University of Maisan
جامعة ميسان

First Cycle – Bachelor's Degree (B.Sc.) - Business Administration

بكالوريوس – ادارة اعمال



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١. Overview

This catalogue is about the courses (modules) given by the program of Business Administration to gain the Bachelor of Administration and Economics degree. The program delivers (xx) Modules with (٦٠٠٠) total student workload hours and ٢٤٠ total ECTS. The module delivery is based on the Bologna Process.

نظره عامه

يتناول هذا الدليل المواد الدراسية التي يقدمها برنامج ادارة الاعمال للحصول على درجة بكالوريوس الادارة والاقتصاد، يقدم البرنامج (٤٠) مادة دراسية، على سبيل المثال، مع (٦٠٠٠) إجمالي ساعات حمل الطالب و ٢٤٠ إجمالي وحدات أوروبية. يعتمد تقديم المواد الدراسية على عملية بولونيا.

٢. Undergraduate Courses ٢٠٢٤-٢٠٢٥

Module ١

Code	Course/Module Title	ECTS	Semester
BA١٢٠١	**Principles of business Administration**	٨	٢
Class (hr/w)	**Lect/Lab./Prac./Tutor**	**SSWL (hr/sem)**	**USWL (hr/w)**
٤	١	٧٨	١٢٢
Description			
The Principles of Business Administration course introduces students to the fundamentals of management, including planning, organizing, directing, and controlling as key management functions. The course examines the internal and external environment of organizations and their impact on management, as well as topics such as decision-making, leadership, and human resource management. It also focuses on marketing, operations, and finance management, while highlighting the importance of ethics and social responsibility. The course aims to provide students with a comprehensive understanding of how organizations can be managed effectively and efficiently to achieve goals.			

Module ٢

Code	Course/Module Title	ECTS	Semester
BA١١٠٢	**Principles of Economics**	٦	١
Class (hr/w)	**Lect/Lab./Prac./Tutor**	**SSWL (hr/sem)**	**USWL (hr/w)**
٣	١	٦٣	٨٧
Description			
The Principles of Economics course provides an overview of basic economic concepts such as supply and demand, production, and distribution. The course focuses on the behavior of individuals and institutions in making economic decisions, and the impact of those decisions on the allocation of resources. It also includes analysis of markets, prices, and trade, as well as the role of government in the economy. The goal of the course is to understand how the economy works at both the micro and macro levels, and how this impacts daily life and economic policy.			

Module ٣

Code	Course/Module Title	ECTS	Semester
BA١١٠٤	**Mathematics for Business**	٦	١
Class (hr/w)	**Lect/Lab./Prac./Tutor**	**SSWL (hr/sem)**	**USWL (hr/w)**
٣	١	٦٣	٨٧
Description			
The **"Mathematics for Business"** course focuses on the fundamentals of mathematics such as algebra, ratios, percentages, and geometry. The course includes solving equations, understanding functions, and analyzing data. It aims to develop students' critical and logical thinking skills, enabling them to apply mathematical principles in daily life and various academic fields.			

Module ٤

Code	Course/Module Title	ECTS	Semester
UN١٢٦	**Human Rights & Democracy**	٢	٢
Class (hr/w)	**Lect/Lab./Prac./Tutor**	**SSWL (hr/sem)**	**USWL (hr/w)**
٢	٠	٣٣	١٧
Description			
The course “**Human Rights & Democracy**" ” focuses on understanding basic human rights, such as the right to life, liberty, and equality, and how to protect them. It explores democratic principles such as the rule of law, political participation, and citizens’			

rights. The course aims to raise awareness of the importance of human rights in building just societies, and to understand the relationship between democracy and the guarantee of these rights. It also highlights the role of international and local institutions in protecting rights and promoting democracy.

Module ٥

Code	Course/Module Title	ECTS	Semester
UN١١٦	**Arabic Language**	٢	١
Class (hr/w)	**Lect/Lab./Prac./Tutor**	**SSWL (hr/sem)**	**USWL (hr/w)**
٢	٠	٣٣	١٧
Description			
The Arabic Language course focuses on the study of grammar and morphology to control the correct use of the Arabic language. The course covers basic grammatical rules such as sentence structure, word parsing, and verb rules. It aims to enhance the understanding of sentence structure, and identify the relationships between words in sentences, which contributes to improving writing and speaking in Arabic accurately and correctly.			

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Module ٦

Code	Course/Module Title	ECTS	Semester
BA١١٠٣	**Basic of Accounting**	٦	١
Class (hr/w)	**Lect/Lab./Prac./Tutor**	**SSWL (hr/sem)**	**USWL (hr/w)**
٣	١	٦٣	٨٧
Description			
The Basic of Accounting course introduces students to the fundamentals of management, including planning, organizing, directing, and controlling as key management functions. The course examines the internal and external environment of organizations and their impact on management, as well as topics such as decision-making, leadership, and human resource management. It also focuses on marketing, operations, and finance management, while highlighting the importance of ethics and social responsibility. The course aims to provide students with a comprehensive understanding of how organizations can be managed effectively and efficiently to achieve goals.			

Module ٧

Code	Course/Module Title	ECTS	Semester
BA١٢٠٢	**Statistic for Business**	٦	٢
Class (hr/w)	**Lect/Lab./Prac./Tutor**	**SSWL (hr/sem)**	**USWL (hr/w)**
٣	١	٦٣	٨٧
Description			
The course " **Statistic for Business** " focuses on statistical fundamentals such as data collection, organization, and analysis. It includes the study of frequency distributions, averages, dispersion, and probability. The course aims to develop skills in using statistical tools to understand data and make informed decisions, which enhances understanding in various academic and practical fields.			

Module ٨

Code	Course/Module Title	ECTS	Semester
BA١٢٠٣	**Principles of Accounting**	٦	٢
Class (hr/w)	**Lect/Lab./Prac./Tutor**	**SSWL (hr/sem)**	**USWL (hr/w)**
٣	١	٦٣	٨٧
Description			
The Principles of Accounting course introduces the fundamentals of financial accounting, including recording financial transactions, preparing financial statements such as the balance sheet and income statement, and analyzing them. The course focuses on understanding concepts such as assets, liabilities, equity, revenues, and expenses. It aims to provide students with the skills needed to track the financial performance of organizations and understand how accounting information is used in decision-making. This course is essential for those seeking to understand how to manage financial resources effectively and achieve financial transparency.			

Module ٩

Code	Course/Module Title	ECTS	Semester
UN١٢٥	**Fundamentals of Computer Science**	٣	٢
Class (hr/w)	**Lect/Lab./Prac./Tutor**	**SSWL (hr/sem)**	**USWL (hr/w)**
١	٢	٤٨	٢٧
Description			
The Computer and Word Basics course focuses on teaching the principles of using a computer, such as hardware components, operating systems, and basic software. It also covers Microsoft Word skills, including creating and formatting documents, adding tables and images, and preparing for printing. The course aims to enable students to use the computer efficiently and apply word editing skills to academic and professional tasks.			

Module ١٠

Code	Course/Module Title	ECTS	Semester
BA١٢٠٤	**English readings in business**	٥	٢
Class (hr/w)	**Lect/Lab./Prac./Tutor**	**SSWL (hr/sem)**	**USWL (hr/w)**
٢	١	٤ ٨	٧٧
Description			
The " English readings in business " course focuses on enhancing students' understanding of key management concepts through English-language texts. It covers topics such as leadership, decision-making, organizational behavior, and strategic planning. The course aims to develop students' reading comprehension, critical thinking, and vocabulary in the context of business and management, preparing them for further studies and professional communication in English.			

Module ١١

Code	Course/Module Title	ECTS	Semester
UN١١٥	English Language	٢	١
Class (hr/w)	**Lect/Lab./Prac./Tutor**	**SSWL (hr/sem)**	**USWL (hr/w)**
٢	٠	٣٣	١٧
Description			
The " English readings in busins " course focuses on enhancing students' understanding of key management concepts through English-language texts. It covers topics such as leadership, decision-making, organizational behavior, and strategic planning. The course aims to develop students' reading comprehension, critical thinking, and vocabulary in the context of business and management, preparing them for further studies and professional communication in English.			

Module ١٢

Code	Course/Module Title	ECTS	Semester
BA١١٠١	Basic of business Administration	٨	١
Class (hr/w)	**Lect/Lab./Prac./Tutor**	**SSWL (hr/sem)**	**USWL (hr/w)**
٤	١	٧٨	١٢٢
Description			
The Basic of business Administration, including planning, organizing, directing, and controlling as key management functions. The course examines the internal and external environment of organizations and their impact on management, as well as topics such as decision-making, leadership, and human resource management. It also focuses on marketing, operations, and finance management, while highlighting the importance of ethics and social responsibility. The course aims to provide students with a comprehensive understanding of how organizations can be managed effectively and efficiently to achieve goals.			

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١. Mission & Vision Statement

*Bologna Process Business Administration Department Mission**

The Bologna Process Business Administration Department aims to prepare distinguished graduates " in the fields of management by offering integrated and innovative educational programs that comply with international standards. We seek to provide students with the knowledge and skills necessary to meet the modern challenges of the global business environment, with an emphasis on scientific research, critical thinking, and social responsibility. We aspire to develop future leaders who are able to make a positive impact on their communities."

" Vision Statement

To be a pioneer in providing high-quality management education at the international level, enhancing the competitiveness of our graduates in the global labor market, and contributing to the development of a sustainable and innovative economic society."

Mission Statement

"The mission of the Department of Business Administration is to provide high-quality education that meets international academic and professional standards, aiming to develop students' capabilities through integrated study programs. We work to promote innovation, scientific research, and responsible leadership, with the aim of preparing graduates who possess the skills and knowledge necessary to face the challenges of the contemporary business environment, and to contribute effectively to economic and social development."

٢. Program Specification

Programme code:	**BA**	**ECTS**	٢٤٠
Duration:	٤ levels, ٨ Semesters	**Method of Attendance:**	Full Time

The Business Administration major is a wonderfully broad and well-equipped subject to offer. The Business Administration major is one of the most comprehensive and diverse majors, offering students a broad knowledge of management, economics, marketing, finance, human resources and more. The study of this major typically takes four years, divided into four stages (years), each of which includes a set of courses that prepare the student for a comprehensive understanding of the business world. Here is a detailed look at the four stages:.

Level ١ exposes students to the fundamentals of business administration and is suitable for progression to all programmes within the Management programme group. The core topics of the programme are covered at Level ٢ to prepare for the research-led subject-specific modules at Levels ٣ and ٤. The undergraduate Business Administration graduate is thus trained to appreciate how research informs entry into the labour market.

At Levels ٢, ٣ and ٤, students are free to choose more than half of their modules, provided they choose a combination of modules that reflect their knowledge of management disciplines from marketing and intellectual knowledge to human resources and organisations, to ensure the breadth of knowledge expected of a graduate with a Business Administration degree. This allows students to develop their broad interests in advanced management sciences. Decisions about what to study are made with input from specific tutors.

The spirit of research is developed and reinforced from the outset through practical training, which is either integrated into lecture modules or taught in dedicated practical modules, research seminars and tutorials. There is a compulsory field course at Level ١, which students must complete to progress to Level ٢, and optional field courses at Levels ٢, ٣ and ٤. At Level ٤, all students undertake an

independent research project, which may be a library or data analysis project worth xx credits, or a field or laboratory project worth xx credits.

Academic tutoring at Levels ١ and ٢ is held with the same tutor, who also acts as a personal tutor, providing continuity and progressive guidance. Tutoring at Levels ١ and ٢ includes a number of workshops to teach skills, such as library use and presentation skills, followed by assessment exercises, such as essays and talks, as opportunities to practice these skills in the context of a specific topic.

