effects of Ba'athist regime behaviors on society and the state: enshrining tyranny and disrupting democratic life.
Week 6	Effects of the transitional period in combating despotic policy: transitional justice and addressing the effects of the regime.
Week 7	Psychological, social, and intellectual effects of the regime.
Week 8	The psychological field: suppression and fear as tools of governance.
Week 9	The social field: dismantling the social fabric and spreading a culture of fear and spying.
Week 10	Religion and the state: exploiting religion to serve authority and persecuting sects and denominations.
Week 11	Culture, media, and the militarization of society: control over media and politicization of culture and education.
Week 12	Suppression and wars on environment and population, use of prohibited weapons, and environmental pollution.
Week 13	Scorched earth policy, burning of villages and infrastructure, bulldozing, and agricultural genocide.
Week 14	Drying the marshes and forced migration: an environmental and humanitarian crime.
Week 15	Destruction of agricultural and animal environments and radioactive pollution: effects of wars on the environment.
	. Midterm Exam

## Delivery Plan (Weekly Lab. Syllabus)

المنهاج الاسبوعي العملي

Week	Material Covered
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
Week 6	
Week 7	
Week 8	
Week 9	
Week 10	
Week 11	
Week 12	
Week 13	
Week 14	
Week 15	

## Learning and Teaching Resources

مصادر التعلم والتدريس

	Text	Available in the Library?
<b>Required Texts</b>	Curriculum prepared by the Ministry of Higher Education: Department of Studies, Planning and Follow-up.	
<b>Recommended Texts</b>	Various books in the field of rights, including Human Rights by Suhail Hussein al-Fatlawi and Human Rights by Georges Saad.	
<b>Websites</b>	All websites containing information and programs in the field of rights.	

## Grading Scheme

مخطط الدرجات

Group	Grade	التقدير	Marks %	Definition
<b>Success Group</b> (50 - 100)	<b>A - Excellent</b>	امتياز	90 - 100	Outstanding Performance
	<b>B - Very Good</b>	جيد جدا	80 - 89	Above average with some errors
	<b>C - Good</b>	جيد	70 - 79	Sound work with notable errors
	<b>D - Satisfactory</b>	متوسط	60 - 69	Fair but with major shortcomings
	<b>E - Sufficient</b>	مقبول	50 - 59	Work meets minimum criteria
<b>Fail Group</b> (0 - 49)	<b>FX – Fail</b>	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	<b>F – Fail</b>	راسب	(0-44)	Considerable amount of work required

**Note:**

## MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية  
(اساسيات علم الحاسوب)

Module Information			
معلومات المادة الدراسية			
<b>Module Title</b>	<b>Fundamentals of Computer Science</b>		<b>Module Delivery</b>
<b>Module Type</b>			<input checked="" type="checkbox"/> <b>Theory</b> نظري <input type="checkbox"/> <b>Lecture</b> اونلاين <input type="checkbox"/> <b>Lab</b> مختبر <input type="checkbox"/> <b>Tutorial</b> مراجعة <input checked="" type="checkbox"/> <b>Practical</b> عملي <input type="checkbox"/> <b>Seminar</b> سيمينر
<b>Module Code</b>	BA.09		
<b>ECTS Credits</b>	3		
<b>SWL (hr/sem)</b>	45		
<b>Module Level</b>	2	<b>Semester of Delivery</b>	1
<b>Administering Department</b>			<b>College</b>
<b>Module Leader</b>	Alaa Kamil		<b>e-mail</b>
<b>Module Leader's Acad. Title</b>	Assistant lecture	<b>Module Leader's Qualification</b>	master
<b>Module Tutor</b>	Alaa Kamil		<b>e-mail</b>
<b>Peer Reviewer Name</b>			<b>e-mail</b>
<b>Scientific Committee Approval Date</b>			<b>Version Number</b> 1.0

Relation with other Modules			
العلاقة مع المواد الدراسية الأخرى			
<b>Prerequisite module</b>			<b>Semester</b>
<b>Co-requisites module</b>			<b>Semester</b>

## Module Aims, Learning Outcomes and Indicative Contents

أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية

<b>Module Objectives</b> أهداف المادة الدراسية	<ol style="list-style-type: none"><li>1. Understand and state the importance of computer literacy.</li><li>2. To develop the concepts of software design and the techniques of computer programming</li><li>3. Identify and explain what computers are and how they work, including the computer hardware components and their specifications and types.</li><li>4. understand the significance of computer-based information system in Educational Administration</li></ol>
<b>Module Learning Outcomes</b> مخرجات التعلم للمادة الدراسية	<p>Important: Write Learning Outcomes, better to be equal to the number of study weeks.</p> <ol style="list-style-type: none"><li>1. To train for the use of personal computer in the world of business.</li><li>2. proficiency in electronic business management.</li><li>3. gain the desired skills required in electronic business management.</li><li>4. Understand the personal attributes valued by employers</li><li>5. Understand the principles of effective communication</li><li>6. Be able to use IT to communicate effectively</li><li>7. Be able to address personal development needs..</li></ol>
<b>Indicative Contents</b> المحتويات الإرشادية	

## Learning and Teaching Strategies

استراتيجيات التعلم والتعليم

<b>Strategies</b>	<ol style="list-style-type: none"><li>1. Information about subject syllabus and rules of assessment.</li><li>2. Lessons by provides study materials in form of texts, pictures, presentations, animations and interactive teaching.</li><li>3. The last part is dedicated to the final exam through assessment and tests.</li></ol>
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## Student Workload (SWL)

الحمل الدراسي للطالب محسوب لـ 15 اسبوعا

<b>Structured SWL (h/sem)</b> الحمل الدراسي المنتظم للطالب خلال الفصل	45	<b>Structured SWL (h/w)</b> الحمل الدراسي المنتظم للطالب أسبوعيا	3
<b>Unstructured SWL (h/sem)</b> الحمل الدراسي غير المنتظم للطالب خلال الفصل	30	<b>Unstructured SWL (h/w)</b> الحمل الدراسي غير المنتظم للطالب أسبوعيا	2
<b>Total SWL (h/sem)</b> الحمل الدراسي الكلي للطالب خلال الفصل	<b>75</b>		

## Module Evaluation

تقييم المادة الدراسية

		Time/Number عدد المتطلب :	(Marks) الدرجة	Weight وزن الدرجة	Week Due رقم الاسبوع	Relevant Learning Outcome (تسلسل المخرج)
<b>Formative assessment</b>	<b>Quizzes</b>	<b>2</b>	<b>10</b>	<b>10%</b>	<b>Continuous</b>	LO #1, 2, 10 and 11
	<b>Assignments</b>	<b>1</b>	<b>10</b>	<b>10%</b>	<b>Continuous</b>	LO # 3, 4, 6 and 7
	<b>Projects / Lab.</b>	<b>1</b>	<b>10</b>	<b>10%</b>	<b>Continuous</b>	All
	<b>Report</b>	<b>1</b>	<b>10</b>	<b>10%</b>	<b>Continuous</b>	LO # 5, 8 and 10
<b>Summative assessment</b>	<b>Midterm Exam</b>	<b>2hr</b>	<b>10</b>	<b>10%</b>	<b>Continuous</b>	LO # 1-7
	<b>Final Exam</b>	3hr	(50)	50	16	All
<b>Total assessment</b>			(100) Marks	100 Weight		

## Delivery Plan (Weekly Syllabus)

المنهاج الاسبوعي النظري

### Material Covered

<b>Week 1</b>	Security and Networking :What is network?Types of Network,Basic network components.
<b>Week 2</b>	Security and Networking (Cont.):Network Security Basics.Understanding threats.
<b>Week 3</b>	E-Commerce:Concepts of Electronic banking services this include online banking :ATM and debit card services,phone banking SMS banking,electronic alert ,Mobile banking.
<b>Week 4</b>	Computer Troubleshooting :Identifying and solving common hardware and software problem that computer users encounter.
<b>Week 5</b>	Computer Troubleshooting (Cont.):Basics troubleshooting techniques and tools for diagnosing and resolving issues.
<b>Week 6</b>	Introduction to AI:Definition of AI,History of AI,AI Techniques and Approaches.
<b>Week 7</b>	Introduction to AI(Cont.):Key characteristics of AI,Benefits of AI,Challenges and Ethical considerations.
<b>Week 8</b>	The Role of AI in Modern Smartphones :AI-driven Mobile Technologys,Virtual Assistants (Siri,Google Assistant ,Alexa).
<b>Week 9</b>	The Role of AI in Modern Smartphones (Cont.):Adaptive Learning ,Real –Time Translation Services.
<b>Week 10</b>	Applications and Tools of AI:Overview of AI Applications in Various industries ,Education and Healthcare.
<b>Week 11</b>	Applications and Tools of AI(Cont.):Transportation ,Marketing and Advertising.
<b>Week 12</b>	Applications and Tools of AI(Cont.P):Finance ,Robotics and Application Technologies.
<b>Week 13</b>	AI and Society :How AI affects social ,AI and international relations,AI and the future of humanity .
<b>Week 14</b>	Ethical Challenges in AI:AI ethics ,privacy and surveillance ,the impact of AI on the job market.
<b>Week 15</b>	The future of AI:future trends in AI,recent research and emerging technologies.
<b>Week 16</b>	<b>Preparatory week before the final Exam</b>

## Delivery Plan (Weekly Lab. Syllabus)

المنهاج الاسبوعي العملي

	<b>Material Covered</b>
<b>Week 1</b>	Security and Networking :What is network?Types of Network,Basic network components.
<b>Week 2</b>	Security and Networking (Cont.):Network Security Basics.Understanding threats.
<b>Week 3</b>	E-Commerce:Concepts of Electronic banking services this include online banking :ATM and debit card services,phone banking SMS banking,electronic alert ,Mobile banking.
<b>Week 4</b>	Computer Troubleshooting :Identifying and solving common hardware and software problem that computer users encounter.
<b>Week 5</b>	Computer Troubleshooting (Cont.):Basics troubleshooting techniques and tools for diagnosing and resolving issues.
<b>Week 6</b>	Introduction to AI:Definition of AI,History of AI,AI Techniques and Approaches.
<b>Week 7</b>	Introduction to AI(Cont.):Key characteristics of AI,Benefits of AI,Challenges and Ethical considerations.
<b>Week 8</b>	The Role of AI in Modern Smartphones :AI-driven Mobile Technologys,Virtual Assistants (Siri,Google Assistant ,Alexa).
<b>Week 9</b>	The Role of AI in Modern Smartphones (Cont.):Adaptive Learning ,Real –Time Translation Services.
<b>Week 10</b>	Applications and Tools of AI:Overview of AI Applications in Various industries ,Education and Healthcare.
<b>Week 11</b>	Applications and Tools of AI(Cont.):Transportation ,Marketing and Advertising.
<b>Week 12</b>	Applications and Tools of AI(Cont.P):Finance ,Robotics and Application Technologies.
<b>Week 13</b>	AI and Society :How AI affects social ,AI and international relations,AI and the future of humanity .
<b>Week 14</b>	Ethical Challenges in AI:AI ethics ,privacy and surveillance ,the impact of AI on the job market.
<b>Week 15</b>	The future of AI:future trends in AI,recent research and emerging technologies.

## Learning and Teaching Resources

مصادر التعلم والتدريس

	Text	Available in the Library?
<b>Required Texts</b>		
<b>Recommended Texts</b>		
<b>Websites</b>	Multiple websites are available in the field of expanding knowledge of modern computer skills	

## Grading Scheme

مخطط الدرجات

Group	Grade	التقدير	Marks %	Definition
<b>Success Group (50 - 100)</b>	<b>A - Excellent</b>	امتياز	90 - 100	Outstanding Performance
	<b>B - Very Good</b>	جيد جدا	80 - 89	Above average with some errors
	<b>C - Good</b>	جيد	70 - 79	Sound work with notable errors
	<b>D - Satisfactory</b>	متوسط	60 - 69	Fair but with major shortcomings
	<b>E - Sufficient</b>	مقبول	50 - 59	Work meets minimum criteria
<b>Fail Group (0 - 49)</b>	<b>FX – Fail</b>	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	<b>F – Fail</b>	راسب	(0-44)	Considerable amount of work required

**Note:**

MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

(organization theory)

Module Information			
معلومات المادة الدراسية			
Module Title	Organization theory		Module Delivery
Module Type	core		<input checked="" type="checkbox"/> Theory نظري <input type="checkbox"/> Lecture اونلاين <input type="checkbox"/> Lab مختبر <input type="checkbox"/> Tutorial مراجعة <input checked="" type="checkbox"/> Practical عملي <input type="checkbox"/> Seminar سيمينر
Module Code	BA212102		
ECTS Credits	3		
SWL (hr/sem)	45		
Module Level		Semester of Delivery	
Administering Department	Type Dept. Code	College	
Module Leader	Dr . adil kasid miftin	e-mail	
Module Leader's Acad. Title	lecture	Module Leader's Qualification	ph
Module Tutor	Dr . adil kasid miftin	e-mail	
Peer Reviewer Name		e-mail	
Scientific Committee Approval Date		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

<b>Module Objectives</b> أهداف المادة الدراسية	<ol style="list-style-type: none"><li>1. Introduce the student to the concept of organizational theory</li><li>2. Explain the development of organizational theory and its importance as a field of knowledge</li><li>3. Enabling the student to understand the cognitive and applied aspects of organizations</li><li>4. Explain the relationship between organizational theory and organizational behavior</li><li>5. Understand the comprehensive picture of the critical elements in organizations</li></ol>
<b>Module Learning Outcomes</b> مخرجات التعلم للمادة الدراسية	<p>Important: Write Learning Outcomes, better to be equal to the number of study weeks.</p> <ol style="list-style-type: none"><li>1. Equip students with the skills to transfer distinctive organizational models</li><li>2. Train students to implement the organizations' mission in society.</li><li>3. Develop students' abilities to engage in good citizenship behaviors.</li><li>4. Promote critical thinking and link theory to practice.</li><li>5. Develop practical skills such as interviewing, communication, and conflict resolution.</li><li>6. Apply these skills to analyze situations and formulate alternative solutions.</li><li>7. Promote critical thinking and link theory to practice.</li></ol>
<b>Indicative Contents</b> المحتويات الإرشادية	<ul style="list-style-type: none"><li>• Assign students a project (such as developing a training plan for a virtual organization).</li><li>• Use digital platforms to discuss specific topics or conduct short quizzes.</li><li>• Provide students with reflective activities and short reports to assess their understanding.</li></ul>

## Learning and Teaching Strategies

استراتيجيات التعلم والتعليم

<b>Strategies</b>	
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### Student Workload (SWL)

الحمل الدراسي للطالب محسوب لـ 15 اسبوعا

<b>Structured SWL (h/sem)</b> الحمل الدراسي المنتظم للطالب خلال الفصل	45	<b>Structured SWL (h/w)</b> الحمل الدراسي المنتظم للطالب أسبوعيا	3
<b>Unstructured SWL (h/sem)</b> الحمل الدراسي غير المنتظم للطالب خلال الفصل	30	<b>Unstructured SWL (h/w)</b> الحمل الدراسي غير المنتظم للطالب أسبوعيا	2
<b>Total SWL (h/sem)</b> الحمل الدراسي الكلي للطالب خلال الفصل	<b>75</b>		

### Module Evaluation

تقييم المادة الدراسية

		Time/Number عدد المتطلب :	(Marks) الدرجة	Weight وزن الدرجة	Week Due رقم الاسبوع	Relevant Learning Outcome (تسلسل المخرج)
<b>Formative assessment</b>	<b>Quizzes</b>					LO:
	<b>Assignments</b>					LO :
	<b>Projects / Lab.</b>					LO :
	<b>Report</b>					LO :
<b>Summative assessment</b>	<b>Midterm Exam</b>	2hr	(10)	10	7	LO :
	<b>Final Exam</b>	3hr	(50)	50	16	All
<b>Total assessment</b>			(100) Marks	100 Weight		

## Delivery Plan (Weekly Syllabus)

المنهاج الاسبوعي النظري

	Material Covered
<b>Week 1</b>	Introduction to Organization Theory and Curriculum
<b>Week 2</b>	Features of thinking in organizational theory
<b>Week 3</b>	Early period and the age of classical thought
<b>Week 4</b>	The development of organizational thought approaches
<b>Week 5</b>	The movement of theorizing in organizational thought
<b>Week 6</b>	The movement of theorizing in organizational thought
<b>Week 7</b>	The issue of growth and the life cycle of the organization
<b>Week 8</b>	Nature and requirements of organizational structure design
<b>Week 9</b>	Decision-making process in the organization
<b>Week 10</b>	Areas of influence of power in organizations
<b>Week 11</b>	Criteria for Perceiving Effective Organizational Change
<b>Week 12</b>	Measuring success by standards of effectiveness and excellence
<b>Week 13</b>	Practical program on critical thinking
<b>Week 14</b>	Practical program on workers' needs
<b>Week 15</b>	<b>Mid exam</b>

## Delivery Plan (Weekly Lab. Syllabus)

المنهاج الاسبوعي العملي

	Material Covered
<b>Week 1</b>	Understanding intellectual arguments in scientific texts
<b>Week 2</b>	Understanding intellectual arguments in scientific texts
<b>Week 3</b>	Understanding intellectual arguments in scientific texts
<b>Week 4</b>	Understanding intellectual arguments in scientific texts
<b>Week 5</b>	Understanding intellectual arguments in scientific texts

<b>Week 6</b>	Understanding intellectual arguments in scientific texts
<b>Week 7</b>	Understanding intellectual arguments in scientific texts
<b>Week 8</b>	Understanding intellectual arguments in scientific texts
<b>Week 9</b>	Understanding intellectual arguments in scientific texts
<b>Week 10</b>	Understanding intellectual arguments in scientific texts
<b>Week 11</b>	Understanding intellectual arguments in scientific texts
<b>Week 12</b>	Understanding intellectual arguments in scientific texts
<b>Week 13</b>	Understanding intellectual arguments in scientific texts
<b>Week 14</b>	Understanding intellectual arguments in scientific texts
<b>Week 15</b>	Understanding intellectual arguments in scientific texts

### Learning and Teaching Resources

مصادر التعلم والتدريس

	<b>Text</b>	<b>Available in the Library?</b>
<b>Required Texts</b>	ا.د. سعد علي العنزي (نظرية المنظمة و السلوك التنظيمي)، 2017/ دار اليازوري للنشر.	
<b>Recommended Texts</b>	ا.د. خليل محمد الشماع و د. خضير كاظم حمود، (نظرية المنظمة)، 2024، دار المسيرة للنشر و التوزيع و الطباعة	
<b>Websites</b>		

## Grading Scheme

مخطط الدرجات

Group	Grade	التقدير	Marks %	Definition
<b>Success Group</b> (50 - 100)	<b>A - Excellent</b>	امتياز	90 - 100	Outstanding Performance
	<b>B - Very Good</b>	جيد جدا	80 - 89	Above average with some errors
	<b>C - Good</b>	جيد	70 - 79	Sound work with notable errors
	<b>D - Satisfactory</b>	متوسط	60 - 69	Fair but with major shortcomings
	<b>E - Sufficient</b>	مقبول	50 - 59	Work meets minimum criteria
<b>Fail Group</b> (0 - 49)	<b>FX – Fail</b>	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	<b>F – Fail</b>	راسب	(0-44)	Considerable amount of work required

**Note:**

MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
<b>Module Title</b> اسم المقرر	<b>Intermediate Accounting</b>		<b>Module Delivery</b>
<b>Module Type</b> نوع المقرر			<input checked="" type="checkbox"/> Theory نظري <input type="checkbox"/> Lecture اونلاين <input type="checkbox"/> Lab مختبر <input type="checkbox"/> Tutorial مراجعة <input type="checkbox"/> Practical عملي <input type="checkbox"/> Seminar سيمينر
<b>Module Code</b> رمز المقرر	<b>BA202102</b>		
<b>ECTS Credits</b> عدد ساعات المقرر اليومي	<b>3</b>		
<b>SWL (hr/sem)</b> عدد الساعات بالفصل الدراسي	<b>45</b>		
<b>Module Level</b> مستوى المقرر	<b>2</b>	<b>Semester of Delivery</b> الفصل الدراسي	
<b>Administering Department</b> القسم الاداري		<b>College</b> رمز الجامعة	
<b>Module Leader</b> مدير المقرر	Dr. Mohammed Naeem		<b>e-mail</b>
<b>Module Leader's Acad. Title</b> اللقب العلمي لمدير المقرر	Lecture	<b>Module Leader's Qualification</b> شهادة مدير المقرر	PhD
<b>Module Tutor</b> مدرس المقرر	Dr. Mohammed Naeem		<b>e-mail</b>
<b>Peer Reviewer Name</b> اسم المراجع		<b>e-mail</b>	

