

# MODULE DESCRIPTION FORM

## Course Description Form

Module Information			
Course Information			
Module Title	Financial Accounting		Module Delivery
Module Type	Support		<input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Reading <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Tutorial <input type="checkbox"/> Practical <input type="checkbox"/> Seminar
Module Code	MEC-1206		
ECTS Credits	6		
SWL (hr/sem)	150		
Module Level	UGx121	Semester of Delivery	2
Economics Department	GUY	College	UOM
Module Leader	Aws Fakhir Aldin Aljuwairati	email	aws@uomosul.edu.iq
Module Leader's Acad. Title	Assistant Professor	Module Leader's Qualification	Ph.D.
Module Tutor	Firas Aziz Muhammad	email	firasazizm@uomosul.edu.iq
Peer Reviewer Name	Omar Yassin Mohammed	email	Email
Scientific Committee Approval Date	20/10/2024	Version Number	1.0

Relation with other Modules			
Relationship with other subjects			
Prerequisite module	Accounting principles	Semester	
Graders			
Co-requisites module	Financial Analysis	Semester	
Complementary			
Materials			



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

<b>Module Objectives</b> Course Objectives	<ol style="list-style-type: none"> <li>1. Identify the concept of capital operations, the concept of revenue expenditure, capital expenditure, and the criteria for distinguishing between revenue expenditure and capital expenditure</li> <li>2. Identify the accounting treatment of revenue expense and the accounting treatment of capital expenditure.</li> <li>3. Clarify the accounting treatment of purchases, sale and replacement of fixed assets.</li> <li>4. Clarifying the concept of extinction of fixed assets, methods of calculating the extinction premium and accounting treatment of the extinction of fixed assets.</li> <li>5. Identify the trial balance, the purpose of its preparation and how to prepare it according to the two methods.</li> <li>6. Learn about the final accounts, the purpose of preparing them, how to prepare the trading account and what accounts are locked in the trading account.</li> <li>7. Learn how to set up a profit and loss account and what accounts are locked in the profit and loss account.</li> <li>8. Clarify how to prepare the income statement and the steps to reach the net profit.</li> <li>9. Explain how to prepare a statement of financial position</li> </ol>
<b>Module Learning Outcomes</b> Learning outcomes of the course	<ol style="list-style-type: none"> <li>1. Familiarity with the concept of capital operations, the concept of revenue expenditure, capital expenditure, and the criteria for distinguishing between revenue expenditure and capital expenditure.</li> <li>2. Acquire the skill in proving the accounting treatment of revenue expense and the accounting treatment of capital expense.</li> <li>3. Acquire skill in the accounting treatment of purchases, sales and replacement of fixed assets.</li> <li>4. Acquire skill in identifying the concept of extinction of fixed assets, methods of calculating the extinction premium and accounting treatment of the extinction of fixed assets.</li> <li>5. Providing the skill of preparing the trial balance, the purpose of its preparation and methods of preparation.</li> <li>6. Providing skill in the final accounts, the purpose of their preparation, the skill in preparing the trading account, and what accounts are locked in the trading account</li> <li>7. Acquire the skill in preparing the profit and loss account and what accounts are locked in the profit and loss account.</li> <li>8. Acquire skill in how to prepare the income statement and the steps to reach the net profit.</li> <li>9. Acquire skill in how to prepare a statement of financial position</li> </ol>
<b>Indicative Contents</b> Indicative Contents	<p>The guidance content includes the following.</p> <p><u>Part A - Class Lecture</u></p>





