

FIRST SEMESTER

Module Description Form

Module Information			
Module Title	of Business Fundamentals Administration	Module Delivery	
Module Type	B	<input type="checkbox"/> Theory <input type="checkbox"/> Lecture <input type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input type="checkbox"/> Practical <input type="checkbox"/> Seminar	
Module Code	SBA1101		
ECTS Credits	8		
SWL (hr/sem)	200		
Module Level	1		
Administering Department	TU.BA.B.Sc	College	College of Administration and Sharqat-Economics/AI
Module Leader	Din Shibl Jassim-Dr. Salah Al Lecturer: Firas Ali Abdullah	e-mail	Salahddin.s@tu.edu.iq Firas.a.abdullah@tu.edu.iq
Module Leader's Acad. Title	Lecturer Assistant professor	Module Leader's Qualification	PhD Master's
Module Tutor		e-mail	
Peer Reviewer Name	Name	e-mail	Email
Date of approval by the Scientific Committee		Version Number	1.0

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

Module Aims, Learning Outcomes and Indicative Contents	
Module Objectives Objectives Course	science through the stages it has Introducing the student to the concept of management –1 gone through management science Introducing the student to the importance of –2 Clarifying the concepts and terminology related to the subject matter –3 .Encouraging students to pay attention to the academic subject matter –4 Instilling confidence in students and giving them the opportunity to learn about matters –5

	<p>.related to the academic subject matter</p> <p>ources for collecting data and information Introducing the student to the most important s –6</p> <p>.about the subject matter</p> <p>management through Introducing the student to how to solve problems –7</p>
<p>Module Learning Outcomes</p> <p>Learning outcomes for the subject</p>	<p>preferably equal to the number of study learning outcomes 6 Write at least : Important .weeks</p> <ol style="list-style-type: none"> 1. Understanding the basic concepts of management principles and their relationship to other sciences 2. and its importance Understanding the basic concepts of the planning process 3. of plan preparation according to the planning Understanding the basic concepts stages 4. making process and its types-Understanding the basic concepts of the decision 5. of organization, its objectives, and its divisions Understanding the basic concepts 6. . basic concepts of the distribution of powers and responsibilities the Understanding 7. of guidance, which include leadership and Understanding the basic concepts .motivation
<p>Indicative Contents</p> <p>Guideline Contents</p>	<p>following The instructional content includes the.</p> <p>First week: Chapter One: The nature and concepts of management, the fields in –1 .hour presentation–works, and indicators of poor management, with a 2 it which Identifying the types, roles and skills of managers in –Second week: – 2 organizations and clarifying the basic characteristics of a successful manager with .a daily exam on the material of the first semester, amounting to 2 hours</p> <p>Third week: Contemporary challenges in today’s world that organizations face, –3 .r a report from the students for 2 hourswith a request fo</p> <p>Schools of Thought (Stages of Development of –Chapter Two –The fourth week: –4 .with a daily test for students of 2 hours (Administrative Thought</p> <p>nvironment (internal Includes getting to know the organization’s s e –The fifth week: –5 and external environment) and its relationship with the organization, along with a .hour discussion session–2</p> <p>The sixth week: The concept of planning, its importance, and the stages of the –6 .hour presentation–th a 2for preparing the plan, wi planning process</p> <p>making process, –To learn the basic concepts of the decision –The seventh week: –7 :making and its types, with a daily quiz of 2 hours–the stages of decision</p> <p>methods of The eighth week: (Control) The concept, importance, objectives and –8 .control, for 2 hours</p> <p>The ninth week: The concept of organization, its goals, divisions and stages of –9 organization, with a request for a report from the students on the concept of</p>

	<p>.of 2 hours organization and its importance to organizations, for a total</p> <p>Week 10: Organizational Design (Organizational Structure), Organizational Chart, and Organizational Manual, along with understanding the reasons for restructuring the (organizational structure (2 hours</p> <p>includes the concept of authority and (Eleventh week: Chapter Eight (Guidance –11 .responsibility and the rules for delegating it, with a daily test of 2 hours</p> <p>Twelfth week: The concept of leadership and the leader, the difference between –12 important theories in a leader and a manager, leadership styles, and the most leadership, with students being asked to do a project report on which of the .theories can be applied, for a period of 2 hours</p> <p>.Week 13, Grade 10: Midterm exam for the fundamentals of management – 13 on, its importance and objectives, with a daily test The fourteenth week: Motivati –14 .on the subject for 2 hours</p> <p>Fifteenth week: Midterm exam –15</p>
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Learning and Teaching Strategies	
Strategies	<p>encouraging One of the most important strategies for learning and teaching is through discussions , while simultaneously improving and student participation through classroom This can be achieved . expanding their thinking skills interactive educational programs, and by considering simple experiments , materials Our main objectives can be . activities of interest olve engaging students inthat inv :summarized in the following points</p> <ol style="list-style-type: none"> 1. administrative Related Problems to treat from student maybe activities 2. Labor market requirements all Meeting from student maybe 3. Accurate and timely decisions Taking from student maybe

<p>Student Workload (SWL)</p> <p>.The student's academic workload is calculated for 15 weeks</p>

Structured SWL (h/sem) Regular academic workload for the student during the semester	75	Structured SWL (h/w) Student's regular weekly study load	5
Unstructured SWL (h/sem) Irregular student workload during the semester	122	Unstructured SWL (h/w) Irregular weekly study load for the student	8.13
Total SWL (h/sem) The student's total academic workload semester during the	125		

Module Evaluation					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Daily exams	0.25 hr/5	10% (2)	2-4-7-11-14	roles, and essential characteristics of a successful manager (Types stages) Schools of thought - of development of (administrative thought making -The decision process and its stages The concept of guidance, - the concept of authority and responsibility, and the rules for delegating them Motivation: its importance and objectives
	Tasks and duties Presentation /	0.50 hr/2	10% (5)	1 6	What is management, its concept, its fields, and of poor indicators management The concept of planning, its importance, and the stages .of the planning process
	/ Projects Discussions	0.50 hr/2	10% (5)	5 12	The organization's internal - and external environment The concept of leadership, the leader, and the difference between them

	Report	0.50 hr/2	10% (5)	3 9	Contemporary challenges in today's world The concept of organization, its objectives divisions and
Summative assessment	exam Midterm	2hr	10% (10)		A test for the subject of Fundamentals of Management
	Final exam	3hr	50% (50)		
Overall assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

Weekly theoretical curriculum

	Material Covered
Week 1	operates, and indicators of poor it The nature and concepts of management, the fields in which .management
Week 2	Types, roles, and skills of managers, and the essential characteristics of a successful manager
Week 3	challenges facing organizations in today's world Contemporary
Week 4	(Schools of Thought (Stages of Development of Administrative Thought
Week 5	The organization's internal and external environment and its relationship to the organization
Week 6	.planning, its importance, and the stages of the planning process The concept of
Week 7	making stages, and types-making process, decision-Decision
Week 8	The concept of oversight, its importance and objectives
Week 9	divisions, and stages of organization ,The concept of organization, its objectives
Week 10	Organizational structure of organizations, organizational chart, and organizational manual
Week 11	The concept of guidance, the concept of authority and responsibility, and the rules for delegating .them
Week 12	The concept of leadership, the leader, the difference between a leader and a manager, and .leadership styles

Week 13	for Fundamentals of Management Midterm exam
Week 14	Motivation, its importance and objectives
Week 15	Midterm exam
Week 16	Preparatory week before the final exam

Delivery Plan (Weekly Lab. Syllabus) Weekly laboratory schedule	
	covered materials
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
Week 6	
Week 7	

Learning and Teaching Resources		
	Text	Available in the Library?
Required texts	Saleh Mahdi .by Dr "The book "Management and Business Ghalibi-Amiri and Taher Mohsen Al-Al	Yes
Recommended texts	Website of Iraqi academic scientific journals	no
Websites	Reviewing scientific websites via the internet	

Grading Scheme				
Group	Grade	Appreciation	Marks %	Definition
Success Group (50 - 100)	A - Excellent	privilege	90 - 100	Amazing performance
	B - Very Good	very good	80 - 89	Above average with some errors
	C - Good	good	70 - 79	work with some noticeable errors Sound
	D - Satisfactory	middle	60-69	Fair, but with major flaws
	E - Sufficient	acceptable	50-59	.The work meets minimum standards
Fail Group (0 – 49)	FX – Fail	under) Precipitate (processing	(45-49)	credit has been is required , but work .granted
	F – Fail	Precipitate	(0-44)	A large amount of work is required

Note: Decimal marks that are more or less than 0.5 will be rounded up or down to the nearest whole mark (for example, a mark of 54.5 will be rounded up to 55, while a mark of 54.4 will be rounded up to pass failures" and therefore the only adjustment –eartolerance policy for "n–The university has a zero .(54 to marks awarded by the original mark(s) will be the automatic rounding described above.

Module Description Form

Module Information			
Module Title	economics-Principles of Macro		Module Delivery
Module Type	B		<input type="checkbox"/> Theory
Module Code	SBA1102		<input type="checkbox"/> Lecture
ECTS Credits	8		<input type="checkbox"/> Lab
SWL (hr/sem)	150		<input type="checkbox"/> Tutorial
			<input type="checkbox"/> Practical
			<input type="checkbox"/> Seminar
Module Level	1	Semester of Delivery	1
Administering Department	E	College	College of Administration and Sharqat-Economics/AI
Module Leader	Dr. Khaled Arheil Shehab	e-mail	Khaleedshhab@tu.edu.iq
Module Leader's Acad. Title	assistant professor	Module Leader's Qualification	PhD
Module Tutor	Name (if available)	e-mail	Email
Peer Reviewer Name	Name	e-mail	Email
Date of approval by the Scientific Committee		Version Number	1.0

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

Module Aims, Learning Outcomes and Indicative Contents

<p>Module Objectives</p> <p>Course Objectives</p>	<p>Course objectives</p> <p>To enable the student to understand some basic economic concepts and -1 terminology</p> <p>Enabling the student to understand macroeconomics and its mechanisms -2</p> <p>understand national income and methods of Enabling the student to -3 calculating it</p> <p>Enabling the student to distinguish between the theories that explain the -4 factors of production and their returns</p> <p>Enabling the student to understand money, its functions, banks, their -5 and their functions & types</p> <p>Applying what has been explained to practical exercises and illustrative -6 diagrams to convey what has been explained to the students' understanding</p>
<p>Module Learning Outcomes</p> <p>Learning outcomes for the subject</p>	<ol style="list-style-type: none"> 1- and t of macroeconomics Explanation of the concep macroeconomic terminology 2- To give the student an idea of how national income is calculated 3- To give the student an idea of modern theory in income and employment and how to determine the level of income equilibrium 4- student an idea of how national income is To give the distributed and the most important theories that have explained this 5- Explaining the difference between microeconomics and macroeconomics 6- To give the student an idea of the most important system and foreign trade foundations of the monetary
<p>Indicative Contents</p> <p>Guideline Contents</p>	<p>the concept of national income, its importance, and the The first week explains Methods of ...The second and third weeks explain .gross domestic product calculating national income and how to differentiate between them. In week four, the difference between nominal national income and real national income is explained, along with the most important factors affecting the level of the modern theory of income and ‘In weeks five and six .national output employment and the most important determinants of national income are explained, as well as how to determine the level of income equilibrium. In to distribute national weeks seven through ten, the explanation continues. How income, the most important theories explaining wages, the distinction between nominal and real wages and the most important theories explaining profit,</p>

	<p>clarifying the concept of interest and the most important theories explaining it clarifying the motives for holding money, clarifying the concept of rent and rent with an explanation of Ricardo's theory of rent. In the eleventh and -quasi twelfth weeks, the concept of money, its functions and types were clarified, explained, the metallic and paper monetary system. monetary systems were The thirteenth week included commercial banks, their origin and functions, the functions of central banks. the fourteenth week, the balance of payments, its importance were clarified items, the exchange rate, its concept and i. the In fifteenth week, the concept of trade policy, its types, and its tools were .explained</p>
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<p align="center">Learning and Teaching Strategies</p> <p align="center">Learning and teaching strategies</p>	
Strategies	<ol style="list-style-type: none"> 1- By giving lectures inside the classroom 2- students to think collectively through discussion groups Encouraging 3- Expanding students' thinking skills through report writing 4- Do daily quizzes 5- defined tests-Perform pre 6- Teaching students how to expand their sources and not limit themselves to a specific topic.

