

MODULE DESCRIPTION FORM

STAGE 1 – SEMESTER 1

Module Information				
Module Title	Principles of business Management		Module Delivery	
Module Type	Core		☒ Theory ☒ Lecture ☐ Lab ☐ Tutorial ☐ Practical ☐ Seminar	
Module Code	MMM1101			
ECTS Credits	7			
SWL (hr/sem)	175			
Module Level	1	Semester of Delivery		1
Administering Department	Type Dept. Code	College of Administration and Economics	Type College Code	
Module Leader	Bahaa Habeeb Mahmood Altiee		e-mail	baha_habeb@uomosul.edu.iq
Module Leader's Acad. Title	Lecturer	Module Leader's Qualification	Ph.D.	
Module Tutor	N.A		e-mail	E-mail
Peer Reviewer Name	N. A	e-mail	E-mail	
Scientific Committee Approval Date	14/ 10 /2024	Version Number	1.0	

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

Module Aims, Learning Outcomes and Indicative Contents

Module Objectives	1. To provide students with knowledge of the principles of management and its role, as one of the core specialized subjects in the field of Business Administration. 2. To equip first-year students with general principles of management science, which serve as a fundamental foundation upon which advanced stages of Business Administration studies are built. 3. To give students an overview of management, its nature, and its historical development across different time periods, in addition to clarifying the main managerial functions as well as its basic and supportive activities.
Module Learning Outcomes	Upon successful completion of this course, students will be able to: 1. Identify the key terminology of management, which constitutes the fundamental concepts of management science. 2. Prepare and qualify students for advanced topics in management courses in subsequent academic years. 3. Recognize managerial tasks, managerial skills, their sources, and the different levels of management within organizations. 4. Develop organizational thinking through understanding the major schools of management thought, which form a foundational base for students' comprehension of management science. 5. Discuss the impact of the general and specific environments that directly or indirectly influence organizational activities. 6. Identify the core managerial functions, including planning, organizing, leading, motivating, and controlling. 7. Understand the organization's mission and objectives, the concept of planning, and the distinction between operational planning and strategic planning.
Indicative Contents	<u>Indicative content includes the following.</u> <u>Principles of Business Administration</u> The Principles of Business Administration course focuses on the following topics: 1. The Nature of Planning, which includes: Management approaches to planning; types of plans according to their function; definition of decision-making; types of decisions; administrative decision-making styles; basic models of the decision-making process; management information systems; computer-based information systems; decision-making steps. 2. Organization, which includes job design and organizational structure according to the following topics: The concept of job design; job design methods; the importance of the organizational function; the main forces affecting the organization; organizational design styles (network style, product style, location or geographic style, market style, matrix style, network style); the nature of authority; determinants of authority acceptance; forms of authority resistance; the concept of the chain of command; span of control.

	3. Leadership and Motivation, including: The nature of motivation - Components of the motivation system - Theories of motivation - The manager's leadership role - Leadership traits - The nature of the path (goal) in leadership and its styles - The nature of communication - Communication methods - Communication channels - Informal communication channels. 4. Control, including: The importance of control in the organization - The basic steps in the control process - An effective control system. 5. Managing the organization's activities, including: Operations management - Marketing management - Human resource management - Financial management.
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Learning and Teaching Strategies

Strategies	The primary strategy adopted in delivering this course is to encourage active student participation in exercises, while simultaneously enhancing and expanding students' critical thinking skills. This will be achieved through interactive lectures and classroom discussions, as well as by considering simple experiential activities that involve selected sampling exercises of interest to students.
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Student Workload (SWL)

The student workload is calculated over a 15-week period

Structured SWL (h/sem) The regular student academic workload during the semester	63	Structured SWL (h/w) Student's regular weekly study load	7
Unstructured SWL (h/sem) The irregular student academic workload during the semester	112	Unstructured SWL (h/w) Irregular weekly study load for the student	6
Total SWL (h/sem) The student's total academic workload during the semester	175		

Module Evaluation

Course Material Assessment

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

Delivery Plan (Weekly Syllabus)	
Weekly theoretical curriculum	
	Material Covered
Week 1	Planning – Types of plans according to their function – Management approaches to planning
Week 2	Definition of decision-making – Types of decisions – Styles of administrative decision-making – Basic models of the decision-making process
Week 3	Management information systems – Computer-based information systems – Steps in decision-making
Week 4	First Exam
Week 5	Job design concept – Job design methods – Importance of the organizational function – Key forces affecting the organization
Week 6	Organizational design patterns: Network pattern – Product pattern – Location or geographic pattern – Market pattern – Matrix pattern
Week 7	Nature of authority – Determinants of authority acceptance – Forms of authority resistance – Concept of chain of command – Span of control
Week 8	Midterm Exam
Week 9	The nature of motivation – Components of the motivation system – Theories of motivation
Week 10	The manager's leadership role – Leadership traits – The nature of the path (goal) in leadership and its styles
Week 11	The nature of communication – Communication methods – Communication channels – Informal communication channels
Week 12	The importance of control in the organization – Basic steps in the control process – An effective control system
Week 13	Second Exam

Week 14	Operations Management Concept – Planning and Organizing Operations; Modern Marketing Concept – Marketing Activities
Week 15	Human Resources Management – Human Resources Planning – Selection and Direction – Performance Evaluation and Promotion; Financial Management Concept – Role and Functions of the Finance Manager.
Week 16	Final Exam

Delivery Plan (Weekly Lab. Syllabus) Weekly laboratory schedule	
	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 Management by Muhammad Khalil Al-Shamma', 2007 – Dar Al-Masirah for Printing and Publishing – Amman, Jordan	Yes
Recommended Texts	Diverse skills and methods for dealing with management and business issues	Yes
Websites		

Grading Scheme مخطط الدرجات				
Group	Grade	Grade	Marks %	Definition
Success Group (50 - 100)	A - Excellent	Excellent	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	Average	60 - 69	Fair but with major shortcomings
	E - Sufficient	Acceptable	50 - 59	Work meets minimum criteria

Fail Group (0 – 49)	FX – Fail	Fail (Under Review)	(45-49)	More work required but credit awarded
	F – Fail	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.

Code	Course/Module Title	ECTS	Semester
MMM-1101	Principles of business Management	7	1
Class (hr/w)	Lect/Lab./Prac./Tutor	SSWL (hr/sem)	USSWL (hr/w)
3	1	63	112
Description			
This course aims to provide the student with the concept of management, the stages of management development, types of management schools, management theories, administrative decision-making processes, and administrative decision-making, as well as clarifying the concepts of training and appointment in public organizations.			

MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
Module Title	Principles of Marketing Management		Module Delivery
Module Type	Core		☒ Theory ☒ Lecture ☐ Lab ☐ Tutorial ☐ Practical ☒ Seminar
Module Code	MMM-1102		
ECTS Credits	8		
SWL (hr/sem)	200		
Module Level	1	Semester of Delivery	1
Administering Department	MMM-1101	College	MMM
Module Leader	Nada Abdulbasit Kashmola	e-mail	nada@uomosul.edu.iq
Module Leader's Acad. Title		Module Leader's Qualification	
Module Tutor	Najdat Mustafa Musaib	e-mail	najdat.almehrab@uomosul.edu.iq
Peer Reviewer Name	Name	e-mail	E-mail
Scientific Committee Approval Date	14/10/2024	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 Understanding traditional and modern marketing concepts. .2 Understanding the marketing system. .3 Understanding the internal and external marketing environment. .4 Understanding the concept and theories of consumer behavior. .5 Understanding market segmentation and market objectives. .6 Understanding the concepts of product and new product. .7 Understanding the reasons for the success and failure of a new product. .8 Understanding the benefits offered by a new product.
Module Learning Outcomes مخرجات التعلم للمادة الدراسية	The required learning outcomes are as follows: .1 The student will understand marketing management concepts. .2 The student will have knowledge of and understand marketing information systems. .3 The student will have knowledge of comparing system inputs, processes, and outputs. .4 The student will have knowledge of comparing products, services, and ideas. .5 The student will be able to understand and comprehend the nature of the marketing environment and its components. .6 The student will have knowledge, understanding, and comprehension of what a new product is and the steps involved in its creation.

	.7The instructor will provide a detailed explanation of each topic specified in the curriculum. .8Students will be assigned daily homework. .9Dialogue and discussion will be encouraged. .10Interaction and communication will be fostered .
Indicative Contents المحتويات الإرشادية	The course content includes the following: Introduction to Marketing Management Principles, including: The concept of marketing and its stages of development – Marketing information systems – The marketing environment – Internal and external elements of the marketing environment – Factors affecting the marketing environment – The concept of consumer behavior and its theories – The concept of market segmentation and its principles – The concept of the product and the new product – Steps in product innovation – The product life cycle – Reasons for the success and failure of new products – The benefits gained from the new product. Total hours = SSWL - 78 (exam hours) = 78 - 3 = 75 hours (timetable hours x 15 weeks)

Learning and Teaching Strategies			
استراتيجيات التعلم والتعليم			
Strategies	The main strategy to be adopted in delivering this course is to encourage student participation in assignments and class discussions, while simultaneously enhancing and expanding their thinking skills regarding marketing concepts. This will be achieved through interactive classroom sessions, lectures, educational programs, and the presentation of simple case studies that include diagrams, charts, and theoretical explanations of the material.		
Student Workload (SWL)			
الحمل الدراسي للطالب محسوب لـ ١٥ اسبوعا			
Structured SWL (h/sem)	78	Structured SWL (h/w)	5
الحمل الدراسي المنتظم للطالب خلال الفصل		الحمل الدراسي المنتظم للطالب أسبوعيا	
Unstructured SWL (h/sem)	122	Unstructured SWL (h/w)	7
الحمل الدراسي غير المنتظم للطالب خلال الفصل		الحمل الدراسي غير المنتظم للطالب أسبوعيا	

