

## Academic Program Description Form

University Name: .... University of Mosul

Faculty/Institute: .. College of Administration and Economics

Scientific Department: Financial and Banking Sciences

Academic or Professional Program Name: Financial and Banking Sciences

Final Certificate Name: – Bachelor's - Financial and Banking Sciences

Academic System: Bologna process

Description Preparation Date: 1/10/2024

File Completion Date: 1/10/2024



Signature:

Head of Department Name:

Prof. Dr..Rafea Ibrahim AL-Hamadany

Date:

Signature:

Scientific Associate Name:

Prof. Dr. Alaa Abdulsalam AL-Hamadany

Date:

The file is checked by:

Department of Quality Assurance and University Performance

Director of the Quality Assurance and University Performance Department:

Date:

Signature:

Omar Zuhair Ezdinar



Pro. Dr. SINAN ZUHAIR MOHMMED GAMEEL  
Dean of College of Administration & Economics

Approval of the Dean

University of Mosul  
College of Administration and Economics  
Department of Financial and Banking Sciences



# Academic Program and Course Description Guide

Department of Financial and Banking Science

2025/2024

Bologna Process





### ١. Program Vision

The department seeks to consolidate academic and scientific work in the various specializations of financial and banking sciences and to follow up on recent theoretical and applied developments related to them, in addition to providing students with supportive practical skills in the science of accounting and electronic calculators so that they become leaders qualified to work in banks, financial markets and other financial institutions, as well as supporting the process of research and writing. For professors and teaching staff of the department.

### ٢. Program Mission

Qualifying scientific and academic cadres who can keep pace with scientific developments in the field of specialization and establishing a large knowledge base capable of analysing, predicting and measuring the various branches of this science, as well as qualifying competent students equipped with science, knowledge and experience in practicing professional work, and striving to harmonize with the requirements of ensuring the quality of education.

### ٣. Program Objectives

The department seeks to reach and achieve the following goals:

1. Consolidating academic and methodological study in financial and banking sciences.
2. Preparing students scientifically and academically and providing them with the necessary skills for banking and financial work.
3. Keeping pace with recent developments in the field of specialization by developing scientific curricula in the department.
4. Preparing research and studies and writing solid scientific books in the field of financial and banking sciences.

5. Encouraging and developing cooperation and communication with various financial and banking institutions with the aim of providing advice, suggestions and policies that enable them to overcome the economic and financial problems they face.

6. Follow up on the latest developments that occur in financial and banking variables, both national and international, and attempt to study, analyze, and draw conclusions from them.

7. Effective communication between scientific cadres in the scientific department and various financial and banking institutions in society, and emphasis on scientific research through postgraduate programs.

#### ٤. Program Accreditation

Does the program have program accreditation? And from which agency?

NO

#### ٥. Other external influences

Is there a sponsor for the program?

NO

#### ٦. Program Structure

Program Structure	Number of Courses	Credit hours	Percentage	Reviews*
Institution Requirements	4	9	%١٥	basic
College Requirements	–	–	–	–
Department Requirements	88	51	85%	basic



Summer Training	-	-	-	-
Other	-	-	-	-

- This can include notes whether the course is basic or optional.





	<p>Republic of Iraq - Ministry of Higher Education and Scientific Research University of ..... / College of Administration &amp; Economics Bachelor's degree in Banking and Finance (First cycle) Four years (Eight semesters) - 240 ECTS credits - 1 ECTS = 25 hr Program Curriculum (2024 - 2025)</p>	<p>جمهورية العراق - وزارة التعليم العالي والبحث العلمي جامعة ..... / كلية الإدارة والاقتصاد بكالوريوس في العلوم المالية والمصرفية (الدورة الأولى) أربع سنوات (ثمانية فصول دراسية) - ٢٤٠ وحدة ائتمانية - كل وحدة ائتمانية = ٢٥ ساعة المناهج الدراسية للعام 2024 - 2025</p>
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Level	Semester	No.	Module Code	Module Name in English	اسم المادة الدراسية	Language	CL (hr/w)	ECT (hr/w)	ab (hr/w)	Pr (hr/w)	Tut (hr/w)	enn (hr/w)	Exam hr/sem	SSWL hr/sem	USSWL hr/sem	SWL hr/sem	ECTS	Module Type	Prerequisites
One	1	MBF1101	Business Management Basics	مبادئ العلوم المالية والمصرفية	Arabic	3					1		3	63	112	175	7.00	C	
	2	MBF1102	Accounting Basics	المبادئ المحاسبية	Arabic	3				1			3	63	112	175	7.00	C	
	3	MBF1103	Business Management Basics	مبادئ إدارة الأعمال	Arabic	3					1		3	63	87	150	6.00	C	
	4	MBF1104	Principles of Statistic	مبادئ الإحصاء	Arabic	3				1			3	63	87	150	6.00	C	
	5	UOM104	Human Right & Democracy	حقوق الإنسان والديمقراطية	Arabic	2							3	33	17	50	2.00	B	
	6	UOM102	English	لغة إنجليزية	English	2							3	33	17	50	2.00	B	
Total							16	0	0	2	2	0	18	318	432	750	30.00		
Two	1	MBF1205	Principles of Economics	مبادئ الاقتصاد	Arabic	3						1	3	63	112	175	7.00	C	
	2	MBF1206	Principles of Accounting	مبادئ المحاسبة	Arabic	3				1			3	63	112	175	7.00	C	
	3	MBF1207	Principles Business Management	مبادئ إدارة الأعمال	Arabic	3					1		3	63	87	150	6.00	S	
	4	MBF1208	Reading in Banking and Finance	قراءات مالية ومصرفية	English	2					1		3	48	77	125	5.00	C	
	5	UOM103	Computer	الحاسوب	Arabic	1				2			3	48	27	75	3.00	B	
	6	UOM101	Arabic	اللغة العربية	Arabic	2							3	33	17	50	2.00	B	
Total							14	0	2	1	3	0	18	318	432	750	30.00		

## ١. Expected learning outcomes of the program

### Knowledge

Learning Outcomes 1	Learning Outcomes Statement 1
Providing students with knowledge of all program specializations	Knowledge of all program specializations at an advanced level

### Skills

Learning Outcomes 2	Learning Outcomes Statement 2
The ability to discover problems and solve them in modern ways	Discovering problems and solving them in modern ways
Learning Outcomes 3	Learning Outcomes Statement 3
Developing capabilities to use modern technologies in financial and banking sciences	The possibility of using modern technologies in financial and banking sciences

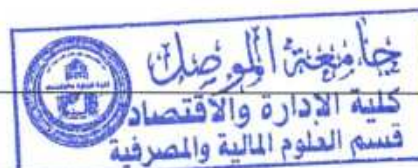
### Ethics

Learning Outcomes 4	Learning Outcomes Statement 4
Developing the required skills and self-development	Self development
Learning Outcomes 5	Learning Outcomes Statement 5
Developing interest and persistence in learning regarding the course	Persistence in learning

## ٢. Teaching and Learning Strategies

Teaching and learning strategies and methods adopted in the implementation of the program in general.

- Lecture with discussions
- smart board





- Power Point
- questions and answers
- Preparing reports according to approved vocabulary
- Daily tests
- Monthly tests
- End of semester tests

### ٣. Evaluation methods

Implemented at all stages of the program in general.