<p align="center">Student Workload (SWL)</p> <p align="center">.weeks The student's academic workload is calculated for 15</p>			
Structured SWL (h/sem)		Structured SWL (h/w)	
Regular academic workload for the student during the semester	60	Student's regular weekly study load	4
Unstructured SWL (h/sem)		Unstructured SWL (h/w)	
Irregular student workload during the semester	150	Irregular weekly study load for the student	10
Total SWL (h/sem)			200

The student's total academic workload during the semester	
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Module Evaluation					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Daily exams	1hr/2	10% (5)	3-7	Chapters Three and Seven
	Tasks and duties	1hr/ 1	10% (10)	5	Chapter Five
	Discussions	1hr/5	10% (2)	4-6-9-10-11	Fourth and fifth
	Report	11hr/ 1	10% (10)	15	seasons All
Summative assessment	exam Midterm	2 /hr	10% (10)	10	Chapters 1, 2, 3, 4, 5, 6, and 8 ,7
	Final exam	3 /hr	50% (50)	15	Chapters 1, 2, 3, 4, 5, 6, ,13 ,12 ,11 ,10 ,9 ,8 ,7 and 15 ,14
Overall assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
Weekly theoretical curriculum	
	Material Covered
Week 1	national income, its importance, and gross domestic product concept of The(National income (GDP).
Week 2	The difference between national income and gross domestic product, methods of calculating distributed income method) national income
Week 3	(added method and expenditure method–value) Methods of calculating national income

Week 4	between nominal national income and real national income, and the most important factors affecting the level of national output. The difference
Week 5	Modern theory of income and employment and the main determinants of national income
Week 6	income equilibrium Determining the level of
Week 7	How national income is distributed; key theories explaining wages
Week 8	Distinguishing between nominal and real wages and the most important theories explaining profit
Week 9	theories explaining it, the motives for holding money. The concept of interest and the most important
Week 10	rent, with an explanation of Ricardo's theory of rent–The concept of rent and quasi
Week 11	The concept of money, its functions and types
Week 12	monetary system Monetary systems: The metal and paper
Week 13	Commercial banks: their origins and functions; functions of central banks
Week 14	Balance of payments, its components, exchange rate, its concept and importance.
Week 15	The concept of trade policy, its types, and its tools.
Week 16	Preparatory week before the final exam

Delivery Plan (Weekly Lab. Syllabus)	
Weekly laboratory schedule	
	covered materials
Week 1	nothing
Week 2	nothing
Week 3	nothing
Week 4	nothing
Week 5	nothing

Week 6	nothing
Week 7	nothing

Learning and Teaching Resources		
	Text	Available in the Library?
Required texts	Hasnawi-Principles of Economics / Dr. Karim Mahdi Al Principles of Microeconomics / Dr. Mahmoud Dagher Akeeli-Microeconomics / Dr. Tariq Al	Yes
Recommended texts		no
Websites		

Grading Scheme				
Group	Grade	Appreciation	Marks %	Definition
Success Group (50 - 100)	A - Excellent	privilege	90 - 100	Amazing performance
	B - Very Good	very good	80 - 89	Above average with some errors
	C - Good	good	70 - 79	with some noticeable errors Sound work
	D - Satisfactory	middle	60-69	Fair, but with major flaws
	E - Sufficient	acceptable	50-59	.The work meets minimum standards
Fail Group (0 – 49)	FX – Fail	under) Precipitate (processing	(45-49)	credit has More work is required, but .been granted
	F – Fail	Precipitate	(0-44)	A large amount of work is required

Note: Decimal marks that are more or less than 0.5 will be rounded up or down to the nearest whole mark (for example, a mark of 54.5 will be rounded up to 55, while a mark of 54.4 will be rounded up to pass failures" and therefore the only adjustment –eartolerance policy for "n–The university has a zero .(54 to marks awarded by the original mark(s) will be the automatic rounding described above.

Module Description Form

Module Information			
Module Title	Basics of Accounting	Module Delivery	
Module Type	B	<input checked="" type="checkbox"/> Theory <input type="checkbox"/> Lecture <input type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input checked="" type="checkbox"/> Practical <input type="checkbox"/> Seminar	
Module Code	SBA1103		
ECTS Credits	6		
SWL (hr/sem)	150		
Module Level	1	Semester of Delivery	1
Administering Department	TU.BA.B.Sc	College	College of Administration and Sharqat-Economics/AI
Module Leader	A. Saad Saleh Hussein M.M. Suleiman Hamad Atiya	e-mail	shussein@tu.edu.iq Suleiman.hamad@tu.edu.iq
Module Leader's Acad. Title	.Mr	Module Leader's Qualification	PhD
Module Tutor		e-mail	
Peer Reviewer Name	Scientific Committee	e-mail	Email
Date of approval by the Scientific Committee		Version Number	1.0

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

Module Aims, Learning Outcomes and Indicative Contents	
Module Objectives Course Objectives	<ol style="list-style-type: none"> 1. the accounting cycle , its types Introducing the student to accounting principles and assumptions and accounting 2. (entry Enabling the student to record in the journal (double 3. and balance the the professor's record Enabling the student to transfer to accounts 4. Defining and enabling the student to prepare a trial balance 5. Defining and enabling the student to understand capital processes

	<p>.(capital formation)</p> <p>6. enable the student to understand accounting for To define and .merchandise or inventory</p>
<p>Module Learning Outcomes</p> <p>Learning outcomes for the subject</p>	<p>learning outcomes, preferably equal to the 6 Write at least : Important .number of study weeks</p> <ol style="list-style-type: none"> 1. The student's understanding of accounting, its types, the accounting .principles and assumptions work cycle diagram, and accounting 2. .The student's knowledge of recording in the journal under double entry 3. and The student's mastery of the process of posting to the ledger .extracting account balances 4. .Enabling the student to prepare a trial balance with totals and balances 5. The student's understanding of accounting for capital transactions .(capital formation) 6. Defining and enabling the student to account for merchandise or .inventory
<p>Indicative Contents</p> <p>Guideline Contents</p>	<p>The first chapter provides a theoretical introduction to financial accounting and includes</p> <ul style="list-style-type: none"> - (basics and concepts Accounting (5 hours - (Principles / Assumptions Accounting (5 hours <p>:Chapter Two: Concerns the daily log and includes</p> <ul style="list-style-type: none"> - (registration in register Daily journal entry Double (5 hours - (solution Examples on Restrictions Accounting . (5 hours <p>:record and includes Chapter Three: Concerns the teacher's</p> <ul style="list-style-type: none"> (Deportation to register Professor (5 hours- (Solved examples of posting to the ledger and extracting the balance (5 hours <p>Concerning the Trial Balance – Chapter Four</p> <ul style="list-style-type: none"> (Preparing the trial balance with totals and balances (5 hours - (solution Examples of numbers balance Review (5 hours- <p>Chapter Five: Operations capitalism</p> <ul style="list-style-type: none"> (Opening entry, capital increase and decrease, personal withdrawals (5 hours- <p>Revenue expenditures and capital expenditures , loans and their interest (5 -</p> <ul style="list-style-type: none"> (hours <p>:Chapter Six: Accounting for Merchandise, which includes</p> <ul style="list-style-type: none"> (Accounting on buying Sale The goods (5 hours <p>Treatments Accounting For trade discounts and cash discounts . (5 hours -</p> <ul style="list-style-type: none"> (Accounting procedures for returns and allowances (5 hours(

Learning and Teaching Strategies

Strategies	<p>to be adopted in delivering this unit is to strategy Write something like: The main encourage student participation in exercises, while simultaneously improving and expanding their critical thinking skills. This will be achieved through interactive idering simple experiments classroom and educational programs, and by cons involving sample activities that are of interest to the students.</p>
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Student Workload (SWL)

.The student's academic workload is calculated for 15 weeks

Structured SWL (h/sem) Regular academic workload for the semester student during the	60	Structured SWL (h/w) Student's regular weekly study load	4
Unstructured SWL (h/sem) Irregular student workload during the semester	150	Unstructured SWL (h/w) Irregular weekly study load for the student	10
Total SWL (h/sem) academic workload The student's total during the semester	150		

Module Evaluation

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Daily exams	1hr/2	10% (10)	5+10	5- One Chapter 10- capitalist operations
	Tasks and duties	1hr/2	10% (10)	3+12	. Daily log -3 12- capitalist operations

	Discussions and working groups	1hr/15	10% (10)	During the semester	
	Report	1/1	10% (10)	13	
Summative assessment	exam Midterm	2hr	10% (10)		
	Final exam	3hr	50% (50)		
Overall assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
Weekly theoretical curriculum	
	Material Covered
Week 1	Accounting Fundamentals and Concepts
Week 2	Principles / Assumptions Accounting
Week 3	(Recording in the journal (double entry
Week 4	solution Examples on Restrictions Accounting
Week 5	deportation to register Professor
Week 6	Account balancing
Week 7	Solved examples of posting to the ledger and balancing it
Week 8	Preparing the trial balance
Week 9	balance Review solution Examples of numbers
Week 10	Operations capitalism The restriction Opening Capital increases and decreases, personal withdrawals
Week 11	Revenue expenditures and capital expenditures, accounting for the kindergarten and its benefits
Week 12	Accounting on buying Sale merchandise
Week 13	processors Accounting For trade discounts and cash discounts
Week 14	Accounting treatments for returns and allowances

Week 15	Test End of chapter
Week 16	Preparatory week before the final exam

Delivery Plan (Weekly Lab. Syllabus)	
Weekly laboratory schedule	
	covered materials
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
Week 6	
Week 7	

Learning and Teaching Resources		
	Text	Available in the Library?
Required texts	Talal – Fundamentals of accounting knowledge Jajawi and others-AI	Yes
Recommended texts	-Hayali and Al-AI -Principles of Financial Accounting Kasb	no
Websites		

Grading Scheme

Group	Grade	Appreciation	Marks %	Definition
Success Group (50 - 100)	A - Excellent	privilege	90 - 100	Amazing performance
	B - Very Good	very good	80 - 89	Above average with some errors
	C - Good	good	70 - 79	Sound work with some noticeable errors
	D - Satisfactory	middle	60-69	Fair, but with major flaws
	E - Sufficient	acceptable	50-59	.The work meets minimum standards
Fail Group (0 – 49)	FX – Fail	under) Precipitate (processing	(45-49)	More work is required, but credit has .been granted
	F – Fail	Precipitate	(0-44)	A large amount of work is required

Note: Decimal marks that are more or less than 0.5 will be rounded up or down to the nearest whole mark (for example, a mark of 54.5 will be rounded up to 55, while a mark of 54.4 will be rounded up to pass failures" and therefore the only adjustment –eartolerance policy for "n–The university has a zero .(54 to marks awarded by the original mark(s) will be the automatic rounding described above.

