

**Ministry of Higher Education and Scientific
Research
Scientific Supervision and Evaluation
Authority
Quality Assurance and Academic
Accreditation Department
Accreditation Section**



Study Program Guide According to the Bologna Path

2024

Study Program Guide

According to the Bologna Pathway

(Accredited based on a twinning agreement with the University of Karbala –
College of Administration and Economics / Department of Business
Administration)

University Name: Warith Al-Anbiya University

College/Institute: College of Management and Economics

Academic Department: Department of Business Administration

Academic or Professional Program Name: Bachelor's of Business
Administration

Final Degree Name: Bachelor's of Business Administration

Academic system: Bologna Pathway for the first stage Description Date:
1/10/2024

File Completion Date: 1/10/2024

:Signature

Name of Department Head: Asst. Prof.

Dr. Muhammad Majeed Al-Hamdani

Date: 1/10/2024

Signature:

Name of Academic Assistant: Asst. Prof.

Dr. Fahad Mughmeish Al-Shammari

Date: 1/10/2024

File reviewed by

Quality Assurance and University Performance Division

Name of Director of Quality Assurance and University Performance Division:

Prof. Dr. Talal Mohammed Ali Al-Jajawi


Date: 1/10/2024

Signature

Approval of the Dean

Prof. Dr. Awad Kazim Al-Khalidi

1/10/2024

University of Warith Al-Anbiyaa College of Administration and Economics		Warith Al-Anbiya University College of Administration and Economics
Business Administration Department		Department of Business Administration
<u>Bachelor's degree (B.Sc.) - Business Administration</u>	2025/2024	<u>Bachelor of Science – Business Administration</u>
<u>Study Program Guide</u>		
<u>1-MISSION&VISION</u>		<u>First: Mission and Vision</u>
<p>Vision: The vision of the department is to assume the position of leadership in education and private scientific research in administrative sciences at the academic, professional, and local and international levels. Represented in the creation of a scientific environment based on research, education, and scientific sources. Graduating qualified cadres in the field of administrative sciences.</p> <p>Mission: The mission of the department is based on the advancement of academic and scientific administrative sciences, the creation of a sober scientific environment based on research and high-efficiency sources, and the qualification of graduates who have scientific and professional knowledge and enjoy high ethical values and interrelated relationships in the administrative business environment.</p>		
<u>2-PROGRAM SPECIFICATION</u>		<u>Second: Program Specifications</u>
<p>The department graduates qualified students in the field of management, grants an administrative job title, contributes to working in administrative positions in all state institutions in various sectors, and the graduate of the department obtains a bachelor's degree in business administration.</p>		
<u>3-PROGRAM GOALS</u>		<u>Third: Program Objectives</u>
<ol style="list-style-type: none"> 1. Providing an academic learning environment that supports all fields of administrative sciences . 2. Raising the level of teaching performance in line with the vision and mission of the department by attracting scientific competencies and the optimal selection of human elements. 3. Working on the possibility of introducing special technological means in administrative sciences through the use of information technology and providing an environment suitable for administrative work at the local and international levels. 		
<u>4-STUDENT LEARNING OUTCOMES</u>		<u>Fourth: Learning Outcomes</u>

OUTCOMES 1: IDENTIFICATION OF COMPLEX RELATIONSHIPS THE DEPARTMENT GRADUATES QUALIFIED STUDENTS IN THE FIELD OF MANAGEMENT, GRANTS AN ADMINISTRATIVE JOB TITLE, CONTRIBUTES TO WORKING IN ADMINISTRATIVE POSITIONS IN ALL STATE INSTITUTIONS IN VARIOUS SECTORS, AND THE GRADUATE OF THE DEPARTMENT OBTAINS A BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION AND WILL BE PROVIDED WITH THE FOLLOWING:

1. Theoretical and practical academic knowledge in the field of management .
2. Develop skills to increase job placement.
3. A general introduction to the scientific and practical foundations and principles in administrative sciences, their objectives and principles.
4. Introduce the student to administrative systems in the work environment.
5. Work in the business sector and for all management levels
6. Students study all study programs that qualify them to work in commercial companies and in many jobs such as human resources, financial and administrative resources for strategy, marketing, and other jobs .

OUTCOMES 2: ORAL AND WRITTEN COMMUNICATION ENABLES THE PROGRAM TO INTRODUCE THE STUDENT TO THE THEORETICAL STRUCTURE OF ADMINISTRATIVE SCIENCES

OUTCOMES 3: LABORATORY AND FIELD STUDYTHE PROGRAM ENABLES THE STUDENT TO RESEARCH SCIENTIFICALLY FOR MODERN SOURCES AND DEVELOP HIS IDEAS WITH ALL NEW

OUTCOMES 4: SCEINTIFIC KNOWLEDGEPROVIDES THE STUDENT WITH SCIENTIFIC KNOWLEDGE

OUTCOMES 5: DATA ANALYSIS HELPS STUDENTS DEVELOP THEIR ABILITIES TO FACE THE EVER-EVOLVING JOB MARKET

OUTCOMES 6: CRITICAL THINKING ENABLES STUDENTS TO THINK ABOUT MODERN MANAGEMENT METHODS AND PROFESSIONAL ETHICS

5-ACADEMIC STAFF

(Names of the teaching staff are shown below)

Fifth: Faculty

Assoc. Prof. Dr. Mohammed Majeed Al-Hamdani	mohammed.ma@uowa.edu.iq
Assoc. Prof. Dr. Hussein Mohamed Ali Kashkool	husseinmohammed.1986@gmail.com
Eng. Mariam Jamil Ahmed	mariam.j@uowa.edu.iq
Assoc. Prof. Dr. Fahad Mughimish Al-Shammari	fahad.mg@uowa.edu.iq
Eng. Ayat Mohamed Najm	ayaatalshimary95@gmail.com
Eng. Mayada Aziz Obeid	mayada.az@uowa.edu.ia
Assoc. Prof. Dr. Saleh Majeed	Salih.majid@uowa.edu.ia
Eng. Mohamed Hussein Radi	mohammed.hussein@uowa.edu.iq

6-CREDITS, GRADING &GPA

Grading Chart

Sixth: Credits, Grades, and Cumulative Average


Accep table	59-50	E	medium	69-60	D	Good	79-70	C	Very good	89-80	B	privile ge	100-90	A
				Failure		44-00	F		Deposits in Processing	49-45	FX			


7-MODULES


(Curriculum guide attached)