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	
<b>Module Aims</b> أهداف المادة الدراسية	The course aims to achieve several points, the most important of which are: <ol style="list-style-type: none"> <li>1. Providing an explanation of the theoretical framework of accounting.</li> <li>2. Preparing competent human cadres in the field of intermediate accounting and financial transactions at the enterprise level.</li> <li>3. Contributing to the development of students in the field of financial transactions and adjusting entries.</li> <li>4. Studying accounting problems related to adjusting entries and their treatments.</li> </ol>
<b>Module Learning Outcomes</b> مخرجات التعلم للمادة الدراسية	<ol style="list-style-type: none"> <li>1. Introducing the student to the concept of intermediate accounting.</li> <li>2. Strengthening the student's ability to evaluate the level of development in accounting work at the enterprise level.</li> <li>3. Enabling the student to analyze the business environment in economic units.</li> <li>4. Learning how to prepare final accounts and the income statement.</li> </ol>
<b>Indicative Contents</b> المحتويات الإرشادية	The indicative content includes the following: <ol style="list-style-type: none"> <li>1. Explaining the material during the weeks and the number of hours required to determine the ECTS value.</li> <li>2. Enabling the student to receive and accept accounting information.</li> <li>3. Having the student consider accounting knowledge as a service to state institutions and society.</li> <li>4. Developing a teamwork spirit within the student.</li> <li>5. Enabling the student to recognize and adhere to professional ethics.</li> </ol>

Learning and Teaching Strategies	
استراتيجيات التعلم والتعليم	
<b>Strategies</b>	<ol style="list-style-type: none"> <li>1. Lectures and solving exercises in the classroom.</li> <li>2. Discussion and classroom competitions by dividing students into groups.</li> <li>3. Homework and writing reports on topics assigned to students.</li> <li>4. Using the brainstorming method to generate solutions to a problem and generate ideas.</li> </ol>

### Student Workload (SWL)

الحمل الدراسي للطالب محسوب لـ ١٥ أسبوعا

<b>Structured SWL (h/sem)</b> الحمل الدراسي المنتظم للطالب خلال الفصل	45	<b>Structured SWL (h/w)</b> الحمل الدراسي المنتظم للطالب أسبوعيا	3
<b>Unstructured SWL (h/sem)</b> الحمل الدراسي غير المنتظم للطالب خلال الفصل	30	<b>Unstructured SWL (h/w)</b> الحمل الدراسي غير المنتظم للطالب أسبوعيا	2
<b>Total SWL (h/sem)</b> الحمل الدراسي الكلي للطالب خلال الفصل	75		

### Module Evaluation

تقييم المادة الدراسية

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
<b>Formative assessment</b>	<b>Quizzes</b>	2	10% (10)	5, 10	LO # 2,4
	<b>Assignments</b>	2	10% (10)	2, 12	LO # 1,3,5
	<b>Projects / Lab.</b>	1	10%(10)	cont	
	<b>Report</b>	1	10% (10)	10	LO # 8,9
<b>Summative assessment</b>	<b>Midterm Exam</b>	2 hr	10% (10)	8	LO # 3,5,9
	<b>Final Exam</b>	3hr	50% (50)	16	All
<b>Total assessment</b>			100% (100 Marks)		

### Delivery Plan (Weekly Syllabus)

المنهاج الاسبوعي النظري

Material Covered	
<b>Week 1</b>	Conceptual Framework for Financial Accounting
<b>Week 2</b>	Accounting Objectives and Basic Concepts
<b>Week 3</b>	Elements of Financial Statements

<b>Week 4</b>	Adjusting Entries: Banks
<b>Week 5</b>	Adjusting Entries: Revenues
<b>Week 6</b>	Reversing Entries
<b>Week 7</b>	First Monthly Exam and solving exam questions
<b>Week 8</b>	Receipt of Accrued Expenses and Accrued Revenues
<b>Week 9</b>	Financial Statements
<b>Week 10</b>	Income Statement (Single-Step)
<b>Week 11</b>	Income Statement (Multi-Step)
<b>Week 12</b>	Balance Sheet
<b>Week 13</b>	Profit and Loss Statement
<b>Week 14</b>	Bank Reconciliation Statement
<b>Week 15</b>	Second Monthly Exam and solving exam questions
<b>Week 16</b>	Preparatory week before the final Exam

### Delivery Plan (Weekly Lab. Syllabus)

المنهاج الاسبوعي للمختبر

	<b>Material Covered</b>
<b>Week 1</b>	None
<b>Week 2</b>	None
<b>Week 3</b>	None
<b>Week 4</b>	None
<b>Week 5</b>	None
<b>Week 6</b>	None
<b>Week 7</b>	None

## Learning and Teaching Resources

مصادر التعلم والتدريس

	Text	Available in the Library?
<b>Required Texts</b>	Intermediate Financial Accounting according to International Standards – Authors: Prof. Dr. Talal Al-Jajawy & Asst. Prof. Dr. Haijar Ali Al-Masoudi.	<b>No</b>
<b>Recommended Texts</b>	Intermediate Accounting – Authors: Asst. Prof. Dr. Bushra Fadhil Al-Taie & Asst. Prof. Hakeem Hamoud Al-Saadi.	<b>No</b>
<b>Websites</b>		

## Grading Scheme

مخطط الدرجات

Group	Grade	التقدير	Marks (%)	Definition
<b>Success Group (50 - 100)</b>	<b>A - Excellent</b>	امتياز	90 – 100	Outstanding Performance
	<b>B - Very Good</b>	جيد جدا	80 – 89	Above average with some errors
	<b>C – Good</b>	جيد	70 – 79	Sound work with notable errors
	<b>D - Satisfactory</b>	متوسط	60 – 69	Fair but with major shortcomings
	<b>E - Sufficient</b>	مقبول	50 – 59	Work meets minimum criteria
<b>Fail Group (0 – 49)</b>	<b>FX – Fail</b>	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	<b>F – Fail</b>	راسب	(0-44)	Considerable amount of work required

**Note:** Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54). The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

# MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
<b>Module Title</b> اسم المقرر	<b>Marketing Management</b>		<b>Module Delivery</b>
<b>Module Type</b> نوع المقرر			<input checked="" type="checkbox"/> Theory نظري <input type="checkbox"/> Lecture اونلاين <input type="checkbox"/> Lab مختبر <input type="checkbox"/> Tutorial مراجعة <input type="checkbox"/> Practical عملي <input type="checkbox"/> Seminar سيمينر
<b>Module Code</b> رمز المقرر	<b>BA12102</b>		
<b>ECTS Credits</b> عدد ساعات المقرر اليومي	<b>3</b>		
<b>SWL (hr/sem)</b> عدد الساعات بالفصل الدراسي	<b>45</b>		
<b>Module Level</b> مستوى المقرر	2	<b>Semester of Delivery</b> الفصل الدراسي	
<b>Administering Department</b> القسم الاداري	Business Administration	<b>College</b> رمز الجامعة	
<b>Module Leader</b> مدير المقرر	Asst. Lect. Khalaf Ajifa Anak	<b>e-mail</b>	
<b>Module Leader's Acad. Title</b> اللقب العلمي لمدير المقرر	Assistant Lecture	<b>Module Leader's Qualification</b> شهادة مدير المقرر	Master
<b>Module Tutor</b> مدرس المقرر	Asst. Lect. Khalaf Ajifa Anak	<b>e-mail</b>	
<b>Peer Reviewer Name</b> اسم المراجع	2026/2/1	<b>e-mail</b>	

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

## Module Aims, Learning Outcomes and Indicative Contents

أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية

<p><b>Module Aims</b></p> <p>أهداف المادة الدراسية</p>	<p>The course aims to achieve the following:</p> <ul style="list-style-type: none"><li>• <b>Basic Concepts:</b> Introduce students to core marketing concepts such as markets, consumers, value products, exchange, and marketing relationships.</li><li>• <b>Marketing Planning:</b> Develop a comprehensive understanding of the planning process through internal/external environment analysis (SWOT) and strategy formulation.</li><li>• <b>Consumer Behavior:</b> Equip students with skills to analyze consumer motives, needs, and factors influencing purchasing decisions.</li><li>• <b>Marketing Mix (4Ps):</b> Enable students to design the marketing mix (Product, Price, Place, Promotion) to achieve organizational goals.</li><li>• <b>Research &amp; Data:</b> Develop the ability to use marketing research tools to collect and analyze data for informed decision-making.</li><li>• <b>Digital &amp; Modern Trends:</b> Develop skills for digital markets (E-marketing, Social Media) and relationship marketing (CRM).</li><li>• <b>Ethics &amp; Performance:</b> Understand ethical practices, social responsibility, and performance indicators like market share and brand value</li></ul>
<p><b>Module Learning Outcomes</b></p> <p>مخرجات التعلم للمادة الدراسية</p>	<ul style="list-style-type: none"><li>• Explain basic marketing concepts and their role in organizational goals.</li><li>• Identify steps for marketing planning and environmental analysis.</li><li>• Distinguish between the 4Ps of the marketing mix and explain their functions.</li><li>• Clarify factors affecting consumer behavior and buying decisions.</li><li>• Identify the basics of marketing research and data analysis methods.</li><li>• Analyze target markets and identify marketing opportunities and threats.</li><li>• Evaluate and compare proposed marketing strategies for institutions</li></ul>
<p><b>Indicative Contents</b></p> <p>المحتويات الإرشادية</p>	<p><b>1. Developing Consumer Behavior Analysis Skills</b></p> <ul style="list-style-type: none"><li>• Motives and Needs: Studying what drives consumers and identifying their specific needs.</li><li>• Influencing Factors: Understanding how psychological, social, and cultural factors impact purchasing decisions.</li></ul> <p><b>2. Building Comprehensive Knowledge of the Marketing Mix</b></p> <ul style="list-style-type: none"><li>• <b>The 4Ps:</b> Explaining the core elements: Product, Price, Place (Distribution), and Promotion.</li><li>• Strategic Integration: Demonstrating how to link these elements to achieve organizational goals.</li></ul> <p><b>3. Training Students in Marketing Research</b></p> <ul style="list-style-type: none"><li>• <b>Data Management:</b> Collecting and analyzing data to use the results in decision-making processes.</li></ul>

	<ul style="list-style-type: none"> <li>• <b>Research Methodologies:</b> Learning both quantitative and qualitative research methods.</li> </ul> <p><b>4. Focusing on Digital Marketing</b></p> <ul style="list-style-type: none"> <li>• <b>E-Marketing Basics:</b> Introducing students to the fundamental principles of electronic marketing.</li> <li>• <b>Platform Usage:</b> Training students on how to utilize digital platforms for marketing campaigns.</li> </ul> <p><b>5. Encouraging Applied Learning</b></p> <ul style="list-style-type: none"> <li>• <b>Market Modeling:</b> Linking lectures to real-world market models and examples.</li> <li>• <b>Case Analysis:</b> Analyzing real-life marketing problems and scenarios.</li> </ul> <p><b>6. Enhancing Communication and Presentation Skills</b></p> <ul style="list-style-type: none"> <li>• <b>Idea Presentation:</b> Training students to effectively present marketing concepts and ideas.</li> <li>• <b>Teamwork:</b> Developing collaborative skills through group projects.</li> </ul> <p><b>7. Promoting Ethical Aspects in Marketing</b></p> <ul style="list-style-type: none"> <li>• <b>Social Responsibility:</b> Clarifying the importance of ethical behavior and corporate social responsibility.</li> <li>• <b>Critical Issues:</b> Discussing topics such as misleading advertising, consumer protection, and sustainability.</li> </ul> <p><b>8. Guiding Students Toward Innovation and Creativity</b></p> <ul style="list-style-type: none"> <li>• <b>New Ideas:</b> Encouraging the development of novel marketing concepts.</li> <li>• <b>Brainstorming:</b> Using brainstorming techniques to generate non-traditional solutions.</li> </ul> <p><b>9. Linking Theoretical Knowledge to Professional Reality</b></p> <ul style="list-style-type: none"> <li>• <b>Expert Engagement:</b> Hosting marketing experts or organizing field visits.</li> <li>• <b>Success Stories:</b> Presenting models of successful local and international marketing campaigns.</li> </ul>
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<p><b>Learning and Teaching Strategies</b></p> <p>استراتيجيات التعلم والتعليم</p>	
<p><b>Strategies</b></p>	<p>The curriculum encourages student participation in exercises while simultaneously refining and expanding their <b>critical thinking skills</b>. This will be achieved through the classroom environment, interactive lessons, and by exploring simple experiments involving activities of interest to the students.</p>

Below are examples of these strategies:

1. **Interactive Lectures:**
  - Using presentations.
  - Stimulating questions and discussions.
  - Explaining applied examples.
2. **Project-Based Learning:**
  - Assigning students to prepare a marketing plan.
  - Analyzing a real-world institutional case.
  - Preparing mini-promotional or digital campaigns.
3. **Case Studies:**
  - Analyzing real marketing situations.
  - Discussing the errors or successes of marketing strategies.
  - Enhancing decision-making skills.
4. **Collaborative Learning:**
  - Working within groups.
  - Analyzing marketing problems and proposing collective solutions.
5. **Practical Sessions:**
  - Using analysis tools such as **SWOT**, **STP**, and **SMART**.
  - Applying pricing and promotion models.
  - Designing content strategies for digital sites.
6. **Student Presentations:**
  - Presenting marketing research results.
  - Presenting marketing plans or campaigns.
  - Enhancing communication skills.
7. **E-Learning:**
  - Educational videos.
  - Recorded lectures.
  - Tasks via LMS or Google Classroom.
8. **Brainstorming:**
  - Generating new marketing ideas.
  - Enhancing creativity in product and campaign design.
9. **Analytical Tests and Classroom Activities:**
  - Short tests.
  - Immediate assessment activities (Quizzes).
  - Market analysis exercises.

### Student Workload (SWL)

الحمل الدراسي للطالب محسوب لـ ١٥ أسبوعا

<b>Structured SWL (h/sem)</b> الحمل الدراسي المنتظم للطالب خلال الفصل	45	<b>Structured SWL (h/w)</b> الحمل الدراسي المنتظم للطالب أسبوعيا	3
<b>Unstructured SWL (h/sem)</b> الحمل الدراسي غير المنتظم للطالب خلال الفصل	30	<b>Unstructured SWL (h/w)</b> الحمل الدراسي غير المنتظم للطالب أسبوعيا	2
<b>Total SWL (h/sem)</b> الحمل الدراسي الكلي للطالب خلال الفصل	75		

## Module Evaluation

تقييم المادة الدراسية

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	10% (10)	5, 10	LO # 2,4
	Assignments	2	10% (10)	2, 12	LO # 1,3,5
	Projects / Lab.	1	10%(10)	cont	
	Report	1	10% (10)	10	LO # 8,9
Summative assessment	Midterm Exam	2 hr	10% (10)	8	LO # 3,5,9
	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

## Delivery Plan (Weekly Syllabus)

المنهاج الاسبوعي النظري

	Material Covered
Week 1	Origin and Development of Marketing
Week 2	Marketing as a Service and Human Activity
Week 3	Scope of the Marketing Concept
Week 4	Stages of Development of the Marketing Concept
Week 5	Concept, Importance, and Objectives of Marketing
Week 6	Marketing Mix for Goods
Week 7	Mid-term Exam + Unit-Step Forcing, Forced Response, the RLC Circuit
Week 8	Product
Week 9	Pricing
Week 10	Promotion
Week 11	Distribution (Place)

<b>Week 12</b>	Factors Influencing the Purchasing Decision
<b>Week 13</b>	Psychological Factors
<b>Week 14</b>	Social Factors
<b>Week 15</b>	Preparatory week before the final Exam

### Delivery Plan (Weekly Lab. Syllabus)

المنهاج الاسبوعي للمختبر

	Material Covered
<b>Week 1</b>	None
<b>Week 2</b>	None
<b>Week 3</b>	None
<b>Week 4</b>	None
<b>Week 5</b>	None
<b>Week 6</b>	None
<b>Week 7</b>	None

### Learning and Teaching Resources

مصادر التعلم والتدريس

	Text	Available in the Library?
<b>Required Texts</b>	<ul style="list-style-type: none"> <li>Marketing Management by Prof. Dr. Abi Said Al-Dewachi.</li> <li>Modern Trends in Marketing by Prof. Dr. Thamer Al-Bakri</li> </ul>	<b>No</b>
<b>Recommended Texts</b>		<b>No</b>
<b>Websites</b>		

## Grading Scheme

مخطط الدرجات

Group	Grade	التقدير	Marks (%)	Definition
<b>Success Group</b> (50 - 100)	<b>A - Excellent</b>	امتياز	90 – 100	Outstanding Performance
	<b>B - Very Good</b>	جيد جدا	80 – 89	Above average with some errors
	<b>C – Good</b>	جيد	70 – 79	Sound work with notable errors
	<b>D - Satisfactory</b>	متوسط	60 – 69	Fair but with major shortcomings
	<b>E - Sufficient</b>	مقبول	50 – 59	Work meets minimum criteria
<b>Fail Group</b> (0 – 49)	<b>FX – Fail</b>	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	<b>F – Fail</b>	راسب	(0-44)	Considerable amount of work required

**Note:** Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54). The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

## MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
Module Title	Contemporary Human Resource Management		Module Delivery
Module Type	اساسي		<input checked="" type="checkbox"/> Theory نظري <input type="checkbox"/> Lecture اونلاين <input type="checkbox"/> Lab مختبر <input type="checkbox"/> Tutorial مراجعة <input checked="" type="checkbox"/> Practical عملي <input type="checkbox"/> Seminar سيمينر
Module Code	BA1203		
ECTS Credits	3		
SWL (hr/sem)	45		
Module Level	UGII	Semester of Delivery	3
Administering Department	Admin & Economics	College	
Module Leader	Marwa Kamil	e-mail	
Module Leader's Acad. Title	Asst. Lecturer	Module Leader's Qualification	Master
Module Tutor	Marwa Kamil	e-mail	
Peer Reviewer Name		e-mail	
Scientific Committee Approval Date	2026/2/1	Version Number	1.0

Relation with other Modules			
Prerequisite module		Semester	
Co-requisites module	Basics of HRM	Semester	1

Module Aims, Learning Outcomes and Indicative Contents	
Module Objectives أهداف المادة الدراسية	<b>I. Cognitive Objectives (Knowledge):</b>  1. Introduce students to the concept of HRM and its importance in organizations.