Module Description Form

Module Information		
Module Title	Mathematics for Business Administration	Module Delivery
Module Type	B	<input type="checkbox"/> Theory <input type="checkbox"/> Lecture <input type="checkbox"/> Lab <input type="checkbox"/> Tutorial
Module Code	SBA1104	
ECTS Credits	6.00	
SWL (hr/sem)	150	

			<input type="checkbox"/> Practical
			<input type="checkbox"/> Seminar
Module Level	1	Semester of Delivery	1
Administering Department	TU.BA.B.Sc	College	Administration and College of Sharqat-Economics/Al
Module Leader	M.M. Abdullah Mohammed Ahmed Mohammed M.M. Muhammad Hussein Ali Ibrahim	e-mail	Abdullah.moh@tu.edu.iq mohammed.hussein@tu.edu.iq
Module Leader's Acad. Title	Assistant teacher Assistant teacher	Module Leader's Qualification	Master's Master's
Module Tutor		e-mail	
Peer Reviewer Name	Name	e-mail	Email
Date of approval by the Scientific Committee		Version Number	1.0

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

Module Aims, Learning Outcomes and Indicative Contents	
Module Objectives Course Objectives	<ol style="list-style-type: none"> 1. Mathematics (1) and General Introducing the student to the basic principles the Importance of Mathematics 2. The student was able to learn how to solve linear and nonlinear equations and their applications. 3. The student was able to learn about differentiation and derivatives (first (e, and third derivative derivative, second derivativ. 4. The student was able to solve the inequalities with two variables. 5. The student was able to learn about matrices and algebraic operations on them 6. The student was able to learn how to extract the determinants of a matrix and the inverse of a matrix, and how to find the solution to a system of equations .using the matrix method
Module Learning	Important: learning outcomes, preferably equal to the number 6 Write at least

<p>Outcomes</p> <p>Learning outcomes for the subject</p>	<p>.sof study week</p> <ol style="list-style-type: none"> 1. General Mathematics The student understands the basic principles and the Importance of Mathematics (1) 2. Student knowledge of Solving linear and nonlinear equations and their applications 3. Student mastery from knowledge of differential equations and (derivatives (first derivative and more 4. inequalities with two variable Solving The student was able 5. Student understanding From knowledge of matrices and algebraic .operations on them 6. to learn how to extract the determinants of a The student was able matrix and the inverse of a matrix, and how to find the solution to a system of equations using the matrix method.
<p>Indicative Contents</p> <p>Guideline Contents</p>	<p>The guidance content includes the following:</p> <p>(hours 12) / Chapter One Functions + Linear Equations + Nonlinear Equations Practical examples – (Chapter Two / (13 hours Differentiation + rules of differentiation + the simplex method in solving linear – (programming problems (maximization s and practical exercises Example (Chapter Three / (12 hours How to solve inequalities with two variables – Examples and practical exercises – (Chapter Four / (13 hours Administrative applications of differentiation Examples and exercises (Chapter Five / (12 hours Administrative applications of integration Examples and exercises (Chapter Six / (13 hours Probability theory and product quality control Practical examples and exercises</p>

Learning and Teaching Strategies	
<p>Strategies</p>	<p>to be adopted in delivering this unit is to strategy Write something like: The main encourage student participation in exercises, while simultaneously improving and expanding their critical thinking skills. This will be achieved through interactive</p>

	d by considering simple experiments classroom and educational programs, an involving sample activities that are of interest to the students.
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Student Workload (SWL)			
The student's academic workload is calculated for 15 weeks			
Structured SWL (h/sem) Regular academic workload for the during the semester student	60	Structured SWL (h/w) Student's regular weekly study load	4
Unstructured SWL (h/sem) Irregular student workload during the semester	150	Unstructured SWL (h/w) Irregular weekly study load for the student	10
Total SWL (h/sem) student's total academic workload The during the semester	150		

Module Evaluation					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Daily exams	18hr	10% (10)	5 + 10	Measures of central tendency Measures of dispersion
	Tasks and duties	19hr	10% (10)	7+13	Correlations of all types + Regression
	Discussions and working groups	18hr	10% (10)	During the semester	
	Report	18hr	10% (10)	During the semester	
Summative assessment	exam Midterm	2hr	10% (10)		
	Final exam	3hr	50% (50)		

Overall assessment	100% (100 Marks)		
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Delivery Plan (Weekly Syllabus)	
Weekly theoretical curriculum	
	Material Covered
Week 1	Function + Linear Equations + Nonlinear Equations
Week 2	Practical examples + exercises
Week 3	Differentiation + Derivative Rules
Week 4	Practical examples + exercises
Week 5	First monthly exam
Week 6	Inequalities with two variables
Week 7	Practical examples + exercises
Week 8	making-managerial decision Probability theory and
Week 9	Administrative applications of differentiation
Week 10	Practical examples + exercises
Week 11	(The simplex method in solving linear programming problems (maximization
Week 12	Administrative applications on integration
Week 13	Practical examples + exercises
Week 14	Probability theory and product quality control
Week 15	Second monthly exam
Week 16	Preparatory week before the final exam

Delivery Plan (Weekly Lab. Syllabus)	
Weekly laboratory schedule	

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

Learning and Teaching Resources		
	Text	Available in the Library?
Required texts	Mathematics textbook for economics and administrative science students Dulaimi, Dr. Essam -Al Authored by Dr. Mohammed Khudair, and Dr. Enam Baqia Business mathematics Prof. Dr. Mustafa Abdel Ghani Ahmed, Prof. Dr. Ali El Sayed El Deeb, Prof. Dr. Mohamed Abdel Moneim Gouda	Yes
Recommended texts		
Websites		

Grading Scheme				
Group	Grade	Appreciation	Marks %	Definition
Success Group (50 - 100)	A - Excellent	privilege	90 - 100	Amazing performance
	B - Very Good	very good	80 - 89	Above average with some errors
	C - Good	good	70 - 79	Sound work with some noticeable errors
	D - Satisfactory	middle	60-69	Fair, but with major flaws

	E - Sufficient	acceptable	50-59	.The work meets minimum standards
Fail Group (0 – 49)	FX – Fail	under) Precipitate (processing	(45-49)	More work is required, but credit has .been granted
	F – Fail	Precipitate	(0-44)	A large amount of work is required

Note: Decimal marks that are more or less than 0.5 will be rounded up or down to the nearest whole mark (for example, a mark of 54.5 will be rounded up to 55, while a mark of 54.4 will be rounded up to pass failures" and therefore the only adjustment –eartolerance policy for "n–The university has a zero .(54 to marks awarded by the original mark(s) will be the automatic rounding described above.

Module Description Form

Module Information			
Module Title	Arabic Language	Module Delivery	
Module Type	S	<input type="checkbox"/> Theory <input type="checkbox"/> Lecture <input type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input type="checkbox"/> Practical <input type="checkbox"/> Seminar	
Module Code	SUN116		
ECTS Credits	2		
SWL (hr/sem)	50		
Module Level	1	Semester of Delivery	1
Administering Department	TU.BA.B.Sc	College	College of Administration and Sharqat-Economics/AI
Module Leader	Dr. Iman Farhan Ahmed Mohammed	e-mail	emainfarhin@tu.edu.iq
Module Leader's Acad. Title	teacher	Module Leader's Qualification	PhD
Module Tutor		e-mail	
Peer Reviewer Name		e-mail	
Date of approval by the Scientific Committee		Version Number	1.0

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

Module Aims, Learning Outcomes and Indicative Contents	
Module Objectives Course Objectives	1– students to the rules specific to the Arabic language and relevant to Introducing .of administration their work in the field 2– .The student should learn to write financial entries correctly 3– The student should learn to write financial reports correctly, with proper

	<p>.writing and formatting hand</p> <p>4- .administrative dealings The student should learn transparency in and evaluating information, making-decision Developing the student's skill in concepts, and skills</p> <p>administrative information Accuracy in providing -5</p> <p>student must understand that language is the foundation of all sciences The -6 .because it is the tool of thought</p>
<p>Module Learning Outcomes</p> <p>Learning outcomes for the subject</p>	<p>Important: Write at least 6 learning outcomes, preferably equal to the .weeks number of study</p> <p>1- The Holy Quran (Kahf-Surah Al)</p> <p>2-Inflected and indeclinable words in Arabic grammar</p> <p>3- The past tense verb</p> <p>4- (inflection and construction) The present tense verb</p> <p>5- (subject and predicate) The nominal sentence</p> <p>6-(verbs defective) Nominal sentences</p> <p>7-(particles resembling verbs) The nominal sentence</p> <p>8-Writing the number</p>
<p>Indicative Contents</p> <p>Guideline Contents</p>	<p>:Identifying correct administrative language and constructing correct sentences Arabic is one of the subjects in which the teacher needs to employ more than : one teaching method to equip the student with the basic language skills Regarding language proficiency, in . writing, reading, listening, and speaking Kahf is studied and memorized. -sage from Surah Althe first two weeks, a pas In the remaining weeks, grammar is covered according to Ibn Malik's Alfyyah. We begin with the verbal sentence (past, present, and imperative verbs), then cles resembling verbs, and the nominal sentence (subject and predicate, parti defective verbs), followed by dictation. The material is distributed across the .weeks of the semester according to its importance</p>

<p>Learning and Teaching Strategies</p> <p>Learning and teaching strategies</p>	
<p>Strategies</p>	<p>(hours 4) Kahf in the Holy Quran–A theoretical lecture on Surah Al •</p> <ul style="list-style-type: none"> – (one hour) Daily exam – (hours 2) Theoretical lecture on the past tense – (hours 4) (its conjugation) Theoretical lecture on the present tense verb – (hour 1) Theoretical lecture on the construction of the present tense verb – hour 1 .Daily exam – (hours 2) Theoretical lecture on the imperative verb

	<ul style="list-style-type: none"> - (hour 1) First month exam - 4) Theoretical lecture on the nominal sentence, subject and predicate (hours - (hour 1) Daily exam - (hours 2) Theoretical lecture on nominal sentences and defective verbs - Theoretical lecture on nominal sentences and particles resembling verbs (hour 1) - (hour 1) Daily exam - (hours 2) Writing the number - (hour 1) Drip - (hour 1) amSecond month ex - (hour 1) Review of the material.
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Student Workload (SWL)			
.The student's academic workload is calculated for 15 weeks			
Structured SWL (h/sem) Regular academic workload for the student during the semester	30	Structured SWL (h/w) regular weekly study load Student's	2
Unstructured SWL (h/sem) Irregular student workload during the semester	17	Unstructured SWL (h/w) Irregular weekly study load for the student	1.13
Total SWL (h/sem) The student's total academic workload during the semester	50		

Module Evaluation					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Daily exams	1hr /4	10% (10)	2+5+7+10	Memorizing a -1 section from Surah -Kahf 5-AI- Constructing the past tense verb Conjugation of the -7 present tense verb Writing the .10 number
	Tasks and duties	1hr /10	10% (10)	1+3+4+6+8 ++11+12+1 3+14	Lessons learned from Kahf-Surah AI - past tense - present tense verb - Constructing the present tense verb - Imperative verb - Subject and predicate - Letters that resemble verbs - Modal verbs - Writing the number - dripping
	/ Projects Laboratory		10% (10)		
	Report	1hr /1	10% (10)	15	
Summative assessment	exam Midterm	2hr	10% (10)		
	Final exam	3hr	50% (50)		

Overall assessment	100% (100 Marks)		
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Delivery Plan (Weekly Syllabus)	
Weekly theoretical curriculum	
	Material Covered
Week 1	Kahf-Memorizing a Quranic passage from Surah Al
Week 2	Kahf-Lessons learned from Surah Al
Week 3	(The verbal sentence (past tense verb
Week 4	(tense verb (its conjugation The verbal sentence, the present
Week 5	(The verbal sentence: the present tense verb (its construction
Week 6	(The verbal sentence (the imperative verb
Week 7	First month exam
Week 8	(The nominal sentence (subject and predicate
Week 9	(defective verbs) Nominal sentences
Week 10	(Nominal sentence (particles resembling verbs
Week 11	(Spelling (writing the hamza
Week 12	Second month exam
Week 13	(Writing the number (single numbers
Week 14	(Writing numbers (complex numbers
Week 15	large numbers) and dotting) Writing the number
Week 16	Preparatory week before the final exam

Delivery Plan (Weekly Lab. Syllabus)

Weekly laboratory schedule

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

Learning and Teaching Resources

	Text	Available in the Library?
Required texts	1- (Interpretation of the Quran (Abdullah Shubbar 2- Specialized -The Arabic Language Book for Non (Sections by (Abdullah Fader Hassan Amin	no
Recommended texts	3- Ibn Malik's Alfiyya in Grammar 4- Dictation Book The Clear	no
Websites	https://www.twinkl.com/blog/arabic-grammar-nahw-arabi-egypt-middle-east-educational-resources https://www.googleadservices.com/	

Grading Scheme

Grade chart

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

	C - Good	good	70 - 79	Sound work with some noticeable errors
	D - Satisfactory	middle	60-69	Fair, but with major flaws
	E - Sufficient	acceptable	50-59	.The work meets minimum standards
Fail Group (0 – 49)	FX – Fail	under) Precipitate (processing	(45-49)	More work is required, but credit has .been granted
	F – Fail	Precipitate	(0-44)	A large amount of work is required

Note: Decimal marks that are more or less than 0.5 will be rounded up or down to the nearest whole mark (for example, a mark of 54.5 will be rounded up to 55, while a mark of 54.4 will be rounded up to pass failures" and therefore the only adjustment –eartolerance policy for "n–The university has a zero .(54 to marks awarded by the original mark(s) will be the automatic rounding described above.