Seventh: Study Materials


	3	BA1203	Principles of Accounting	Accounting Principles	Arabic	3			1		3	63	87	150	6.00	B	
	4	BA1204	English Reading in Business	Administrative Readings English	English	2			1		3	48	77	125	5.00	B	
	5	UN125	Fundamentals of Computer Science	Fundamentals of Computer Science	Arabic	1		2			3	48	27	75	3.00	S	
	6	UN126	Human Right & Democracy	Democracy and Human Rights	Arabic	2					3	33	17	50	2.00	S	
					Total	15	0	2	2	2	0	18	333	417	750	30.00	
Note: The student should complete 4 weeks of Summer Internships to fulfil the requirements of the bachelor's degree																	
Structured SWL (hr./w) type	CL	Class Lecture		Module type		B	Basic learning activities			SWL:	Student Workload						
	Lab	Laboratory				C	Core learning activity			SSWL:	Structured SWL						
	Pr	Practical Training				S	Support or related learning activity			USSWL:	Unstructured SWL						
	Tut	Tutorial				E	Elective learning activity										
	Lect	Online lecture															
	Sem n	Seminar		Note: Columns O, Q and R are programmed, protected and should not be edited													
8-CONTACT					(Name, address, and email of the head of the department and the rapporteur)					<u>Eighth: Communication</u>							
a.M. Dr. Mohammed Majeed Jawad Al-Hamdani					mohammed.ma@uowa.edu.iq												
Assoc. Prof. Dr. Hussein Mohamed Ali Kashkool					huseinmohammed.1986@gmail.com												


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<u>1-OVER VIEW</u>				<u>First: Overview</u>	
<u>2-UNDERGRADUATE COURSES</u>		(All courses in the same form are listed below)		<u>Second: Study Materials</u>	
<u>MODULE 1</u>					
<u>CODE</u>		<u>COURSE/MODULE TITLE</u>		<u>ECTS</u>	
<u>BA1101</u>		Fundamentals of Business Administration Basic of business Administration		<u>8</u>	
<u>Class (hr./w)</u>		<u>Lect/Lab./Prac. /Tutor</u>		<u>SSWL (hr./sem)</u>	
<u>4</u>		<u>1</u>		<u>78</u>	
				<u>USWL (hr./w)</u>	
				<u>122</u>	
<u>3-CONTACT</u>		(Name, address, and email of the head of the department and the rapporteur)		<u>Third: Communication</u>	
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<u>MODULE 1</u>					
<u>CODE</u>	<u>COURSE/MODULE TITLE</u>	<u>ECTS</u>	<u>SEMESTER</u>		
<u>BA1103</u>	Accounting Basics Basic of Accounting	<u>6</u>	<u>1</u>		
<u>Class (hr./w)</u>	<u>Lect/Lab./Prac. /Tutor</u>	<u>SSWL (hr./sem)</u>	<u>USWL (hr./w)</u>		
<u>3</u>	<u>1</u>	<u>63</u>	<u>87</u>		
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<u>MODULE 1</u>					
<u>CODE</u>		<u>COURSE/MODULE TITLE</u>		<u>ECTS</u>	
<u>BA1104</u>		Business Mathematics Mathematics for Business		<u>6</u>	
<u>Class (hr./w)</u>		<u>Lect/Lab./Prac. /Tutor</u>		<u>SSWL (hr./sem)</u>	
<u>3</u>		<u>1</u>		<u>63</u>	
<u>3-CONTACT</u>		(Name, address, and email of the head of the department and the rapporteur)		<u>Third: Communication</u>	
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<u>MODULE 1</u>					
<u>CODE</u>		<u>COURSE/MODULE TITLE</u>		<u>ECTS</u>	
<u>BA1102</u>		Principles of Economics Principles of Economic		<u>6</u>	
<u>Class (hr./w)</u>		<u>Lect/Lab./Prac. /Tutor</u>		<u>SSWL (hr./sem)</u>	
<u>3</u>		<u>1</u>		<u>63</u>	
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<u>MODULE 1</u>			
<u>CODE</u>	<u>COURSE/MODULE TITLE</u>	<u>ECTS</u>	<u>SEMESTER</u>
<u>UN115</u>	English language English language	<u>2</u>	<u>1</u>
<u>Class (hr./w)</u>	<u>Lect/Lab./Prac. /Tutor</u>	<u>SSWL</u> (hr./sem)	<u>USWL</u> (hr./w)
<u>2</u>		<u>33</u>	<u>17</u>
<u>3-CONTACT</u>	(Name, address, and email of the head of the department and the rapporteur)	<u>Third: Communication</u>	
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<u>CODE</u>		<u>COURSE/MODULE TITLE</u>		<u>ECTS</u>	
<u>UN116</u>		Arabic Language Arabic language		<u>2</u>	
<u>Class (hr./w)</u>		<u>Lect/Lab./Prac. /Tutor</u>		<u>SSWL (hr./sem)</u>	
<u>2</u>				<u>33</u>	
				<u>USWL (hr./w)</u>	
				<u>17</u>	
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<u>MODULE 1</u>					
<u>CODE</u>		<u>COURSE/MODULE TITLE</u>		<u>ECTS</u>	
<u>BA1201</u>		Principles of Business Administration Principles of business Administration		<u>8</u>	
<u>Class (hr./w)</u>		<u>Lect/Lab./Prac. /Tutor</u>		<u>SSWL (hr./sem)</u>	
<u>4</u>		<u>1</u>		<u>78</u>	
				<u>USWL (hr./w)</u>	
				<u>122</u>	
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<u>MODULE 1</u>			
<u>CODE</u>	<u>COURSE/MODULE TITLE</u>	<u>ECTS</u>	<u>SEMESTER</u>
<u>BA1203</u>	Principles of Accounting Principles of Accounting	<u>6</u>	<u>2</u>
<u>Class (hr./w)</u>	<u>Lect/Lab./Prac. /Tutor</u>	<u>SSWL (hr./sem)</u>	<u>USWL (hr./w)</u>
<u>3</u>	<u>1</u>	<u>63</u>	<u>87</u>
<u>3-CONTACT</u>	(Name, address, and email of the head of the department and the rapporteur)	<u>Third: Communication</u>	
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<u>CODE</u>	<u>COURSE/MODULE TITLE</u>	<u>ECTS</u>	<u>SEMESTER</u>
<u>BA1202</u>	Statistics for Business Administration Statistescs for Business	<u>6</u>	<u>2</u>
<u>Class (hr./w)</u>	<u>Lect/Lab./Prac. /Tutor</u>	<u>SSWL (hr./sem)</u>	<u>USWL (hr./w)</u>
<u>3</u>	<u>1</u>	<u>63</u>	<u>87</u>
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<u>MODULE 1</u>					
<u>CODE</u>		<u>COURSE/MODULE TITLE</u>		<u>ECTS</u>	
<u>BA1204</u>		English Administrative Readings English Reading in Economic		<u>5</u>	
<u>Class (hr./w)</u>		<u>Lect/Lab./Prac. /Tutor</u>		<u>SSWL (hr./sem)</u>	
<u>2</u>		<u>1</u>		<u>48</u>	
				<u>USWL (hr./w)</u>	
				<u>77</u>	
<u>3-CONTACT</u>		(Name, address, and email of the head of the department and the rapporteur)		<u>Third: Communication</u>	
a.M. Dr. Mohammed Majeed Jawad Al-Hamdani		mohammed.ma@uowa.edu.iq			
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<u>MODULE 1</u>					
<u>CODE</u>		<u>COURSE/MODULE TITLE</u>		<u>ECTS</u>	
<u>UN126</u>		Democracy and Human Rights Human Right & Democracy		<u>2</u>	
<u>Class (hr./w)</u>		<u>Lect/Lab./Prac. /Tutor</u>		<u>SSWL (hr./sem)</u>	
<u>2</u>				<u>33</u>	
				<u>USWL (hr./w)</u>	
				<u>17</u>	
<u>3-CONTACT</u>		(Name, address, and email of the head of the department and the rapporteur)		<u>Third: Communication</u>	
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<u>MODULE 1</u>			
<u>CODE</u>	<u>COURSE/MODULE TITLE</u>	<u>ECTS</u>	<u>SEMESTER</u>
<u>UN125</u>	Fundamentals of Computer Science Fundamentals of Computer Science	<u>3</u>	<u>2</u>
<u>Class (hr./w)</u>	<u>Lect/Lab./Prac. /Tutor</u>	<u>SSWL (hr./sem)</u>	<u>USWL (hr./w)</u>
<u>1</u>	<u>2</u>	<u>48</u>	<u>27</u>
<u>8-CONTACT</u>	(Name, address, and email of the head of the department and the rapporteur)	<u>Eighth: Communication</u>	
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MODULE DESCRIPTION FORM