	<ol style="list-style-type: none"> <li>2. Explain the evolution of the HR function and its strategic role in achieving organizational goals.</li> <li>3. Enable students to understand HR processes (Recruitment, Selection, Training, Development, Evaluation, Compensation).</li> <li>4. Demonstrate the relationship between HRM and other management fields (Marketing, Production, Finance).</li> <li>5. Identify relevant HR systems and laws (Labor laws, Safety, Equality, Labor relations).</li> </ol> <p><b>II. Skill-Based Objectives:</b></p> <ol style="list-style-type: none"> <li>1. Equip students with skills to design job motivation systems.</li> <li>2. Train students on using appropriate motivation-building methods.</li> <li>3. Develop student abilities to design HR training and development plans.</li> <li>4. Acquire the skill of performance appraisal using objective tools and criteria.</li> <li>5. Enable students to analyze workforce motivation problems and propose practical solutions.</li> </ol> <p><b>III. Value and Behavioral Objectives:</b></p> <ol style="list-style-type: none"> <li>1. Enhance the student's perception of the human resource as the organization's most important asset.</li> <li>2. Instill values of justice and transparency in dealing with employees.</li> <li>3. Develop ethical sense in making HR-related administrative decisions.</li> <li>4. Encourage teamwork and taking responsibility.</li> <li>5. Consolidate the concept of continuous learning and self-development.</li> </ol>
<p><b>Module Learning Outcomes</b></p> <p>مخرجات التعلم للمادة الدراسية</p>	<p><b>Cognitive</b></p> <ol style="list-style-type: none"> <li>1. Understand and explain basic concepts of HR motivation.</li> <li>2. Identify key challenges and trends affecting HR wellbeing within organizations.</li> <li>3. Demonstrate knowledge of legal and ethical frameworks governing HRM practices.</li> </ol> <p><b>Skills</b></p> <ol style="list-style-type: none"> <li>1. Analyze HRM policies and procedures and suggest appropriate improvements.</li> <li>2. Prepare employee training and development programs aligned with organizational needs.</li> <li>3. Evaluate performance management systems and propose effective enhancement strategies.</li> </ol> <p><b>Affective</b></p> <ol style="list-style-type: none"> <li>1. Work effectively within teams to solve HRM-related problems.</li> <li>2. Apply ethical thinking and sound professional judgment in HR decision-making.</li> </ol>

	3. Communicate clearly and persuasively when presenting HRM concepts to stakeholders.
<p><b>Indicative Contents</b></p> <p>المحتويات الإرشادية</p>	<ul style="list-style-type: none"> <li>• Introduction to Contemporary HRM.</li> <li>• Motivation and Rewards.</li> <li>• Leadership and Direction in HRM.</li> <li>• Labor Relations Management.</li> <li>• Designing Inclusive Work Environments.</li> <li>• Mental Health in the Workplace.</li> <li>• Job Burnout and its Impact on Institutional Performance.</li> <li>• Training and Development (Needs analysis, methods, and evaluation).</li> <li>• Performance Management (Appraisal systems, feedback, and improvement).</li> <li>• Wages and Compensation (Salary structures, incentives, and benefits).</li> <li>• Employee Relations and Labor Law (Conflict resolution, unions, and compliance).</li> <li>• Motivation and Retention Strategies.</li> <li>• HR Technologies and Information Systems (HRIS).</li> <li>• Ethics, Diversity, and Inclusion in HRM.</li> <li>• International HRM and Future Trends.</li> </ul>

<p><b>Learning and Teaching Strategies</b></p> <p>استراتيجيات التعلم والتعليم</p>	
<p><b>Strategies</b></p>	<p><b>I. Cognitive Strategies</b></p> <ul style="list-style-type: none"> <li>• <b>Interactive Lectures:</b> To explain theoretical concepts and fundamental approaches in Human Resource Management.</li> <li>• <b>Brainstorming:</b> To generate ideas regarding topics such as motivation or performance development.</li> <li>• <b>Case Studies:</b> To analyze real-world HR problems and link them to relevant academic theories.</li> <li>• <b>Problem-Based Learning (PBL):</b> By assigning students practical scenarios, such as resolving workplace conflicts.</li> </ul> <p><b>II. Skills-Based Strategies</b></p> <ul style="list-style-type: none"> <li>• <b>Simulation:</b> Through role-playing scenarios such as job interviews or performance appraisals.</li> <li>• <b>Collaborative Learning:</b> Dividing students into groups to design training plans or human resource policies.</li> <li>• <b>Training Workshops:</b> To apply practical tools such as drafting job descriptions or designing incentive and reward systems.</li> <li>• <b>Project-Based Learning:</b> Developing an integrated HR management plan for a hypothetical organization.</li> </ul>

### III. Affective Strategies | الاستراتيجيات الوجدانية

- **Guided Discussions:** Addressing ethical and legal issues within the field of Human Resource Management.
- **Reflective Learning:** Writing personal reports on situations through which the student acquired professional values and skills.
- **Educational Games:** To enhance teamwork spirit and a sense of belonging to corporate values.
- **Field Visits:** Visiting companies or institutions to observe HR management applications in a real-world practical setting

### Student Workload (SWL)

الحمل الدراسي للطالب محسوب لـ 15 اسبوعا

<b>Structured SWL (h/sem)</b> الحمل الدراسي المنتظم للطالب خلال الفصل	45	<b>Structured SWL (h/w)</b> الحمل الدراسي المنتظم للطالب أسبوعيا	3
<b>Unstructured SWL (h/sem)</b> الحمل الدراسي غير المنتظم للطالب خلال الفصل	30	<b>Unstructured SWL (h/w)</b> الحمل الدراسي غير المنتظم للطالب أسبوعيا	2
<b>Total SWL (h/sem)</b> الحمل الدراسي الكلي للطالب خلال الفصل	75		

### Module Evaluation

تقييم المادة الدراسية

		Time/Number عدد المتطلب :	(Marks) الدرجة	Weight وزن الدرجة	Week Due رقم الاسبوع	Relevant Learning Outcome (تسلسل المخرج)
Formative assessment	Quizzes	2	(10)	10% )	5 and 10	LO #1, #2 and #10, #11
	Assignments	2	(10)	10%	2 and 12	LO #3, #4 and #6, #7
	Projects / Lab.	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	50% (50)	(50)	50%	16	All Los
<b>Total assessment</b>			(100) Marks	100% (100 Marks)		

## Delivery Plan (Weekly Syllabus)

المنهاج الاسبوعي النظري

	Material Covered
<b>Week 1</b>	Intro to Contemporary HRM
<b>Week 2</b>	Motivation and Rewards
<b>Week 3</b>	Leadership and Direction in HRM
<b>Week 4</b>	Labor Relations Management
<b>Week 5</b>	Designing Inclusive Work Environments
<b>Week 6</b>	Mental Health in the Workplace
<b>Week 7</b>	Job Burnout & Institutional Performance
<b>Week 8</b>	Midterm
<b>Week 9</b>	Change Management Strategies
<b>Week 10</b>	Diversity and Inclusion in HR
<b>Week 11</b>	Continuous Training and Development
<b>Week 12</b>	Performance Management & Mental Health
<b>Week 13</b>	Future Trends in HRM
<b>Week 14</b>	HRM in West Asia (Singapore/Japan lessons)
<b>Week 15</b>	Group Presentations

## Delivery Plan (Weekly Lab. Syllabus)

المنهاج الاسبوعي العملي

	Material Covered
<b>Week 1</b>	Showcase Global HRM Models
<b>Week 2</b>	Case Study & Simulation
<b>Week 3</b>	Case Study & Simulation
<b>Week 4</b>	Case Study & Simulation
<b>Week 5</b>	Case Study & Simulation
<b>Week 6</b>	Case Study & Simulation
<b>Week 7</b>	Case Study & Simulation
<b>Week 8</b>	Practical Exams
<b>Week 9</b>	Case Study & Simulation
<b>Week 10</b>	Case Study & Simulation
<b>Week 11</b>	Case Study & Simulation
<b>Week 12</b>	Case Study & Simulation
<b>Week 13</b>	Case Study & Simulation
<b>Week 14</b>	Case Study & Simulation
<b>Week 15</b>	Student Outcomes Showcase

## Learning and Teaching Resources

مصادر التعلم والتدريس

	Text	Available in the Library?
<b>Required Texts</b>	<i>Basics of HRM</i> , Prof. Saad Ali Al-Anzi (2019). (Available in Library)	Yes
<b>Recommended Texts</b>	Dessler, G. (2023). Human Resource Management. Pearson Education.	NO
<b>Websites</b>	<a href="https://www.shrm.org/?utm_source=chatgpt.com">https://www.shrm.org/?utm_source=chatgpt.com</a> <a href="https://www.hr.com/?utm_source=chatgpt.com">https://www.hr.com/?utm_source=chatgpt.com</a> <a href="https://www.thomas.co/resources/type/blog/top-5-websites-hr-guides-articles?utm_source=chatgpt.com">https://www.thomas.co/resources/type/blog/top-5-websites-hr-guides-articles?utm_source=chatgpt.com</a>	

## Grading Scheme

مخطط الدرجات

Group	Grade	التقدير	Marks %	Definition
<b>Success Group (50 - 100)</b>	<b>A - Excellent</b>	امتياز	90 - 100	Outstanding Performance
	<b>B - Very Good</b>	جيد جدا	80 - 89	Above average with some errors
	<b>C - Good</b>	جيد	70 - 79	Sound work with notable errors
	<b>D - Satisfactory</b>	متوسط	60 - 69	Fair but with major shortcomings
	<b>E - Sufficient</b>	مقبول	50 - 59	Work meets minimum criteria
<b>Fail Group (0 - 49)</b>	<b>FX – Fail</b>	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	<b>F – Fail</b>	راسب	(0-44)	Considerable amount of work required

**Note:**

## MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
<b>Module Title</b>	Digital Marketing	<b>Module Delivery</b>	
<b>Module Type</b>	C	<input checked="" type="checkbox"/> Theory <input type="checkbox"/> Lecture <input type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input checked="" type="checkbox"/> Practical <input type="checkbox"/> Seminar	
<b>Module Code</b>	F4422		
<b>ECTS Credits</b>	3		
<b>SWL (hr/sem)</b>	45		
<b>Module Level</b>	<b>UGI I</b>	<b>Semester of Delivery</b>	1
<b>Administering Department</b>	Business Administration	<b>College</b>	
<b>Module Leader</b>	Khalaf Aajifa	<b>e-mail</b>	
<b>Module Leader's Acad. Title</b>	Assist lature	<b>Module Leader's Qualification</b>	Master
<b>Module Tutor</b>	Khalaf Aajifa	<b>e-mail</b>	
<b>Peer Reviewer Name</b>		<b>e-mail</b>	
<b>Scientific Committee Approval Date</b>	2026/2/1	<b>Version Number</b>	

Relation with other Modules			
العلاقة مع المواد الدراسية الأخرى			
<b>Prerequisite module</b>		<b>Semester</b>	
<b>Co-requisites module</b>		<b>Semester</b>	

Module Aims, Learning Outcomes and Indicative Contents	
أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية	
<b>Module Aims</b> أهداف المادة الدراسية	<ol style="list-style-type: none"> <li>1. Introduce digital marketing concepts and their differences from traditional marketing.</li> <li>2. Empower students to understand the customer move in the digital environment and how to leverage modern tools to influence it.</li> <li>3. Train students to use digital marketing channels and tools efficiently.</li> <li>4. Enhance digital data analysis skills and make analytically based marketing decisions.</li> </ol>

	5. Discuss future trends and the impact of technology on developing marketing strategies.
<b>Module Learning Outcomes</b> مخرجات التعلم للمادة الدراسية	<b>A- Knowledge and Understanding</b> <ul style="list-style-type: none"> <li>- Knowledge and skills related to digital marketing concepts.</li> <li>- In addition to numerous knowledge and skills related to understanding e-commerce and international marketing issues.</li> <li>- Distinguishing between traditional and digital marketing strategies.</li> </ul> <b>B- Subject-Specific Skills</b> <ul style="list-style-type: none"> <li>-Skills in understanding digital marketing information.</li> <li>-Designing a digital marketing plan using available tools.</li> <li>-Using social media channels in marketing campaigns.</li> </ul> <b>C- Thinking Skills</b> <ol style="list-style-type: none"> <li>1-thinking skills specific to how to work in small businesses.</li> <li>2-Skills for working in promotional activities.</li> <li>3-Skills specific to how to deal with customers.</li> <li>4-Skills specific to how to understand physical distribution processes.</li> </ol>
<b>Indicative Contents</b> المحتويات الإرشادية	Theoretical lectures with case study discussions.

<b>Learning and Teaching Strategies</b> استراتيجيات التعلم والتعليم	
<b>Strategies</b> الاستراتيجية	<ul style="list-style-type: none"> <li>-Discussions in lectures and creating a spirit of competition among students.</li> <li>-Participation in daily discussions, exams, and reports.</li> </ul>

<b>Student Workload (SWL)</b> الحمل الدراسي للطالب محسوب لـ ١٥ أسبوعاً			
<b>Structured SWL (h/sem)</b> الحمل الدراسي المنتظم للطالب خلال الفصل	45	<b>Structured SWL (h/w)</b> الحمل الدراسي المنتظم للطالب أسبوعياً	3
<b>Unstructured SWL (h/sem)</b> الحمل الدراسي غير المنتظم للطالب خلال الفصل	30	<b>Unstructured SWL (h/w)</b> الحمل الدراسي غير المنتظم للطالب أسبوعياً	2
<b>Total SWL (h/sem)</b> الحمل الدراسي الكلي للطالب خلال الفصل	75		

<b>Module Evaluation</b> تقييم المادة الدراسية					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
<b>Formative assessment</b>	<b>Quizzes</b>	1	10% (10)	4	CLO-1 , CLO-2, CLO-3,CLO-4,CLO-5
	<b>Assignments</b>	1	10% (10)	6	CLO-1, CLO-2

	<b>Projects / Lab.</b>	1	10% (10)	continuous	
	<b>Report</b>	1	10% (10)	8	CLO-1, CLO-2, CLO-3
<b>Summative assessment</b>	<b>Midterm Exam</b>	2 hr	10% (10)	9	CLO-1, CLO-2, CLO-3
	<b>Final Exam</b>	3hr	50% (50)	16	All
<b>Total assessment</b>			100% (100 Marks)		

### Delivery Plan (Weekly Syllabus)

المنهاج الاسبوعي النظري

	<b>Material Covered</b>
<b>Week 1</b>	Introduction to Traditional and Digital Marketing.
<b>Week 2</b>	Consumer Behavior in the Digital Age
<b>Week 3</b>	Integrated Marketing Communication
<b>Week 4</b>	The Role of Technology and the Internet in Digital Marketing
<b>Week 5</b>	Attraction and Mobility Strategies
<b>Week 6</b>	Content Marketing: Explaining the importance of marketing stories in the digital environment
<b>Week 7</b>	Digital Marketing Channels: Social Media Marketing
<b>Week 8</b>	exam
<b>Week 9</b>	Influencer Marketing: Explaining the role of digital communities in purchasing decisions
<b>Week 10</b>	Data-Driven Marketing: Digital analytics, similar tools.
<b>Week 11</b>	Digital Marketing Automation: Uses of artificial intelligence in marketing.
<b>Week 12</b>	Customer Experience in the Digital Environment,
<b>Week 13</b>	Ethical and Legal Issues in Digital Marketing, Data protection and consumer privacy.
<b>Week 14</b>	Future Trends in Digital Marketing.
<b>Week 15</b>	Marketing in the world of the metaverse and augmented reality..
<b>Week 16</b>	<b>Exam</b>

### Delivery Plan (Weekly Lab. Syllabus)

المنهاج الاسبوعي للمختبر

	<b>Material Covered</b>
<b>Week 1</b>	
<b>Week 2</b>	
<b>Week 3</b>	

## Learning and Teaching Resources

مصادر التعلم والتدريس

	Text	Available in the Library?
<b>Required Texts</b>	<b>1- Book: Moving from Traditional to Digital Marketing, by Philip Kotler, 2018, translated by Issam Daoud.</b> <b>2-Scientific sources and research.</b>	
<b>Recommended Texts</b>	Iraqi academic journals specialized in administrative sciences issued by colleges of administration and economics in Iraq	
<b>Websites</b>	<ul style="list-style-type: none"> <li>- World Wide Web.</li> <li>- Artificial Intelligence</li> </ul>	

## Grading Scheme

مخطط الدرجات

Group	Grade	التقدير	Marks (%)	Definition
<b>Success Group (50 - 100)</b>	<b>A - Excellent</b>	امتياز	90 - 100	Outstanding Performance
	<b>B - Very Good</b>	جيد جدا	80 - 89	Above average with some errors
	<b>C – Good</b>	جيد	70 - 79	Sound work with notable errors
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<b>Fail Group (0 – 49)</b>	<b>FX – Fail</b>	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	<b>F – Fail</b>	راسب	(0-44)	Considerable amount of work required

**Note:** Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

## MODULE DESCRIPTION FORM

Module Information			
معلومات المادة الدراسية			
<b>Module Title</b>	<b>Arabic Language</b>		<b>Module Delivery</b>
<b>Module Type</b>	<b>Supportive</b>		<input checked="" type="checkbox"/> <b>Theory</b> نظري <input type="checkbox"/> <b>Lecture</b> اونلاين <input type="checkbox"/> <b>Lab</b> مختبر <input type="checkbox"/> <b>Tutorial</b> مراجعة <input type="checkbox"/> <b>Practical</b> عملي <input type="checkbox"/> <b>Seminar</b> سيمينر
<b>Module Code</b>	<b>F1357</b>		
<b>ECTS Credits</b>	<b>2</b>		
<b>SWL (hr/sem)</b>	<b>30</b>		
<b>Module Level</b>	1	<b>Semester of Delivery</b>	
<b>Administering Department</b>	Business Administration	<b>College</b>	
<b>Module Leader</b>	Alaa Abdul Rahman	<b>e-mail</b>	
<b>Module Leader's Acad. Title</b>	Asst. Lecturer	<b>Module Leader's Qualification</b>	Master
<b>Module Tutor</b>	Alaa Abdul Rahman	<b>e-mail</b>	
<b>Peer Reviewer Name</b>		<b>e-mail</b>	
<b>Scientific Committee Approval Date</b>	2026/2/1	<b>Version Number</b>	1.0

Relation with other Modules			
العلاقة مع المواد الدراسية الأخرى			
<b>Prerequisite module</b>		<b>Semester</b>	
<b>Co-requisites module</b>		<b>Semester</b>	

Module Aims, Learning Outcomes and Indicative Contents	
أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية	
<b>Module Objectives</b> أهداف المادة الدراسية	Equipping the student with educational skills in parsing (l'rab) and sentence structure, correcting linguistic articulation by addressing common errors in society, and breaking the barrier of fear to enhance the student's self-confidence.

<p><b>Module Learning Outcomes</b></p> <p>مخرجات التعلم للمادة الدراسية</p>	<ul style="list-style-type: none"> <li>• Reading Surat Al-Isra, memorizing verses, understanding meanings, and memorizing a Hadith about work.</li> <li>• Identifying accusative (Mansubat) and genitive (Majrurat) cases and structuring sentences correctly.</li> <li>• Learning the correct usage of punctuation marks.</li> <li>• Understanding morphology (Mizan Sarfi), including additions, abstractions, and derivations.</li> <li>• Studying Arabic Rhetoric (Balagha): Ilm al-Badi' and its impact (Semantic and Verbal improvers).</li> <li>• Exploring Arabic Lexicons: stages of language collection and dictionaries of words and meanings.</li> <li>• Studying Arabic Literature: "Rain Song" by Al-Sayyab and arts of prose.</li> <li>• Learning how to write numbers correctly.</li> <li>• Acquiring linguistic skills: writing (Dad and Zha), (Open and Tied Ta'), and (Extended and Shortened Alif).</li> </ul>
<p><b>Indicative Contents</b></p> <p>المحتويات الإرشادية</p>	<ul style="list-style-type: none"> <li>□ Correcting common linguistic errors used in society.</li> <li>□ Explaining the early origins of the Arabic language and its first grammarians.</li> <li>□ Guiding students to understand simplified Arabic through references like "Kitab al-Jamal" by Al-Jurjani and "Al-Ajrumiyya"</li> </ul>

### Learning and Teaching Strategies

#### استراتيجيات التعلم والتعليم

<p><b>Strategies</b></p>	<ol style="list-style-type: none"> <li>1. Learning through hearing (sounds) and sight (images and reading).</li> <li>2. Teaching through questioning or group discussions within the lecture hall.</li> <li>3. Retrieving previous material before introducing new topics via Q&amp;A for student interaction.</li> <li>4. Dealing with students with a parental motivation while maintaining professional boundaries.</li> <li>5. Continuous encouragement to boost morale and respecting their opinions to build self-confidence.</li> </ol>
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### Student Workload (SWL)

#### الحمل الدراسي للطالب محسوب لـ 15 اسبوعا

<p><b>Structured SWL (h/sem)</b></p> <p>الحمل الدراسي المنتظم للطالب خلال الفصل</p>	<p>30</p>	<p><b>Structured SWL (h/w)</b></p> <p>الحمل الدراسي المنتظم للطالب أسبوعيا</p>	<p>2</p>
<p><b>Unstructured SWL (h/sem)</b></p> <p>الحمل الدراسي غير المنتظم للطالب خلال الفصل</p>	<p>15</p>	<p><b>Unstructured SWL (h/w)</b></p> <p>الحمل الدراسي غير المنتظم للطالب أسبوعيا</p>	<p>1</p>
<p><b>Total SWL (h/sem)</b></p> <p>الحمل الدراسي الكلي للطالب خلال الفصل</p>	<p>45</p>		

## Module Evaluation

تقييم المادة الدراسية

		Time/Number عدد المتطلب :	(Marks) الدرجة	Weight وزن الدرجة	Week Due رقم الاسبوع	Relevant Learning Outcome (تسلسل المخرج)
Formative assessment	Quizzes الاختبارات	1	10	10	8 و 2	LO: رقم 1 و 4
	Assignments تعيينات	1	10	10	13 و 15	LO : 7 و 8
	Projects / Lab. المشاريع	1	10	10	مستمر	LO : الجميع
	Report تقرير	1	10	10	12	LO : 6
Summative assessment	Midterm Exam اختبار	2hr	(10)	10	13	LO : 8
	Final Exam اختبار نهائي	3hr	(50)	50	16	الجميع
Total assessment			(100) Marks	100 Weight		

## Delivery Plan (Weekly Syllabus)

المنهاج الاسبوعي النظري

	Material Covered
Week 1	The Holy Qur'an and Prophetic Hadith: - Surah Al-Isra, Verses (23-29). - From the Hadith: "Allah loves that when one of you does a job, he does it perfectly."
Week 2	<b>Arabic Grammar:</b> The Present Tense Verb (Nominative, Accusative, and Jussive cases).
Week 3	<b>Arabic Grammar:</b> The Genitive Case (Nouns in the lower case).
Week 4	<b>Arabic Grammar:</b> The Accusative Case (Nouns in the nasal case).
Week 5	<b>Arabic Grammar:</b> Numbers and their rules.
Week 6	<b>Arabic Grammar:</b> Appositives (Subordinates: Adjectives, Emphasis, Substitution, and Conjunction).
Week 7	<b>Morphology:</b> Inflection of Nouns: (A) Masculine and Feminine nouns.
Week 8	<b>Morphology:</b> Inflection of Nouns: (B) Abstract (Root) and Augmented nouns.
Week 9	<b>Morphology:</b> Inflection of Nouns: (C) Singular, Dual, and Plural nouns.
Week 10	<b>Arabic Rhetoric (Ilm al-Badi')</b> : Semantic Embellishments (Tawriya, Antithesis, Comparison, etc.).
Week 11	<b>Arabic Rhetoric (Ilm al-Badi')</b> : Verbal Embellishments (Alliteration, Assonance, Quotation, and Inclusion).