Total SWL (h/sem) الحمل الدراسي الكلي للطلاب خلال الفصل	200
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Module Evaluation تقييم المادة الدراسية					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	10% (20)	6 and 12	All
	Assignments	5	5% (4)	Continuous	1,2 and 8
	Online	5	5% (4)		1,2,3,5,9,10
	Onsite				
	Report	1	6% (10)	14	All
	Seminar	6	4%(2)	2,4,6,8,10,11	All
Summative assessment	Midterm Exam	1hr	10% (10)	15	All
	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	An Overview of the Evolution of the Marketing Concept
Week 2	Traditional and Contemporary Marketing Concepts
Week 3	The Marketing System and the Internal and External Marketing Environment
Week 4	Factors Affecting the Marketing Environment

Week 5	Consumer Behavior and Factors Influencing Consumer Behavior
Week 6	Consumer Behavior Theories
Week 7	Market Segmentation
Week 8	Types of Markets and Principles of Market Segmentation
Week 9	Factors Affecting Market Segmentation
Week 10	Product Concepts and Policy
Week 11	The Concept and Steps of New Product Innovation
Week 12	Product Life Cycle
Week 13	Reasons for the Success and Failure of a New Product
Week 14	Marketing Benefits Achieved by a New Product
Week 15	Midterm Exam

Learning and Teaching Resources

مصادر التعلم والتدريس

	Text	Available in the Library?
Required Texts النصوص المطلوبة	الديوه جي، ابي سعيد، (2001)، ادارة التسويق، دار ابن الاثير للطباعة والنشر، جامعة الموصل.	متوفر
Recommended Texts النصوص الموصى بها	رسائل واطاريح جامعية	متوفر
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.

Module 1

Code	Course/Module Title	ECTS	Semester
MMM-1102	Principles of Marketing Management	8.00	1
Class (hr/w)	Lect/Lab./Prac./Tutor	SSWL (hr/sem)	USSWL (hr/w)
4	1	78	122
Description			
This course aims to provide the student with the concepts and principles of marketing management in general and its implications, while reviewing the stages of development of marketing management, and then to identify the marketing information system, the marketing environment and its elements and the factors affecting it, and so on, from important marketing concepts.			

MODULE DESCRIPTION FORM

Course Description Form

Module Information			
Course information			
Module Title	Principles of Economics		Module Delivery
Module Type	Support		☒ Theory ☒ Lecture ☐ Lab ☒ Tutorial ☐ Practical ☐ Seminar
Module Code	MMM-1104		
ECTS Credits	5		
SWL (hr / sem)	125		
Module Level	1	Semester of Delivery	One
Administering Department	MM	College	MMM
Module Leader	Saif Abdullah Mustafa	e-mail	Saif.abdullh@uomosul.edu.iq
Module Leader's Acad. Title		Module Leader's Qualification	
Module Tutor	Name (if available)	e-mail	E-mail
Peer Reviewer Name	Name	e-mail	E-mail
Scientific Committee Approval Date	14/10/2024	Version Number	1.0

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

Module Aims, Learning Outcomes and Indicative Contents

Course objectives, learning outcomes, and guiding content

Module Objectives Course objectives	1. Learn the basics Principles and concepts of economics 2. Defining the economic problem and its characteristics Understand the meaning of demand, supply , equilibrium, consumer behavior according to the theory of marginal utility and inequality, stages of .production, costs, and how to find them
Module Learning Outcomes Learning outcomes for the subject	1. Introducing the student to the concept of economics, its importance, and its Identify what the economic problem is .relationship to other sciences 2. its law, the factors affecting it, and how , Understand the meaning of demand to draw a demand curve through the inverse relationship between quantity understand the concept of elasticities, the , demanded and price . Also meaning of elasticity of demand, its importance, types, and how to find .elasticities of demand 3. Introducing the student to the meaning of supply, the law of supply, the supply schedule, and how to draw a supply curve . Identifying the elasticity of .supply and the factors affecting it 4. 4Market equilibrium, equilibrium price, equilibrium quantity , excess demand and supply 5. Knowing the meaning of utility, its characteristics and types, the law of marginal utility, how to find marginal utility, how to draw total and marginal .utility, and consumer equilibrium according to the theory of marginal utility 6. , 6Identify indifference curves, their characteristics, and the indifference map and how the consumer achieves balance according to the indifference curve .theory 7. The production function in terms of concept, production elements , the law of .diminishing returns and its stages 8. Identify the meaning of cost, its types, how to find it in the short term , and . define cost in the long term 9. Understanding the meaning of inflation, its types, the economic and social .effects of inflation, and how to address it
Indicative Contents Guidance contents	The guidance content includes the following. ,Part A - Introduction to economics and definition of demand, supply and equilibrium :including

	Basics: The concept of economics - its relationship with other sciences - stages of the - development of economics - the economic problem and its characteristics ,concept of demand, the law of demand, the demand schedule, the demand curve (factors affecting demand (price of the commodity, income, prices of substitute goods Elasticity of demand and its types - Methods of measuring it - The importance of - elasticity of demand - - and types of elasticities of demand Factors affecting the elasticity of demand Supply theory, law, supply curve and schedule - factors affecting elasticity of supply , and elasticity of supply (price of the commodity, prices of factors of production number of producers Market equilibrium , equilibrium price, equilibrium quantity, and excess supply and demand includes theories of demand (theories of consumer behavior) , the theory of - Part B production and costs, and economic problems (inflation and unemployment). It :includes - Marginal utility theory (concept of marginal and total utility, and utility analysis) Law of diminishing marginal utility, disadvantages of utility theory - concept of indifference curves and their characteristics - equilibrium under indifference curve theory the production function , elements Production , the law of diminishing returns and its stages - fixed and variable costs, average total and marginal costs in the short run and , the definition of costs in the long run . Inflation, its types, economic and social effects , and how to address it Total Hours = 125= SSWL - (Exam Hours) = 63 - 3 = 60 Hours (Timetable Hours x 15 (Weeks
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Learning and Teaching Strategies Learning and teaching strategies	
Strategies	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
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Student Workload (SWL)			
.The student's academic load is calculated as 15 weeks			
Structured SWL (h/ sem) Regular student load during the semester	63	Structured SWL (h/w) Regular weekly student workload	6
Unstructured SWL (h/ sem) Irregular student load during the semester	62	Unstructured SWL (h/w) Irregular student study load per week	7
Total SWL (h/ sem) The student's total academic load during the semester	125		

Module Evaluation					
Course material evaluation					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	10% (20)	5, 12	All
	S e minar	3	10 % (6)	3,6,9	1,2
	Assignments	6	5% (2)	Continuous	All
	Online	5	5 % (2)		
	Onsite				
	Report	1	10% (10)	13	3.4
Summative assessment	Midterm Exam	1hr	10% (10)	7	All
	Final Exam	3 hours	50% (50)	16	All

Total assessment	100% (100 Marks)		
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Delivery Plan (Weekly Syllabus)	
Theoretical weekly curriculum	
	Material Covered Covered materials
Week 1	The concept of economics - The relationship of economics to other sciences-
Week 2	economic problem , its nature and methods of solution-
Week 3	The concept of demand, the law of demand, the demand schedule, the demand curve, the factors affecting demand (the price of the commodity, income, the (prices of substitute goods
Week 4	Elasticity of demand and its types, the importance of elasticity of demand
Week 5	Factors affecting the elasticity of demand and how to find price and income elasticity of demand
Week 6	Factors affecting it Supply Theory, Law, Curve and Supply Schedule
Week 7	Elasticity of supply and factors affecting elasticity of supply (price of the (commodity, prices of production factors , number of producers ³
Week 8	Market equilibrium , equilibrium price, equilibrium quantity, and excess supply and demand
Week 9	Marginal utility theory (characteristics of utility and its types, assumptions of marginal utility theory, law of diminishing marginal utility with the drawing and (consumer equilibrium according to marginal utility theory
Week 10	Foreign trade
Week 11	Equilibrium under the theory of indifference curves
Week 12	the production function , elements Production , the law of diminishing returns and its stages
Week 13	Concepts of unemployment and employment
Week 14	,The concept of inflation, its types and causes

Week 15	Money and banks
Week 16	week before the final exam

Delivery Plan (Weekly Lab. Syllabus)	
Weekly lab schedule	
	Material Covered
Week 1	

Learning and Teaching Resources		
Learning and teaching resources		
	Text	Available in the Library?
Required Texts Required texts	Principles of Economics / Dr. Karim Mahdi -1 Al-Hasnawi / Legal Library / 2007 Principles of Economics / Muhammad Salih Al-Quraishi and Al-Shammari	
Recommended Texts Recommended texts	Economy / Paul A. Samuelson translated into Arabic	
Websites Websites		

Grading Scheme				
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
MMM-1104	Principles of Economics	5	1
Class (hr/w)	Lect/Lab./Prac./Tutor	SSWL (hr/sem)	USSWL (hr/w)
3	1	63	62
Description			
course is intended to provide the student with a general and simplified idea about the basic concepts of this science , so that the student has an idea about the importance of this science and the reasons that led to its study and development, and to become familiar with the economic problem and understand the basic relationships and rules that govern economic .activity, while studying the different economic systems			

MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
Module Title	مبادئ المحاسبة		Module Delivery
Module Type	Core		☒ Theory ☒ Lecture ☐ Lab ☒ Tutorial ☐ Practical ☐ Seminar
Module Code	MMM1103		
ECTS Credits	6		
SWL (hr/sem)	150		
Module Level	1	Semester of Delivery	1
Accounting Department	MAC	College	UOMM
Module Leader	Asmaa Salim Mohammed Ali	e-mail	asmaa.s.mohammed@uomosul.edu.iq
Module Leader's Acad. Title	Assistant lecturer	Module Leader's Qualification	Msc.
Module Tutor		e-mail	Doaaadreese2017@uomosul.edu.iq
Peer Reviewer Name		e-mail	E-mail
Scientific Committee Approval Date	2024/10/14	Version Number	1.0