Sample course description

Module Information Course Information					
Module Title	Basic of business Administration			Module Delivery	
Module Type	Core			<input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Lecture <input type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input type="checkbox"/> Practical <input type="checkbox"/> Seminar	
Module Code	BMA101				
ECTS Credits	8				
SWL (hr/sem)	200				
Module Level		UGI 1		Semester of Delivery	
Administering Department		Business Administration		College	
Module Leader		Eng. Mariam Jamil Ahmed		e-mail	
Module Leader's Acad. Title			Module Leader's Qualification		
Module Tutor			e-mail		
Peer Reviewer Name			e-mail		
Scientific Committee Approval Date			Version Number		

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

Student Workload (SWL) The student's academic load is calculated for 15 weeks			
Structured SWL (h/sem) Student's regular academic load during the semester	78	Structured SWL (h/w) Regular Academic Load of the Student Weekly	5
Unstructured SWL (h/sem) Student's irregular academic load during class	122	Unstructured SWL (h/w) Student's irregular academic load per week	8
Total SWL (h/sem) The student's total academic load during the semester	200		

Module Evaluation Assessment of the course					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	10% (10)	6 and 10	1 ,2,4 and 5
	Assignments	2	10% (10)	2 and 12	2,3,4 and 5
	Report	2	10% (10)	4,8	all
	Discussions	5	10% (10)	continuous	all
	Midterm Exam	2hr	10% (10)	13	all

Summative assessment	Final Exam	3hr	50% (50)	16	all
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus) Theoretical Weekly Curriculum	
	Material Covered
Week 1	Introduction to the Study of Business Administration
Week 2	Manager Functions
Week 3	Roles of the Director
Week 4	The Development of Managerial Thought (Traditional School)
Week 5	The Development of Administrative Thought (The Humanistic School)
Week 6	The Development of Managerial Thought (Contemporary School)
Week 7	The Changing Environment
Week 8	Administrative Planning
Week 9	Decision
Week 10	Administrative Organization
Week 11	Administrative Communications
Week 12	Leadership
Week 13	Examination
Week 14	Stimulation
Week 15	Censorship
Week 16	Preparatory week before the final Exam

Learning and Teaching Resources Learning and Teaching Resources		
	Text	Available in the Library?
Required Texts	<ul style="list-style-type: none"> ▪ Principles of Management with a Focus on Business Management – Khalil Al-Shamma 	Yes
Recommended Texts	<ul style="list-style-type: none"> ▪ 	No
Websites	<ul style="list-style-type: none"> ▪ 	

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

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

MODULE DESCRIPTION FORM

Sample course description

Module Information Course Information					
Module Title	Basic of Accounting			Module Delivery	
Module Type	Basic			<input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Lecture <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Tutorial <input checked="" type="checkbox"/> Practical <input type="checkbox"/> Seminar	
Module Code	BMA103				
ECTS Credits	6				
SWL (hr/sem)	150				
Module Level		UGI 1	Semester of Delivery		1
Administering Department		Business Administration	College	College of Management and Economy	
Module Leader	Eng. Ayat Mohamed Najm		e-mail		
Module Leader's Acad. Title			Module Leader's Qualification		
Module Tutor			e-mail		
Peer Reviewer Name			e-mail		
Scientific Committee Approval Date			Version Number		

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

Student Workload (SWL) The student's academic load is calculated for 15 weeks			
Structured SWL (h/sem) Student's regular academic load during the semester	63	Structured SWL (h/w) Regular Academic Load of the Student Weekly	3
Unstructured SWL (h/sem) Student's irregular academic load during class	87	Unstructured SWL (h/w) Student's irregular academic load per week	5
Total SWL (h/sem) The student's total academic load during the semester	150		

Module Evaluation Assessment of the course					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	10% (10)	6 and 10	1, 2,4 and 5
	Assignments	2	10% (10)	3 and 15	1,2,4 and 5
	Discussions	5	10% (10)	continuous	All
	Report	2	10% (10)	4,11	All
	Midterm Exam	2hr	10% (10)	13	All

Summative assessment	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)
Theoretical Weekly Curriculum

	Material Covered
Week 1	Accounting in the Business Environment
Week 2	Accounting Concepts and Principles
Week 3	Accounting Assumptions
Week 4	Characteristics of Accounting Information
Week 5	Budget Equation
Week 6	Budget Equation
Week 7	Single Entry
Week 8	Accounting Constraints
Week 9	Accounting Constraints
Week 10	Account Types
Week 11	Accounting Course
Week 12	Journal log
Week 13	Exam
Week 14	Professor's Record
Week 15	Balance of Trial

Learning and Teaching Resources
Learning and Teaching Resources

	Text	Available in the Library?
Required Texts	Fundamentals of Accounting Knowledge / Talal Al-Jajawi	Yes
Recommended Texts		No
Websites		