**Daily, monthly and quarterly tests**

### ٤. Faculty

#### Faculty Members

Academic Rank	Specialization		Special Requirements/Skills (if applicable)		Number of the teaching staff	
	General	Special			Staff	Lecturer
Professor	business management	Financial management		Computer	Staff	
Professor	Economy	Critical theory and policy		Computer	Staff	
Assistant Professor	business management	Financial management		Computer	Staff	
Assistant Professor	Financial and Banking Sciences	Banking management		Computer	Staff	
Assistant Professor	Economy	knowledge economy		Computer		
Assistant Professor	Financial and Banking Sciences	Public finance		Computer	Staff	
Assistant Professor	Financial and Banking Sciences	Financial management		Computer	Staff	



Assistant Professor	Financial and Banking Sciences	Banking management		Computer	Staff	
Assistant Professor	Financial and Banking Sciences	Banking management		Computer	Staff	
Assistant Professor	Financial and Banking Sciences	Banking management		Computer	Staff	
Assistant Professor	Financial and Banking Sciences	Financial management		Computer	Staff	
Assistant Professor	accounting	Cost and Management Accounting		Computer	Staff	
Assistant Professor	Financial and Banking Sciences	Public finance		Computer	Staff	
Assistant Professor	Financial and Banking Sciences	Financial management		Computer	Staff	
Assistant Professor	Financial and Banking Sciences	Financial management		Computer	Staff	
Assistant Professor	Financial and Banking Sciences	Financial management		Computer	Staff	
Assistant Professor	Financial and Banking Sciences	Banking management		Computer	Staff	
Lecturer	accounting	Financial accounting and auditing		Computer	Staff	
Lecturer	Financial and Banking Sciences	Financial management		Computer	Staff	
Lecturer	Financial and Banking Sciences	Banking management		Computer	Staff	
Lecturer	Financial and Banking Sciences	Public finance		Computer	Staff	
Lecturer	Financial and Banking Sciences	Financial management		Computer	Staff	
Lecturer	accounting	Financial accounting and auditing		Computer	Staff	
Lecturer	accounting	Financial accounting and auditing		Computer	Staff	
Lecturer	Financial and Banking Sciences	Financial management		Computer	Staff	

assistant Lecturer	Financial and Banking Sciences	Financial and Banking Sciences		Computer	Staff	
assistant Lecturer	Financial and Banking Sciences	Financial and Banking Sciences		Computer	Staff	
assistant Lecturer	Science in statistics	Operations research		Computer		Lecturer

## Professional Development

### Mentoring new faculty members

- Developing multiple administrative skills among new faculty members, such as working in a team or decision-making skills in academic and administrative work.
- Adding changes in the performance of the new faculty member that are consistent with the changes and requirements of the times.

### Professional development of faculty members

- Developing the faculty member's skills in relying on modern technology and innovating new alternatives in learning.
- Disseminating the principle of education, continuing education, and lifelong learning among faculty members, which plays a major role in the success of achieving the goals of professional development programs.
- Raising the skill level of the faculty member in the field of teaching, scientific research, administration, and community service.
- Adding changes in the faculty member's performance that are consistent with the changes and requirements of the times.

### ٥. Acceptance Criterion

(Setting regulations related to enrollment in the college or institute, whether central admission or others)

**Central admission– Special government admission (parallel)**

### ٦. The most important sources of information about the program

State briefly the sources of information about the program.

- Methodical books
- Extracurricular books
- Scientific research
- Theses and dissertations within the program

#### V. Program Development Plan

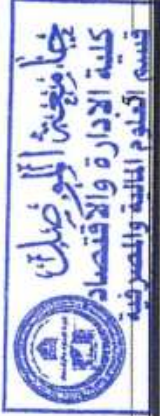
- Qualifying faculty members who hold a master's degree towards obtaining a doctorate degree, whether from inside or outside the country, in the program's specialty.
- Developing faculty members who hold the title of teacher and assistant teacher towards higher academic titles.





Program Skills Outline													
				Required program Learning outcomes									
Year/Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Ethics	
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2 C3 C4
Year 2024-2025 First level The first course	MBF1101	Business Management Basics	Basic	*	*	*		*	*			*	
	MBF1102	Accounting Basics	Basic		*	*		*	*			*	
	MBF1103	Business Management Basics	Basic	*	*			*	*	*		*	*
	MBF1104	Principles of Statistic	Basic	*	*	*		*				*	
	UOM104	Human Right & Democracy	Basic		*	*		*				*	
Year 2024-2025 First level The second course	UOM102	English	Basic	*	*			*	*	*		*	*
	MBF1205	Principles of Economics	Basic		*	*		*	*			*	
	MBF1206	Principles of Accounting	Basic	*	*			*	*	*		*	*
	MBF1207	Principles Business Management	Basic	*	*	*		*	*			*	
	MBF1208	Reading in Banking and Finance	Basic	*	*	*		*	*	*		*	*
	UOM103	Computer	Basic		*	*		*	*			*	*
	UOM101	Arabic	Basic	*	*			*	*	*		*	*

• Please tick the boxes corresponding to the individual program learning outcomes under evaluation.



# MODULE DESCRIPTION FORM

## نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
Module Title	Principles of statistics		Module Delivery
Module Type	Core	<input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Lecture <input type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input checked="" type="checkbox"/> Practical <input type="checkbox"/> Seminar	
Module Code	MBF1104		
ECTS Credits			
SWL (hr/sem)	100		
Module Level		Semester of Delivery	
Administering Department	Accounting Department	College	College of Administration and Economics
Module Leader	نور عبد العزيز حسين الموالي	e-mail	noor.abdulaziz@uomosul.edu.iq
Module Leader's Acad. Title	مدرس مساعد	Module Leader's Qualification	M.Sc
Module Tutor	Name (if available)	e-mail	E-mail
Peer Reviewer Name	Name	e-mail	E-mail
Scientific Committee Approval Date		Version Number	1.0

### Relation with other Modules

#### العلاقة مع المواد الدراسية الأخرى

Prerequisite module	لا يوجد	Semester	
Co-requisites module	لا يوجد	Semester	

## 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>	<p>١- إكساب المتعلم المهارات الإحصائية التي تمكنه من العمل في المجالات الإحصائية، وحساب التدابير الإحصائية.</p> <p>٢- موضوع الإحصاء لغة رقمية وفن للتعبير عن الواقع المتغيرات والأرقام بشكل دقيق، وبالتالي يمكن الطالب من الاستفادة من هذا الموضوع في الإحصائيات والبرامج التي تهتم في معظم مجالات الحياة.</p> <p>٣- يهدف مقرر الإحصاء إلى تطوير طرق ووسائل التفكير وكيفية ذلك التعامل مع المشاكل المختلفة.</p> <p>٤- محاولة التفكير بالطرق والأساليب السليمة وتحديدًا في الحل المشكلات وبالتالي تحسين وتطوير المجتمع.</p>
<p><b>Module Learning Outcomes</b></p> <p>مخرجات التعلم للمادة الدراسية</p>	<p>١- التعرف على المفاهيم والمبادئ الأساسية للإحصاء بما في ذلك أنواع البيانات ومقاييس القياس وطرق أخذ العينات.</p> <p>٢- تفسير وتحليل البيانات باستخدام المقاييس الإحصائية الوصفية مثل مقاييس النزعة المركزية (المتوسط، الوسيط، المنوال) ومقاييس التباين (المدى، التباين، الانحراف المعياري).</p> <p>٣- تطبيق نظرية الاحتمالات للتحليل والتنبؤ بالأمر غير المؤكدة الأحداث، بما في ذلك حساب الاحتمالات وفهم قوانين احتمال.</p> <p>٤- الاستفادة من المبادئ الأساسية للاستدلال الإحصائي لاستخلاص النتائج حول أ السكان على أساس بيانات العينة، بما في ذلك اختبار الفرضيات و فترات الثقة.</p> <p>٥- تطبيق الأساليب الإحصائية المناسبة لتحليل العلاقات بينهما المتغيرات، بما في ذلك تحليل الارتباط والانحدار الخطي البسيط.</p> <p>٦- فهم وتفسير نتائج مخرجات البرامج الإحصائية و تمثيلات رسومية.</p> <p>٧- توصيل النتائج والتفسيرات الإحصائية بشكل فعال، سواء شفويًا وفي شكل مكتوب.</p> <p>٨- تطوير مهارات التفكير النقدي وحل المشكلات في سياق التحليل الإحصائي والتفسير.</p>
<p><b>Indicative Contents</b></p> <p>المحتويات الإرشادية</p>	<p>١- تعريف الطالب بأساسيات الإحصاء ومجالات تطبيقه.</p> <p>٢- المنهج الإحصائي في البحث العلمي، طرق جمع البيانات.</p> <p>٣- التصنيف والعرض لغرض الحصول على ما يلزم المعلومات لاتخاذ القرارات المناسبة وإمكانية استخدامها البيانات في التنبؤ، بالإضافة إلى تطوير الطلاب.</p> <p>٤- مهارات في أسلوب تصميم البحث.</p> <p>٥- الوصول بالطالب إلى مستوى يصبح لديه القدرة على تفسيره النتائج وتحويلها إلى واقع عملي</p>



