



جامعة البتايك



## Academic Program Description

Al Bayan

College of

2025 - 2024

Department of Financial and Ban  
Sciences

16/9/ 2024



**University Name** Al Bayan University  
**College Name** College of Business Administration  
**Department Name** Department of Finance and Banking  
**Academic Program Title** **Finance and Banking**  
**Name of the certificate awarded** **Bachelor of Finance and Banking**  
**Type of Study** **Courses**  
**Date of the program description setting** 2023-2024  
**Date of completion of the program description** 2024

**Head of Department**

**Signature**

**Name**

**Dating**

**Assoc. Prof.  
Shereen Badri  
Tawfiq  
30/9/2024**

**Assistant Dean for Scientific Affairs**

**Signature**

**Name**

**Dating**

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

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

**Signature**

**Name**

**Eng. Rosa Saeed Ab Al-Hadi**

**Mustansiriyah University  
Administration and Economics  
College  
Business Administration Department**



**Al-Mustansiriya  
University  
Faculty of  
Business and  
Economics  
Department of  
Business  
Administration**

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**Dating**

**30/9/2024**

**Dean's Endorsement**



## **1. Academic Program Vision 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.

## **2. 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.



Program Structure	Number of Courses	Number of Units	(%)	*Reviews
Enterprise Requirements	60	101	٪٥٠	& Basic Optional
College Requirements	60	101	٪٥٠	& Basic Optional
Department Requirements	60	101	٪٥٠	& Basic Optional
Summer Training	1	1	٪١٠٠	Essential
Other	-	-	-	

### 3. Program Description

Year/Semester	Course Code	Course Name	Credit Hours	
			Theory	The Process
<i>First/1</i>	MCB	Accounting Principles (١)	3 hours	There isn't any
	ECB	Principles of Economics (١)	3 hours	There isn't any
	MGB	Principles of Business Management (١)	3 hours	There isn't any
	ETC	Principles of Statistics (١)	3 hours	There isn't any
	ENB	English	2 hours	There isn't any
	HDB	Human Rights and Democracy	2 hours	There isn't any
	FBB	Reading in Banking and Finance (1)	hours ٢	There isn't any
	ARB	Arabic Language	2 hours	There isn't any
<i>The first /2</i>	ECB	Principles of Economics (٢)	3 hours	There isn't any
	MGB	Business Principles (٢)	3 hours	There isn't any



	ETC	Principles of Statistics(٢)	3 hours	There isn't any
	MCB	Accounting Principles (٢)	3 hours	There isn't any
	FBB	<b>Reading in Banking Finance (2)</b>	hours ٢	There isn't any
	COB	Computer Skills	3 hours	There isn't any

## 4. Expected Learning Outcomes of the Program

### Cognitive Outcomes

- ١ Enable students to possess knowledge and information in the fields of financial and banking sciences
- ٢ Effective communication in the fields, fields and research of financial and banking sciences
- ٣ Developing students' ability to introduce computer skills in processing and making financial decisions
- ٤ Knowledge of the principles, methods and methods of decision-making in the fields of financial and banking sciences
- ٥ Using scientific research tools in data collection and analysis in the fields of financial and banking sciences
- ٦ Developing students' ability in research and critical thinking and activating the method of problem solving in the field of work
- ٧ Possess knowledge on the automation of banking information
- ٨ Understanding advanced decisions in the field of finance and banking
- 9- Understand and understand how mathematics and statistics are taught in finance and banking
- 10- Empowering students with the ability to deal with financial crises, predicting them and trying to mitigate their effects, in addition to their knowledge of tax legislation and addressing the gaps that may occur in some of them.

### Skills



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- Providing students with the skills of preparing the final accounts of - ١  
.banks and dealing with various financial indicators**
- ٢ Using information technology and modern means of communication  
.in order to achieve the desired goals in financial and banking sciences**
  - ٣ Implementing steps that increase students' abilities to link financial  
.and banking phenomena to the laws governing them**
  - ٤ Enhancing the capabilities of students in scientific and applied aspects  
and analyzing scientific cases and problems facing the financial banking  
.sector**
  - ٥ Enabling students to acquire self-learning skills to acquire new  
information, skills and knowledge**
  - ٦ ,Enabling students to acquire the skills of discussion, dialogue  
.listening and accepting the opinions of others**
- 7- Possess teamwork skills and participation in various fields of finance  
and banking**

## **Values**

- 1- Cultivating the spirit of altruism, good example, willpower and  
.determination to reach goals**
- ٢ Enhancing the national identity and consolidating the spirit of belonging to  
.the homeland among students and loyalty to it**
- ٣ .Educating students to respect human dignity**
- ٤ Educating students to work honestly and objectively in the field of study  
.and the scientific field**
- ٥ Educating students on the culture of integrity and fighting corruption in  
.all its forms**
- ٦ .Educating students to respect the highest ethics of the profession**
- ٧ .Raising the sense of responsibility in students**
- ٨ Training students to respect the rights of the beneficiaries of their  
.profession, culture, religion and gender**
- ٩ Training students to respect the freedom of thought, expression and  
.creativity of others**
- 10- Enhancing the spirit of cooperation and teamwork among students.**

## **5. Teaching and Learning Strategies**



1. Giving lectures that encourage emotional values
2. Holding seminars and workshops for students during the two semesters.
3. Field visits to the relevant ministries and financial institutions