Grading Scheme
Grading Chart

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

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

MODULE DESCRIPTION FORM

Sample course description

Module Information Course Information					
Module Title	Mathematics for Business Administration			Module Delivery	
Module Type	Basic			<input checked="" type="checkbox"/> Lecture <input type="checkbox"/> Tutorial <input type="checkbox"/> Practical <input type="checkbox"/> Seminar	
Module Code	BMA104				
ECTS Credits	6				
SWL (hr/sem)	150				
Module Level	UGx11 1	Semester of Delivery		1	
Administering Department			College		
Module Leader	Assoc. Prof. Dr. Mohamed Nabil Hadi		e-mail		
Module Leader's Acad. Title			Module Leader's Qualification		
Module Tutor			e-mail		
Peer Reviewer Name			e-mail		
Scientific Committee Approval Date			Version Number		

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

Student Workload (SWL) The student's academic load is calculated for 15 weeks			
Structured SWL (h/sem) Student's regular academic load during the semester	63	Structured SWL (h/w) Regular Academic Load of the Student Weekly	3
Unstructured SWL (h/sem) Student's irregular academic load during class	87	Unstructured SWL (h/w) Student's irregular academic load per week	6
Total SWL (h/sem) The student's total academic load during the semester	150		

Module Evaluation Assessment of the course					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	10% (10)	8,11	LO #1, #2 , #5, #7
	Assignments	4	10% (10)	4, 8, 12,14	LO#1, #3, #4 , #6, #7
	Discussions	5	10% (10)	All	All
	Report	2	10% (10)	7,14	LO #2, #5 and #6

Summative assessment	Midterm Exam	3hr	10% (10)	11	LO #1 - #7
	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

**Delivery Plan (Weekly Syllabus)
Theoretical Weekly Curriculum**

	Material Covered
Week 1	Derivatives Rules
Week 2	Functions and Drawing
Week 3	Calculus
Week 4	Using Functions in the Administrative Aspect
Week 5	Curve Analysis
Week 6	Exercises
Week 7	Matrices
Week 8	Linear Equations
Week 9	Nonlinear equations
Week 10	examination
Week 11	Probability theory
Week 12	algebra
Week 13	Restricted optimization
Week 14	Exercises
Week 15	Set theory
Week 16	Preparatory week before the final Exam

**Learning and Teaching Resources
Learning and Teaching Resources**

	Text	Available in the Library?
Required Texts	Mathematics Business Management – Shum Series	No. Provided by the professor
Recommended Texts	None	
Websites	There isn't any	

**Grading Scheme
Grading Chart**

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

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

MODULE DESCRIPTION FORM

Sample course description

Course Information				
Unit Title	Principles of Economics		Delivery of the unit	
Unit Type	fundamental		<input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Lecture <input type="checkbox"/> laboratory <input type="checkbox"/> Tutorial <input type="checkbox"/> practical <input type="checkbox"/> Workshop	
Module Code	BMA102			
Credits of the European System	6			
SWL (Hour/Week)	150			
Unit Level	First Stage Course 1	Delivery Separation		1
Department of Management	Business Administration	kidney	Faculty of Business and Economics	
Module Leader	Assoc. Prof. Dr. Fahad Mughimish Al-Shammari	e-mail		
Module Leader's Acad. Title		Module Leader's Qualification		
Module Tutor		e-mail		
Peer Reviewer Name		e-mail		
Scientific Committee Approval Date		Version Number		

Relationship with other educational materials			
Prerequisites Module	There isn't any		Semester
Common Requirements Module	There isn't any		Semester

The student's academic load is calculated for 15 weeks			
Structured SWL (h/sem) Student's regular academic load during the semester	63	Structured SWL (h/w) Regular Academic Load of the Student Weekly	3
Unstructured SWL (h/sem) Student's irregular academic load during class	87	Unstructured SWL (h/w) Student's irregular academic load per week	6
Total SWL (h/sem) The student's total academic load during the semester	150		

Assessment of the course					
As		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative Assessment	Daily Tests	2	10% (10)	5 and 11	LO #1- #4 and #5, #11
	Tasks	2	10% (10)	2 and 12	LO #1 - #4 and #5 - #11
	report	1	10% (10)	Continuous	All
	Discussions	1	10% (10)	13	LO #5 - #8 and #9 - #13
Evaluation Summary	Midterm exam	2hr	10% (10)	7	LO #1 - #7
	Final Exam	3hr	50% (50)	16	All

Overall Evaluation	100% (100 Marks)		
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Theoretical Weekly Curriculum	
	Material Covered
Week 1	The General Framework of Economics in Capitalist and Socialist Thought and Economic Laws
Week 2	Economic Problems: Their Nature and Contemporary Systems
Week 3	Demand, Law of Demand, Demand Curve and Timeline
Week 4	Consumer Market Theory
Week 5	Width, Width Law, Width Curve and Timeline
Week 6	Flexibility of supply, measurement and price of balance
Week 7	Midterm Exam
Week 8	Production (its concept, importance, function of production and its elements)
Week 9	Market Forms and Pricing
Week 10	Value & Prices
Week 11	National Income, Balance and Distribution
Week 12	Wages, Interest, Profans, Nature and Development of Money and Banks
Week 13	Foreign trade and its importance, balance of payments and exchange rate
Week 14	Trade Policies in the Socialist Economy
Week 15	Examples and case studies related to the course
Week 16	A preparatory week before the final exam

Learning and Teaching Resources		
	source	Available at the library?
Required Source	Principles of Economics / Prof. Dr. Kamel Allawi Al-Fatlawi , Prof. Dr. Hassan Latif Al-Zubaidi	Yes
Recommended Source		No
Websites		

Grading Chart				
Group	Grade	Appreciation	Marks %	Definition
Success Group (50 - 100)	A - Excellent	privilege	90 - 100	Great performance
	B - Very Good	Very good	80 - 89	Above average with some errors
	C - Good	Good	70 - 79	Working with noticeable errors
	D - Satisfactory	medium	60 - 69	Medium but with major shortcomings
	E - Sufficient	Acceptable	50 - 59	The work meets minimum standards
Fail Group (0 – 49)	FX – Fail	Deposit (in processing)	(45-49)	More work required but credit is granted
	F – Fail	Failure	(0-44)	A great deal of work is required

Note: Decimal marks above or below 0.5 will be rounded to the highest or lowest full score (e.g., 54.5 will be rounded to 55, while 54.4 will be rounded to 54. The University has a policy of not tolerating "close pass failure" and therefore the only adjustment to the marks awarded by the original mark(s) will be the automatic rounding described above.

