



جامعة البيان



Academic Program Description

Al Bayan College of

2025- 2024

Department : Accounting
Department
/16 9 /2024

Al Bayan University
College of Business Administration
Accounting Department
Accounting Science Program
Bachelor of Accounting
Annual/Regulations
16-9-2024
30-9-2024

University Name
College Name
Department Name
Academic Program Title
Name of the certificate awarded
Type of Study
Date of the program description setting
Date of completion of the program description

Assistant Dean for Scientific Affairs

**Assoc. Prof. Dr. Ahmed Humaid
Karim**
30/9/2024

Signature
Name
Dating

Head of Department

**Assoc. Prof. Dr. Naji Shayeb
Al-Rikabi**
30/9/2024

Signature
Name
Dating

The file was audited by the Quality Assurance and University Performance Division
Officer of the Division of Quality Assurance and University Performance

Eng. Rosa Saeed Abdel Hadi
30/9/2024

Signature
Name
Dating

Dean's Endorsement

1. Academic Program Vision

To be a leading center capable of preparing qualified entrepreneurs with scientific competence and social responsibility through education that combines theory and practical practice, with a commitment to excellence in scientific research and contributing to the development of society to achieve sustainable development goals.

2. Academic Program Mission

To be a distinguished scientific center to provide specialized and comprehensive educational programs, disseminate scientific knowledge, conduct research with impact in the scientific and practical field, and develop business leaders with leadership values, through a supportive educational environment for them to promote critical and creative thinking in accordance with the goals of sustainable development and respond to local and regional challenges.

3. Objectives of the Academic Program

1. Enabling students to enhance their skills and leadership and entrepreneurial skills necessary in the labor market through educational curricula for the purpose of facing the challenges and problems of contemporary business. With the support of scientific research, innovation and creativity.
2. Contribute to achieving the requirements of the digital economy and the Sustainable Development Goals through programs and initiatives that support and encourage participation in the green economy and responsible practices.
3. Striving tirelessly to develop the standards of work in the Total Quality Management and continuous improvement of the educational process for the purpose of making the outputs of the college serve the labor market and in accordance with the economic and social changes in Iraq.
4. Providing educational services with cognitive dimensions in an integrated manner to all college students without discrimination on the basis of gender or race.

4. Program Accreditation

There isn't any

5. Other External Influences

There isn't any

6. Program Structure

*Reviews	(%)	Number of Units	Number of Courses	Program Structure
& Basic				Enterprise Requirements
Optional	٪٤١,٥	١٤٢	59	

& Basic Optional	%٤١,٥	١٤٢	59	College Requirements
& Basic Optional	%٤١,٥	١٤٢	59	Department Requirements
Essential	%١٠٠	١	1	Summer Training
	-	-	-	Other

7. Program Description

Credit Hours		Course Name	Course Code	Year/Semester
The Process	Theory			
٢	3	Financial Accounting /١	02011101	<i>Phase I First Course/</i>
	2	Principles of Business Administration	٠٢١١١٠٢	
	2	Principles of Economics	٠٢٠١١١٠٣	
	2	English/١	٠٢٠١١١٠٥	
	3	General Mathematics	٠٢٠١١٢٠٢	
	2	Human Rights and Democracy	٠٢٠١١٢٠٧	<i>Phase I Second Course/</i>
	3	Financial Accounting /٢	02011201	
	2	Arabic Language	٠٢٠١١١٠٦	
	3	Principles of Statistics	٠٢٠١١٢٠٣	
	2	Accounting Readings and CorrespondenceE	٠٢٠١١٢٠٤	
	3	Computer Skills	02011104	

8. Expected Learning Outcomes of the Program

Cognitive Outcomes

- 1- Preparing accounting staff specialized in accounting and auditing
- 2- Securing a distinguished academic program in its courses to keep pace with local and global scientific developments
- 3- Updating and developing postgraduate programs in accordance with the requirements of sustainable development and global developments

Skills

- 1- Focus on practical applications in the fields of accounting and auditing.
- 2- Supporting and supporting teaching staff in the fields of scientific research and active participation in scientific and international forums in the service of the educational institution and the community
- 3- Qualifying Accounting and Auditing Staffs in Business Sectors on International Accounting Standards