Module Description Form

Module Information			
Module Title	English language		Module Delivery
Module Type	S		<input checked="" type="checkbox"/> Theory <input type="checkbox"/> Lecture <input type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input type="checkbox"/> Practical <input type="checkbox"/> Seminar
Module Code	SUN115		
ECTS Credits	2		
SWL (hr/sem)	50		
Module Level	1	Semester of Delivery	2
Administering Department	TU.BA.B.Sc	College	College of Administration and Sharqat-Economics/AI
Module Leader	Prof. Dr. Wissam Nehme Hussein Darwish		e-mail wisam.hussein@tu.edu.iq
Module Leader's Acad. Title	.Mr	Module Leader's Qualification	PhD
Module Tutor		e-mail	

Peer Reviewer Name	Name	e-mail	Email
Date of approval by the Scientific Committee		Version Number	1.0

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

Module Aims, Learning Outcomes and Indicative Contents	
learning outcomes, and guidance content ‘Course objectives	
Module Objectives Course Objectives	<ol style="list-style-type: none"> 1. The student should be able to familiarize himself with the basic principles of the course well ; 2. The student should be able to read English texts correctly ; 3. The student should be able to understand the English texts as required ; 4. The student should be able to understand grammar excellently ; 5. The student can solve the exercises accurately ; 6. The student should be able to analyze tasks and participate in exercises effectively .
Module Learning Outcomes Learning outcomes for the subject	<ol style="list-style-type: none"> 7. The student is familiar with the basics of the English language at the first level; 8. The student can read simple English texts correctly; 9. The student can understand English texts as needed; 10. The student can understand grammar rules and understand simple conversations; 11. The student can solve exercises at the first level accurately; 12. .6The student can analyze simple language problems and conversations effectively .
Indicative Contents Contents Guideline	<p>The guiding content includes the following:</p> <ol style="list-style-type: none"> 1. Covering the first chapter "Hello!" in two lectures of 1:30 hours, and the rest of the time is spent encouraging the student to talk and read the texts. 2. Covering the second chapter “Your World” in two lectures of 1:30 hours, and the rest of the time is spent encouraging the students to talk and read the texts. 3. Covering the third chapter “All About You” in two lectures of 1:30 hours, and the rest of the time is spent encouraging the students to talk and read the texts.

	<p>4. Preparing for the first monthly exam and explaining this to the students.</p> <p>5. Covering the fourth chapter "The Family!" in one lecture of 1 hour, and the rest of the time is spent encouraging the students to talk and read the texts.</p> <p>6. Chapter 5 "The Way of Living!" It is covered in two lectures of 1:30 hours, and the rest of the time is spent encouraging the student to converse and read texts.</p> <p>7. Chapter 6 "Every Day" is covered in two lectures of 1:30 hours, and the rest of the time is spent encouraging the students to converse and read texts.</p> <p>8. Chapter 7 "My Preferences" is covered in two lectures of 1:30 hours, and the rest of the time is spent encouraging the student to converse and read texts.</p>
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<p style="text-align: center;">Learning and Teaching Strategies</p> <p style="text-align: center;">Learning and teaching strategies</p>	
Strategies	<ol style="list-style-type: none"> 1. Receiving lectures from the teacher in the classroom using direct learning and visual communication. 2. Explanation and clarification in discussions or dialogues 3. Questions and answers in individual and group participations 4. Visual and audio lectures 5. Listening to educational CDs for lectures

<p style="text-align: center;">Student Workload (SWL)</p> <p style="text-align: center;">.The student's academic workload is calculated for 15 weeks</p>			
Structured SWL (h/sem)		Structured SWL (h/w)	
Regular academic workload for the semester student during the	30	Student's regular weekly study load	2
Unstructured SWL (h/sem)		Unstructured SWL (h/w)	
Irregular student workload during the semester	17	Irregular weekly study load for the student	1.13
Total SWL (h/sem)	50		
total academic workload The student's			

during the semester	
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Module Evaluation					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Daily exams	1/2	10% (10)	3,13	Unit 1, 2, 4, 5
	Tasks and duties	1/2	10% (10)	4, 14	Unit 2, 6
	/ Projects Discussions	1/5	10% (10)	2,5,8,12,13	Units 1, 3, 4, 5, 6
	Report	1/1	10% (10)	15	all
Summative assessment	exam Midterm	2hr	10% (10)	7	Units 1, 2, 3
	Final exam	3hr	50% (50)		all
Overall assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
Weekly theoretical curriculum	
	Material Covered
Week 1	Am/are/is, my/your · This is... · How are you? · Good morning! What is this in English? · Numbers 1-10 · Plurals, "Hello!" part 1
Week 2	Am/are/is, my/your · This is... · How are you? · Good morning! What is this in English? · Numbers 1-10 · Plurals, "Hello! part 2
Week 3	Countries · he/she/ they, his/her · Where's he from? fantastic/ awful/ beautiful · Numbers 11-30, "Your world" part 1
Week 4	Countries · he/she/ they, his/her · Where's he from? fantastic/ awful/ beautiful · Numbers 11-30, "Your world" part 2

Week 5	Jobs • am/are/is • Negatives and questions • Personal information • Social expressions (1), “All about you” part 1
Week 6	Jobs • am/are/is • Negatives and questions • Personal information • Social expressions (1), “All about you” part 2
Week 7	First exam
Week 8	our/their • Possessive 's • The family • has/have • The alphabet, “Family and friends”
Week 9	Sports/ Food/ Drinks • Present Simple - I/you/ we/ they • a/an, Languages and nationalities • Numbers and prices, “The way I live” part 1
Week 10	Sports/ Food/ Drinks • Present Simple - I/you/ we/ they • a/an Languages and nationalities • Numbers and prices, “The way I live” part 2
Week 11	The time • Present Simple-he/she • always/sometimes/never, Words that go together • Days of the week, “Every day” part 1
Week 12	The time • Present Simple-he/she • always/sometimes/never, Words that go together • Days of the week, “Every day” part 2
Week 13	Question words • me/him/us/them • this/that, Adjectives • Can I... ?, “My favorites” part 1
Week 14	Question words • me/him/us/them • this/that, Adjectives • Can I... ?, “My favorites” part 2
Week 15	Second exam
Week 16	week before the final exam Preparatory

Delivery Plan (Weekly Lab. Syllabus)

Weekly laboratory schedule

	covered materials
Week 1	none

Learning and Teaching Resources

Learning and teaching resources

	Text	Available in the Library?
Required texts	The New Headway Beginner Student's Book – By John and Liz Soars (OXFORD University Press)	Yes
Recommended texts	The New Headway Plus Work Book Grammar .cl/English/ do-did done	no
Websites	https://www.wallstreetenglish.com/blog/a-guide-to-english-grammar https://www.Englishpage.com	

Grading Scheme

Group	Grade	Appreciation	Marks %	Definition
Success Group (50 - 100)	A - Excellent	privilege	90 - 100	Amazing performance
	B - Very Good	very good	80 - 89	Above average with some errors
	C - Good	good	70 - 79	Sound work with some noticeable errors
	D - Satisfactory	middle	60-69	Fair, but with major flaws
	E - Sufficient	acceptable	50-59	.The work meets minimum standards
Fail Group (0 – 49)	FX – Fail	under) Precipitate (processing	(45-49)	More work is required, but credit has .been granted
	F – Fail	Precipitate	(0-44)	A large amount of work is required

Note: Decimal marks that are more or less than 0.5 will be rounded up or down to the nearest whole mark (for example, a mark of 54.5 will be rounded up to 55, while a mark of 54.4 will be rounded up to pass failures" and therefore the only adjustment –eartolerance policy for "n–The university has a zero .(54 to marks awarded by the original mark(s) will be the automatic rounding described above.

SECOND SEMESTER

Module Description Form

Module Information			
Module Title	English Readings in Business Administrative		Module Delivery
Module Type	C		<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	SBA1204		
ECTS Credits	5		
SWL (hr / sem)	125		
Module Level	1	Semester of Delivery	1
Administering Department	Type Dept. Code Accounting	College	Administration & Economics
Module Leader	Prof. Dr. Jamal Hadash Muhammad Hussein M.M. Asmaa Ahmed Khalaf Hussein	e-mail	Jamal55@tu.edu.iq Abdullah.moh@tu.edu.iq
Module Leader's Acad. Title	Mr Assistant teacher	Module Leader's Qualification	PhD Master's
Module Tutor	Name (if available)	e-mail	Email
Peer Reviewer Name	Scientific Committee	e-mail	Email
Date of approval by the Scientific Committee		Version Number	1.0

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

Module Aims, Learning Outcomes and Indicative Contents

<p>Module Objectives Course Objectives</p>	<ol style="list-style-type: none"> 7. administrative Introducing the student to the basic terminology used in .in English readings 8. . readings and business correspondence administrative 9. Contributing to the understanding of the historical development of management and the stages of cognitive maturity upon which .are based cognitive thought management theories in 10. Continuing to find graduates with high managerial skills to practice . successful managerial work 11. To equip the student with knowledge about the concept, specifications, and importance of management and business, the concept of .functions, and the functions and skills of a manager management 12. Teaching the student how to benefit from their academic studies after . being appointed, especially in the administrative aspect
<p>Module Learning Outcomes Learning outcomes for the subject</p>	<p>learning outcomes, preferably equal to the number 6 Write at least : Important .of study weeks</p> <p>learning skills that enable them to update -To equip students with self .1 .their scientific knowledge in the field</p> <ol style="list-style-type: none"> 2. encourages students to develop Enhancing managerial thinking how to deduction and thinking skills such as analysis managerial make managerial decisions, and explaining the most important .stages through which good and intelligent decisions are made 3. .eps and stages of planningA statement of the most important st 4. How to be creative, organized, and employed according to . scientific principles 5. Graduates can work in the accounting department of government . agencies 6. . Graduates can work in the private sector
<p>Indicative Contents Contents Guideline</p>	<p>The guidance content includes the following:</p> <ol style="list-style-type: none"> 1. Preparing teaching staff according to the principle of job succession to provide the department with diverse specializations to meet the department's needs and fulfill the .requirements of employers 2. conduct sound and useful scientific research for all To stakeholders to serve the labor market from an administrative .perspective

	<ol style="list-style-type: none"> 3. An attempt to focus on preparing young leaders in the field of specialization to supply Iraqi organizations with them to serve our beloved Iraq 4. Launching specialized knowledge in the teaching staff of the younger category to ensure the continued development of the teaching staff 5. The focus is on providing business administration graduates with their field of specialization, skills, knowledge, and experience in to contribute to building governmental, public, and private institutions alike 6. Keeping pace with developments in the environment, especially digital transformations, and providing graduates with the skills with the requirements of the present and future necessary to deal 7. Reinforcing the concept of citizenship among all stakeholders with the department through transparent dealings with them
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Learning and Teaching Strategies	
Strategies	to be adopted in delivering this unit is to strategy Write something like: The main encourage student participation in exercises, while simultaneously improving and expanding their critical thinking skills. This will be achieved through interactive d by considering simple experiments classroom and educational programs, an involving sample activities that are of interest to the students.