MODULE DESCRIPTION FORM

Sample course description

Module Information Course Information					
Module Title	English			Module Delivery	
Module Type	Supplement			Theory Lecture Practical Seminar	
Module Code	UOK102				
ECTS Credits	2				
SWL (hr/sem)	50				
Module Level	UGx11 1		Semester of Delivery		1
Administering Department	Department of Business Administration		College	College of Administration and Economics	
Module Leader	Eng. Mayada Aziz Obeid		e-mail		
Module Leader's Acad. Title			Module Leader's Qualification		
Module Tutor			e-mail		
Peer Reviewer Name			e-mail		
Scientific Committee Approval Date			Version Number		

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

Student Workload (SWL) The student's academic load is calculated for 15 weeks			
Structured SWL (h/sem) Student's regular academic load during the semester	33	Structured SWL (h/w) Regular Academic Load of the Student Weekly	2
Unstructured SWL (h/sem) Student's irregular academic load during class	17	Unstructured SWL (h/w) Student's irregular academic load per week	2
Total SWL (h/sem) The student's total academic load during the semester	50		

Module Evaluation Assessment of the course					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	10% (10)	6 and 9	LO #1, #2 and #10, #11
	Assignments	2	10% (10)	2 and 12	LO #3, #4 and #6, #7
	Discussion	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)
Theoretical Weekly Curriculum

	Material Covered
Week 1	Hello!
Week 2	Your world
Week 3	All about you
Week 4	Family and friends
Week 5	The way I live
Week 6	Every day
Week 7	My favourites
Week 8	Exam
Week 9	Times past
Week 10	We had a great time!
Week 11	I can do that!
Week 12	Please and thank you
Week 13	Here and now
Week 14	It is time to go!
Week 15	Exam
Week 16	Preparatory week before the final Exam

Learning and Teaching Resources
Learning and Teaching Resources

	Text	Available in the Library?
Required Texts	New Headway Plus/ Beginner	No
Recommended Texts	Activity book	No
Websites		

Grading Scheme
Grading Chart

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

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

MODULE DESCRIPTION FORM

Sample course description

Course Information					
Unit Title	Arabic Language			Delivery of the unit	
Unit Type	secondary			<input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Lecture <input type="checkbox"/> laboratory <input checked="" type="checkbox"/> Tutorial <input type="checkbox"/> practical <div style="text-align: right;"><input checked="" type="checkbox"/> Seminar</div>	
Module Code	UOK101				
European System Credits	2				
SWL Hour/(Week)	50				
Unit Level		UGx11 1	Delivery Separation		1
Department of Management		Business Administration	kidney	Faculty of Administration and Economics	
Module Leader	Assoc. Prof. Dr. Saleh Majeed Ali		e-mail		
Module Leader's Acad. Title			Module Leader's Qualification		
Module Tutor			e-mail		
Peer Reviewer Name			e-mail		
Scientific Committee Approval Date			Version Number		

Relationship with other subjects			
Prerequisites Module	There isn't any	Semester	
Common Requirements Module	There isn't any	Semester	

The student's academic load is calculated for 15 weeks			
Structured SWL (h/sem) Student's regular academic load during the semester	33	Structured SWL (h/w) Regular Academic Load of the Student Weekly	2
Unstructured SWL (h/sem) Student's irregular academic load during class	17	Unstructured SWL (h/w) Student's irregular academic load per week	2
Total SWL (h/sem) The student's total academic load during the semester	50		

Assessment of the course					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative Assessment	Tests	2	10% (10)	5 and 12	LO #1, #2 and #10, #11
	Tasks	2	10% (10)	2 and 12	LO #3, #4 and #6, #7
	Discussions	1	10% (10)	Continuous	All
	report	1	10% (10)	13	LO #5, #8 and #10

Evaluation Summary	Mid Exam	2hr	10% (10)	7	LO #1 - #7
	Final Exam	3hr	50% (50)	16	All
Overall Evaluation			100% (100 Marks)		

Theoretical Weekly Curriculum

	Material Covered
Week 1	Introduction to the importance of the Arabic language
Week 2	Surah Al-Duha
Week 3	The Beginner and the News
Week 4	Justifications for starting with denial
Week 5	The poet Abu Tayyib Al-Mutanabbi
Week 6	Mid-Term Exam
Week 7	Imam Ali's Message to Malik Al-Ashtar
Week 8	Number and number (single and complex numbers)
Week 9	(Numbers Attached / Words of Contracts)
Week 10	Punctuation
Week 11	Qatari poet bin Al-Fajaa
Week 12	Course
Week 13	Difference Between Dhaad and Dhaa
Week 14	Discrimination
Week 15	How to write a hyphen and a fragmentation complication
Week 16	A preparatory week before the final exam

Learning and Teaching Resources

	source	Available in the library ?
Required Source	General Arabic Language Binding for Non-Specialty Departments	Yes
Recommended Source	Explanation of Ibn Aqeel on Alfiyah bin Malik by Muhammad - Arabic literature in the Umayyad era - Arabic literature in the Abbasid era - Shawqi Dhaif	Yes
Websites	http://noor-book.com/p0cysg	

Grading Chart

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

Note: Marks with decimal places greater than 0.5 or below the full score of the highest or lowest will be rounded (e.g., the 54.5 mark will be rounded to 55, while the 54.4 mark will be rounded to 54). The University has a policy of not condoning "imminent passage failures", so the only modification to marks awarded by the original mark(s) will be the automatic rounding described above.

MODULE DESCRIPTION FORM

Sample course description

Module Information			
Course Information			
Module Title	Principles of business Administration		Module Delivery
Module Type	Core		<input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Lecture <input type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input type="checkbox"/> Practical <input type="checkbox"/> Seminar
Module Code	BMA107		
ECTS Credits	8		
SWL (hr/sem)	200		
Module Level	UGI 1	Semester of Delivery	
Administering Department	Business Administration	College	College of Management and Economy
Module Leader	Eng. Mariam Jamil Ahmed	e-mail	
Module Leader's Acad. Title		Module Leader's Qualification	
Module Tutor		e-mail	
Peer Reviewer Name		e-mail	
Scientific Committee Approval Date		Version Number	

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

Module Aims, Learning Outcomes and Indicative Contents	
Course Objectives, Learning Outcomes, and Instructional Contents	
Module Objectives	
Course Objectives	
Module Learning Outcomes	<ol style="list-style-type: none"> 1. A thorough understanding of the concepts and activities of business organizations such as operations management, marketing, human resources, finance, research and development, etc. 2. It shows the student social responsibility, business ethics, effectiveness, efficiency, and organizational goals in business organizations. 3. It demonstrates to the student comprehensive content for managing creativity and organizational change in the business environment. 4. Understand the role of knowledge management, strategic management, and quality management in business organizations of all kinds. 5. The student acquires interaction skills within work teams and the ability to analyze the causes of work obstacles. 6. Have a good ability for project management, planning, communication skills, and time management within organizations.
Learning Outcomes for the Course	
Indicative Contents	
How-to Contents	
Learning and Teaching Strategies	
Learning and Teaching Strategies	

