MODULE DESCRIPTION FORM

Module Information					
Module Title	Statistics		**Module Delivery**		
Module Type	Core		☒ Theory		
Module Code	UOM-104		☒ Lecture		
			☐ Lab		
ECTS Credits	2		☐ Tutorial		
			☐ Practical		
SWL (hr/sem)	50		☒ Seminar		
Module Level		UGI	**Semester of Delivery**		One
Administering Department		Type Dept. Code	**College**	Type College Code	
Module Leader	Azza.Mustafa		**e-mail**	aza.mustafa@uomosul.edu.iq	
Module Leader's Acad. Title		Teacher	**Module Leader's Qualification**		Master's
Module Tutor	Name (if available)		**e-mail**	E-mail	
Peer Reviewer Name		Name	**e-mail**	E-mail	
Scientific Committee Approval Date		1/2/2025	**Version Number**	1.0	

55

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

Module Aims, Learning Outcomes and Indicative Contents	
Module Objectives	1.Providing students with knowledge about statistics and its role in practical life. 2. Providing first-year students with a basic understanding of statistics, which they can use in the future to further their academic careers. 3. Providing students with an understanding of the applications of statistics in practical life, including its relationship to the subject of specialization, which is management.
Module Learning Outcomes	1. To familiarize students with the most important vocabulary of statistics and its areas of application in management. 2. To familiarize students with the basics of statistics taught in middle school. 3. To familiarize students with the different methods of solving problems. 4. To attempt to bring the application of statistics closer to practical life, as mathematics is the backbone of life. 5. To familiarize students with the use of the digital method in management fields to obtain accurate results. 6. To enable students to connect statistics to other areas of life, including business management. 7. To enable students to find multiple methods for solving problems to reach the same result.
Indicative Contents	Statistics includes the following: 1. Studying various methods of data collection 2. Performing statistical operations on data 3. Creating frequency distribution tables and illustrating data graphically 4. How the mean, mean, range, mode, and median are used 5. Simple scientific discoveries, class correlations, and small linear deviation

Learning and Teaching Strategies	
Strategies	The main strategy you will adopt in delivering these materials is to encourage student participation in preparing classroom presentations, discussions and reports, At the same time, it improves and expands their critical thinking skills and gives them an active role in participating in the lecture by solving assignments and presenting them to the students. It also takes their opinions into account if the approach is correct in order to encourage and motivate them. Students can be given a role to deliver the lecture and highlight their personalities, and this can be considered a student activity.

Student Workload (SWL)

Structured SWL (h/sem)	63	Structured SWL (h/w)	9
Unstructured SWL (h/sem)	87	Unstructured SWL (h/w)	12
Total SWL (h/sem)	150		

Module Evaluation

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	3	10% (10)	5 and 9 and 13	The symbols below represent the relevance of this formative assessment to the learning outcomes identified above LO #1, #2 and #10, #11
	Assignments	1	20% (20)	Continuous	All
	Report	2	10% (10)	7 and 13	LO #5, #8 and #10
Summative assessment	Midterm Exam	1hr	10% (10)	7	LO #1 - #7
	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

	Material Covered
Week 1	Introduction to statistics, definitions and statistical terms
Week 2	Data collection methods and means, data classification and tabulation
Week 3	Frequency Distribution and Relative Frequency
Week 4	Cumulative ascending and descending frequency distribution
Week 5	Bar Graphs and Rectangular Graphs Exercises and Question Solutions

Week 6	The terrace, the polygon, and the iterative curve
Week 7	Addition and multiplication symbol
Week 8	Arithmetic mean and weighted mean
Week 9	Range and mode
Week 10	The mediator
Week 11	Average deviation
Week 12	Standard deviation and variance
Week 13	Coefficient of variation
Week 14	Simple linear correlation and rank correlation
Week 15	simple linear regression
Week 16	Preparatory week before the final exam

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		
	Text		Available in the Library?
Required Texts	Al-Rawi, Khashe' Mahmoud, 1986, Principles of Statistics Al-Safawi, Safaa Younis, 2008, Statistics		Yes
Recommended Texts	Al-Sharbaji, Muhammad, 2022, Principles of Statistics, Amman, Jordan		
Websites			

Grading Scheme			
Group	Grade	Marks %	Definition
Success Group (50 - 100)	A - Excellent	90 - 100	Outstanding Performance
	B - Very Good	80 - 89	Above average with some errors
	C - Good	70 - 79	Sound work with notable errors
	D - Satisfactory	60 - 69	Fair but with major shortcomings
	E - Sufficient	50 - 59	Work meets minimum criteria
Fail Group (0 – 49)	FX – Fail	(45-49)	More work required but credit awarded
	F – Fail	(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 1

Code	Course/Module Title	ECTS	Semester
MBA1104	Statistics	6	1
Class (hr/w)	Lect/Lab./Prac./Tutor	SSWL (hr/sem)	USSWL (hr/w)
3	1/1	63	78
Description			

This course aims to continue the student's knowledge of statistics, which is considered the basis for solving many problems facing applied studies.

MODULE DESCRIPTION FORM

Module Information

Module Title	mathematics		Module Delivery		
Module Type	Core		☒ Theory		
Module Code	UOM-104		☒ Lecture ☐ Lab		
ECTS Credits	2		☐ Tutorial		
SWL (hr/sem)	50		☐ Practical ☒ Seminar		
Module Level		UGI	Semester of Delivery		One
Administering Department		Type Dept. Code	College	Type College Code	
Module Leader	Azza mustafa		e-mail	aza.mustafa@uomosul.edu.iq	
Module Leader's Acad. Title		Teacher	Module Leader's Qualification		Master's
Module Tutor	Name (if available)		e-mail	E-mail	
Peer Reviewer Name		Name	e-mail	E-mail	
Scientific Committee Approval Date		15/10/2024	Version Number	1.0	

55

Relation with other Modules

Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents	
Module Objectives	1. Providing students with knowledge about mathematics and its role in practical life. 2. Providing first-year students with a basic understanding of mathematics, which they can use in the future to further their academic careers. 3. Providing students with an understanding of the applications of mathematics in practical life, including its relationship to their major, which is management.
Module Learning Outcomes	1. To familiarize students with the most important vocabulary of mathematics and its areas of application in management. 2. To familiarize students with the basics of mathematics taught in middle school. 3. To familiarize students with the different methods for solving problems. 4. To attempt to bring mathematics closer to practical applications, as arithmetic is the backbone of life. 5. To familiarize students with the use of digital methods in management fields to obtain accurate results. 6. Enabling students to connect mathematics to real-life areas, including business management. 7. Enabling students to find multiple ways to solve problems to reach the same result.
Indicative Contents	Mathematics includes the following: 1. Studying matrices and how to work with them 2. Performing mathematical operations on matrices 3. Finding the inverse and transpose of a matrix when using it to arrive at the optimal solution 4. How to perform differentiation on mathematical equations and its methods 5. How to find the integral of mathematical equations, types of integration, and how to apply them

Learning and Teaching Strategies	
Strategies	The main strategy to be adopted in delivering this course is to encourage student participation in preparing assignments, class discussions, and reports, while at the same time improving and expanding their critical thinking skills and giving them an active role in participating in the lecture by completing assignments and presenting them to the students. And taking their opinions into account if the approach is correct in order to encourage and motivate them. The students can be given a role to deliver the lecture and highlight their personalities and consider this as an activity for the student.

Student Workload (SWL)			
Structured SWL (h/sem)	63	Structured SWL (h/w)	9
Unstructured SWL (h/sem)	87	Unstructured SWL (h/w)	12
Total SWL (h/sem)	150		

Module Evaluation					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	3	10% (10)	5 and 9 and 13	The symbols below represent the relevance of this formative assessment to the learning outcomes identified above. LO #1, #2 and #10, #11
	Assignments	1	20% (20)	Continuous	All
	Report	2	10% (10)	7 and 13	LO #5, #8 and #10
Summative assessment	Midterm Exam	1hr	10% (10)	7	LO #1 - #7
	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
	Material Covered
Week 1	Introduction to mathematics, definitions and mathematical terms
Week 2	Matrices and their types
Week 3	Arithmetic operations on matrices
Week 4	Commutative and inverse matrix
Week 5	Exercises and questions
Week 6	Determinants
Week 7	conjugate matrix
Week 8	Derivatives
Week 9	Exercises and solutions to derivatives questions
Week 10	differentiation
Week 11	Differential calculus exercises and solutions
Week 12	integration
Week 13	Types of integration and its applications
Week 14	Integration of the exponential function and integration of the logarithmic function
Week 15	Exercises and questions
Week 16	Preparatory week before the final exam

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		
	Text		Available in the Library?
Required Texts	1- Al-Manhal in Mathematics: Matrices and Determinants, Dr. Rahim Younis Al-Azzawi 2- Fundamentals of Differential and Integral Calculus, Professor Fathi Khalil Hamdan, 2008 3- Differential and Integral Calculus, Dr. Hassan Mustafa Al-Awaidi, Professor of Mathematics at Al-Azhar University		Yes
Recommended Texts	Basics of mathematics/0606107/college of business and administration		
Websites			

Grading Scheme			
Group	Grade	Marks %	Definition
Success Group **(50 - 100)**	A - Excellent	90 - 100	Outstanding Performance
	B - Very Good	80 – 89	Above average with some errors
	C – Good	70 – 79	Sound work with notable errors
	D - Satisfactory	60 – 69	Fair but with major shortcomings
	E - Sufficient	50 – 59	Work meets minimum criteria
Fail Group **(0 – 49)**	FX – Fail	(45-49)	More work required but credit awarded
	F – Fail	(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 1

Code	Course/Module Title	ECTS	Semester
MBA1104	mathematics	6	1
Class (hr/w)	**Lect/Lab./Prac./Tutor**	**SSWL (hr/sem)**	**USSWL (hr/w)**
3	1/1	63	78
Description			

This course aims to continue the students knowledge of the mathematics subject that the student has previously taken in previous studies, which is considered the basis for solving many mathematical problems and how to apply it practically.