International years and industrial training are also offered and individual needs are discussed with the appropriate teacher and met where possible.

Advantages of the Bologna Process

• Flexibility: The system offers flexibility in moving between European universities.

• Academic accreditation: The degrees are recognized in all European countries.

• Orientation towards practical skills: It includes practical training and projects, which enhances employment opportunities after graduation.

At the end of the first stage of the Bologna Process, the student obtains a Bachelor's degree in Business Administration, which qualifies him to enter the labor market or continue his studies at a Master's.

٢. Program Objectives

The objectives of the Business Administration program include:

١. Developing management knowledge: Providing students with a comprehensive understanding of the basic concepts and theories in management fields, such as planning, organizing, directing, and controlling.

٢. Developing leadership skills: Enhancing students' ability to lead, make strategic decisions, and manage work teams effectively in diverse work environments.

٣. Financial data analysis: Teaching students how to analyze financial and accounting data to make informed business decisions and evaluate the financial performance of institutions.

٤. Understanding the economic environment: Providing students with a deep understanding of the economic and social factors that affect businesses, and how to adapt to them in managing institutions.

٥. Enhancing marketing skills: Preparing students to develop and implement effective marketing strategies, enabling them to understand consumer behavior and the target market.

٦. Encouraging innovation and entrepreneurship: Stimulating creative and innovative thinking among students, and providing them with the skills necessary to establish and manage small and medium enterprises.

٧. Application of Theories in Practice: Enabling students to apply the management concepts they have learned in real work environments through field training and applied projects.

٨. Commitment to Professional Ethics: Instilling the values of ethics and social responsibility in students, to be responsible business leaders who contribute to achieving sustainable development.

٩. Qualification for the Labor Market: Preparing students well to join the labor market in various fields such as management, marketing, human resources, and finance, in addition to qualifying them to continue their postgraduate studies in business administration.

١٠. Global Interaction: Enhancing students' understanding of international business relations, and preparing them to work in a multicultural global business environment.

These objectives seek to develop graduates who possess the knowledge and skills necessary to succeed in the ever-changing and evolving world of business.

٣. Student Learning Outcomes

The learning outcomes of the Business Administration Department aim to achieve a set of significant results and focus on the knowledge and skills necessary for the business field. These outcomes include:
١. Comprehensive knowledge of administrative concepts: - The ability to understand and apply basic concepts and theories in business administration, such as planning, organizing, directing, and controlling.

٢. Data analysis is accurately determined: - The ability to collect financial data for companies that contribute strategically to achieving the objectives of the goals.

٣. Communication and communication skills: - Demonstrate the ability to lead diverse work teams, and communicate professionally and clearly, whether orally or in writing, with a difference dedicated to employees.

٤. Understanding socio-economic factors: - Analyzing the impact of socio-economic factors on the business environment, and multiple options to choose from with these multiple factors.

٥. Human resources management: - The ability to apply best practices in human resources management, including recruitment, training, evaluation, and motivation.

٦. Development of multiple marketing: - Designing a diverse range of effective marketing, based on a broad understanding of the market and consumer behavior, to achieve their goals.

٧. New Entrepreneurial Skills: - Ability to think creatively and develop projects within new projects or improve business projects.

٨. Commitment to ethics and social responsibility: - Demonstrate a deep understanding of professional ethics and social responsibility in decision-making, and work to achieve social development.

٩. Ability to work in an innovative environment: - Ability to understand and adapt to global trade in the business environment, and deal with multiple cultural agreements.

١٠. Qualification for the labor market or postgraduate studies: - Graduates' readiness to enter the labor market in various sectors, or to pursue postgraduate studies in business administration or related fields.

These are the basic principles of experience and knowledge that are considered the main program of the Bologna Pathway preferred by students and their success in the field of business administration.

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٥. Credits, Grading and GPA

Credits

(Maisan) University is following the Bologna Process with the European Credit Transfer System (ECTS) credit system. The total degree program number of ECTS is ٢٤٠, ٣٠ ECTS per semester. ١ ECTS is equivalent to ٢٥ hrs student workload, including structured and unstructured workload.

Grading

Before the evaluation, the results are divided into two subgroups: pass and fail. Therefore, the results are independent of the students who failed a course. The grading system is defined as follows:

GRADING SCHEME				
مخطط الدرجات				
Group	**Grade**	التقدير	**Marks (%)**	**Definition**

Success Group (٥٠ - ١٠٠)	A - Excellent	امتياز	٩٠ – ١٠٠	Outstanding Performance
	B - Very Good	جيد جدا	٨٠ – ٨٩	Above average with some errors
	C - Good	جيد	٧٠ – ٧٩	Sound work with notable errors
	D - Satisfactory	متوسط	٦٠ – ٦٩	Fair but with major shortcomings
	E - Sufficient	مقبول	٥٠ – ٥٩	Work meets minimum criteria
Fail Group (٠ – ٤٩)	FX – Fail	راسب - قيد المعالجة	(٤٥-٤٩)	More work required but credit awarded
	F – Fail	راسب	(٠-٤٤)	Considerable amount of work required

Note:

Number Decimal places above or below ٠,٥ will be rounded to the higher or lower full mark (for example a mark of ٥٤,٥ will be rounded to ٥٥, whereas a mark of ٥٤,٤ will be rounded to ٥٤. 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.

Calculation of the Cumulative Grade Point Average (CGPA)

١. The CGPA is calculated by the summation of each module score multiplied by its ECTS, all are divided by the program total ECTS.

CGPA of a ٤-year B.Sc. degree:

CGPA = [(١st module score x ECTS) + (٢nd module score x ECTS) + ……] / ٢٤٠

٦. Curriculum/Modules

Semester ١ | ٣٠ ECTS | ١ ECTS = ٢٥ hrs

Code	Module	SSWL	USSWL	ECTS	Type	Pre-request
BA١١٠١	Basic of business Administration	٧٨	١٢٢	٨,٠٠	C	-
BA١١٠٢	Principles of economics	٦٣	٨٧	٦,٠٠	B	-
BA١١٠٣	Basic of Accounting	٦٣	٨٧	٦,٠٠	B	-
BA١١٠٤	Mathematics for Business	٦٣	٨٧	٦,٠٠	B	-

UN١١٥	English language	٣٣	١٧	٢,٠٠	S	-
UN١١٦	Arabic language	٣٣	١٧	٢,٠٠	S	-

Semester ٢ | ٣٠ ECTS | ١ ECTS = ٢٥ hrs

Code	Module	SSWL	USSWL	ECTS	Type	Pre-request
BA١٢٠١	Principles of business Administration	٧٨	١٢٢	٨,٠٠	C	-
BA١٢٠٢	Statistecs for Business	٦٣	٨٧	٦,٠٠	B	-
BA١٢٠٣	Principles of Accounting	٦٣	٨٧	٦,٠٠	B	-
BA١٢٠٤	English Reading in Business	٤٨	٧٧	٥,٠٠	B	-
UN١٢٥	Fundamentals of Computer Science	٤٨	٢٧	٣,٠٠	S	-
UN١٢٦	Human Right & Democracy	٣٣	١٧	٢,٠٠	S	-

٧. Contact

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MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information معلومات المادة الدراسية					
Module Title	**Arabic Language**			**Module Delivery**	
Module Type	**S**			☒ **Theory**	
Module Code	UN١١٦			☒ **Lecture**	
ECTS Credits	٢			☐ **Lab**	
SWL (hr/sem)	٥٠			☒ **Tutorial** ☐ **Practical** ☐ **Seminar**	
Module Level	١		**Semester of Delivery**	٢	
Administering Department			**College**		
Module Leader	Faiz Ramadhan Luaibi		**e-mail**	Faiz٨٢.rl@gmail.com	
Module Leader's Acad. Title	lecturer		**Module Leader's Qualification**	M.A.	
Module Tutor	Faiz Ramadhan Luaibi		**e-mail**		
Peer Reviewer Name			**e-mail**	om	
Scientific Committee Approval Date	/٠٨/٢٠٢٤		**Version Number**		

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 Aims أهداف المادة الدراسية	1. القراءة من دون لحن 2. الحد من الاخطاء الاملائية 3. الحد من الاخطاء النحوية 4. الاطلاع على تاريخ اللغة العربية 5. تعريف الطلبة بمزايا وخصائص لغة القران الكريم
Module Learning Outcomes مخرجات التعلم للمادة الدراسية	1. تعلم القراءة من دون لحن 2. تجاوز الاخطاء الاملائية 3. معرفة تاريخ العربية 4. تعلم قواعد اللغة العربية 5. معرفة الطلبة بمزايا اللغة
Indicative Contents المحتويات الإرشادية	- نشأة اللغة العربية، اهمية اللغة العربية، خصائص العربية (8 ساعات) - العدد والمعدود، كتابة الهمزة وانواعها، الفرق بين التاء والهاء والتاء المبسوطة والتاء المربوطة في الكتابة (8 ساعات) - الف الممدودة والمقصورة، المفعول المطلق، المفعول فيه (8 ساعات) - علامات الترقيم واثرها في فهم النص، الاخطاء الشائعة في اللغة العربية (5 ساعات) - موقف الاسلام من الشعر والشعراء، الخطابة وانواعها (6 ساعات) - ان واخواتها، كان واخواتها (6 ساعات)

Learning and Teaching Strategies استراتيجيات التعلم والتعليم	
Strategies	ويتم ذلك من خلال إلقاء المحاضرات وتمارين الحل ، بالإضافة إلى عقد حلقات النقاش وإجراء المناظرات والمساجلات الشعرية ، واداء بعض المهام بصورة مقالات وخطابات باللغة العربية.

Student Workload (SWL) الحمل الدراسي للطالب محسوب لـ ١٥ أسبوعا			
Structured SWL (h/sem) الحمل الدراسي المنتظم للطالب خلال الفصل	٣٣	**Structured SWL (h/w)** الحمل الدراسي المنتظم للطالب أسبوعيا	٢,٢
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطالب خلال الفصل	١٧	**Unstructured SWL (h/w)** الحمل الدراسي غير المنتظم للطالب أسبوعيا	١,١٣
Total SWL (h/sem) الحمل الدراسي الكلي للطالب خلال الفصل	٥٠		

Module Evaluation تقييم المادة الدراسية					
		Time/Number	**Weight (Marks)**	**Week Due**	**Relevant Learning Outcome**
Formative assessment	**Quizzes**	٢	٢٠٪ (٢٠)	٥, ١٠	LO #١, ٢, ١٠ and ١١
	Assignments	٢	١٠٪ (١٠)	٢, ١٢	LO # ٣, ٤, ٦ and ٧
	Projects / Lab.				
	Report	١	١٠٪ (١٠)	١٣	LO # ٥, ٨ and ١٠
Summative assessment	**Midterm Exam**	٢ hr	١٠٪ (١٠)	٧	LO # ١-٧
	Final Exam	٢hr	٥٠٪ (٥٠)	١٦	All
Total assessment			١٠٠٪ (١٠٠ Marks)		

Delivery Plan (Weekly Syllabus) المنهاج الاسبوعي النظري	
	Material Covered
Week 1	نشأة اللغة العربية
Week 2	اهمية اللغة العربية
Week 3	خصائص العربية
Week 4	العدد والمعدود
Week 5	كتابة الهمزة وانواعها
Week 6	الفرق بين التاء والهاء والتاء المبسوطة والتاء المربوطة في الكتابة
Week 7	الف الممدودة والمقصورة
Week 8	المفعول المطلق
Week 9	المفعول فيه
Week 10	علامات الترقيم واثرها في فهم النص
Week 11	الاخطاء الشائعة في اللغة العربية
Week 12	موقف الاسلام من الشعر والشعراء
Week 13	الخطابة وانواعها
Week 14	ان واخواتها
Week 15	كان واخواتها