## 6. Evaluation Methods

- Monitoring students' behavior
2. Formation of academic and educational advising committees
  3. The educational supervisor for each class
  - 4 - Discipline Committees for Students

## 7. Faculty

Academic Rank	Specialization		Special Requirements/Skills (if applicable)	Prepared by the Authority	
	General	Exact		angel	lecturer
Professor	1	-	-	1	-
Assistant Professor	2	-	-	2	-
teacher	-	-	-	-	-
Assistant Lecturer	4	-	-	4	-

## Professional Development

### Professional Development for New Faculty Members

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



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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

### **8. 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

### **9. 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

### **10. Program Development Plan**

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



## MODULE DESCRIPTION FORM

### Sample course description

Module Information			
Course Information			
Delivery	Principles of Finance and Banking		Module Title
Theory Reading Lab Tutorial Practical Seminar	Core		Module Type
	MUBF1101		Module Code
	7		ECTS Credits
	175		SWL (hr/sem)
Semester of Delivery		1	Module Level
College		MBF	Banking and Finance Department
manati@albayan.edu.iq	email	Adnan Manati Saleh	Module Leader
Module Leader's Qualification		Doctor Professor	Module Leader's Acad. Title
manati@albayan.edu.iq	email	Adnan Manati Saleh	Module Tutor
dalbayan.edu.iq	email	.Assoc. Prof. Dr Shireen Badri Tawfik	Peer Reviewer Name
Version Number			Scientific Committee Approval Date



**Relation with other Modules**

Relationship with other subjects

<b>Prerequisite module</b> <b>Paved materials</b>	There isn't any	<b>Semester</b>	
<b>Co-requisites module</b> <b>Complementary Materials</b>	There isn't any	<b>Semester</b>	

**Module Aims, Learning Outcomes and Indicative Contents**

Course Objectives, Learning Outcomes, and Instructional Contents

Understanding the concept of financial management for business companies and its importance.

Identify the relationship between financial management and other administrative functions.

Understanding the nature of financial management in business companies.

Understanding financial statements and their importance.

Understanding the functions of the CFO, which are the financial decisions made by CFO in business companies.

Understanding the objectives of financial management in business companies.

Identify financial statements and their importance to the CFO.

Understanding the financial system and financial environment for business companies.

Understanding the basics of the state's public finances in terms of its concept, importance, and objectives.

Understanding the level of government public expenditure and its trends.

Classification of public revenues and their sources.

Understanding the concept of tax and its characteristics.

Understanding the types of general taxes of the state.

Understanding the concept of the general budget and the rules for its preparation.

Understanding the basics of banking in terms of the bank's characteristics, importance, objectives and types.

Understanding the role of central banks and quantitative and qualitative monetary policy tools for financial control.

Classification of traditional and modern banking services.

Understanding the modern trends in the bank's management.

**Module Objectives**  
 Course Objectives

Understanding the relationship with the concept of financial management for business companies.

Understanding the importance of financial management in business companies.

**Module Learning Outcomes**



<ol style="list-style-type: none"> <li>3. Acquire the skill of preparing financial statements.</li> <li>4. Acquire the skill of measuring the financial performance of business companies.</li> <li>5. Familiarity with the elements of the financial system and its relationship to the financial environment of business companies,</li> <li>6. Knowledge of the relationship between the financial management function and other administrative functions.</li> <li>7. Acquire special knowledge in making financial decisions for business companies.</li> <li>8. Acquire knowledge of the financial system and its basic elements.</li> <li>9. Knowledge of the financial environment of business companies and familiarity with its most important basic elements.</li> <li>10. Knowledge of financial markets, their types and importance.</li> <li>11. Identify financial institutions, their types and their role in the financial system.</li> <li>12. Knowledge of the concept of public finance (state finance), its importance and objectives.</li> <li>13. Gain knowledge about the state's public expenditure and spending trends.</li> <li>14. Familiarity with the general revenues of the State and knowing the sources of obtaining them.</li> <li>15. Acquire knowledge of the concept of tax and its importance to the state.</li> <li>16. Knowing the types of tax.</li> <li>17. Familiarity with the concept of the general budget and acquiring skill in the rules of its preparation.</li> <li>18. Familiarity with the basics of bank management, types of banks, and their importance to the state and society.</li> <li>19. Study of central banks and quantitative and qualitative monetary policy tools for credit control.</li> <li>20. Knowledge of traditional and modern banking services.</li> <li>21. Acquire special knowledge about the latest trends in the management of the Bank</li> </ol>	<p>Learning Outcomes for the Course</p>
<p>:How-to content includes</p> <p><u>Part A - Class Lecture</u></p> <ul style="list-style-type: none"> <li>-١ :Fundamentals of Business Financial Management</li> <li>- Introduction to Financial Management</li> <li>- The relationship between financial management and other areas of knowledge</li> <li>Objectives and Importance of Financial Management –</li> <li>-٢ Financial Statements and Their Importance</li> <li>-٣ .Financial Management Functions (Decisions)</li> <li>4- Financial System and Financial Environment .</li> <li>5. Financial Markets: <ul style="list-style-type: none"> <li>- The concept of financial markets and their types.</li> <li>- Financial Markets Functions.</li> </ul> </li> </ul>	<p><b>Indicative Contents</b> How-to Contents</p>