Values

- 1- Collaboration, Engagement and Building a Meaningful Team Spirit
- 2- Scientific Creativity in Accounting and Auditing Disciplines
- 3- Values of transparency, scientific honesty and institutional accountability
- 4- Consolidating meaningful scientific and social relations in the work environment
- 5- Continuous Audit and Efficient Evaluation to Improve Accounting and Control Performance

9. Teaching and Learning Strategies

- Explanation of vocabulary according to the curriculum prepared in the sectoral environment, taking into account the renewal
- Using descriptive examples as a learning tool to increase topic-specific skills
- Explanation of vocabulary according to the curriculum prepared in the sectoral environment, taking into account the renewal

10. Evaluation Methods

- Conducting periodic and surprise exams according to the department's plan
- Review previous topics through in-class discussions before addressing new topics

11. Faculty

Prepared by the Authority lecturer	angel	Special Requirements/Skills (if applicable)	Specialization		Academic Rank
			Exact	General	
-	-	-	-	-	Professor
	\	-	\	1	Assistant Professor
-	-	-	-	-	teacher
	\ \	-	\ \	11	Assistant Lecturer

Professional Development

Professional Development for New Faculty Members

Comply with all laws, regulations, rules and instructions issued by the Ministry and its educational entity.

Reading and analyzing external scientific sources, dissertations, authored books

Write reports and research on courses at the end of each course

Faculty Professional Development

- Updating the curricula to be 20 percent in accordance with the regulations of the sectoral environment
- Reading and analyzing external scientific sources, dissertations, authored books
- Write reports and research on courses at the end of each course

12. Admission Criteria


The standard followed is the student's average, but it is preferable to take into account (the student's desire to choose) and if it is impossible to choose the college, but at least this is taken into account when choosing between departments because it is a very important matter on which the student's entire future depends

13. Key sources of information about the program

- Methodological Books, Laws and Constitutions
- Books written by the department's faculty
- Theses, theses, and local and foreign periodicals

14. Program Development Plan

Enhancing the academic program in the applied aspect through field visits to government units and the private sector

ALBAYAN UNIVERSITY – COLLEGE OF BUSINESS ADMINISTRATION				Al-Bayan University College of / Business Administration		
DEPARTMENT of ACCOUNTING			Accounting Department			
Bachelor's degree (B.Sc.) - ACCOUNTING		2025/2024		Bachelor of Science – Accounting		
Course Description Guide						
Course Information						
Module Title	Principles of business administration	Principles of Business Administration	Theory	-	Reading	2
Module Type	B	-	Lab	-	Tutorial	1
Module Code	AC1102	-	Practical	-	seminar	-
ECTS	6	-	-	-	-	-
SSWL (hr./sem)	48	-	-	-	-	-
Module Level	1	Semester of Delivery		1		
Administrating Department	HIBATALLA ALSAID	College		Colle of Business Administration		
Module Leader		email				
Module Leader Acad. Title		MODULE LEADER'S qualification				
Module Tutor		email				
Peer Review Name		email				
Scientific Committee Approval Date	12/9/2024	Version number		1.0		
Relation with other modules			Relationship with other subjects			
Prerequisite module	-	Semester	-			
Co-requisites module	-	Semester	-			
Module aims, learning outcomes and indicative contents		Course Objectives, Learning Outcomes and Instructional Contents				
First: Module aims		First: Objectives of the course				
Second: learning outcomes		Second: Learning Outcomes				
Third: indicative contents		Third: Guidance Contents				
Learning and teaching strategies		Learning and Teaching Strategies				
Student workload SWL		Student's Academic Load				
Structured SWL (hr./sem)	48	Regular student load during class				
Unstructured USWL (hr./sem)	3	Regular student load per student per week				
Total SWL (hr./sem)	150	The student's total academic load during the semester				