MODULE DESCRIPTION FORM

Course Description Form

<table>
<tr><td colspan="5" align="center">Module Information
Course Information</td></tr>
<tr><td>Module Title</td><td colspan="2" align="center">Computer</td><td colspan="2">Module Delivery</td></tr>
<tr><td>Module Type</td><td colspan="2" align="center">Basic</td><td colspan="2" rowspan="4">☒Theory
☐Reading
☒Lab
☐Tutorial
☐Practical
☐Seminar</td></tr>
<tr><td>Module Code</td><td colspan="2" align="center">UOM103</td></tr>
<tr><td>ECTS Credits</td><td colspan="2" align="center">3</td></tr>
<tr><td>SWL (hr/sem)</td><td colspan="2" align="center">45</td></tr>
<tr><td>Module Level</td><td>UGI</td><td colspan="2">Semester of Delivery</td><td>One</td></tr>
<tr><td>Administering Department</td><td>Type Dept. Code</td><td>College</td><td colspan="2"></td></tr>
<tr><td>Module Leader</td><td>Ass. Lec . Ali A bdulwahhab Yahya</td><td>email</td><td colspan="2">ali_alsaffar@uomosul.edu.iq</td></tr>
<tr><td>Module Leader's Acad. Title</td><td>lecturer</td><td colspan="2">Module Leader's Qualification</td><td>Master</td></tr>
<tr><td>Module Tutor</td><td>Name (if available)</td><td>email</td><td colspan="2">Email</td></tr>
<tr><td>Peer Reviewer Name</td><td>Name</td><td>email</td><td colspan="2">Email</td></tr>
<tr><td>Scientific Committee Approval Date</td><td>12/3/2025</td><td colspan="2">Version Number</td><td>1.0</td></tr>
</table>

<table>
<tr><td colspan="3" align="center">Relation with other Modules
Relationship with other subjects</td></tr>
<tr><td>Prerequisite module</td><td>None</td><td>Semester</td><td></td></tr>
<tr><td>Co-requisites module</td><td>None</td><td>Semester</td><td></td></tr>
</table>

	Module Aims, Learning Outcomes and Indicative Contents Course objectives, learning outcomes and instructional contents		

Module Objectives Course Objectives	- The course aims to introduce the student to the computer system - What are the basic operations of a computer. - Work on the student's knowledge of the components of the devices in the computer and the function of each part. - Introducing the student to the Windows operating system and everything related to the system from windows, the concept of folders and directories, operating and closing various windows, and creating shortcuts. - Create documents using the Word word processor - Spread Sheets: Explanation of spreadsheet program, cells and cell processing, mathematical formulas and functions, editing spreadsheets, printing spreadsheets. - Create presentations. - Learn about the Internet, and how to search on the net
Module Learning Outcomes Learning outcomes of the course	1. Know how the calculator works and operates 2. Knowledge of computer hardware and software 3. Ability to work on the Windows operating system 4. Working with files and folders and installing programs 5. Enable the student to use Office applications (word, Spread Sheet, presentation, Internet and web Browsers) 6. Enable the student to work on the Internet, and learn about computer networks
Indicative Contents Indicative Contents	The instructional content includes the following. **Computer Introduction**: Concepts of hardware and software components, computing, data and information, information technology and communication technology (IECT) applications; Computer components: computer parts, physical parts, I/O units, memory types, CPU, PC, PC components (features and types) Operating system and graphical user interface (GUI): operating system; basics of common operating systems, user interface, mouse techniques, use of common icons, status bar, menu bar, submenus. The concept of folders and directories, the operation and closure of various windows, and the creation of shortcuts. Word Document Processing: **Document Processor Software Explained, Opening and Closing Document, Create New Document, Compose and Modify Text, Format Text, Deal with Table, Spell Checker, Language Setup, Thesaurus, Document**

Printing. Table Handler, Spell Checker, Language Setup, Thesaurus, Document Printing.

Presentation Software: Presentation Software Basics, Presentation Creation, Slideshow Settings, Slide Show Methods, Taking Prints from Presentation/Handouts

Communications and emails: Email basics, getting an email account, sending and receiving emails, accessing sent emails, using emails, collaborating on documents and files.

Computer troubleshooting: Identify and resolve common hardware and software problems faced by computer users and basic troubleshooting techniques and tools to diagnose and resolve problems

- What is the Internet, World Wide Web, Web Page Browser, Internet Address, Website, Search Engines, Email

hours (schedule hours × 15 90 = 4 -exam hours) = 94) - SSWL = Total hours = 175
(weeks

Learning and Teaching Strategies	
Learning and Teaching Strategies	
Strategies	1. Interactive Lecture
	2. Brainstorming
	3. Dialogue and discussion
	4. Practical exercises
	5. Self-learning and assignment of tasks and reports.

Student Workload (SWL)			
The student's academic load is calculated for 15 weeks			
Structured SWL (h/sem) Regular academic load of the student during the semester	48	Structured SWL (h/w) per week Regular student load	3
Unstructured SWL (h/sem) Irregular academic load of the student during the semester	27	Unstructured SWL (h/w) Irregular student academic load per week	2
Total SWL (h/sem)	75		

The student's total academic load during the semester	

Module Evaluation

Course Evaluation

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	3	10% (10)	5 and 9 and 13	The symbols below mean the relevance of this formative assessment to the learning outcomes above identified. LO #1, #2 and #10, #11
	Online Assignments	1	10% (10)	Continuous	All
	Onsite Assignments		10% (10)		
	Report	2	10% (10)	7 and 13	LO #5, #8 and #10
Summative assessment	Midterm Exam	1hr	10% (10)	7	LO #1 - #7
	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

Theoretical Weekly Curriculum

	Material Covered	Material
Week 1	concepts of hardware and software components, computing: Computer Introduction information technology and communication technology ,concept, data and information O devices and peripherals to the CPU / applications; connecting I IECT)).	
Week 2	computer parts, hardware components, I/O modules, : components Computer ,memory types	
Week 3	(CPU core components, PC, PC (features and types : Computer components	
Week 4	operating system; basics of common operating : Operating system and GUI systems, user interface, mouse technologies, common icons, status bar, menu bar, submenus.	

Week 5	concept of folders and directories, the Operating system and GUI: the windows, the creation of shortcuts operation and closure of various.
Week 6	Opening ,Software Explained: **Document Processor** Word Document Processor and Closing Document, Create a New Document, Create and Modify Text, Format Text.
Week 7	Spell Checker, Language ,Table Manipulation: Word Document Processing Setup, Thesaurus, Document Printing.
Week 8	Explanation of spreadsheet software, cells and cell **Sheets:** Spread processing, mathematical formulas and functions.
Week 9	edit spreadsheets, print spreadsheets**Spreadsheets:**
Week 10	slideshow ,Basics of presentation software, presentation creation : Presentation software settings, slide show methods .
Week 11	Taking Prints from Presentation/Handouts :Presentation Programs
Week 12	Fundamentals of Computer : Introduction to the Internet and Web Browsers Local Area Network, Wide Area Network, Internet Concept and Application, ,Networks URL: Internet Connection, World Wide Web Browsers, Search Engines, Understanding IP Address,Domain Name
Week 13	concept of email, obtaining an email the :Communications and emails account, sending and receiving emails, accessing sent emails, using emails, collaborating on documents and files.
Week 14	Identify and resolve common hardware and :Computer troubleshooting mputer users and basic troubleshooting software problems faced by co techniques and tools to diagnose and resolve problems
Week 15	exam
Week 16	Preparatory week before the final exam Preparatory week before the final exam

	Delivery Plan (Weekly Lab. Syllabus) Weekly Curriculum of the Laboratory
	Material Covered
Week 1	Introduction to Computer
Week 2	Computer Components
Week 3	Computer Components
Week 4	Operating system and GUI
Week 5	Operating system and GUI
Week 6	**document processor** Word processing
Week 7	**document processor** Word processing
Weak 8	**Spreadsheets**

Weak 9	Spreadsheets
Weak 10	Presentation Programs
Weak 11	Presentation Programs
Weak 12	Introduction to the Internet and Web Browsers
Weak 13	.Contacts and emails
Weak 14	Computer troubleshooting
Weak 15	Practical exam