<ul style="list-style-type: none"> <li>- The importance of financial markets.</li> <li>6. Financial Institutions: <ul style="list-style-type: none"> <li>- The Concept of Financial Institutions</li> <li>- The Importance and Role of Financial Institutions.</li> <li>- .Types of Financial Institutions</li> </ul> </li> <li>-٧ :Basics of State Public Finance</li> <li>- State Public Expenditure</li> <li>8- State General Revenues</li> <li>-٩ .Tax and its characteristics and its types</li> <li>١٠ General Budget and its Rules</li> <li>١١ :Banking Basics <ul style="list-style-type: none"> <li>- The Concept of the Bank</li> <li>- The Importance of the Bank</li> <li>- The Bank's Objectives</li> <li>- Types of Banks</li> </ul> </li> <li>١٢ Central Banks and Quantitative and Qualitative Monetary Policy Instruments for Credit Control</li> <li>-١٣ Traditional &amp; Modern Banking</li> <li>-١٤ Recent Trends in the Bank's Management</li> </ul> <p style="margin-top: 20px;">Total hrs = 60 = SSWL - (Exam hrs) = 63- 3 = 60 hr (Time table hrs x 15 weeks)</p>	
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<b>Learning and Teaching Strategies</b>	
Learning and Teaching Strategies	
<b>Strategies</b>	<ol style="list-style-type: none"> <li>1. Seminars</li> <li>2. Scientific Reports</li> <li>3. Environmental Duties</li> <li>4. Brainstorming method</li> </ol>

<b>Student Workload (SWL)</b>
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The student's academic load is calculated for ١٥ weeks

<b>Structured SWL (h/sem)</b> Student's regular academic load during the semester	٦٣	<b>Structured SWL (h/w)</b> Regular Academic Load of the Student Weekly	٤
<b>Unstructured SWL (h/sem)</b> Student's irregular academic load during class	١١٢	<b>Unstructured SWL (h/w)</b> Student's irregular academic load per week	٨
<b>Total SWL (h/sem)</b> The student's total academic load during the semester	<b>175</b>		

### Assessment of the course

Relevant Learning Outcomes	Week due	Weight (Grade)	Time/Count		
1-15	٢	(١٠)٪٢٠	٢	Daily Quizzes	Formative Assessment
All	-	(٥)٪٥	١	Tasks (homework)	
All	-	(٥)٪٥	١	Assignments (Duties within the College)	
-	-	-	-	Projects/Laboratory	
All	5-10	(٥)٪١٠	٢	Reports	
	-	-	-	Seminar	
	13	(١٠)٪١٠	hour ١	Mid-Term Exam	Summary Assessment
	16	(٥٠)٪٥٠	hours ٣	Final Exam	
		(٩١٠٠)٪١٠٠		Overall Rating	



**Delivery Plan (Weekly Syllabus)**

**Theoretical Weekly Curriculum**

Covered Materials		
amentals of Business Financial Management: -Introduction to Financial Management / - Relationship of Financial Management with Other Fields of Knowledge / Financial Management Objectives		Week
Financial Statements and Their Importance		Week
Financial Management Functions (Investment and Financing Decisions and Profits).		Week
Financial System and Financial Environment		Week
Financial Markets: The Concept of Financial Markets and Their Types./ Functions of Financial Markets./ The Importance of Financial Markets		Week
Financial Institutions: The Concept of Financial Institutions. / Types of Financial Institutions.		Week
Issues of State Public Finance: State Public Expenditure		Week
State General Revenues		Week
Tax, its characteristics and types		Week
General Budget and its Rules		Week
Banking Basics: -The Concept of the Bank / -The Importance of Banks / The Objectives of Banks Types of Banks		Week
Traditional & Modern Banking		Week
Recent Trends in the Bank's Management		Week
Central Banks and Quantitative and Qualitative Monetary Policy Instruments for Credit Control		Week
Quizzes & Discussions		Week

**Delivery Plan (Weekly Lab. Syllabus)**

**Weekly Laboratory Curriculum**

	Material Covered
<b>Week 1</b>	
<b>Week 2</b>	
<b>Week 3</b>	
<b>Week 4</b>	
<b>Week 5</b>	
<b>Week 6</b>	
<b>Week 7</b>	



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

Available at the library?	Book	
Yes	1- Al Ameri, Financial Management, 2015 2- Alaa et al., Introduction to Financial Institutions Management, Iraqi Books and Documents House, 2016. 3- Abdel Salam Lafta, Banking Administration, 2019 4- Adel Falih Al-Ali, Public Finance and Financial Legislation, 2020	Required Books
Yes	Dr. Mahmoud Mohamed Atwan, Dictionary of Financial, Accounting and Banking Sciences	Recommend Books
		Websites

**Grading Scheme**  
**Grading Chart**

Group	Grade	Appreciation	Marks %	Definition
Success Group <b>Success Group (50 - 100)</b>	<b>A</b> – Excellent	privilege	90 - 100	Outstanding performance
	<b>B</b> - Very Good	Very good	80 – 89	Above average with some errors
	<b>C</b> – Good	Good	70 – 79	Good work with noticeable errors
	<b>D</b> – Satisfactory	medium	60 – 69	Acceptable but with major flaws
	<b>E</b> – Sufficient	Acceptable	50 – 59	Work meets minimum standards
The Failed Group <b>Fail Group (0 – 49)</b>	<b>FX</b> – File	Deposit (in processing)	(45-49)	More work is required but recognition has been awarded
	<b>F</b> – Fail	Failure	(0-44)	Considerable amount of work required