Student Workload (SWL)			
.The student's academic workload is calculated for 15 weeks			
Structured SWL (h/ sem)		Structured SWL (h/w)	
Regular academic workload for the during the semester student	33	Student's regular weekly study load	2
Unstructured SWL (h/ sem)		Unstructured SWL (h/w)	
Irregular student workload during the	67	Irregular weekly study load for the student	4

semester			
Total SWL (h/ sem) student's total academic workload The during the semester	100 Total		

Module Evaluation					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Daily exams	1/ hr	10% (10)	5	4
	Tasks and duties	1/ hr	10% (10)	6	1
	/ Projects Laboratory	1/ hr	10% (10)	8	3
	Report	1/ hr	10% (10)	10	14
Summative assessment	exam Midterm	2hr	10% (10)	12	1-10
	Final exam	3hr	50% (50)	16	1-15
Overall assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
curriculum Weekly theoretical	
	Material Covered
Week 1	THE CONCEPTUAL FRAMEWORK OF ACCOUNTING
Week 2	Definitions of Accounting
Week 3	Kinds of accounting
Week 4	THE MAIN USERS OF ACCOUNTING INFORMATIONS
Week 5	QUALITATIVE CHARACTERISTICS OF ACCOUNTING INFORMATION

Week 6	ACCOUNTING ASSUMPTIONS, PRINCIPLES, AND CONSTRAINTS
Week 7	ACCOUNTING TRANSACTION ANALYSIS AND RECORDING
Week 8	ACCOUNTING CYCLE
Week 9	Business transaction
Week 10	Classification of the accounts
Week 11	Functions of Accounting
Week 12	ELEMENTS OF ACCOUNTING STATEMENTS
Week 13	BASIC ACCOUNTING STATEMENTS
Week 14	DEFINITION OF BUSINESS CORRESPONDENCES
Week 15	Functions of Business Letters
Week 16	Preparatory week before the final exam

Delivery Plan (Weekly Lab. Syllabus)	
laboratory schedule Weekly	
	covered materials
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
Week 6	
Week 7	

Learning and Teaching Resources

	Text	Available in the Library?
Required texts	.Authored by Professor Dr Book Readings Administrative 2012 , Ahmed Fadel	Yes
Recommended texts		no
Websites	.A collection of websites and online forums	

Grading Scheme

Group	Grade	Appreciation	Marks %	Definition
Success Group (50 - 100)	A - Excellent	privilege	90 - 100	Amazing performance
	B - Very Good	very good	80 - 89	Above average with some errors
	C - Good	good	70 - 79	Sound work with some noticeable errors
	D - Satisfactory	middle	60-69	Fair, but with major flaws
	E - Sufficient	acceptable	50-59	.The work meets minimum standards
Fail Group (0 – 49)	FX – Fail	under) Precipitate (processing	(45-49)	work is required , but credit has been .granted
	F – Fail	Precipitate	(0-44)	A large amount of work is required

Note: Decimal marks that are more or less than 0.5 will be rounded up or down to the nearest whole mark (for example, a mark of 54.5 will be rounded up to 55, while a mark of 54.4 will be rounded up to pass failures" and therefore the only adjustment –eartolerance policy for "n–The university has a zero .(54 to marks awarded by the original mark(s) will be the automatic rounding described above.

Module Description Form

Module Information			
Module Title	Basics of Accounting	Module Delivery	
Module Type	B	<input checked="" type="checkbox"/> Theory <input type="checkbox"/> Lecture <input type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input checked="" type="checkbox"/> Practical <input type="checkbox"/> Seminar	
Module Code	SBA1203		
ECTS Credits	6		
SWL (hr / sem)	150		
Module Level	1	Semester of Delivery	1
Administering Department	TU. BA. B. Sc	College	-AI / Administration and Economics Sharqat
Module Leader	M. Hamad Abdul Mustafa Jar M.M. Suleiman Hamad Atiya Khalaf M.M. Sarmad Hussein Attia Ali	e-mail	hamad.abd@tu.edu.iq Suleiman.hamad@tu.edu.iq sarmad.h.atia@tu.edu.iq
Module Leader's Acad. Title	teacher Assistant teacher Assistant teacher	Module Leader's Qualification	Master's Master's Master's
Module Tutor		e-mail	
Peer Reviewer Name	Scientific Committee	e-mail	Email
Date of approval by the Scientific Committee		Version Number	1.0

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

Module Aims, Learning Outcomes and Indicative Contents

<p>Module Objectives Course Objectives</p>	<ol style="list-style-type: none"> 7. the accounting cycle , ‘ its types ‘Introducing the student to accounting .principles and assumptions and accounting 8. . (Enabling the student to record in the journal (double entry 9. and balance the the professor's record Enabling the student to transfer to .accounts 10. .pare a trial balanceDefining and enabling the student to pre 11. Defining and enabling the student to understand capital processes .(capital formation) 12. To define and enable the student to understand accounting for .merchandise or inventory
<p>Module Learning Outcomes Learning outcomes for subject the</p>	<p style="text-align: right;">learning outcomes, preferably equal to the 6 Write at least : Important .number of study weeks</p> <ol style="list-style-type: none"> 7. The student's understanding of accounting, its types, the accounting .principles and assumptions work cycle diagram, and accounting 8. .knowledge of recording in the journal under double entry The student's 9. and The student's mastery of the process of posting to the ledger .extracting account balances 10. .Enabling the student to prepare a trial balance with totals and balances 11. The student's understanding of accounting for capital transactions .(capital formation) 12. Defining and enabling the student to account for merchandise or .inventory
<p>Indicative Contents Guideline Contents</p>	<p>financial accounting chapter provides a theoretical introduction to and includes</p> <ul style="list-style-type: none"> - (hours 5) Accounting and concepts basics - (hours 5) Accounting Assumptions / Principles <p>:-Concerns the daily journal and includes -Chapter Two:</p> <ul style="list-style-type: none"> - (hours 5) Double entry journal Daily register in registration - (hours 5) . Accounting Restrictions on Examples solution

	:Chapter Three: Concerns the teacher's record and includes
	(hours 5) Professor register to Deportation-
	5) Solved examples of posting to the ledger and extracting the balance
	(hours
	Concerning the Trial Balance – Chapter Four
	(hours 5) Preparing the trial balance with totals and balances -
	(hours 5) Review balance numbers Examples of solution-
	capitalism Chapter Five: Operations
	5) Opening entry, capital increase and decrease, personal withdrawals-
	(hours
	loans and their Revenue expenditures and capital expenditures-
	(hours 5) interest
	:Chapter Six: Accounting for Merchandise , which includes
	(hours 5) The goods Sale buying on Accounting
	5) . discounts For trade discounts and cash Accounting Treatments-
	(hours
	(hours 5) Accounting procedures for returns and allowances-

Learning and Teaching Strategies

Strategies	<p>to be adopted in delivering this unit is to strategy Write something like: The main encourage student participation in exercises, while simultaneously improving and expanding their critical thinking skills. This will be achieved through interactive idering simple experiments classroom and educational programs, and by cons involving sample activities that are of interest to the students.</p>
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Student Workload (SWL)

.The student's academic workload is calculated for 15 weeks

Structured SWL (h/ sem) Regular academic workload for the the semester student during	Hour63	Structured SWL (h/w) Student's regular weekly study load	3 hours
Unstructured SWL (h/ sem) Irregular student workload during the semester	87 o'clock	Unstructured SWL (h/w) Irregular weekly study load for the student	hours 3
Total SWL (h/ sem) The student's total academic workload during the semester	150 hours		

Module Evaluation

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative	Daily exams	1hr /2	10% (10)	5+10	6- One Chapter 11- Operations

assessment					capitalism
	Tasks and duties	1hr /2	10% (10)	3+12	. Daily log -3 13- capitalist operations
	Discussions and working groups	1hr /15	10% (10)	During the semester	
	Report	1/1	10% (10)	13	
Summative assessment	exam Midterm	2hr	10% (10)		
	Final exam	3hr	50% (50)		
Overall assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

Weekly theoretical curriculum

	Material Covered
Week 1	(Recording in the journal (double entry
Week 2	deportation to register Professor
Week 3	. balancing Account
Week 4	Solved examples of recording, posting to the ledger, and balancing
Week 5	Preparing the trial balance with balances and totals
Week 6	solution Examples of numbers balance Review of balances and totals
Week 7	The restriction Opening Capital increases and decreases, - Operations capitalism personal withdrawals
Week 8	Revenue expenditures and capital expenditures, accounting for loans and their interest
Week 9	loans Solve examples of revenue and capital expenditures, and accounting for

	.and their interest
Week 10	Accounting on buying Sale merchandise
Week 11	accounting examples on buying Sale merchandise
Week 12	processors Accounting For trade discount and cash discount
Week 13	Accounting treatments for returns and allowances
Week 14	.Solve examples of accounting treatments for returns and allowances
Week 15	Test End of the semester for the course
Week 16	Preparatory week before the final exam

Delivery Plan (Weekly Lab. Syllabus)
Weekly laboratory schedule

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

Learning and Teaching Resources

	Text	Available in the Library?
Required texts	-Talal Al – Fundamentals of accounting knowledge Jajawi and others	Yes
Recommended texts	Kasb-Hayali and Al-AI -of Financial Accounting Principles	no
Websites		

Grading Scheme				
Group	Grade	Appreciation	Marks %	Definition
Success Group (50 - 100)	A - Excellent	privilege	90-100	Amazing performance
	B - Very Good	very good	80-89	Above average with some errors
	C – Good	good	70-79	Sound work with some noticeable errors
	D - Satisfactory	middle	60-69	Fair, but with major flaws
	E - Sufficient	acceptable	50-59	The work meets minimum standards
Fail Group (0 – 49)	FX – Fail) Precipitate under (processing	(45-49)	work is required , but credit has .been granted
	F – Fail	Precipitate	(0-44)	A large amount of work is required

will be rounded up or down to the Decimal marks greater than or less than 0.5 note whole mark (e.g., 54.5 will be rounded up to 55, while 54.4 will be rounded up to nearest pass failures," therefore the only -tolerance policy for "near-The university has a zero .(54 g adjustment to marks awarded by the original mark(s) will be the automatic roundin .described above

Module Description Form

Module Information			
Module Title	English Readings in Business Administrative		Module Delivery
Module Type	C		<input checked="" type="checkbox"/> Theory
Module Code	SBA1204		<input checked="" type="checkbox"/> Lecture
ECTS Credits	5		<input type="checkbox"/> Lab
SWL (hr / sem)	125		<input type="checkbox"/> Tutorial
			<input type="checkbox"/> Practical
			<input type="checkbox"/> Seminar
Module Level	1	Semester of Delivery	1
Administering Department	Type Dept. Code Accounting	College	Administration & Economics
Module Leader	Jamal Hadash .Prof. Dr Muhammad Assist. Lecturer. Asmaa Ahmed Khalaf	e-mail	Jamal55@tu.edu.iq Abdullah.moh@tu.edu.iq
Module Leader's Acad. Title	Mr Assistant teacher	Module Leader's Qualification	PhD Master's
Module Tutor	Name (if available)	e-mail	Email
Peer Reviewer Name	Committee Scientific	e-mail	Email
Date of approval by the Scientific Committee		Version Number	1.0

Relation with other Modules

Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents	
Module Objectives Course Objectives	<ol style="list-style-type: none"> 1- administrative Introducing the student to the basic terminology used in .in English readings 2- ngs and business correspondencereadi administrative 3- Contributing to the understanding of the historical development of management and the stages of cognitive maturity upon which .cognitive thought are based management theories in 4- Continuing to find graduates with high managerial skills to practice . l managerial worksuccessfu 5- To equip the student with knowledge about the concept, specifications, and importance of management and business, the concept of management functions, and the functions and skills of a .manager 6- heir academic studies Teaching the student how to benefit from t . after being appointed, especially in the administrative aspect
Module Learning Outcomes Learning outcomes for the subject	<p>learning outcomes, preferably equal to the number 6 Write at least : Important .of study weeks</p> <p>learning skills that enable them to update -students with self To equip .1 .their scientific knowledge in the field</p> <ol style="list-style-type: none"> 7. encourages students to develop Enhancing managerial thinking how to ‘deduction and thinking skills such as analysis managerial and explaining the most important ‘make managerial decisions .stages through which good and intelligent decisions are made 8. .A statement of the most important steps and stages of planning 9. How to be creative, organized, and employed according to . scientific principles 10. work in the accounting department of government Graduates can . agencies 11. . Graduates can work in the private sector
Indicative Contents Guideline Contents	<p>The guidance content includes the following:</p> <ol style="list-style-type: none"> 8. Preparing teaching staff according to the principle of job