Relation with other Modules			
العلاقة مع المواد الدراسية الأخرى			
Prerequisite module	NONE	Semester	
مواد ممهدة			

Co-requisites module مواد مكملّة	NONE	Semester	
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Module Aims, Learning Outcomes and Indicative Contents

أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية

Module Objectives أهداف المادة الدراسية	.1Studying the concept of accounting and its objectives at the economic unit and national levels, and the entities that benefit from accounting data. .2Explaining accounting procedures using single-entry bookkeeping to measure the results of activity and the financial position of small businesses and sole proprietorships. .3Explaining accounting procedures using double-entry bookkeeping and the use of the balance sheet equation to demonstrate the impact of economic transactions on the financial position of the economic unit. .4Explaining the stages of the accounting cycle, recording accounting entries in the journal and posting them to the ledger, and identifying the most important documents. .5Explaining accounting procedures for capital formation, how to increase and decrease it, types of personal withdrawals, loans and their types, and how to calculate interest. .6Defining the elements of financial statements and the difference between income statements and balance sheets. .7Explaining accounting procedures for expenses, focusing on purchases, returns, trade discounts, and cash received. .8Explaining accounting procedures for revenues, focusing on sales, returns, trade discounts, and cash received. .9Clarifying the accounting procedures for commercial papers, their types, their most important features, and how to record them in books and records, as well as cases of dealing with notes receivable in books and records .
Module Learning Outcomes مخرجات التعلم للمادة الدراسية	.1 Understanding the concept of accounting and its objectives at the economic unit and national levels, and the entities that benefit from accounting data. .2Acquiring the skill to measure the activity results and financial position of small businesses and sole proprietorships using single-entry bookkeeping procedures. .3Acquiring the skill to apply double-entry bookkeeping procedures and use the balance sheet equation to demonstrate the impact of economic transactions on the financial position of the economic unit.

	.4Understanding the stages of the accounting cycle, recording accounting entries in the journal and posting them to the ledger, and identifying the most important documents. .5Knowledge of the elements of financial statements and the difference between income statements and balance sheets. .6Acquiring knowledge of accounting procedures related to capital formation, including how to increase and decrease capital, types of personal withdrawals, loans and their types, and how to calculate interest. .7Acquiring knowledge of accounting procedures related to expenses, with a focus on purchases and their returns, trade discounts, and cash earned. 8. Acquire knowledge of revenue accounting procedures, focusing on sales, returns, and trade and cash discounts. .9Acquire knowledge of commercial paper accounting procedures, including its types, key characteristics, and how to record it in books and records, as well as the procedures for handling accounts receivable in books and records.
Indicative Contents المحتويات الإرشادية	The instructional content includes the following: Part A - Class Lecture 1. Studying the concept of accounting and its objectives at the economic unit and national levels, and the entities that benefit from accounting data. Explaining accounting procedures according to single-entry bookkeeping for measuring the results of activity and the financial position of small businesses and sole proprietorships. [SSWL=12 hrs] 2. Studying accounting procedures according to double-entry bookkeeping and using the balance sheet equation to show the impact of economic transactions on the financial position of the economic unit. Explaining the stages of the accounting cycle, recording accounting entries in the journal and posting them to the ledger, and identifying the most important documents. [SSWL=8 hrs] 3. Understanding the elements of financial statements and the difference between income statements and balance sheets. Explaining accounting procedures for capital formation, how to increase and decrease it, types of personal withdrawals, loans and their types, and how to calculate interest. [SSWL=8 hrs] 4. Explaining accounting procedures for expenses, focusing on purchases and their returns, trade discounts, and cash earned. [SSWL=12 hrs] 5. Explanation of revenue accounting procedures, focusing on sales, returns, and trade and cash discounts. [SSWL=12 hrs]

	6. Explanation of commercial paper accounting procedures, their types, key features, and how to record them in books and records, as well as the handling of accounts receivable in books and records. [SSWL=8 hrs] Part B - Tutorial 1. Study and application of case studies on single-entry bookkeeping procedures for measuring the activity results and financial position of small businesses and sole proprietorships. [SSWL=4 hrs] 2. Study and application of case studies on double-entry bookkeeping procedures and the use of the balance sheet equation to demonstrate the impact of economic transactions on the financial position of the economic unit. The course covers the stages of the accounting cycle, recording accounting entries in the journal and posting them to the ledger, and identifying key documents. [SSWL=6 hrs] 3. Studying and applying practical case studies on accounting procedures for capital formation, including how to increase and decrease it, types of personal withdrawals, loans and their types, and how to calculate interest. [SSWL=4 hrs] 4. Studying and applying practical case studies on accounting procedures for expenses, focusing on purchases, returns, trade discounts, and cash earned. [SSWL=6 hrs] 5. Studying and applying practical case studies on accounting procedures for revenues, focusing on sales, returns, trade discounts, and cash earned. [SSWL=6 hrs] 6. Studying and applying practical case studies on accounting procedures for commercial papers, including their types, key features, and how to record them in books and records, as well as cases of processing accounts receivable in books and records. [SSWL=4 hrs] Total hrs = 60 = SSWL - (Exam hrs) = 60+ 3 = 63 hr (Time table hrs x 15 weeks)
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Learning and Teaching Strategies استراتيجيات التعلم والتعليم	
Strategies	The main strategy to be followed in delivering this unit is to encourage student participation in exercises, while simultaneously refining and expanding their critical thinking skills. This will be achieved through interactive classroom sessions and lessons, and through the analysis of practical cases involving the application of accounting procedures, which will include student activities and participation in applying and analyzing 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) الحمل الدراسي غير المنتظم للطالب خلال الفصل	87	Unstructured SWL (h/w) الحمل الدراسي غير المنتظم للطالب أسبوعيا	6
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	3	20% (15)	4, 7, 10, 13	LO #1, #2, #3, LO #4, #5, LO #6 #7, LO #8 #9
	Online Assignments	2	5% (10)	Continuous	LO #3, #4 and #6, #7
	Onsite Assignments	3	5% (5)	Continuous	All
	Report	1	5% (5)	13	LO #5, #8 and #9
	seminar	2	5%(5)	2, 12	LO #6, #7, #8, #9
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 Concept and Objectives, Accounting Fields and Beneficiaries, Accounting Cycle)
Week 2	Overview of Accounting Concepts, Principles, Assumptions, and Limitations
Week 3	Types of Companies Based on Ownership and Nature of Activity
Week 4	Analysis of Financial Transactions According to the Single-Entry Method
Week 5	The Balance Sheet Equation Method to Show the Impact of Transactions on the Financial Position
Week 6	Recording and Posting Financial Transactions - The 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 Balance Sheet)
Week 8	Accounting for the Formation of Sole Proprietorships (Formation, Increase, and Reduction of Capital, Personal Withdrawals, Loans and Interest)
Week 9	Accounting for Merchandise (Purchases and Returns)
Week 10	Accounting for Merchandise (Sales and Returns)
Week 11	Accounting Treatment of Purchase and Sale Expenses
Week 12	Revenue and Capital Expenditures
Week 13	Accounting Treatment of Types of Discounts
Week 14	Accounting for Depreciation and Cash Accounting
Week 15	Commercial Papers

Delivery Plan (Weekly Lab. Syllabus)

المنهاج الاسبوعي للمختبر

	Material Covered
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Week 1	
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Learning and Teaching Resources		
مصادر التعلم والتدريس		
	Text	Available in the Library?
Required Texts	مبادئ المحاسبة المالية فؤاد سليمان زكو مقداد احمد الجليلي، محمد طاهر الشاوي	Yes
Recommended Texts	المحاسبة المالية 2014 / د. ضياء عبد الحسين القاموسي + عدنان عبد الحميد مبادئ المحاسبة المالية 2018 / أ.د صفاء احمد العاني -م. حكيم الساعدي	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.				

Module 1

Code	Course/Module Title	ECTS	Semester
MMM1103	Principles of Accounting	6	1
Class (hr/w)	Lect/Lab./Prac./Tutor	SSWL (hr/sem)	USSWL (hr/w)
3	1	63	87
Description			
This course aims to provide students with an understanding of the concept of accounting and its objectives at both the unit and national levels, as well as the beneficiaries of accounting data. It explains single-entry accounting procedures for measuring the results of operations and the financial position of small businesses and sole proprietorships. The course also explains double-entry accounting procedures and the use of the balance sheet equation to demonstrate the impact of economic transactions on the financial position of an economic unit. Furthermore, it clarifies the stages of the accounting cycle, including recording entries in the journal and posting them to the ledger, and identifies key accounting documents. Finally, it explains accounting procedures for capital formation, including how to increase and decrease capital, and covers the types of personal withdrawals and loans, their categories, and how to calculate interest.			

MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information				
معلومات المادة الدراسية				
Module Title	Democracy and Human rights		Module Delivery	
Module Type	Basic		☒ Theory ☐ Lecture ☐ Lab ☐ Tutorial ☐ Practical ☐ Seminar	
Module Code	UOM-104			
ECTS Credits	2			
SWL (hr/sem)	50			
Module Level	1	Semester of Delivery		1
Administering Department	Type Dept. Code	College	Type College Code	
Module Leader	Maher Nooruldeen Saeed		e-mail	maher.noor@uomosul.edu.iq
Module Leader's Acad. Title	Assistant Professor		Module Leader's Qualification	
Module Tutor			e-mail	E-mail
Peer Reviewer Name			e-mail	E-mail
Scientific Committee Approval Date	14/10/2024		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 مخرجات التعلم للمادة الدراسية	Learning outcomes are cognitive and skill-based, achieved through: 1. Students' knowledge of the human rights principles necessary for their practical lives. 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
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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.