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



## MODULE DESCRIPTION FORM

### Sample course description

Module Information			
Course Information			
Module Title	Principles of business Administration		Module Delivery
Module Type	Core		<input checked="" type="checkbox"/> Theory <input type="checkbox"/> Reading <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Tutorial <input type="checkbox"/> Practical <input type="checkbox"/> Seminar
Module Code	MBF1103		
ECTS Credits	6		
SWL (hr/sem)	150		
Module Level	1	Semester of Delivery	
Administering Department	Type Dept. Code	College of Administration and Economics	Type College Code
Module Leader	Ashti Abdulsattar Abdulghani	email	<a href="mailto:ashti_abdulsattar@uomos">ashti_abdulsattar@uomos</a>
Module Leader's Acad. Title	assistant prof.	Module Leader's Qualification	Ph.D.
Module Tutor	N.A	email	Email
Peer Reviewer Name	N. Has	email	Email
Scientific Committee Approval Date	/ /2024	Version Number	1.0



<b>Relation with other Modules</b>			
Relationship with other subjects			
<b>Prerequisite module</b>	None	<b>Semester</b>	
<b>Co-requisites module</b>	None	<b>Semester</b>	

<b>Module Aims, Learning Outcomes and Indicative Contents</b>	
Course Objectives, Learning Outcomes, and Instructional Contents	
<p>providing the student with knowledge about the principles of management and its role ; it is one of the specialized subjects in the field of business administration.</p> <p>roviding first-stage students with general principles of management science, which ecomes a basic rule to be relied on in the advanced stages of studying business ministration.</p> <p>iving the student an idea of the administration, its nature and its evelopment through the periods of time it has passed, as well as clarifying ie most important functions of the department, its basic activities, and ssistance</p>	<p><b>Module Objectives</b> <b>Course Objectives</b></p>
<p>Important: Write at least 6 learning outcomes, preferably equal to the number of eeks of study.</p> <p>entify the most important vocabulary of the management course, which is nsidered the basics of management science.</p> <p>ualifying students and preparing them for advanced topics in the subject of anagement in later academic years.</p> <p>entify the most important functions of a manager such as planning, organizing, ading, motivating, and controlling.</p> <p>nderstand the organization's most important messages and objectives, what planning , and whether there is a difference between operational planning and strategic lanning.</p> <p>entify the concept of decision-making, types of decisions, and decision-making steps</p> <p>roviding the student with skills about building the organizational structure and how</p>	<p><b>Module Learning</b> <b>Outcomes</b></p> <p><b>Learning Outcomes</b> <b>for the Course</b></p>



<p>to use the powers and responsibilities between the administration and its human resources.</p> <ol style="list-style-type: none"> <li>7. Acquire leadership, control, communication, and critical and analytical thinking skills.</li> <li>8. Identify the vocabulary of efficiency, effectiveness, creativity and innovation and what is their role in organizations.</li> <li>9. Identify the most important functions of the establishment, which are operations management, marketing management, human resources management, and financial management</li> </ol>	
<p>Indicative content includes the following.</p> <p><i>Principles of Business Administration</i></p> <p><i>Business Administration Fields focuses on the following vocabulary:</i></p> <ol style="list-style-type: none"> <li>1. <i>The nature of the planning includes the following:</i></li> </ol> <p><i>Management Attitudes Towards Planning - Types of Plans according to Their Actions: Definition of Decision Making - Types of Decisions - Administrative Decision-Making Patterns - Basic Models of the Decision-Making Process, Management Information Systems - Computer-Based Information System - Decision Making Steps.</i></p> <ol style="list-style-type: none"> <li>2. <i>Organization: It includes the design of the function and the organizational structure according to the following vocabulary:</i></li> </ol> <p><i>The concept of job design, job design methods, the importance of the organizational function, the basic forces affecting the organization, organizational design patterns/network patterns, product patterns, location or geographical patterns, market patterns, matrix patterns, network patterns, nature of validity, determinants of acceptance of authority, forms of resistance to authority, concept of chain of command, scope of control or supervision.</i></p> <ol style="list-style-type: none"> <li>3. <i>Leadership and motivation includes:</i></li> </ol> <p><i>The nature of motivation - components of the motivation system - motivation theories, the leadership function of the manager - leadership traits - the nature of the path (goal) in leadership and its patterns, the nature of communication - communication methods - communication skills - informal channels of communication.</i></p> <ol style="list-style-type: none"> <li>4. <i>Supervision includes the following:</i></li> </ol> <p><i>The Importance of Audit in the Organization - The Basic Steps in the Control Process - An Effective Control System.</i></p> <ol style="list-style-type: none"> <li>5. <i>Managing the activities of the facility includes the following:</i>  <b>Operations Management, Marketing Management, Human Resources Management</b>  <b>Financial Management</b></li> </ol>	<p><b>Indicative Contents</b>  <b>How-to Contents</b></p>



**Learning and Teaching Strategies**

Learning and Teaching Strategies

strategy that will be followed in the delivery of this module is to encourage student on in exercises, while at the same time refining and expanding their critical thinking ; will be achieved through classrooms, interactive lessons and by looking at the types experiments involving some sampling activities that are of interest to students