	<p>succession to provide the department with diverse specializations to meet the department's needs and fulfill the requirements of employers</p> <p>9. To conduct sound and useful scientific research for all the stakeholders to serve the labor market from an administrative perspective</p> <p>10. An attempt to focus on preparing young leaders in the field of specialization to supply Iraqi organizations with them to serve our beloved Iraq</p> <p>11. Launching specialized knowledge in the teaching staff of the continued development of the younger category to ensure the teaching staff</p> <p>12. The focus is on providing business administration graduates with skills, knowledge, and experience in their field of specialization, to contribute to building governmental, public, and private alike institutions</p> <p>13. Keeping pace with developments in the environment, especially digital transformations, and providing graduates with the skills necessary to deal with the requirements of the present and future</p> <p>14. Reinforcing the concept of citizenship among all stakeholders with the department through transparent dealings with them</p>
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Learning and Teaching Strategies	
Strategies	<p>to be adopted in delivering this unit is to strategy Write something like: The main encourage student participation in exercises, while simultaneously improving and expanding their critical thinking skills. This will be achieved through interactive identifying simple experiments classroom and educational programs, and by involving sample activities that are of interest to the students.</p>

Student Workload (SWL)
<p>.The student's academic workload is calculated for 15 weeks</p>

Structured SWL (h/ sem) Regular academic workload for the the semester student during	33	Structured SWL (h/w) Student's regular weekly study load	2
Unstructured SWL (h/ sem) Irregular student workload during the semester	67	Unstructured SWL (h/w) Irregular weekly study load for the student	4
Total SWL (h/ sem) total academic workload The student's during the semester	100 Total		

Module Evaluation					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Daily exams	1/ hr	10% (10)	5	4
	Tasks and duties	1/ hr	10% (10)	6	1
	/ Projects Laboratory	1/ hr	10% (10)	8	3
	Report	1/ hr	10% (10)	10	14
Summative assessment	exam Midterm	2hr	10% (10)	12	1-10
	Final exam	3hr	50% (50)	16	1-15
Overall assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
Weekly theoretical curriculum	
	Material Covered
Week 1	THE CONCEPTUAL FRAMEWORK OF ACCOUNTING
Week 2	Definitions of Accounting

Week 3	Kinds of accounting
Week 4	THE MAIN USERS OF ACCOUNTING INFORMATIONS
Week 5	QUALITATIVE CHARACTERISTICS OF ACCOUNTING INFORMATION
Week 6	ACCOUNTING ASSUMPTIONS, PRINCIPLES, AND CONSTRAINTS
Week 7	ACCOUNTING TRANSACTION ANALYSIS AND RECORDING
Week 8	ACCOUNTING CYCLE
Week 9	Business transaction
Week 10	Classification of the accounts
Week 11	Functions of Accounting
Week 12	ELEMENTS OF ACCOUNTING STATEMENTS
Week 13	BASIC ACCOUNTING STATEMENTS
Week 14	DEFINITION OF BUSINESS CORRESPONDENCES
Week 15	Functions of Business Letters
Week 16	Preparatory week before the final exam

Delivery Plan (Weekly Lab. Syllabus)	
schedule Weekly laboratory	
	covered materials
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
Week 6	

Week 7	
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Learning and Teaching Resources		
	Text	Available in the Library?
Required texts	.Authored by Professor Dr Book Readings Administrative 2012 , Ahmed Fadel	Yes
Recommended texts		no
Websites	.A collection of websites and online forums	

Grading Scheme				
Group	Grade	Appreciation	Marks %	Definition
Success Group (50 - 100)	A - Excellent	privilege	90 - 100	Amazing performance
	B - Very Good	very good	80 - 89	Above average with some errors
	C - Good	good	70 - 79	Sound work with some noticeable errors
	D - Satisfactory	middle	60-69	Fair, but with major flaws
	E - Sufficient	acceptable	50-59	.The work meets minimum standards
Fail Group (0 – 49)	FX – Fail	under) Precipitate (processing	(45-49)	work is required , but credit has been .granted
	F – Fail	Precipitate	(0-44)	A large amount of work is required

Note: Decimal marks that are more or less than 0.5 will be rounded up or down to the nearest whole mark (for example, a mark of 54.5 will be rounded up to 55, while a mark of 54.4 will be rounded up to pass failures" and therefore the only adjustment –eartolerance policy for "n–The university has a zero .(54 to marks awarded by the original mark(s) will be the automatic rounding described above.

Module Description Form

Unit Information			
Unit Title	Computer	Unit delivery	
Unit type	for	<input type="checkbox"/> Theory X <input type="checkbox"/> Lecture X X - Lab <input type="checkbox"/> Educational program <input type="checkbox"/> practical <input type="checkbox"/> Seminar	
Unity symbol	SUNI-1205		
European Credit Transfer System (ECTS) units	3		
SWL (hour/half month)	75		
Unit level	2		
Administration	accounting	college	Administration and College of Sharqat-Economics/AI
Unit Commander	Prof. Dr. Ahmed Ibrahim Mohamed Assis. Lecturer. Waad Ali Ibrahim Khader	Email	ahmed.moh@tu.edu.iq
Academic title of unit commander	Assistant Professor .Dr Protection School	Unit Commander Qualifications	Jarida city
Unit teacher		Email	
Name of peer reference	name	Email	Email
History of the Scientific Committee		issue number	1.0

Relationship with other units			
.materials It is compatible with other study			
Required course unit	no one	semester	
Basic Requirements Unit	no one	semester	

Unit objectives, learning outcomes, and guidance content

<p>Unit goals</p> <p>Study objective</p>	<ul style="list-style-type: none"> • Introducing the basic concepts of computer skills and learning information technology • Computer components training • Windows 7 operating system • Using Microsoft Word 2010 • Using the new power • Utilizing computer skills to serve the user <p>This course description provides a summary of the most important features of the Word 2010 program for the Windows 7 operating system. This helps the student understand how to use computers in practical and scientific life.</p>
<p>Learning outcomes for the unit</p> <p>Intermediate education outcomes</p>	<p>:Basic computer skills .1</p> <p>• Burn and burn properly -</p> <p>• Understanding the different organs of science and their functions</p> <p>:Using operating systems .2</p> <p>Ability to be ready in operating systems (such as -Windows, macOS, or Linux).</p> <p>• File and folder management: create, copy, move, and delete files and folders -</p> <p>:Plant programs .3</p> <p>Using word processing software (such as -Microsoft Word or Google Docs).</p> <p>Creating and modifying spreadsheets (such as -Microsoft Excel or Google Sheets).</p> <p>:Internet skills .4</p> <p>• Accessing new search engines -</p> <p>• Knowing how to set up a new email -</p> <p>• Understanding the basics of online security and protecting personal data -</p> <p>:Advanced technical skills .5</p> <p>Understanding the basic fundamentals (such as basic programming principles if they are part of the application).</p> <p>• Installing, and remove programs • Knowing how to install -</p>

	<p>.The ability to solve basic technical problems -</p> <p>:Online collaboration .6</p> <p>Using online collaboration tools such as -Google Drive orMicrosoft OneDrive .</p> <p>Participating in online meetings and seminars using tools such as -Zoom orMicrosoft Teams .</p> <p>:Digital Ethics .7</p> <p>.Understanding the differences related to technology -</p> <p>.Raising awareness of their differences -</p>
<p>Guideline Contents</p> <p>Promotional subscriptions</p>	<p>The volunteer computer skills campaign aims to provide an educational framework that engages students in acquiring basic and advanced computer skills and technologies. This content can be divided into several main units or topics, including</p> <p>.1 ProtectionComputer pr:</p> <ul style="list-style-type: none"> - Definition of a computer: What is a computer? Maps of civilization. - Types of computers: personal computer, laptop, tablet computer, notebook computers. - Computer components: Hardwareand Software. <p>.2 network:</p> <ul style="list-style-type: none"> - Introduction to operating systems: Definition of an operating system and examples of it (such asWindows ,macOS ,Linux). - Ability to operate the operating system: startup, desktop usage, window management. - ve, and delete files and foldersFile and folder management: create, copy, mo. <p>Plant programs .3:</p> <ul style="list-style-type: none"> - Word processing: Using programs such asMicrosoft Word orGoogle Docs to create and format documents. - Spreadsheets: Using programs such asMicrosoft Excel orGoogle Sheets to data organize and analyze. <p>.4 Internet and programming:</p>

	<ul style="list-style-type: none"> - Internet basics: How to connect to the internet, use web browsers, and search effectively using search engines. - Email: Creating and managing an email account, sending and receiving messages - using tools such as :Online communicationZoom .Microsoft Teams andGoogle Meet. <p>.5 Programming basics:</p> <ul style="list-style-type: none"> - Basics to Programming: Definition of Programming and its Importance. - Programming languages: An overview of popular programming languages such as Python ,JavaScript. - Writing basic code: Creating simple programs and understanding programming logic. <p>.6 Digital ethics:</p> <ul style="list-style-type: none"> - Ethics in the use of technology: clear capability, intellectual property rights. - Dealing with digital content: Respecting copyright, dealing with inappropriate content. <p>.7 Basic computer maintenance:</p> <ul style="list-style-type: none"> - Booking: Device cleaning, computer update. - Solving basic problems: Troubleshooting emerging issues, reinstalling the operating temsys.
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Learning and teaching strategies	
Strategies	<p>The topics of teaching and learning computer skills include several approaches that Among these . focus on enhancing and deepening learners' understanding of the field :are</p> <p>projects: Using advanced skills in application, which helps Learning evidence on .1 .world contexts-students understand how to use software and technical tools in real</p> <p>Cooperative learning: Encouraging students to work in groups to solve problems, .2 .development of communication and cooperation skills among them which leads to the</p>

	<p>learning to -face) education with e-to-Blended learning: Combining traditional (face .3 .obtain a comprehensive experience</p> <p>earing what Applying the work and exercises: Providing opportunities for volunt .4 they have learned through practical exercises, which helps to consolidate the .information</p> <p>Using educational games: Using small interactive creative games and stimulating .5 .learners</p> <p>re available online learning: Encouraging students to explo-Diversity in self .6 .educational resources and learn skills independently</p> <p>Continuous assessment: Using various assessment methods to monitor outstanding .7 .progress and their understanding of the content</p> <p>mputer labs that rely on existing skills Practical training in laboratories: Providing co .8 .in a standardized environment</p> <p>These websites help in learning computer skills more effectively and are more .motivating for learners</p>
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Student workload (SWL)			
Pregnancy for a student classified as 15 weeks			
SWL Regulator (Hour/Half Month)		SWL Regulator (h/w)	
Student's expected workload during the semester	48	The Bible is studied by the student .weekly	3
Unstructured SWL (hourly/half-monthly)		SWL Unstructured (h/w)	
Unexpected load for the student during the semester	27	The assumed load for the student is not " ".weekly	2
Total weight loss (hours/half a month)		75	
The student's total workload during the semester			

Unit assessment				
	Time/Number	Weight (marks)	Week due	Relevant learning

					outcomes
Formative assessment	Daily exams	an hour and a half	10% (5)	5.10	Economy
	Tasks and duties	1 hour / 5	10% (2)	3, 6, 9, 12, 15	The drawing
	/ Projects Laboratory	an hour and a half	10% (5)	8, 14	weapons
	Result	One hour	10% (10)	15	everyone
Final assessment	test Chapter	Two hours	10% (10)	7	The drawing
	Final	3 hours	50% (50)	16	everyone
Frequent assessment			100% (100 marks)		

Delivery plan (weekly curriculum)	
Weekly curriculum	
	Materials included
Week 1	Computer Basics... Introduction
Week 2	Computers...Types of Computers Board of Directors
Week 3	Computer components... Computer parts and components
Week 4	Personal information
Week 5	More wintry
Week 6	Computer security and software licensing
Week 7	For satisfaction black Being
Week 8	cyber hacking
Week 9	(Malicious programs (viruses
Week 10	Introduction to operating systems

Week Eleven	Windows 7 operating system
Week Twelve	Folders, files and icons
Week 13	magazine
Week Fourteen	Some common computer settings
Week fifteen	For satisfaction 2 Being
Week 16	Preparation week before the final exam

Delivery plan (Weekly lab syllabus)	
Weekly laboratory schedule	
	Hal Miltah
Week 1	Windows 7 interface application
Week 2	A useful application for files and folders
Week 3	the process of learning the Word program Applying
Week 4	Applying Word basics
Week 5	Google Chrome .is useful for using the browser
Week 6	E-Gmail .is useful in how to manage email
Week 7	application ofGoogle Drive on how to work with digital online classes

Learning and teaching resources		
	text	Is it available in the library?
Hills	Zoghbi Bilal image, Options Mohammed	no
The texts contain	Jaron Options Mohammed The / The art in Product	no
Electronic Positioning System		

Evaluation system				
Group	degree	Reg	Signs %	identification
Success Group (50 - 100)	A - Excellent	New	90 - 100	guide
	B - Very good	very good	80 - 89	Extremely dangerous for some reasons
	C - Good	good	70 - 79	.The work is sound, despite some errors
	D - Satisfactory	-	60-69	.Fair, but with a big honesty
	e - Sufficient	Hello	50-59	The work meets the limit of new
Failure Group (0 - 49)	FX – Failure	Central) CPU (Processing Unit	(45-49)	I want more work but credit has been granted
	F – Failure	Raspi	(0-44)	of demand Large quantity

Note: A small decimal mark of 54 or less will be rounded up to the next larger whole mark (e.g., a mark of 54.5 rounded up to 55, while a mark of 54.4 rounded up to 54). After the university has applied for d thus created small marks awarded by the original progress failure" an-advancement due to "near-non or approximate marks shown further.