Module evaluation			Assessment of the course		
		Time/number	Weight(marks)	Week due	Relevant learning outcomes
Formative assessment	Quizzes	3	10% (15)	4,8,10	LO:1,2,10,11
	Assignment	2	10% (10)	5,9	LO:3,4,6,7
	Projects/lab	-	-	-	-
	Report	1	10% (15)	12	LO:5,8,10
Summative assessment	Mi. Exam	1hr	10% (10)	7	LO:1-7
	Final exam.	2hr	50% (50)	16	ALL
Total assessment		100	100(100Marks)	-	-
Delivery plan (weekly syllabus)				Weekly Theoretical Curriculum	
week	Material covered				
1	The nature of the administration and the development of its thought and environment				
2	Tasks of the Director, Management Science and Art				
3	Traditional (Classical) School				
4	Humanities School				
5	Contemporary School(s)				
6	Management and its environment				
7	Midterm exam				
8	Exploring the Limits of the Organization				
9	Organizational Objectives				
10	Strategic Planning				
11	Nature of Operational Plans				
12	Planning Process and Types of Plans				
13	Organizing the Planning Function				
14	Introductions to Planning and Situational Planning				
15	Planning and addressing obstacles				
16	Final Exam				
Delivery plan (weekly lab. syllabus)				Weekly Laboratory Curriculum	
week	Material covered				
1	-				
2	-				
3	-				
4	-				
5	-				
6	-				
7	-				
Learning and teaching resources			Learning and Teaching Resources		
Required texts			Principles of Management with a Focus on Business Administration Dr. Khalil Mohamed Hassan Al- ٢٠٠٧ Shamma		
Recommended texts					
websites					
Grading scheme			Grading Chart		


Acceptable	59-50	And	medium	69-60	D	Good	79-70	C	Very good	89-80	B	privilege	100-90	A
				Failure	44-00	F	Deposits in Processing	49-45	FX					

ALBAYAN UNIVERSITY – COLLEGE OF BUSINESS ADMINISTRATION		Al-Bayan University College of / Business Administration
DEPARTMENT of ACCOUNTING		Accounting Department
Bachelor's degree (B.Sc.) - ACCOUNTING	2025/2024	Bachelor of Science – Accounting
Course Description Guide		
Course Information		

Module Title	Principles of Economic	Principles of Economics	Theory	-	Reading	2
Module Type	B	-	Lab	-	Tutorial	1
Module Code	AC1104	-	Practical	-	seminar	-
ECTS	6	-	-	-	-	-
SSWL (hr./sem)	48	-	-	-	-	-
Module Level	1	Semester of Delivery				
Administrating Department	HIBATALLA ALSAID	College		College if Business Administration		
Module Leader		email				
Module Leader Acad. Title		MODULE LEADER's qualification				
Module Tutor		email				
Peer Review Name		email				
Scientific Committee Approval Date	12/9/2024	Version number		1.0		
Relation with other modules		Relationship with other subjects				
Prerequisite module	-	Semester	-			
Co-requisites module	-	Semester	-			
Module aims, learning outcomes and indicative contents		Course Objectives, Learning Outcomes and Instructional Contents				
First: Module aims		First: Objectives of the course				
Clarifying the foundations of economics at the micro level (at the level of the micro-units of the economy), represented by the consumer, the product, the markets and economic projects						
Second: learning outcomes		Second: Learning Outcomes				
In this course, the student will learn about the principles of microeconomic theory by studying the behavior of consumers, producers, and economic projects in order to achieve the economic logic represented in maximizing utility and revenue and reducing costs.						
Third: indicative contents		Third: Guidance Contents				
The student acquires basic skills in microeconomic analysis.						
Learning and teaching strategies		Learning and Teaching Strategies				
Student workload SWL		Student's Academic Load				