<b>Week 12</b>	<b>Arabic Lexicons:</b> Stages of language collection, Lexicons of words and semantics.
<b>Week 13</b>	<b>Arabic Literature:</b> "Rain Song" by Badr Shakir al-Sayyab, Arts of Prose.
<b>Week 14</b>	<b>Linguistic Skills:</b> Writing the letters 'Dad' and 'Za'.
<b>Week 15</b>	<b>Linguistic Skills:</b> Rules for 'Ta' (Open & Tied), and 'Alif' (Extended & Shortened).
<b>Week 16</b>	Final Examination

### Delivery Plan (Weekly Lab. Syllabus)

المنهاج الاسبوعي للمختبر

	Material Covered
<b>Week 1</b>	
<b>Week 2</b>	
<b>Week 3</b>	
<b>Week 4</b>	
<b>Week 5</b>	
<b>Week 6</b>	
<b>Week 7</b>	

### Learning and Teaching Resources

مصادر التعلم والتدريس

	Text	Available in the Library?
<b>Required Texts</b>	Various books in the field of language and literature.	Yes
<b>Recommended Texts</b>	Sharh Ibn 'Aqil, Qatr al-Nada, Al-Nahw al-Wafi, Al-Ajurrumiyya, works of Al-Jurjani, and Applied Grammar by Khalid Abdul Aziz.	Yes
<b>Websites</b>	<a href="http://mohamedrabeea.net/list.aspx?bookId=11">http://mohamedrabeea.net/list.aspx?bookId=11</a>	

## Grading Scheme

مخطط الدرجات

Group	Grade	التقدير	Marks %	Definition
<b>Success Group</b> (50 - 100)	<b>A - Excellent</b>	امتياز	90 - 100	Outstanding Performance
	<b>B - Very Good</b>	جيد جدا	80 - 89	Above average with some errors
	<b>C - Good</b>	جيد	70 - 79	Sound work with notable errors
	<b>D - Satisfactory</b>	متوسط	60 - 69	Fair but with major shortcomings
	<b>E - Sufficient</b>	مقبول	50 - 59	Work meets minimum criteria
<b>Fail Group</b> (0 - 49)	<b>FX – Fail</b>	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	<b>F – Fail</b>	راسب	(0-44)	Considerable amount of work required
<b>Note:</b>				

# MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
Module Title	Operations Research Using QSB Software		Module Delivery
Module Type	core		<input checked="" type="checkbox"/> Theory <input type="checkbox"/> Lecture <input type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input checked="" type="checkbox"/> Practical <input type="checkbox"/> Seminar
Module Code	Q4455		
ECTS Credits	2		
SWL (hr/sem)	30		
Module Level	Undergraduate (Bachelor - Stage 2)	Semester of Delivery	2
Administering Department	Business Administration	College	
Module Leader	Saif ahmed	e-mail	
Module Leader's Acad. Title	Assistant Lecturer	Module Leader's Qualification	Master
Module Tutor	Saif ahmed	e-mail	
Peer Reviewer Name		e-mail	
Scientific Committee Approval Date	2026/2/1	Version Number	

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	
<b>Module Aims</b> أهداف المادة الدراسية	<b>The aims of this course are to:</b> <ul style="list-style-type: none"> <li>• Introduce students to the fundamental concepts of Operations Research and its applications in management.</li> <li>• Develop students' skills in formulating mathematical models for managerial and economic problems.</li> <li>• Enable students to use the <b>QSB software</b> in analyzing and solving problems.</li> <li>• Enhance decision-making abilities through the application of quantitative methods.</li> <li>• Bridge the gap between theory and practice through case studies and practical exercises.</li> </ul>

<p><b>Module Learning Outcomes</b></p> <p>مخرجات التعلم للمادة الدراسية</p>	<p><b>By the end of this course, students will be able to:</b></p> <ul style="list-style-type: none"> <li>Define and explain the key concepts of Operations Research.</li> <li>Formulate linear programming, transportation, and assignment models.</li> <li>Solve optimization problems using QSB software and interpret the results.</li> <li>Apply decision-making tools in various business environments.</li> <li>Analyze quantitative data and provide recommendations based on the findings.</li> </ul>
<p><b>Indicative Contents</b></p> <p>المحتويات الإرشادية</p>	<p><b>Indicative Contents</b></p> <ul style="list-style-type: none"> <li>Introduction to Operations Research and its managerial applications.</li> <li>Linear Programming: Formulation, Graphical Solution, and the Simplex Method.</li> <li>Sensitivity Analysis and Model Duality.</li> <li>Transportation and Assignment Models.</li> <li>Network Models.</li> <li>Nonlinear Programming (Introductory Concepts).</li> <li>Decision-Making Theory.</li> <li>Game Theory (Basic Concepts).</li> <li>Inventory Models (Introduction).</li> <li>Queuing Theory (Introduction).</li> <li>Practical Applications using <b>QSB software</b>.</li> </ul>

<p><b>Learning and Teaching Strategies</b></p> <p>استراتيجيات التعلم والتعليم</p>			
<p><b>Strategies</b></p>	<ul style="list-style-type: none"> <li>Interactive lectures supported with examples.</li> <li>Practical sessions using QSB software.</li> <li>Case studies and workshops for problem-solving.</li> <li>Individual and group assignments.</li> <li>Short quizzes and reports to reinforce feedback.</li> <li>Encouraging student participation during lectures through discussion and posing scientific questions, which is also considered an activity in the evaluation process to assess students' understanding of the material.</li> <li>Requiring students to attend lectures by assigning attendance points, which are calculated as a proportion of the overall student evaluation.</li> <li>Assigning homework to students for assessment purposes and to determine their academic level regarding the taught material; this is also considered an activity in the evaluation process of student performance.</li> </ul>		
<p><b>Student Workload (SWL)</b></p> <p>الحمل الدراسي للطالب محسوب لـ ١٥ اسبوعا</p>			
<p><b>Structured SWL (h/sem)</b></p> <p>الحمل الدراسي المنتظم للطالب خلال الفصل</p>	<p>45</p>	<p><b>Structured SWL (h/w)</b></p> <p>الحمل الدراسي المنتظم للطالب أسبوعيا</p>	<p><b>3</b></p>
<p><b>Unstructured SWL (h/sem)</b></p> <p>الحمل الدراسي غير المنتظم للطالب خلال الفصل</p>	<p>30</p>	<p><b>Unstructured SWL (h/w)</b></p> <p>الحمل الدراسي غير المنتظم للطالب أسبوعيا</p>	<p><b>2</b></p>
<p><b>Total SWL (h/sem)</b></p> <p>الحمل الدراسي الكلي للطالب خلال الفصل</p>	<p>75</p>		

## Module Evaluation

تقييم المادة الدراسية

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	1	10% (10)	8	CLO-1 , CLO-2, CLO-3,CLO-4,CLO-5
	Assignments	1	10% (10)	6	CLO-1, CLO-2
	Projects / Lab.	1	10% (10)	continuous	
	Report	1	10% (10)	10	CLO-1, CLO-2, CLO-3
Summative assessment	Midterm Exam	2 hr	10% (10)	9	CLO-1, CLO-2, CLO-3
	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

## Delivery Plan (Weekly Syllabus)

المنهاج الاسبوعي النظري

	Material Covered
Week 1	Introduction to Operations Research and its Applications in Management
Week 2	Formulation of Mathematical Models (Linear Programming)
Week 3	Graphical Solution of Two-Variable Models
Week 4	Simplex Method – Part I
Week 5	Simplex Method – Part II
Week 6	Sensitivity Analysis and Duality in Linear Programming
Week 7	Transportation Models
Week 8	Assignment Models
Week 9	Network Models
Week 10	Nonlinear Programming – Introduction
Week 11	Introduction to Decision Analysis
Week 12	Game Theory – Fundamentals
Week 13	Introduction to Queuing Theory
Week 14	Practical Applications Using QSB (Hands-on Training)
Week 15	General Review and Preparation for the Final Exam

## Learning and Teaching Resources

مصادر التعلم والتدريس

	Text	Available in the Library?
<b>Required Texts</b>	<p><b>Operations Research: An Introduction</b> – .1 Hamdy Taha</p> <p><b>Introduction to Operations Research</b> – .2 Hillier &amp; Lieberman</p> <p>Operations Research – Author: Hamed Al-Shammarti</p>	
<b>Recommended Texts</b>	<p>QSB Software Manual</p> <p>Iraqi academic journals in administrative sciences</p>	
<b>Websites</b>		

## Grading Scheme

مخطط الدرجات

Group	Grade	التقدير	Marks (%)	Definition
<b>Success Group (50 - 100)</b>	<b>A - Excellent</b>	امتياز	90 - 100	Outstanding Performance
	<b>B - Very Good</b>	جيد جدا	80 - 89	Above average with some errors
	<b>C – Good</b>	جيد	70 - 79	Sound work with notable errors
	<b>D - Satisfactory</b>	متوسط	60 - 69	Fair but with major shortcomings
	<b>E - Sufficient</b>	مقبول	50 - 59	Work meets minimum criteria
<b>Fail Group (0 – 49)</b>	<b>FX – Fail</b>	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	<b>F – Fail</b>	راسب	(0-44)	Considerable amount of work required

**Note:** Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

## Module Description Template

Module Information			
معلومات المادة الدراسية			
<b>Module Title</b>	<b>Organizational Behavior</b>		<b>Module Delivery</b>
<b>Module Type</b>	Core		<input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Lecture <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input type="checkbox"/> Practical <input checked="" type="checkbox"/> Seminar
<b>Module Code</b>	F4545		
<b>ECTS Credits</b>	3		
<b>SWL (hr/sem)</b>	45		
<b>Module Level</b>	1UG11	<b>Semester of Delivery</b>	
<b>Administering Department</b>	Business Administration	<b>College</b>	
<b>Module Leader</b>	Dr. Adel Kasid	<b>e-mail</b>	
<b>Module Leader's Acad. Title</b>	Assistant Lecturer	<b>Module Leader's Qualification</b>	PhD
<b>Module Tutor</b>	Dr. Adel Kasid	<b>e-mail</b>	
<b>Peer Reviewer Name</b>		<b>e-mail</b>	
<b>Scientific Committee Approval Date</b>	01/02/2026	<b>Version Number</b>	1.0

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

Module Aims, Learning Outcomes and Indicative Contents	
أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية	
<b>Module Objectives</b> أهداف المادة الدراسية	<ol style="list-style-type: none"> <li>1. Providing the student with basic knowledge regarding administrative concepts.</li> <li>2. Supplying the student with functional skills after graduation that contribute to improving performance and preparing them for future skills.</li> <li>3. The student shall be able to invest in opportunities within the labor market.</li> </ol>

<p><b>Module Learning Outcomes</b></p> <p>مخرجات التعلم للمادة الدراسية</p>	<p>Important: Write at least 6 Learning Outcomes, better to be equal to the number of study weeks.</p> <ol style="list-style-type: none"> <li>1. The student should be able to discuss the importance of organizational behavior.</li> <li>2. The student should be able to describe the personal aspects of employees.</li> <li>3. The student should be able to develop an organizational behavior perspective.</li> <li>4. The student should be able to use planning tools in the field of organizational behavior.</li> <li>5. The student should be able to analyze the basic elements of organizational behavior.</li> <li>6. The student should be able to understand the strategy and analyze the elements of organizational behavior.</li> </ol>
<p><b>Indicative Contents</b></p> <p>المحتويات الإرشادية</p>	<p>Indicative content includes the following.</p> <p><b>Administrative Terminology:</b> The term "Organization" is used to refer to companies, institutions, and government departments, whether they are in the private or public sector, or voluntary organizations.</p> <p>Total hrs = 105 = SSWL - (Exam hrs) = 109 - 4 = 105 hr (Time table hrs x 15 weeks)</p>

<p style="text-align: center;"><b>Learning and Teaching Strategies</b></p> <p style="text-align: center;">استراتيجيات التعلم والتعليم</p>	
<p><b>Strategies</b></p>	<ol style="list-style-type: none"> <li>1. Lecture-based learning through comprehensive explanation of theoretical administrative concepts.</li> <li>2. Project-based learning by assigning students applied projects in the field of management or learning-by-doing through realistic tasks.</li> <li>3. Cooperative learning through teamwork to solve administrative problems and using group brainstorming.</li> <li>4. Classroom discussion strategies through opening dialogues or participatory learning.</li> <li>5. Stimulating critical thinking.</li> <li>6. Continuous assessment and feedback on student activities.</li> </ol>

### Student Workload (SWL)

الحمل الدراسي للطالب محسوب لـ ١٥ اسبوعا

<b>Structured SWL (h/sem)</b> الحمل الدراسي المنتظم للطالب خلال الفصل	45	<b>Structured SWL (h/w)</b> الحمل الدراسي المنتظم للطالب أسبوعيا	3
<b>Unstructured SWL (h/sem)</b> الحمل الدراسي غير المنتظم للطالب خلال الفصل	30	<b>Unstructured SWL (h/w)</b> الحمل الدراسي غير المنتظم للطالب أسبوعيا	2
<b>Total SWL (h/sem)</b> الحمل الدراسي الكلي للطالب خلال الفصل	75		

### Module Evaluation

تقييم المادة الدراسية

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
<b>Formative assessment</b>	<b>Quizzes</b>	2	10% (10)	5 and 10	LO #1, #2 and #10, #11
	<b>Assignments</b>	2	10% (10)	2 and 12	LO #3, #4 and #6, #7
	<b>Projects / Lab.</b>	1	10% (10)	Continuous	All
	<b>Report</b>	1	10% (10)	13	LO #5, #8 and #10
<b>Summative assessment</b>	<b>Midterm Exam</b>	2hr	10% (10)	7	LO #1 - #7
	<b>Final Exam</b>	3hr	50% (50)	16	All
<b>Total assessment</b>			100% (100 Marks)		

## Delivery Plan (Weekly Syllabus)

المنهاج الاسبوعي النظري

	Material Covered
Week 1	Introduction to Organizational Behavior
Week 2	Evolution of Management Thought
Week 3	Personality
Week 4	Perception
Week 5	Motivation
Week 6	Values
Week 7	Learning
Week 8	Communication
Week 9	Administrative Leadership
Week 10	Management of Work Teams
Week 11	Conflict Management
Week 12	Stress Management
Week 13	Organizational Culture
Week 14	Midterm Exam
Week 15	Course Review
Week 16	Preparatory week before the final Exam

## Delivery Plan (Weekly Lab. Syllabus)

المنهاج 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?
<b>Required Texts</b>	Principles of Management with Emphasis on Business Administration, Khalil Mohammed Al-Shammaa, Dar Al-Masirah, 2016.	Yes
<b>Recommended Texts</b>	Business Administration, Dr. Saad Ali Al-Anzi, Dar Al-Yazouri, 2020.	No
<b>Websites</b>		

## Grading Scheme

مخطط الدرجات

Group	Grade	التقدير	Marks %	Definition
<b>Success Group (50 - 100)</b>	<b>A - Excellent</b>	امتياز	90 - 100	Outstanding Performance
	<b>B - Very Good</b>	جيد جدا	80 - 89	Above average with some errors
	<b>C - Good</b>	جيد	70 - 79	Sound work with notable errors
	<b>D - Satisfactory</b>	متوسط	60 - 69	Fair but with major shortcomings
	<b>E - Sufficient</b>	مقبول	50 - 59	Work meets minimum criteria
<b>Fail Group (0 - 49)</b>	<b>FX – Fail</b>	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	<b>F – Fail</b>	راسب	(0-44)	Considerable amount of work required

**Note:** Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54). The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

## Module Description Template

Module Information			
معلومات المادة الدراسية			
<b>Module Title</b>	Logistics Management		<b>Module Delivery</b>
<b>Module Type</b>	<b>Core</b>		<input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Lecture <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input type="checkbox"/> Practical <input checked="" type="checkbox"/> Seminar
<b>Module Code</b>	<b>A3312</b>		
<b>ECTS Credits</b>	<b>3</b>		
<b>SWL (hr/sem)</b>	<b>45</b>		
<b>Module Level</b>	1UG11	<b>Semester of Delivery</b>	2
<b>Administering Department</b>	Business Administration	<b>College</b>	
<b>Module Leader</b>	Asst. Lect. Fadel Rahim	<b>e-mail</b>	
<b>Module Leader's Acad. Title</b>	Assistant Lecturer	<b>Module Leader's Qualification</b>	Master
<b>Module Tutor</b>	Asst. Lect. Fadel Rahim	<b>e-mail</b>	
<b>Peer Reviewer Name</b>	Name	<b>e-mail</b>	
<b>Scientific Committee Approval Date</b>	01/02/2026	<b>Version Number</b>	1.0

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

Module Aims, Learning Outcomes and Indicative Contents	
أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية	
<b>Module Objectives</b> أهداف المادة الدراسية	1. Providing the student with basic knowledge regarding administrative concepts.