Learning and Teaching Resources
Learning and Teaching Resources

	Text	Available in the Library?
Required Texts **Required texts**	Abdul Majeed, Amir Ziad Mohammed Abboud, Ghassan Hamid Hussein Murad, Bilal Kamal Ahmed, 2014, Computer Basics and Applications, Part One, University House for Printing, Publishing, Authorship and Translation, Ministry of Higher Research and Development -Education and Scientific Research .partment, Baghdad, IraqDe	
Recommended Texts **Recommended texts**	1. Graham Brown, David Watson ,"Cambridge IGCSE Information and communication Technology "3rd Edition (2020). 2. Alan Evans ,Kendall Martin ,Mary Anne Poatsy ,"Technology In Action Complete",16th Edition (2020). 3. Ahmed Banafa,"Introduction to Artificial Intelligence (AI)",1st Edition (2024). 4. Khidr Researcher, "Computer Basics-Khidr Ali Al-Al ", 2016.	
Websites Websites	• https://www.isbns.net/author/Mary_Anne_Poatsy • https://books.google.iq/books/about/Cambridge_IGCSE_Information_and_Communic.html?id=W3vbzQEACAAJ&redir_esc=y • https://www.noor-book.com/%D9%83%D8%AA%D8%A7%D8%A8-%D8%A3%D8%B3%D8%A7%D8%B3%D9%8A%D8%A7%D8%AA-%D8%A7%D9%84%D8%AD%D8%A7%D8%B3%D9%88%D8%A8-pdf	

Grading Scheme
Grading chart

Group	Grade	Appreciation	Marks %	Definition
Success Group (50 - 100)	A - Excellent	privilege	90 - 100	Outstanding Performance
	B - Very Good	Very good	80 - 89	Above average with some errors

	C - Good	Good	70 - 79	Sound work with notable errors
	D - Satisfactory	medium	60 - 69	Fair but with major shortcomings
	E - Sufficient	Acceptable	50 - 59	Work meets minimum criteria
Fail Group (0 – 49)	FX – File	Deposit (in processing	(45-49)	More work required but credit awarded
	F – Fail	Failure	(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 1

Code	Course/Module Title	ECTS	Semester
MIS-1101	Computer	3.00	2
Class (hr/w)	Lect/Lab./Prac./Tutor	SSWL (hr/sem)	USSWL (hr/w)
1	2	48	27
Description			

This course aims to provide the student with the basics of the computer and to identify the components of the computer and what are the operating systems of the computer. Focusing folders and installing on the Window operating system and ways to deal with files and programs in addition to providing the student with the necessary skills to deal with Office Excel, Power Point, Internet ,programs

أ.م.د. أحمد يوفخ الكبعاوي
رئيس قسم ادارة الأعمال

م.م. علي جاسم شلاث   م. علي سمير علي   أ.م.د. علي عبد الوهاب

جامعة الموصل
كلية الادارة والاقتصاد
قسم ادارة الاعمال

MODULE DESCRIPTION FORM

Course Description Form

Module Information				
Course information				
Module Title	Business Administration Basics		Module Delivery	
Module Type	Core		☒ Theory	
Module Code	MBA1101		☒ Lecture ☐ Lab	
ECTS Credits	8		☒ Tutorial ☐ Practical	
SWL (hr/sem)	200		☐ Seminar	
Module Level	1		Semester of Delivery	1
Administration Department		Type Dept. Code	College of Administration and Economics	Type College Code
Module Leader	Ali Thanoon Younis Aljader - Bashar Ghanim Hussein - mryam monem mall alah		e-mail	alialjader@uomosul.edu.iq basharghanim@uomsul.edu.iq Mryam.monem@uomosul.edu.iq
Module Leader's Acad. Title	teacher		Module Leader's Qualification	PhD
Module Tutor	N.A		e-mail	Email
Peer Reviewer Name	N.A		e-mail	Email
Scientific Committee Approval Date	2024/30/10		Version Number	1.0

Relation with other Modules				
Relationship with other subjects				
Prerequisite module Ionliness Requirements advance	None		Semester	
Co-requisites module Ionliness Requirements Shared	None		Semester	

1

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

Module Objectives Course objectives	1. Providing the student with knowledge about the principles of management and its role, as it is one of the specialized subjects in the field of business administration.
	2. .Providing first-year students with general principles of management science which will become a basic foundation upon which to rely in advanced stages .of business administration studies
	3. Give The student an idea on Management And its nature And its development via eras Temporal that passed With it Please on clarification Most important Jobs Management and its activities Basic And help
Module Learning Outcomes Learning outcomes for the subject	Important : Write on At least 6 results to learn, Preferably that Be equal For the . number weeks the study
	1. .Recognition on The most important vocabulary of the management subject . which is considered the basics of management science
	2. Understand the basic principles and knowledge of the foundations of business administration, including the functions of the organization and the functions .of the manager
	3. Qualifying and preparing students for advanced topics in management in later . academic years
	4. Identify the manager's tasks, skills, resources, and management levels in the . organization
	5. Developing administrative thought through learning about the most important management schools, which are considered a fundamental basis for building .the student's understanding of management science
	6. Discussing and analyzing the internal and external environment that directly or . indirectly affects the organization's work
	7. .Learn about the most important functions of a manager , including planning .organizing, leading, motivating, and controlling
	8. .Understand the most important messages and goals of the organization what planning is, and whether there is a difference between operational .planning and strategic planning
	9. Data analysis skills and the ability to use data and information to analyze .problems and make decisions efficiently and effectively
	10. Possess leadership skills to develop teamwork skills and manage work .teams to achieve goals

	11. Effective communication and the ability to express ideas clearly and interact with others effectively.
	12. Critical thinking through reasoning and analytical skills to solve problems and make decisions.
Indicative Contents Guidance contents	Indicative content includes the following. Business Administration Fundamentals focuses on the following vocabulary: 1. The nature of management and the duties of the manager are as follows: Definition of management and manager, approaches to management studies, facility activities, and challenges facing contemporary management. Managerial duties: managerial behavior patterns, managerial skills, sources of managerial skills, variations in managerial work, managers' roles, and types of managers according to their managerial levels. [SSWL= 20] hour] 2. The development of administrative thought, which includes the following: Traditional schools: the scientific management school, the administrative divisions school, and the bureaucratic school Human Relations School: Hawthorne Study (Elton Mayo) - Volt Study - Chester Barnard Study - and McCracker StudyX/Y (Contemporary Trends School: Open System Theory - Quantitative Management - William Augie and Theory (Z) - Situational Management . [SSWL= hour 20] 3. Management in the changing environment , which includes the following: Environmental surface composition - public environment - private environment - organization's failure to read environmental indicators , components of the public environment - components of the private environment - dynamic and stable environment . [SSWL= 15 hour] 4. Organizational objectives include the following: - The organization's purpose and mission - Types of organizational goals - Importance of organizational goals - Requirements for setting goals - Management by objectives , the concept of strategy - Important factors in setting strategy - Steps for adopting an organization's strategy - Levels of strategy [SSWL= 20 hour]
**Learning and Teaching Strategies** Learning and teaching strategies
Strategies	Strategy Home that It will be Follow it in presentation This is amazing Unity she to encourage sharing students in Exercises, And in the time same refine And expansion skills thinking cash They have . Will be . investigation that from during Chapters Academic and lessons Interactive And during look in Types experiments simple that involves on some Activities take Samples that Charges Students .

Student Workload (SWL)

.The student's academic load is calculated as 15 weeks

Structured SWL (h/sem) Regular student load during the semester	78	Structured SWL (h/w) Regular weekly student workload	5
Unstructured SWL (h/sem) Irregular student load during the semester	122	Unstructured SWL (h/w) Irregular student study load per week	8
Total SWL (h/sem) The student's total academic load during the semester		200	

Module Evaluation

Course material evaluation

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment Formative assessment	Quizzes Tests	2	10% (10)	4and 13	5, 6, 14
	Assignments Duties	2	10% (10)	2 and 12	3, 4, 13
	TutorialReview	1	10% (10)	Continuous	All
	Report The report	1	10% (10)	13	14
Summative assessment Evaluation Summary	Midterm Exam Mid-course exam	2 hours	10% (10)	8	9, 10, 11
	Final Exam Final exam	3 hours	50% (50)	16	All
Totalassessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

Theoretical weekly curriculum

	Material Covered
Week 1	The nature of management - approaches to the study of management - activities of the establishment - and areas of business administration
Week 2	- Challenges facing contemporary management - Manager's tasks - Administrative behavior patterns Administrative skills and their sources

Week 3	types of managers - duties of managers - Differences in administrative work - roles of managers according to their administrative levels
Week 4	First test
Week 5	,Traditional schools: the scientific management school, the administrative divisions school and the bureaucratic school
Week 6	Human Relations School: Hawthorne Study (Elton Mayo) - Volt Study - Chester Barnard Study - and McCracker Study (X/Y)
Week 7	Contemporary Trends School: Open System Theory - Quantitative Management - William Augie and Theory (Z) - Situational Management
Week 8	Mid-course exam
Week 9	Management in a Changing Environment/Environmental Surface Composition-General Environment
Week 10	Private Environment - The organization's failure to read environmental indicators
Week 11	Components of the public environment - Components of the private environment - The dynamic and stable environment
Week 12	The organization's purpose and mission - types of organizational goals
Week 13	Test 2
Week 14	The importance of organizational goals - Requirements for setting goals - Management by objectives
Week 15	decision -making steps , The concept of strategy - important factors in determining strategy The strategy of the organization - levels of strategy
Week 16	**Final Exam Preparation Week**