Code	Course/Module Title	ECTS	Semester
MMM-1040	Democracy and Human rights	2	1
Class (hr/w)	Lect/Lab./Prac./Tutor	SSWL (hr/sem)	USSWL (hr/w)
3	0	33	17
Description			
This course aims to provide the student with the concept of human rights in general, its components, elements, types, the historical development of human rights, international interest in protecting human rights, general guarantees for the protection of human rights and public freedoms - and the concept of democracy, the characteristics of the democratic system, its components, and the historical development of the democratic system.			

MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
Module Title	اللغة العربية		Module Delivery
Module Type	Basic		☒ Theory ☒ Lecture ☐ Lab ☐ Tutorial ☐ Practical ☐ Seminar
Module Code	UOM-1011		
ECTS Credits	2		
SWL (hr/sem)	50		
Module Level	1	Semester of Delivery	1
Administering Department	MM	College	MMM
Module Leader	Noor Ahmed Hazem	e-mail	Noor.a.hazem@uomosul.edu.iq
Module Leader's Acad. Title	Assist. Lecturer	Module Leader's Qualification	
Module Tutor	Name (if available)	e-mail	E-mail
Peer Reviewer Name	Name	e-mail	E-mail
Scientific Committee Approval Date	23/10/2014	Version Number	1.0

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

Module Aims, Learning Outcomes and Indicative Contents

أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية

Module Objectives أهداف المادة الدراسية	3. التعرف على مفهوم الافعال وانواعها. 4. التعرف على الجملة الاسمية والفعلية. 5. التعرف على انواع جملة الخبر. 6. التعرف على الافعال الناقصة والحروف المشبهة بالفعل. 7. التفريق بين صيغ الافعال والازمنة. 8. تدريب الطلبة على كيفية الاستفادة من اللغة العربية بشكل ايجابي لتحقيق الاهداف. 9. التعرف على مفهوم الكلام والكلمة والجملة.
Module Learning Outcomes مخرجات التعلم للمادة الدراسية	تتمثل مخرجات التعلم المطلوبة الاتي : 1. ان يفهم الطالب القواعد النحوية والصرفية. 2. ان يكون لدى الطالب معرفة في ابرز انواع الافعال والجملة وكيفية التفريق بينها. 3. ان يكون لدى الطالب القدرة على الربط بين النص وطريقة كتابة التقارير وبخاصة في اختصاص ادارة الاعمال. 4. الشرح عن طريق التدريسي وبشكل تفصيلي لكل موضوع من الموضوعات المحددة في المنهج. 5. تكليف الطلبة بالواجبات اليومية. 6. الحوار والمناقشة. 7. التسميع والحفظ. 8. الطريقة الاستقرائية
Indicative Contents المحتويات الإرشادية	يتضمن المحتوى الإرشادي ما يلي. الجزء أ – مقدمة عن اللغة العربية وتتضمن الاساسيات مفهوم اللغة –انواع الجمل- العوامل التي ساهمت في نشوء اللغة العربية - الفرق بين الافعال والاسماء والحروف خصائص الجمل- أنواعها- الجملة الاسمية , والجمل الفعلية , والفرق بين الافعال الناسخة والحروف الناسخة والفعل المتعدي واللازم والفعل المبني للمعلوم والمبني للمجهول . مفهوم مادة اللغة العربية ومما تتكون من خلال الافعال والاسماء والحروف. الجزء ب –مستلزمات مادة اللغة العربية وتتضمن :

	أنواع مستلزمات تدريس مادة اللغة العربية – السبورة , الامتحانات اليومية والشهرية , والاختبارات اللغوية . إجمالي الساعات = 175 - SSWL = (ساعات الامتحان) = 94 - 4 = 90 ساعة (ساعات الجدول الزمني 15 × أسبوعاً)
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Learning and Teaching Strategies استراتيجيات التعلم والتعليم	
Strategies	الاستراتيجية الرئيسية التي سيتم اعتمادها في تقديم هذه المادة هي تشجيع مشاركة الطلاب في اعداد الواجبات والمناقشات الصفية، وفي الوقت نفسه تحسين وتوسيع مهارات التفكير النقدي لديهم. سيتم تحقيق ذلك من خلال الفصول الدراسية والبرامج التعليمية التفاعلية وعرض بعض الحالات الدراسية البسيطة التي تتضمن بعض الشروحات النظرية للمادة.

Student Workload (SWL) الحمل الدراسي للطلاب محسوب لـ ١٥ أسبوعاً			
Structured SWL (h/sem) الحمل الدراسي المنتظم للطلاب خلال الفصل	33	Structured SWL (h/w) الحمل الدراسي المنتظم للطلاب أسبوعياً	6
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطلاب خلال الفصل	17	Unstructured SWL (h/w) الحمل الدراسي غير المنتظم للطلاب أسبوعياً	7
Total SWL (h/sem) الحمل الدراسي الكلي للطلاب خلال الفصل	50		

Module Evaluation تقييم المادة الدراسية
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		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	3	10% (10)	5 and 9 and 13	All
	Assignments	1	20% (20)	Continuous	1,2,5,7, and 8
	Report	2	10% (10)	7 and 13	1,2,3,4, and 5
Summative assessment	Midterm Exam	1hr	10% (10)	7	1, 2,3,4,6,7 and 8
	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	تعريف النحو والكلام والكلمة
Week 2	انواع الجمل
Week 3	الفعل المضارع
Week 4	الفعل الماضي
Week 5	فعل الامر
Week 6	علامات الاسم
Week 7	علامات الفعل المضارع
Week 8	علامات الفعل الماضي

Week 9	علامات فعل الامر
Week 10	الجملة الاسمية المبتدأ والخبر
Week 11	الافعال الناسخة
Week 12	الحروف الناسخة
Week 13	رسم الهمزة
Week 14	الجملة الفعلية
Week 15	الامتحان النهائي
Week 16	

Learning and Teaching Resources		
مصادر التعلم والتدريس		
	Text	Available in the Library?
Required Texts النصوص المطلوبة	ابو عبدالرحمن، الخليل ابن احمد الفراهيدي (1995)، الجمل في النحو، عالم الكتب، بيروت.	
Recommended Texts النصوص الموصى بها	ابو الفتح، عثمان بن جني الموصلي ، اللمع في العربية لابن جني، دار الكتب الثقافية، الكويت.	
Websites المواقع الالكترونية		

Grading Scheme				
مخطط الدرجات				
Group	Grade	التقدير	Marks %	Definition
Success Group	A - Excellent	امتياز	90 - 100	Outstanding Performance

(50 - 100)	B - Very Good	جيد جدا	80 - 89	Above average with some errors
	C - Good	جيد	70 - 79	Sound work with notable errors
	D - Satisfactory	متوسط	60 - 69	Fair but with major shortcomings
	E - Sufficient	مقبول	50 - 59	Work meets minimum criteria
Fail Group (0 – 49)	FX – Fail	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	F – Fail	راسب	(0-44)	Considerable amount of work required

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

Module 1

Code	Course/Module Title	ECTS	Semester
MMM-1011	اللغة العربية	2.00	1
Class (hr/w)	Lect/Lab./Prac./Tutor	SSWL (hr/sem)	USSWL (hr/w)
2	0	33	17
Description			
يستهدف هذا المقرر تزويد الطالب بمفهوم اللغة العربية على نحو عام ومكوناتها وعناصرها ومفهومها مع استعراض العوامل الأساسية لتطور اللغة العربية ومن ثم التعرف على الفروقات الأساسية بين الاسماء والجمل والحروف ورسم الهمزة , والى اخره من المفاهيم المهمة .			

MODULE DESCRIPTION FORM

Stage 1 semester 2

Module Information					
Module Title	Fundamentals of Management		Module Delivery		
Module Type	Core		☒ Theory ☒ Lecture ☐ Lab ☐ Tutorial ☐ Practical ☐ Seminar		
Module Code	MMM1205				
ECTS Credits	7				
SWL (hr/sem)	175				
Module Level		1	Semester of Delivery		2
Administering Department		MBA	College of Administration and Economics	MCOAE	
Module Leader	Bahaa Habeeb Mahmood Altiee		e-mail	baha_habeb@uomosul.edu.iq	
Module Leader's Acad. Title		Lecturer	Module Leader's Qualification		Ph.D.
Module Tutor	N.A		e-mail	E-mail	
Peer Reviewer Name		N. A	e-mail	E-mail	
Scientific Committee Approval Date		1/ 2 /2026	Version Number	1.0	

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

Module Aims, Learning Outcomes and Indicative Contents

Module Aims, Learning Outcomes and Indicative Contents	
Module Objectives	4. To provide students with knowledge of the principles of management and its role, as one of the core specialized subjects in the field of Business Administration. 5. To equip first-year students with general principles of management science, which serve as a fundamental foundation upon which advanced stages of Business Administration studies are built. 6. To give students an overview of management, its nature, and its historical development across different time periods, in addition to clarifying the main managerial functions as well as its basic and supportive activities.
Module Learning Outcomes	Upon successful completion of this course, students will be able to: 8. Identify the key terminology of management, which constitutes the fundamental concepts of management science. 9. Prepare and qualify students for advanced topics in management courses in subsequent academic years. 10. Recognize managerial tasks, managerial skills, their sources, and the different levels of management within organizations. 11. Develop organizational thinking through understanding the major schools of management thought, which form a foundational base for students' comprehension of management science. 12. Discuss the impact of the general and specific environments that directly or indirectly influence organizational activities. 13. Identify the core managerial functions, including planning, organizing, leading, motivating, and controlling. 14. Understand the organization's mission and objectives, the concept of planning, and the distinction between operational planning and strategic planning.
Indicative Contents	Indicative content includes the following.