**Strategies**

**Student Workload (SWL)**

The student's academic load is calculated for 10 weeks

<b>Structured SWL (h/w)</b> Regular Academic Load of the Student Weekly	63	<b>Structured SWL (h/sem)</b> Student's regular academic load during the semester
<b>Unstructured SWL (h/w)</b> Student's irregular academic load per week	87	<b>Unstructured SWL (h/sem)</b> Student's irregular academic load during class
<b>150</b>		<b>Total SWL (h/sem)</b> The student's total academic load during the semester



<b>Module Evaluation</b>					
Assessment of the course					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
<b>Formative assessment</b>	<b>Quizzes</b>	2	20% (10)	5 and 9	1-7
	<b>Assignments</b>	3	15% (5)	4,8 and 12	all
	<b>Projects / Lab.</b>				
	<b>Report</b>	1	5% (5)	13	all
<b>Summative assessment</b>	<b>Midterm Exam</b>	2hr	10% (10)	14	5-9
	<b>Final Exam</b>	3hr	50% (50)	16	All
<b>Total assessment</b>			100% (100 Marks)		

<b>Delivery Plan (Weekly Syllabus)</b>	
Theoretical Weekly Curriculum	
<b>Covered</b>	
Planning – Management Attitudes Towards Planning – Types of Plans by Doing Them	<b>Week 1</b>
Concepts of Decision Making – Types of Decisions – Administrative Decision-Making Patterns	<b>Week 2</b>
Models of the Decision-Making Process	<b>Week 3</b>
Management Information Systems – Computer-Based Information System – Decision Making Steps	<b>Week 4</b>
Concept of Job Design – Job Design Methods – The Importance of the Organization	<b>Week 5</b>
– The Basic Forces Affecting Organization	<b>Week 6</b>
Organizational Design Patterns/Grid Pattern - Product Type - Site or Geographical Pattern - Market Type	<b>Week 7</b>
Structure - Network Type	<b>Week 8</b>
Concept of the validity - Determinants of the acceptance of the authority - Forms of resistance to authority	<b>Week 9</b>
Concept of the chain of command - The scope of control or supervision	<b>Week 10</b>
<b>Course Exam</b>	<b>Week 8</b>
Concept of Motivation - Components of the Motivation System - Theories of	<b>Week 9</b>
Leadership	<b>Week 10</b>
Leadership Function of the Manager – Leadership Traits – The Nature of the Path (Goal) in Leadership and	<b>Week 10</b>
Leadership	



Nature of Communication - Methods of Communication - Communication Strengths Informal Channels of Communication -	Week 11
The Importance of Audit in the Organization - The Basic Steps in the Control Process - The Effective Control System	Week 12
Test ٧	Week 13
- Operations Management Concept - Operations Planning and Organization, Modern Marketing Concept Marketing Events	Week 14
Human Resource Management- Human Resource Planning- Selection and Guidance- Performance Evaluation and Promotion, Financial Management Concept- Role and Functions of the Finance Manager	Week 15
	Week 16

**Delivery Plan (Weekly Lab. Syllabus)**  
**Weekly Laboratory Curriculum**

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

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

Available in the Library?	Text	
Yes	The Book of Management Principles by the writer Muhammad Khalil Al-Shammaa for the year ٢٠٠٧ - Al-Masirah Printing and Publishing House - Amman, Jordan	<b>Required Texts</b>
Yes	Diverse skills and methods for dealing with management and business issues	<b>Recommended Texts</b>
		<b>Websites</b>



**Grading Scheme**  
**Grading Chart**

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

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



## MODULE DESCRIPTION FORM

### Sample course description

<b>Module Information</b>			
Course Information			
<b>Module Title</b>	Principles of statistics		<b>Module Delivery</b>
<b>Module Type</b>	Core		<input checked="" type="checkbox"/> Theory <input type="checkbox"/> Reading <input type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input checked="" type="checkbox"/> Practical <input type="checkbox"/> Seminar
<b>Module Code</b>	MBF1104		
<b>ECTS Credits</b>			
<b>SWL (hr/sem)</b>	100		
<b>Module Level</b>		<b>Semester of Delivery</b>	
<b>Administering Department</b>	Accounting Department	<b>College</b>	College of Administration and Economics
<b>Module Leader</b>	, Nour Abd El , Aziz Hussein Al Mawali	<b>email</b>	noor.abdulaziz@uomosul.edu.iq
<b>Module Leader's Acad. Title</b>	Assistant Lecturer	<b>Module Leader's Qualification</b>	M.Sc
<b>Module Tutor</b>	Name (if available)	<b>email</b>	Email
<b>Peer Reviewer Name</b>	Name	<b>email</b>	Email
<b>Scientific Committee Approval Date</b>		<b>Version Number</b>	1.0



**Module Aims, Learning Outcomes and Indicative Contents**  
**Course Objectives, Learning Outcomes, and Instructional Contents**