Delivery Plan (Weekly Lab. Syllabus) Weekly lab schedule	
	Material Covered
Week 1	—
Week 2	—
Week 3	—
Week 4	—

Week 5	—
Week 6	—
Week 7	—

Learning and Teaching Resources
Learning and teaching resources

	Text	Available in the Library?
Required Texts Required texts	Principles of Management book by Muhammad Khalil Al-Shamaa, 2007 - Dar Al-Masirah for Printing and Publishing - Amman, Jordan	Yes
Recommended Texts Recommended texts	Various skills and methods for dealing with management and business issues (university theses and dissertations)	Yes
Websites Websites	https://oliye.net/opac/index.php?formaction=search&qt=300	

Grading Scheme
Grading scheme

Group	Grade	Appreciation	Marks %	Definition
Success Group (50 - 100)	A - Excellent	privilege	90 - 100	Outstanding Performance
	B - Very Good	very good	80 - 89	Above average with some errors
	C - Good	good	70 - 79	Sound works with notable errors
	D - Satisfactory	middle	60 - 69	Fair but with major shortcomings
	E - Sufficient	acceptable	50 - 59	Work meets minimum criteria
Fail Group (0 – 49)	FX – Fail	Precipitate (in (process	(45-49)	More work required but credit awarded
	F – Fail	Failed	(0-44)	Considerable amount of work required

Note : It will be approximation Signs decimal higher or less From 0.5 to The mark Complete The highest or The lowest (on Way Example, It will be approximation Mark 54.5 to 55 , while It will be approximation Mark 54.4 to 54 Track the university policy non Tolerance With " cases" failure nearby from success " , So Then Modification only on Signs Granted from before Proofreaders Natives It will be approximation Automatic The explained above .

6

MODULE DESCRIPTION FORM

Course Description Form

Module Information				
Course information				
Module Title	Principles of Business Administration		Module Delivery	
Module Type	Core		☒ Theory ☒ Lecture ☐ Lab ☒ Tutorial ☐ Practical ☐ Seminar	
Module Code	MBA1205			
ECTS Credits	8			
SWL (hr / sem)	200			
Module Level	2	Semester of Delivery		2
Administration Department	Type Dept. Code	College of Administration and Economics	Type College Code	
Module Leader	Ali Thanoon Younis Aljader - Bashar Ghanim Hussein - mryam monem mall alah	e-mail	alialjader@uomosul.edu.iq basharghanim@uomsul.edu.iq Mryam.monem@uomosul.edu.iq	
Module Leader's Acad. Title	teacher	Module Leader's Qualification		PhD
Module Tutor	N.A	e-mail	Email	
Peer Reviewer Name	N.A	e-mail	Email	
Scientific Committee Approval Date	/ 10/2024	Version Number	1.0	

Relation with other Modules			
Relationship with other subjects			
Prerequisite module lonliness Requirements advance	None	Semester	
Co-requisites module lonliness Requirements Shared	None	Semester	

1

Module Aims, Learning Outcomes and Indicative Contents	
Course objectives, learning outcomes, and guiding content	
Module Objectives Course objectives	1. Providing the student with knowledge about the principles of management and its role, as it is one of the specialized subjects in the field of business administration.
	2. .Providing first-year students with general principles of management science which will become a basic foundation upon which to rely in advanced stages .of business administration studies
	3. Give The student an idea on Management And its nature And its development via eras Temporal that passed With it Please on clarification Most important Jobs Management and its activities Basic .And help
Module Learning Outcomes Learning outcomes for the subject	Important : Write on At least 6 results to learn, Preferably that Be equal For . the number weeks the study
	1. .Recognition on The most important vocabulary of the management subject . which is considered the basics of management science
	2. Qualifying and preparing students for advanced topics in management in later . academic years
	3. .Learn about the most important functions of a manager , including planning .organizing, leading, motivating, and controlling
	4. Understand the most important messages and goals of the organization, what planning is, and whether there is a difference .between operational planning and strategic planning
	5. Learn about the concept of decision-making, types of decisions, and .decision-making steps
	6. Providing students with skills on building an organizational structure and how to use powers and responsibilities between management and its .human resources
	7. Acquire leadership, control, communication, critical and analytical thinking .. skills
	8. Learn about the terms efficiency, effectiveness, creativity, and innovation and .their role in organizations
	9. Learn about the most important functions of the organization, which are operations management, marketing management, human .resources management, and financial management
	10. Time management skills and the ability to organize tasks effectively to .achieve the organization's goals
	11. Innovative thinking skills and developing new strategies to improve .operations

	12. Skills in dealing with modern technology in business administration and data analysis.
Indicative Contents Guidance contents	Indicative content includes the following. Principles of Business Administration Focuses Business administration principles on the following terms: 1. The nature of planning, which includes the following: Management trends towards planning - Types of plans according to their action: Definition of decision-making - Types of decisions - Patterns of administrative decision-making - Basic models of the decision-making process , Management information systems - Computer-based information systems - Steps in decision-making . [SSWL = 20 hours] 2. Organization, which includes designing the job and organizational structure according to the following terms : The concept of job design - job design methods - the importance of the organizational function - the basic forces affecting the organization , organizational design patterns/network pattern - product pattern - location or geographical pattern - market pattern - matrix pattern - network pattern , the nature of authority - determinants of accepting authority - forms of resistance to authority - the concept of the chain of command - the span of control or supervision . [SSWL = 20 hours] 3. Leadership and motivation, which includes the following: The nature of motivation - components of the motivation system - motivation theories , the leadership function of the manager - leadership traits - the nature of the path (goal) in leadership and its patterns , the nature of communication - communication methods - communication channels - informal channels of communication . [SSWL = 15 hours] 4. Censorship It includes the following: The importance of control in the organization - the basic steps in the control process - the effective control system . [SSWL = 10 hours] 5. Management The facility's activities include the following : Operations Management, Marketing Management, Human Resources Management, Financial Management [SSWL= 10 hour]

Learning and Teaching Strategies Learning and teaching strategies	
Strategies	Strategy Home that It will be Follow it in presentation This is amazing Unity she to encourage sharing students in Exercises, And in the time same refine And expansion skills thinking cash They have . Will be , investigation that from during Chapters Academic and lessons Interactive And during look in Types experiments simple that involves on some Activities take Samples that Charges Students .

Student Workload (SWL)

.The student's academic load is calculated as 15 weeks

Structured SWL (h/ sem) Regular student load during the semester	78	Structured SWL (h/w) Regular weekly student workload	7
Unstructured SWL (h/ sem) Irregular student load during the semester	122	Unstructured SWL (h/w) Irregular student study load per week	6
Total SWL (h/ sem) The student's total academic load during the semester		200	

Module Evaluation

Course material evaluation

		Time/N umber	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment Formative assessment	Quizzes	2	10% (10)	4and 13	5, 6, 14
	Assignments	2	10% (10)	2 and 12	3, 4, 13
	TutorialReview	1	10% (10)	Continuous	All
	Report The report	1	10% (10)	13	14
Summative assessment Summative assessment	Midterm Exam Mid-course exam	2 hours	10% (10)	8	9, 10, 11
	FinalExam	3 hours	50% (50)	16	All
Totalassessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

Theoretical weekly curriculum

	Material Covered
Week 1	The nature of planning - Management trends towards planning - Types of plans according to their effect
Week 2	Definition of decision-making - Types of decisions - Patterns of administrative decision-making - Basic models of the decision-making process
Week 3	Management Information Systems - Computer-Based Information System - Decision-Making Steps

Week 4	Test 1
Week 5	The concept of job design - job design methods - the importance of the organizational function - the basic forces affecting the organization
Week 6	- Organizational design patterns: network pattern - product pattern - location or geographic pattern market pattern - matrix pattern - network pattern
Week 7	Nature of authority - Determinants of accepting authority - Forms of resistance to authority - The concept of the chain of command - Scope of control or supervision
Week 8	Mid-course exam
Week 9	The nature of motivation - components of the motivation system - theories of motivation
Week 10	The leadership function of the manager - leadership traits - the nature of the path (goal) in leadership and its patterns
Week 11	- Nature of communication - Methods of communication - Communication channels Informal channels of communication
Week 12	The importance of oversight in the organization - the basic steps in the oversight process - the effective oversight system
Week 13	Test 2
Week 14	The concept of operations management - planning and organizing operations, the modern concept of marketing - marketing activities
Week 15	- Human Resources Management - Human Resources Planning - Selection and Orientation Performance Evaluation and Promotion - Concept of Financial Management - Role and Functions of the Finance Manager
Week 16	Final Exam Preparation Week

Delivery Plan (Weekly Lab. Syllabus)	
Weekly lab schedule	
	Material Covered
Week 1	—
Week 2	—
Week 3	—
Week 4	—
Week 5	—
Week 6	—
Week 7	—