Learning and Teaching Resources مصادر التعلم والتدريس		
	Text	**Available in the Library?**
Required Texts	الفية ابن مالك و البيان والتبيين	No
Recommended Texts		
Websites		

Grading Scheme مخطط الدرجات				
Group	**Grade**	التقدير	**Marks (%)**	**Definition**
Success Group (٥٠ - ١٠٠)	**A -** Excellent	امتياز	٩٠ - ١٠٠	Outstanding Performance
	B - Very Good	جيد جدا	٨٠ - ٨٩	Above average with some errors
	C - Good	جيد	٧٠ - ٧٩	Sound work with notable errors
	D - Satisfactory	متوسط	٦٠ - ٦٩	Fair but with major shortcomings
	E - Sufficient	مقبول	٥٠ - ٥٩	Work meets minimum criteria
Fail Group (٠ – ٤٩)	**FX –** Fail	راسب (قيد المعالجة)	(٤٥-٤٩)	More work required but credit awarded
	F – Fail	راسب	(٠-٤٤)	Considerable amount of work required

Note: Marks Decimal places above or below ٠,٥ will be rounded to the higher or lower full mark (for example a mark of ٥٤,٥ will be rounded to ٥٥, whereas a mark of ٥٤,٤ will be rounded to ٥٤. 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

نموذج وصف المادة الدراسية

Module Information معلومات المادة الدراسية					
Module Title	**Basic of Accounting**			**Module Delivery**	
Module Type	**B**			☒ **Theory** ☒ **Lecture** ☐ **Lab** ☒ **Tutorial** ☐ **Practical** ☐ **Seminar**	
Module Code	**BA١١٠٣**				
ECTS Credits	٦				
SWL (hr/sem)	١٥٠				
Module Level	١		**Semester of Delivery**	١	
Administering Department			**College**	Type College Code	
Module Leader	Karar ali		**e-mail**	Karrar.ali@uomisan.edu.iq	
Module Leader's Acad. Title	Assistant Teacher		**Module Leader's Qualification**	MA	
Module Tutor	Name (if available)		**e-mail**	E-mail	
Peer Reviewer Name	Name		**e-mail**	E-mail	
Scientific Committee Approval Date	/٠٨/٢٠٢٤		**Version Number**		

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 Aims أهداف المادة الدراسية	١- Teaching the student the financial accounting systems that provide management and external parties with appropriate information that enables them to make appropriate decisions. ٢- Teaching the student the basics of financial accounting and how to record financial transactions in the general journal and then transfer them to the general ledger and balance them ٣- Teaching the student to prepare the trial balance and make settlement entries and correct errors to prepare the adjusted trial balance and finally record closing entries to prepare the final accounts at the end of the financial period
Module Learning Outcomes مخرجات التعلم للمادة الدراسية	١- Enabling the student to use the accounting system that provides the management and external parties with appropriate information that enables them to make decisions. ٢- Teaching the student the basics of financial accounting and how to record financial transactions in the general journal and then transfer them to the general ledger and balance them. ٣- Teaching the student to prepare the trial balance, make settlement entries, correct errors to prepare the adjusted trial balance, and finally record closing entries to prepare the final accounts at the end of the financial period.
Indicative Contents المحتويات الإرشادية	

Learning and Teaching Strategies استراتيجيات التعلم والتعليم	
Strategies	Lectures Solving exercises Daily tests Homework Asking intellectual questions

	Writing articles

Student Workload (SWL) الحمل الدراسي للطالب محسوب لـ ١٥ اسبوعا			
Structured SWL (h/sem) الحمل الدراسي المنتظم للطالب خلال الفصل	٧٨	**Structured SWL (h/w)** الحمل الدراسي المنتظم للطالب أسبوعيا	٥,٢
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطالب خلال الفصل	٧٢	**Unstructured SWL (h/w)** الحمل الدراسي غير المنتظم للطالب أسبوعيا	٤,٨
Total SWL (h/sem) الحمل الدراسي الكلي للطالب خلال الفصل	١٥٠		

Module Evaluation تقييم المادة الدراسية					
		Time/Number	**Weight (Marks)**	**Week Due**	**Relevant Learning Outcome**
Formative assessment	**Quizzes**	٢	١٠٪ (١٥)	٦, ١١	LO #١, ٢, ١٠ and ١١
	Assignments	٢	١٠٪ (١٥)	٤, ٩	LO # ٣, ٤, ٦ and ٧
	Projects / Lab.				
	Report	١	١٠٪ (١٠)	١٢	LO # ٥, ٨ and ١٠
Summative assessment	**Midterm Exam**	٢ hr	١٠٪ (١٠)	٧	LO # ١-٧
	Final Exam	٣hr	٥٠٪ (٥٠)	١٦	All

Total assessment	١٠٠٪ (١٠٠ Marks)	**Total assessment**	١٠٠٪ (١٠٠ Marks)

Delivery Plan (Weekly Syllabus) المنهاج الاسبوعي النظري	
	Material Covered
Week ١	Introduction to Accounting
Week ٢	Accounting Principles and Financial Statements
Week ٣	Accounting Cycle, Understanding It and Analyzing Transactions
Week ٤	Accounting Cycle and Analyzing Transactions, Budget Equation
Week ٥	Accounting Cycle and Single and Double Entry System
Week ٦	Recording Transactions in Books
Week ٧	Transferring Entries to the General Ledger, Balancing Accounts and Preparing the Trial Balance
Week ٨	Preparing Financial Statements Income Statement, Owners' Equity Statement, Balance Sheet
Week ٩	Accounting Treatment of Purchases and Merchandise Transactions in Commercial Projects
Week ١٠	Types of Discounts on Purchases and Their Treatment
Week ١١	Accounting Treatment of Merchandise Sales Transactions in Commercial Projects
Week ١٢	**Types of Discounts on Sales and Their Treatment**
Week ١٣	Preparing Financial Statements in Commercial Establishments - Preparing the Cost of Sales Account - Preparing the Income Statement
Week ١٤	**Preparing Financial Statements in Commercial Establishments - Preparing the Owners' Equity Statement**

	- Preparing the Balance Sheet
Week ١٥	**Exam**
Week ١٦	**Preparatory week before the final Exam**

Delivery Plan (Weekly Lab. Syllabus) المنهاج الاسبوعي للمختبر	
	Material Covered
Week ١	
Week ٢	
Week ٣	
Week ٤	
Week ٥	
Week ٦	
Week ٧	

Learning and Teaching Resources مصادر التعلم والتدريس		
	Text	**Available in the Library?**
Required Texts	Muhammad Abu Nassar and others, Principles of Accounting - Part One, Third Edition, Wael Publishing House	NO
Recommended Texts	Al-Ani, Safaa Ahmed and Al-Saedi, Hakim Hamoud. (٢٠٢٠). Principles of Financial Accounting.	Yes
Websites		

Grading Scheme مخطط الدرجات				
Group	**Grade**	التقدير	**Marks (%)**	**Definition**
Success Group (٥٠ - ١٠٠)	**A -** Excellent	امتياز	٩٠ - ١٠٠	Outstanding Performance
	B - Very Good	جيد جدا	٨٠ - ٨٩	Above average with some errors
	C – Good	جيد	٧٠ - ٧٩	Sound work with notable errors
	D - Satisfactory	متوسط	٦٠ - ٦٩	Fair but with major shortcomings
	E - Sufficient	مقبول	٥٠ - ٥٩	Work meets minimum criteria
Fail Group (٠ – ٤٩)	**FX –** Fail	راسب (قيد المعالجة)	(٤٥-٤٩)	More work required but credit awarded
	F – Fail	راسب	(٠-٤٤)	Considerable amount of work required

Note: Marks Decimal places above or below ٠,٥ will be rounded to the higher or lower full mark (for example a mark of ٥٤,٥ will be rounded to ٥٥, whereas a mark of ٥٤,٤ will be rounded to ٥٤. 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

نموذج وصف المادة الدراسية

Module Information معلومات المادة الدراسية					
Module Title	**Basic of business Administration**			**Module Delivery**	
Module Type	C			☒ **Theory** ☒ **Tutorial** ☐ **Practical** ☒ **Seminar** ☐ **Lab** ☐ **LectureS**	
Module Code	BA١١٠١				
ECTS Credits	٨				
SWL (hr/sem)	٢٠٠				
Module Level	١		**Semester of Delivery**	١	
Administering Department	Business Management		**College**	Type College Code	
Module Leader	Reyath Thea Azeez		**e-mail**	: reyath@uomisan.edu.iq	
Module Leader's Acad. Title	Lecture		**Module Leader's Qualification**	MA	
Module Tutor	Name (if available)		**e-mail**	E-mail	
Peer Reviewer Name	Name		**e-mail**	E-mail	
Scientific Committee Approval Date	/٠٨/٢٠٢٤		**Version Number**		

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 Aims أهداف المادة الدراسية	**The course should enable you:** **١. To gain a foundation of business management across industries and settings** **٢. To appreciate the relationship between the different areas of a business** **٣. To understand the structures and functions of each of the areas of a business** **٤. To evaluate business strategy from a critical standpoint** **٥. To encourage the spirit of entrepreneurship.**
Module Learning Outcomes مخرجات التعلم للمادة الدراسية	**By the end of this course, students should be able to meet the objectives outlined for the course and have developed the following skills:** **١. Basic theoretical knowledge of the subject.** **٢. Critical thinking** **٣. Problem-solving skills** **٤. Decision making in business and management** **٥. Development of written and oral communication skills.** **٦. Teamwork.** **٧. Ability to search and analyze business and management information**
Indicative Contents المحتويات الإرشادية	

Learning and Teaching Strategies استراتيجيات التعلم والتعليم	
Strategies	١. Methods of delivering lectures. ٢. Student groups ٣. Workshops ٤. Reports and assignments ٥. Using visual aids and presentation devices for topics

Student Workload (SWL) الحمل الدراسي للطالب محسوب لـ ١٥ اسبوعا			
Structured SWL (h/sem) الحمل الدراسي المنتظم للطالب خلال الفصل	٧٨	**Structured SWL (h/w)** الحمل الدراسي المنتظم للطالب أسبوعيا	٥,٢
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطالب خلال الفصل	١٢٢	**Unstructured SWL (h/w)** الحمل الدراسي غير المنتظم للطالب أسبوعيا	٨,١٣
Total SWL (h/sem) الحمل الدراسي الكلي للطالب خلال الفصل	٢٠٠		

Module Evaluation تقييم المادة الدراسية					
		Time/Number	**Weight (Marks)**	**Week Due**	**Relevant Learning Outcome**
Formative assessment	**Quizzes**	٢	١٠٪ (١٥)	٥, ١٠	LO #١, ٢, ١٠ and ١١
	Assignments	٢	١٠٪ (١٥)	٢, ١٢	LO # ٣, ٤, ٦ and ٧
	Projects / Lab.				
	Report	١	١٠٪ (١٠)	١٣	LO # ٥, ٨ and ١٠
Summative assessment	**Midterm Exam**	٢ hr	١٠٪ (١٠)	٧	LO # ١-٧
	Final Exam	٣hr	٥٠٪ (٥٠)	١٦	All
Total assessment			١٠٠٪ (١٠٠ Marks)		