	<u>Fundamentals of Business Administration</u>
	The Fundamentals of Business Administration course focuses on the following topics:
	<u>1. Nature of Management and Managerial Tasks</u>
	This section includes: (Definition of management and the manager, Approaches to the study of management, Organizational activities, Challenges facing contemporary management)
	Managerial tasks include: (Patterns of managerial behavior, Managerial skills and their sources, Variations in managerial work, Managerial roles, Types of managers according to managerial levels)
	<u>2. Development of Management Thought</u>
	This section includes:
	Classical Schools: (Scientific Management School, Administrative Management School, Bureaucratic School)
	Human Relations School: (Hawthorne Studies (Elton Mayo), Follett's Studies, Chester Barnard's Study, McGregor's Theory X and Y)
	Contemporary Approaches: (Open Systems Theory, Quantitative Management, William Ouchi's Theory Z, Contingency Management)
	<u>3. Management in a Changing Environment</u>
	This section includes: (Environmental framework, General environment, Specific environment, Organizational failure in interpreting environmental indicators, Components of the general environment, Components of the specific environment, Stable and dynamic environments)
	<u>4. Organizational Objectives</u>
	This section includes: (Organizational purpose and mission, Types of organizational objectives, Importance of organizational objectives, Requirements for setting objectives, Management by Objectives (MBO), Concept of strategy, Key factors in strategy formulation, Steps in developing organizational strategy, Levels of strategy)

Learning and Teaching Strategies	
Strategies	The primary strategy adopted in delivering this course is to encourage active student participation in exercises, while simultaneously enhancing and expanding students' critical thinking skills. This will be achieved through interactive lectures and classroom discussions, as well as by considering simple experiential activities that involve selected sampling exercises of interest to students.

Student Workload (SWL)

The student workload is calculated over a 15-week period			
Structured SWL (h/sem) The regular student academic workload during the semester	63	Structured SWL (h/w) Student's regular weekly study load	7
Unstructured SWL (h/sem) The irregular student academic workload during the semester	112	Unstructured SWL (h/w) Irregular weekly study load for the student	6
Total SWL (h/sem) The student's total academic workload during the semester	175		

Module Evaluation

Course Material Assessment

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

Delivery Plan (Weekly Syllabus)

Weekly theoretical curriculum

	Material Covered
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Week 1	Definition and nature of management - Approaches to management studies - Organizational activities - Fields of business administration
Week 2	Contemporary management and the challenges it faces - Managerial tasks - Patterns of managerial behavior - Types of managerial skills and their sources
Week 3	Disparity in managerial work - Roles of managers - Types of managers according to their administrative levels
Week 4	First Exam
Week 5	Traditional Schools: Scientific Management School - Administrative Divisions School - Bureaucratic School
Week 6	Human Relations School: Hawthorne's study (Elton Mayo) - Folt's study - Chester Barnard's study - MacCreeker's (X/Y) study
Week 7	Contemporary Trends School: Open Systems Theory - William Augh and Theory (Z) - Situational Management
Week 8	Midterm Exam
Week 9	Management in a changing environment / Environmental surface structure - Public environment
Week 10	Private environment - Organizational failure to interpret environmental indicators
Week 11	Components of the public environment - Components of the private environment - Dynamic and stable environments
Week 12	Organizational purpose and mission - Types of organizational goals
Week 13	Second Exam
Week 14	Importance of organizational goals - Requirements for setting goals - Management by objectives
Week 15	Concept Strategy – Key factors in determining strategy, steps in developing an organization's strategy – Levels of strategy
Week 16	Final Exam

Delivery Plan (Weekly Lab. Syllabus)	
Weekly laboratory schedule	
	Material Covered
Week 1	_____

Learning and Teaching Resources		
	Text	Available in the Library?
Required Texts	Principles of Management by Muhammad Khalil Al-Shamma', 2007 – Dar Al-Masirah for Printing and Publishing – Amman, Jordan	Yes
Recommended Texts	Diverse skills and methods for dealing with management and business issues	Yes
Websites		

Grading Scheme				
مخطط الدرجات				
Group	Grade	Grade	Marks %	Definition
Success Group (50 - 100)	A - Excellent	Excellent	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	Average	60 - 69	Fair but with major shortcomings
	E - Sufficient	Acceptable	50 - 59	Work meets minimum criteria
Fail Group (0 – 49)	FX – Fail	Fail (Under Review)	(45-49)	More work required but credit awarded
	F – Fail	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.

Code	Course/Module Title	ECTS	Semester
MMM-1205		7	2
Class (hr/w)	Lect/Lab./Prac./Tutor	SSWL (hr/sem)	USSWL (hr/w)
3	1	63	112
Description			
This course aims to provide students with knowledge of the fundamentals of management and its role as a specialized subject in business administration, management studies, and strategic studies. It introduces first-year students to decision-making information and decision-making mechanisms, which are relied upon in advanced stages of business administration studies. The course also gives students an overview of organizational fundamentals, theories, and their evolution throughout history, as well as clarifying the concept of motivation and its theories. Furthermore, it introduces students to leadership concepts and theories, along with the concepts of control and the most important functions of business administration.			

MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
Module Title	Fundamentals of Marketing Management		Module Delivery
Module Type	Core		☒ Theory ☒ Lecture ☐ Lab ☐ Tutorial ☐ Practical ☒ Seminar
Module Code	MMM-1206		
ECTS Credits	8		
SWL (hr/sem)	200		
Module Level	1	Semester of Delivery	2
Administering Department	MMM-1206	College	MMM
Module Leader	Nada Abdulbasit Kashmola	e-mail	nada@uomosul.edu.iq
Module Leader's Acad. Title		Module Leader's Qualification	
Module Tutor	Najdat Mustafa Musaib	e-mail	najdat.almehrab@uomosul.edu.iq
Peer Reviewer Name	Name	e-mail	E-mail
Scientific Committee Approval Date	14/10/2024	Version Number	1.0

Relation with other Modules			
العلاقة مع المواد الدراسية الأخرى			
Prerequisite module	Principles of Marketing Management	Semester	1
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents

أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية

Module Objectives أهداف المادة الدراسية	.1Understanding the concepts of marketing activities offered by organizations. .2Understanding the concept of distribution, distribution channels, and the factors influencing them. .3Understanding the concept of pricing, pricing policies, and pricing methods. .4Understanding the concept of promotion, promotional tools, and promotional policies. .5Understanding the concepts of wholesale and retail trade. .6Understanding the concepts of service and services marketing. .7Understanding the concept of e-marketing, its characteristics, and policies. .8Understanding the concepts of marketing research and marketing information systems.
Module Learning Outcomes مخرجات التعلم للمادة الدراسية	The required learning outcomes are as follows: .1The student will understand the fundamentals of marketing management. .2The student will be able to understand the nature of distribution, its channels, and the factors that influence it. .3The student will have knowledge of the concept of pricing, pricing methods, and pricing policies.

	.4The student will have knowledge of comparing promotional methods and promotional policies. .5The student will be able to understand wholesale and retail trade. .6The student will be able to grasp the concept of service, its characteristics, and its marketing mix. .7The student will have knowledge of understanding and applying marketing research. .8The student will understand and apply marketing information systems. .9Each topic in the curriculum will be explained in detail through direct and indirect instruction. .10Students will be assigned daily homework. .11Dialogue and discussion will be encouraged. 12. Interaction and communication will be fostered.
Indicative Contents المحتويات الإرشادية	The course content includes the following: An introduction to the fundamentals of marketing management, including: .1The concept of distribution, distribution channels, and factors influencing channel selection. .2The concept of price, its types, pricing policies, and pricing objectives. .3The concept of promotion, its methods, and promotion policies. .4The concept of wholesale and retail trade, and the wholesale and retail trade routes. .5The concept of marketing information systems and marketing research. .6The concept of services marketing and service characteristics. .7Concepts of digital marketing. Total hours = SSWL - 78 (exam hours) = 78 - 3 = 75 hours (timetable hours x 15 weeks)

Learning and Teaching Strategies

استراتيجيات التعلم والتعليم

Strategies	The main strategy to be adopted in delivering this course is to encourage student participation in assignments and class discussions, while simultaneously enhancing and expanding their thinking skills regarding marketing concepts. This will be achieved through interactive classroom sessions, lectures, educational programs, and the presentation of simple case studies that include diagrams, charts, and theoretical explanations of the material.
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Student Workload (SWL)

الحمل الدراسي للطالب محسوب لـ ١٥ أسبوعا

Structured SWL (h/sem) الحمل الدراسي المنتظم للطالب خلال الفصل	78	Structured SWL (h/w) الحمل الدراسي المنتظم للطالب أسبوعيا	5
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطالب خلال الفصل	122	Unstructured SWL (h/w) الحمل الدراسي غير المنتظم للطالب أسبوعيا	7
Total SWL (h/sem) الحمل الدراسي الكلي للطالب خلال الفصل	200		

Module Evaluation

تقييم المادة الدراسية

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	10% (20)	6 and 12	All
	Assignments	5	5% (4)	Continuous	1,2 and 8
	Online	5	5% (4)		1,2,3,5,9,10
	Onsite				
	Report	1	6% (10)	14	All
Summative assessment	Seminar	6	4%(2)	2,4,6,8,10,11	All
	Midterm Exam	1hr	10% (10)	15	All
	Final Exam	3hr	50% (50)	16	All

Total assessment	100% (100 Marks)		
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Delivery Plan (Weekly Syllabus)

المنهاج الاسبوعي النظري

	Material Covered المواد المغطاة
Week 1	Distribution and Marketing Channels
Week 2	Marketing Benefits Achieved by Distribution
Week 3	Factors Influencing the Selection of Distribution Channels
Week 4	Retail and Wholesale Trade
Week 5	Promotion Policy: Concept and Importance
Week 6	Promotional Message and Strategies
Week 7	Elements of the Promotional Mix - Advertising
Week 8	Sales Activation - Word-of-Mouth - Publicity - Personal Selling
Week 9	Pricing Policy: Concepts Synonymous with Price
Week 10	Pricing Objectives and Factors Affecting Pricing
Week 11	Pricing Methods
Week 12	Services Marketing - Service Marketing Concepts - Service Characteristics
Week 13	Service Marketing Mix - Marketing Information Systems and Marketing Research
Week 14	Digital Marketing
Week 15	Midterm Exam

Learning and Teaching Resources

مصادر التعلم والتدريس

	Text	Available in the Library?
Required Texts النصوص المطلوبة	▪ الديوه جي، ابي سعيد، (2001)، ادارة التسويق، دار ابن الاثير للطباعة والنشر، جامعة الموصل.	متوفر
Recommended Texts النصوص الموصى بها	رسائل واطاريح جامعية	متوفر
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.				