	<ol style="list-style-type: none"> <li>2. Supplying the student with functional skills after graduation that contribute to improving performance and preparing them for future skills.</li> <li>3. The student shall be able to invest in opportunities within the labor market</li> </ol>
<b>Module Learning Outcomes</b>  مخرجات التعلم للمادة الدراسية	<p>Important: Write at least 6 Learning Outcomes, better to be equal to the number of study weeks.</p> <ol style="list-style-type: none"> <li>1. The student should be able to discuss logistics management.</li> <li>2. The student should be able to describe supply chains.</li> <li>3. The student should be able to develop an inventory management perspective.</li> <li>4. The student should be able to use planning tools in forecasting.</li> <li>5. The student should be able to analyze the basic elements of logistics costs.</li> <li>6. The student should be able to understand strategy and analyze logistics risk elements..</li> </ol>
<b>Indicative Contents</b>  المحتويات الإرشادية	<p>Indicative content includes the following.</p> <p><b>Administrative Terminology:</b> The term "Organization" is used to refer to companies, institutions, and government departments, whether they are in the private or public sector, or voluntary organizations.</p> <p>Total hrs = 105 = SSWL - (Exam hrs) = 109 - 4 = 105 hr (Time table hrs x 15 weeks)</p>

<b>Learning and Teaching Strategies</b> استراتيجيات التعلم والتعليم	
<b>Strategies</b>	<ol style="list-style-type: none"> <li>1. Lecture-based learning through comprehensive explanation of theoretical administrative concepts.</li> <li>2. Project-based learning by assigning students applied projects in the field of management or learning-by-doing through realistic tasks.</li> <li>3. Cooperative learning through teamwork to solve administrative problems and using group brainstorming</li> <li>4. Classroom discussion strategies through opening dialogues or participatory learning.</li> <li>5. Stimulating critical thinking.</li> <li>6. Continuous assessment and feedback on student activities</li> </ol>

<b>Student Workload (SWL)</b> الحمل الدراسي للطالب محسوب لـ ١٥ اسبوعا			
<b>Structured SWL (h/sem)</b> الحمل الدراسي المنتظم للطالب خلال الفصل	45	<b>Structured SWL (h/w)</b> الحمل الدراسي المنتظم للطالب أسبوعيا	3

<b>Unstructured SWL (h/sem)</b> الحمل الدراسي غير المنتظم للطالب خلال الفصل	30	<b>Unstructured SWL (h/w)</b> الحمل الدراسي غير المنتظم للطالب أسبوعياً	2
<b>Total SWL (h/sem)</b> الحمل الدراسي الكلي للطالب خلال الفصل	75		

<b>Module Evaluation</b> تقييم المادة الدراسية					
		<b>Time/Number</b>	<b>Weight (Marks)</b>	<b>Week Due</b>	<b>Relevant Learning Outcome</b>
<b>Formative assessment</b>	<b>Quizzes</b>	2	10% (10)	5 and 10	LO #1, #2 and #10, #11
	<b>Assignments</b>	2	10% (10)	2 and 12	LO #3, #4 and #6, #7
	<b>Projects / Lab.</b>	1	10% (10)	Continuous	All
	<b>Report</b>	1	10% (10)	13	LO #5, #8 and #10
<b>Summative assessment</b>	<b>Midterm Exam</b>	2hr	10% (10)	7	LO #1 - #7
	<b>Final Exam</b>	3hr	50% (50)	16	All
<b>Total assessment</b>			100% (100 Marks)		

<b>Delivery Plan (Weekly Syllabus)</b> المنهاج الأسبوعي النظري	
	<b>Material Covered</b>
<b>Week 1</b>	Introduction to Logistics Management
<b>Week 2</b>	Supply Chains
<b>Week 3</b>	Forecasting, Planning, and Demand
<b>Week 4</b>	Inventory Management
<b>Week 5</b>	Transportation and Distribution
<b>Week 6</b>	Warehouse Management
<b>Week 7</b>	Logistics Cost
<b>Week 8</b>	Logistics Information Systems
<b>Week 9</b>	Logistics Services

<b>Week 10</b>	Reverse Logistics
<b>Week 11</b>	Logistics Risk Management
<b>Week 12</b>	Logistics Performance
<b>Week 13</b>	Digital Logistics
<b>Week 14</b>	Midterm Exam
<b>Week 15</b>	General Review
<b>Week 16</b>	<b>Preparatory week before the final Exam</b>

<b>Delivery Plan (Weekly Lab. Syllabus)</b> المنهاج الاسبوعي للمختبر	
	<b>Material Covered</b>
<b>Week 1</b>	
<b>Week 2</b>	
<b>Week 3</b>	
<b>Week 4</b>	
<b>Week 5</b>	
<b>Week 6</b>	
<b>Week 7</b>	

<b>Learning and Teaching Resources</b> مصادر التعلم والتدريس		
	<b>Text</b>	<b>Available in the Library?</b>
<b>Required Texts</b>	Principles of Management with Emphasis on Business Administration, Khalil Mohammed Al-Shammaa, Dar Al-Masirah, 2016.	Yes
<b>Recommended Texts</b>	Business Administration, Dr. Saad Ali Al-Anzi, Dar Al-Yazouri, 2020.	No
<b>Websites</b>		

**Grading Scheme**

مخطط الدرجات

Group	Grade	التقدير	Marks %	Definition
<b>Success Group</b> (50 - 100)	<b>A - Excellent</b>	امتياز	90 - 100	Outstanding Performance
	<b>B - Very Good</b>	جيد جدا	80 - 89	Above average with some errors
	<b>C - Good</b>	جيد	70 - 79	Sound work with notable errors
	<b>D - Satisfactory</b>	متوسط	60 - 69	Fair but with major shortcomings
	<b>E - Sufficient</b>	مقبول	50 - 59	Work meets minimum criteria
<b>Fail Group</b> (0 - 49)	<b>FX – Fail</b>	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	<b>F – Fail</b>	راسب	(0-44)	Considerable amount of work required

**Note:** Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

## MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
<b>Module Title</b> اسم المقرر	<b>English language</b>		<b>Module Delivery</b>
<b>Module Type</b> نوع المقرر	<b>S</b>		<input checked="" type="checkbox"/> <b>Theory</b> نظري <input type="checkbox"/> <b>Lecture</b> اونلاين <input type="checkbox"/> <b>Lab</b> مختبر <input type="checkbox"/> <b>Tutorial</b> مراجعة <input type="checkbox"/> <b>Practical</b> عملي <input type="checkbox"/> <b>Seminar</b> سيمينر
<b>Module Code</b> رمز المقرر	<b>F5798</b>		
<b>ECTS Credits</b> عدد ساعات المقرر اليومي	<b>2</b>		
<b>SWL (hr/sem)</b> عدد الساعات بالفصل الدراسي	<b>30</b>		
<b>Module Level</b> مستوى المقرر	<b>2</b>	<b>Semester of Delivery</b> الفصل الدراسي	
<b>Administering Department</b> القسم الاداري		<b>College</b> رمز الجامعة	
<b>Module Leader</b> مدير المقرر	Asst. lect. Hawraa abbas	<b>e-mail</b>	
<b>Module Leader's Acad. Title</b> اللقب العلمي لمدير المقرر	assistant lecture	<b>Module Leader's Qualification</b> شهادة مدير المقرر	Master
<b>Module Tutor</b> مدرس المقرر	Asst. lect. Hawraa abbas	<b>e-mail</b>	
<b>Peer Reviewer Name</b> اسم المراجع		<b>e-mail</b>	
<b>Scientific Committee Approval Date</b> تاريخ اعداد الوصف	2026/2/1	<b>Version Number</b>	

**Relation with other Modules**

العلاقة مع المواد الدراسية الأخرى

<b>Prerequisite module</b>	NONE	<b>Semester</b>	
<b>Co-requisites module</b>	NONE	<b>Semester</b>	

**Module Aims, Learning Outcomes and Indicative Contents**

أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية

<p><b>Module Aims</b></p> <p>أهداف المادة الدراسية</p>	<ul style="list-style-type: none"> <li>• <b>Language Skills Development:</b> Improving reading, writing, listening, and speaking skills in English.</li> <li>• <b>Understanding Accounting Terminology:</b> Enabling students to correctly use accounting terms in the English language.</li> <li>• <b>Enhancing Communication:</b> Improving the ability to communicate effectively in academic and professional contexts.</li> <li>• <b>Critical Thinking Development:</b> Encouraging students to analyze texts and situations in English.</li> <li>• <b>Achieving Cultural Familiarity:</b> Promoting cultural understanding through the study of English literature and texts</li> </ul>
<p><b>Module Learning Outcomes</b></p> <p>مخرجات التعلم للمادة الدراسية</p>	<ul style="list-style-type: none"> <li>• <b>Writing Skills Improvement:</b> Enhancing students' ability to write academic reports and essays in English.</li> <li>• <b>Understanding Accounting Terminology:</b> Mastering the use of accounting terms in English across various contexts.</li> <li>• <b>Reading Skills Development:</b> The ability to read academic and technical texts and comprehend their content.</li> <li>• <b>Oral Expression:</b> Strengthening speaking and presentation skills in English before an audience.</li> <li>• <b>Effective Listening:</b> Improving listening skills and the comprehension of lectures and discussions in English.</li> </ul>
<p><b>Indicative Contents</b></p> <p>المحتويات الإرشادية</p>	<ul style="list-style-type: none"> <li>• Introduction to English Language</li> <li>• Basic Grammar</li> <li>• Writing Skills</li> <li>• Reading Skills</li> <li>• Oral Expression</li> <li>• Accounting Terminology</li> <li>• Listening Skills</li> <li>• English Literature and Texts</li> </ul>

**Learning and Teaching Strategies**

استراتيجيات التعلم والتعليم

<b>Strategies</b>	<ul style="list-style-type: none"> <li>• <b>Interactive Lectures:</b> Utilizing interactive lectures to enhance students' understanding and active participation.</li> <li>• <b>Practical Workshops:</b> Conducting workshops to apply accounting terminology in practical contexts, which helps</li> </ul>
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students bridge the gap between theoretical knowledge and professional reality.

- **Group Activities:** Organizing group activities to strengthen communication skills and oral expression.
- **Literary and Academic Texts:** Using literary materials and academic texts to develop reading and analytical skills.
- **Performance Evaluation:** Assessing student performance through tests and practical projects to ensure the achievement of educational objectives.

### Student Workload (SWL)

الحمل الدراسي للطالب محسوب لـ ١٥ أسبوعا

<b>Structured SWL (h/sem)</b> الحمل الدراسي المنتظم للطالب خلال الفصل	30	<b>Structured SWL (h/w)</b> الحمل الدراسي المنتظم للطالب أسبوعيا	2
<b>Unstructured SWL (h/sem)</b> الحمل الدراسي غير المنتظم للطالب خلال الفصل	15	<b>Unstructured SWL (h/w)</b> الحمل الدراسي غير المنتظم للطالب أسبوعيا	1
<b>Total SWL (h/sem)</b> الحمل الدراسي الكلي للطالب خلال الفصل	45		

### Module Evaluation

تقييم المادة الدراسية

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
<b>Formative assessment</b>	<b>Quizzes</b>	2	10% (10)	5, 10	LO # 2,4
	<b>Assignments</b>	2	10% (10)	2, 12	LO # 1,3,5
	<b>Projects / Lab.</b>	1	10%(10)	cont	
	<b>Report</b>	1	10% (10)	10	LO # 8,9
<b>Summative assessment</b>	<b>Midterm Exam</b>	2 hr	10% (10)	8	LO # 3,5,9
	<b>Final Exam</b>	3hr	50% (50)	16	All
<b>Total assessment</b>			100% (100 Marks)		

## Delivery Plan (Weekly Syllabus)

المنهاج الاسبوعي النظري

	Material Covered
<b>Week</b>	<b>Material Covered</b>
<b>Week 1</b>	<b>UNIT ONE TENSES</b>
<b>Week 2</b>	<b>QUESTIONS QUESTIONS WORDS</b>
<b>Week 3</b>	<b>UNIT TWO HAVE , HAVE GOT</b>
<b>Week 4</b>	<b>PRESENT CONTINUOUS PRESENT SIMPLE</b>
<b>Week 5</b>	<b>UNIT THREE PAST SIMPLE</b>
<b>Week 6</b>	<b>PAST CONTINUOUS</b>
<b>Week 7</b>	<b>Mid – Term Exam</b>
<b>Week 8</b>	<b>UNIT FOUR QUANTITY</b>
<b>Week 9</b>	<b>SOME AND ANY</b>
<b>Week 10</b>	<b>UNIT FIVE FUTURE INTENTIONS</b>
<b>Week 11</b>	<b>VERB PATTERNS</b>
<b>Week 12</b>	<b>UNIT SIX COMPARATIVE ADJECTIVES</b>
<b>Week 13</b>	<b>SUPERLATIVE ADJECTIVES</b>
<b>Week 14</b>	<b>UNIT SEVEN PRESENT PERFECT AND PAST SIMPLE</b>
<b>Week 15</b>	<b>SECOND INTERNAL EXAM</b>

## Delivery Plan (Weekly Lab. Syllabus)

المنهاج الاسبوعي للمختبر

	Material Covered
<b>Week 1</b>	None
<b>Week 2</b>	None
<b>Week 3</b>	None
<b>Week 4</b>	None
<b>Week 5</b>	None
<b>Week 6</b>	None
<b>Week 7</b>	None

## Learning and Teaching Resources

مصادر التعلم والتدريس

	Text	Available in the Library?
<b>Required Texts</b>	<b>THE NEW HEADWAY PRE-INTERMEDIATE BOOK</b> By John and Liz Soars	<b>No</b>
<b>Recommended Texts</b>		<b>No</b>
<b>Websites</b>	Specialized Websites	

## Grading Scheme

مخطط الدرجات

Group	Grade	التقدير	Marks (%)	Definition
<b>Success Group (50 - 100)</b>	<b>A - Excellent</b>	امتياز	90 – 100	Outstanding Performance
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	<b>F – Fail</b>	راسب	(0-44)	Considerable amount of work required

**Note:** Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

**Course Description**

Educational Institution	National University of Science and Technology
University Department / Center	Business Administration Department
Course Name / Code	Bank Management / B1122
Instructor's Name	M. M. Mohammed Kadhim
Available Attendance Forms	Assistant lecture
Semester / Year	Annual
Total Study Hours	2hours weekly for a full academic year
Date of Description Preparation	2025/10/14
<b>Course Objective:</b>	
<b>To clarify the specifics and fundamentals of banking operations and how they differ from other businesses, ensuring the student is familiar with most of these fundamentals, and beneficial from both theoretical and practical perspectives.</b>	

## Course Outcomes and Teaching, Learning, and Assessment Methods:

- A- Knowledge and Understanding  
A1- Knowledge of the philosophy of banking operations.  
A2- Knowledge of the fundamentals of banking operations.  
A3- Knowledge of the role of banking operations in the national economy.  
A4- Knowledge of banking processes.  
A5- Knowledge of the fundamentals of banking planning and control.  
A6- Knowledge of banking performance analysis and evaluation.

- B. Subject-Specific Skills  
B1 - Analytical skills.  
B2 - Mathematical skills.

## Teaching &amp; Learning Methods

Discussion and mathematical and non-mathematical exercises.

## Assessment Methods

Oral and written exams and writing research papers.

C. Thinking Skills

Posing brainstorming questions to involve students in creating renewed ideas.

**Teaching & Learning Methods : Lectures and discussions.**

Assessment Methods: Tests

General and Transferable Skills (Other skills related to employability and personal development)

Course Structure

Week	Hours	Required Learning Outcomes	Unit or Topic Name	Teaching Method	Assessment Method
1	2		<b>The specificity of banking operations</b>		
2	2		<b>The specificity of the Central Bank</b>		
3	2		<b>Banks and the deposit creation process</b>		
4	2		<b>Methods of allocating bank funds</b>		
5	2		<b>Commercial bank capital</b>		
6	2		<b>Commercial bank income statement and balance sheet</b>		
7	2		<b>Commercial bank income statement and balance sheet</b>		
8	2		<b>Bank liquidity management</b>		
9	2		<b>Bank profitability management</b>		
10	2		<b>Bank risk management</b>		
11	2		<b>Nature of bank deposits</b>		
12	2		<b>Calculation of interest on deposits</b>		
13	2		<b>Analysis of bank deposits</b>		
14	2		<b>Analysis of bank deposits</b>		
15	2		<b>Nature of bank credit</b>		
16	2		<b>Methods of repaying bank loans</b>		
17	2		<b>Methods of repaying bank loans</b>		
18	2		<b>Credit policy</b>		
19	2		<b>Credit risk</b>		

20	2		<b>Credit analysis</b>		
21	2		<b>Non-performing loans</b>		
22	2		<b>Banking investment</b>		
23	2		<b>Return and risk of banking investment</b>		
24	2		<b>Return and risk of banking investment</b>		
25	2		<b>Management of banking investments</b>		
26	2		<b>Investment banking</b>		
27	2		<b>Specialized banking</b>		
28	2		<b>Islamic banking</b>		
29	2		<b>Electronic banking</b>		
30	2		<b>Universal banking</b>		

Acceptance

Prerequisites

Minimum number of student

البنية التحتية

Fundamentals of Banking Operations - Prof. Dr. Abdul Salam Lafta Saeed

- Required Readings
- Texts
  - كتب المقرر
  - أخرى

Special Requirements( Workshops, periodicals, software, and websites)

Social Services( Guest lectures, vocational training, and field studies)

1- Educational Institution	National University
2- Scientific Department / Center	Business Administration
3- Course Name / Code	Business Administration Economics / E1122
4- Instructor's Name	M. M. Ahmed Ali Hussein
5- Available Attendance Forms	In-person
6- Semester / Year	First Semester
7- Total Study Hours	30
8- Date of Description Preparation	2025/10/14
9- Course Objectives:	
1- To provide the student with the most important principles and fundamentals of economic theories specific to administrative organizations and their relationship to decision-making.	
2- To inform students about methods for using economic theory in the administrative decision-making process and the possibility of applying it.	
3- To enable the graduate to acquire knowledge of the fundamentals of administrative economics and its purpose.	
4- To develop and enhance skills in the decision-making process by using economic methods and the possibility of making sound decisions based on them.	
5- To enable the graduate to acquire creative teaching and learning skills.	

#### 10. Course Outcomes and Teaching, Learning, and Assessment Methods:

##### A. Cognitive Objectives

A1- Enabling the student to acquire knowledge and the art of applying methods and techniques of Business Economics and their impact on administrative decision-making

A2- Defining the student in how to develop and enhance their self-information

A3- Enabling the student to acquire knowledge in the art of using economic laws and their relationship to management functions

A4- Enabling the student to develop their skills in the dynamic work environment

A5- Enabling the student to utilize their scientific capabilities to work in governmental and private institutions

A6- Enabling the student to acquire knowledge in how to solve administrative and financial problems and make administrative decisions

<b>B. Program-Specific Skill Objectives</b> <b>B1 - Scientific skills</b> <b>B2 - Leadership skills</b> <b>B3 - Skills in applying economic laws and theories and their relationship to administration</b>
<b>11-Teaching &amp; Learning Methods</b>
1- Use of pre-prepared lectures by the instructor 2- use of modern display devices 3- homework assignments, dividing students into discussion groups 4- dividing students into groups to present proposals for how to make administrative decisions according to economic logic
<b>Assessment Methods</b>
1- Oral exams, 2- monthly exams, 3- daily exams, student attendance and commitment
<b>C. Affective and Value Objectives</b> <b>C1- Achieving ethical objectives</b> <b>C2- Achieving commitment to university customs</b> <b>C3- Achieving commitment to university instructions and ministry laws</b> <b>C4- Developing the student's personal capabilities in all educational fields and good interaction with others</b>
<b>12-Teaching &amp; Learning Methods</b>
1- Lectures on university instructions 2- educational guidance lectures 3- continuous guidance 4- presenting practical cases
<b>Assessment Methods</b>
1- Daily exams 2- discussion in lectures and adherence to high ethics and values 3- grades for participation 4- monthly and semester evaluation
<b>D. General and Transferable Skills (Other skills related to employability and personal development)</b> <b>D1- Enabling the student to acquire the skill of applying economic laws and theories and the related methods and regulations</b> <b>D2- Enabling the student to use creative thinking methods in using economic laws and theories</b> <b>D3- Enabling the student to use modern methods in analysis and deduction</b> <b>D4- Enabling the student to plan and think about solving economic and financial problems facing management and making sound decisions</b>

<b>13. Course Structure</b>					
<b>Week</b>	<b>Hours</b>	<b>Required Learning Outcomes</b>	<b>Unit or Topic Name</b>	<b>Teaching Method</b>	<b>Assessment Method</b>
1	2	Student understands the material	Basic Concepts in Business Economics	Theoretical and applied lectures and solving exercises	Oral exams, questions

2	2	Student understands the material	Administrative Economics and its Relationship with Other Sciences	Theoretical and applied lectures and solving exercises	Oral exams, questions
3	2	Student understands the material	Importance of Administrative Economics and its Relationship with Other Sciences	Theoretical and applied lectures and solving exercises	Oral exams, questions
4	2	Student understands the material	Administrative Decision-Making Process	Theoretical and applied lectures and solving exercises	Oral exams, questions
6	2	Student understands the material	Decision Making and Shaping under Different Environmental Conditions	Theoretical and applied lectures and solving exercises	Oral exams, questions
6	2	Student understands the material	Study and Analysis of Demand Theory	Theoretical and applied lectures and solving exercises	Oral and practical exams
7	2	Student understands the material	Demand Elasticity and its Determining Factors	Theoretical and applied lectures and solving exercises	Oral and practical exams
8	2	Student understands the material	Importance of Forecasting Demand Size	Theoretical and applied lectures and solving exercises	Oral and practical exams
9	2	Student understands the material	Strategies and Project Objectives	Theoretical and applied lectures and solving exercises	Oral and practical exams
10	2	Student understands the material	Semester Exam	Applied lectures and solving exercises	Oral and practical exams
11	2	Student understands the material	Production Analysis	Theoretical and applied lectures and solving exercises	Oral and practical exams
12	2	Student understands the material	Production Cost Analysis	Theoretical and applied lectures and solving exercises	Oral exams, questions
13	2	Student understands the material	Optimal Production Rate	Theoretical and applied lectures and solving exercises	Oral and practical exams
14	2	Student understands the material	Price Behavior of the Enterprise	Theoretical and applied lectures and solving exercises	Oral and practical exams
15	2	Student understands the material	Project Profit Analysis	Theoretical and applied lectures and solving exercises	Oral and practical exams

#### 14. Infrastructure

<b>Required Textbooks</b>	<b>Fundamentals of Administrative Economics: Professor Nida Mohammed Al-Sous</b>
<b>Main References (Sources)</b>	<b>Fundamentals of Administrative Economics: Dr. Sayed Kaseb et al.; Fundamentals of Administrative Economics: Dr. Mohammed Fahmy</b>
<b>Recommended Books &amp; References</b>	<b>Economics, McGraw-Hill Irwin; Principles of Economics / Dominic Salvatore-Eugene Diulio / Schaum's Outline Series / University Courses; Arab and Gulf Economic Reports</b>
<b>Electronic References, Websites</b>	<b>springer website</b>

#### 15. Course Development Plan:

- 1- Study of labor market needs.
- 2- Reviewing international experiences in applying administrative economic theories and their relationship to organizational functions and decision-making.
- 3- Reviewing publications in national and international scientific journals in the field of applying economic theories and resulting methods and techniques.