	<ol style="list-style-type: none"> <li>1. Study the concept of revenue and capital expenditures and how to prove the accounting treatment of revenue expenses and capital expenditures. [SSWL=5 hrs]</li> <li>2. Studying fixed assets and the cost of purchasing fixed assets and how to prove them in books and records, as well as selling fixed assets. [SSWL=5 hrs]</li> <li>3. 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=5 hrs]</li> <li>4. Study the trial balance, the purpose of its preparation and the methods of its preparation. [SSWL=5 hrs]</li> <li>5. Studying the final accounts and their types in commercial companies (trading account and profit and loss account). [SSWL=5 hrs]</li> <li>6. Study the financial statements and financial statements (position statement and income statement) [SSWL=5 hrs]</li> </ol> <p>Part B - Tutorial</p> <ol style="list-style-type: none"> <li>1. Study and apply practical cases on the purchase of fixed assets and the sale of fixed assets. [SSOL=3 hrs]</li> <li>2. Study and apply practical cases on the replacement of fixed assets and practical cases on how to calculate the extinction premium. [SSOL=3 hrs]</li> <li>3. Study and apply practical cases on the preparation of the trial balance. [SSOL=3 hrs]</li> <li>4. Study and apply practical cases on the preparation of final accounts (trading account, profit and loss) and financial statements. [SSOL=3 hrs]</li> <li>5. Study and apply practical cases on financial statements (income statement and statement of financial position) [SSOL=3 hrs]</li> </ol> <p>Total hrs = 45 = SSWL - (Exam hrs) = 48- 3 = 45 hr (Timetable hrs x 15 weeks)</p>
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Learning and Teaching Strategies	
Learning and Teaching Strategies	
Strategies	<p>The main strategy that will be followed in delivering this module is to encourage students' participation in exercises, while at the same time refining and expanding their critical thinking skills. This will be achieved through classrooms and interactive 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</p>



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) Regular student load per week	6
Unstructured SWL (h/sem) Irregular academic load of the student during the semester	102	Unstructured SWL (h/w) Irregular student academic load per week	7
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 Formative Assessment	Quizzes	4	10% (10)	4,7,10,13	LO #2, #3, LO #4, #5, LO #6 #7 LO #8 #9
	Online Assignments	2	10% (10)	Continuous	All
	Onsite Assignments	1	5% (5)	Continuous	All
	Report	1	5% (5)	13	LO #3 - #10
Summative assessment Summary 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
Week 1	Fixed Assets Accounting – Purchase Cost
Week 2	Revenue Expenses
Week 3	Capital Expenditure
Week 4	Purchase of fixed assets
Week 5	Replacement of fixed assets
Week 6	Sale of fixed assets
Week 7	Extinction of fixed assets
Week 8	Accounting treatment of the extinction of fixed assets
Week 9	Sale of fixed assets after the end of their life
Week 10	Trial balance and methods of preparation
Week 11	Final Accounts and Financial Statements
Week 12	Trading Account and Lock Restrictions
Week 13	Profit and loss calculation and lock restrictions
Week 14	Statement of income, trading statements, profit and loss
Week 15	Statement of Financial Position
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		
	Text	Available in the Library?
<b>Required Texts</b>	Principles of Financial Accounting, Miqdad Ahmed Al-Jalili, Fouad Sulaiman Zako, Muhammad Taher Al-Shawi second edition, 2000, Dar Al-Kutub for Printing and Publishing, Mosul	Yes
<b>Recommended Texts</b>	1. Financial Accounting 2014 / Dr. Dina Abdul Hussein AL-qamusi – Adnan Abdul Hamid. 2. Principles of Financial Accounting 2018 / Prof. Safaa Ahmed Al-Ani - Eng. Hakim Al-Saadi.	Yes

Grading Scheme				
Group	Grade	Appreciation	Marks %	Definition
<b>Success Group (50 - 100)</b>	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
<b>Fail Group (0 - 49)</b>	FX - File	Deposit (in processing)	(45-49)	More work required but credit awarded
	F - Fail	Failure	(0-44)	Considerable amount of work required
<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.				

Signature:



Teacher: Dr. Firas Aziz M. Jawad

Degree: Lecturer

Signature:



Head of Department: Dr. Aws Fakhr Al-Din Al-Juwaijati

Degree: Assistant Professor



# MODULE DESCRIPTION

Module Information			
Module Title	Accounting Principles		Module Delivery
Module Type	Support		<input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Reading <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Tutorial <input type="checkbox"/> Practical <input type="checkbox"/> Seminar
Module Code	EC1103		
ECTS Credits	6		
SWL (hr/sem)	150		
Module Level	UGI	Semester of Delivery	1
Administering Department	ECO	College	UOM
Module Leader	Aws Fakhir Aldin Aljuwairati		email: aws@uomosul.edu.iq
Module Leader's Acad. Title	Assistant Professor	Module Leader's Qualification	Ph.D.
Module Tutor	Firas Aziz M. Jawad		email: firasazizm@uomosul.edu.iq
Peer Reviewer Name	Omar Yassin Mohammed	email	Email
Scientific Committee Approval Date	01/09/2024	Version Number	1.0