## Learning and Teaching Strategies

### استراتيجيات التعلم والتعليم

Strategies	تتمثل الإستراتيجية الرئيسية التي سيتم اعتمادها في تقديم هذه الوحدة في تشجيع مشاركة الطلاب في التمارين، وفي الوقت نفسه تحسين وتوسيع مهارات التفكير النقدي لديهم. سيتم تحقيق ذلك من خلال الفصول الدراسية والبرامج التعليمية التفاعلية ومن خلال النظر في أنواع التجارب البسيطة التي تتضمن بعض أنشطة أخذ العينات التي تهتم الطلاب في الأساليب الإحصائية
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## Student Workload (SWL)

### الحمل الدراسي للطلاب محسوب 100 أسبوعاً

Structured SWL (h/sem) الحمل الدراسي المنتظم للطلاب خلال الفصل	63	Structured SWL (h/w) الحمل الدراسي المنتظم للطلاب أسبوعياً	3
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطلاب خلال الفصل	37	Unstructured SWL (h/w) الحمل الدراسي غير المنتظم للطلاب أسبوعياً	2
Total SWL (h/sem) الحمل الدراسي الكلي للطلاب خلال الفصل	100		

## Module Evaluation

### تقييم المادة الدراسية

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	٣	10% (10)	5 and 10	
	Assignments	٣	10% (10)	2 and 12	
	Projects / Lab.	0		Continuous	
	Report	1	20% (20)	13	
Summative assessment	Midterm Exam	3hr	10% (10)	7	
	Final Exam	٣	50% (50)	16	All
Total assessment			100% (100 Marks)		

## Delivery Plan (Weekly Syllabus)

### المنهاج الاستوعبي النظري

	Material Covered
Week 1	• مفهوم الإحصاء، نشأة الإحصاء وبياناته، طرق جمع البيانات
Week 2	• جمع البيانات وطرقها وطرق عرضها ومواصفات العينة
Week 3	• جداول التكرار
Week 4	• طرق إنشاء الجداول التكرارية وأنواع البيانات
Week 5	• أنواع الجداول التكرارية ومنها التناسبية والنسبة المئوية
Week 6	• مفاهيم عامة حول بعض القوانين الإحصائية
Week 7	• مقاييس النزعة المركزي
Week 8	• أنواع مقاييس النزعة المركزية وتطبيقاتها حسب أنواع البيانات والجداول
Week 9	• مقاييس التشتت

Week 10	• أنواع مقاييس التشتت وتطبيقاتها حسب أنواع البيانات والجداول
Week 11	• نظرية الاحتمالية والعلاقة بين المتغيرات
Week 12	• التباين والانحراف المعياري
Week 13	• الدرجة المعيارية
Week 14	• الانحدار الخطي البسيط مع الإشارة إلى الانحدار المتعدد
Week 15	• الارتباط الخطي البسيط مع الإشارة إلى الارتباط الجزئي والمتعدد
Week 16	• الامتحان النهائي

### Delivery Plan (Weekly Lab. Syllabus)

#### المنهاج الأسبوعي للمختبر

Lab 1	
Lab 2	
Lab 3	

### Learning and Teaching Resources

#### مصادر التعلم والتدريس

	Text	Available in the Library?
Required Texts	كتاب (المقدمة في الإحصاء) للدكتور حاشي الراوي (١٩٧٩)	Yes
Recommended	كتاب (الإحصاء) للدكتورة صفاء يونس الصفاوي (٢٠٠٨)	Yes



Texts		
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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
<p><b>Note:</b> 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.</p>				

اسم وتوقيع رئيس القسم  
أ.د. رافعة إبراهيم الحمداني



اسم وتوقيع صاحب المقرر  
م.م. نور عبدالعزيز

# MODULE DESCRIPTION FORM

## Course Description Form

### Computer

Module Information				
Course information				
Module Title	computer		Module Delivery	
Module Type	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	
Module Code	UOM1031			
ECTS Credits	3			
SWL (hr/sem)	75			
Module Level	1	Semester of Delivery		2
Administration Department	MMM	College	Administration & Economics	
Module Leader	Baraa Bassan Yahya		e-mail	bara_bassam@uomosul.edu.iq
Module Leader's Acad. Title	teacher		Module Leader's Qualification	Master's
Module Tutor			e-mail	
Peer Reviewer Name			e-mail	Email
Scientific Committee Approval Date	2024		Version Number	1.0

Relation with other Modules				
Relationship with other subjects				
Prerequisite module	None		Semester	
Co-requisites module	None		Semester	

**Module Aims, Learning Outcomes and Indicative Contents**  
**Course objectives, learning outcomes, and guiding content**

<p><b>Module Objectives</b> <b>Course objectives</b></p>	<ul style="list-style-type: none"> <li>▪ Introduction to basic concepts of computer skills and exposure to information technology</li> <li>• Computer components training</li> <li>• Learn how to use Windows 11</li> <li>• Learn how to use Word 2016</li> <li>• Using computers in daily life</li> <li>• Employing computer skills to serve the user</li> </ul> <p>This course description provides a brief overview of the key features of Word 2016 and Windows 11. This helps students understand how to use computers in practical and academic life.</p>
<p><b>Module Learning Outcomes</b>  <b>Learning outcomes for the subject</b></p>	<p><b>1. Basic computer skills:</b></p> <ul style="list-style-type: none"> <li>- Turn the computer on and off properly.</li> <li>- Understanding the different computer components and their functions.</li> </ul> <p><b>2. Use of operating systems:</b></p> <ul style="list-style-type: none"> <li>- Ability to navigate the operating system (such as Windows, macOS, or Linux).</li> <li>- File and folder management: create, copy, move, and delete files and folders.</li> </ul> <p><b>3. Productivity programs:</b></p> <ul style="list-style-type: none"> <li>- Use word processing programs (such as Microsoft Word or Google Docs).</li> <li>- Create and modify spreadsheets (such as Microsoft Excel or Google Sheets).</li> </ul> <p><b>4. Internet skills:</b></p> <ul style="list-style-type: none"> <li>- Browse the web and use search engines effectively.</li> <li>- Knowing how to set up and use email.</li> <li>- Understand the basics of online security and personal data protection.</li> </ul> <p><b>5. Advanced technical skills:</b></p> <ul style="list-style-type: none"> <li>- Understanding of programming fundamentals (such as basic programming principles if part of the curriculum).</li> <li>- Knowing how to install and remove programs and applications.</li> <li>- Ability to solve basic technical problems.</li> </ul> <p><b>6. Online Collaborative Work:</b></p> <ul style="list-style-type: none"> <li>- Use online collaboration tools such as Google Drive or Microsoft OneDrive.</li> </ul>