Strategies	
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Student Workload (SWL)			
The student's academic load is calculated for 15 weeks			
Structured SWL (h/sem) Student's regular academic load during the semester	78	Structured SWL (h/w) Regular Academic Load of the Student Weekly	5
Unstructured SWL (h/sem) Student's irregular academic load during class	122	Unstructured SWL (h/w) Student's irregular academic load per week	8
Total SWL (h/sem) The student's total academic load during the semester	200		

Module Evaluation					
Assessment of the course					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	10% (10)	6 and 10	1,2,4 and 5
	Assignments	2	10% (10)	2 and 12	2,3,4 and 5
	Report	2	10% (10)	4,8	all
	Discussions	5	10% (10)	continuous	all
Summative assessment	Midterm Exam	2hr	10% (10)	13	all
	Final Exam	3hr	50% (50)	16	all
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
Theoretical Weekly Curriculum	
	Material Covered
Week 1	Business Organizations and Activities
Week 2	Operations Management
Week 3	Marketing Management
Week 4	Human Resource Management
Week 5	Financial Management
Week 6	R&D Department
Week 7	Social Responsibility and Business Ethics
Week 8	Effectiveness and Efficiency
Week 9	Organizational Objectives
Week 10	Strategic Management
Week 11	Creativity Management
Week 12	Organizational Change
Week 13	Examination
Week 14	Quality Management
Week 15	knowledge management

Delivery Plan (Weekly Lab. Syllabus)	
Weekly Laboratory Curriculum	
	Material Covered

Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
Week 6	
Week 7	

Learning and Teaching Resources		
Learning and Teaching Resources		
	Text	Available in the Library?
Required Texts	<ul style="list-style-type: none"> ▪ Book of Principles of Management and Focus on Business Administration / Khalil Al-Shammaa 	Yes
Recommended Texts	<ul style="list-style-type: none"> ▪ 	No
Websites	<ul style="list-style-type: none"> ▪ 	

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

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

MODULE DESCRIPTION FORM

Sample course description

Module Information Course Information			
Module Title	Principles of Accounting		Module Delivery
Module Type	Basic		<input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Lecture <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Tutorial <input checked="" type="checkbox"/> Practical <input type="checkbox"/> Seminar
Module Code	BMA109		
ECTS Credits	6		
SWL (hr/sem)	150		
Module Level	UGI 1	Semester of Delivery	
Administering Department	Business Administration	College	College of Management and Economy
Module Leader	Eng. Ayat Mohamed Najm	e-mail	
Module Leader's Acad. Title		Module Leader's Qualification	
Module Tutor		e-mail	
Peer Reviewer Name		e-mail	
Scientific Committee Approval Date		Version Number	

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 Instructional Contents	
Module Objectives Course Objectives	
Module Learning Outcomes Learning Outcomes for the Course	7. Comprehensive understanding of the course concept 8. Explains to the student the characteristics of the course. 9. Explain the course content to the student. 10. Explain to the student theories related to the course. 11. The student is provided with the policies followed in the course. 12. The student is given examples of other people's experiences. 13. Analyzes the causes of these problems 14. Comparing Experiments 15. Communication and Communication Skills
Indicative Contents How-to Contents	

Learning and Teaching Strategies Learning and Teaching Strategies	
Strategies	

Student Workload (SWL) The student's academic load is calculated for 15 weeks			
Structured SWL (h/sem) Student's regular academic load during the semester	63	Structured SWL (h/w) Regular Academic Load of the Student Weekly	3
Unstructured SWL (h/sem) Student's irregular academic load during class	87	Unstructured SWL (h/w) Student's irregular academic load per week	6
Total SWL (h/sem) The student's total academic load during the semester	150		

Module Evaluation Assessment of the course					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	10% (10)	6 and 10	1, 2,3,4 and 5
	Assignments	2	10% (10)	3 and 15	1,2,3,4 and 5
	Discussions	5	10% (10)	continuous	All
	Report	2	10% (10)	4,11	All
Summative assessment	Midterm Exam	2hr	10% (10)	13	All
	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus) Theoretical Weekly Curriculum	
	Material Covered
Week 1	Income Statement
Week 2	Income Statement
Week 3	Accounting Errors
Week 4	Accounting Errors
Week 5	Personal Draws
Week 6	Revenue and capital expenditures
Week 7	Accounting for goods (inventory)
Week 8	Accounting for goods (inventory)
Week 9	Periodic and Continuous Inventory System
Week 10	Loans
Week 11	Loans
Week 12	rebate
Week 13	Exam
Week 14	Commercial Discount
Week 15	Cash Discount

Delivery Plan (Weekly Lab. Syllabus) Weekly Laboratory Curriculum	
	Material Covered
Week 1	
Week 2	

Week 3	
Week 4	
Week 5	
Week 6	
Week 7	

Learning and Teaching Resources		
Learning and Teaching Resources		
	Text	Available in the Library?
Required Texts	Fundamentals of Accounting Knowledge / Talal Al-Jajawi	Yes
Recommended Texts		No
Websites		

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

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

MODULE DESCRIPTION FORM

Sample course description

Module Information Course Information				
Module Title	Statistics		Module Delivery	
Module Type	Bacic		<input checked="" type="checkbox"/> Lecture <input type="checkbox"/> Tutorial <input type="checkbox"/> Practical <input type="checkbox"/> Seminar	
Module Code	BMA108			
ECTS Credits	6			
SWL (hr/sem)	150			
Module Level	UGx111	Semester of Delivery		1
Administering Department	Business Administration	College	College of Management and Economy	
Module Leader	Eng. Mohamed Hussein Radi		e-mail	
Module Leader's Acad. Title		Module Leader's Qualification		
Module Tutor		e-mail		
Peer Reviewer Name		e-mail		
Scientific Committee Approval Date		Version Number		

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 Instructional Contents	
Module Objectives Course Objectives	
Module Learning Outcomes Learning Outcomes for the Course	1- Understanding and Using Probabilistic Distributions 2- Develop the student's skill in testing hypotheses and interpreting the results. 3- The ability to use regression analysis to interpret the relationship between different variables. 4- Enhancing the student's skill in using descriptive statistics (arithmetic mean, standard deviation, and frequency distribution tables). 5- Ability to use univariate analysis. 6- Enhance the skill of using some statistical software in analysis. 7- Enhance the student's skill in representing the available data graphically and tabularly.
Indicative Contents How-to Contents	1-