Delivery Plan (Weekly Syllabus) المنهاج الاسبوعي النظري	
	Material Covered
Week ١	**- An Overview of Management Concepts** **- The nature of management and its necessity in society**
Week ٢	**- Managerial Functions** **- Roles of the Manager**
Week ٣	**Concepts of Business Organizations** **Importance and Objectives of Management**
Week ٤	**The evolution of theoretical thought (Classical Relations School)**
Week ٥	**The evolution of theoretical thought (Human Relations School)**
Week ٦	**The Evolution of Organizational Thought (Modern Trends)**
Week ٧	**Exam**
Week ٨	**Contemporary Trends and Strategic Management**
Week ٩	**Management Environment**
Week ١٠	**The nature of the mutual impact between business organizations.**
Week ١١	**Organizational Goals**
Week ١٢	**Effectiveness and Efficiency**
Week ١٣	**Management Planning**
Week ١٤	**Decision Making**
Week ١٥	**Exam**
Week ١٦	**Preparatory week before the final Exam**

Delivery Plan (Weekly Lab. Syllabus) المنهاج الاسبوعي للمختبر	
	Material Covered
Week ١	NON
Week ٢	NON
Week ٣	NON
Week ٤	NON
Week ٥	NON
Week ٦	NON
Week ٧	NON

Learning and Teaching Resources مصادر التعلم والتدريس		
	Text	**Available in the Library?**
Required Texts	Principles of Management with a Focus on Business Management – Dr. Mohamed Khalil al-Shamma'	Yes
Recommended Texts		No
Websites	https://www.google.iq/books/edition/%D٩٪٨٥٪DA٪AA٪DA٪AV٪DA٪AF%DA٪A٦_%DA٪AV٪D٩٪٨٤٪DA٪AV٪DA٪AF%DA٪AV٪DA٪B١٪DA٪A٩_%D٩٪٨٥٪DA٪B٩_%DA٪AV٪D٩٪٨٤٪DA٪AA%DA٪B١/QQR٤QgAACAAJ?hl=ar	

Grading Scheme

مخطط الدرجات				
Group	**Grade**	التقدير	**Marks (%)**	**Definition**
Success Group (٥٠ - ١٠٠)	**A -** Excellent	امتياز	٩٠ - ١٠٠	Outstanding Performance
	B - Very Good	جيد جدا	٨٠ - ٨٩	Above average with some errors
	C – Good	جيد	٧٠ - ٧٩	Sound work with notable errors
	D - Satisfactory	متوسط	٦٠ - ٦٩	Fair but with major shortcomings
	E - Sufficient	مقبول	٥٠ - ٥٩	Work meets minimum criteria
Fail Group (٠ – ٤٩)	**FX –** Fail	راسب (قيد المعالجة)	(٤٥-٤٩)	More work required but credit awarded
	F – Fail	راسب	(٠-٤٤)	Considerable amount of work required

Note: Marks Decimal places above or below ٠,٥ will be rounded to the higher or lower full mark (for example a mark of ٥٤,٥ will be rounded to ٥٥, whereas a mark of ٥٤,٤ will be rounded to ٥٤. 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

نموذج وصف المادة الدراسية

Module Information معلومات المادة الدراسية					
Module Title	**English language**			**Module Delivery**	
Module Type	**S**			☒ **Theory**	
Module Code	UN١١٥			☒ **Lecture**	
ECTS Credits	٢			☐ **Lab**	
SWL (hr/sem)	٥٠			☒ **Tutorial** ☐ **Practical** ☐ **Seminar**	
Module Level	١		**Semester of Delivery**	٢	
Administering Department	**Business Administration**		**College**	**Management and Economics**	
Module Leader	ALAA ABDULSALAM		**e-mail**	Alaa@uomisan.edu.iq	
Module Leader's Acad. Title	**Assistant Professor**		**Module Leader's Qualification**	Master	
Module Tutor	**Batool Munshed Jassem**		**e-mail**	E-mail	
Peer Reviewer Name			**e-mail**	E-mail	
Scientific Committee Approval Date	١٨\٢٠٢٤		**Version Number**		

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 Aims أهداف المادة الدراسية	١-Learn how to use the principles and concepts of the English language. ٢-Learn how to employ English language skills.
Module Learning Outcomes مخرجات التعلم للمادة الدراسية	**A-Knowledge and understanding.** ١-The student gets to know the concepts of the English language. ٢-Acquiring theoretical concepts of the concept of language. **B-Subject-specific skills.** ١-The student acquires the ability to write in English ٢-Flexibility in mastering the English language. **C-Thinking skills** ١-Acquiring positive values in reading and writing. ٢-Adheres to the ethics of the educational institution.
Indicative Contents المحتويات الإرشادية	١-Preparing the student to identify and evaluate the suitability of international **human rights systems applied to the activity of the facility's administrative units** ٢-Providing recommendations and consultations to address the English **problem**

Learning and Teaching Strategies استراتيجيات التعلم والتعليم	
Strategies	١-Giving lectures (explanation and clarification) ٢-Preparing reports

	٣-Self-education method

Student Workload (SWL) الحمل الدراسي للطالب محسوب لـ ١٥ اسبوعا			
Structured SWL (h/sem) الحمل الدراسي المنتظم للطالب خلال الفصل	٣٣	**Structured SWL (h/w)** الحمل الدراسي المنتظم للطالب أسبوعيا	٢.٢
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطالب خلال الفصل	١٧	**Unstructured SWL (h/w)** الحمل الدراسي غير المنتظم للطالب أسبوعيا	١,١٣
Total SWL (h/sem) الحمل الدراسي الكلي للطالب خلال الفصل	٥٠		

Module Evaluation
تقييم المادة الدراسية

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	٢	٢٠% (١٠)	٥, ١٠	LO #١, ٢, ١٠ and ١١
	Assignments	٢	١٠٪ (١٠)	٢, ١٢	LO # ٣, ٤, ٦ and ٧
	Report	١	١٠٪ (١٠)	١٣	LO # ٥, ٨ and ١٠
Summative assessment	Midterm Exam	٢ hr	١٠٪ (١٠)	٧	LO # ١-٧
	Final Exam	٣hr	٥٠٪ (٥٠)	١٦	All
Total assessment			١٠٠٪ (١٠٠ Marks)		

Delivery Plan (Weekly Syllabus)
المنهاج الاسبوعي النظري

	Material Covered
Week ١	What this in English?
Week ٢	Your World?
Week ٣	All about you?
Week ٤	Family and friends?
Week ٥	Every day
Week ٦	My favorites
Week ٧	Where I live
Week ٨	Times past
Week ٩	We had a great time
Week ١٠	I can do that
Week ١١	Please and thank you
Week ١٢	Present continuous
Week ١٣	Present simple
Week ١٤	Past simple
Week ١٥	Past continuous
Week ١٦	Preparatory week before the final Exam

Delivery Plan (Weekly Lab. Syllabus) المنهاج الاسبوعي للمختبر	
	Material Covered

Week ١	No
Week ٢	No
Week ٣	No
Week ٤	No
Week ٥	No
Week ٦	No
Week ٧	No

Learning and Teaching Resources

مصادر التعلم والتدريس

	Text	Available in the Library?
Required Texts	Headway Beginner students book Johan and LIZ Soars Oxford	Yes
Recommended Texts	١-Headway Elementary students book ٢- new Headway plus intermediate students book	yes
Websites		

Grading Scheme

مخطط الدرجات

Group	Grade	التقدير	Marks (%)	Definition
Success Group	**A -** Excellent	امتياز	٩٠ - ١٠٠	Outstanding Performance

(٥٠ - ١٠٠)	**B -** Very Good	جيد جدا	٨٠ - ٨٩	Above average with some errors
	C – Good	جيد	٧٠ - ٧٩	Sound work with notable errors
	D - Satisfactory	متوسط	٦٠ - ٦٩	Fair but with major shortcomings
	E - Sufficient	مقبول	٥٠ - ٥٩	Work meets minimum criteria
Fail Group	**FX –** Fail	راسب (قيد المعالجة)	(٤٥-٤٩)	More work required but credit awarded
(٠ – ٤٩)	**F –** Fail	راسب	(٠-٤٤)	Considerable amount of work required

Note: Marks Decimal places above or below ٠,٥ will be rounded to the higher or lower full mark (for example a mark of ٥٤,٥ will be rounded to ٥٥, whereas a mark of ٥٤,٤ will be rounded to ٥٤. 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

نموذج وصف المادة الدراسية

Module Information معلومات المادة الدراسية					
Module Title	Mathematics for Business			**Module Delivery**	
Module Type	B			☒ **Theory** ☐ **Lab** ☒ **Seminar** ☐ **Tutorial** ☐ **Practical** ☐ **Lecture**	
Module Code	BA١١٠٤				
ECTS Credits	٦				
SWL (hr/sem)	١٥٠				
Module Level	١		**Semester of Delivery**	١	
Administering Department			**College**	Type College Code	
Module Leader	Safa Najah Abd-Ameer		**e-mail**	safa.najah@uomisan.edu.iq	
Module Leader's Acad. Title	Assistant Teacher		**Module Leader's Qualification**	Master's	
Module Tutor	Name (if available)		**e-mail**	E-mail	
Peer Reviewer Name	None		**e-mail**	E-mails	
Scientific Committee Approval Date			**Version Number**	١,٠	

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 Aims أهداف المادة الدراسية	١-Preparing statistical staff who possess the necessary skills to qualify them to work in state departments, especially in mathematics departments and divisions. ٢-Providing students with skills that contribute to achieving creativity in small and entrepreneurial projects. ٣- Providing students with knowledge in statistical analysis. ٤- Modernizing and developing school curricula, especially in the field of planning and statistics. ٥-Cooperation with college departments in the field of exchanging information and experiences.
Module Learning Outcomes مخرجات التعلم للمادة الدراسية	١. The student acquires the ability to make decisions in various areas of management ٢. The student gains the ability to solve many of the administrative problems facing business establishments. ٣. ١٠- The student acquires the skill in drawing up economic, administrative, marketing and production policies that contribute to the development of business establishments ٤. The student compares the importance of economics in classical and modern theories.
Indicative Contents المحتويات الإرشادية	١-Giving lectures explaining and clarifying. ٢-Preparing reports. ٣-Self-education method.
Learning and Teaching Strategies استراتيجيات التعلم والتعليم	
Strategies	١. Information about subject syllabus and rules of assessment. ٢. Lessons by provides study materials in form of texts, pictures, presentations, animations and interactive teaching. ٣. The last part is dedicated to the final exam through assessment and tests.