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





## Module Aims, Learning Outcomes and Indicative Contents

<b>Module Objectives</b>	<ol style="list-style-type: none"> <li>1. Study the concept of accounting and its objectives at the level of the economic unit and at the national level, and the beneficiaries of accounting data.</li> <li>2. Clarifying accounting procedures according to the single entry to measure the result of the activity and the financial position of small enterprises and individual projects.</li> <li>3. Clarify accounting procedures according to double entry and use the budget formula to show the impact of economic operations on the financial position of the economic unit.</li> <li>4. Clarifying the stages of the accounting cycle, recording accounting entries in the journal record, transferring them to the professor's register, and identifying the most important documents,</li> <li>5. Clarifying the accounting procedures for capital formation, how to increase and decrease it, the types of personal withdrawals as well as loans and their types, and how to calculate interest,</li> <li>6. Introducing the elements of the financial statements and the difference between the result accounts and the accounts of the financial position.</li> <li>7. Clarify the accounting procedures for expenses with a focus on purchases, their returns, commercial and cash discount earned.</li> <li>8. Clarify revenue accounting procedures with a focus on sales, returns ,commercial discount, and cash discount</li> </ol>
<b>Module Learning Outcomes</b>	<ol style="list-style-type: none"> <li>1. Familiarity with the concept of accounting and its objectives at the level of the economic unit and at the national level, and the beneficiaries of accounting data.</li> <li>2. Acquire the skill of measuring the result of the activity and the financial position of small enterprises and individual projects using accounting procedures according to the single entry.</li> <li>3. Acquire the skill of applying accounting procedures according to double entry and use the budget equation to show the impact of economic operations on the financial position of the economic unit.</li> <li>4. Familiarity with the stages of the accounting cycle, recording accounting entries in the journal record, posting them to the professor's register, and identifying the most important documents,</li> <li>5. Knowledge of the elements of financial statements and the difference between result accounts and financial position accounts.</li> <li>6. Acquire knowledge of accounting procedures for capital formation, how to increase and decrease it, types of personal withdrawals as well as loans and their types and how to calculate interest,</li> <li>7. Acquire knowledge of expense accounting procedures with a focus on purchases, their returns, commercial and cash discount earned.</li> <li>8. Acquire knowledge of revenue accounting procedures with a focus on sales ,returns, commercial discount, and cash discount</li> </ol>
<b>Indicative Contents</b>	<p>The instructional content includes the following.</p> <p><u>Part A- Class Lecture</u></p>





1. Study the concept of accounting and its objectives at the level of the economic unit and at the national level, and the beneficiaries of accounting data.
2. Clarifying accounting procedures according to the single entry to measure the result of the activity and the financial position of small enterprises and individual projects [SSWL=8 hrs]
3. Study accounting procedures according to double entry and use the budget equation to show the impact of economic operations on the financial position of the economic unit. An explanation of the stages of the accounting cycle, recording accounting entries in the journal record, transferring them to the ledger's register, and identifying the most important documents, [SSWL=8 hrs]
4. Knowledge of the elements of the financial statements and the difference between the result accounts and the accounts of the financial position. Explain the accounting procedures for capital formation, how to increase and decrease it, the types of personal withdrawals as well as loans and their types, and how to calculate interest, [SSWL=6 hrs]
5. Explain the accounting procedures for expenses with a focus on purchases, their returns, commercial and cash discount earned. [SSWL=9 hrs]
6. ,Explain the procedures for accounting for revenues with a focus on sales ,their returns, commercial discount, and cash discount [SSWL=9 hrs]