<p><b>Module Objectives</b> <b>Course Objectives</b></p>	<p>1- Providing the learner with statistical skills that enable him to work in the fields Statistical and calculating statistical measures.</p> <p>2- The subject of statistics is a digital language and an art to express reality variables and numbers accurately, thus enabling the student to benefit from From this topic in statistics and programs that interest him in most areas of life.</p> <p>3- The statistics course aims to develop the ways and means of thinking and how to do so. Dealing with various problems.</p> <p>4- Trying to think of the right ways and methods, specifically the solution. problems and thus improve and develop the community</p>
<p><b>Module Learning Outcomes</b> <b>Learning Outcomes for the Course</b></p>	<p>1. Identify the basic concepts and principles of statistics, including data types, measurement measures, and sampling methods.</p> <p>2- Interpreting and analyzing data using descriptive statistical measures such as centrality scales (mean, median, pattern) and scales. Variance (range, variance, standard deviation).</p> <p>3. Apply probability theory to analyze and predict uncertain events, including calculating probabilities and understanding the laws of probability.</p> <p>4. Utilize the basic principles of statistical reasoning to draw conclusions about the population based on sample data, including hypothesis testing and confidence intervals.</p> <p>5- Applying appropriate statistical methods to analyze the relationships between the two variables, including correlation analysis and simple linear regression.</p> <p>6- Understanding and interpreting the results of statistical programs and graphical representations.</p> <p>7. Communicate statistical results and interpretations effectively, both orally and in written form.</p> <p>Develop critical thinking and problem-solving skills in the context of statistical analysis and interpretation</p>
<p><b>Indicative Contents</b> <b>How-to Contents</b></p>	<p>1- Introducing the student to the basics of statistics and its areas of application.</p> <p>2- Statistical Method in Scientific Research, Data Collection Methods.</p> <p>3. Classification and presentation for the purpose of obtaining what is necessary Information to make appropriate decisions and can be used Data in forecasting, as well as student development.</p> <p>4- Skills in research design method.</p> <p>Reaching the student to a level where he has the ability to interpret the results and turn them into practical reality</p>



### Relation with other Modules

Relationship with other subjects

<b>Prerequisite module</b>	There isn't any	<b>Semester</b>	
<b>Co-requisites module</b>	There isn't any	<b>Semester</b>	

### Learning and Teaching Strategies

Learning and Teaching Strategies

<b>Strategies</b>	The main strategy that will be adopted in the delivery of this module is to encourage student participation in exercises, while at the same time improving and expanding their critical thinking skills. This will be achieved through interactive classrooms and tutorials and by looking at the types of simple experiments that include some sampling activities that interest students in statistical methods
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### Student Workload (SWL)

The student's academic load is calculated for ١٥ weeks

<b>Structured SWL (h/sem)</b> Student's regular academic load during the semester	63	<b>Structured SWL (h/w)</b> Regular Academic Load of the Student Weekly	٤
<b>Unstructured SWL (h/sem)</b> Student's irregular academic load during class	٨٧	<b>Unstructured SWL (h/w)</b> Student's irregular academic load per week	٥,٨
<b>Total SWL (h/sem)</b> The student's total academic load during the semester	<b>150</b>		



<b>Module Evaluation</b>					
Assessment of the course					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
<b>Formative assessment</b>	<b>Quizzes</b>	۲	(۱۰)٪۲۰	5 and 10	2, 3, 4, 5 and 6
	<b>Assignments</b>	3	15% (5)	2, 5, 10 and 13	All
	<b>Projects / Lab.</b>				
	<b>Report</b>	1	5% (5)	9	All
<b>Summative assessment</b>	<b>Midterm Exam</b>	2	10% (10)	7	1 - 4
	<b>Final Exam</b>	۳	50% (50)	16	All
<b>Total assessment</b>			100% (100 Marks)		

<b>Delivery Plan (Weekly Syllabus)</b>	
Theoretical Weekly Curriculum	
	Material Covered
<b>Week 1</b>	The concept of statistics, the origin and origin of statistics, methods of data collection •
<b>Week 2</b>	Data collection, methods, presentations, and sample specifications •
<b>Week 3</b>	Recurrence schedules •
<b>Week 4</b>	Methods of creating frequency tables and data types •
<b>Week 5</b>	Types of frequency tables, including proportionality and percentage •
<b>Week 6</b>	General concepts about certain statistical laws •
<b>Week 7</b>	Measures of centrality •
<b>Week 8</b>	Types of centrality scales and their applications by data types and tables •
<b>Week 9</b>	Dispersion Meters •
<b>Week 10</b>	Types of dispersion measures and their applications by data types and tables •



Week 11	Probability theory and the relationship between variables •
Week 12	Variation and standard deviation •
Week 13	Standard Grade •
Week 14	Simple linear regression with reference to multiple regression •
Week 15	Simple linear correlation with reference to partial and multiple correlation •
Week 16	Final Exam •

**Delivery Plan (Weekly Lab. Syllabus)**  
Weekly Laboratory Curriculum

Lab 1	
Lab 2	
Lab 3	

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

	Text	Available in the Library?
Required Texts	Book (Introduction to Statistics) by Dr. Khasha Al-Rawi (١٩٧٩)	Yes
Recommended Texts	Book (Statistics) by Dr. Safaa Younis Al-Safawi (٢٠٠٨)	Yes

**Grading Scheme**  
Grading Chart

Group	Grade	Appreciation	Marks %	Definition
Success Group (50 - 100)	A - Excellent	privilege	90 - 100	Outstanding Performance
	B - Very Good	Very good	80 - 89	Above average with some errors
	C - Good	Good	70 - 79	Sound work with notable errors



	<b>D - Satisfactory</b>	medium	60 - 69	Fair but with major shortcomings
	<b>E - Sufficient</b>	Acceptable	50 - 59	Work meets minimum criteria
<b>Fail Group (0 – 49)</b>	<b>FX – File</b>	Deposit (in processing)	(45-49)	More work required but credit awarded
	<b>F – Fail</b>	Failure	(0-44)	Considerable amount of work required