Structured SWL (hr./sem)		48	Regular student load during class		
Unstructured USWL (hr./sem)		3	Regular student load per student per week		
Total SWL (hr./sem)		150	The student's total academic load during the semester		
Module evaluation				Assessment of the course	
		Time/number	Weight(marks)	Week due	Relevant learning outcomes
Formative assessment	Quizzes	3	10% (15)	4,8,10	LO:1,2,10,11
	Assignment	2	10% (10)	5,9	LO:3,4,6,7
	Projects/lab.	-	-	-	-
	Report	1	10% (15)	12	LO:5,8,10
Summative assessment	Mi. Exam	1hr	10% (10)	7	LO:1-7
	Final exam.	2hr	50% (50)	16	ALL
Total assessment		100	100(100Marks)	-	-
Delivery plan (weekly syllabus)				Weekly Theoretical Curriculum	
week	Material covered				
1	The Concept of Economics in Capitalist and Socialist Thought, Methods of Scientific Research in Economics, The Relationship between Economics and Other Sciences, Economic Laws				
2	The relationship between production and the forces of production, needs and their characteristics, the concept of goods and services and how to distinguish between material capacity and services, the economic problem, its nature and elements				
3	,Demand theory, the economic concept of demand, the law curve and table of demand, the determinants of demand and its exceptions, the individual demand and the cumulative .demand of the commodity				
4	,Demand elasticity, types and methods of measurement determinants of demand elasticity, importance of demand elasticity				
5	,Explanation of consumer behavior, definition of utility total benefit and marginal benefit, consumer balance according to: 1. Calculated utility theory, 2. Ordinal .utility theory				
6	,Supply Theory, Law, Curve and Presentation Schedule Determinants of Display, Flexibility of Displays, Factors Affecting Display Flexibility and Methods of Measuring Them				
7	Midterm exam				
8	,The partial economic equilibrium of a commodity market equilibrium price, equilibrium quantity, and changes in .supply and demand				
9	The theory of production, factors of production, production in the short term with the variable of labor only and the law of decreasing marginal returns, production in the long run according to the analysis of the curves of both .production				


10	,Production Cost Theory: (Meaning of Costs, Types of Costs (Cost Curves
11	,Production Cost Theory: (Meaning of Costs, Types of Costs (Cost Curves
12	,Theory of Production, Profit and Loss, Types of Revenues Concept of Profit and its Types
13	Economic Markets Theory or Production and Pricing, Economic Concept of the Market, Market of Perfect Competition
14	The market of total monopoly, the market of monopoly competition
15	The oligopoly market
16	Final Exam
Delivery plan (weekly lab. syllabus)	
Weekly Laboratory Curriculum	
week	Material covered
1	-
2	-
3	-
4	-
5	-
6	-
7	-
Learning and teaching resources	
Required texts	.Principles of Economics / Prof ,Dr. Kamel Allawi Al-Fatlawi Hassan Latif Al-Zubaidi

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DEPARTMENT of ACCOUNTING			Accounting Department			
Bachelor's degree (B.Sc.) - ACCOUNTING		2025/2024		Bachelor of Science – Accounting		
Course Description Guide						
Course Information						
Module Title	Fundamentals of Financial Accounting	Fundamentals of Financial Accounting	Theory	-	Reading	4
Module Type	c	-	Lab	-	Tutorial	2
Module Code	AC1101	-	Practical	-	seminar	-
ECTS	8	-	-	-	-	-
SSWL (hr./sem)	93	-	-	-	-	-
Module Level	1	Semester of Delivery		1		
Administrating Department		College		ADMINIDTRATION and ECONOMICS		
Module Leader		email		tjajawy@yahoo.com		
Module Leader Acad. Title	PROFESSOR	MODULE LEADER's qualification		Ph.D.		
Module Tutor	VERSE	email		M.Sc.		
Peer Review Name		email		Ph.D.		
Scientific Committee Approval Date		Version number		1.0		
Relation with other modules			Relationship with other subjects			
Prerequisite module	-	Semester	-			
Co-requisites module	-	Semester	-			
Module aims, learning outcomes and indicative contents			Course Objectives, Learning Outcomes and Instructional Contents			
First: Module aims			First: Objectives of the course			
<p>The course aims to introduce the student to the principles of financial accounting by shedding light on the conceptual framework and explaining the foundations, methods and rules of recording operations, preparing financial statements, and disclosing accounting information for the purpose of making administrative decisions by the beneficiaries.</p>						
Second: learning outcomes			Second: Learning Outcomes			
Recording Financial Transactions - Posting Financial Transactions and Balance Accounts - Preparing Trial Balance - Preparing Financial Statements						
Third: indicative contents			Third: Guidance Contents			
<ul style="list-style-type: none"> - Definition and concepts of the course - Types of Course - Teach the student the rules of debtor, creditor, accounts receivable, and payable <ul style="list-style-type: none"> - Teaching Account Types and Financial Statement Items - Understanding the Student's Teaching Method with Dual Constraint - Teaching the student how to register in the journal and transfer to the professor 						