**Course Description:**

## Cost Accounting

<b>Educational Institution</b>	<b>National University / College of Administration and Economics</b>
<b>Scientific Department / Center</b>	<b>Business Administration</b>
<b>Course Name / Code</b>	<b>Cost Accounting / C4455</b>
<b>Instructor's Name</b>	<b>M. M. Zeina Sadiq Zuweer</b>
<b>Available Attendance Forms</b>	<b>In-person</b>
<b>Semester / Year</b>	<b>Third Stage, First Course</b>
<b>Total Study Hours</b>	<b>30</b>
<b>Date of Description Preparation</b>	
<b>Course Objectives:</b>	
<b>To provide the student with the most important principles and fundamentals of Cost Accounting.</b>	
<b>To provide the student with how to manage Cost Accounting.</b>	
<b>To enable the graduate to acquire knowledge in the function of Cost Accounting.</b>	
<b>To develop and enhance administrative skills in the field of Cost Accounting.</b>	
<b>To enable the graduate to acquire creative teaching and learning skills in Cost Accounting.</b>	

### 16. Course Outcomes and Teaching, Learning, and Assessment Methods

#### A. Cognitive Objectives

**A1- Enabling the student to acquire knowledge specific to Cost Accounting management**

**A2- Defining the student in how to develop and enhance their self-information A3- Enabling the student to acquire knowledge in the art of the cost calculation process**

**A4- Enabling the student to develop their skills in the dynamic work environment**

**A5- Enabling the student to utilize their scientific capabilities in working in the field of Cost Accounting**

**A6- Enabling the student to acquire knowledge in how to solve the financial problems of Cost Accounting**

#### B. Program-Specific Skill Objectives

**B1 - Scientific skills**

**B2 - Leadership skills**

**B3 - Skills in administrative work challenges**

#### Teaching & Learning Methods

<ul style="list-style-type: none"> <li>- Use of pre-prepared lectures by the instructor,</li> <li>- use of modern display devices,</li> <li>- homework assignments,</li> <li>- dividing students into discussion groups</li> </ul>
<b>Assessment Methods</b>
<ul style="list-style-type: none"> <li>- Oral exams,</li> <li>- monthly exams,</li> <li>- daily exams,</li> <li>- student attendance and commitment</li> </ul>
<p><b>C. Affective and Value Objectives</b></p> <p style="padding-left: 20px;"><b>C1- Achieving ethical objectives</b></p> <p style="padding-left: 20px;"><b>C2- Achieving commitment to university customs</b></p> <p style="padding-left: 20px;"><b>C3- Achieving commitment to university instructions and ministry laws</b></p> <p style="padding-left: 20px;"><b>C4- Developing the student's personal capabilities in all educational fields and good interaction with others</b></p>
<b>Teaching &amp; Learning Methods</b>
<ul style="list-style-type: none"> <li>- Lectures on university instructions,</li> <li>- educational guidance lectures,</li> <li>- continuous guidance,</li> <li>- visiting public and private institutions,</li> <li>- presenting practical cases</li> </ul>
<b>Assessment Methods</b>
<ul style="list-style-type: none"> <li>- Daily exams,</li> <li>- discussion in lectures and adherence to high ethics and values,</li> <li>- grades for participation,</li> <li>- monthly and semester evaluation</li> </ul>
<p><b>D. General and Transferable Skills (Other skills related to employability and personal development)</b></p> <p style="padding-left: 20px;"><b>D1- Enabling the student to acquire the skill and art of preparing final accounts</b></p> <p style="padding-left: 20px;"><b>D2- Enabling the student to use creative thinking methods in managing financial accounting</b></p> <p style="padding-left: 20px;"><b>D3- Enabling the student to use modern methods in analysis and deduction</b></p>

Week	Hours	Required Learning Outcomes	Unit or Topic Name	Teaching Method	Assessment Method
1	2	Understand the material	Cost Accounting Theories	Lectures, Case Study, Discussion	Oral exams, questions
2	2	Understand the material	Cost Accounting Theories	Lectures, Case Study, Discussion	Oral exams, questions

3	2	Understand the material	Cost Accounting Theories	Lectures, Case Study, Discussion	Oral exams, questions
4	2	Understand the material	Inventory	Lectures, Case Study, Discussion	Oral exams, questions
5	2	Understand the material	Inventory	Lectures, Case Study, Discussion	Oral exams, questions
6	2	Understand the material	Inventory	Lectures, Case Study, Discussion	Oral exams, questions
7	2	Understand the material	Inventory	Lectures, Case Study, Discussion	Oral exams, questions
8	2	Understand the material	Monthly Exam	Lectures, Case Study, Discussion	Written exam
9	2	Understand the material	Control and Accounting for Materials	Lectures, Case Study, Discussion	Oral exams, questions
10	2	Understand the material	Control and Accounting for Materials	Lectures, Case Study, Discussion	Oral exams, questions
11	2	Understand the material	Control and Accounting for Wages	Lectures, Case Study, Discussion	Oral exams, questions
12	2	Understand the material	Control and Accounting for Wages	Lectures, Case Study, Discussion	Oral exams, questions
13	2	Understand the material	Control and Accounting for Indirect Industrial Costs	Lectures, Case Study, Discussion	Oral exams, questions
14	2	Understand the material	Control and Accounting for Indirect Industrial Costs	Lectures, Case Study, Discussion	Oral exams, questions
15		Understand the material	End of Course Exam	Lectures, Case Study, Discussion	Final Exam Questions

<b>Component</b>	<b>Required Textbooks</b>	<b>Main References (Sources)</b>	<b>Recommended Books &amp; Periodicals</b>	<b>Electronic References</b>
<b>Texts</b>	Prof. Dr. Bushra Al-Mashhadani	Prof. Dr. Salah Al-Kuwaz	Scientific and specialized journals in Cost Accounting	Specialized and advanced electronic websites in Cost Accounting
Course Development Plan				
Study of accounting fundamentals.				
Reviewing international experiences in Cost Accounting.				
Reviewing publications in national and international scientific journals in the field of Cost Accounting				

<b>Course Description Model</b>	
<b>Course:</b>	Strategic Management
<b>Course Code:</b>	S1122

Semester / Year:	Third Stage / First Course 2025-2026
Date of Description Preparation:	14/10/2025
Date of Description Preparation:	Classrooms (In-person)
Total Study Hours / Units:	45hours (three hours per week)
Course Coordinator Name:	Dr. Adel Kased Muften
<b>Course Objectives</b>	
<ul style="list-style-type: none"> <li>• Introduce students to the concepts and tools of strategic management and its role in analyzing organizational problems and making effective decisions.</li> <li>• Enable students to formulate appropriate strategic models to address administrative and organizational challenges in different business environments.</li> <li>• Train students to use strategic tools and techniques to analyze the internal and external environments of organizations, including tools like the SWOT matrix and competitive forces analysis.</li> <li>• Develop strategic decision-making skills based on quantitative and qualitative analysis of administrative situations.</li> <li>• Enhance students' understanding of the importance of strategic planning and its impact on achieving organizational goals, while developing their abilities to design and implement effective strategic plans.</li> <li>• Enable students to understand growth and adaptation strategies in different business environments, focusing on marketing and innovation strategies.</li> <li>• Enhance students' ability to apply strategic knowledge in developing entrepreneurial projects and achieving organizational goals efficiently and effectively.</li> <li>• Develop students' skills in analyzing future trends and formulating policies that support the organization's sustainability and enhance its competitive position.</li> </ul>	
<b>Teaching and Learning Strategy // Adopted Strategies</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Class Discussions:</b> Dividing students into groups to discuss strategic topics presented in lectures and holding competitions among them to enhance understanding and stimulate critical thinking about what was covered in class.</li> <li><input type="checkbox"/> <b>Case Study Analysis:</b> Discussing real-world cases and strategic problems facing public and private sector organizations, presenting them to students to motivate them to provide innovative ideas and solutions based on strategic management concepts.</li> <li><input type="checkbox"/> <b>Applied Problem Solving:</b> Discussing the solutions provided for the strategic problems presented and evaluating the improvement resulting from applying those solutions.</li> <li><input type="checkbox"/> Implementing group activities to analyze real strategies of different organizations and extract lessons learned.</li> <li><input type="checkbox"/> <b>Scenario Analysis:</b> Presenting scenarios inspired by practical reality that require students to analyze complex strategic problems and formulate effective solutions.</li> <li><input type="checkbox"/> <b>Guided Discovery:</b> Guiding students through the process of identifying appropriate strategic concepts and models for each problem, and teaching them how to apply them practically.</li> </ul>	

- **Use of Digital Resources:** Utilizing interactive online resources such as strategic simulations, competitive analysis tools, and digital case studies.
- Providing educational videos and training materials to enhance self-understanding and follow developments in the field of strategic management.
- **Assessment and Feedback:**
  - **Variety of Assessments:** Adopting a mix of assessment methods, such as short quizzes, practical projects, presentations, and case study analysis.
  - **Constructive Feedback:** Providing clear and targeted feedback to students on their performance in activities and projects to enhance their academic progress.

Week	Hours	Required Learning Outcomes	Topic Title	Learning Method	Assessment Method
1	3	Covering theoretical and practical aspects.	Concept and Importance of Strategic Management  Evolution of Strategic Management.  Definition of Strategic Management.  Tasks of Strategic Management.  Importance of Strategic Management for Business Organizations.	Theoretical lectures, discussions	Written and oral exams
2	3	Covering theoretical and practical aspects.	Strategic Direction  Organization's Mission and Objectives.	Theoretical lectures, discussions	Written and oral exams
3	3	Covering theoretical and practical aspects.	Strategic Analysis  Strategic Analysis of Macro-External Environmental Factors (Opportunities and Threats).  Analysis of Competitive Forces in the Industry Environment.	Theoretical lectures, discussions	Written and oral exams
4	3	Covering theoretical and practical aspects.	Strategic Analysis of Internal Environmental Factors  Value Chain Analysis.	Theoretical lectures, discussions	Written and oral exams
5	3	Covering theoretical and practical aspects.	Determining the Strategic Position  SWOT Matrix Analysis.	Theoretical lectures, discussions	Written and oral exams

6	3	Covering theoretical and practical aspects.	<p>Strategic Choice.</p> <p>Boston Consulting Group (BCG) Model.</p> <p>McKinsey/General Electric Matrix Model.</p> <p>Hofer Matrix Model.</p>	Theoretical lectures, discussions	Written and oral exams
7	3	Covering theoretical and practical aspects.	<p>Strategy Formulation</p> <p>Corporate Strategy.</p> <p>Business Strategy.</p> <p>Functional Strategies.</p>	Theoretical lectures, discussions	Written and oral exams
8	3	Covering theoretical and practical aspects.	<p>Strategic Implementation</p> <p>Translating strategic plans into practical reality.</p> <p>Managing change within the organization to ensure the achievement of strategic goals.</p>	Theoretical lectures, discussions	Written and oral exams
9	3	Covering theoretical and practical aspects.	<p>Strategic Leadership:</p> <p>The role of leaders in guiding the organization towards achieving its strategies.</p> <p>Strategic leadership to ensure the successful implementation of strategies.</p>	Theoretical lectures, discussions	Written and oral exams
10	3	Covering theoretical and practical aspects.	<p>Strategic Evaluation and Control</p> <p>Evaluating strategic performance to ensure planned objectives are met.</p>	Theoretical lectures, discussions	Written and oral exams
11	3	Covering theoretical and practical aspects.	<p>Strategic Control</p> <p>Includes identifying Key Performance Indicators (KPIs) and measuring progress against goals.</p>	Theoretical lectures, discussions	Written and oral exams
12	3	Covering theoretical and practical aspects.	<p>Strategic Audit</p> <p>"Reviewing strategic processes to ensure alignment with organizational goals.</p> <p>Evaluating the efficiency and effectiveness of strategies</p>	Theoretical lectures, discussions	Written and oral exams

			used and identifying areas for improvement."		
13	3	Covering theoretical and practical aspects.	Strategic Option  Selecting the best alternative from a set of available strategic options. Comprehensive analysis of available resources, the external environment, and organizational goals.	Theoretical lectures, discussions	Written and oral exams
14	3	Covering theoretical and practical aspects.	Strategic Decision  Strategic flexibility in decision-making. The long-term impact of the strategic decision. Risks associated with the strategic decision. Success indicators for the strategic decision.	Theoretical lectures, discussions	Written and oral exams
15	3	Q&A session	Case Study	Theoretical lectures, discussions	Written and oral exams

□ **Specialized Books and References:**

- Specialized books in the field of strategic management focusing on basic concepts, case studies, and functions related to strategic management.
- Modern academic and scientific books in Arabic and English, covering in-depth topics in strategic management and its practices.

□ **Arab and Iraqi Sources:**

- Sources discussing the economy and management in Iraq, focusing on strategic management challenges in the local context.
- Key references addressing modern strategic management in the Arab world and Iraq, reviewing practical examples from local and regional organizations.

□ **Scientific Journals and Reports:**

- Peer-reviewed scientific journals specialized in strategic management, discussing modern trends and the development of strategic theories and practices.
- Academic reports addressing case studies and strategic analyses, highlighting the latest research in this field.

□ **Electronic References:**

- Reliable scientific websites offering academic content on strategic management.
- Electronic databases containing academic research and articles specialized in strategic management.
- Iraqi and Arab academic e-journals providing recent studies and research in strategic management.
- Websites of Iraqi and Arab universities containing educational resources and e-libraries to support research and learning.

1. Educational Institution	National University of Science and Technology
2. Scientific Department / Center	Business Administration Department
3. Instructor Name	Dr. mohammed naem
4. Course Name / Code	Financial Management 1 for the Third Stage / F112233
5. Available Attendance Formats	Weekly / Theoretical
6. Semester / Year	Courses System
7. Total Number of Study Hours	45Hours
8. Date of Preparation	2025/10/14
<b>9. Course Objectives</b>	
<ul style="list-style-type: none"> <li>• Understanding the areas of benefit from concepts related to financial management in administrative practices.</li> </ul>	
<ul style="list-style-type: none"> <li>• Developing students' mental abilities in both theoretical and quantitative fields, as it is a quantitative and theoretical subject involving many applications, and forming an overall perception of it.</li> </ul>	
<ul style="list-style-type: none"> <li>• Developing awareness regarding all its quantitative and non-quantitative methods that contribute to developing the reality of practices in the science of administrative financial management.</li> </ul>	
<b>10. Course Outcomes, Teaching, Learning, and Evaluation Methods</b>	
<b>A.</b>	
<b>Cognitive Objectives</b>	
<ol style="list-style-type: none"> <li>1. Reviewing the cognitive foundations related to financial leverage, financial management decisions, and external and internal financial funding sources.</li> <li>2. Types of stocks, their origins, characteristics, types, and principles.</li> <li>3. Methodological applications related to the principles of quantitative and qualitative calculation of risk, its types, and techniques.</li> <li>4. Building financial decisions, achieving efficiency, and defining methods for their management.</li> <li>5. Calculating financial ratios according to financial analysis and methods of selecting financial decisions for stocks, bonds, and other assets.</li> </ol>	
<b>B.</b>	
<b>Program-Specific Skill Objectives</b>	
<ol style="list-style-type: none"> <li>1. Providing the student with skills to distinguish between types of stocks and bonds in terms of risk.</li> <li>2. Providing the student with skills to calculate return, risk, leverage, and break-even analysis according to amount, volume, multiple products, and the tax impact on them.</li> <li>3. Providing the student with quantitative skills on methods of financial decision-making.</li> </ol>	
<b>C.</b>	
<b>Affective and Value Objectives</b>	

1. Granting students confidence in their theoretical and quantitative capabilities in how to build decisions in financial management.
2. Understanding how to take sequential steps to build the efficiency of investment and fixed asset decisions as long-term decisions.
3. Learning how to select appropriate securities such as stocks and bonds and how to analyze them according to quantitative and descriptive financial management analysis techniques.

D.

#### General and Transferable Skills

1. Verbal communication.
2. Quantitative and qualitative investigation and analysis.
3. Proper formulation of investment methods and preparation of reports related to risk and return.
4. Specialized linguistic stylistic communication.
5. Financial organization.
6. Commitment, integrity, and accuracy.
7. Time management and utilizing time as an important resource.
8. Motivation coupled with discipline and transparency in financial performanc

#### 11. Teaching and Learning Methods:

- Lectures and various quantitative, theoretical, qualitative, descriptive, and financial visual aids, and Data Show.

#### Evaluation Methods:

- Surprise daily quizzes, semester and monthly exams, final evaluation, presentations, reports, and various classroom and extra-curricular activities.
- Attendance and absence, group and individual research, and brief reports.
- Oral and written tests.
- Grade Distribution:
  - Activities during the semester: 20%
  - Semester written exam: 20%
  - Final exam: 60%

#### 12. Course Structure

Week	Hours	Required Learning Outcomes	Unit / Topic Name	Teaching Method	Evaluation Method
1	3	Student understands the target topic	Concept of Financial Distress	Theoretical	Quiz
2	3	Student understands the target topic	Liquidation and types of Legal and Technical Distress	Theoretical	Quiz

3	3	Student understands the target topic	Break-even Analysis	Theoretical	Quiz
4	3	Student understands the target topic	Break-even Point Volume	Theoretical	Quiz
5	3	Student understands the target topic	Break-even Point Value	Theoretical	Quiz
6	3	Student understands the target topic	Break-even Point Affected by Taxes	Theoretical	Quiz
7	3	Student understands the target topic	Leverage and its types	Theoretical	Quiz
8	3	Student understands the target topic	Operating Leverage	Theoretical / Monthly Exam	Quiz
9	3	Student understands the target topic	Financial Leverage	Theoretical	Quiz
10	3	Student understands the target topic	Comprehensive (Combined) Leverage	Theoretical	Quiz
11	3	Student understands the target topic	Break-even point for Multiple Products	Theoretical	Quiz
12	3	Student understands the target topic	Cash Management	Theoretical	Quiz
13	3	Student understands the target topic	Working Capital Management	Theoretical	Quiz
14	3	Student understands the target topic	Inventory Management	Theoretical	Quiz
15	3	Student understands the target topic	Re-order Point	Theoretical / Monthly Exam	Quiz

### 13. Infrastructure

<b>Required Textbooks</b>	<b>1. Financial Management by Fayez Nadeem (2009). 2. Theoretical Concepts and Quantitative Applications in Financial Sciences by Dr. Hani Fadel Al-Shawi (2023), Dar Al-Alamiya, Cairo, Egypt.</b>
<b>Main References (Sources)</b>	<b><i>Advanced Financial Management</i> by Jalil Al-Aared (2013); <i>Financial Management</i> by Younis Khan and Hasham Saleh (2007), Jordan Book Center; Handouts prepared by Dr. Hani Fadel Al-Shawi.</b>
<b>Recommended Journals/Reports</b>	<b>Specialized scientific journals in Financial Management.</b>

**Electronic  
References**

**Specialized websites for advanced and modern Financial  
Management.**

#### **14. Course Development Plan**

**Adding topics about (Financial Instruments) to achieve more rigor in the  
curriculum by a percentage not exceeding 5-10%.**

<b>1. Educational Institution</b>	<b>National University for Science and Technology</b>
<b>2. Department / Center</b>	<b>Business Administration</b>
<b>3. Course Name / Code</b>	<b>Quantitative Systems for Business QSB (B3331)</b>
<b>4. Instructor Name</b>	<b>DR. Adel kasid</b>
<b>5. Available Attendance Modes</b>	<b>In-person</b>
<b>6. Semester / Year</b>	<b>Third Stage</b>
<b>7. Total Study Hours</b>	<b>45Hours</b>
<b>8. Date of Preparation</b>	<b>2025/10/14</b>
<b>9. Course Objectives</b>	
<ul style="list-style-type: none"> <li>• Providing the student with the most important principles and basics of the Quantitative Systems for Business.</li> </ul>	
<ul style="list-style-type: none"> <li>• Providing the student with how to use the Quantitative Systems for Business.</li> </ul>	
<ul style="list-style-type: none"> <li>• Enabling the graduate to acquire knowledge in solving administrative problems using the Quantitative Systems for Business.</li> </ul>	
<ul style="list-style-type: none"> <li>• Developing skills in using the Quantitative Systems for Business.</li> </ul>	
<ul style="list-style-type: none"> <li>• Enabling the graduate to acquire creative teaching and learning skills.</li> </ul>	
<ul style="list-style-type: none"> <li>• Providing the student with the most important principles and basics of the Quantitative Systems for Business.</li> </ul>	

## **10. Course Outcomes, Teaching, Learning, and Assessment Methods**

### **A- Cognitive Objectives**

- **Enabling the student to obtain knowledge and the art of Quantitative Systems for Business.**
- **Defining for the student how to develop their self-information.**
- **Enabling the student to gain knowledge in the art of using Quantitative Systems for Business.**
- **Enabling the student to develop their skills in a dynamic work environment.**
- **Enabling the student to employ their scientific capabilities in the field of computer use.**
- **Enabling the student to gain knowledge in how to solve management problems.**
- **B- Program-Specific Skill Objectives**
  - **B1: Scientific skills**
  - **B2: Leadership skills.**
  - **B3: Computer use skills.**

### **11. Teaching and Learning Methods:**

1. Using lectures prepared in advance by the instructor.
2. Using modern display devices.
3. Homework assignments.
4. Dividing students into groups for discussion.