Module Description Form

Module Information			
Module Title	Human rights and democracy		Module Delivery
Module Type	S		* Theory <input type="checkbox"/> Lecture <input type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input type="checkbox"/> Practical <input type="checkbox"/> Seminar
Module Code	SUNI-1206		
ECTS Credits	2		
SWL (hr/sem)	50		
Module Level	1	Semester of Delivery	1

Administering Department	Administration	College	Administration and Economics/ Sharqat
Module Leader	Assist.Lecturer. Ali Okla Assist.Lecturer. Susan Jumaa Haram	e-mail	Ali-alogla@tu.edu.iq suzan.jumah.h@tu.edu.iq
Module Leader's Acad. Title	Assistant teacher	Module Leader's Qualification	Master
Module Tutor		e-mail	
Peer Reviewer Name	Name	e-mail	Email
the Scientific Date of approval by Committee		Version Number	1.0

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

Module Aims, Learning Outcomes and Indicative Contents	
Module Objectives Course Objectives	<ol style="list-style-type: none"> 1. Introducing students to the concept of human rights in ancient civilizations 2. Understanding human rights in divine laws and religions 3. Understanding the sources of human rights 4. its concept, and its forms 5. Understanding what democracy is 6. s to the forms of parliamentary representative systems
Module Learning Outcomes Learning outcomes for the subject	<p>Important: number of study learning outcomes, preferably equal to the 6 Write at least .weeks</p> <ol style="list-style-type: none"> 1. Attempting to investigate certain tasks and problems to determine their causes 2. Encouraging students to think about how human rights have evolved throughout history 3. Motivating students through daily participation and periodic exams to ensure a thorough understanding of the material 4. Guiding students towards the necessary learning to understand the difference between the concept of human rights and the concept of .democracy 5. Using interactive methods that are helpful for students

Indicative Contents	guidance and education on human rights : The guidance content includes the following.
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Learning and Teaching Strategies	
Strategies	<ol style="list-style-type: none"> 1. Knowledge and understanding of human rights- 2. Knowledge and understanding of public freedoms and democracy 3. Knowledge of human rights and duties and public freedoms

Student Workload (SWL) The student's academic workload is calculated for 15 weeks			
Structured SWL (h/sem) Regular academic workload for the student during the semester	33	Structured SWL (h/w) Student's regular weekly study load	2
Unstructured SWL (h/sem) Irregular student workload during the semester	17	Unstructured SWL (h/w) Irregular weekly study load for the student	1
Total SWL (h/sem) The student's total academic workload semester during the	50		

Module Evaluation					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Daily exams	1/1	10% (10)	2	Human rights in ancient civilizations
	Tasks and duties	1/1	10% (10)	5	Human rights in divine religions laws and
	/ Projects Discussions	4/4	10% (10)	During the semester	Human rights sources, international sources
	Report	1	10% (10)	15	Human rights sources, national sources
Summative	exam Midterm	2hr	10% (10)	8	Basic principles of

assessment					democracy
	Final exam	3hr	50% (50)	15	Basic principles of democracy
Overall assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus) Weekly theoretical curriculum	
	Material Covered
Week 1	Human rights in ancient civilizations
Week 2	divine laws and religions Human rights in
Week 3	Human rights sources, international sources
Week 4	Human rights sources, national sources
Week 5	First month exam Human rights and democracy
Week 6	‘The concept of democracy basic principles of the definition of democracy, the .democracy, and the forms of democracy
Week 7	Forms of the parliamentary representative system
Week 8	Unicameral system and bicameral system
Week 9	The concept of elections and its legal adaptation
Week 10	Second month exam
Week 11	Human rights in the Iraqi constitution
Week 12	:A comprehensive review of human rights human rights in ancient civilizations, .in divine laws and religions, and sources of human rights
Week 13	:A comprehensive review of the concept of democracy definition of democracy, its basic principles, forms of democracy, forms of representative parliamentary systems, what is a unicameral parliamentary system, what is a bicameral system, and what is the .ncept of electionsco
Week 14	Preparatory week before the final exam

Delivery Plan (Weekly Lab. Syllabus)	
Weekly laboratory schedule	
	covered materials
Week 1	nothing
Week 2	nothing
Week 3	nothing
Week 4	nothing
Week 5	nothing
Week 6	nothing
Week 7	nothing

Learning and Teaching Resources		
	Text	Available in the Library?
Required texts	The book "Human Rights, Children's Rights, and Democracy" by Dr. Maher Saleh Allawi D. Ali Abdul Razzaq Muhammad Jada-Dr. Raad Naji Al Aziz Hadi Dr. Riyadh Dr. Hassan Muhammad Shafiq Ankoud-Dr. Kamel Abdel	Yes
Recommended texts	nothing	no
Websites		

Grading Scheme				
Group	Grade	Appreciation	Marks %	Definition

Success Group (50 - 100)	A - Excellent	privilege	90 - 100	Amazing performance
	B - Very Good	very good	80 - 89	Above average with some errors
	C - Good	good	70 - 79	Sound work with some noticeable errors
	D - Satisfactory	middle	60-69	Fair, but with major flaws
	E - Sufficient	acceptable	50-59	.The work meets minimum standards
Fail Group (0 – 49)	FX – Fail	under) Precipitate (processing	(45-49)	More work is required, but credit has .been granted
	F – Fail	Precipitate	(0-44)	A large amount of work is required

Note: Decimal marks that are more or less than 0.5 will be rounded up or down to the nearest whole mark (for example, a mark of 54.5 will be rounded up to 55, while a mark of 54.4 will be rounded up to pass failures" and therefore the only adjustment –eartolerance policy for "n–The university has a zero .(54 to marks awarded by the original mark(s) will be the automatic rounding described above.

MODULE DESCRIPTION FORM

Module Information			
Module Title	STATISTICS PRINCIPLES		Module Delivery
Module Type	B		<input type="checkbox"/> Theory <input type="checkbox"/> Lecture <input type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input checked="" type="checkbox"/> Practical <input type="checkbox"/> Seminar
Module Code	SBA1202		
ECTS Credits	5.00		
SWL (hr/sem)	125		
Module Level	1	Semester of Delivery	
Administering Department	Type Dept. Code	College	Administration and Economics College of Sharqat-Al /
Module Leader	Assist. Lecturer. Abdullah . Mohammed Ahmed		e-mail Abdullah.moh@tu.edu.iq Firas.a.abdullah@tu.edu.iq

	Assist. Lecturer. Firas Ali Abdullah		
Module Leader's Acad. Title	Assistant teacher Assistant teacher	Module Leader's Qualification	Master's Master's
Module Tutor		e-mail	
Peer Reviewer Name	Name	e-mail	Email
Date of approval by the Scientific Committee		Version Number	1.0

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

Module Aims, Learning Outcomes and Indicative Contents	
Module Objectives	<p>13. Introducing the student to the principles of statistics and the role of .statistical analysis</p> <p>14. .Understanding the basic concepts of statistical principles</p> <p>15. .The ability to find appropriate ways to present and analyze data</p> <p>16. Introducing and empowering the student to sources of information and .data</p> <p>17. .data and find indicators Defining and enabling the student to analyze</p> <p>18. Defining and enabling the student to make appropriate decisions .regarding the phenomenon based on the results of data analysis</p>
Module Learning Outcomes	<p>the number learning outcomes, preferably equal to 6 Write at least : Important .of study weeks</p> <p>8. The student's knowledge of the basic concepts of the subject of .Principles of Statistics</p> <p>9. The student's mastery of knowing how to classify and categorize data and how to create simple and double frequency .tables</p> <p>10. nt's knowledge comes from knowing the measures of The stude</p>

	<p>.central tendency</p> <p>11. .The student's knowledge of the measures of dispersion</p> <p>12. The student was able to understand the standard score, .correlation, and how to use it</p> <p>13. nderstanding of the simple and The student's mastery and u multiple linear regression procedure and how to make .predictions based on the regression equation</p>
<p>Indicative Contents</p> <p>Guideline Contents</p>	<p>content includes the following The guidance</p> <p>Definition and Concept of Statistics Chapter One: Introduction to the (10hr (</p> <p>Fundamentals and concepts of statistics–</p> <p>Data presentation methods</p> <p>Frequency distribution table–</p> <p>Displaying data in the form of geometric diagrams –</p> <p>Chapter Two deals with some mathematical terms that are helpful in statistical applications10hr)</p> <p>Σ Sum –</p> <p>Π Product –</p> <p>Chapter Three/ Measures of Central Tendency(10hr)</p> <p>Arithmetic mean + Weighted arithmetic mean –</p> <p>.mean Harmonic mean + Squared mean + Geometric –</p> <p>Chapter 4 / Measures of Dispersion(10hr (</p> <p>Range + Average Deviation</p> <p>Standard Deviation + Variance</p> <p>.Measures of relative dispersion –</p> <p>Chapter Five(10hr)</p> <p>Standardized scores</p> <p>Simple connection–</p>

	<p>Partial correlation</p> <p>Multiple linkage– correlation Rank</p> <p>Chapter Six(10hr)</p> <p>Simple linear regression + coefficient of determination</p> <p>.Multiple regression + multiple coefficient of determination</p>
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Learning and Teaching Strategies	
Strategies	<p>to be adopted in delivering this unit is to strategy Write something like: The main encourage student participation in exercises, while simultaneously improving and expanding their critical thinking skills. This will be achieved through interactive idering simple experiments classroom and educational programs, and by cons involving sample activities that are of interest to the students.</p>

Student Workload (SWL)			
.The student's academic workload is calculated for 15 weeks			
Structured SWL (h/sem) Regular academic workload for the semester student during the	63	Structured SWL (h/w) Student's regular weekly study load	4
Unstructured SWL (h/sem) Irregular student workload during the semester	62	Unstructured SWL (h/w) Irregular weekly study load for the student	4
Total SWL (h/sem) academic workload The student's total during the semester	125		

Module Evaluation					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Daily exams	14hr	10% (10)	5-10	Measures of central tendency
	Tasks and duties	15hr	10% (10)	3-12	Measures of dispersion
	Discussions and working groups	15hr	10% (10)	During the semester	
	Report	14hr	10% (10)	13	Correlation + Regression
Summative assessment	exam Midterm	2hr	10% (10)		
	Final exam	3hr	50% (50)		
Overall assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus) Weekly theoretical curriculum	
	Material Covered
Week 1	Classification and its Relationship to Other Sciences and Importance Definition : Statistics Organization of Data
Week 2	Constructing simple and double frequency tables
Week 3	Creating ascending and descending cumulative frequency tables
Week 4	pie charts, rectangle charts, bar charts, Data graphical display
Week 5	the frequency curve, the polygon, the histogram, The graphical presentation of tabulated data
Week 6	(ungrouped data, for grouped data) arithmetic mean, Measures of central tendency
Week 7	First exam of the first semester
Week 8	geometric, squared mean, examples and solutions; harmonic mean, d arithmetic mean, Weighted