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

Structured SWL (h/sem) الحمل الدراسي المنتظم للطالب خلال الفصل	٧٨	**Structured SWL (h/w)** الحمل الدراسي المنتظم للطالب أسبوعيا	٥,٢
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطالب خلال الفصل	٧٢	**Unstructured SWL (h/w)** الحمل الدراسي غير المنتظم للطالب أسبوعيا	٤,٨
Total SWL (h/sem) الحمل الدراسي الكلي للطالب خلال الفصل	١٥٠		

Module Evaluation

تقييم المادة الدراسية

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	**Quizzes**	١٥mint	١٠٪ (١٠)	٥, ١٠	LO #١, ٢, ١٠ and ١١
	Assignments	١٥mint	١٠٪ (١٠)	٢, ١٢	LO # ٣, ٤, ٦ and ٧
	Projects / Lab.				
	Report				
Summative assessment	**Midterm Exam**	٢hr	٢٠٪ (١٠)	٧	LO # ١-٧
	Final Exam	٣hr	٦٠٪ (٥٠)	١٦	All
Total assessment			١٠٠٪ (١٠٠ Marks)		

Delivery Plan (Weekly Syllabus)

المنهاج الاسبوعي النظري

	Material Covered
Week ١	A brief history of general mathematics for ٣ hours.
Week ٢	Equations and graphs for ٣ hours.
Week ٣	Ordered Pairs Diagrams

Week ٤	Functions for ٣ hours.
Week ٥	Linear and Non-Linear Equations
Week ٦	Lopitals Ruls
Week ٧	Continuity
Week ٨	Systems of equations for ٣ hours.
Week ٩	Differential calculus for ٣ hours.
Week ١٠	Derivative Laws
Week ١١	Uses of derivative for ٣ hours.
Week ١٢	Exponential and logarithmic functions for ٣ hours.
Week ١٣	Curve Analysis
Week ١٤	Major and Minor Endings
Week ١٥	Concave and Convex Aeas
Week ١٦	**Preparatory week before the final Exam**

Delivery Plan (Weekly Lab. Syllabus)

المنهاج الاسبوعي للمختبر

	Material Covered
Week ١	
Week ٢	
Week ٣	
Week ٤	
Week ٥	
Week ٦	
Week ٧	

Learning and Teaching Resources

مصادر التعلم والتدريس

	Text	Available in the Library?
Required Texts	منهج الرياضيات ظافر حسين رشيد/ جامعة بغداد	Yes
Recommended Texts	No	No
Websites		

Grading Scheme

مخطط الدرجات

Group	Grade	التقدير	Marks (%)	Definition
Success Group (٥٠ - ١٠٠)	**A –** Excellent	امتياز	٩٠ - ١٠٠	Outstanding Performance
	B - Very Good	جيد جدا	٨٠ - ٨٩	Above average with some errors
	C – Good	جيد	٧٠ - ٧٩	Sound work with notable errors
	D – Satisfactory	متوسط	٦٠ - ٦٩	Fair but with major shortcomings
	E – Sufficient	مقبول	٥٠ - ٥٩	Work meets minimum criteria
Fail Group (٠ – ٤٩)	**FX –** Fail	راسب (قيد المعالجة)	(٤٥-٤٩)	More work required but credit awarded
	F – Fail	راسب	(٠-٤٤)	Considerable amount of work required

Note: Marks Decimal places above or below ٠,٥ will be rounded to the higher or lower full mark (for example a mark of ٥٤,٥ will be rounded to ٥٥, whereas a mark of ٥٤,٤ will be rounded to ٥٤. 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

نموذج وصف المادة الدراسية

Module Information معلومات المادة الدراسية					
Module Title	Principles of economics			**Module Delivery**	
Module Type	**B**			☒ **Theory** ☒ **Lecture** ☐ **Lab** ☒ **Tutorial** ☐ **Practical** ☐ **Seminar**	
Module Code	BA١١٠٢				
ECTS Credits	٦				
SWL (hr/sem)	١٥٠				
Module Level	١		**Semester of Delivery**	٢	
Administering Department	Business Administration		**College**	Management and Economics	
Module Leader	Rawaa Yahya Khalaf		**e-mail**	rawaa.yaha@uomisan.edu.iq	
Module Leader's Acad. Title	Assistant teacher		**Module Leader's Qualification**	Master's	
Module Tutor	Rawaa Yahya Khalaf		**e-mail**	E-mail	
Peer Reviewer Name	Name		**e-mail**	E-mail	
Scientific Committee Approval Date	/٠٨/٢٠٢٤		**Version Number**		

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 Aims أهداف المادة الدراسية	**A- Learn how to use the principles and concepts of economic theory in various fields of business administration.** **B- Learn how to employ microeconomic theory and use the economic tools necessary for administrative decision-making and how to achieve the optimal allocation of specific economic resources to alternative and competing uses.** **C- Identify the use of economic theory concepts in solving administrative problems and drawing up administrative and economic policies at the facility level.**
Module Learning Outcomes مخرجات التعلم للمادة الدراسية	**١- Understanding and knowledge.** **٢- The student learns about the history of economics.** **٣- The student learns about the theory of supply and demand.** **٤- The student analyzes the most important consequences of the functioning of markets and the possibility of benefiting from them.** **٥- The student compares the importance of economics in classical and modern theories.**
Indicative Contents المحتويات الإرشادية	**١- The student acquires the ability to make decisions in various areas of management.** **٢- The student gains the ability to solve many administrative problems facing business establishments.** **٣- The student acquires the skill in drawing up economic, administrative, marketing and production policies that contribute to the development of business facilities.**

Learning and Teaching Strategies استراتيجيات التعلم والتعليم	
Strategies	**A- Educational strategy collaborative concept planning.** **B- Teaching strategy brainstorming.** **C- Education strategy notes series.**

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

Structured SWL (h/sem) الحمل الدراسي المنتظم للطالب خلال الفصل	٧٨	**Structured SWL (h/w)** الحمل الدراسي المنتظم للطالب أسبوعيا	٥,٢
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطالب خلال الفصل	٧٢	**Unstructured SWL (h/w)** الحمل الدراسي غير المنتظم للطالب أسبوعيا	٤,٨
Total SWL (h/sem) الحمل الدراسي الكلي للطالب خلال الفصل	١٥٠		

Module Evaluation

تقييم المادة الدراسية

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	**Quizzes**	٢	١٠٪ (١٠)	٥	LO #١, ٢, ١٠ and ١١
	Assignments	٢	١٠٪ (١٠)	٣	LO # ٣, ٤, ٦ and ٧
	Projects / Lab.	٠	٠	٠	
	Report	١	١٠٪ (١٠)	١٣	LO # ٥, ٨ and ١٠
Summative assessment	**Midterm Exam**	٢ hr	١٠٪ (١٠)	٥	LO # ١-٧
	Final Exam	٣hr	٦٠٪ (٦٠)	١٦	All
Total assessment			١٠٠٪ (١٠٠ Marks)		

Delivery Plan (Weekly Syllabus)

المنهاج الاسبوعي النظري

	Material Covered
Week ١	**- A historical overview of economics.** **- The concept of economics and its types.** **- The economic problem and its characteristics.**
Week ٢	**Traditional theory of consumer behavior.**

Week ٣	**Modern theory of consumer behavior.**
Week ٤	**Demand theory** **١-The concept of demand, its types and influencing factors.** **٢-Demand function.** **٣-Schedule and demand curve.** **٤-Law of demand**
Week ٥	**Elasticity of demand and its types.**
Week ٦	**Supply theory**
Week ٧	**Consumer equilibrium.**
Week ٨	**Production theory.**
Week ٩	**Costs and revenues.**
Week ١٠	**Basics of macroeconomic analysis** **-The concept of national income and its importance.** **-Methods of calculating national income.**
Week ١١	**Money and its functions.**
Week ١٢	**The concept of banks and their types.**
Week ١٣	**Foreign trade.**
Week ١٤	**Markets and their types.**
Week ١٥	**Final exam**

Delivery Plan (Weekly Lab. Syllabus) المنهاج الاسبوعي للمختبر	
	Material Covered
Week ١	**No**

Week ٢	**No**
Week ٣	**No**
Week ٤	**No**
Week ٥	**No**
Week ٦	**No**
Week ٧	**No**

Learning and Teaching Resources

مصادر التعلم والتدريس

	Text	Available in the Library?
Required Texts	**Karim Mahdi Al-Hasnawi, Fundamentals of Economy, Baghdad: The Legal Library**	Yes
Recommended Texts	**Professor Dr. Fares Karim Brehi Al-Hassani , Basics of economics, Baghdad: Al-Dhad Library for Printing and Publishing**	Yes
Websites	**No**	

Grading Scheme

مخطط الدرجات

Group	Grade	التقدير	Marks (%)	Definition
Success Group (٥٠ - ١٠٠)	**A** - Excellent	امتياز	٩٠ - ١٠٠	Outstanding Performance
	B - Very Good	جيد جدا	٨٠ - ٨٩	Above average with some errors
	C –Good	جيد	٧٠ - ٧٩	Sound work with notable errors
	D - Satisfactory	متوسط	٦٠ - ٦٩	Fair but with major shortcomings
	E - Sufficient	مقبول	٥٠ - ٥٩	Work meets minimum criteria
Fail Group (٠ – ٤٩)	**FX** – Fail	راسب (قيد المعالجة)	(٤٥-٤٩)	More work required but credit awarded
	F – Fail	راسب	(٠-٤٤)	Considerable amount of work required

Note: Marks Decimal places above or below ٠,٥ will be rounded to the higher or lower full mark (for example a mark of ٥٤,٥ will be rounded to ٥٥, whereas a mark of ٥٤,٤ will be rounded to ٥٤. 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

نموذج وصف المادة الدراسية

Module Information معلومات المادة الدراسية					
Module Title	English Readings in Business			**Module Delivery**	
Module Type	B			☒ **Theory**	
Module Code	BA١٢٠٤			☒ **Lecture**	
ECTS Credits	٥			☐ **Lab**	
SWL (hr/sem)	١٢٥			☒ **Tutorial** ☐ **Practical** ☐ **Seminar**	
Module Level	٢			**Semester of Delivery**	٢
Administering Department	**Business Administration**			**College**	**Management and Economics**
Module Leader	**Reyath Thea Azeez**			**e-mail**	
Module Leader's Acad. Title				**Module Leader's Qualification**	P.HD
Module Tutor				**e-mail**	E-mail
Peer Reviewer Name				**e-mail**	E-mail
Scientific Committee Approval Date	١٨\٢٠٢٤			**Version Number**	

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 Aims أهداف المادة الدراسية	١- Learn how to use management principles and concepts in various business **management fields.** ٢- Learn how to employ the skills needed for administrative decision-making in **English.** ٣- Learn how to use the concepts of administrative theory in solving **administrative problems and formulating administrative and economic policies at the facility level.**
Module Learning Outcomes مخرجات التعلم للمادة الدراسية	**١-Learning and analyzing various administrative problems and economic phenomena.** **٢- The ability to employ administrative information to rationalize decisions.** **٣- Enabling the student to be able to monitor and evaluate performance and provide administrative consultations to various parties.**
Indicative Contents المحتويات الإرشادية	

Learning and Teaching Strategies استراتيجيات التعلم والتعليم	
Strategies	١-Practical applications for solving administrative problems. ٢- Scientific field visits to administrative departments in various facilities. ٣- Illustrations Posters.