Learning and Teaching Resources

Learning and teaching resources

	Text	Available in the Library?
Required Texts	Principles of Management book by Muhammad Khalil Al-Shamaa, 2007 - Dar Al-Masirah for Printing and Publishing - Amman, Jordan	Yes
Recommended Texts	Various skills and methods for dealing with management and business issues (university theses and dissertations)	Yes
Websites	https://oliye.net/opac/index.php?formaction=search&qt=300	

Grading Scheme

Grading scheme

Group	Grade	Appreciation	Marks %	Definition
Success Group (50 - 100)	A - Excellent	privilege	90 - 100	Outstanding Performance
	B - Very Good	very good	80 - 89	Above average with some errors
	C - Good	good	70 - 79	Sound works with notable errors
	D - Satisfactory	middle	60 - 69	Fair but with major shortcomings
	E - Sufficient	acceptable	50 - 59	Work meets minimum criteria
Fail Group (0 – 49)	FX – Fail	Precipitate (in (process	(45-49)	More work required but credit awarded
	F – Fail	Failed	(0-44)	Considerable amount of work required

Note : It will be approximation Signs decimal higher or less From 0.5 to The mark Complete The highest or The lowest (on Way Example, It will be approximation Mark 54.5 to 55 , while It will be approximation Mark 54.4 to 54. Track the university policy non Tolerance With " cases" failure nearby from success " , So Then Modification only on Signs Granted from before Proofreaders Natives It will be approximation Automatic The explained above .

د. عليا ذنون الجادر

د. بشبار غانم

٣٠٣. مريم منعم مال الله

أ.م.د. أحمد بشبر السبعاوي
رئيس قسم إدارة الأعمال

كلية الادارة والاقتصاد
قسم إدارة الأعمال

6

MODULE DESCRIPTION FORM

Module Information

Module Title	Basics of financial accounting		Module Delivery	
Module Type	Core		☒ Theory	
Module Code	MBC-1103		☒ Lecture □ Lab	
ECTS Credits	6		☒ Tutorial	
SWL (hr/sem)	150		□ Practical □ Seminar	
Module Level	1	Semester of Delivery		2
Accounting Department	MAC	College	UOMM	
Module Leader	Nada Abdul razzaq Suleiman Agha	e-mail	nada_abdulrazak@uomosul.edu.iq	
Module Leader's Acad. Title	Assistant Professor	Module Leader's Qualification		Masters
Module Tutor	Nada Abdul razzaq Suleiman Agha	e-mail	nada_abdulrazak@uomosul.edu.iq	
Peer Reviewer Name	Doha Munther Zakkar	e-mail	Duha.monther@uomosul.edu.iq	
Scientific Committee Approval Date	20-10-2024	Version Number		

Relation with other Modules

Prerequisite module	Financial Accounting 1	Semester	
Co-requisites module	Intermediate Accounting 1	Semester	

1

Module Aims, Learning Outcomes and Indicative Contents

Module Objectives	1- Identify the concept of capital operations, the concept of revenue .1 expenditure, capital expenditure, criteria for distinguishing between revenue expenditure and capital expenditure, and accounting treatment of revenue expense and capital expenditure. 2- Clarify the accounting treatment of purchases, sale and replacement of .2 fixed assets. 3=Clarifying the concept of extinction of fixed assets and methods of .3 calculating the extinction premium and accounting treatment for the .extinction of assets 4-Identify accounting errors, types of accounting errors, and accounting .4 .treatments for accounting errors 5-Identify the final accounts, the purpose of their preparation, how to .5 prepare the trading account, the profit and loss account, what accounts are locked in the trading account, and the accounts that are locked in the profit ..and loss account 6-.Explain how to prepare a statement of financial position .6 7-Identify the concept of restraint adjustments for banks, what are the due .7 expenses, prepaid expenses, and accounting treatments for prepaid expense .and accrued expenses .8 8-Identify the concept of income control adjustments, what are the accrued .9 revenues, the revenues received in advance, and the accounting treatments for the revenues received in advance and the accrued revenues
Module Learning Outcomes	1-Familiarity with the concept of capital operations, the concept of revenue expenditure, capital expenditure, criteria for distinguishing between revenue expenditure and capital expenditure, accounting treatment of revenue expense and capital expenditure. 2-Acquire skill in the accounting treatment of purchases, sale and replacement of fixed assets. 3-Acquire skill in identifying the concept of extinction of fixed assets and methods of calculating the extinction premium and accounting treatment of the extinction of fixed assets. 4-Familiarity with the concept of accounting errors, types of accounting errors and accounting treatments for accounting errors. 5-Acquiring skill in the final accounts, the purpose of their preparation, how to prepare the trading account, the profit and loss account, what accounts are locked in the trading account, and the accounts that are locked in the profit and loss account 6-.Acquire skill in how to prepare the statement of financial position 7-Familiarity with the concept of restraint adjustments for banks, what are the due expenses, prepaid expenses, accounting treatments for prepaid expenses and accrued expense 8-Familiarity with the concept of income control adjustments, what are the

	accrued revenues, the revenues received in advance, and the accounting treatments for the revenues received in advance and the accrued revenues.
Indicative Contents	The guidance content includes the following.
	Part A - Class Lecture
	1- Studying the concept of revenue expenses, capital expenditures, fixed assets, the cost of purchasing fixed assets and how to prove them in books and records, as well as the sale of fixed assets [SSWL=6 hrs]
	2- Studying the replacement of fixed assets, how to prove replacement restrictions, studying the concept of extinction, methods of calculating extinction, as well as how to prove extinction in books and records. [SSWL=8 hrs]
	3-Study of accounting errors and their types in accounting books and methods of correcting errors. [SSWL=6 hrs]
	4-Study of final accounts and their types in commercial companies (trading account and profit and loss account) [SSWL=6 hrs]
	5-Study of financial statements and financial statements (statement of financial [SSWL=6 hrs]. ((position
	Explain the accounting procedures for the recording adjustments of accrued and prepaid expenses as well as revenues received in advance and due. [SSWL=8 hrs]
	Part B - Practical
	1-Study and application of practical cases on the purchase of fixed assets and the sale of fixed assets [SSWL=2 hrs]
	2- Study and apply practical cases on the replacement of fixed assets and practical cases on how to calculate the extinction premium. [SSWL=4 hrs]
	Study and application of practical cases by error correction methods [SSWL=2 hrs]3-
	4-Study and apply practical cases on the preparation of final accounts (trading [account, profit and loss) and financial statements. [SSWL=4 hrs
	5- Study and apply practical cases on financial statements (statement of financial position). [SSWL=4 hrs]
	6- Study and apply practical cases on accounting procedures for recording adjustments of accrued expenses, prepaid expenses, revenues received in advance and accrued revenues. [SSWL=4hrs]]
	Total hrs = 60 = SSWL - [Exam hrs) = 63- 3 = 60 hr (Time table hrs x 15 weeks)

Learning and Teaching Strategies

Strategies	The main strategy that will be followed in delivering this module is to encourage students' participation in the exercises, while at the same time refining and expanding their critical thinking skills. This will be achieved through interactive classrooms and lessons and through the analysis of practical cases of the application of accounting procedures involving certain activities and the participation of students .in the application and analysis of these cases

Student Workload (SWL)

The student's academic load is calculated for 15 weeks

Structured SWL (h/sem) Regular academic load of the student during the semester	63	Structured SWL (h/w) Regular student load weekly!	4
Unstructured SWL (h/sem) Irregular academic load of the student during the semester	87	Unstructured SWL (h/w) Irregular student academic load per week	6
Total SWL (h/sem) The student's total academic load during the semester	150		

Module Evaluation

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment التقييم التكويني	Quizzes	2	10% (10)	8,13	ALL
	Online Assignments	2	10%(10)	Continuous	ALL
	Onsite Assignments	1	10% (10)	Continuous	All
	Report	1	10% (10)	13	ALL
Summative assessment التقييم التلخيصي	Midterm Exam	2hr	10% (10)	7	LO #1 - #7
	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

المنهاج الاسبوعي النظري

	Material Covered
Week 1	Fixed Assets Accounting – Purchase Cost
Week 2	Revenue and capital expenditure
Week 3	Purchase of Fixed Assets
Week 4	Replacement of Fixed Assets
Week 5	Sale of Fixed Assets

Week 6	Depreciation of Fixed Assets
Week 7	Sale of Fixed Assets at the End of Their Life
Week 8	Methods of Correcting Accounting Errors
Week 9	Final Accounts and Financial Statements
Week 10	Trading Account and Closing Entries
Week 11	Profit and Loss Account and Closing Entries
Week 12	Statement of Financial Position
Week 13	Concept of Entry Adjustments
Week 14	Entry Adjustments to Expense
Week 15	Entry Adjustments to Revenues
Week 16	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?
Required Texts	Principles of Financial Accounting Fouad Suleiman Zako Miqdad Ahmed Al-Jalili Muhammad Taher Al-Shawi	Yes
Recommended Texts	Financial Accounting 2014 / Dr. Diaa Abdul Hussein Al-Qamusi + Adnan Abdul Hamid Principles of Financial Accounting 2018 / Prof. Safaa Ahmed Al-Ani - Eng. Hakim Al-Saadi	No

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.