	<ul style="list-style-type: none"> <li>- Participate in online meetings and seminars using tools such as:Zoom or Microsoft Teams.</li> </ul> <p><b>7Digital ethics:</b></p> <ul style="list-style-type: none"> <li>- Understanding the ethical issues related to the use of technology.</li> <li>- Raising awareness of and respecting intellectual property rights.</li> </ul>
<p><b>Indicative Contents</b></p> <p><b>Guidance contents</b></p>	<p>The syllabus for the Computer Skills course aims to provide a comprehensive educational framework that helps students acquire basic and advanced skills in using computers and computer technologies. This content can be divided into several main units or topics, including::</p> <p><b>1.Introduction to Computer:</b></p> <p>Definition of computer: What is a computer, and the history of its development.</p> <p>Types of computers: personal computer, laptop, tablet, supercomputer.</p> <p>Computer components: hardware and software.</p> <p><b>2.Operating System:</b></p> <ul style="list-style-type: none"> <li>- Introduction to Operating Systems: Definition of an operating system and examples (e.g., Windows, macOS, Linux).</li> <li>- Navigating the operating system: startup, using the desktop, managing windows.</li> <li>- File and folder management: create, copy, move, and delete files and folders.</li> </ul> <p><b>3.Productivity programs:</b></p> <ul style="list-style-type: none"> <li>- Word processing: Use programs such as Microsoft Word or Google Docs to create and format documents.</li> <li>- Spreadsheets: Use programs like Microsoft Excel or Google Sheets to organize and analyze data.</li> </ul> <p><b>4.Internet and communications:</b></p> <ul style="list-style-type: none"> <li>- Internet basics: how to connect to the Internet, use web browsers, search effectively via search engines.</li> <li>- Email: Create and manage an email account, send and receive messages.</li> <li>- Online communication: Using tools like Zoom, Microsoft Teams, and Google Meet.</li> </ul>

	<p>5. Basic programming:</p> <ul style="list-style-type: none"> <li>- Introduction to Programming: Definition of Programming and its Importance.</li> <li>- Programming Languages: An overview of popular programming languages such as Python, JavaScript.</li> <li>- Writing basic code: creating simple programs and understanding programming logic.</li> </ul> <p>6. Digital Ethics:</p> <ul style="list-style-type: none"> <li>- Ethics in the use of technology: responsible use of technology, intellectual property rights.</li> <li>- Dealing with digital content: respecting copyright, dealing with inappropriate content.</li> </ul> <p>7. Basic computer maintenance:</p> <ul style="list-style-type: none"> <li>- Preventive maintenance: cleaning devices, updating software.</li> <li>- Basic troubleshooting: troubleshooting, reinstalling the operating system.</li> </ul>
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<b>Learning and Teaching Strategies</b> <b>Learning and teaching strategies</b>	
<b>Strategies</b>	<p>Teaching and learning strategies for computer skills include several methods and means aimed at enhancing and deepening learners' understanding in this field.. Who is this Effective strategies:</p> <ol style="list-style-type: none"> <li>1. Project-based learning: Using practical projects to apply acquired skills, helping students understand how to use software and technical tools in real-world contexts.</li> <li>2. Cooperative learning: Encouraging students to work in groups to solve problems, which enhances their communication and cooperation skills.</li> <li>3. Blended Learning: Combining traditional (face-to-face) education with e-learning to ensure a comprehensive educational experience.</li> <li>4. Practical application and exercises: Providing opportunities for students to apply what they have learned through practical exercises, which helps consolidate the information.</li> </ol>

	<p>5. Use educational games: Use interactive games and applications to increase interaction and motivation among learners.</p> <p>6. Self-learning strategies: Encourage students to explore online educational resources and learn skills independently.</p> <p>7. Continuous assessment: Use a variety of assessment methods to monitor students' progress and ensure their understanding of the content.</p> <p>8. Practical training in laboratories: Providing computer laboratories equipped to apply acquired skills in a professional environment.</p> <p>These strategies help make learning computer skills more effective and motivating for learners.</p>
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Student Workload (SWL)			
The student's academic load is calculated for 15a week			
Structured SWL (h/sem) Regular student load during the semester	48	Structured SWL (h/w) Regular weekly student workload	3
Unstructured SWL (h/sem) Irregular student load during the semester	27	Unstructured SWL (h/w) Irregular student study load per week	2
Total SWL (h/sem) The student's total academic load during the semester	75		

Module Evaluation					
Course material evaluation					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Exams	1hr/2	10% (20)	5,10	All
	Homework	1hr/5	5% (2)	3,6,9,12,15	Windows system
	College duties	1hr/2	5% (2)	8,14	Windows applications
	The report	1hr	10% (1)	15	All
Summative assessment	laboratory	2 hours	10% (5)	7	Windows and Word 2016



	<b>Midterm exam</b>	<b>1hr</b>	<b>10%(1)</b>	<b>15</b>	<b>All</b>
	<b>Final exam</b>	<b>3 hours</b>	<b>50% (50)</b>	<b>16</b>	<b>All</b>
<b>Overall Rating</b>			<b>100% (100 Marks)</b>		

<b>Delivery Plan (Weekly Syllabus)</b> <b>Theoretical weekly curriculum</b>	
	<b>Material Covered</b>
<b>Week 1</b>	<b>ingredients computer,the introduction</b>
<b>Week 2</b>	<b>ingredients computer</b>
<b>Week 3</b>	<b>system Windows11,the introduction</b>
<b>Week 4</b>	<b>Interface system Windows11 surface Office and icons Basic</b>
<b>Week 5</b>	<b>window Settings For the system Windows11</b>
<b>Week 6</b>	<b>background surface Office Screen Stop For the system Windows11</b>
<b>Week 7</b>	<b>Exam the first For separation the first</b>
<b>Week 8</b>	<b>delete Programs or Applications And its installation</b>
<b>Week 9</b>	<b>Accounts Users</b>
<b>Week 10</b>	<b>Files and folders</b>
<b>Week 11</b>	<b>introduction on program Word2016</b>
<b>Week 12</b>	<b>existing file file</b>
<b>Week 13</b>	<b>Home tab And tabulation drawers</b>
<b>Week 14</b>	<b>Tab design And tabulation planning</b>
<b>Week 15</b>	<b>Exam the second For separation the first</b>

<b>Delivery Plan (Weekly Lab. Syllabus)</b> <b>Weekly lab schedule</b>	
	<b>Covered materials</b>
<b>Week 1</b>	<b>Practical application of the Windows 11 interface</b>
<b>Week 2</b>	<b>Windows installation practical application</b>
<b>Week 3</b>	<b>Practical application for dealing with deleting and installing programs</b>
<b>Week 4</b>	<b>Practical application of user accounts</b>
<b>Week 5</b>	<b>Practical application of files and folders</b>
<b>Week 6</b>	<b>Practical application to learn about Word 2016</b>

<b>Week 7</b>	Practical application of Word lists
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Learning and Teaching Resources Learning and teaching resources		
	Text	Available in the Library?
Required texts	son Bilal Al-Zaghbi , Mohammed Malik	no
Recommended texts	introduction in skills computer/Composition Mohammed What is with you and others	no
Websites		

Grading Scheme Grading scheme				
Group	Grade	Appreciation	Marks %	Definition
Success Group (50 - 100)	A -Excellent	privilege	90 - 100	Amazing performance
	B -Very Good	very good	80 - 89	Above average with some errors
	C-Good	good	70 - 79	Good work with noticeable errors
	D -Satisfactory	middle	60 - 69	Fair but with major flaws
	E -Sufficient	acceptable	50 - 59	The work meets minimum standards.
Fail Group (0 – 49)	FX –Fail	Precipitate (in process)	(45-49)	More work required but credit given
	F-Fail	Failed	(0-44)	A large amount of work is required.

**Note:** Decimals greater or less than 0.5 will be rounded up to the highest or lowest whole mark (e.g., a mark of 54.5 will be rounded up to 55, while a mark of 54.4 will be rounded up to 54). The University has a policy of not condoning a “failed close pass” and therefore the only adjustment to marks awarded by the original mark(s) will be the automatic rounding shown above..