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

Structured SWL (h/sem) الحمل الدراسي المنتظم للطالب خلال الفصل	٦٣	**Structured SWL (h/w)** الحمل الدراسي المنتظم للطالب أسبوعيا	٤,٢
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطالب خلال الفصل	٦٢	**Unstructured SWL (h/w)** الحمل الدراسي غير المنتظم للطالب أسبوعيا	٤,١٣
Total SWL (h/sem) الحمل الدراسي الكلي للطالب خلال الفصل	١٢٥		

Module Evaluation

تقييم المادة الدراسية

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	٢	١٥٪ (١٥)	٨, ١٠	LO #١, ٢, ١٠ and ١١
	Assignments	٢	١٥٪ (١٥)	٣, ٩	LO # ٣, ٤, ٦ and ٧
	Projects / Lab.				
	Report	١	١٠٪ (١٠)	١٣	LO # ٥, ٨ and ١٠
Summative assessment	Midterm Exam	٢ hr	١٠٪ (١٠)	١٢	LO # ١-٧
	Final Exam	٣hr	٥٠٪ (٥٠)	١٦	All
Total assessment			١٠٠٪ (١٠٠ Marks)		

Delivery Plan (Weekly Syllabus)

المنهاج الاسبوعي النظري

	Material Covered
Week ١	**Management and organization.**
Week ٢	**Functions of management** - **Roles of managers.**

	- **Skills of managers.**
Week ٣	**Classical perspective of management thought.**
Week ٤	**Quantitative perspective.**
Week ٥	**Defining planning.** **Types of plans.** **Steps in planning.**
Week ٦	**Defining goals.** **Types of goals.** **Steps of goal setting.**
Week ٧	**Meaning of organizing.** **Purpose of organizing.**
Week ٨	**Chain of command.** **Span of control.**
Week ٩	**Delegation.** **Types of structures.**
Week ١٠	**Definition of leadership.** **From management to leadership.**
Week ١١	**Leadership and power.** **Leadership styles.**
Week ١٢	**Nature of motivation.**

	Definition of motivation.
Week ١٣	**Nature of control.** **Control objectives.** **The control process.**
Week ١٤	**Types of control .**
Week ١٥	**Budgeting control.** **Marketing control.** **HRM controls.**

Grading Scheme مخطط الدرجات				
Group	**Grade**	التقدير	**Marks (%)**	**Definition**
Success Group (٥٠ - ١٠٠)	**A -** Excellent	امتياز	٩٠ - ١٠٠	Outstanding Performance
	B - Very Good	جيد جدا	٨٠ - ٨٩	Above average with some errors
	C – Good	جيد	٧٠ - ٧٩	Sound work with notable errors
	D - Satisfactory	متوسط	٦٠ - ٦٩	Fair but with major shortcomings
	E - Sufficient	مقبول	٥٠ - ٥٩	Work meets minimum criteria
Fail Group (٠ – ٤٩)	**FX –** Fail	راسب (قيد المعالجة)	(٤٥-٤٩)	More work required but credit awarded
	F – Fail	راسب	(٠-٤٤)	Considerable amount of work required

Note: Marks Decimal places above or below ٠,٥ will be rounded to the higher or lower full mark (for example a mark of ٥٤,٥ will be rounded to ٥٥, whereas a mark of ٥٤,٤ will be rounded to ٥٤. 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

نموذج وصف المادة الدراسية

Module Information معلومات المادة الدراسية					
Module Title	Human Rights & Democracy			**Module Delivery**	
Module Type	S			☒ **Theory** ☒ **Lecture** ☐ **Lab** ☒ **Tutorial** ☐ **Practical** ☐ **Seminar**	
Module Code	UN١٢٦				
ECTS Credits	٢				
SWL (hr/sem)	٥٠				
Module Level	١		**Semester of Delivery**	٢	
Administering Department	Business Administration		**College**	Management and Economics	
Module Leader	Ammar Haitham		**e-mail**	emar.haetham@uomisan.edu.iq	
Module Leader's Acad. Title	Assistant Professor		**Module Leader's Qualification**	Master's	
Module Tutor	Ammar Haitham		**e-mail**	E-mail	
Peer Reviewer Name	Name		**e-mail**	E-mail	
Scientific Committee Approval Date	/٠٨/٢٠٢٤		**Version Number**		

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 Aims أهداف المادة الدراسية	**A- Introducing students to human rights and their duties towards their society.** **B- Following the historical roots of knowledge of human rights and the stages of their development throughout the ages.** **C- Consolidating the concepts of right, freedom and duties on the individual and society.** **D- Clarifying the constitutional articles in the Iraqi constitution that pertain to human rights and explaining them to students.** **E- Highlighting the importance of knowing the rights of the individual in carrying out his duties in the best possible way.** **F- Shedding light on democracy and knowing its various forms.**
Module Learning Outcomes مخرجات التعلم للمادة الدراسية	**١- Students benefit from knowing the types of rights and their scope of application.** **٢- Clarifying the historical stages of human rights and the extent of their development.** **٣- Knowing the concept of freedoms and democracy correctly.** **٤- Providing the student with the moral values that require commitment and clarifying the most important rights and duties assigned to the individual.** **٥- Identifying the rights and duties of the Iraqi individual**
Indicative Contents المحتويات الإرشادية	**١- Defining the history of human rights and stages of development.** **٢- Spreading culture and feeding the student from the Islamic side.** **٣- How to preserve society and the homeland by enhancing their love for the country.** **٤- Identifying the most important rights granted to them according to international norms and laws.** **٥- Enhancing citizenship among the student.**

Learning and Teaching Strategies استراتيجيات التعلم والتعليم	
Strategies	**A- The instructor gives detailed lectures.** **B- The instructor requests periodic reports and homework on the main topics of the subject.**

	C- Divide the students into groups to discuss the main topics of the subject. **D- Assign students to prepare reports**

Student Workload (SWL)

الحمل الدراسي للطالب محسوب لـ ١٥ أسبوعا

Structured SWL (h/sem) الحمل الدراسي المنتظم للطالب خلال الفصل	٣٣	**Structured SWL (h/w)** الحمل الدراسي المنتظم للطالب أسبوعيا	٢.٢
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطالب خلال الفصل	١٧	**Unstructured SWL (h/w)** الحمل الدراسي غير المنتظم للطالب أسبوعيا	١,١٣
Total SWL (h/sem) الحمل الدراسي الكلي للطالب خلال الفصل	٥٠		

Module Evaluation

تقييم المادة الدراسية

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	**Quizzes**	٢	١٠٪ (١٠)	,٩٥	LO #١, ٢, ١٠ and ١١
	Assignments	٢	١٠٪ (١٠)	٣	LO # ٣, ٤, ٦ and ٧
	Projects / Lab.	٠	٠	٠	
	Report	١	١٠٪ (١٠)	١٣	LO # ٥, ٨ and ١٠
Summative assessment	**Midterm Exam**	٢ hr	١٠٪ (١٠)	١١	LO # ١-٧
	Final Exam	٣hr	٦٠٪ (٦٠)	١٦	All
Total assessment			١٠٠٪ (١٠٠ Marks)		

Delivery Plan (Weekly Syllabus)

المنهاج الاسبوعي النظري

	Material Covered
Week ١	Presenting the course content and study plan to the students in order to ensure that they adhere to it.
Week ٢	- The concept of human rights - Characteristics and types of human rights. - The historical development of human rights. - Human rights from ancient times to the present era.
Week ٣	Human Rights in Islam Human Rights in the Message of Imam Sajjad (PBUH)
Week ٤	Types of human rights in international law - civil and political rights (right to life - right to security - freedom of belief - freedom of movement and travel - freedom of opinion - right to equality)
Week ٥	Economic, social and cultural rights (right to work - right to education - right to property - right to social care - right to a clean environment)
Week ٦	Rights of groups and categories of priority - women's rights - children's rights - minority rights.
Week ٧	Rights and Freedoms in the Iraqi Constitution in Force for the Year ٢٠٠٥
Week ٨	Definition of Democracy - The Principle of Shura The Roots of the Concept of Democracy and Its Historical Development
Week ٩	Forms of Democracy ١- Direct Democracy ٢- Semi-direct Democracy (Content of Semi-direct Democracy - Aspects of Semi-direct Democracy - People's Participation in Legislative Work - Popular Objection - Popular Proposal - Popular Referendum and Its Types - Popular Oversight of Representatives) ٣- Appreciation of the System of Semi-direct Democracy
Week ١٠	Representative democracy - the concept of the representative (parliamentary) system - the legal nature of representative democracy (representation theory - member theory) pillars of the representative system (parliament elected by the people - timing of the parliament's term - independence of parliament during its term of office from the electorate - forms of the representative system (council system - presidential system - parliamentary system)
Week ١١	Parliament (Unicameral System – Bicameral System) Internal Regulations of Parliament (Parliamentary Immunity – Parliamentary Irresponsibility – Parliamentary Allocations)
Week ١٢	Mechanism of the parliamentary electoral system (concept of election - legal classification of election)

	Election systems **١- Direct election and indirect election** **٢- Individual election and election by list**
Week ١٣	**Majority system and proportional representation system - interest representation system**
Week ١٤	**Optional and compulsory voting system** **- Secret voting and public voting system**
Week ١٥	**Electoral College Concept - Electoral College Composition Voting System General Suffrage - Restricted Suffrage - Electoral Districts**
Week ١٦	**Preparatory week before the final Exam**

Delivery Plan (Weekly Lab. Syllabus) المنهاج الاسبوعي للمختبر	
	Material Covered
Week ١	**No**
Week ٢	**No**
Week ٣	**No**
Week ٤	**No**
Week ٥	**No**
Week ٦	**No**
Week ٧	**No**

Learning and Teaching Resources مصادر التعلم والتدريس		
	Text	**Available in the Library?**

Required Texts	**The book of human rights, children and democracy, Professor Dr. Maher Saleh Alawi and others**	Yes
Recommended Texts	**١- Human Rights and Democracy, Professor Ali Abboudi Nehme** **٢- All the solid scientific journals that are related to the broad concept of rights and freedoms** **٣- Human Rights in Islam, International Covenants and Arab Constitutions / Professor Dr. Nawaf Kanaan** **٤- The Life of Imam Zain Al-Abidin (peace be upon him) Study and Analysis by the scholar Sayyid Baqir Sharif Al-Qurashi**	Yes
Websites	**١-The Iraqi Constitution of ٢٠٠٥, Lectures on Public Freedoms by Dr. Saleh Jawad Al-Kadhim.** **٢-View scientific websites to view recent developments in the subject**	

Grading Scheme

مخطط الدرجات

Group	Grade	التقدير	Marks (%)	Definition
Success Group (٥٠ - ١٠٠)	**A** - Excellent	امتياز	٩٠ - ١٠٠	Outstanding Performance
	B - Very Good	جيد جدا	٨٠ - ٨٩	Above average with some errors
	C – Good	جيد	٧٠ - ٧٩	Sound work with notable errors
	D - Satisfactory	متوسط	٦٠ - ٦٩	Fair but with major shortcomings
	E - Sufficient	مقبول	٥٠ - ٥٩	Work meets minimum criteria
Fail Group (٠ – ٤٩)	**FX** – Fail	راسب (قيد المعالجة)	(٤٥-٤٩)	More work required but credit awarded
	F – Fail	راسب	(٠-٤٤)	Considerable amount of work required

Note: Marks Decimal places above or below ٠,٥ will be rounded to the higher or lower full mark (for example a mark of ٥٤,٥ will be rounded to ٥٥, whereas a mark of ٥٤,٤ will be rounded to ٥٤. 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

نموذج وصف المادة الدراسية

Module Information معلومات المادة الدراسية					
Module Title	**Fundamentals of Computer Science**			**Module Delivery**	
Module Type	**S**			☒ **Theory** ☒ **Lab** ☒ **Seminar** ☐ **Tutorial** ☐ **Practical** ☐ **Lecture**	
Module Code	**UN١٢٥**				
ECTS Credits	**٣**				
SWL (hr/sem)	٧٥				
Module Level	١		**Semester of Delivery**	١	
Administering Department			**College**	Type College Code	
Module Leader	Saif Aldeen Hasan Hassan		**e-mail**	saif_aldeen@uomisan.edu.iq	
Module Leader's Acad. Title	Assistant lecturer		**Module Leader's Qualification**		
Module Tutor	Name (if available)		**e-mail**	E-mail	
Peer Reviewer Name	Name		**e-mail**	E-mails	
Scientific Committee Approval Date			**Version Number**	١,٠	

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 Aims أهداف المادة الدراسية	١. Understand and state the importance of computer literacy. ٢. To develop the concepts of software design and the techniques of computer programming ٣.Identify and explain what computers are and how they work, including the computer hardware components and their specifications and types. ٤.understand the significance of computer-based information system in Educational Administration.
Module Learning Outcomes مخرجات التعلم للمادة الدراسية	١. To train for the use of personal computer in the world of business. ٢. proficiency in electronic business management. ٣. gain the desired skills required in electronic business management. ٤. Understand the personal attributes valued by employers ٥. Understand the principles of effective communication ٦. Be able to use IT to communicate effectively ٧. Be able to address personal development needs.
Indicative Contents المحتويات الإرشادية	١. In this course you will be exposed to the introductory aspect of computers and its application in administration and business. ٢. the use of Microsoft Word in administrative management

Learning and Teaching Strategies استراتيجيات التعلم والتعليم	
Strategies	٤. Information about subject syllabus and rules of assessment. ٥. Lessons by provides study materials in form of texts, pictures, presentations, animations and interactive teaching. ٦. The last part is dedicated to the final exam through assessment and tests.