أ.م.د. أحمد يونس الـ
رئيس قسم ادا

أ.م ندى عبد الرزاق

6

MODULE DESCRIPTION FORM

Module Information				
Module Title	Basics of financial accounting		**Module Delivery**	
Module Type	Core		☒ Theory	
Module Code	MBA1103		☒ Lecture ☐ Lab ☐ Tutorial	
ECTS Credits	6		☒ Practical	
SWL (hr/sem)	150		☐ Seminar	
Module Level	1	**Semester of Delivery**		1
Accounting Department	MBA	College	UOMM	
Module Leader	Nada Abdel Razzaq Suleiman Agha	e-mail	nada.abdulrazak@uomosul.edu.iq	
Module Leader's Acad. Title	assistant professor	**Module Leader's Qualification**		Master's
Module Tutor	Nada Abdel Razzaq Suleiman Agha	e-mail	nada.abdulrazak@uomosul.edu.iq	
Peer Reviewer Name	Doha Munther Zakkar	e-mail	Duha.monther@uomosul.edu.iq	
Scientific Committee Approval Date		**Version Number**	1.0	

Relation with other Modules			
Prerequisite module مواد ممهدة	No	Semester	
Co-requisites module مواد مكملة	Financial Accounting Principles	Semester	

1

Module Aims, Learning Outcomes and Indicative Contents
أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية

Module Objectives أهداف المادة الدراسية	1. Study the concept of accounting and its objectives at the economic unit and national levels, as well as the entities benefiting from accounting data. 2. Explain single-entry accounting procedures for measuring the results of activity and the financial position of small businesses and sole proprietorships. 3. Explain double-entry accounting procedures and the use of the budget equation to demonstrate the impact of economic operations on the financial position of the economic unit. 4. Explain the stages of the accounting cycle, record accounting entries in the journal, transfer them to the general ledger, and identify the most important documents. 5 Explain accounting procedures for capital formation and how to increase it, personal withdrawals, loans and their types, and how to calculate interest. 6. Identify the elements of financial statements. 7. Explain the accounting procedures for expenses, focusing on purchases, their returns, trade discounts, and cash discounts. 8. Explain the accounting procedures for revenues, focusing on sales, their returns, trade discounts, and cash discounts.
Module Learning Outcomes مخرجات التعلم للمادة الدراسية	1. Familiarity with the concept of accounting and its objectives at the economic unit and national levels, as well as with the entities that benefit from accounting data. 2. Acquire the skill of measuring the results of activity and the financial position of small businesses and sole proprietorships using single-entry accounting procedures. 3. Acquire the skill of applying double-entry accounting procedures and using the budget equation to demonstrate the impact of economic transactions on the financial position of an economic unit.

	4. Familiarize yourself with the stages of the accounting cycle, recording accounting entries in the journal, transferring them to the general ledger, and identifying the most important documents. 5. Familiarize yourself with the elements of financial statements. Gain knowledge of accounting procedures for capital formation, how to increase and decrease it, types of personal withdrawals and loans, and how to calculate interest. 6. Gain knowledge of accounting procedures for expenses, with a focus on purchases and their returns, trade discounts, and cash discounts. 7. Gain knowledge of accounting procedures for revenues, with a focus on sales and their returns, trade discounts, and cash discounts.
Indicative Contents المحتويات الإرشادية	The guiding content includes the following: Part A - Class Lecture 1. Study the concept of accounting and its objectives at the economic unit and national levels, as well as the entities that benefit from accounting data. Clarify single-entry accounting procedures to measure the results of activity and the financial position of small businesses and sole proprietorships [SSWL=6 hrs 2. Study double-entry accounting procedures and use the budget equation to demonstrate the impact of economic transactions on the financial position of an economic unit. Explain the stages of the accounting cycle, record accounting entries in the journal, transfer them to the general ledger, and identify the most important documents. [SSWL=9 hrs] 3. Knowledge of the elements of financial statements. Explain accounting procedures for capital formation and how to increase and decrease it, types of personal withdrawals, loans, and how to calculate interest. [SSWL=6 hrs] 4. Explain accounting procedures for expenses, with a focus on purchases and their returns. [SSWL=6 hrs] 5. Explain accounting procedures for revenues, with a focus on sales and their returns. [SSWL=6 hrs] 6. Explain accounting procedures for trade discounts and cash discounts. [SSWL=6 hrs] Part B - Practical I 1. Study and apply practical cases of single-entry accounting procedures to measure the results of operations and the financial position of small businesses and sole proprietorships [SSWL=2 hrs

	2. Study and apply practical cases of double-entry accounting procedures and the use of the budget equation to demonstrate the impact of economic operations on the financial position of an economic unit. Explain the stages of the accounting cycle, record accounting entries in the journal, transfer them to the general ledger, and identify the most important documents. [SSWL=5 hrs] 3. Study and apply practical cases on accounting procedures for capital formation, how to increase and decrease it, types of personal withdrawals, loans, and how to calculate interest. [SSWL=2 hrs] 4. Study and apply practical cases on accounting procedures for expenses, with a focus on purchases and their returns. [SSWL=2 hrs] 5. Study and apply practical cases on revenue accounting procedures, with a focus on sales and their returns. [SSWL=2 hrs] 6. Study and apply practical cases on accounting procedures for trade discounts and cash discounts. [SSWL=2 hrs] Total hrs = 60 = SSWL - (Exam hrs) = 63- 3 = 60 hr (Time table hrs x 15 weeks)

Learning and Teaching Strategies

استراتيجيات التعلم والتعليم

Strategies	The main strategy for delivering this unit is to encourage student participation in exercises while simultaneously honing and expanding their critical thinking skills. This will be achieved through interactive classroom and lesson plans, as well as through the analysis of practical cases involving the application of accounting procedures. These cases involve student activity and participation in the application and analysis of these cases.

Student Workload (SWL)

الحمل الدراسي للطالب محسوب لـ ١٥ أسبوعا

Structured SWL (h/sem) الحمل الدراسي المنتظم للطالب خلال الفصل	63	Structured SWL (h/w) الحمل الدراسي المنتظم للطالب أسبوعيا	4
Unstructured SWL (h/sem)	87	Unstructured SWL (h/w)	6

Irregular student load during the semester		Irregular student study load weekly	
Total SWL (h/sem) الحمل الدراسي الكلي للطالب خلال الفصل		150	

Module Evaluation

تقييم المادة الدراسية

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment التقييم التكويني	Quizzes	2	10% (10)	8,13	All
	Online Assignments	2	10% (10)	Continuous	All
	Onsite Assignments	1	10% (10)	Continuous	All
	Report	1	10% (10)	13	All
Summative assessment التقييم التلخيصي	Midterm Exam	2hr	10% (10)	7	LO #1 - #7
	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 Financial Accounting (accounting concepts and objectives, accounting fields, and stakeholders)
Week 2	Analysis of financial transactions using the single-entry method
Week 3	Balance sheet equation method to demonstrate the impact of transactions on the financial position

Week 4	Double-entry accounting – accounting documents and records – the accounting cycle / financial transaction analysis
Week 5	The Accounting Cycle: Recording Financial Transactions - Balance Sheet - Trial Balance - Final Accounts - Balance Sheet
Week 6	The Accounting Cycle - Recording Accounting Transactions
Week 7	The Accounting Cycle - Recording Accounting Transactions and Examples
Week 8	The Accounting Cycle - Posting to the General Ledger
Week 9	Preparing the Trial Balance and Its Types
Week 10	Accounting for the formation of sole proprietorships (capital formation and increase, personal withdrawals, loans and interest)
Week 11	Accounting for merchandise (purchases and returns)
Week 12	Accounting for merchandise (sales and returns)
Week 13	Accounting for purchasing expenses
Week 14	Revenue expenses and capital expenditures
Week 15	Discounting, its types, and accounting treatment of discount types
Week 16	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?
Required Texts	Principles of Financial Accounting: Fouad Suleiman Zakou Muqdad Ahmed Al-Jalili, Muhammad Tahir Al-Shawi	Yes
Recommended Texts	Financial Accounting 2014 / Dr. Diaa Abdul-Hussein Al-Qamousi + Adnan Abdul-Hamid	No

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.