# MODULE DESCRIPTION FORM

## نموذج وصف المادة الدراسية

Module Information				
معلومات المادة الدراسية				
Module Title	Reading in banking and finance		Module Delivery	
Module Type	Core		<input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Lecture <input type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input checked="" type="checkbox"/> Practical <input type="checkbox"/> Seminar	
Module Code	MBF1208			
ECTS Credits	5			
SWL (hr/sem)	125			
Module Level	1	Semester of Delivery		1
Banking and Finance Department	MBF	College	UOMM	
Module Leader	Noor tawfeeq mohammed		e-mail	noor_alhanbaly @uomosul.edu.iq
Module Leader's Acad. Title	Lecturer	Module Leader's Qualification	ماجستير	
Module Tutor	Noor tawfeeq mohammed		e-mail	noor_alhanbaly @uomosul.edu.iq
Peer Reviewer Name				
Scientific Committee Approval Date			Version Number	

### Relation with other Modules

#### العلاقة مع المواد الدراسية الأخرى

Prerequisite module	لا يوجد	Semester	
مواد ممهدة			
Co-requisites module	لا يوجد	Semester	
مواد مكملّة			



## Module Aims, Learning Outcomes and Indicative Contents

أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية

### Module Objectives

أهداف المادة الدراسية

1. Study of finance and its types
2. Explain the concept of financing and multiple sources
3. Explaining the concept of financing and its various sources g.
4. Study of financial institutions and their types
5. study the concept of money and its function.
6. Study the concept of banking and its types
7. Study of the financial market and its functions and types
8. Clarifying the financial system its elements and component
9. Studying the role of financial institutions in the financial system and the theory of financial intermediation
10. Explain the role and functions of the financial system
11. Study the concept of financial statements and their importance and types
12. Study the concept of liquidity and what is management of liquidity
13. Study the concept of capital adequacy and how managing it
14. Explain the risk management and its important
15. Study the bank regulation
16. Study the purpose of bank regulation
17. Study the role of the central bank to regulate the monetary policy
18. Regulate the financial market

### Module Learning Outcomes

مخرجات التعلم للمادة الدراسية

1. Familiarity of finance science
2. Familiarity of financing science and its sources
3. Explain the concept of financing and multiple sources
4. Knowledge of financial institutions and their types
5. Familiarity with the concept of financial institutions
6. Familiarity with the concept of money and its functions
7. Knowledge of the concept of banking and types of banks
8. Acquiring knowledge with financial market and its functions and types
9. Acquiring knowledge with financial system
10. Know the role of financial institutions in financial system
11. Know with financial system and its importance
12. Get to know the concept of financial statement and its importance and types
13. Know the concept of liquidity and the concept of liquidity management
14. Acquiring knowledge of a concept of capital adequacy and how to managing it
15. Familiarity of risk managing and its importance in financial institutions
16. Acquire knowledge of banking regulation and its importance
17. Knowing the objective of banking organization
18. Familiarity with central bank to regulate and managing the monetary policy
19. Familiarity with financial markets and its importance



Indicative Contents المحتويات الإرشادية	The instructive content includes the following:	
	Part A - Class Lecture	
	the essential of finance science and its types -1	
	The concept of financing and its types and different sources	
	financial instruments and its types -2	
	dept. instruments -	
	equity instruments -	
	the concept of financial institutions—3	
	types of financial institutions-	
	concept of money -4	
	Functions of money -	
	concept of banking -5	
	Types of banks -	
	concept of financial market -6	
	. Functions of financial markets -	
	the financial system concept -7	
	The components of financial system -	
	the concept of financial statements -8	
	Types of it -	
	banking liquidity -9	
	concept of banking liquidity -	
	Liquidity management -	
	concept of capital adequacy - 10	
	capital adequacy management-	
	risk management -11	
	The concept -	
	importance -	
	bank regulation -12	
	the objectives -	
	the role of central bank in monetary policy -13	
	regulate financial markets -14	
	the functions and types of financial markets -15	
Total hrs = 60 = SSWL - (Exam hrs) = 63- 3 = 60 hr (Time table hrs x 15 weeks)		

Learning and Teaching Strategies استراتيجيات التعلم والتعليم	
Strategies	1. الحلقات النقاشية 2. تقارير العلمية 3. الواجبات البيئية 4. طريقة العصف الذهني

Student Workload (SWL)			
الحمل الدراسي للطلاب محسوب لـ ١٥ اسبوعا			
Structured SWL (h/sem)	48	Structured SWL (h/w)	3
الحمل الدراسي المنتظم للطلاب خلال الفصل		الحمل الدراسي المنتظم للطلاب اسبوعيا	
Unstructured SWL (h/sem)	77	Unstructured SWL (h/w)	5
الحمل الدراسي غير المنتظم للطلاب خلال الفصل		الحمل الدراسي غير المنتظم للطلاب اسبوعيا	
Total SWL (h/sem)	125		
الحمل الدراسي الكلي للطلاب خلال الفصل			

تقييم المادة الدراسية					
نتائج التعلم ذات الصلة	الاسبوع المستحق	الوزن (الدرجة)	الوقت/العدد		
LO from #1to #6	The third week	(10)%20	2	الامتحانات اليومية (Quizzes)	التقييم التكويني
LO from #1to #6	The second - week	(5) %10	2	المهام (الواجبات المنزلية)	
LO from #1to #6	The first - week	(5) %5	1	المهام (الواجبات داخل الكلية)	
-6to #1LO from #	-	-	-	المشاريع / المختبر	
LO from #1to #6	The fourth week	(5) %5	1	التقارير	
LO from #1to #6	-	-	-	حلقة دراسية	
LO from #1 to #6	The eight week	(10) %10	1 ساعة	امتحان منتصف الفصل الدراسي	التقييم التلخيصي
LO from #1 to #6	The sixth week	(50) %50	3 ساعة	الامتحان النهائي	
		(100) %100 (درجة)		التقييم الإجمالي	

## Delivery Plan (Weekly Syllabus)

المنهاج الاسبوعي النظري

المواد المغطاة

الأسبوع 1	Studying the science of finance and its types , the concept of finance , its types and sources
الأسبوع 2	The financial instruments and its types ( dept. and equity instruments)
الأسبوع 3	studying the concept of financial institutions and its types
الأسبوع 4	The concept of money and its types
الأسبوع 5	The concept of banking and the types of the bank
الأسبوع 6	The concept of financial markets and the types and importance of It
الأسبوع 7	The financial system and its components and the role of financial institutions in financial system
الأسبوع 8	Functions of financial system
الأسبوع 9	The concept of financial statements and the types of it
الأسبوع 10	The concept of liquidity and liquidity management
الأسبوع 11	The concept of capital adequacy and capital adequacy management
الأسبوع 12	The concept of risk management and its concept and importance
الأسبوع 13	the concept of bank regulation and the concept and the importance)
الأسبوع 14	The role of the central bank in monetary policy
الأسبوع 15	Regulate the financial markets

## 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		الكتب المطلوبة
متوفر في المكتبة؟	ROSE, Essential of financial management, 2015 -1	الكتب الموصى بها
نعم		المواقع الإلكترونية
نعم		
<a href="http://www.liverpooluniversitypress.co.uk">http://www.liverpooluniversitypress.co.uk</a>		

## Grading Scheme

### مخطط الدرجات

Group	Grade	التقدير	Marks %	التعريف
مجموعة النجاح Success Group (50 - 100)	A – Excellent	امتياز	90 - 100	أداء متميز
	B - Very Good	جيد جدا	80 - 89	أعلى من المتوسط مع بعض الأخطاء
	C – Good	جيد	70 - 79	عمل جيد مع أخطاء ملحوظة
	D – Satisfactory	متوسط	60 - 69	مقبول ولكن به عيوب كبيرة
	E – Sufficient	مقبول	50 - 59	العمل يفي بالمعايير الدنيا
المجموعة الفاشلة Fail Group (0 - 49)	FX – Fail	راسب (قيد المعالجة)	(45-49)	مطلوب المزيد من العمل ولكن تم منح التقدير
	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.