Module 1

Code	Course/Module Title	ECTS	Semester
MMM-1206	Fundamentals of Marketing Management	8.00	2
Class (hr/w)	Lect/Lab./Prac./Tutor	SSWL (hr/sem)	USSWL (hr/w)

4	1	78	122
Description			
This course aims to equip students with the fundamental concepts of marketing management in general, including its various aspects. It reviews marketing topics by presenting the concept of distribution, distribution channels, and the factors influencing channel selection. Students will then learn about promotion, its methods and strategies, the concept of price and its types, pricing policies, pricing objectives, and the concepts of wholesale and retail trade. The course also covers marketing information systems and marketing research, the concept of services marketing and service characteristics, and the concepts of e-marketing.			

MODULE DESCRIPTION FORM

Course Description Form

Module Information			
Course information			
Module Title	Marketing Green Economics		Module Delivery
Module Type	C		☒ Theory ☒ Lecture ☐ Lab ☒ Tutorial ☐ Practical ☐ Seminar
Module Code	MMM-1208		
ECTS Credits	5		
SWL (hr / sem)	125		
Module Level	1	Semester of Delivery	One
Administering Department	MM	College	MMM
Module Leader	Saif Abdullah Mustafa	e-mail	Saif.abdullh@uomosul.edu.iq
Module Leader's Acad. Title		Module Leader's Qualification	
Module Tutor	Name (if available)	e-mail	E-mail
Peer Reviewer Name	Name	e-mail	E-mail
Scientific Committee Approval Date	10/14/2024	Version Number	1.0

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

Module Aims, Learning Outcomes and Indicative Contents

Course objectives, learning outcomes, and guiding content

Module Objectives Course objectives	10. Learn the basics Green economy, green marketing and their concepts 11. Identify the implications of sustainable development 12. Identify the problems facing the implementation of green economy and .green marketing 13. .Learn about ways to measure the green economy 14. Understanding green consumer concepts 15. Defining the elements of the green marketing mix 16. Defining the goals and importance of green marketing
Module Learning Outcomes Learning outcomes for the subject	1. Introducing the student to the concept of marketing, the green consumer and its importance 2. Identify green products and green prices 3. green marketing and green promotion strategies to Introducing the student 4. Identifying the main areas of green consumption and green sectors 5. Introducing the student to global and Arab models of sustainability and green marketing 6. Introducing the student to green pricing, environmental marketing, and its characteristics 7. Understanding the meaning of sustainable development, its concepts and implications 8. Identifying the most important requirements for the transition to a green economy
Indicative Contents Guidance contents	The guidance content includes the following. Part A - Introduction to the Green Economy and Sustainable Development , Definition of Green Marketing, Green Consumers, and Green Products Dimensions of sustainable development environmental dimension , economic - dimension, social dimension Economic development indicators (social, environmental and economic -

	transformation in Operations the) The frame theoretical For the economy Green - index Estimates wealth, index ,Production and patterns Production and consumption Net savings Environmentally friendly . Includes concepts of green marketing and green products - Part B - The importance of green marketing , opening markets New and enhanced credibility - Green marketing objectives (producing completely safe products and services that are not harmful to the environment , characteristics of green marketing (and promotion, examples of green marketing - Green Marketing Mix (Product, Pricing, Distribution, Promotion - Green consumer (consumer concern for various environmental issues , Be concerned about the environment and committed to the issues it addresses
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Learning and Teaching Strategies			
Learning and teaching strategies			
Strategies	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)			
.The student's academic load is calculated as 15 weeks			
Structured SWL (h/ sem)	63	Structured SWL (h/w)	6
Regular student load during the semester		Regular weekly student workload	
Unstructured SWL (h/ sem)	62	Unstructured SWL (h/w)	7
Irregular student load during the semester		Irregular student study load per week	
Total SWL (h/ sem)	125		

The student's total academic load during the semester	
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Module Evaluation					
Course material evaluation					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	10% (20)	5, 12	All
	S e minar	3	10 % (6)	3,6,9	1,2
	Assignments	6	5% (2)	Continuous	All
	Online	5	5 % (2)		
	Onsite				
	Report	1	10% (10)	13	3.4
Summative assessment	Midterm Exam	1hr	10% (10)	7	All
	Final Exam	3 hours	50% (50)	15	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
Theoretical weekly curriculum	
	Material Covered Covered materials
Week 1	The theoretical framework for sustainable development
Week 2	Green economy and climate change
Week 3	Sustainable development goals and requirements

Week 4	The frame theoretical For the economy Green
Week 5	Institutions concerned with the green economy
Week 6	Fields Economy Green
Week 7	Importance Economy Green
Week 8	Requirements for transitioning to a green economy
Week 9	The importance and objectives of green marketing
Week 10	Characteristics of green marketing and environmental marketing
Week 11	Green Marketing Strategies -
Week 12	Advantages and disadvantages of green marketing
Week 13	Green Consumer and Green Products
Week 14	Green Marketing Mix
Week 15	exam
Week 16	week before the final exam

Learning and Teaching Resources		
Learning and teaching resources		
	Text	Available in the Library?
Required Texts Required texts	Green Marketing for Sustainable Development Book / Prof. Dr. Farid Al-Najjar/	
Recommended Texts Recommended texts	The Role of the Green Economy in Achieving Sustainable . Development / PhD Thesis Dr. Saif Abdullah Mustafa	

Websites	
Websites	

Grading Scheme			
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
MMM-1104	Marketing green economies	5	1
Class (hr /w)	Lect /Lab./ Prac./ Tutor	SSWL (hr / sem)	USSWL (hr /w)
3	1	63	62
Description			
course is intended to provide students with a general and simplified understanding of the basic economics , so that they can develop an understanding of the importance green concepts of of green economics and the reasons for its study and development, as well as learn about green marketing and understand the basic relationships and rules that govern green economic .and marketing activity, while studying the components of the green marketing mix			

MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
Module Title	Principle of Statistics		Module Delivery
Module Type	Core		☒ Theory ☒ Lecture ☐ Lab ☐ Tutorial ☐ Practical ☒ Seminar
Module Code	MMM-1207		
ECTS Credits	5		
SWL (hr/sem)	125		
Module Level	1	Semester of Delivery	2
Administering Department	MMM-1207	College	MMM
Module Leader	Zena amer Basheer	e-mail	
Module Leader's Acad. Title		Module Leader's Qualification	
Module Tutor	Asmaa Mohammed Ali	e-mail	
Peer Reviewer Name	Name	e-mail	E-mail
Scientific Committee Approval Date	14/10/2024	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 Understanding statistical concepts. .2 Understanding the concept of samples and their types. .3 Understanding how to collect and classify data. .4 Understanding and plotting the concept of proportional and cumulative frequency distributions. .5 Understanding and plotting the concept of polygons, histograms, and frequency curves. .6 Understanding geometric and graphical representations. .7 Understanding the concept of the median and arithmetic mean. .8 Understanding and plotting bar graphs and pie charts. .9 Understanding the concept of correlation and how to calculate it.
Module Learning Outcomes مخرجات التعلم للمادة الدراسية	The desired learning outcomes are as follows: .1 The student will understand the principles of statistical science. .2 The student will be able to understand the nature and types of samples. .3 The student will be able to comprehend and plot cumulative and relative frequency distributions. .4 The student will be able to understand frequency polygons, histograms, and frequency curves. .5 The student will be able to compare frequency distributions, polygons, histograms, and frequency curves.