#### Part B - Tutorial

1. Study and apply practical cases on accounting procedures according to the single entry to measure the result of the activity and the financial position of small enterprises and individual projects. [SSOL=3 hrs]
2. Study and apply practical cases on accounting procedures according to double entry and use the budget equation to show the impact of economic operations on the financial position of the economic unit. Explain the stages of the accounting cycle, record accounting entries in the journal record, transfer them to the ledger's register, 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 as well as loans and their types, and how to calculate interest, [SSWL=4 hrs]
4. Study and apply practical cases on accounting procedures for expenses with a focus on purchases, their returns, commercial discount and earned cash. [SSWL=4 hrs]
5. Study and apply practical cases on revenue accounting procedures with a focus on sales, their returns, commercial discount, and cash discount [SSWL=4 hrs]

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 exercises, while at the same time refining and expanding their critical thinking skills. This will be achieved through classrooms and interactive 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			
<b>Structured SWL (h/sem)</b> Regular academic load of the student during the semester	63	<b>Structured SWL (h/w)</b> Regular student load per week	6
<b>Unstructured SWL (h/sem)</b> Irregular academic load of the student during the semester	87	<b>Unstructured SWL (h/w)</b> Irregular student academic load per week	7
<b>Total SWL (h/sem)</b> The student's total academic load during the semester	150		

Module Evaluation					
		Time/Number	Weight (Marks)	Weekly Due	Relevant Learning Outcome
Formative assessment Formative Assessment	Quizzes	3	10% (20)	5,10,13	LO #2, #3, #4. LO #6 #7 LO #8 #9
	Online Assignments	2	20% (20)	Continuous	All
	Report	2	10% (10)	7, 13	LO #7 - #13
Summative assessment Summary Assessment	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)	
Theoretical Weekly Curriculum	
Material Covered	
Week 1	Introduction to financial accounting (accounting concept and objectives, accounting (fields and beneficiaries, accounting cycle
Week 2	A look at accounting concepts, principles, assumptions and determinants
Week 3	Types of companies by ownership and nature of activity
Week 4	according to the single-entry method Analysis of financial operations
Week 5	to indicate the impact of operations on financial position Budget equivalency method
Week 6	Recording and posting financial operations - double entry method - explanation of the accounting cycle
Week 7	Accounting records and documents (journal and ledger) and preparation of the trial balance and financial statements (income statement and statement of financial position)
Week 8	Accounting for the formation of individual companies (formation, increase and (reduction of capital, personal withdrawals, loans and their interest
Week 9	Accounting for goods (purchases and their returns)
Week 10	Accounting for goods (sales and their returns)
Week 11	Accounting treatment of purchase and sale expenses of goods
Week 12	Revenue and capital expenditure
Week 13	Accounting treatment of discount types
Week 14	Cash Accounting (Fund)
Week 15	Cash Accounting (Bank)
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		
	Text	Available in the Library
Required Texts	Principles of Financial Accounting, Miqdad Ahmed Al-Jalili, Fouad Sulciman Zako, Muhammad Taber Al-Shawi second edition, 2000, Dar Al-Kutub for Printing and Publishing, Mosul	Yes
Recommended Texts	1. Financial Accounting 2014 / Dr. Dina Abdul Hussein Al-Qamusi + Adnan Abdul Hamid. Principles of Financial Accounting 2018 / Prof. Safaa Ahmed Al-Ani - Eng. Hakim Al-Saadi	Yes

Grading Scheme				
Group	Grade	Appreciation	Marks %	Definition
Success Group (50 - 100)	A - Excellent	privilege	90 - 100	Outstanding Performance
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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
<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.				

Signature:

Teacher: Dr. Firas Aziz M. Jawad

Degree: Lecturer



Signature:

Head of Department: Dr. Aws Fakhri Al-Din Al-Juwailjati

Degree: Assistant Professor

اوس فخر الدين



# MODULE DESCRIPTION FORM

## نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
Module Title	<b>Principals of business administration</b>		Module Delivery
Module Type	Support		<input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Lecture <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Tutorial <input type="checkbox"/> Practical <input type="checkbox"/> Seminar
Module Code	MEC1102		
ECTS Credits	6		
SWL (hr/sem)	150		
Module Level	bachelor		
Administering Department	Economic department	Semester of Delivery	One
College	Economic & administration college		
Module Leader	ASS.Professor. OMAR YASEEN MOHAMMED		e-mail
		omar.yaseen@ucmosul.edu.iq	
Module Leader's Acad. Title		Module Leader's Qualification	MASTER
Module Tutor	Name (if available)	e-mail	E-mail:
Peer Reviewer Name	Name	e-mail	E-mail
Scientific Committee Approval Date	10/10/2024	Version Number	1.0