اسم وتوقيع رئيس القسم

رافعة ابراهيم الحمداني



اسم وتوقيع صاحب المقرر

نور توفيق محمد نسيم



# MODULE DESCRIPTION FORM

Module Information					
Module Title	Principles of financial and banking science			Module Delivery	
Module Type	Core			<input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Lecture <input type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input checked="" type="checkbox"/> Practical <input type="checkbox"/> Seminar	
Module Code	MBF1101				
ECTS Credits	7				
SWL (hr/sem)	175				
Module Level	1	Semester of Delivery			
Banking and Finance Department	MBF		College	UOMM	
Module Leader	Noor tawfeeq Mohammed nassem		e-mail	noor_alhanbaly @uomosul.edu.iq	
Module Leader's Acad. Title	lecturer		Module Leader's Qualification	master	
Module Tutor	Noo tawfeeq mohammed alhanbaly		e-mail	noor_alhanbaly @uomosul.edu.iq	
Peer Reviewer Name	d. Rafeaa alhamdany		e-mail	Rafea_ibrahem @uomosul.edu.iq	
Scientific Committee Approval Date			Version Number		

Relation with other Modules			
Prerequisite module مواد ممهدة	nil	Semester	
Co-requisites module مواد مكملة	nil	Semester	

## Module Aims, Learning Outcomes and Indicative Contents

### Module Objectives

- 1-Familiarity with the concept of financial management for business enterprises.
2. Familiarity with the importance of financial management in business enterprises.
3. Acquire the skill of preparing financial statements.
4. Acquire the skill of measuring the financial performance of business enterprises.
5. Familiarity with the elements of the financial system and its relationship to the financial environment of business enterprises.
6. Knowledge of the relationship between the financial management function and other administrative functions.
7. Gain specialized knowledge in financial decision-making for business companies.
8. Gain knowledge of the financial system and its basic elements.
9. Understand the financial environment for business companies and its most important basic elements.
10. Knowledge of financial markets, their types, and their importance.
11. Identify financial institutions, their types, and their role in the financial system.
12. Understand the concept of public finance (state finance), its importance, and objectives.
13. Gain knowledge about state public spending and spending trends.
14. Familiarize yourself with state public revenues and their sources
15. Acquire knowledge of the concept of taxation and its importance to

	<p>the state.</p> <p>16. Understand the types of taxation.</p> <p>17. Familiarize yourself with the concept of the general budget and acquire skills in the rules for its preparation.</p> <p>18. Familiarize yourself with the basics of bank management, the types of banks, and their importance to the state and society.</p> <p>19. Study central banks and quantitative and qualitative monetary policy tools for credit control.</p> <p>20. Knowledge of traditional and modern banking services.</p> <p>21. Gain specific knowledge of modern trends in bank management.</p>
<b>Indicative Contents</b>	<p style="text-align: right;">يتضمن المحتوى الإرشادي ما يأتي:</p> <p><u>Part A - Class Lecture</u></p> <p>Total hrs = 60 = SSWL - (Exam hrs) = 63- 3 = 60 hr (Time table hrs x 15 weeks)</p>

<b>Learning and Teaching Strategies</b>	
<b>Strategies</b>	<p>1-Discussion groups</p> <p>2. Scientific reports</p> <p>3. Environmental assignments</p> <p>4. Brainstorming</p> <p style="text-align: right;">.1</p> <p>1- scientific reports</p> <p>2- Homework</p> <p>3. Brainstorming method</p>



Student Workload (SWL) For 15 weeks			
Structured SWL (h/sem) Regular student load during the semester	63	Structured SWL (h/w) regular student study load per week	4
Unstructured SWL (h/sem) Irregular student load during the semester	112	Unstructured SWL (h/w) Irregular student study load per week	6
Total SWL (h/sem) The student's total study load during the semester	175		

Evaluation of the study subject					
Relevant learning outcomes	Due week	Weight(mark)	Time/number		
LO from #1 to #6	3	(25)%25	5/1	Daily exams (Quizzes)	Formative evaluation
LO from #1 to #6	-	-	-	Tasks (homework)	
LO from #1to #6	-	-	-	Tasks (duties within the college)	
-	-	-	-	Projects/lab	
LO from #1to #6	5	(15) %15	3/1	reports	
LO from #1to #6	-	-	-	seminar	



LO from #1 to #6	8	(10) %10	hour 1	Mid-semester exam	Summative evaluation
LO from #1 to #6	16	(50) %50	hour 3	Final exam	
		(mark 100) %100		Total evaluation	

### Delivery Plan (Weekly Syllabus)

المواد المغطاة	
-Fundamentals of Business Financial Management: - Introduction to Financial Management / The Relationship of Financial Management to Other Fields of Knowledge / Objectives of Financial Management	1 week
Financial statement and its importance	2week
Financial management functions (investment, financing and profit decisions).	3Week
Financial system and financial environment	4Week
Financial markets: the concept of financial markets and their types. / Functions of financial markets. / Importance of financial markets	5Week
Financial institutions: The concept of financial institutions. / The importance and role of financial institutions. / Types of financial institutions.	6Week
Fundamentals of Public Finance: State Public Spending	7Week
State general revenues	8 Week
Tax, its characteristics and types	9 Week
General budget and its rules	10Week
Principles' of Banking Policies: - Concept of Bank / - Importance of Banks / Objectives of Banks / - Types of Banks	11Week
Traditional and modern banking services	12Week
Modern trends in bank management	13Week

Central banks and quantitative and qualitative monetary policy tools for credit control		14Week
Tests and discussions		15Week
Delivery Plan (Weekly Lab. Syllabus)		
	Material Covered	
Week 1		
Week 2		
Week 3		
Week 4		
Week 5		
Week 6		
Week 7		

Learning and Teaching Resources		
Available in the library?	الكتاب	
yes	1- العامري ، الادارة المالية ، 2015 2- علاء واخرون، مدخل في إدارة المؤسسات المالية، دار الكتب والوثائق العراقية، 2016. 3- عبد السلام لفقة ، ادارة المصارف ، 2019 4- عادل فليح العلي ، المالية العامة والتشريع المالي ، 2020	Required books
yes	د. محمود محمد عطوان، معجم العلوم المالية والمحاسبية والمصرفية	Recommended books
		Websites

Group	Grade	Marks %	DEFINITION
Success Group (50 - 100)	A – Excellent	90 - 100	Outstanding
	B - Very Good	80 – 89	Above average with some errors

## MODULE DESCRIPTION FORM

Module Information			
Module Title	Principles of business Administration		Module Delivery
Module Type	Core		<input checked="" type="checkbox"/> Theory <input type="checkbox"/> Lecture <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Tutorial <input type="checkbox"/> Practical <input type="checkbox"/> Seminar
Module Code	BF1103		
ECTS Credits	6		
SWL (hr/sem)	150		
Module Level	1	Semester of Delivery	1
Administering Department	Type Dept. Code	College of Administration and Economics	Type College Code
Module Leader	Ashti Abdulsattar Abdulghani		e-mail
		<a href="mailto:ashti_abdulsattar@uomosul.edu.iq">ashti_abdulsattar@uomosul.edu.iq</a>	
Module Leader's Acad. Title	assistant prof.	Module Leader's Qualification	Ph.D.
Module Tutor	N.A	e-mail	E-mail
Peer Reviewer Name	N. A	e-mail	E-mail
Scientific Committee Approval Date	/ /2024	Version Number	1.0

Relation with other Modules			
Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents	
Module Objectives	