	.6The student will be able to understand the arithmetic mean and median and how to calculate them. .7The student will be able to understand bar graphs and pie charts. .8The student will be able to understand and comprehend geometric and graphical representations. .9The student will understand and comprehend correlation and how to calculate it. .10Students will be assigned daily homework. .11Dialogue and discussion. .12Interaction and communication.
Indicative Contents المحتويات الإرشادية	The course content includes the following: Introduction to the Principles of Statistics, including: .1Introduction to Statistics. .2The concept of samples and their types. .3The concept of data and how to collect and classify it. .4The concept of proportional and cumulative frequency distributions and how to plot them. .5The concept of polygons, histograms, and frequency curves and how to plot them. .6The concept of geometric and graphical representations. .7The concept of median and arithmetic mean. .8Bar graphs and pie charts and how to plot them. .9Understanding the concept of correlation and how to calculate it. Total hours = SSWL 63 (exam hours) = 60 + 3 = 63 hours (timetable hours x 15 weeks)

Learning and Teaching Strategies استراتيجيات التعلم والتعليم	
Strategies	The main strategy to be adopted in delivering this course is to encourage student participation in assignments and class discussions, while simultaneously improving and

	expanding their thinking skills regarding statistical concepts. This will be achieved through interactive classroom sessions, lectures, and educational programs, as well as the presentation of statistical problems that include diagrams, graphs, and theoretical explanations of the material.		
Student Workload (SWL)			
الحمل الدراسي للطالب محسوب لـ ١٥ أسبوعا			
Structured SWL (h/sem)	63	Structured SWL (h/w)	6
الحمل الدراسي المنتظم للطالب خلال الفصل		الحمل الدراسي المنتظم للطالب أسبوعيا	
Unstructured SWL (h/sem)	62	Unstructured SWL (h/w)	7
الحمل الدراسي غير المنتظم للطالب خلال الفصل		الحمل الدراسي غير المنتظم للطالب أسبوعيا	
Total SWL (h/sem)	125		
الحمل الدراسي الكلي للطالب خلال الفصل			

Module Evaluation تقييم المادة الدراسية					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	10% (20)	6 and 14	All
	Assignments	6	5% (2)	Continuous	1,2 and 8
	Online	5	5% (2)		1,2,3,5,9,10
	Onsite				
	Report	1	10% (10)	4 and 7	All
	Seminar	2	10%(6)	2,4,6,8,10,11	All
Summative assessment	Midterm Exam	1hr	10% (10)	14	All
	Final Exam	3hr	50% (50)	15	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

المنهاج الاسبوعي النظري

	Material Covered
Week 1	Introduction to Statistics
Week 2	Samples
Week 3	Data Collection, Classification, Tabulation, and Presentation
Week 4	Tabular Presentation of Data
Week 5	Frequency Distribution
Week 6	Relative Frequency Distribution
Week 7	Cumulative Frequency Distribution
Week 8	Geometric and Graphical Presentation of Data
Week 9	Bar and Rectangle Graphs
Week 10	Pie Charts
Week 11	Line Graphs
Week 12	Polygons, Histograms, and Frequency Curves
Week 13	Arithmetic Mean
Week 14	Media
Week 15	Correlation
	Midterm Exam

Learning and Teaching Resources

مصادر التعلم والتدريس

	Text	Available in the Library?
Required Texts	مبادئ الإحصاء / د. خاشع الراوي	متوفر

النصوص المطلوبة		
Recommended Texts النصوص الموصى بها	رسائل واطاريح جامعية	متوفر
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.				

Module 1

Code	Course/Module Title	ECTS	Semester
MMM-1207	Principle of Statistics	5.00	2
Class (hr/w)	Lect/Lab./Prac./Tutor	SSWL (hr/sem)	USSWL (hr/w)
3	1	63	62
Description			
This course aims to provide the student with concepts of the principles of statistics in general and their implications, along with a review of statistical topics and tools through a presentation of the concept of sampling, data collection and classification, and then to learn about the concept of the relative and cumulative frequency distribution, the frequency polygon, the frequency histogram, and the frequency curve and how to draw them graphically, the concept of the arithmetic mean and median and how to calculate them, as well as how to draw bar graphs, geometric and pie charts, and also to learn about the concept of correlation and how to calculate it.			

MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information				
معلومات المادة الدراسية				
Module Title	English Language2		Module Delivery	
Module Type	Core		☒ Theory ☒ Lecture ☐ Lab ☒ Tutorial ☐ Practical ☐ Seminar	
Module Code	UOM1021			
ECTS Credits	2			
SWL (hr/sem)	50			
Module Level	1	Semester of Delivery		2
Accounting Department	MAC	College	UOMM	
Module Leader	رفل محمود جاسم		e-mail	rafal_mahmood@uomosul.edu.iq
Module Leader's Acad. Title	lecturer	Module Leader's Qualification		
Module Tutor			e-mail	
Peer Reviewer Name			e-mail	E-mail
Scientific Committee Approval Date	01/10/2024	Version Number	1.0	

Relation with other Modules			
العلاقة مع المواد الدراسية الأخرى			
Prerequisite module	لا يوجد	Semester	
مواد مهيّدة			
Co-requisites module	لا يوجد	Semester	
مواد مكملّة			

Module Aims, Learning Outcomes and Indicative Contents

أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية

Module Objectives أهداف المادة الدراسية	1- Teaching students about greetings, the use of auxiliary verbs, numbers (1-10) and singular and plural 2- Teaching students about Countries, pronouns and possessives(her, his) 3- Teaching students about jobs, how to make negative and questions sentences 4- Teaching students about how to explain personal information and the use of numbers(11-20) 5- Teaching students about relationships with the family and friends, the use of possessives(our, their) 6- Teaching students about the use of have and has, and the use of alphabet with the correct pronunciation 7- Teaching students about to express the way I live, and present simple tense with (I, you, we, they) 8- Teaching students about the use of articles, languages, nationalities, numbers and prices. 9- Teaching students about how to express the time, the use of present simple tense with (he, she) 10- Teaching students about (always, sometimes, never), words that go together, and days of the week. 11- Teaching students about how to express my favorites, and the use of question words 12- Teaching students about how to express rooms, furniture, and the use of prepositions and directions
Module Learning Outcomes مخرجات التعلم للمادة الدراسية	1- The student is able to use am, is, are, and the numbers (1-10), and hoe to use singular and plural 2- The student is able to express (your world, countries) the use of (he, she, it) and possessives (his, her) 3- The student is able to express all about you, jobs, negatives, and questions 4- The student is able to express personal information, numbers (11-20) 5- The student is able to talk about family and friends, the use of possessives(our, their) 6- The student is able to use have, has. The alphabet 7- The student is able to express the way he live. The use of present simple with (I, you, they, we) 8- The student is able to use articles, how to express nationalities, languages, numbers and prices 9- The student is able to express the time, the use of present simple with (he, she) 10- The student is able to use(always, sometime, never) and days of the week 11- The student is able to express my favorites and question words 12- The student is able to express rooms, furniture, prepositions and directions
Indicative Contents	The instructional content includes the following:

المحتويات الإرشادية	Part A - Class Lecture 1- Studying letters and numbers in English, how to pronounce, write, and use them correctly. 2- Studying some important English vocabulary words for daily life and how to use them in conversations, in addition to spelling them correctly. 3- Studying the present simple tense in English and its uses. 4- Studying articles and how to use them, in addition to prepositions, pronouns, possessive pronouns, and how to form singular and plural nouns. 5- Studying how to express oneself in English and explaining family relationships and friendships. 6- Expressing different languages and nationalities. 7- Studying the days of the week and expressing time. 8- Studying how to describe furniture, room components, directions, and location. Part B - Tutorial 1- Using conversations and direct questions and answers to enable the student to understand and comprehend, and to answer correctly in English. 2- Reading some texts to enable the student to understand and comprehend as many English vocabulary words as possible. 3- Using oral reading of texts by the student to ensure correct pronunciation of vocabulary words. 4- Using direct writing to Enabling the student to write correctly and fluently. 5- Enabling the student to use language skills (reading, listening, writing, and speaking) effectively through various classroom activities and integrating them into daily life. Total hours = 60 = SSWL - (Exam hours) = 60 + 3 = 63 hours (Timetable hours x 15 weeks)
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Learning and Teaching Strategies

استراتيجيات التعلم والتعليم

Strategies	الاستراتيجية الرئيسية التي سيتم اتباعها في تقديم هذه الوحدة هي تشجيع مشاركة الطلاب في التمارين، وفي الوقت نفسه صقل وتوسيع مهارات التفكير النقدي لديهم. سيتم تحقيق ذلك من خلال الفصول الدراسية والدروس التفاعلية ومن خلال تحليل الحالات العملية لتطبيق المهارات اللغوية التي تنطوي على بعض أنشطة ومشاركة الطلاب في تطبيق هذه الحالات وتحليلها
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Student Workload (SWL)

الحمل الدراسي للطلاب محسوب لـ ١٥ أسبوعا

Structured SWL (h/sem) الحمل الدراسي المنتظم للطلاب خلال الفصل	33	Structured SWL (h/w) الحمل الدراسي المنتظم للطلاب أسبوعيا	5
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطلاب خلال الفصل	17	Unstructured SWL (h/w) الحمل الدراسي غير المنتظم للطلاب أسبوعيا	3
Total SWL (h/sem)	50		

الحمل الدراسي الكلي للطالب خلال الفصل	
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Module Evaluation					
تقييم المادة الدراسية					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment التقييم التكويني	Quizzes	3	20% (15)	4,7,10,13	LO#1, #2, #3, LO #4, #5, LO #6 #7, LO #8 #9
	Online Assignments	1	5% (10)	Continuous	LO #3, #4 and #6, #7
	Onsite Assignments	4	5% (10)	Continuous	All
	Report	1	5% (5)	13	LO #5, #8 and #9
	Seminar	1	5%(5)	2,12	LO #6, #7, #8, #9
Summative assessment التقييم التلخيصي	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 الاسبوعي النظري	
	Material Covered
Week 1	Hello, am\is\are, Numbers 1-10, plurals
Week 2	Your world, Countries, He\she\they, His\ her
Week 3	All about you, Jobs, Negatives and questions
Week 4	Personal information, Numbers 11-20
Week 5	Family and friends, Our\ their, possessive's
Week 6	The family, has\ have, The alphabet
Week 7	The way I live, Sports, Food, Drinks, Present simple- I, you, we, they
Week 8	a, an, Languages and Nationalities, Number and prices
Week 9	Every day, The time, Present simple- he\she

Week 10	Always, sometimes, never, Words that go together, Days of the week
Week 11	My favorites, Question words
Week 12	Me\ him\ us\ them, this\ that, adjectives
Week 13	Where I live, rooms and furniture
Week 14	There is\ are, Prepositions,
Week 15	Directions
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	New Headway Plus / Beginner Student’s Boob. For : John and Liz Soars/ Oxford University Press			No
Recommended Texts				
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.