Student Workload (SWL) الحمل الدراسي للطالب محسوب لـ ١٥ أسبوعا			
Structured SWL (h/sem) الحمل الدراسي المنتظم للطالب خلال الفصل	٧٥	**Structured SWL (h/w)** الحمل الدراسي المنتظم للطالب أسبوعيا	٥
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطالب خلال الفصل	١٢	**Unstructured SWL (h/w)** الحمل الدراسي غير المنتظم للطالب أسبوعيا	٠,٨
Total SWL (h/sem) الحمل الدراسي الكلي للطالب خلال الفصل	٧٥		

Module Evaluation تقييم المادة الدراسية					
		Time/Number	**Weight (Marks)**	**Week Due**	**Relevant Learning Outcome**
Formative assessment	**Quizzes**	٢	١٠٪ (١٠)	٥, ١٠	LO #١, ٢, ١٠ and ١١
	Assignments	٢	١٠٪ (١٠)	٢, ١٢	LO # ٣, ٤, ٦ and ٧
	Projects / Lab.	١	١٠٪ (١٠)	Continuous	All
	Report	١	١٠٪ (١٠)	١٣	LO # ٥, ٨ and ١٠
Summative assessment	**Midterm Exam**	٢hr	١٠٪ (١٠)	٧	LO # ١-٧
	Final Exam	٢hr	٥٠٪ (٥٠)	١٦	All
Total assessment			١٠٠٪ (١٠٠ Marks)		

Delivery Plan (Weekly Syllabus)

المنهاج الاسبوعي النظري	
	Material Covered
Week ١	Introduction to computer software and operating system.
Week ٢	History and Generations of Computers.
Week ٣	Basic computer components and input and output units.
Week ٤	Explanation of the Windows ١٠ operating system with its tools and bars.
Week ٥	Operating systems, goals of operating system, desktop components, start and restart the computer.
Week ٦	CPU, main memory unit, memory types.
Week ٧	The computer platform, the main features of the personal computer, the factors that must be considered when purchasing the computer
Week ٨	Computer viruses the most important steps to protect against hacking
Week ٩	Overview Microsoft Word in Business
Week ١٠	Microsoft Word Features.
Week ١١	Basic Document Creation.
Week ١٢	Home tab (Clipboard, Font, Paragraph, Style, Editing).
Week ١٣	Insert tab (Table , Picture , Shape Icons).
Week ١٤	Design tab(Watermark , page Color, Page Borders).
Week ١٥	Layout tab page setup and Paragraph .
Week ١٦	**Preparatory week before the final Exam**

Delivery Plan (Weekly Lab. Syllabus)

المنهاج الاسبوعي للمختبر	
	Material Covered
Week ١	operation System (windows ١٠), Desktop.
Week ٢	desktop components, start and restart the computer.
Week ٣	Taskbar.
Week ٤	create new folder, Icons, file, folder.
Week ٥	Rename the folder, delete the folder, Recycle bin icon.
Week ٦	Steps for Microsoft word .
Week ٧	Toolbar Microsoft word .

Learning and Teaching Resources مصادر التعلم والتدريس		
	Text	**Available in the Library?**
Required Texts	No	Yes
Recommended Texts	No	No
Websites		

Grading Scheme مخطط الدرجات				
Group	**Grade**	التقدير	**Marks (%)**	**Definition**
Success Group (٥٠ - ١٠٠)	**A -** Excellent	امتياز	٩٠ - ١٠٠	Outstanding Performance
	B - Very Good	جيد جدا	٨٠ - ٨٩	Above average with some errors
	C – Good	جيد	٧٠ - ٧٩	Sound work with notable errors
	D - Satisfactory	متوسط	٦٠ - ٦٩	Fair but with major shortcomings

	E - Sufficient	مقبول	٥٠ - ٥٩	Work meets minimum criteria
Fail Group	**FX –** Fail	راسب (قيد المعالجة)	(٤٥-٤٩)	More work required but credit awarded
(٠ – ٤٩)	**F –** Fail	راسب	(٠-٤٤)	Considerable amount of work required

Note: Marks Decimal places above or below ٠,٥ will be rounded to the higher or lower full mark (for example a mark of ٥٤,٥ will be rounded to ٥٥, whereas a mark of ٥٤,٤ will be rounded to ٥٤. 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

نموذج وصف المادة الدراسية

Module Information معلومات المادة الدراسية					
Module Title	Principles of Accounting			**Module Delivery**	
Module Type	B			☒ **Theory** ☒ **Lecture** ☐ **Lab** ☒ **Tutorial** ☐ **Practical** ☐ **Seminar**	
Module Code	BA١٢٠٣				
ECTS Credits	٦				
SWL (hr/sem)	١٥٠				
Module Level	١		**Semester of Delivery**	١	
Administering Department			**College**	Type College Code	
Module Leader	Karar ali		**e-mail**	Karrar.ali@uomisan.edu.iq	
Module Leader's Acad. Title	Assistant Teacher		**Module Leader's Qualification**	MA	
Module Tutor	Name (if available)		**e-mail**	E-mail	
Peer Reviewer Name	Name		**e-mail**	E-mail	
Scientific Committee Approval Date	/٠٨/٢٠٢٤		**Version Number**		

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 Aims أهداف المادة الدراسية	١- Teaching the student the financial accounting systems that provide management and external parties with appropriate information that enables them to make appropriate decisions. ٢- Teaching the student the basics of financial accounting and how to record financial transactions in the general journal and then transfer them to the general ledger and balance them ٣- Teaching the student to prepare the trial balance and make settlement entries and correct errors to prepare the adjusted trial balance and finally record closing entries to prepare the final accounts at the end of the financial period
Module Learning Outcomes مخرجات التعلم للمادة الدراسية	١- Enabling the student to use the accounting system that provides the management and external parties with appropriate information that enables them to make decisions. ٢- Teaching the student the basics of financial accounting and how to record financial transactions in the general journal and then transfer them to the general ledger and balance them. ٣- Teaching the student to prepare the trial balance, make settlement entries, correct errors to prepare the adjusted trial balance, and finally record closing entries to prepare the final accounts at the end of the financial period.
Indicative Contents المحتويات الإرشادية	

Learning and Teaching Strategies استراتيجيات التعلم والتعليم	
Strategies	Lectures Solving exercises Daily tests Homework

	Asking intellectual questions Writing articles

Student Workload (SWL) الحمل الدراسي للطالب محسوب لـ ١٥ اسبوعا			
Structured SWL (h/sem) الحمل الدراسي المنتظم للطالب خلال الفصل	٧٨	**Structured SWL (h/w)** الحمل الدراسي المنتظم للطالب أسبوعيا	٥,٢
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطالب خلال الفصل	٧٢	**Unstructured SWL (h/w)** الحمل الدراسي غير المنتظم للطالب أسبوعيا	٤,٨
Total SWL (h/sem) الحمل الدراسي الكلي للطالب خلال الفصل	١٥٠		

Module Evaluation تقييم المادة الدراسية					
		Time/Number	**Weight (Marks)**	**Week Due**	**Relevant Learning Outcome**
Formative assessment	**Quizzes**	٢	١٥% (١٥)	٧, ١١	LO #١, ٢, ١٠ and ١١
	Assignments	٢	١٥% (١٥)	٤, ١٢	LO # ٣, ٤, ٦ and ٧
	Projects / Lab.				
	Report	١	١٠٪ (١٠)	١٣	LO # ٥, ٨ and ١٠
Summative assessment	**Midterm Exam**	٢ hr	١٠٪ (١٠)	٩	LO # ١-٧
	Final Exam	٣hr	٥٠٪ (٥٠)	١٦	All
Total assessment			١٠٠٪ (١٠٠ Marks)		

Delivery Plan (Weekly Syllabus) المنهاج الاسبوعي النظري	
	Material Covered
Week ١	Inventory adjustments
Week ٢	Settlement restrictions for expenses and revenues
Week ٣	Preparing financial statements after inventory adjustments
Week ٤	Cash
Week ٥	Accounts Receivable
Week ٦	Receivables
Week ٧	Cases of disposal of receivables
Week ٨	Inventory
Week ٩	Inventory cost method and cost of goods sold
Week ١٠	Inventory estimation methods
Week ١١	Financial investments in stocks and how to process them
Week ١٢	**Financial Investments in Bonds and How to Process Them**
Week ١٣	Fixed and intangible assets and natural resources
Week ١٤	Methods of depreciation and disposal of fixed assets
Week ١٥	**Exam**
Week ١٦	**Preparatory week before the final Exam**

Delivery Plan (Weekly Lab. Syllabus) المنهاج الاسبوعي للمختبر

	Material Covered
Week ١	
Week ٢	
Week ٣	
Week ٤	
Week ٥	
Week ٦	
Week ٧	

Learning and Teaching Resources

مصادر التعلم والتدريس

	Text	Available in the Library?
Required Texts	Muhammad Abu Nassar and others, Principles of Accounting - Part One, Third Edition, Wael Publishing House	NO
Recommended Texts	Al-Ani, Safaa Ahmed and Al-Saedi, Hakim Hamoud. (٢٠٢٠). Principles of Financial Accounting.	Yes
Websites		

Grading Scheme

مخطط الدرجات

Group	Grade	التقدير	Marks (%)	Definition
Success Group (٥٠ - ١٠٠)	**A -** Excellent	امتياز	٩٠ - ١٠٠	Outstanding Performance
	B - Very Good	جيد جدا	٨٠ - ٨٩	Above average with some errors
	C – Good	جيد	٧٠ - ٧٩	Sound work with notable errors
	D - Satisfactory	متوسط	٦٠ - ٦٩	Fair but with major shortcomings
	E - Sufficient	مقبول	٥٠ - ٥٩	Work meets minimum criteria

Fail Group **(٠ – ٤٩)**	**FX –** Fail	راسب (قيد المعالجة)	(٤٥-٤٩)	More work required but credit awarded
	F – Fail	راسب	(٠-٤٤)	Considerable amount of work required

Note: Marks Decimal places above or below ٠,٥ will be rounded to the higher or lower full mark (for example a mark of ٥٤,٥ will be rounded to ٥٥, whereas a mark of ٥٤,٤ will be rounded to ٥٤. 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

نموذج وصف المادة الدراسية

Module Information معلومات المادة الدراسية			
Module Title	Principles of Business Administration	**Module Delivery**	
Module Type	C	☒ **Theory** ☒ **Lecture** ☐ **Lab** ☒ **Tutorial** ☐ **Practical** ☒ **Seminar**	
Module Code	BA١٢٠١		
ECTS Credits	٨		
SWL (hr/sem)	٢٠٠		
Module Level	٢	**Semester of Delivery**	٢

Administering Department	Business Management	**College**	Type College Code
Module Leader	Ahmed Jasim Mohammed	**e-mail**	ahmedjm٨٥@uomisan.edu.iq
Module Leader's Acad. Title	Lecture	**Module Leader's Qualification**	MA
Module Tutor	Name (if available)	**e-mail**	E-mail
Peer Reviewer Name	Name	**e-mail**	E-mail
Scientific Committee Approval Date	/٠٨/٢٠٢٤	**Version Number**	