أ.م.د. أحمد وائل السبعاوي
رئيس قسم ادارة الأعمال

أ.م.د. ذكى عبد الرزاق

MODULE DESCRIPTION FORM
نموذج وصف المادة الدراسية

<table>
<tr><td colspan="4" align="center">**Module Information**
معلومات المادة الدراسية</td></tr>
<tr><td>Module Title</td><td colspan="2">**Arabic language 1**</td><td>Module Delivery</td></tr>
<tr><td>Module Type</td><td colspan="2">Basic</td><td rowspan="4">☒ Theory
☐ Lecture
☐ Lab
☐ Tutorial
☐ Practical
☐ Seminar</td></tr>
<tr><td>Module Code</td><td colspan="2">**UOM-101**</td></tr>
<tr><td>ECTS Credits</td><td colspan="2">2</td></tr>
<tr><td>SWL (hr/sem)</td><td colspan="2">50</td></tr>
<tr><td>Module Level</td><td>UGI</td><td>Semester of Delivery</td><td>One</td></tr>
<tr><td>Administering Department</td><td>Type Dept. Code</td><td>College</td><td>Type College Code</td></tr>
<tr><td>Module Leader</td><td colspan="2">M.M Noor Ahmad Hazim</td><td>e-mail</td></tr>
<tr><td>Module Leader's Acad. Title</td><td>Assistant Professor</td><td colspan="2">Module Leader's Qualification</td></tr>
<tr><td>Module Tutor</td><td>Name (if available)</td><td>e-mail</td><td>E-mail</td></tr>
<tr><td>Peer Reviewer Name</td><td>Noor Ahmad Hazim</td><td>e-mail</td><td>E-mail</td></tr>
<tr><td>Scientific Committee Approval Date</td><td>13/08/2024</td><td>Version Number</td><td>1.0</td></tr>
</table>

<table>
<tr><td colspan="4" align="center">**Relation with other Modules**
العلاقة مع المواد الدراسية الأخرى</td></tr>
<tr><td>Prerequisite module</td><td>None</td><td>Semester</td><td></td></tr>
<tr><td>Co-requisites module</td><td>None</td><td>Semester</td><td></td></tr>
</table>

<table>
<tr><td colspan="2" align="center">**Module Aims, Learning Outcomes and Indicative Contents**
أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية</td></tr>
<tr><td>**Module Objectives**
أهداف المادة الدراسية</td><td>1. Understand the concept of verbs and their types.
2. Understand the nominal and verbal sentence.
3. Understand the types of predicate sentences.
4. Understand defective verbs and verb-like particles.
5. Distinguish between verb forms and tenses.
6. Train students on how to utilize the Arabic language positively to achieve their goals.
7. Understand the concept of speech, words, and sentences.</td></tr>
<tr><td>**Module Learning Outcomes**

مخرجات التعلم للمادة الدراسية</td><td>The desired learning outcomes are as follows:
1. The student will understand grammatical and morphological rules.
2. The student will have knowledge of the most common types of verbs and sentences and how to differentiate between them.</td></tr>
</table>

1

	3. The student will have the ability to connect the text to the method of writing reports, particularly in the field of business administration. 4. The instructor will provide a detailed explanation of each topic specified in the curriculum. 5. The inductive method. 6. Dialogue and discussion.
Indicative Contents المحتويات الإرشادية	The guiding content includes the following: Part A - Introduction to the Arabic Language, including: The basics of the language concept, sentence types, factors that contributed to the development of the Arabic language, the difference between verbs, nouns, and letters, Characteristics of sentences, their types, the nominal sentence, the verbal sentence, the difference between verbs and letters, transitive and intransitive verbs, and the active and passive voices. The concept of the Arabic language and its components, including verbs, nouns, and letters. Part B - Arabic Language Requirements, including: Types of Arabic language teaching supplies, the blackboard, daily and monthly exams, and language tests.

Learning and Teaching Strategies
استراتيجيات التعلم والتعليم

Strategies	The main strategy adopted in delivering this course is to encourage student participation in preparing assignments and class discussions, while simultaneously improving and expanding their critical thinking skills. This will be achieved through interactive classes and tutorials, and the presentation of simple case studies that include some theoretical explanations of the subject.

Student Workload (SWL)
الحمل الدراسي للطالب محسوب لـ ١٥ اسبوعا

Structured SWL (h/sem) الحمل الدراسي المنتظم للطالب خلال الفصل	33	Structured SWL (h/w) الحمل الدراسي المنتظم للطالب أسبوعيا	2
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطالب خلال الفصل	17	Unstructured SWL (h/w) الحمل الدراسي غير المنتظم للطالب أسبوعيا	1
Total SWL (h/sem) الحمل الدراسي الكلي للطالب خلال الفصل	50		

Module Evaluation
تقييم المادة الدراسية

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	10% (10)	5-11	LO #1-#2-#3-#4
	Online Assignments	2	10% (10)	7-12	LO #1-#2-#3-#4

	Onsite Assignments	2	10% (20)	6-13	LO #1-#2-#3-#4-#5
	Report	1	10% (10)	14	LO #1-#2-#3-#4-#5-#6
Summative assessment	Midterm Exam	1hr	10% (10)	8	LO #1-#2
	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)
المنهاج الاسبوعي النظري

	Material Covered	المواد المغطاة
Week 1	Definition of Grammar, Speech, and Words	
Week 2	Types of Sentences	
Week 3	Present Tense Verb	
Week 4	Past Tense Verb	
Week 5	Imperative Verb	
Week 6	Noun Markers	
Week 7	Present Tense Verb Markers	
Week 8	Past Tense Verb Markers	
Week 9	Imperative Verb Markers	
Week 10	Nominal Sentence: Subject and Predicate	
Week 11	Verbs of Abrogation	
Week 12	Verbs of Abrogation	
Week 13	Letters of Abrogation	
Week 14	Drawing the Hamza	
Week 15	Verbal Sentence	
Week 16	Preparatory week before the final Exam	أسبوع تحضيري قبل الإمتحان النهائي

Learning and Teaching Resources
مصادر التعلم والتدريس

	Text	Available in the Library?
Required Texts النصوص المطلوبة	• ⬜ Abu Abdul Rahman, Al-Khalil ibn Ahmad Al-Farahidi (1995), Al-Jumal fi Al-Nahw, Alam Al-Kutub, Beirut. • ⬜ Abu Al-Fath, Uthman ibn Jinni Al-Mawsili, Al-Luma' fi Al-Arabiyyah by Ibn Jinni, Dar Al-Kutub Al-Thaqafiyah, Kuwait.	
Recommended Texts النصوص الموصى بها	• ⬜ Abu Abdul Rahman, Al-Khalil ibn Ahmad Al-Farahidi (1995), Al-Jumal fi Al-Nahw, Alam Al-Kutub, Beirut. • ⬜ Abu Al-Fath, Uthman ibn Jinni Al-Mawsili, Al-Luma' fi Al-Arabiyyah by Ibn Jinni, Dar Al-Kutub Al-Thaqafiyah, Kuwait.	
Websites المواقع الالكترونية		

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.

4

MODULE DESCRIPTION FORM
نموذج وصف المادة الدراسية

Module Information
معلومات المادة الدراسية

Module Title	**Human rights and Democracy**		**Module Delivery**		
Module Type	Basic		☒ Theory ☐ Lecture ☐ Lab ☐ Tutorial ☐ Practical ☐ Seminar		
Module Code	UOM-104				
ECTS Credits	2				
SWL (hr/sem)	50				
Module Level		UGI	**Semester of Delivery**		One
Administering Department		Type Dept. Code	**College**	Type College Code	
Module Leader	Sawsan Khalid Abd-El-Ghany		**e-mail**		
Module Leader's Acad. Title		Assistant Professor	**Module Leader's Qualification**		
Module Tutor	Name (if available)		**e-mail**	E-mail	
Peer Reviewer Name		Sawsan Khalid Abd-El-Ghany	**e-mail**	E-mail	
Scientific Committee Approval Date		13/08/2024	**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
أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية

Module Objectives أهداف المادة الدراسية	1. Ensuring the consolidation and respect of the principles of human rights and democracy. 2. The necessity of loving one's homeland and its citizens, and planting the seeds of peaceful coexistence and dignified living for all components by spreading a culture of acceptance of others and respect for their religious, political, cultural, and social particularities. 3. The necessity of cooperating with state institutions to establish security and peace in the country.
Module Learning Outcomes	Learning outcomes are cognitive and skill-based, achieved through: 1. Students' knowledge of the human rights principles necessary for their practical lives.

1

مخرجات التعلم للمادة الدراسية	2. Achieving the objectives of preparing students with sufficient knowledge of the basics of human rights, their concepts, types, and the efforts of the international community to defend human rights. International and non-international organizations seek to promote respect for human rights and work to develop society by encouraging participation in the labor market through educational courses and workshops, in addition to supporting small projects. Encouraging students to coexist as individuals in an integrated society, urging them to love their homeland and show absolute loyalty to it. 4. Encouraging students to participate in the political electoral process and have an active national presence therein, to understand the principles of democracy and work to ensure its success, and to understand national constitutions and the rights and freedoms they entail. 5. The necessity of cooperating with state institutions to achieve security and political stability in the country, and encouraging the integration of national human rights action plans into development plans. 6. Preparing students with the ability to deal with the labor market in their field of specialization.
Indicative Contents المحتويات الإرشادية	The guiding content includes the following: Part A - Introduction to Human Rights, which includes: The concept of human rights - The historical development of human rights - Factors that contributed to the international community's interest in human rights - The development of the concept of human rights protection in the modern era - The mechanisms of the international community to protect human rights - The duties of the individual and the restrictions imposed on the exercise of human rights. Part B - Introduction to Democracy, which includes: The concept of democracy - The historical development of democratic practice - The characteristics and development of the democratic system - The relationship between human rights and democracy - Guarantees of public rights and freedoms - and contemporary democracy.