	. examples and solutions ◊ median ◊ mode ◊ examples and solutions ◊ mean
Week 9	. standard deviation ◊ mean deviation ◊ range study ◊ Concepts of measures of dispersion
Week 10	. examples and solutions : (mean deviation ◊ range) Dispersion coefficients based on
Week 11	coefficient of variation) Dispersion coefficients based on standard deviation cv) .
Week 12	. nsquestions and solutio ◊ concepts ◊ Standardized grading
Week 13	partial, and multiple correlation ◊ Simple
Week 14	Spearman's rank correlation
Week 15	. examples and solutions ◊ Simple and multiple regression
Week 16	Preparatory week before the final exam

Delivery Plan (Weekly Lab. Syllabus)

laboratory schedule Weekly

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

Learning and Teaching Resources

	Text	Available in the Library?
Required texts	Mashhadani-Al Mahmoud .by Dr / Principles of Statistics	Yes

Recommended texts	. Rawi-Al Khashaa .by Dr / Statistics	Yes
Websites	https://youtu.be/vNp7Qno8-2o?si=DN0vDbAqPPICx3eZ	

Grading Scheme				
Group	Grade	Appreciation	Marks %	Definition
Success Group (50 - 100)	A - Excellent	privilege	90 - 100	Amazing performance
	B - Very Good	very good	80 - 89	Above average with some errors
	C - Good	good	70 - 79	Sound work with some noticeable errors
	D - Satisfactory	middle	60-69	major flaws Fair, but with
	E - Sufficient	acceptable	50-59	.The work meets minimum standards
Fail Group (0 – 49)	FX – Fail	under) Precipitate (processing	(45-49)	More work is required, but credit has .been granted
	F – Fail	Precipitate	(0-44)	work is required A large amount of
<p>Note: Decimal marks that are more or less than 0.5 will be rounded up or down to the nearest whole mark (for example, a mark of 54.5 will be rounded up to 55, while a mark of 54.4 will be rounded up to pass failures" and therefore the only adjustment –eartolerance policy for "n–The university has a zero .(54 to marks awarded by the original mark(s) will be the automatic rounding described above.</p>				

MODULE DESCRIPTION FORM

Module Information		
Module Title	of Management Principles	Module Delivery
Module Type	B	<input type="checkbox"/> Theory <input type="checkbox"/> Lecture <input type="checkbox"/> Lab
Module Code	SBA1201	
ECTS Credits	8	

SWL (hr / sem)	200	<input type="checkbox"/> Tutorial <input type="checkbox"/> Practical <input type="checkbox"/> Seminar	
Module Level	1	Semester of Delivery	1
Administering Department	Type Dept. Code	College	-AI / Administration and Economics Sharqat
Module Leader	Din Shibl Jassim-Dr. Salah Al Assist. Lecturer. Firas Ali Abdullah	e-mail	Salahddin.s@tu.edu.iq Firas.a.abdullah@tu.edu.iq
Module Leader's Acad. Title	teacher Assistant teacher	Module Leader's Qualification	PhD Master's
Module Tutor		e-mail	
Peer Reviewer Name	Name	e-mail	Email
Date of approval by the Scientific Committee		Version Number	1.0

Relation with other Modules

Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents

Module Objectives	<p>science through the stages it has gone through Introducing the student to the concept of management –1</p> <p>management science Introducing the student to the importance of –2</p> <p>Clarifying the concepts and terminology related to the subject matter –3</p> <p>.Encouraging students to pay attention to the academic subject matter –4</p> <p>Instilling confidence in students and giving them the opportunity to learn about matters –5</p> <p>.related to the academic subject matter</p> <p>Introducing the student to the most important sources for collecting data and information –6</p>
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	<p>.about the subject matter</p> <p>management through Introducing the student to how to solve problems –7</p>
<p>Module Learning Outcomes</p>	<p>learning outcomes, preferably equal to the number of study 6 Write at least : Important .weeks</p> <p>14.Understanding the basic concepts of management principles and their relationship to other sciences</p> <p>15.globalization and international business Understanding the basic concepts of management</p> <p>16.of entrepreneurship and small businesses in Understanding the basic concepts organizations</p> <p>17.Understanding the basic concepts of strategic management and concepts related to strategic thinking</p> <p>18. making and information technology-of decision standing the basic conceptsUnder</p> <p>19.of leadership, management, and manager basic concepts Understanding the</p> <p>20.of recruitment, selection, and performance Understanding the basic concepts .evaluation</p>
<p>Indicative Contents Guideline Contents</p>	<p>The instructional content includes the : following</p> <p>Business management in the context of globalization, learning about : First week –1 the concept of globalization and international business management, as well as –understanding the nature of organizations’ work in the global environment, with a 2 .hour presentation</p> <p>Learning about the patterns and methods of conducting : The second week –2 international business and learning about the most important ethical problems facing international business, with a daily test on the material of the first semester, .rsamounting to 2 hou</p> <p>making and the role of information technology, –Decision : Third week – 3 understanding how information technology has affected the work of business making, with a –organizations, and identifying the decision and stages of decision .he students for 2 hoursreport required from t</p> <p>Understanding the circumstances under which a decision is made : Week Four –4 making process, with a daily test for –and the role of knowledge in the decision .students of 2 hours</p> <p>Leadership, creativity and small businesses, getting to know : Fifth week –5</p>

leadership, who the most important leaders are and what the most important benefits .of small businesses are, with a discussion session with the students for 2 hours

ing the reasons that lead to the success or failure of Identify : **sixth week** The –6
small businesses, as well as explaining the role of entrepreneurship in developing
.small and large businesses, with a presentation for students lasting 2 hours

what is meant by leadership, what is the .The basics of leadership : **Seven Week** –7
difference between a leader and a manager, and what are the most important
.traditional theories of leadership, with a daily test for students for 2 hours

and rtant behavioralThe eighth week : **Getting acquainted with the most impo** –8
.situational theories in leadership in detail for 2 hours

Human Resources Management , identifying the new role that : **The ninth week** –9
Human Resources Management is supposed to play in the organization, with a
.om the students on the topic for 2 hoursrequest for a report fr

Learning about the recruitment and selection process and their : **The tenth week** –10
.role in the employment process, for 2 hours

Learning about the mechanism for evaluating employee : **eleventh week** The –11
performance, how the reward is granted, and what it is related to, with conducting a
.daily test on the subject for 2 hours

Midterm exam for Principles of Management : **week Twelfth** –12

Strategic management: Understanding what strategic : **week thirteenth** The –13
management is, its nature, and the most important concepts related to strategic
hour discussion session–thinking in general, along with a 2

trategic management, the A statement of the stages of s : **week fourteenth** The –14
requirements of each stage, and an explanation of how the strategy formulation
.process takes place, along with a daily test of the material for 2 hours

.Midterm exam : **Fifteenth week** –15

Learning and Teaching Strategies

Strategies	<p>encouraging One of the most important strategies for learning and teaching is through discussions , while simultaneously improving and student participation through classroom This can be achieved . expanding their thinking skills</p> <p>teractive educational programs, and by considering simple experiments in , materials</p> <p>Our main objectives can . activities of interest that involve engaging students in :be summarized in the following points</p> <ol style="list-style-type: none"> 4. Related Problems to treat from student maybe activities administrative 5. Labor requirements all Meeting from student maybe market 6. Accurate and decisions Taking from student maybe timely.
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Student Workload (SWL)			
.The student's academic workload is calculated for 15 weeks			
Structured SWL (h/ sem) workload for the Regular academic student during the semester	48	Structured SWL (h/w) Student's regular weekly study load	3.2
Unstructured SWL (h/ sem) Irregular student workload during the semester	77	Unstructured SWL (h/w) Irregular weekly study load for the student	5.13
Total SWL (h/ sem) The student's total academic workload during the semester	125		

Module Evaluation					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Daily exams	0.25 hr /5	10% (2)	2-4-7-11-14	patterns of Methods and - conducting international business

					<p>Understanding the - circumstances under which the decision is made and the .role of knowledge in it</p> <p>is meant by leadership What and the difference between a leader and a manager</p> <p>Understanding the - for evaluating mechanism employee performance in .organizations</p> <p>Understanding the stages - of the strategic process</p>
	Tasks and duties Presentation /	0.50 hr /2	10% (5)	1 6	<p>To understand the concept - of globalization and international business</p> <p>to know management, and the nature of how organizations operate in the .global environment</p> <p>the reasons Understanding - that lead to the success or .failure of small businesses</p>
	/ Projects Discussions	0.50 hr /2	10% (5)	5 13	<p>Knowledge of - entrepreneurship, creativity .and small businesses</p> <p>Getting acquainted with - strategic management and .the nature of its work</p>
	Report	0.50 hr /2	10% (5)	3 9	<p>-A report on decision - making and the role of technology in improving the .making process-decision</p> <p>Report on Human - Resources Management</p>

Summative assessment	exam Midterm	2hr	10% (10)		Business Administration Principles Test
	Final exam	3hr	50% (50)		
Overall assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

Weekly theoretical curriculum

	Material Covered
Week 1	What is business management in the context of globalization, and what is the concept of globalization and international business management
Week 2	understanding the Understanding the patterns and methods of conducting international business and .most important ethical issues facing international business
Week 3	making and the role of information technology: understanding how information technology –Decision .making processes–has impacted the work of business organizations and identifying decision
Week 4	Understanding the circumstances under which a decision is made and the role of knowledge in the making process–decision
Week 5	Defining entrepreneurship, identifying key entrepreneurs, and highlighting the benefits offered by .small businesses
Week 6	Understanding the reasons that lead to the success or failure of small businesses, as well as .hip in the development of small and large businessesexplaining the role of entrepreneurs
Week 7	What is meant by leadership, what is the difference between a leader and a manager, and what are the most important traditional theories of leadership
Week 8	behavioral and situational theories in leadership Understanding the most important
Week 9	Understanding the new role that human resources management is supposed to play in the organization
Week 10	What are recruitment and selection, and what role do they play in the hiring process
Week 11	.How to evaluate employee performance, how to award bonuses, and what they are linked to
Week 12	in Principles of Management Midterm exam
Week 13	Understanding what strategic management is, its nature, and the most important concepts related to .strategic thinking
Week 14	A statement of the stages of strategic management, the requirements of each stage, and an .explanation of how the strategy formulation process takes place
Week 15	Midterm exam

Week 16	Preparatory week before the final exam
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Delivery Plan (Weekly Lab. Syllabus)
Weekly laboratory schedule

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

Learning and Teaching Resources

	Text	Available in the Library?
Required texts	Saleh Mahdi .by Dr "and Business The book "Management Ghalibi-Amiri and Taher Mohsen Al-Al	Yes
Recommended texts	Website of Iraqi academic scientific journals	no
Websites	Reviewing scientific websites via the internet	

Grading Scheme

Group	Grade	Appreciation	Marks %	Definition
Success Group (50 - 100)	A - Excellent	privilege	90 - 100	Amazing performance
	B - Very Good	very good	80 - 89	Above average with some errors
	C - Good	good	70 - 79	Sound work with some noticeable errors
	D - Satisfactory	middle	60-69	Fair, but with major flaws

	E - Sufficient	acceptable	50-59	.The work meets minimum standards
Fail Group (0 – 49)	FX – Fail	under) Precipitate (processing	(45-49)	is required , but credit has been work .granted
	F – Fail	Precipitate	(0-44)	A large amount of work is required

Note: Decimal marks that are more or less than 0.5 will be rounded up or down to the nearest whole for example, a mark of 54.5 will be rounded up to 55, while a mark of 54.4 will be rounded up to) mark pass failures" and therefore the only adjustment –tolerance policy for "near–The university has a zero .(54 automatic rounding described above to marks awarded by the original mark(s) will be the.