- Teach the student how to account for goods and form companies
- Teaching the student how to account for cash

Learning and teaching strategies		Learning and Teaching Strategies			
The Financial Accounting 1 course is the basis from which the student starts to know the concepts and procedures of accounting and their applications and the financial terms used for the cost of business, through which the student can analyze, measure, record, classify and prepare financial statements based on the dual entry system.					
Student workload SWL			Student's Academic Load		
Structured SWL (hr./sem)		93		Regular student load during class	
Unstructured USWL (hr./sem)		6		Regular student load per student per week	
Total SWL (hr./sem)		200		The student's total academic load during the semester	
Module evaluation			Assessment of the course		
		Time/number	Weight(marks)	Week due	Relevant learning outcomes
Formative assessment	Quizzes	3	10% (15)	4,8,10	LO:1,2,10,11
	Assignment	2	10% (10)	5,9	LO:3,4,6,7
	Projects/lab.	-	-	-	-
	Report	1	10% (15)	12	LO:5,8,10
Summative assessment	Mi. Exam	1hr	10% (10)	7	LO:1-7
	Final exam.	2hr	50% (50)	16	ALL
Total assessment		100	100(100Marks)	-	-
Delivery plan (weekly syllabus)			Weekly Theoretical Curriculum		
week	Material covered				
1	Introduction to Financial Accounting (Accounting Concept and its Objectives, Accounting Fields and Beneficiaries, Accounting (Course				
2	A look at accounting concepts, principles, assumptions and determinants				
3	Types of Companies by Ownership and Nature of Activity				
4	Financial Operations Analysis				
5	Budget Equalization Method				
6	Recording and Posting Financial Transactions - Double Entry Method - Accounting Cycle Explanation				
7	Midterm exam				
8	Accounting records and documents (journal and ledger) and preparation of the trial balance sheet and financial statements (income statement and statement of financial position)				
9	Accounting for the formation of individual companies formation, increase and reduction of capital, personal) (withdrawals, loans and their interest				
10	Accounting for goods (procurement and returns)				
11	Accounting for goods (sales and returns)				
12	Accounting processing of purchase and sale expenses of goods				
13	Revenue and capital expenditures				

14	Accounting Processing of Discount Types													
15	(Fund & Bank) Cash Accounting													
16	Final Exam													
Delivery plan (weekly lab. syllabus)							Weekly Laboratory Curriculum							
week	Material covered													
1	-													
2	-													
3	-													
4	-													
5	-													
6	-													
7	-													
Learning and teaching resources							Learning and Teaching Resources							
Required texts							- Financial Accounting Principles 2009 / Dr. Nizar Falih Al-Baldawi - Dr. Radwan Hilwa Hanan Fundamentals of Accounting - Prof. Dr. Talal :Knowledge/٢٠٠٧ Al-Jajawi + Dr. Rayan Naoum et .al							
Recommended texts							- Financial Accounting 2014 / Dr. Daaa Abdul Hussein Al-Qamoussi + Adnan Abdel Hamid Financial Accounting Principles - ٢٠١٨ / Prof. Dr. Safaa Ahmed Al-Ani - Eng. Hakim Al-Saadi							
websites														
Grading scheme							Grading Chart							
Acceptable	59-50	A and	medium	69-60	D	Good	79-70	C	Very good	89-80	B	privilege	100-90	A
				Failure		44-00	F	Deposits in Processing	49-45	FX				