Learning and Teaching Strategies
استراتيجيات التعلم والتعليم

Strategies	The main strategy adopted in delivering this course is to encourage student participation in preparing assignments and class discussions, while simultaneously improving and expanding their critical thinking skills. This will be achieved through interactive classroom and educational programs, and the presentation of simple case studies that include some theoretical explanations of the subject.

Student Workload (SWL)
الحمل الدراسي للطالب محسوب لـ ١٥ اسبوعا

Structured SWL (h/sem) الحمل الدراسي المنتظم للطالب خلال الفصل	33	Structured SWL (h/w) الحمل الدراسي المنتظم للطالب أسبوعيا	2
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطالب خلال الفصل	17	Unstructured SWL (h/w) الحمل الدراسي غير المنتظم للطالب أسبوعيا	1
Total SWL (h/sem) الحمل الدراسي الكلي للطالب خلال الفصل		50	

Module Evaluation
تقييم المادة الدراسية

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	10% (10)	5-11	LO #1-#2-#3-#4-#5
	Online Assignments	2	10% (10)	7-12	LO #1-#2-#3-#4-#5
	Onsite Assignments	2	10% (10)	6-13	LO #1-#2-#3-#4-#5
	Report	1	10% (10)	14	LO #1-#2-#3-#4-#5-#6
Summative assessment	Midterm Exam	1hr	10% (10)	8	LO #1-#2-#3-#4
	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)
المنهاج الاسبوعي النظري

	Material Covered	المواد المغطاة
Week 1	A general introduction to the concept of human rights, its roots, and its development throughout human history.	
Week 2	The development of the idea of protecting human rights in the modern era.	
Week 3	The international community and contemporary human rights.	
Week 4	United Nations mechanisms for the protection of human rights.	
Week 5	Non-international organizations and bodies concerned with defending human rights.	
Week 6	Human duties and restrictions on the exercise of human rights.	
Week 7	The concept and history of democracy.	
Week 8	Characteristics of the democratic system and its components.	
Week 9	The constitution and democracy.	
Week 10	Elections.	
Week 11	Civil society institutions and democracy.	
Week 12	The relationship between human rights and democracy.	
Week 13	Crimes of genocide.	
Week 14	Guarantees of freedoms and public rights - good governance - contemporary democracy.	
Week 15	Enriching the human rights curriculum with the book "The Islamic School and the Problem of Contemporary Man" by Sayyid Muhammad Baqir al-Sadr.	

Week 16	Preparatory week before the final exam.

Delivery Plan (Weekly Lab. Syllabus)
المنهاج الاسبوعي للمختبر

Week	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 النصوص المطلوبة	Human rights and democracy, by Ghassan Karim Mujtab and Amjad Zain al-Abidin Ta'ma.	
Recommended Texts النصوص الموصى بها	Human rights, by Hamid Hanoun Khalid. Human rights, democracy, and public freedoms, by Maher Sabri Kazim. "The Islamic School and the Problem of Contemporary Man" by Sayyid Muhammad Baqir al-Sadr. Baqir al-Sadr - Amer Ayash Abdul Wadib Muhammad Jassim, "The Role of Civil Society Institutions in the Field of Human Rights," Tikrit University Journal of Legal and Political Sciences, Issue 6, Year 2, 2011	
Websites المواقع الالكترونية	The Permanent Constitution of Iraq 2005	

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.

أ.م.د. أحمد يونس السبعاوي
رئيس قسم ادارة الأعمال

MODULE DESCRIPTION FORM

Course Description Form

Module Information					
Course Information					
Module Title	**Administrative readings**			Module Delivery	
Module Type	Core			☒Theory	
Module Code	AEBA25_F107			☒Lecture ☐Lab	
ECTS Credits	6			☐Tutorial ☒ Practical	
SWL (hr/sem)	150			☐Seminar	
Module Level		1	Semester of Delivery		2
Accounting Department		BAA	College	UMM	
Module Leader	Saif Khalaf Atallah		e-mail	Saif.aljubori@uomosul.edu.iq	
Module Leader's Acad. Title		teacher	Module Leader's Qualification		Doctorate
Module Tutor	Saif Khalaf Atallah		e-mail		
Peer Reviewer Name			e-mail		
Scientific Committee Approval Date			Version Number	1.0	

Relation with other Modules			
Relationship with other subjects			
Prerequisite module Graders	There isn't any	Semester	
Co-requisites module Complementary Materials	There isn't any	Semester	

	Module Aims, Learning Outcomes and Indicative Contents Course objectives, learning outcomes and instructional contents	
Module Objectives Course Objectives	1. Study the concept of management, its objectives, theories and its role in for-profit business. 2. Providing the student with general information about administrative terminology in English. 3. Enhance students' ability to understand and analyze critical administrative and administrative texts in English. 4. Introduce students to the basic vocabulary, terms and expressions used in the field of management. 5. Developing students' reading strategies to identify the main ideas, supporting details, and the writer's intention within the administrative context. 6. Introduce students to different types of factual administrative documents such as: reports, memos, policies, and organizational structures. 7. Improve students' academic fluency in reading and understanding complex management concepts. 8. Enhance students' ability to summarize and synthesize information from multiple sources. 9. Encourage critical thinking and analytical reading in relation to management practices and case studies. 10. Provide opportunities for students to discuss and respond to administrative issues using professional English. 11. Prepare students to read professional literature in the fields of business, management, and public administration. 12. Supporting students in applying reading skills to real administrative problems and decision-making
Module Learning Outcomes Learning outcomes of the course	1. Read and interpret different types of administrative texts with confidence and accuracy. 2. Use appropriate administrative vocabulary in written and oral contexts. 3. Critically evaluate administrative scenarios based on textual evidence. 4. Demonstrate an evolution in academic reading speed and comprehension and comprehension of texts. 5. Apply acquired reading strategies to academic and professional subjects and work environment contents.
Indicative Contents Indicative Contents	1. Reading strategies for academic and administrative texts 2. Organizational structures and leadership 3. Administrative policies and decision-making 4. Administrative communication: memos, emails, and reports 5. Strategic Planning and Management Documents 6. Case Studies in Public and Private Administration

7. Ethical issues and social responsibility in management		
8. Time management and productivity improvement articles		
9. Readings on innovation and organizational change		
10. Review and discuss articles from professional journals		
11.		

Learning and Teaching Strategies

Strategies	The main strategy followed in delivering this module is to encourage students' participation in the educational process, while at the same time refining and expanding their critical thinking skills. This will be achieved through classrooms, interactive lessons and through case studies on global companies.

Student Workload (SWL)

The student's academic load is calculated for 15 weeks

Structured SWL (h/sem) Regular academic load of the student during the semester	65	Structured SWL (h/w) Regular student load per week	4
Unstructured SWL (h/sem) Irregular academic load of the student during the semester	86	Unstructured SWL (h/w) Irregular student academic load per week	6
Total SWL (h/sem) The student's total academic load during the semester	150		

Module Evaluation

Course Evaluation

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	10% (10)	8,13	All
	Online Assignments	2	10% (10)	Continuous	All
Formative Assessment	Onsite Assignments	1	10% (10)	Continuous	All
	Report	1	10% (10)	13	All
Summative assessment	Midterm Exam	2hr	10% (10)	7	LO #1 - #7
	Final Exam	3 hr	50% (50)	16	All

Summary Assessment				
Total assessment		100% (100 marks)		

Delivery Plan (Weekly Syllabus) Theoretical Weekly Curriculum	
	Material Covered
Week 1	An introduction to the veining of what work is
Week 2	Administrative models and theory X and Y in management
Week 3	Motives for work
Week 4	Job and employability
Week 5	Flexibility and inflexibility at work
Week 6	Work–home balance
Week 7	Talent Management 1
Week 8	Talent Management 2
Week 9	Work stress management
Week 10	Exam
Week 11	Quality Management
Week 12	It
Week 13	Investment & Debt Management
Week 14	marketing
Week 15	Competitive Advantages
Week 16	Final Exam

Delivery Plan (Weekly Lab. Syllabus) Weekly Curriculum of the Laboratory	
	Material Covered
Week 1	
Week 2	
Week 3	
Week 4	

Week 5	
Week 6	
Week 7	

Learning and Teaching Resources
Learning and Teaching Resources

	Text	Available in the Library?
Required Texts	Administrative Terminology Used – Advanced Level Bill Muscul	Yes
Recommended Texts	Administrative Terminology – Bill Muscul Intermediate Level	No

Grading Scheme
Grading chart

Group	Grade	Appreciation	Marks %	Definition
Success Group (50 - 100)	A - Excellent	privilege	90 - 100	Outstanding Performance
	B - Very Good	Very good	80 - 89	Above average with some errors
	C - Good	Good	70 - 79	Sound work with notable errors
	D - Satisfactory	medium	60 - 69	Fair but with major shortcomings
	E - Sufficient	Acceptable	50 - 59	Work meets minimum criteria
Fail Group (0 – 49)	FX – Fail	Deposit (in processing)	(45–49)	More work required but credit awarded
	F – Fail	Failure	(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.

أ.م.د. أ. ... يونس السبعاوي
رئيس قسم إدارة الأعمال

عبر العزيز علي