Learning and Teaching Strategies Learning and Teaching Strategies	
Strategies	

Student Workload (SWL) The student's academic load is calculated for 15 weeks			
Structured SWL (h/sem) Student's regular academic load during the semester	63	Structured SWL (h/w) Regular Academic Load of the Student Weekly	3
Unstructured SWL (h/sem) Student's irregular academic load during class	87	Unstructured SWL (h/w) Student's irregular academic load per week	6
Total SWL (h/sem) The student's total academic load during the semester	150		

Module Evaluation Assessment of the course					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	10% (10)	8,11	LO #1, #2 , #5, #7
	Assignments	4	10% (10)	4, 8, 12,14	LO#1, #3, #4 , #6, #7
	Discussions	5	10% (10)	All	All
	Report	2	10% (10)	7,14	LO #2, #5 and #6
Summative assessment	Midterm Exam	3hr	10% (10)	11	LO #1 - #7
	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus) Theoretical Weekly Curriculum	
	Material Covered
Week 1	General Introduction to Statistics
Week 2	data collection
Week 3	Random variables
Week 4	Sample and Sample Types
Week 5	Data Collection Errors
Week 6	Exercises
Week 7	Frequency distribution of data
Week 8	Engineering Presentation of Data
Week 9	Correlation analysis
Week 10	examination
Week 11	Regression analysis
Week 12	Probability theory
Week 13	Statistics except my teachers
Week 14	Exercises
Week 15	Hypothesis testing
Week 16	Preparatory week before the final Exam

Delivery Plan (Weekly Lab. Syllabus)
Weekly Laboratory Curriculum

	Material Covered
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
Week 6	
Week 7	

Learning and Teaching Resources
Learning and Teaching Resources

	Text	Available in the Library?
Required Texts	Statistics – Mahmoud Hassan Al-Mashhadani and Amir Hanna Harmo	Yes
Recommended Texts	None	
Websites	There isn't any	

Grading Scheme
Grading Chart

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

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

MODULE DESCRIPTION FORM

Sample course description

Module Information Course Information				
Module Title	Readings in Management		Module Delivery	
Module Type	Core		Texts, concept, and tests	
Module Code	BMA110			
ECTS Credits	2			
SWL (hr/sem)	50			
Module Level		UGx11 1	Semester of Delivery	
Administering Department			College	Type College Code
Module Leader	Assoc. Prof. Dr. Mohamed Nabil Hadi		e-mail	
Module Leader's Acad. Title			Module Leader's Qualification	
Module Tutor			e-mail	
Peer Reviewer Name			e-mail	
Scientific Committee Approval Date			Version Number	

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

Learning and Teaching Strategies	
Learning and Teaching Strategies	
Strategies	

Student Workload (SWL) The student's academic load is calculated for 15 weeks			
Structured SWL (h/sem) Student's regular academic load during the semester		Structured SWL (h/w) Regular Academic Load of the Student Weekly	
Unstructured SWL (h/sem) Student's irregular academic load during class		Unstructured SWL (h/w) Student's irregular academic load per week	
Total SWL (h/sem) The student's total academic load during the semester			

Module Evaluation Assessment of the course				
	Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Quizzes	2	10% (10)	5 and 10	LO #1, #2 and #10, #11

Formative assessment	Assignments	2	10% (10)	2 and 12	LO #3, #4 and #6, #7
	Projects / Lab. Report	1	10% (10)	Continuous	All
		1	10% (10)	13	LO #5, #8 and #10
Summative assessment	Midterm Exam	2hr	10% (10)	7	LO #1 - #7
	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus) Theoretical Weekly Curriculum	
	Material Covered
Week 1	<ul style="list-style-type: none"> The nature and concept of Managing
Week 2	<ul style="list-style-type: none"> Management movement
Week 3	<ul style="list-style-type: none"> Planning and design making
Week 4	<ul style="list-style-type: none"> Organizing
Week 5	Staffing
Week 6	<ul style="list-style-type: none"> Directing
Week 7	<ul style="list-style-type: none"> Controlling
Week 8	<ul style="list-style-type: none"> Innovation
Week 9	<ul style="list-style-type: none"> Marketing management
Week 10	<ul style="list-style-type: none"> Production management
Week 11	<ul style="list-style-type: none"> Financial management
Week 12	<ul style="list-style-type: none"> Human resources management
Week 13	
Week 14	
Week 15	
Week 16	

Delivery Plan (Weekly Lab. Syllabus) Weekly Laboratory Curriculum	
	Material Covered
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	

Learning and Teaching Resources Learning and Teaching Resources				
	Text	Available in the Library?		
Required Texts	The books are available at the library on shelf, by Dr. Suhaila Mohammad Abbas, 2001.	No		
Recommended Texts		No		
Websites				
Grading Scheme Grading Chart				
Group	Grade	Appreciation	Marks %	Definition
Success Group	A - Excellent	privilege	90 - 100	Outstanding Performance

(50 - 100)	B - Very Good	Very good	80 - 89	Above average with some errors
	C - Good	Good	70 - 79	Sound work with notable errors
	D - Satisfactory	medium	60 - 69	Fair but with major shortcomings
	E - Sufficient	Acceptable	50 - 59	Work meets minimum criteria
Fail Group (0 – 49)	FX – Fail	Deposit (in processing)	(45-49)	More work required but credit awarded
	F – Fail	Failure	(0-44)	Considerable amount of work required
<p>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.</p>				

MODULE DESCRIPTION FORM

Sample course description

Module Information Course Information			
Module Title	Human Rights and Democracy		Module Delivery
Module Type	Non-essential		Theoretical material Lectures Lab <input type="checkbox"/> Tutorial <input type="checkbox"/> Practical <input type="checkbox"/> Seminar
Module Code	UOK103		
ECTS Credits	2		
SWL (hr/sem)	33		
Module Level	UGx11 2	Semester of Delivery	
Administering Department		College	
Module Leader	Eng. Mohamed Diaa Mahdi	e-mail	
Module Leader's Acad. Title		Module Leader's Qualification	
Module Tutor		e-mail	
Peer Reviewer Name		e-mail	
Scientific Committee Approval Date		Version Number	

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

Module Aims, Learning Outcomes and Indicative Contents Course Objectives, Learning Outcomes, and Instructional Contents	
Module Objectives Course Objectives	
Module Learning Outcomes	1- Providing students with the opportunity to understand their political, social, and economic rights in an academic and cognitive way away from misconceptions in society. 2- Changing some of their misconceptions that the student hears from unofficial social media. 3- Trying to expand students' perceptions about their understanding of their political system and its mechanisms of action.
Learning Outcomes for the Course	
Indicative Contents How-to Contents	

Learning and Teaching Strategies Learning and Teaching Strategies	
Strategies	

Student Workload (SWL) The student's academic load is calculated for 15 weeks			
Structured SWL (h/sem)	109	Structured SWL (h/w)	7