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



## MODULE DESCRIPTION FORM

### Sample course description

<b>Module Aims, Learning Outcomes and Indicative Contents</b> Course Objectives, Learning Outcomes, and Instructional Contents	
<p><b>Module Objectives</b> Course Objectives</p>	<p>19. Studying the concept of accounting and its objectives at the level of the economic unit and at the national level, and the beneficiaries of accounting data.</p> <p>20. Clarifying the accounting procedures according to the single entry to measure the result of the activity and the financial position of small enterprises and individual projects.</p> <p>21. Clarifying the accounting procedures according to the double entry and using the budget formula to show the impact of economic operations on the financial position of the economic unit.</p> <p>22. Clarifying the stages of the accounting cycle, recording the accounting entries in the journal and posting them to the professor's record, and identifying the most important documents.</p> <p>23. Clarifying the accounting procedures for capital formation and how to increase it, personal withdrawals as well as loans and their types and how interest is calculated.</p> <p>24. Introducing the elements of the financial statements.</p> <p>25. Clarify the procedures for accounting expenses with a focus on procurement and its returns, commercial deduction and cash deduction.</p> <p>26. Clarify revenue accounting procedures with a focus on sales, returns, trade discount and cash discount</p>
<p><b>Module Learning Outcomes</b> Learning Outcomes for the Course</p>	<p>22. Familiarity with the concept of accounting and its objectives at the level of the economic unit and the national level, and the beneficiaries of accounting data.</p> <p>23. Acquire the skill of measuring the activity result and financial position of small enterprises and individual projects using accounting procedures according to the single entry.</p> <p>24. Acquire the skill of applying accounting procedures according to double entry and using the budget formula to show the impact of economic operations on the financial position of the economic unit.</p> <p>25. Familiarity with the stages of the accounting cycle, recording the accounting entries in the journal and posting them to the professor's record, and identifying the most important documents.</p> <p>26. Knowledge of the elements of the financial statements.</p>



	<p>27. Acquire knowledge of accounting procedures on capital formation, how to increase and decrease it, types of personal withdrawals, loans, and how interest is calculated.</p> <p>28. Gain knowledge of expense accounting procedures with a focus on procurement and returns, trade discount, and cash discount.</p> <p>29. ,Gain knowledge of revenue accounting procedures with a focus on sales, returns .trade discount and cash discount</p>
<p><b>Indicative Contents</b> How-to Contents</p>	<p>:How-to content includes</p> <p><u>Part A - Class Lecture</u></p> <p>1. Studying the concept of accounting and its objectives at the level of the economic unit and at the national level, and the entities benefiting from the accounting data. Clarification of accounting procedures according to the single entry to measure the result of the activity and the financial position of small enterprises and individual projects [SSWL=6 hrs]</p> <p>2. Studying the accounting procedures according to the double entry and using the budget formula to show the impact of economic operations on the financial position of the economic unit. He explained the stages of the accounting cycle, recording the accounting entries in the journal and posting them to the professor's record and identifying the most important documents, [SSWL=9 hrs]</p> <p>3. Knowledge of the elements of the financial statements. Explanation of the accounting procedures for capital formation, how to increase and decrease it, types of personal withdrawals, loans, and how to calculate interest, [SSWL=6 hrs]</p> <p>4. Explain the procedures of accounting for expenses with a focus on purchases and their returns. [SSWL=6 hrs]</p> <p>5. Explain the procedures for accounting for revenues with a focus on sales and their returns. [SSWL=6 hrs]</p> <p>.Explain the accounting procedures for commercial deduction and cash deduction .٦ [SSWL=6 hrs]</p> <p><u>Part B - Practical ]</u></p> <p><u>1.</u> Study and apply practical cases of accounting procedures according to the single entry to measure the result of the activity and the financial position of small enterprises and individual projects [SSWL=2 hrs]</p> <p><u>2.</u> Studying and applying practical cases of accounting procedures according to double entry and using the budget formula to show the impact of economic operations on the financial position of the economic unit. Explaining the stages of the accounting cycle, recording the accounting entries in the journal and posting them to the professor's record and identifying the most important documents, [SSWL=5 hrs]</p>



3. Study and apply practical cases on the accounting procedures for capital formation, how to increase and decrease it, types of personal withdrawals, loans, their types, and how to calculate interest. [SSWL=2 hrs]  
4. Study and apply practical cases of expenses accounting procedures with a focus on procurement and its returns. [SSWL=2 hrs]  
5. Study and apply practical cases of revenue accounting procedures with a focus on sales and their returns. [SSWL=2 hrs]  
Study and apply practical cases on the accounting procedures for commercial . deduction and cash deduction [SSWL=2 hrs]  
Total hrs = 60 = SSWL - (Exam hrs) = 63- 3 = 60 hr (Time table hrs x 15 weeks)