	<ol style="list-style-type: none"> <li>1. Providing students with knowledge related to the guiding principles of human resources management.</li> <li>2. Providing first-year students with general principles of management science, which will become the foundational foundations upon which to base their studies in advanced stages of business administration.</li> <li>3. Providing students with an understanding of management and its nature, enabling them to quickly reach the most important functions and activities of management.</li> </ol>
<b>Module Learning Outcomes</b>  مخرجات التعلم للمادة الدراسية	<ol style="list-style-type: none"> <li>1. Identifying the key concepts of management, which are considered fundamental in the field of management.</li> <li>2. Preparing and qualifying students for advanced topics in management in subsequent academic years.</li> <li>3. Understanding the main functions of a manager, including planning, organizing, leading, motivating, and controlling.</li> <li>4. Understanding the key messages and objectives of an organization, what planning entails, and the differences between operational and strategic planning.</li> <li>5. Identifying the concept of decision-making, its types, and the steps involved in making decisions.</li> <li>6. Equipping students with skills related to building an organizational structure and understanding the use of authority and responsibilities between management and its human resources.</li> <li>7. Acquiring leadership, control, communication, critical thinking, and analytical skills.</li> <li>8. Understanding the concepts of efficiency, effectiveness, creativity, and innovation, and their roles within organizations.</li> <li>9. Identifying the main functions of an enterprise, including operations management, marketing management, human resource management, and financial management.</li> </ol> <p style="text-align: right;">.1</p>
<b>Indicative Contents</b>  المحتويات الإرشادية	<p>Indicative content includes the following.</p> <p><b>Principles of Business Administration</b>  The course "Principles of Business Administration" focuses on the following key topics:</p> <ol style="list-style-type: none"> <li>1. <b>The Nature of Planning</b>, which includes: <ul style="list-style-type: none"> <li>o Managerial approaches to planning</li> <li>o Types of plans based on their function</li> <li>o Definition of decision-making</li> <li>o Types of decisions</li> <li>o Patterns of managerial decision-making</li> <li>o Basic models of the decision-making process</li> <li>o Management information systems (MIS)</li> <li>o Computer-based information systems</li> <li>o Steps of decision-making</li> </ul> </li> </ol>



	<p>2. <b>Organizing</b>, which includes job design and organizational structure, as follows:</p> <ul style="list-style-type: none"> <li>○ Concept of job design</li> <li>○ Methods of job design</li> <li>○ Importance of the organizing function</li> <li>○ Key forces influencing organizational structure</li> <li>○ Organizational design patterns: network structure, product-based structure, geographical or site-based structure, market-based structure, matrix structure, network structure</li> <li>○ Nature of authority</li> <li>○ Determinants of authority acceptance</li> <li>○ Forms of resistance to authority</li> <li>○ Concept of chain of command</li> <li>○ Span of control or supervision</li> </ul> <p>3. <b>Leadership and Motivation</b>, which includes:</p> <ul style="list-style-type: none"> <li>○ Nature of motivation</li> <li>○ Components of the motivation system</li> <li>○ Motivation theories</li> <li>○ The leadership function of managers</li> <li>○ Leadership traits</li> <li>○ Nature and patterns of path-goal leadership</li> <li>○ Nature of communication</li> <li>○ Communication methods</li> <li>○ Communication channels</li> <li>○ Informal communication channels</li> </ul> <p>4. <b>Controlling</b>, which includes:</p> <ul style="list-style-type: none"> <li>○ Importance of control in organizations</li> <li>○ Basic steps of the control process</li> <li>○ Effective control systems</li> </ul> <p>5. <b>Managing Enterprise Activities</b>, which includes:</p> <ul style="list-style-type: none"> <li>○ Operations management</li> <li>○ Marketing management</li> <li>○ Human resource management</li> <li>○ Financial management</li> </ul>
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<b>Learning and Teaching Strategies</b> استراتيجيات التعلم والتعليم	
<b>Strategies</b>	<p>The main strategy to be adopted in delivering this unit is to encourage student participation in exercises while simultaneously refining and expanding their critical thinking skills. This will be achieved through interactive classroom sessions and lessons, as well as by engaging students in simple experiential activities that involve sampling tasks relevant to their interests.</p>

Student Workload (SWL)			
الحمل الدراسي للطلاب محسوب لـ ١٥ اسبوعا			
<b>Structured SWL (h/sem)</b> الحمل الدراسي المنتظم للطلاب خلال الفصل	63	<b>Structured SWL (h/w)</b> الحمل الدراسي المنتظم للطلاب اسبوعيا	4
<b>Unstructured SWL (h/sem)</b> الحمل الدراسي غير المنتظم للطلاب خلال الفصل	87	<b>Unstructured SWL (h/w)</b> الحمل الدراسي غير المنتظم للطلاب اسبوعيا	6
<b>Total SWL (h/sem)</b> الحمل الدراسي الكلي للطلاب خلال الفصل	150		

Module Evaluation					
تقييم المادة الدراسية					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	20% (10)	5 and 9	1-7
	Assignments	3	15% (5)	4,8 and 12	all
	Projects / Lab.				
	Report	1	5% (5)	13	all
Summative assessment	Midterm Exam	2hr	10% (10)	14	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	The Nature of Management – Approaches to the Study of Management – Organizational Activities – Fields of Business Administration



<b>Week 2</b>	<b>Challenges Facing Contemporary Management – Managerial Tasks – Patterns of Managerial Behavior – Managerial Skills and Their Sources</b>
<b>Week 3</b>	<b>Variations in Managerial Work – Roles of Managers – Managerial Functions – Types of Managers According to Their Administrative Levels</b>
<b>Week 4</b>	<b>First Exam</b>
<b>Week 5</b>	<b>Classical Schools of Thought: Scientific Management School, Administrative Divisions School, and Bureaucratic School</b>
<b>Week 6</b>	<b>Human Relations School: Hawthorne Study (Elton Mayo) – Follett's Study – Chester Barnard's Study – McGregor's X/Y Theory</b>
<b>Week 7</b>	<b>Contemporary Approaches School: Open Systems Theory – Quantitative Management – William Ouchi and Theory Z – Contingency Management</b>
<b>Week 8</b>	<b>Midterm Exam</b>
<b>Week 9</b>	<b>Management in a Changing Environment / Environmental Surface Structure – General Environment</b>
<b>Week 10</b>	<b>Specific Environment – Organizational Failure to Interpret Environmental Indicators</b>
<b>Week 11</b>	<b>Components of the General Environment – Components of the Specific Environment – Dynamic and Stable Environment</b>
<b>Week 12</b>	<b>Organizational Purpose and Mission – Types of Organizational Goals</b>
<b>Week 13</b>	<b>Second Exam</b>
<b>Week 14</b>	<b>Importance of Organizational Goals – Requirements for Goal Setting – Management by Objectives (MBO)</b>
<b>Week 15</b>	<b>Concept of Strategy – Key Factors in Strategy Determination – Steps in Strategic Decision-Making for the Organization – Levels of Strategy</b>
<b>Week 16</b>	<b>Final Exam Preparation Week</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?
Required Texts	Principles of Management by Mohammad Khaleel Al-Shamaa, 2007 – Dar Al-Masira for Printing and Publishing, Amman, Jordan. Fundamentals of Business Administration by Dr. Hisham Sabry Al-Buheiri.	Yes
Recommended Texts	Various Skills and Methods for Dealing with Management and Business Issues	Yes
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.





اسم وتوقيع رئيس القسم      اسم وتوقيع صاحب المقرر  
 أ.د. رافعة إبراهيم الحمداني      أ.م.د. آشتي عبدالستار عبدالغني



## MODULE DESCRIPTION FORM

Module Information معلومات المادة الدراسية			
Module Title			Module Delivery
Module Type	Core		<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
Module Code			
ECTS Credits	6		
SWL (hr/sem)			
Module Level	1	Semester of Delivery	2
Administering Department	Type Dept. Code	College of Administration and Economics	Type College Code
Module Leader	Ashti Abdulsattar Abdulghani		e-mail <a href="mailto:ashti_abdulsattar@uomosul.edu.iq">ashti_abdulsattar@uomosul.edu.iq</a>
Module Leader's Acad. Title	assistant prof.	Module Leader's Qualification	Ph.D.
Module Tutor	N.A	e-mail	E-mail
Peer Reviewer Name	N. A	e-mail	E-mail
Scientific Committee Approval Date	/ /2024	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