### Assessment Methods:

1. Oral exams.
2. Monthly exams.
3. Daily exams in the laboratory.
4. Student attendance and commitment.

### C- Affective and Value Objectives

- C1: Achieving ethical goals.
- C2: Achieving commitment to university traditions.
- C3: Achieving commitment to university instructions and ministry laws.
- C4: Developing the student's personal capabilities in all educational fields and good interaction with others.

### 12. Assessment Methods:

Daily exams in the computer laboratory.

- Discussion in lectures and commitment to high ethics and values.
- Grades for participation.
- Monthly and seasonal evaluation.

### D- General and Transferable Qualifying Skills

- D1: Enabling the student to acquire the skill and art of using Quantitative Systems for Business.
- D2: Enabling the student to use creative thinking methods in Quantitative Systems for Business.
- D3: Enabling the student to use modern methods in analysis and deduction.
- D4: Enabling the student to plan and think about solving problems facing management using Quantitative Systems for Business.

### 13. Course Structure

Week	Hours	Required Learning Outcomes	Unit / Topic Title	Teaching Method	Assessment Method
1	2	Student understands the material	How to operate QSB	Theoretical and practical lectures in lab	Oral exams and questions
2	2	Student understands the material	QSB commands and methods	Theoretical and practical lectures in lab	Oral exams and questions
3	2	Student understands the material	Graphical method for solving Linear Programming	Theoretical and practical lectures in lab	Oral exams and questions
4	2	Student understands the material	Simplex method	Theoretical and practical lectures in lab	Oral exams and questions

5	2	Student understands the material	Solving Integer Programming	Theoretical and practical lectures in lab	Oral exams and questions
6	2	Student understands the material	Solving Goal Programming	Theoretical and practical lectures in lab	Oral and practical exams
7	2	Student understands the material	Transportation Model	Theoretical and practical lectures in lab	Oral and practical exams
8	2	Student understands the material	Assignment	Theoretical and practical lectures in lab	Oral and practical exams
9	2	Student understands the material	Shortest Path Model	Theoretical and practical lectures in lab	Oral and practical exams
10	2	Student understands the material	Traveling Salesman Model	Theoretical and practical lectures in lab	Oral and practical exams
11	2	Student understands the material	Queuing Theory	Theoretical and practical lectures in lab	Oral and practical exams
12	2	Student understands the material	Queuing Theory	Theoretical and practical lectures in lab	Oral exams and questions
13	2	Student understands the material	Business Networks	Theoretical and practical lectures in lab	Oral and practical exams
14	2	Student understands the material	Forecasting Methods	Theoretical and practical lectures in lab	Oral and practical exams
15	2	Student understands the material	General Review	Theoretical and practical lectures in lab	Oral and practical exams

#### 14. Infrastructure and Resources

<b>Required Books:</b>	<ul style="list-style-type: none"> <li>Quantitative Systems for Business - Dr. Khalid Dhari.</li> <li>Quantitative Systems for Business - Prof. Dr. Mohammed Abboud Taher.</li> </ul>
<b>Main References (Sources):</b>	<ul style="list-style-type: none"> <li>Al-Rafidain Journal.</li> <li>Shatt Al-Arab College Journal for Administrative Sciences.</li> </ul>
<b>Scientific Journals and Reports:</b>	<ul style="list-style-type: none"> <li>Management Science Journal.</li> </ul>

#### 15. Course Development Plan

- Studying labor market needs.
- Reviewing international experiences in using Operations Research solution systems.
- Reviewing what is written in national and international scientific journals in the field of Quantitative Systems for Business.

#### Course Description Form

Educational Institution

National University of Science and Technology

<b>Scientific Department / Center</b>	<b>Business Administration</b>
<b>Course Name / Code</b>	<b>Project Management / P1122</b>
<b>Instructor Name</b>	<b>DR. Adel kasid</b>
<b>Available Attendance Formats</b>	<b>In-person</b>
<b>Semester / Year</b>	<b>First Semester</b>
<b>Total Number of Study Hours</b>	<b>45Hours</b>
<b>Date of Preparation</b>	<b>2025/10/14</b>
<b>Course Objectives</b>	
Providing the student with information about the concept of project management and developing modern concepts of project management.	
The student should know the types, models, and methods of project selection.	
The student should know how to select a project manager and understand their characteristics and responsibilities.	
The student should know the meaning of planning, its importance for projects, and the types of plans.	
The student should know the meaning of project organization, types of organization, and the benefits of proper project organization.	
The student should know the meaning and importance of project scheduling, including Gantt charts, the Critical Path Method (CPM), network analysis, and the rules for drawing network diagrams.	

## 17. Course Outcomes, Teaching, Learning, and Evaluation Methods

### A.

#### Cognitive Objectives

- **A1:** The student should be able to define project management.
- **A2:** The student should be able to determine the reasons and motives for establishing projects in organizations.
- **A3:** The student should be able to distinguish between types of projects.
- **A4:** The student should be able to determine the steps for project termination.
- **A5:** The student should be able to distinguish between economic and service projects.
- **A6:** The student should be able to identify that a project consists of a group of activities.
- **A7:** The student should be able to schedule project activities.
- **A8:** The student should be able to schedule projects according to the Gantt chart.

**B.**

## Program-Specific Skill Objectives

- **B1:** Scientific skills.
- **B2:** Leadership skills.
- **B3:** Skills in using administrative methods to solve work problems and the ability to modify project workers' behavior to align with the parent organization's culture and goals.

**Teaching and Learning Methods**

- 5- Use of the lecture method via Data Show.
- 6- Cooperative learning method.
- 7- Interrogative method to verify learning objectives.
- 8- Brainstorming method.

## Evaluation Methods

- 4- Oral examinations.
- 5- Monthly examinations.
- 6- Daily quizzes.
- 7- Student attendance and co
- 8- mmitment.

**C.**

## Affective and Value Objectives

- **C1:** Commitment to attending the lesson at the specified time.
- **C2:** Interest in forming positive ideas about the importance of studying project management.
- **C3:** Developing personal capabilities in educational fields, interpersonal skills, and positive relationship building. The student should be able, via cooperative learning, to create a hypothetical project including all management steps. .

**Teaching and Learning Methods**

- 5- Lectures on university regulations.
- 6- Educational guidance lectures.
- 7- Continuous direction.
- 8- Presentation of introductory case studies.

**Evaluation Methods**

- 5- Daily quizzes.
- 6- Discussion in lectures and commitment to ethics
- 7- Participation grades.
- 8- Monthly and semester evaluation.

**D.**

## General and Transferable Skills

- **D1:** Acquisition of the skill and art of using project management science in establishing service projects.
- **D2:** Enabling the student to use creative thinking methods in project management fields.
- **D3:** Enabling the student to use modern methods in analysis and deduction.
- **D4:** Enabling the student to plan and think about solving administrative problems and conflict situations that arise during project implementation.

**Course Structure**

Week	Hours	Required Learning Outcomes	Unit Name / Topic	Teaching Method	Evaluation Method
1	3	Understand the material	<b>Basic Concepts:</b> Definition, characteristics, life cycle, types, and stakeholders.	Theoretical/practical lectures, solving organizational problems.	Oral exams, solving chapter questions.
2	3	Understand the material	<b>Project Selection:</b> Definition, criteria, types of models (non-numerical vs. quantitative/numerical).	Theoretical/practical lectures via case studies.	Oral exams, solving chapter questions.
3	3	Understand the material	<b>Selecting the Project Manager:</b> Selection process, PM vs. functional manager, career path, characteristics, and responsibilities.	Theoretical/practical lectures, case study.	Oral exams, solving chapter questions.
4	3	Understand the material	<b>Project Planning:</b> Need for planning, nature of planning, components, reference documents, and considerations.	Theoretical/practical lectures, solving chapter questions.	Oral exams, solving chapter questions.
5	3	Understand the material	<b>Project Organization:</b> Concept, elements of administrative organization, organizational formats, and building the structure.	Theoretical/practical lectures, solving chapter questions.	Oral exams, solving chapter questions.
6	3	Understand the material	<b>Scheduling and Networks:</b> Concepts, Gantt charts, Networks, CPM, PERT, drawing rules, and comparisons.	Theoretical/practical lectures, solving chapter questions.	Oral exams, solving chapter questions.
7	3	Understand the material	<b>Reducing Completion Time:</b> Reasons for reduction, activity reduction plans, and steps to follow.	Theoretical/practical lectures and exercises.	Oral exams, solving chapter questions.

8	3	Understand the material	<b>Cost Control under PERT.</b>	Theoretical/practical lectures, solving chapter questions.	Oral exams.
9	3	Understand the material	<b>Follow-up of Implementation:</b> Follow-up, control, and project budgeting.	Theoretical/practical lectures, solving chapter questions.	Oral exams.
10	3	Understand the material	<b>Investment Project Risks:</b> Concept of risk, risk vs. uncertainty, measurement, and types of risks.	Theoretical/practical lectures and exercises.	Oral exams, solving chapter questions.
11	3	Understand the material	<b>Maintenance:</b> Nature, importance, objectives, types, and costs of maintenance.	Theoretical/practical lectures and exercises.	Oral exams, solving chapter questions.
12	3	Understand the material	<b>Project Site Selection:</b> Importance, selection stages, and influencing factors.	Theoretical/practical lectures and exercises.	Oral exams, solving chapter questions.
13	3	Understand the material	<b>Project Monitoring:</b> Concept, importance, and types of monitoring.	Theoretical/practical lectures and exercises.	Oral exams, solving chapter questions.
14	3	Understand the material	<b>Project Control:</b> Characteristics and components of a good control system.	Theoretical/practical lectures and exercises.	Oral exams, solving chapter questions.
15	3	Understand the material	<b>Project Termination:</b> Reasons for termination, methods, and techniques.	Theoretical/practical lectures and exercises.	Oral and practical exams.

<b>Infrastructure</b>	
<b>Required Textbooks</b>	<b>Project Management by Dr. Ahmed Yousef Dodin.</b>
<b>Main References (Sources)</b>	<b>Project Management and Feasibility Study by Dr. Sami Al-Ghurairi.</b>
<b>Recommended Books/References</b>	<b>Project Management and Feasibility Study by Dr. Sami Al-Ghurairi.</b>

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**Course Development Plan**

**Reviewing what is published in national and international scientific journals in the field of project management and establishment to achieve objectives in large organizations.**

Stage 3 / sem 6

**COURSE DESCRIPTION**

1. Course Name
Financial Management (2) - Business Administration
2. Course Code
F4455
3. Semester / Year
Courses / Second Semester

4. Description Date
<b>2026/2/1</b>
5. Available Attendance
<b>In-person</b>
6. Total Credit Hours
<b>45 Hours</b>
7. Course Coordinator
Asst. Lect. Mohammed Naeem
8. Course Objectives
<ul style="list-style-type: none"> <li>• <b>Comprehending the fields of utilizing concepts related to financial management in administrative practices.</b></li> <li>• <b>Developing students' mental abilities in both theoretical and quantitative fields, as it is a quantitative and theoretical subject containing many quantitative and qualitative applications, and forming an overall perception of it.</b></li> <li>• <b>Developing awareness regarding all its fields, including non-quantitative and quantitative methods that contribute to developing the reality of practices in administrative financial management science.</b></li> </ul>
<b>9. Course Outcomes, Teaching, Learning, and Assessment Methods:</b>
<input type="checkbox"/> <b>A. Cognitive Objectives:</b> <ul style="list-style-type: none"> <li>• Reviewing the cognitive foundations related to financial leverage, financial management decisions, and internal and external financial financing sources.</li> <li>• Types of stocks, their origins, characteristics, types, and principles.</li> <li>• Methodological applications related to the principles of quantitative and qualitative calculation of risk, its types, and techniques.</li> <li>• Constructing financial decisions, achieving efficiency, and introducing management methods.</li> <li>• Calculating financial ratios according to financial analysis and methods of selecting financial decisions regarding stocks, bonds, and other assets.</li> </ul>
<input type="checkbox"/> <b>B. Skill-based Objectives (Specific to the Course):</b> <ul style="list-style-type: none"> <li>• Providing the student with skills to distinguish between types of stocks and bonds in terms of risk.</li> <li>• Providing the student with skills for calculating return, risk, and leverage, and break-even analysis according to amount, volume, multiple products, and their tax impact.</li> <li>• Providing the student with quantitative skills regarding financial decision-making methods.</li> </ul>
<input type="checkbox"/> <b>C. Emotional and Value-based Objectives:</b> <ul style="list-style-type: none"> <li>• Granting students confidence in their theoretical and quantitative capabilities in how to construct decisions in financial management.</li> <li>• How to take sequential steps in building the efficiency of investment decisions and fixed assets as long-term decisions.</li> <li>• How to select appropriate securities such as stocks and bonds and how to analyze them according to quantitative and descriptive financial management analysis techniques.</li> </ul>
<b>10. Teaching and Learning Strategies:</b>
<ul style="list-style-type: none"> <li>• Lectures, quantitative and theoretical visual aids (qualitative, descriptive, and various financial), and Data Show.</li> </ul>

<b>11. Course Structure</b>					
<b>Week</b>	<b>Hours</b>	<b>Required Learning Outcomes</b>	<b>Unit or Subject Name</b>	<b>Learning Method</b>	<b>Teaching Method</b>
1	3	Understanding the material	Concept of Break-even Point	Theoretical	-
2	3	Understanding the material	Cash Break-even Point	Applied	-
3	3	Understanding the material	Solving Applied Problems	Applied	-
4	3	Understanding the material	Concept of Leverage and its Types	Applied	-
5	3	Understanding the material	Operating Leverage	Applied	-
6	3	Understanding the material	Financial Leverage	Applied	-
7	3	Understanding the material	Combined Leverage	Applied	-
8	3	Understanding the material	Solving Applied Problems	Applied	-
9	3	Understanding the material	Concept of Working Capital	Theoretical	-
10	3	Understanding the material	Operating Cycles and their Types	Theoretical	-
11	3	Understanding the material	Investment Spending Decisions	Applied	-
12	3	Understanding the material	Calculating Net Present Value (NPV)	Applied	-
13	3	Understanding the material	Solving Applied Problems	Applied	-
14	3	Understanding the material	Calculating Payback Period	Applied	-
15	3	Understanding the material	Solving Applied Problems	Applied	-

### 12. Course Evaluation:

- **Monthly Exam: Two exams (15 marks each, Total 30).**
- **Participation and Attendance: 5 marks.**
- **Report Preparation: 5 marks.**

### 13. Learning and Teaching Resources:

<b>Required Books</b>	Al-Amery, Dr. Mohammed Ibrahim, Financial Management (2010), Amman, Jordan.
<b>Main References</b>	Hindi, Muneer Ibrahim (2010), Financial Management: A Contemporary Analytical Approach, Arab Modern Office.
<b>Recommended Books/Journals</b>	Al-Midani, Mohammed Ayman Izzat (2010), <i>Financial Management in Companies</i> , Obeikan Library, Riyadh, 4th Edition; Haddad, Fayez Saleem (2010), <i>Financial Management</i> , Hamid Publishing and Distribution, Amman, Jordan.
Web site	

**COURSE DESCRIPTION**

<b>1. Course Name</b>
<b>Insurance Management - Business Administration</b>
<b>2. Course Code</b>
<b>L4455</b>
<b>3. Semester / Year</b>
<b>Second Semester</b>
<b>4. Date of Preparation</b>
<b>2026/2/1</b>
<b>5. Available Attendance Modes</b>

**In-person**

**6. Total Study Hours**

**45 Hours**

**7. Course Coordinator**

**Asst. Lect. Mohammed Kadhim**

**8. Course Objectives:**

- **Identifying insurance management concepts related to theoretical and applied aspects.**
- **Working on developing students' mental abilities in the theoretical field of insurance management and student mental skills.**
- **Developing scientific awareness that contributes to student mental awareness to acquire creative skills in insurance management.**

**9. Teaching and Learning Outcomes:**

**A. Cognitive Objectives:**

- **A-1 Introducing the student to methods and cognitive perception that contribute to developing the organization in the field of insurance management.**
- **A-2 Acquiring additional knowledge in the field of evaluation, education, and training for administrative cadres, increasing the cognitive and perceptual side in insurance management.**
- **A-3 Building the student's scientific capacities and skills in insurance management through learning to train on solving insurance management exercises.**
- **A-4 Introducing the student to the parties of the insurance contract (Insurer, Insured, and Beneficiary), who are the core of the insurance process.**
- **A-5 Introducing the student to the technical and legal principles of insurance and their theoretical and applied contents.**
- **A-6 Increasing the student's mental capacity.**
- **A-7 Insurance management adds new concepts that serve the student during work in the insurance field.**

**B. Skill-based Objectives (Specific to the Course):**

- **B-1 Insurance management adds a new conceptual aspect in applying technical and legal principles to solve insurance problems.**
- **B-2 Enabling students to benefit from theoretical aspects of insurance and applying them on the ground to solve problems for the insured exposed to risk.**
- **B-3 Skill-based goals contribute concepts in theoretical and applied aspects and are considered a profession during the employment process for the graduate.**
- **B-4 The student benefits through their studies in business administration by knowing that insurance management is the department responsible for compensating the affected insured by the insurance company, thereby minimizing losses.**

**C. Emotional and Value-based Objectives:**

- **C-1 Granting the student confidence in their abilities to deal with the material in a serious scientific manner.**
- **C-2 Building the student on learning, training, and innovation to add cognitive capacity to their organization in insurance management.**
- **C-3 Insurance management provides the student with a valuable scientific and cognitive background.**
- **C-4 Emotional goals add modern concepts to learners during their study of fire insurance, theft insurance, car insurance, life insurance, marine insurance, and reinsurance.**

□ **D. General and Transferable Skills:**

- **D-1 Student commitment to cognitive methods in an honest and highly accurate manner.**
- **D-2 Motivation by adopting educational programs with correct and full accreditation in insurance management.**
- **D-3 Adding general and qualifying skills to the graduate during the employment process in insurance management, useful in diagnosing accidents of all types.**
- **D-4 One of the benefits of insurance management is that it is considered a source of savings, similar to banks, benefiting the insured and the beneficiary.**

**Teaching and Learning Strategies: .10**

- **Adopting tests at the end of the lecture, presenting case studies, and requiring reports.**

**11. Course Structure**

<b>Wee k</b>	<b>Hour s</b>	<b>Required Learning Outcomes</b>	<b>Unit or Subject Name</b>	<b>Learning Method</b>	<b>Teaching Method</b>
<b>1</b>	3	Understandin g the material	What is Risk Management - Importance. Conceptual Introduction	Theoretica l	-
<b>2</b>	3	Understandin g the material	Insurance: Concept and Importance	Theoretica l	-
<b>3</b>	3	Understandin g the material	Insurance Principles and Characteristic s	Theoretica l	Explanation/Clarificatio n
<b>4</b>	3	Understandin g the material	Mathematical aspect in determining premiums and compensation	Theoretica l	-
<b>5</b>	3	Understandin g the material	Over- insurance, Under- insurance, and Adequate Insurance	Theoretica l	-
<b>6</b>	3	Understandin g the material	Concept of Reinsurance and its Importance	Theoretica l	-
<b>7</b>	3	-	First Exam	Theoretica l	-
<b>8</b>	3	Understandin g the material	Types of Insurance	Theoretica l	-
<b>9</b>	3	Understandin g the material	Fire Insurance (Types, Documents, Exclusions)	Theoretica l	-

10	3	Understanding the material	Theft Insurance (Types, Documents, Exclusions)	Theoretical	-
11	3	Understanding the material	Car Insurance (Compulsory and Optional in Iraq)	Theoretical	-
12	3	Understanding the material	Insurance against Terrorism and Extortion	Theoretical	-
13	3	Understanding the material	Engineering Insurance and its Types	Theoretical	-
14	3	Understanding the material	Credit Insurance	Theoretical	-
15	3	-	Second Exam	Theoretical	-

### Learning and Teaching Resources: .12

- Monthly Exam: Two exams (15 marks each).
- Participation and Attendance: 5 marks.
- Report Preparation: 5 marks.
- Final Semester Exam: 60 marks.