Code	Course/Module Title	ECTS	Semester
UOM1021	اللغة الانكليزية	2	2
Class (hr/w)	Lect/Lab./Prac./Tutor	SSWL (hr/sem)	USSWL (hr/w)
3	1	33	17
Description			
This course aims to enabling students to: 1- Teaching students about greetings, the use of auxiliary verbs, numbers (1-10) and singular and plural 2- Teaching students about Countries, pronouns and possessives (her, his) 3- Teaching students about jobs, how to make negative and questions sentences 4- Teaching students about how to explain personal information and the use of numbers (11-20) 5- Teaching students about relationships with the family and friends, the use of possessives (our, their) 6- Teaching students about the use of have and has, and the use of alphabet with the correct pronunciation 7- Teaching students about to express the way I live, and present simple tense with (I, you, we, they) 8- Teaching students about the use of articles, languages, nationalities, numbers and prices. 9- Teaching students about how to express the time, the use of present simple tense with (he, she) 10- Teaching students about (always, sometimes, never), words that go together, and days of the week. 11- Teaching students about how to express my favorites, and the use of question words Teaching students about how to express rooms, furniture, and the use of prepositions and direction			

MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Computer

Module Information			
معلومات المادة الدراسية			
Module Title	Computer		Module Delivery
Module Type	B		☒ X Theory ☒ X Lecture ☒ X Lab ☐ Tutorial ☐ Practical ☐ Seminar
Module Code	UOM1031		
ECTS Credits	3		
SWL (hr/sem)	75		
Module Level	1	Semester of Delivery	2
Administering Department	MMM	College	Administration & Economics
Module Leader	Ibtisam Kareem Turki	e-mail	
Module Leader's Acad. Title	Assist. Lecturer	Module Leader's Qualification	Msc.
Module Tutor	د. حسن محمد نوري	e-mail	
Peer Reviewer Name	Hasan Mohammed Noori	e-mail	E-mail
تاريخ موافقة اللجنة العلمية	2024/10/14	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	•Introduction to basic computer skills and information technology concepts •Training on computer components •Familiarization with the Windows 11 operating system •Familiarization with Microsoft Word 2016 •Using computers in daily life •Applying computer skills to serve the user This course description provides a concise overview of the key features of Microsoft Word 2016 and the Windows 11 operating system. This helps students understand how to use computers in practical and academic settings.
Module Learning Outcomes مخرجات التعلم للمادة الدراسية	.1Basic Computer Skills: -Properly turning the computer on and off. -Understanding the different computer components and their functions. .2Operating System Skills: -Ability to navigate the operating system (e.g., Windows, macOS, or Linux). -File and Folder Management: Creating, copying, moving, and deleting files and folders. .3Productivity Software:

	-Using word processing software (e.g., Microsoft Word or Google Docs). -Creating and editing spreadsheets (e.g., Microsoft Excel or Google Sheets). .4Internet Skills: -Effectively browsing the web and using search engines. -Knowing how to set up and use email. -Understanding basic online security and protecting personal data. .5Advanced Technical Skills: -Understanding programming fundamentals (e.g., basic programming principles if part of the curriculum). -Knowing how to install and uninstall programs and applications. -Ability to troubleshoot basic technical problems. .6Online Collaboration Skills: -Using online collaboration tools such as Google Drive or Microsoft OneDrive. - Participate in online meetings and seminars using tools such as Zoom or Microsoft Teams. .7Digital Ethics: -Understand the ethical issues related to the use of technology. -Be aware of and respect intellectual property rights.
Indicative Contents المحتويات الإرشادية	The computer skills course content aims to provide a comprehensive educational framework that helps students acquire basic and advanced skills in using computers and their technologies. This content can be divided into several main units or topics, including: .1Introduction to Computers: –Definition of a computer: What is a computer, and its history. –Types of computers: Personal computers, laptops, tablets, and supercomputers. –Computer components: Hardware and software. .2Operating Systems: –Introduction to operating systems: Definition of an operating system and examples (such as Windows, macOS, and Linux).

	–Navigating the operating system: Starting up, using the desktop, and managing windows. –Managing files and folders: Creating, copying, moving, and deleting files and folders. .3Productivity Programs: –Word processing: Using programs such as Microsoft Word or Google Docs to create and format documents. –Spreadsheets: Using programs such as Microsoft Excel or Google Sheets to organize and analyze data. .4Internet and Communications: –Internet Basics: How to connect to the internet, use web browsers, and perform effective searches using search engines. –Email: Creating and managing an email account, and sending and receiving messages. –Online Communication: Using tools such as Zoom, Microsoft Teams, and Google Meet. .5Basic Programming: –Introduction to Programming: Definition and importance of programming. –Programming Languages: An overview of common programming languages such as Python and JavaScript. –Writing Basic Code: Creating simple programs and understanding programming logic. .6Digital Ethics: –Ethics in Technology Use: Responsible use of technology and intellectual property rights. –Dealing with Digital Content: Respecting copyright and handling inappropriate content.
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	.7Basic Computer Maintenance: –Preventive Maintenance: Cleaning hardware and updating software. –Basic Troubleshooting: Troubleshooting and reinstalling the operating system
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Learning and Teaching Strategies استراتيجيات التعلم والتعليم	
Strategies	Teaching and learning strategies for computer skills include several methods and approaches aimed at enhancing and deepening learners' understanding in this field. Some effective strategies include: .1Project-based learning: Using practical projects to apply acquired skills, helping students understand how to use software and technical tools in real-world contexts. .2Collaborative learning: Encouraging students to work in groups to solve problems, which enhances their communication and collaboration skills. .3Blended learning: Combining traditional (face-to-face) education with e-learning to ensure a comprehensive learning experience. .4Practical application and exercises: Providing opportunities for students to apply what they have learned through practical exercises, which helps solidify information. .5Using educational games: Utilizing interactive games and applications to increase learner engagement and motivation. .6Self-learning strategies: Encouraging students to explore available online educational resources and learn skills independently. .7Continuous assessment: Using diverse assessment methods to monitor student progress and ensure their understanding of the content. .8Hands-on lab training: Providing well-equipped computer labs to apply acquired skills in a professional environment. .9These strategies help make learning computer skills more effective and motivating for learners.

Student Workload (SWL) الحمل الدراسي للطالب محسوب لـ ١٥ أسبوعا			
Structured SWL (h/sem)	48	Structured SWL (h/w)	3

الحمل الدراسي المنتظم للطالب خلال الفصل		الحمل الدراسي المنتظم للطالب أسبوعيا	
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطالب خلال الفصل	27	Unstructured SWL (h/w) الحمل الدراسي غير المنتظم للطالب أسبوعيا	2
Total SWL (h/sem) الحمل الدراسي الكلي للطالب خلال الفصل	75		

Module Evaluation					
تقييم المادة الدراسية					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	الامتحانات	1hr/2	10% (20)	5,10	All
	الواجبات البيتية	1hr/5	5% (2)	3,6,9,12,15	نظام ويندوز
	واجبات داخل الكلية	1hr/2	5% (2)	8,14	تطبيقات ويندوز
	التقرير	1hr	10% (1)	15	All
Summative assessment	المختبر	2hr	10% (5)	7	ويندوز و وورد 2016
	امتحان النصف	1hr	10%(1)	15	All
	الامتحان النهائي	3hr	50% (50)	16	All
التقييم الإجمالي			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
المنهاج الاسبوعي النظري	
	Material Covered
Week 1	Computer Components, Introduction
Week 2	Computer Components
Week 3	Windows 11, Introduction

Week 4	Windows 11 Interface
Week 5	Desktop and Basic Icons
Week 6	Windows 11 Settings Window
Week 7	Windows 11 Desktop Background and Screensaver
Week 8	First Semester Exam
Week 9	Uninstalling and Installing Programs or Applications
Week 10	User Accounts
Week 11	Files and Folders
Week 12	Introduction to Microsoft Word 2016
Week 13	File Menu
Week 14	Home and Insert Tabs
Week 15	Design and Layout Tabs

Delivery Plan (Weekly Lab. Syllabus)

المنهاج الاسبوعي للمختبر

	Covered Materials
Week 1	Practical Application: Windows 11 Interface
Week 2	Practical Application: Windows Installation
Week 3	Practical Application: Dealing with Uninstalling and Installing Programs
Week 4	Practical Application: User Accounts
Week 5	Practical Application: Files and Folders
Week 6	Practical Application: Introduction to Word 2016
Week 7	Practical Application: Word Menus

Learning and Teaching Resources

مصادر التعلم والتدريس

	Text	Available in the Library?
النصوص المطلوبة	محمد مالك , ابن بلال الزغبى	لا
النصوص الموصى بها	مقدمة في مهارات الحاسوب / تأليف محمد مالك وآخرون	لا
المواقع الإلكترونية		

Grading Scheme

مخطط الدرجات

Group	Grade	التقدير	Marks %	Definition
Success Group (50 - 100)	A - Excellent	امتياز	90 - 100	أداء مذهل
	B - Very Good	جيد جدا	80 - 89	فوق المتوسط مع بعض الأخطاء
	C – Good	جيد	70 - 79	عمل سليم مع وجود أخطاء ملحوظة
	D - Satisfactory	متوسط	60 - 69	عادلة ولكن مع عيوب كبيرة
	E - Sufficient	مقبول	50 - 59	العمل يلبي الحد الأدنى من المعايير
Fail Group (0 – 49)	FX – Fail	راسب (قيد المعالجة)	(45-49)	مطلوب المزيد من العمل ولكن تم منح الائتمان
	F – Fail	راسب	(0-44)	كمية كبيرة من العمل المطلوب

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
UOM1031	COMUTER	3	2
Class (hr/w)	Lect/Lab./Prac./Tutor	SSWL (hr/sem)	USSWL (hr/w)
3	1	48	27
Description			

This course aims to provide the student with the basic concepts of computer skills, information technology, training on computer components, familiarization with the use of the Windows 11 operating system, familiarization with the use of Word 2016, use of computers in daily life, and employing computer skills in service of the user.