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



<b>Module Aims, Learning Outcomes and Indicative Contents</b> <b>أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية</b>	
<b>Module Objectives</b> <b>أهداف المادة الدراسية</b>	1. Understand the concept of management, the manager, and the schools of thought within management. 2. Identify the most important basic and auxiliary functions of management, as well as the functions of the manager. 3. Understand planning, management by objectives, planning, organizing, directing, and controlling.
<b>Module Learning Outcomes</b> <b>مخرجات التعلم للمادة الدراسية</b>	1. Introducing the student to the concept of management, its functions and activities, administrative levels, administrative skills, the duties of the manager, and the difference between public and business administration. 2. Identify management schools and theories, such as the scientific school, the school of administrative divisions, the bureaucratic school, the Hawthorne factory experiments, the theories of S and Y, the Japanese theory, and open systems theory. Explain the concept of the system, its elements, and its importance to organizations, as well as define situational management. 3. Introduce the student to the environment, identify the types of environment, and the environmental factors that affect organizations internally and externally. 4. Learn about planning and its classifications, as well as the planning method based on management by objectives, and identify the obstacles facing the planning process and ways to address them. 5- Identify decision-making, decision-making processes, defining strategic decisions, and the steps for formulating strategic decisions. 6- Identify organization and organizational methods, defining the organizational structure and its types, delegation of authority and power, centralization, and decentralization. 7- Identify leadership, leadership styles, leadership theories, and democratic leadership. 8- Identify oversight, its steps, and oversight methods.
<b>Indicative Contents</b> <b>المحتويات الإرشادية</b>	<p>يتضمن المحتوى الإرشادي ما يلي:</p> <p>Part A - Introduction to the concept of management and the manager, defining organizational activities and management functions. It includes: The basics of the concept of management science, the functions of the manager, the difference between public administration and business administration, the basic and auxiliary organizational activities, and the challenges facing management, the skills of the manager, management levels, and an introduction to classical, humanistic, and contemporary management theories. The environment, types of environments, variables in the general and specific environments, as well as environmental scanning. Planning and its types, the organization's mission, goals and objectives, management by objectives, the advantages and disadvantages, planning obstacles and ways to address them. Decision-making and decision-making steps, as well as decision-making, strategic decisions, and the steps for formulating strategic</p>



	<p>decisions. Part B - Includes organization and organizational structure, types of organizational structures, authority, centralization and decentralization in the organization, an introduction to motivation and its theories, leadership, the difference between a leader and a manager, leadership theories, and democratic leadership. Communications and formal and informal communication channels</p> <p>Concept of control, control steps, control methods in organizations Total hours = 175</p> <p>= SSL - (exam hours) = 94 - 4 = 90 hours (timetable hours x 15 weeks)</p>
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<b>Learning and Teaching Strategies</b> <b>استراتيجيات التعلم والتعليم</b>	
<b>Strategies</b>	<p>الاستراتيجية الرئيسية التي سيتم اعتمادها في تقديم هذه المادة هي تشجيع مشاركة والمناقشات مع الطلاب وكذلك تكليفهم بالواجبات والعروض التقديمية ، وفي الوقت نفسه تحسين وتوسيع مهارات التحليل ومعالجة المشكلة لديهم. سيتم تحقيق ذلك من خلال شرح الفصول الدراسية والعروض التقديمية وعرض بعض الحالات الدراسية التي تتضمن بعض البشروعات النظرية للمادة.</p>