ALBAYAN UNIVERSITY – COLLEGE OF BUSINESS ADMINISTRATION				Al-Bayan University College of / Business Administration			
DEPARTMENT of ACCOUNTING			Accounting Department				
Bachelor's degree (B.Sc.) - ACCOUNTING		2025/2024		Bachelor of Science – Accounting			
Course Description Guide							
Course Information							
Module Title	General Mathematics	General Mathematics	Theory	-	Reading	2	
Module Type	B	-	Lab	-	Tutorial	-	
Module Code	AC1103	-	Practical	2	seminar	-	
ECTS	6	-	-	-	-	-	
SSWL (hr./sem)	63	-	-	-	-	-	
Module Level	1	Semester of Delivery		1			
Administrating Department		College		ADMINIDTRATION and ECONOMICS			
Module Leader		email					
Module Leader Acad. Title		MODULE LEADER's qualification					
Module Tutor		email					
Peer Review Name		email					
Scientific Committee Approval Date		Version number					
Relation with other modules			Relationship with other subjects				
Prerequisite module	-	Semester	-				
Co-requisites module	-	Semester	-				
Module aims, learning outcomes and indicative contents		Course Objectives, Learning Outcomes and Instructional Contents					
First: Module aims		First: Objectives of the course					
Second: learning outcomes		Second: Learning Outcomes					
Third: indicative contents		Third: Guidance Contents					
Learning and teaching strategies			Learning and Teaching Strategies				
Student workload SWL		Student's Academic Load					
Structured SWL (hr./sem)	63	Regular student load during class					
Unstructured USWL (hr./sem)	4	Regular student load per student per week					
Total SWL (hr./sem)	150	The student's total academic load during the semester					
Module evaluation			Assessment of the course				

		Time/number	Weight(marks)	Week due	Relevant learning outcomes
Formative assessment	Quizzes	3	10% (15)	4,8,10	LO:1,2,10,11
	Assignment	2	10% (10)	5,9	LO:3,4,6,7
	Projects/lab.	-	-	-	-
	Report	1	10% (15)	12	LO:5,8,10
Summative assessment	Mi. Exam	1hr	10% (10)	7	LO:1-7
	Final exam.	2hr	50% (50)	16	ALL
Total assessment		100	100(100Marks)	-	-

Delivery plan (weekly syllabus)	Weekly Theoretical Curriculum
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week	Material covered
1	Groups
2	Arranged Pairs Charts
3	Group compulsion
4	Questions & Exercises
5	Al , Dawal
6	Algebraic function
7	Midterm exam
8	Transcendent function
9	Goals and Continuity
10	Exercises and Issues
11	Differentiation and the concept of derivative
12	Curve Analysis
13	Curve Analysis
14	Extremes, Concavities and Inflection Points, Exercises and Matters
15	Extremes, Concavities and Inflection Points, Exercises and Matters
16	Final Exam

Delivery plan (weekly lab. syllabus)	Weekly Laboratory Curriculum
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week	Material covered
1	-
2	-
3	-
4	-
5	-
6	-
7	-

Learning and teaching resources	Learning and Teaching Resources
Required texts	
Recommended texts	
websites	
Grading scheme	Grading Chart

Acceptable	59-50	And	medium	69-60	D	Good	79-70	C	Very good	89-80	B	privilege	100-90	A
				Failure		44-00	F	Deposits in Processing		49-45	FX			

ALBAYAN UNIVERSITY – COLLEGE OF BUSINESS ADMINISTRATION		Al-Bayan University College of / Business Administration
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DEPARTMENT of ACCOUNTING	Accounting Department
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Bachelor's degree (B.Sc.) - ACCOUNTING	2025/2024	Bachelor of Science – Accounting
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Course Description Guide

Course Information

Module Title	English Language	English	Theory	-	Reading	2
Module Type	S		Lab	-	Tutorial	-
Module Code	UN115		Practical	-	seminar	-
ECTS	2	-	-	-	-	-
SSWL (hr./sem)	33	-	-	-	-	-
Module Level	1	Semester of Delivery				
Adminstrating Department		College	ADMINIDTRATION and ECONOMICS			
Module Leader		email				
Module Leader Acad. Title		MODULE LEADER's qualification				
Module Tutor		email				
Peer Review Name		email				
Scientific Committee Approval Date		Version number	1.0			