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 Aims أهداف المادة الدراسية	**Management continuation of Principles of Management I is geared towards exposing students to understanding managerial manpower with appropriate knowledge and skills required for bringing out the best in the people of an organization. It aims to bring out the right aptitude to handle the ever growing and changing business environment. The course should enable you:** **To appreciate the relationship between the different areas of a business ,to understand the structures and functions of each of the areas of a business ,to evaluate business strategy from a critical standpoint, to encourage the spirit of entrepreneurship.**
Module Learning Outcomes	**At the end of the topic, students should be able to** **١. Develop and improve their understanding of business problems and perform management function in the globalized world.** **٢. Understand, analyze and synthesize the conceptual tools needed for the management of work.**

مخرجات التعلم للمادة الدراسية	٣. **Analytical skills and the ability to develop simplified frameworks for studying the real world.** ٤. **Basic theoretical knowledge of the subject.** ٥. **Problem-solving skills** ٦. **Decision making in business and management** ٧. **Development of written and oral communication skills.** ٨. **Teamwork.** ٩. **Ability to search and analyze business and management information**
Indicative Contents المحتويات الإرشادية	

Learning and Teaching Strategies استراتيجيات التعلم والتعليم	
Strategies	٦. Methods of delivering lectures. ٧. Student groups ٨. Workshops ٩. Reports and assignments ١٠. Using visual aids and presentation devices for topics

Student Workload (SWL) الحمل الدراسي للطالب محسوب لـ ١٥ اسبوعا			
Structured SWL (h/sem) الحمل الدراسي المنتظم للطالب خلال الفصل	٧٨	**Structured SWL (h/w)** الحمل الدراسي المنتظم للطالب أسبوعيا	٥,٢
Unstructured SWL (h/sem)	١٢٢	**Unstructured SWL (h/w)**	٨,١٣

الحمل الدراسي غير المنتظم للطالب خلال الفصل		الحمل الدراسي غير المنتظم للطالب أسبوعيا	
Total SWL (h/sem) الحمل الدراسي الكلي للطالب خلال الفصل	٢٠٠		

Module Evaluation

تقييم المادة الدراسية

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	**Quizzes**	٢	١٠٪ (١٥)	٥, ١٠	LO #١, ٢, ١٠ and ١١
	Assignments	٢	١٠٪ (١٥)	٢, ١٢	LO # ٣, ٤, ٦ and ٧
	Projects / Lab.				
	Report	١	١٠٪ (١٠)	١٣	LO # ٥, ٨ and ١٠
Summative assessment	**Midterm Exam**	٢ hr	١٠٪ (١٠)	٧	LO # ١-٧
	Final Exam	٣hr	٥٠٪ (٥٠)	١٦	All
Total assessment			١٠٠٪ (١٠٠ Marks)		

Delivery Plan (Weekly Syllabus)

المنهاج الاسبوعي النظري

	Material Covered
Week ١	
Week ٢	
Week ٣	

Week ٤	
Week ٥	
Week ٦	
Week ٧	Exam
Week ٨	Contemporary Trends and Strategic Management
Week ٩	Management Environment
Week ١٠	The nature of the mutual impact between business organizations.
Week ١١	Organizational Goals
Week ١٢	Effectiveness and Efficiency
Week ١٣	Management Planning
Week ١٤	Decision Making
Week ١٥	Exam
Week ١٦	Preparatory week before the final Exam

Delivery Plan (Weekly Lab. Syllabus)

المنهاج الاسبوعي للمختبر

	Material Covered
Week ١	NON
Week ٢	NON
Week ٣	NON
Week ٤	NON
Week ٥	NON
Week ٦	NON

Week ٧	NON

Learning and Teaching Resources مصادر التعلم والتدريس		
	Text	**Available in the Library?**
Required Texts	Principles of Management with a Focus on Business Management – Dr. Mohamed Khalil al-Shamma'	Yes
Recommended Texts		No
Websites	https://www.google.iq/books/edition/%D٩٪٨٥٪DA٪AA٪DA٪AV٪DA٪AF%DA٪A٦_%DA٪AV٪D٩٪٨٤٪DA٪AV٪DA٪AF%DA٪AV٪DA٪B١٪DA٪A٩_%D٩٪٨٥٪DA٪B٩_%DA٪AV٪D٩٪٨٤٪DA٪AA%DA٪B١/QQR٤QgAACAAJ?hl=ar	

Grading Scheme مخطط الدرجات				
Group	**Grade**	التقدير	**Marks (%)**	**Definition**
Success Group	**A -** Excellent	امتياز	٩٠ - ١٠٠	Outstanding Performance

(٥٠ - ١٠٠)	**B -** Very Good	جيد جدا	٨٠ - ٨٩	Above average with some errors
	C – Good	جيد	٧٠ - ٧٩	Sound work with notable errors
	D - Satisfactory	متوسط	٦٠ - ٦٩	Fair but with major shortcomings
	E - Sufficient	مقبول	٥٠ - ٥٩	Work meets minimum criteria
Fail Group	**FX –** Fail	راسب (قيد المعالجة)	(٤٥-٤٩)	More work required but credit awarded
(٠ – ٤٩)	**F –** Fail	راسب	(٠-٤٤)	Considerable amount of work required

Note: Marks Decimal places above or below ٠,٥ will be rounded to the higher or lower full mark (for example a mark of ٥٤,٥ will be rounded to ٥٥, whereas a mark of ٥٤,٤ will be rounded to ٥٤. 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

نموذج وصف المادة الدراسية

Module Information معلومات المادة الدراسية					
Module Title	**Statistecs for Business**			**Module Delivery**	
Module Type	**B**			☒ **Theory** ☐ **Lab** ☒ **Seminar** ☐ **Tutorial** ☐ **Practical** ☐ **Lecture**	
Module Code	BA١٢٠٢				
ECTS Credits	٦				
SWL (hr/sem)	١٥٠				
Module Level	٢		**Semester of Delivery**	٢	
Administering Department			**College**	Type College Code	
Module Leader	Safa Najah Abd-Ameer		**e-mail**	safa.najah@uomisan.edu.iq	
Module Leader's Acad. Title	Assistant Teacher		**Module Leader's Qualification**	Master's	

Module Tutor	Name (if available)	**e-mail**	E-mail
Peer Reviewer Name	None	**e-mail**	E-mails
Scientific Committee Approval Date		**Version Number**	١,٠

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 Aims أهداف المادة الدراسية	١ - Preparing statistical staff who possess the necessary skills to qualify them to work in state departments, especially in...Statistics departments and divisions. ٢ - Developing students' scientific attitudes to enable them to build themselves and develop their ability to develop in their postgraduate studies ٣- Providing students with skills that contribute to achieving creativity in small and entrepreneurial projects ٤-Providing students with knowledge in statistical analysis and organizing the economic feasibility of projects ٥-Modernizing and developing school curricula, especially in the field of planning and statistics ٦- Cooperation with college departments in the field of exchanging information and experiences
Module Learning Outcomes	A-Knowledge and understanding A١.Knows the concept of course. A٢. Explains to the student the characteristics of the course.

مخرجات التعلم للمادة الدراسية	A٣. Explains to the student the content of the course. A٤. Explains to the student theories about the course. A٥. Enumerates to the student the policies followed by the course. A٦.The student is given examples of others' experiences B - Subject-specific skills B١.Collects information about phenomena and problems B٢.Analyze the causes of these problems B٣.compares the experiments B٤.Communication and communication skills
Indicative Contents المحتويات الإرشادية	١-Giving lectures explaining and clarifying. ٢-Preparing reports. ٣-Self-education method.

Learning and Teaching Strategies

استراتيجيات التعلم والتعليم

Strategies	٧. Information about subject syllabus and rules of assessment. ٨. Lessons by provides study materials in form of texts, pictures, presentations, animations and interactive teaching. ٩. The last part is dedicated to the final exam through assessment and tests.

Student Workload (SWL)

الحمل الدراسي للطالب محسوب لـ ١٥ اسبوعا

Structured SWL (h/sem) الحمل الدراسي المنتظم للطالب خلال الفصل	٧٨	**Structured SWL (h/w)** الحمل الدراسي المنتظم للطالب أسبوعيا	٥,٢
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطالب خلال الفصل	٧٢	**Unstructured SWL (h/w)** الحمل الدراسي غير المنتظم للطالب أسبوعيا	٤,٨
Total SWL (h/sem) الحمل الدراسي الكلي للطالب خلال الفصل	١٥٠		

Module Evaluation

تقييم المادة الدراسية					
		Time/Number	**Weight (Marks)**	**Week Due**	**Relevant Learning Outcome**
Formative assessment	**Quizzes**	١٥mint	٢٠٪ (٢٠)	٤, ٨	
	Assignments	١٥mint	٢٠٪ (٢٠)	٥, ١١	
	Projects / Lab.				
	Report				
Summative assessment	**Midterm Exam**	٢hr	٢٠٪ (١٠)	١٢	
	Final Exam	٣hr	٦٠٪ (٥٠)	١٦	All
Total assessment			١٠٠٪ (١٠٠ Marks)		

Delivery Plan (Weekly Syllabus)

المنهاج الاسبوعي النظري

	Material Covered
Week ١	A historical overview of statistics for ٣ hours.
Week ٢	The concept of statistics for ٣ hours.
Week ٣	Types and branches of statistics for ٣ hours.
Week ٤	Data collection for ٣ hours.
Week ٥	Data analysis for ٣ hours.
Week ٦	Samples for ٣ hours.
Week ٧	Graphical display of unclassified data for ٣ hours.
Week ٨	Measures of central tendency for ٣ hours.
Week ٩	Mean & Weighted Mean
Week ١٠	Median For classified and unclassified data
Week ١١	Mod For classified and unclassified data

Week ١٢	Dispersion measures for ٣ hours.
Week ١٣	Mean Deviation
Week ١٤	Standard Deviation
Week ١٥	**Coefficient of Variation**
Week ١٦	**Preparatory week before the final Exam**

Delivery Plan (Weekly Lab. Syllabus)

المنهاج الاسبوعي للمختبر

	Material Covered
Week ١	
Week ٢	
Week ٣	
Week ٤	
Week ٥	
Week ٦	
Week ٧	

Learning and Teaching Resources

مصادر التعلم والتدريس

	Text	**Available in the Library?**
Required Texts	الاحصاء علي ياسين غني/جامعة المستنصرية	Yes
Recommended Texts	No	No
Websites		

Grading Scheme مخطط الدرجات				
Group	**Grade**	التقدير	**Marks (%)**	**Definition**
Success Group (٥٠ - ١٠٠)	**A –** Excellent	امتياز	٩٠ - ١٠٠	Outstanding Performance
	B - Very Good	جيد جدا	٨٠ - ٨٩	Above average with some errors
	C – Good	جيد	٧٠ - ٧٩	Sound work with notable errors
	D – Satisfactory	متوسط	٦٠ - ٦٩	Fair but with major shortcomings
	E – Sufficient	مقبول	٥٠ - ٥٩	Work meets minimum criteria
Fail Group (٠ – ٤٩)	**FX –** Fail	راسب (قيد المعالجة)	(٤٥-٤٩)	More work required but credit awarded
	F – Fail	راسب	(٠-٤٤)	Considerable amount of work required

Note: Marks Decimal places above or below ٠,٥ will be rounded to the higher or lower full mark (for example a mark of ٥٤,٥ will be rounded to ٥٥, whereas a mark of ٥٤,٤ will be rounded to ٥٤. 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.