Student's regular academic load during the semester		Regular Academic Load of the Student Weekly	
Unstructured SWL (h/sem) Student's irregular academic load during class	91	Unstructured SWL (h/w) Student's irregular academic load per week	6
Total SWL (h/sem) The student's total academic load during the semester	200		

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

Delivery Plan (Weekly Syllabus) Theoretical Weekly Curriculum	
	Material Covered
Week 1	Overview of human rights and their development in the world and Iraq in particular
Week 2	Human Rights in the Mesopotamian Civilization
Week 3	The Nile Valley Civilization and Human Rights in it
Week 4	Other Civilizations and the Importance of Human Rights in them
Week 5	.The concept of human rights in general
Week 6	.Human Rights in the Islamic Religion
Week 7	.Monthly Exam 1
Week 8	International recognition of human rights and related organizations.
Week 9	.Regional recognition of human rights and related organizations
Week 10	Clarification of the Universal Declaration of Human Rights in 1948
Week 11	The First International Covenant on Human Rights in 1966
Week 12	History of the Emergence of Democracy
Week 13	.The Concept and Essence of Democracy
Week 14	Types and Forms of Ancient and Contemporary Democracy
Week 15	Parliamentary Democracy and its Characteristics
Week 16	.Second Month Exam

Learning and Teaching Resources Learning and Teaching Resources		
	Text	Available in the Library?
Required Texts	Human rights development, contents, protection. Written by Riad Aziz Hadi	Yes
Recommended Texts	J. Brian O'Day, political campaign planning manual, a step by step guide to winning the elections, national democratic institute for international affairs , 2004	All of it
Websites		

**Grading Scheme
Grading Chart**

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

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

MODULE DESCRIPTION FORM

Sample course description

Course Information			
Module Title	Computer Skills	Module Delivery	
Module Type	Supporter	<input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Lecture <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Tutorial <input type="checkbox"/> Practical <input type="checkbox"/> Seminar	
Module Code	UOK105		
ECTS Credits	3		
SWL (hr/sem)	75		
Module Level	UGx11	Semester of Delivery	2
Administering Department	Business Administration	College	Faculty of Administration and Economics
Module Leader	Eng. Ali Aziz Mohammed	e-mail	
Module Leader's Acad. Title		Module Leader's Qualification	
Module Tutor		e-mail	
Peer Reviewer Name		e-mail	
Scientific Committee Approval Date		Version Number	

Relationship with other subjects			
Prerequisite module	There isn't any	Semester	
Co-requisites module	There isn't any	Semester	

Course Objectives, Learning Outcomes, and Instructional Contents	
Course Objectives	
Learning Outcomes for the Course	16. Comprehensive understanding of the course concept 17. Explains to the student the characteristics of the course. 18. Understand basic knowledge in information technology. 19. Ability to use application software. 20. Knowledge of operating systems and application software. 21. Understand the importance of information security and how to protect data. 22. Build simple software projects such as applications and software. 23. Acquire programming and code writing skills required by modern jobs. 24. Communication and Communication Skills
How-to Contents	

Learning and Teaching Strategies	
Strategies	

The student's academic load is calculated for 15 weeks			
Student's regular academic load during the semester	48	Regular Academic Load of the Student Weekly	3
Student's irregular academic load during class	27	Student's irregular academic load per week	6

The student's total academic load during the semester	75
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Assessment of the course					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	10% (10)	4 and 10	LO1,2 .LO 6,7
	Assignments	2	10% (10)	2 and 12	LO 1,3,4,5
	lab	1	10% (10)	15	All
	Report	1	10% (10)	13	All
Summative assessment	Midterm Exam	2hr	10% (10)	7	All
	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Theoretical Weekly Curriculum	
Covered Materials	
Week 1	Introduction to Computer, Hardware and Software Concepts and Their Components
Week 2	Computer Components, Computer Parts, Input and Output Units
Week 3	PC (Features & Types), Operating System & GUI
Week 4	Spreadsheets, Spreadsheet and Cell Basics, Word Writing & Typing
Week 5	Presentation Software Basics, Presentation Creation
Week 6	Slideshow, Presentation Prints
Week 7	First Month Exam
Week 8	Introduction to the Internet and Basic Computer Networks, Internet Concept and its Applications
Week 9	Web browsers and search engines
Week 10	IP and the address URL Understanding the address
Week 11	Communications & Emails, Email Basics
Week 12	Use of Emails
Week 13	Computer Error Detection and Repair
Week 14	Basic Techniques and Tools
Week 15	Second Semester Exam

Weekly Laboratory Curriculum	
Covered Materials	
Week 1	Practical Recognition of Computer Components and Parts, Applications of Information Electronics and Communication Technology
Week 2	Practical: Connect I/O devices and peripherals to the CPU
Week 3	Memory types, core CPU components and computer ports
Week 4	Operating System, Use of Mouse, Use Common Graphics, Status Bar and Menu Selection
Week 5	Concept of folders and directories, opening and closing different windows, creating shortcuts, word processing
Week 6	Word Writing & Typography
Week 7	First Month Exam
Week 8	Create your presentation
Week 9	How to connect to the Internet and global networks
Week 10	How to create an email, send and receive emails, and receive sent emails
Week 11	Computer Error Detection and Repair
Week 12	Identify and resolve common hardware and software issues faced by a computer user
Week 13	Basic Techniques and Tools
Week 14	Troubleshooting to diagnose and resolve issues
Week 15	Second Semester Exam

Learning and Teaching Resources		
	Text	Available in the Library?
Required Texts	Graham Brown, David Watson, "Cambridge IGCSE Information and Communication Technology", 3 rd Edition (2020) Al-Khidr Ali Al-Khidr " Fundamentals of Computer" 2016	All of it
Recommended Texts		All of it
Websites		

Grading Scheme Grading Chart				
Group	Grade	Appreciation	Marks %	Definition
Success Group (50 - 100)	A - Excellent	privilege	90 - 100	Outstanding performance
	B - Very Good	Very good	80 - 89	Above average with some errors
	C - Good	Good	70 - 79	Good work with noticeable errors
	D - Satisfactory	medium	60 - 69	Acceptable but with major flaws
	E - Sufficient	Acceptable	50 - 59	Work meets minimum standards
Fail Group (0 - 49)	FX – Fail	Deposit (in processing)	(45-49)	More work is required but recognition has been awarded
	F – Fail	Failure	(0-44)	A great deal of work is required
Note: Decimal scores above or below 0.5 will be rounded to the highest or lowest full score (e.g., 54.5 will be rounded to 55, while 54.4 will be rounded to 54. The University has a zero-tolerance policy for "near-success failures", so the only adjustment to the marks awarded by the original proofreaders will be the automatic rounding described above.				