Relation with other modules		Relationship with other subjects	
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Prerequisite module	-	Semester	-
Co-requisites module	-	Semester	-

Module aims, learning outcomes and indicative contents	Course Objectives, Learning Outcomes and Instructional Contents
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First: Module aims	First: Objectives of the course
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Nowadays English has a special and predominant role in the communicative sphere of the world. It has also a special identity in the field of education. The teaching of English is highly desirable for the English teacher. Before starting his/her teaching, it requires from the teacher to determine his/her aims and objectives.

This module aims to enhance the communication skills of students whose level of English is equivalent to pre-intermediate level. There will be a particular focus on the development of the four language skills

(speaking, listening, reading and writing) and on broadening students' vocabulary and syntactical range so that they can communicate easily on a wide range of topics.

Second: learning outcomes

Second: Learning Outcomes

This semester will help students through enhancing their Knowledge and Understanding and enabling them to use grammar correctly, analyze the element of language and establish the appropriate relationship among linguistic components, in addition to understanding the meaning of sentences and paragraphs. So, the learning outcomes will be:

1. The course covers core language and skills students need to communicate successfully in technical specializations,
2. give their opinions and participate in discussions on a wide range of topical issues,
3. communicate effectively in written format on a range of contemporary topics, especially the technical ones,
4. understand the key points of a range of moderately complex oral and written texts with relative ease,
5. communicate effectively as part of a multicultural group,
6. manage, interpret and create meaning using a variety of digital devices and tools

Third: indicative contents

Third: Guidance Contents

A- Communicative competences

Listening - Understand and identify the main points of dialogues of 230-250 words on familiar topics regularly encountered in life, work, school, etc., within the scope of the curriculum. - Listen and guess meanings (through the expressions and feelings of the speakers) in familiar monologues and conversations in everyday life - Understand the main points of news programs, broadcasts, interviews, etc., on familiar topics which are clearly delivered in simple language, or with illustrative images. [3 Hrs.]

Speaking - Pronounce clearly and relatively accurately short dialogues. - Speak and interact with fellow speakers about familiar topics, express personal views and exchange information about the topics covered in the curriculum. - Describe in simple discourse familiar topics, narrate a short story closely related to the topics covered. - Present preparedly the projects on the topics in the curriculum. [2 Hrs.]

Reading - Read and comprehend the main points, specific contents of a text of 200 words on current and familiar topics. - Read and understand the argument flow of texts, identify main conclusions in texts using clear language. - Read to find and summarize short texts of everyday use such as simple letters, brochures, using words and structures from the original texts. [3 Hrs.]

Writing – write paragraphs (block and indented styles), Write simple connected and coherent texts of 180-200 words; write short reports based on suggestions, providing factual information and reasons for the recommendations made in the reports; collect short information from several sources and summarize it. - Complete (write/fill) administrative forms such as CVs and resumes, letter of application for employment, emails, etc. - Write descriptive texts of simple charts and tables. [3 Hrs.]

B- Linguistic knowledge

Pronunciation: Vowel and consonant syllable, words with different syllables, Words with stress (special cases) – Words without stress, Sentence stress, assimilation, linking vowels with vowels Question, intonation, Homophones, practicing words and terms, phrases, and sentences related to the students' major. [3 Hrs.]

Vocabulary: Words related to themes and topics of the course, collocations, words with different meanings and pronunciations. [2 Hrs.]

Grammar: parts of speech, past, Present, and future tenses, Word structure (compound nouns), Countable and uncountable nouns. Types on sentences: simple, compound, complex sentences, Articles, language function: commands, requests, offers, advice and instructions. Modal verbs, Relative pronouns and Relative clauses with which-that-who-whom-whose-where-when. Prepositions, Phrasal verbs (including verbs, adverbs and prepositions), comparison showing changing things, Sentences of reason and results and Conjunctions: although however etc., active and passive, Adverbial clauses of condition, Comparatives and superlatives of adjectives. [2 Hrs.]