<b>Student Workload (SWL)</b> <b>الحمل الدراسي للطلاب محسوب لـ ١٥ اسبوعا</b>			
<b>Structured SWL (h/sem)</b> الحمل الدراسي المنتظم للطلاب خلال الفصل	94	<b>Structured SWL (h/w)</b> الحمل الدراسي المنتظم للطلاب أسبوعيا	6
<b>Unstructured SWL (h/sem)</b> الحمل الدراسي غير المنتظم للطلاب خلال الفصل	81	<b>Unstructured SWL (h/w)</b> الحمل الدراسي غير المنتظم للطلاب أسبوعيا	7
<b>Total SWL (h/sem)</b> الحمل الدراسي الكلي للطلاب خلال الفصل	175		

Module Evaluation					
تقييم المادة الدراسية					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	3	10% (10)	5 and 9 and 13	تعني الرموز أدناه صلة هذا التقييم التكويني بمخرجات التعليم التي تم تحديدها أعلاه LO #1, #2 and #10, #11
	Assignments	1	20% (20)	Continuous	A/

Summative assessment	Report	2	10% (10)	7 and 13	LO #5, #8 and #10
	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)

#### المنهاج الأسبوعي النظري

	المواد المغطاة
Material Covered	
Week 1	1.The concept of management science, the manager, and the management process - The difference between management and the manager
Week 2	2.The manager's duties, basic activities of the organization, and auxiliary activities - The manager's skills - The challenges of management
Week 3	3- Management levels - The manager's roles - Classical schools of management - Humanistic schools - Contemporary schools - Situational schools
Week 4	4 The environment - The general environment and its variables - The specific environment and its variables - Environmental scanning
Week 5	5.With objectives, steps, advantages, and disadvantages, the management planning style, the organization's mission and objectives
Week 6	6. Decision-making - Steps for decision-making, strategic decisions, and steps for strategic decisions
Week 7	7.Organization, organizational structure, and organizational structure types - Authority - Centralization and decentralization
Week 8	8. Authority - Centralization and decentralization - Communication and communication channels
Week 9	9- Motivation and motivational theories
Week 10	10- Leadership - The difference between a leader and a manager
Week 11	11.Leadership theories
Week 12	12- Transformational leadership - Democratic leadership
Week 13	13- Control and control steps - Control tools and methods
Week 14	14.The concept of management science, the manager, and the management process - The difference between management and the manager
Week 15	15.The manager's duties, basic activities of the organization, and auxiliary activities - The manager's skills - The challenges of management
Week 16	Preparatory week before the final

### Delivery Plan (Weekly Lab. Syllabus)

#### المنهاج الأسبوعي للمختبر

Material Covered
Week 1



Week 2	
Week 3	
Week 4	
Week 5	
Week 6	
Week 7	

### Learning and Teaching Resources

مصادر التعلم والتدريس

	Text	Available in the Library?
<b>Required Texts</b> النصوص المطلوبة	1. Course textbook: Principles of Management with a focus on Business Administration, Dr. Khalil Al-Shamaa, 2010..	
<b>Recommended Texts</b> النصوص الموصى بها	. Research, periodicals, and information technology via the Internet, according to the course topics.	
<b>Websites</b> المواقع الإلكترونية		

### Grading Scheme

مخطط الدرجات

Group	Grade	التقدير	Marks %	Definition
<b>Success Group</b> (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
<b>Fail Group</b> (0 - 49)	FX - Fail	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	F - Fail	راسب	(0-44)	Considerable amount of work required

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

# Module 1

Code	Course/Module Title	ECTS	Semester
MIS-1101	مبادئ الإدارة	8.00	1
Class (hr/w)	Lect/Lab./Prac./Tutor	SSWL (hr/sem)	USSWL (hr/w)
3	1/1	79	121
Description			
<p>يستهدف هذا المقرر، يعتبر هذا المقرر المدخل لدراسة الإدارة. ومن ثم تزويد الطالب بفكرة عامة ومبسطة حول المفاهيم الأساسية لهذا العلم، حتى يتكون لدى الطالب فكرة عن أهمية هذا العلم والأسباب التي أدت إلى نموه وتطوره، والتعرف على المشكلة وفهم واتخاذ القرارات والتنظيم والقيادة والتحفيز والاتصالات والرقابة.</p>			

أوس طوي

اسم وتوقيع رئيس القسم او الفرع

أ.م. د اوس فخر الدين الجويجاني

اسم وتوقيع صاحب المقرر

أ.م. عمر ياسين محمد