<p><b>Module Objectives</b> أهداف المادة الدراسية</p>	<ul style="list-style-type: none"> <li>• To provide students with knowledge about management principles and their role as a core subject in the field of business administration.</li> <li>• To equip first-year students with general principles of management, which serve as a fundamental base for advanced studies in business administration.</li> <li>• To introduce students to the concept, nature, and historical development of management over different time periods, as well as to clarify the key managerial functions and both core and supporting activities.</li> </ul>
<p><b>Module Learning Outcomes</b> مخرجات التعلم للمادة الدراسية</p>	<p>By the end of this course, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Identify the key concepts and terminology of management as fundamental elements in the field.</li> <li>2. Demonstrate readiness for more advanced topics in management in subsequent academic years.</li> <li>3. Understand the main managerial functions, including planning, organizing, leading, motivating, and controlling.</li> <li>4. Differentiate between types of organizational planning, particularly operational and strategic planning, and understand their roles in achieving organizational goals.</li> <li>5. Explain the concept of decision-making, its types, and the steps involved in the decision-making process.</li> <li>6. Develop skills related to building organizational structures and appropriately delegating authority and responsibility between management and human resources.</li> </ol> <p><b>Optional Additional Outcomes (if needed for full coverage):</b></p> <ol style="list-style-type: none"> <li>7. Acquire essential leadership, control, communication, critical thinking, and analytical skills.</li> <li>8. Understand the concepts of efficiency, effectiveness, creativity, and innovation and their roles within organizations.</li> <li>9. Recognize the core organizational functions: operations management, marketing, human resource management, and financial management.</li> </ol> <p>.1</p>
<p><b>Indicative Contents</b> المحتويات الإرشادية</p>	<p>Indicative content includes the following.</p> <p><b>Principles of Business Administration</b></p>

The course *Principles of Business Administration* focuses on the following core topics:

**1. The Nature of Planning, including:**

- Management approaches to planning
- Types of plans based on their function
- Definition of decision-making
- Types of decisions
- Patterns of administrative decision-making
- Fundamental models of the decision-making process
- Management information systems (MIS)
- Computer-based information systems
- Steps in the decision-making process

**2. Organizing, including job design and organizational structure:**

- Concept of job design
- Methods of job design
- Importance of the organizing function
- Key forces influencing organizational structure
- Organizational design patterns:
  - Network pattern
  - Product-based pattern
  - Geographical or location-based pattern
  - Market-based pattern
  - Matrix pattern
  - Network pattern
- Nature of authority
- Determinants of authority acceptance
- Forms of authority resistance
- Concept of the chain of command
- Span of control or supervision

**3. Leadership and Motivation, including:**

- Nature of motivation
- Components of the motivation system
- Motivation theories
- The leadership function of the manager
- Leadership traits
- Path-goal theory and leadership styles
- Nature of communication
- Communication methods
- Communication channels
- Informal communication channels

**4. Controlling, including:**

- Importance of control in organizations
- Basic steps of the control process



	<ul style="list-style-type: none"> <li>• Effective control systems</li> </ul> <p><b>5. Managing Business Activities, including:</b></p> <ul style="list-style-type: none"> <li>• Operations management</li> <li>• Marketing management</li> <li>• Human resource management</li> <li>• Financial management</li> </ul>
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<b>Learning and Teaching Strategies</b> <b>استراتيجيات التعلم والتعليم</b>	
<b>Strategies</b>	<p>The primary strategy to be followed in delivering this unit is to encourage student participation in exercises while simultaneously refining and expanding their critical thinking skills. This will be achieved through classroom sessions and interactive lessons, as well as by considering simple experimental activities that involve sampling tasks of interest to the students.</p>

<b>Student Workload (SWL)</b> <b>الحمل الدراسي للطالب محسوب لـ ١٥ اسبوعاً</b>			
<b>Structured SWL (h/sem)</b> الحمل الدراسي المنتظم للطالب خلال الفصل	63	<b>Structured SWL (h/w)</b> الحمل الدراسي المنتظم للطالب أسبوعياً	4
<b>Unstructured SWL (h/sem)</b> الحمل الدراسي غير المنتظم للطالب خلال الفصل	87	<b>Unstructured SWL (h/w)</b> الحمل الدراسي غير المنتظم للطالب أسبوعياً	6
<b>Total SWL (h/sem)</b> الحمل الدراسي الكلي للطالب خلال الفصل	150		



Module Evaluation					
تقييم المادة الدراسية					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	20% (10)	5 and 9	1-7
	Assignments	3	15% (5)	4,8 and 12	all
	Projects /				
	Report	1	5% (5)	13	all
Summative assessment	Midterm Exam	2hr	10% (10)	14	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	<ul style="list-style-type: none"> <li>• The Nature of Planning</li> <li>• Managerial Approaches to Planning</li> <li>• Types of Plans Based on Their Function</li> </ul>
Week 2	<ul style="list-style-type: none"> <li>• Definition of Decision-Making</li> <li>• Types of Decisions</li> <li>• Patterns of Managerial Decision-Making</li> <li>• Fundamental Models of the Decision-Making Process</li> </ul>
Week 3	<ul style="list-style-type: none"> <li>• Management Information Systems (MIS)</li> <li>• Computer-Based Information Systems</li> <li>• Steps of the Decision-Making Process</li> </ul>
Week 4	Test 1
Week 5	<ul style="list-style-type: none"> <li>• Concept of Job Design</li> <li>• Methods of Job Design</li> </ul>

	<ul style="list-style-type: none"> <li>• Importance of the Organizing Function</li> <li>• Key Forces Influencing Organization</li> </ul>
Week 6	<b>Organizational Design Patterns:</b> <ul style="list-style-type: none"> <li>• Network Structure</li> <li>• Product-Based Structure</li> <li>• Geographic (Location-Based) Structure</li> <li>• Market-Based Structure</li> <li>• Matrix Structure</li> <li>• Network Structure (repeated)</li> </ul>
Week 7	<ul style="list-style-type: none"> <li>• Nature of Authority</li> <li>• Determinants of Authority Acceptance</li> <li>• Forms of Authority Resistance</li> <li>• Concept of the Chain of Command</li> <li>• Span of Control (or Supervision)</li> </ul>
Week 8	Midterm Exam
Week 9	<ul style="list-style-type: none"> <li>• Nature of Motivation</li> <li>• Components of the Motivation System</li> <li>• Motivation Theories</li> </ul>
Week 10	<ul style="list-style-type: none"> <li>• The Manager's Leadership Function</li> <li>• Leadership Traits</li> <li>• The Nature of the Leadership Path (Goal) and Its Styles</li> </ul>
Week 11	<ul style="list-style-type: none"> <li>• Nature of Communication</li> <li>• Communication Methods</li> <li>• Communication Barriers</li> <li>• Informal Communication Channels</li> </ul>
Week 12	<ul style="list-style-type: none"> <li>• The Importance of Control in Organizations</li> <li>• The Basic Steps in the Control Process</li> <li>• Effective Control Systems</li> </ul>
Week 13	Test 2
Week 14	<ul style="list-style-type: none"> <li>• Concept of Operations Management</li> </ul>

	<ul style="list-style-type: none"> <li>• Operations Planning and Organizing</li> <li>• Modern Concept of Marketing</li> <li>• Marketing Activities</li> </ul>
Week 15	<ul style="list-style-type: none"> <li>• Human Resource Management</li> <li>• Human Resource Planning</li> <li>• Selection and Orientation</li> <li>• Performance Evaluation and Promotion</li> <li>• Concept of Financial Management</li> <li>• Roles and Functions of the Financial Manager</li> </ul>
Week 16	

### 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?
Required Texts	<ul style="list-style-type: none"> <li>• Mohammad Khalil Al-Shammaa, <i>Principles of Management</i>, 2007, Al-Maseera Publishing House, Amman, Jordan.</li> <li>• Dr. Hesham Sabry Al-Buheiry, <i>Fundamentals of Business Administration</i>.</li> </ul>	Yes
Recommended Texts	Various Skills and Methods for Handling Management and Business Issues	Yes
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
<p><b>Note:</b> 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.</p>				





اسم وتوقيع رئيس القسم ٥  
 أ.د. رافعة إبراهيم الحمداني

اسم وتوقيع صاحب المقرر  
 أ.م.د. أشتي عبدالستار عبدالغني