Learning and teaching strategies

Learning and Teaching Strategies

The teacher should prepare his/her students for listening to academic lectures and academic reading to some extent. In addition to that, students should participate in the lecture through the skills of speaking, writing, reading and listening.

Students are taught by Communicative language teaching (CLT) in which students are encouraged to communicate with each other in the target language. Students need to be exposed to the target language as much as possible to understand and use the target language in real-life situations. A variety of ways will be used to teach students Technical English. For example, work in group, practicing different activities, discussion, presentation to get students to communicate with each other in the target language and to practice using the target language for communication, using pictures, images, and spatial understanding (Visual learning) and Aural (auditory-musical) by using sound and music, and Verbal (linguistic) via using words, both in speech and writing. Students need to be confident in their ability to use the target language and develop better interpersonal skills.

Student workload SWL		Student's Academic Load			
Structured SWL (hr./sem)		33		Regular student load during class	
Unstructured USWL (hr./sem)		2		Regular student load per student per week	
Total SWL (hr./sem)		50		The student's total academic load during the semester	
Module evaluation			Assessment of the course		
		Time/number	Weight(marks)	Week due	Relevant learning outcomes
Formative assessment	Quizzes	3	10% (15)	4,8,10	LO:1,2,10,11
	Assignment	2	10% (10)	5,9	LO:3,4,6,7
	Projects/lab.	-	-	-	-
	Report	1	10% (15)	12	LO:5,8,10
Summative assessment	Mi. Exam	1hr	10% (10)	7	LO:1-7
	Final exam.	2hr	50% (50)	16	ALL
Total assessment		100	100(100Marks)	-	-
Delivery plan (weekly syllabus)			Weekly Theoretical Curriculum		
week	Material covered				
1	Parts of Speech (Nouns-Verbs-Adjectives-Adverbs-Prepositions-Articles-Pronouns-Conjunctions-Interjections), Unit One of the Book (Headway)				
2	The components, Structure and kinds of the sentences, Unit Two (Headway) 1-Simple-compound –complex 2-declarative- interrogative –exclamatory – conditional -imperative				
3	Tenses - present tenses, Definite and Indefinite Articles, ways of joining sentences				
4	Tenses – Past tenses, reading comprehension, Unit Three (Headway)				
5	Tenses- future tenses, writing basics and strategies.				
6	Passive and active sentence in scientific writing, Unit Four (Headway)				
7	Mid-term Exam.				
8	Listening skills- How to participate in different topics- how to avoid silence, How to answer the questions of the passage in exam (WH Questions), listening and speaking skills (multiple native conversations).				
9	Writing Skills (Punctuation – ways to join sentences- principles of paragraph structure-practice writing), Unit Five (Headway)				
10	Idioms and idiomatic expression, Unit Six (Headway)				
11	Reading skills (skimming, scanning, and intensive reading), Unit Seven + Unit Eight (Headway)				
12	Phrasal verbs, speaking skills (participating in a dialogue and turn taking)				

13	Conditional in English, speaking skills (how to make presentation)															
14	Comparison and modals, participating in group discussion and be active listener/speaker															
15	Writing skills (CV, cover letter, and email writing)															
16	Final Exam.															
Delivery plan (weekly lab. syllabus)							Weekly Laboratory Curriculum									
week	Material covered															
1	-															
2	-															
3	-															
4	-															
5	-															
6	-															
7	-															
Learning and teaching resources							Learning and Teaching Resources									
Required texts							1- New Headway, English Course, (beginner), John and Liz Soars and Mike Sayer, Oxford University Press. Selected ESP materials.									
Recommended texts							Murphy, R. (1985). Grammar in Use, Rapid Review of Grammar, Infotech: English for Computer Users. (4th edition). Cambridge.									
websites							Randall's ESL Cyber Listening Lab - English Listening									
Grading scheme							Grading Chart									
Acceptable	59-50	A	medi	um	69-60	D	Good	79-70	C	Very good	89-80	B	pri	vil	100-90	A
					Failu		44-00	F	Deposits	49-45	FX					
					re				in							
									Processin							
									g							



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