### 13. مصادر التعلم والتدريس

<b>Required Books</b>	Dr. Salim Al-Wardi - <i>Insurance Management</i>
<b>Main References</b>	Dr. Nagham Ali Jassim, Asst. Lect. Ibtisam Abbas - <i>Risk and Insurance Management</i> .
<b>Recommended Books/Journals</b>	
<b>Website</b>	

## COURSE DESCRIPTION

<b>1. Course Name</b>
<b>Computer Applications in Project Management - Business Admin</b>
<b>2. Course Code</b>
<b>P4455</b>
<b>3. Semester / Year</b>
<b>Second Semester</b>
<b>4. Date of Preparation</b>
<b>2026/2/1</b>

<b>5. Available Attendance Modes</b>
In-person
<b>6. Total Study Hours</b>
45 Hours
<b>7. Course Coordinator</b>
Asst. Lect. Alaa Kamil
<b>8. Course Objectives:</b>
<ul style="list-style-type: none"> <li>• Enabling the student to properly comprehend the subject of computer applications in project management.</li> <li>• Enabling the student to understand project management applications.</li> <li>• Enabling the student to gain knowledge about planning and organizing fields for project management applications.</li> </ul>
<b>9. Learning and Teaching Outcomes:</b>
<input type="checkbox"/> <b>A. Cognitive Objectives</b> <ul style="list-style-type: none"> <li>• Acquiring knowledge among students regarding the concept and importance of project management and its applications using the computer.</li> </ul>
<input type="checkbox"/> <b>B. Skill-based Objectives (Specific to the Course):</b> <ul style="list-style-type: none"> <li>• B-1 Enabling the student to prepare and manage a project using a computer.</li> <li>• B-2 Enabling the student to prepare a complete project management plan using a computer.</li> <li>• B-3 Enabling the student to deal with time and date in the project.</li> <li>• B-4 Enabling the student to use fixed and variable costs.</li> </ul>
<input type="checkbox"/> <b>C. Emotional and Value-based Objectives:</b> <ul style="list-style-type: none"> <li>• C-1 Working in a team spirit.</li> <li>• C-2 Receiving information and cognitive acceptance.</li> <li>• C-3 Working with sincerity.</li> </ul>
<b>Teaching and Learning Strategies: .10</b>
<b>Lectures - Data Show presentation - Laboratory application. •</b>

<b>11. Program Structure</b>					
<b>Week</b>	<b>Hours</b>	<b>Required Learning Outcomes</b>	<b>Unit / Subject Name</b>	<b>Teaching Method</b>	<b>Learning Method</b>
1	3	High Knowledge	Chapter 1: General Concept of Databases	Chapter 1	Lecture
2	3	High Knowledge	Chapter 1: Features of Access and Basic Concepts	Theoretical	Theoretical Lecture
3	3	High Knowledge	Chapter 2: Creating and Modifying Tables	Practical	Practical Lecture
4	3	High Knowledge	Chapter 2: Tables, Records, and Fields	Practical	Practical Lecture
5	3	High Knowledge	Chapter 2: Field Properties	Practical	Practical Lecture

6	3	High Knowledge	Chapter 2: Primary Key and Indexes	Practical	Practical Lecture
7	3	High Knowledge	Chapter 3: Relationships	Practical	Practical Lecture
8	3	-	First Month Exam	Practical	Practical Lecture
10	3	High Knowledge	Chapter 4: Queries (Query Wizard)	Practical	Practical Lecture
11	3	High Knowledge	Chapter 4: Query Design	Practical	Practical Lecture
12	3	High Knowledge	Chapter 5: Forms	Practical	Practical Lecture
13	3	High Knowledge	Chapter 5: Saving and Deleting Records from Forms	Practical	Practical Lecture
14	3	High Knowledge	Chapter 5: Report Design	Practical	Practical Lecture
15	3	High Knowledge	Second Month Exam	Practical	Practical Lecture

## 12. Course Evaluation:

- Monthly Exam: Two exams (15 marks each).
- Participation and Attendance: 5 marks.
- Report Preparation: 5 marks.
- Final Semester Exam: 60 marks.

13. مصادر التعلم والتدريس

<b>Required Books</b>	Computers and Ready-made Software (Basic Skills), Dr. Mohammed Al-Zu'bi and Dr. Ahmed Al-Sharay'ah - 2011 - Dar Zamzam, 2nd Edition, Amman, Jordan.
<b>Main References</b>	Center for Multidisciplinary Studies and Aids (2020), <i>Steps and Design of Databases</i> .
<b>Recommended Books</b>	Computers and Ready-made Software (Basic Skills), Dr. Mohammed Al-Zu'bi and Dr. Ahmed Al-Sharay'ah 2011.
Website	

## COURSE DESCRIPTION

<b>1. Course Name</b>
<b>Cost Accounting</b>
<b>2. Course Code</b>
<b>C4455</b>
<b>3. Semester / Year</b>
<b>Second Semester</b>
<b>4. Date of Preparation</b>

2026/2/1

## 5. Available Attendance Modes

In-person

## 6. Total Study Hours

45 Hours

## 7. Course Coordinator

Asst. Lect. Zeina Sadiq

## 8. Course Objectives:

- Developing a comprehensive and clear understanding of the subject for students.
- Providing and preparing distinguished academic cadres capable of managing companies and institutions, dealing with problems and obstacles in the work environment, and knowing how to address them.
- Encouraging the exchange of experiences and knowledge through cooperation with similar academic departments via conferences, seminars, and workshops.

## 9. Teaching and Learning Methods:

- Using pre-prepared lectures by the instructor
- modern display devices
- Homework
- dividing students into discussion groups.

## 10. Teaching and Learning Strategies:

- A. Cognitive Objectives:
  1. Enabling the student to obtain knowledge of cost accounting management.
  2. Introducing the student to how to develop their self-information.
  3. Student acquisition of knowledge in the art of the costing process.
  4. Enabling the student to develop skills in a dynamic work environment.
  5. Enabling the student to employ their scientific capacities in the field of cost accounting.
  6. Student acquisition of knowledge in how to solve financial problems related to cost accounting.
- B. Skill-based Objectives
  - Scientific skills
  - leadership skills
  - skills in administrative work challenges.
- C. Emotional and Value-based Objectives
  - Achieving ethical goals
  - commitment to university traditions
  - commitment to university instructions and ministry laws
  - developing personal capacities in educational fields and treating others well.
- D. General and Transferable Skills
  - Acquiring the skill of preparing final accounts
  - enabling creative thinking in cost accounting management
  - using modern methods in analysis and inference.

## 11. Course Structure

Week	Hours	Required Learning Outcomes	Unit or Subject Name	Learning Method	Teaching Method
1	3	Understanding and Comprehension	Nature of Job Order Costing System	Theoretical	-
2	3	Understanding and Comprehension	Preparing Job Cost Sheets with Examples	Theoretical	Daily/Weekly/Monthly/Final Exams
3	3	Understanding and Comprehension	Charging Indirect Industrial Costs to Job Orders	Theoretical	-
4	3	Understanding and Comprehension	Treating Variances in Indirect Industrial Costs	Theoretical	-
5	3	Understanding and Comprehension	Solving Exercises on the Above Topics	Theoretical	-
6	3	Understanding and Comprehension	First Exam	Theoretical	-
7	3	Understanding and Comprehension	Nature and Requirements of Process Costing System	Theoretical	-
8	3	Understanding and Comprehension	Equivalent Production (Average Cost Method)	Theoretical	-
9	3	Understanding and Comprehension	Equivalent Production (FIFO Method)	Theoretical	-
10	3	Understanding and Comprehension	Solving Exercises on Process Costing	Theoretical	-
11	3	Understanding and Comprehension	Second Exam	Theoretical	-
12	3	Understanding and Comprehension	Calculating Net Income (Total Cost Basis)	Theoretical	-
13	3	Understanding and Comprehension	Calculating Net Income (Variable Cost Basis)	Theoretical	-
14	3	Understanding and Comprehension	Reconciling Net Income Difference between Methods	Theoretical	-
15	3	Understanding and Comprehension	Solving Exercises on Net Income Calculation	Theoretical	-

### 12. Course Evaluation:

- Daily exams
- classroom discussion commitment to ethics and values
- participation marks
- monthly and semester evaluation

### 13. Learning and Teaching Resources:

<b>Required Books</b>	Asst. Prof. Salah Mahdi Al-Hadithi.
<b>Main References</b>	
<b>Recommended Books</b>	

**COURSE DESCRIPTION**

<b>1. Course Name</b>
<b>Feasibility Studies</b>
<b>2. Course Code</b>
<b>G4455</b>
<b>3. Semester / Year</b>
<b>Second Semester</b>
<b>4. Date of Preparation</b>
<b>2026/2/1</b>
<b>5. Available Attendance Modes</b>
<b>In-person</b>
<b>6. Total Study Hours</b>
<b>30 Hours</b>

**7. Course Coordinator**

Asst. Lect. Dhi Majid

**8. Course Objectives:**

- Providing the student with the most important principles and basics of feasibility study methods and their applications in investment projects.
- Informing students of project feasibility study methods and their applicability.
- Graduate acquisition of knowledge regarding feasibility study methods, types, and goals.
- Developing skills in decision-making processes and building feasibility study models.
- Graduate acquisition of creative learning skills.

**9. Teaching and Learning Outcomes:** **A. Cognitive Objectives:**

- Obtaining knowledge in applying feasibility methods
- developing self-information
- using economic laws in management functions
- developing skills in dynamic environments
- solving administrative/financial problems.

 **B. Skill-based Objectives:**

- Scientific skills
- leadership skills
- skills in applying economic theories and feasibility study methods.

 **C. Emotional and Value-based Objectives:**

- Achieving ethical goals
- commitment to university traditions and laws
- developing personal educational capacities.

 **D. General and Transferable Skills:**

- Applying economic laws
- creative thinking in using theories
- modern analysis methods
- planning to solve economic/financial problems.

**10. Teaching and Learning Strategies:**

- Adopting tests at the end of the lecture, presenting case studies, and requiring reports.

**11. Course Structure**

<b>Wee k</b>	<b>Hour s</b>	<b>Required Learning Outcomes</b>	<b>Unit or Subject Name</b>	<b>Learning Method</b>	<b>Teaching Method</b>
1	2	Concept of Feasibility Study	The Concept	Theoretica l	-
2	2	Chapter 1: General Framework	Characteristics, Importance, Goals	Theoretica l	-
3	2	Types of Feasibility Studies	Preliminary and Detailed Feasibility	Theoretica l	Daily/Weekly/ Monthly/Final Exams
4	2	Stages of Feasibility Study	Applied Examples	Theoretica l	-

5	2	Preparing Feasibility Studies	Applied Examples	Theoretica I	-
6	2	Chapter 2: Marketing Feasibility	Supply, Demand, and Marketing Gap	Theoretica I	-
7	2	Chapter 3: Technical Feasibility	Project Description and Location	Theoretica I	-
8	2	Engineering Study	Decision Tools for New Machinery	Theoretica I	-
9	2	Project Size and Capacity	Production Capacity Problems	Theoretica I	-
10	2	Environmental Feasibility	Cleaner Production and Sustainability	Theoretica I	-
11	2	Chapter 4: Technical Feasibility	Comparing Production System Alternatives	Theoretica I	-
12	2	Chapter 5: Financial Feasibility	Applied Examples	Theoretica I	-
13	2	Estimating Project Costs	Break-even Analysis (Math Problems)	Theoretica I	-
14	2	Legal Feasibility	Legal Feasibility and Environment	Theoretica I	-
15	2	Exam	-	Written	-

### 12. Course Evaluation:

- Daily exams
- classroom discussion
- commitment to ethics
- participation marks
- monthly and semester evaluation.

### 13. Learning and Teaching Resources:

<b>Required Books</b>	Musa Shaqiri and Salam, Osama (2013).
<b>Main References</b>	Feasibility Study Articles, Research and Case Studies, Dar Al-Maseera, 3rd Edition, Amman.
<b>Recommended Books</b>	<ul style="list-style-type: none"> <li>• Al-Fatlawi and Al-Sayegh (2015) Operations Management; Schroeder, R.G. (2007) Operations Management.</li> <li>• <b>Operations R.G. Schroeder, Management, Contemporary Concepts &amp; Cases, 3th. ed., New York: McGraw-Hill. (2007)</b></li> </ul>
Website	المراجع الإلكترونية والمواقع الإلكترونية

**COURSE DESCRIPTION**

1. Course Name
<b>Operations Research</b>
2. Course Code
O4455
3. Semester / Year
<b>Second Semester</b>
4. Date of Preparation
<b>2026/2/1</b>
5. Available Attendance Modes
<b>In-person</b>
6. Total Study Hours
<b>45 Hours</b>

**7. Course Coordinator****Dr. Adel Kasid****8. Teaching and Learning Outcomes:****A. Cognitive Objectives**

- To enable the student to acquire knowledge and master the quantitative system of business.
- To enable the student to acquire knowledge and master the application of the quantitative system of business.
- To enable the student to acquire knowledge and master the problem-solving skills of management.

**B. Program-Specific Skills Objectives**

- Scientific Skills
- Leadership Skills
- Computer Skills

**C. Affective and Value-Based Objectives**

- To achieve ethical goals
- To ensure compliance with university regulations and ministry laws.

**D. General and Transferable Skills**

- To enable the student to acquire the skill and mastery of using operations research.
- To enable the student to use creative thinking methods in operations research.
- To enable the student to use modern methods of analysis and deduction.
- To enable the student to plan and think critically about solving management problems using operations research.

**9. Course Objectives:**

- Introducing students to the principles of Linear Programming, formulating mathematical models for problems, and methods for solving them.
- Deducing economic results and solving optimization models in technical and artistic fields.

**10. Teaching and Learning Strategies:**

- **Lecture methods, linking topics to realistic examples, homework, and student participation in solving exercises during class.**

**11. Course Structure**

Week	Hours	Subject / Unit Name	Teaching Method	Learning Method
1	3	Intro: Linear Programming concepts, Mathematical Model	Theoretical Explanation	Daily/Weekly/Monthly/Final Exams
2	3	Formulating the Mathematical Model	Theoretical Explanation	-
3	3	Graphical Method of Solution	Theoretical Explanation	-
4	3	Algebraic Solution, General Form, Simplex Method	Theoretical Explanation	-
5	3	Arithmetic Rules for Simplex Method	Theoretical Explanation	-

6	3	Simplex Method: Profit Maximization	Theoretical Explanation	-
7	3	Simplex Method: Cost Minimization	Theoretical Explanation	-
8	3	Solving and Developing Integrated Examples	Theoretical Explanation	-
9	3	Special Cases in Simplex Method	Theoretical Explanation	-
10	3	Interpreting Simplex Tables	Theoretical Explanation	-
11	3	Dual Problem: Primal to Dual Analysis	Theoretical Explanation	-
12	3	Relationship between Primal and Dual Models	Theoretical Explanation	-
13	3	Arithmetic Rules for Solving Dual Models	Theoretical Explanation	-
14	3	Solving Examples on Dual Models	Theoretical Explanation	-
15	3	Sensitivity Analysis or Remaining Examples	Theoretical Explanation	-

### 12. Course Evaluation:

- Monthly Exam: Two exams (15 marks each).
- Participation and Attendance: 5 marks.
- Reports and Assignments: 5 marks.
- Final Semester Exam: 60 marks.

### 13. Learning and Teaching Resources:

<b>Required Books</b>	<b>Operations research ,( 2011 ), Hamdy A. Taha , ,MACMILLAN PUBLISHING COMPANY, New York.</b>
<b>Main References</b>	Operations Research - Concepts and Applications (2010), Jassim Mohammed Rashid.
<b>Recommended Sources</b>	Specialized journals
websites	websites of World Bank, IMF, Central Bank of Iraq, Ministry of Planning.

**COURSE DESCRIPTION**

<b>1. Course Name</b>
<b>Strategic Thinking</b>
<b>2. Course Code</b>
<b>S4455</b>
<b>3. Semester / Year</b>
<b>Second Semester</b>
<b>4. Date of Preparation</b>
<b>2026/2/1</b>
<b>5. Available Attendance Modes</b>
<b>In-person</b>
<b>6. Total Study Hours</b>
<b>45 Hours</b>
<b>7. Course Coordinator</b>

**8. Course Objectives:**

- Knowing the extensions of strategic thinking and its basic variables.
- Role of strategic thinking in improving institutional performance.
- Renewing and benefiting from strategic thinking.
- Understanding mechanisms enhancing strategic thinking in institutions.
- Using strategic thinking models and how to benefit from them.

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**9. Teaching and Learning Outcomes:**

**A. Cognitive Objectives:**

- Increasing knowledge of useful thinking concepts
- knowing its role in effective strategy
- understanding creativity development
- improving institutional image
- understanding models/processes.

**B. Skill-based Objectives:**

- Practical use of positive thinking
- linking strategic thinking to planning
- building local case studies.

**C. Emotional and Value-based Objectives:**

- Creative thinking
- enhancing performance values
- positive team behavior
- providing students with positive behavioral skills.

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**D. General and Transferable Skills**

- Qualification for strategic thinking use
- creative methods
- modern analysis for personal development
- creating a spirit of learning.

**10. Teaching and Learning Strategies**

- Tests at the end of the lecture, presenting case studies, and requiring reports.

**11. Course Structure**

Week	Hours	Unit or Subject Name	Teaching Method	Learning Method
1	3	Intro: Concepts and Approaches	Theoretical	Daily/Weekly/Monthly/Final Exams
2	3	Specifications and Interactive Testing	Theoretical	Daily/Weekly/Monthly/Final Exams
3	3	Strategic Interaction (Functional Level)	Theoretical	Daily/Weekly/Monthly/Final Exams

4	3	Strategic Interaction (Business Unit Level)	Theoretical	Daily/Weekly/Monthly/Final Exams
5	3	Strategic Model	Theoretical	Daily/Weekly/Monthly/Final Exams
6	3	Strategic Control	Theoretical	Daily/Weekly/Monthly/Final Exams
7	3	Concept of Strategic Thinking	Theoretical	Daily/Weekly/Monthly/Final Exams
8	3	Importance of Strategic Thinking	Theoretical	Daily/Weekly/Monthly/Final Exams
9	3	Characteristics of Strategic Thinking	Theoretical	Daily/Weekly/Monthly/Final Exams
10	3	Components of Strategic Thinking	Theoretical	Daily/Weekly/Monthly/Final Exams
11	3	Nature and Types of Strategic Thinking	Theoretical	Daily/Weekly/Monthly/Final Exams
12	3	Strategic Thinking Formulation and Activities	Theoretical	Daily/Weekly/Monthly/Final Exams
13	3	Relationship with Strategic Clarifications	Theoretical	Daily/Weekly/Monthly/Final Exams
14	3	Selected Topics in Strategic Thinking	Theoretical	Daily/Weekly/Monthly/Final Exams
15	3	Comprehensive Exam	Theoretical	Daily/Weekly/Monthly/Final Exams

#### 12. Course Evaluation:

- Two exams (10 marks each).
- Participation and Attendance: 10 marks.
- Reports and Case Studies/Workshops: 10 marks.
- Final Semester Exam: 60 marks.

#### 13. Learning and Teaching Resources:

<b>Required Books</b>	<ul style="list-style-type: none"> <li>• Al-Ghalib, Taher Mohsen, and Al-Qattan, Munaf Abdul-Kadhim, Strategic Thinking: Concepts, Patterns, and Approaches, Dar Al-Fayha, Beirut, 2012</li> <li>• Al-Abadi, Hashem Fawzi, et al., Strategic Thinking, Dar Safaa, 2019, Amman.</li> </ul>
<b>Main References</b>	H.B.R A.S.Q L.R.P
<b>Recommended Sources</b>	
<b>WEBSITE</b>	