### Module Information

#### Course Information

<b>Module Title</b>	Accounting Basics		<b>Module Delivery</b>	
<b>Module Type</b>	Core		<input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Reading <input type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input checked="" type="checkbox"/> Practical <input type="checkbox"/> Seminar	
<b>Module Code</b>	MBF1102			
<b>ECTS Credits</b>	6			
<b>SWL (hr/sem)</b>	150			
<b>Module Level</b>	1	<b>Semester of Delivery</b>		
<b>Department of Banking and Financial Sciences</b>	MBA	<b>College</b>	College of Business Administration	
<b>Module Leader</b>	<b>Athmar Abdul Rahman Sharhan</b>		<b>email</b>	<b>Athmar.a@albayan.edu.iq</b>
<b>Module Leader's Acad. Title</b>	Assistant Lecturer		<b>Module Leader's Qualification</b>	Master
<b>Module Tutor</b>	<b>Athmar Abdul Rahman Sharhan</b>		<b>email</b>	<b>Athmar.a@albayan.edu.iq</b>
<b>Peer Reviewer Name</b>	<b>.Assoc. Prof. Dr Shireen Badri Tawfik</b>		<b>email</b>	Shireen.b@albayan.edu.iq
<b>Scientific Committee Approval Date</b>			<b>Version Number</b>	1.0

### Relation with other Modules

#### Relationship with other subjects

<b>Prerequisite module</b>	There isn't any	<b>Semester</b>	
<b>Paved materials</b>			



<b>Co-requisites module</b>	Principles of Accounting	<b>Semester</b>	
<b>Complementary Materials</b>			

### Learning and Teaching Strategies

#### Learning and Teaching Strategies

#### Strategies

'The main strategy that will be followed in the delivery of this module is to encourage students participation in exercises, while at the same time refining and expanding their critical thinking skills. This will be achieved through classrooms, interactive lessons, and through the analysis of practical cases to apply accounting procedures involving certain activities and students' participation in the application and analysis of these cases

### Module Evaluation

#### Assessment of the course

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
<b>Formative assessment</b> Formative Assessment	<b>Quizzes</b>	2	20% (10)	5,8	LO 1-3 LO 4-6
	<b>Online Assignments</b>	1	5% (5)	Continuous	All
	<b>Onsite Assignments</b>	2	10% (5)	Continuous	All
	<b>Report</b>	1	5% (5)	12	All
<b>Summative assessment</b> Summary Assessment	<b>Midterm Exam</b>	2hr	10% (10)	13	LO 7-8
	<b>Final Exam</b>	3hr	50% (50)	16	All
<b>Total assessment</b>			100% (100 Marks)		

### Student Workload (SWL)

The student's academic load is calculated for 16 weeks

<b>Structured SWL (h/sem)</b>	63	<b>Structured SWL (h/w)</b> Regular Academic Load of the Student Weekly	4
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Student's regular academic load during the semester			
<b>Unstructured SWL (h/sem)</b> Student's irregular academic load during class	٨٧	<b>Unstructured SWL (h/w)</b> Student's irregular academic load per week	٦
<b>Total SWL (h/sem)</b> The student's total academic load during the semester	١٥٠		

### Delivery Plan (Weekly Syllabus)

#### Theoretical Weekly Curriculum

	Material Covered
Week 1	<b>Introduction to Financial Accounting (Accounting Concept and Objectives, Accounting (Fields and Beneficiaries</b>
Week 2	<b>according to the single entry method Analysis of financial operations</b>
Week 3	<b>to Indicate the Impact of Operations on Financial Position Balance Sheet Method</b>
Week 4	<b>Dual Entry, Accounting Documents and Records, Accounting Cycle/Financial Process Analysis</b>
Week 5	<b>– Accounting Cycle: Recording of Financial Transactions – Balance – Trial Balance – Final Accounts Statement of Financial Position</b>
Week 6	<b>Accounting Course – Recording Accounting Operations</b>
Week 7	<b>Accounting Course – Accounting Operations Recording and Examples</b>
Week 8	<b>to Professor's Record Accounting Course – Posting</b>
Week 9	<b>Preparation of the trial balance and its types</b>



Week 10	,Accounting for the formation of individual companies (capital formation and increase (personal withdrawals, loans and their interest
Week 11	Accounting for goods (procurement and returns)
Week 12	Accounting for goods (sales and returns)
Week 13	Procurement Expense Accounting Treatments
Week 14	Revenue and capital expenditures
Week 15	Deduction, Types and Accounting Treatment of Types of Discount
Week 16	Final Exam

**Delivery Plan (Weekly Lab. Syllabus)**  
 Weekly Laboratory Curriculum

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

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

	Text	Available in the Library?
Required Texts	<b>Principles of Financial Accounting Fouad Suleiman Zako</b> <b>Miqdad Ahmed Al-Jalili, Mohamed Taher Al-Shawi</b>	Yes
Recommended Texts	<b>Financial Accounting 2014 / Dr. Daaa Abdul Hussein Al-Qamousi</b> <b>+ Adnan Abdel Hamid</b> <b>Principles of Financial Accounting ٢٠١٨ / Prof. Dr. Safaa</b> <b>Ahmed Al-Ani - Eng. Hakim Al-Saadi</b>	No



**Grading Scheme**  
**Grading Chart**

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

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



## MODULE DESCRIPTION FORM

### Sample course description

Module Information Course Information			
<b>Title</b>	English language		<b>Module Delivery</b>
<b>Type</b>	Support or related learning activity		<input checked="" type="checkbox"/> Theory <input type="checkbox"/> Reading <input type="checkbox"/> Lap <input type="checkbox"/> Tutorial <input type="checkbox"/> Practical <input type="checkbox"/> Seminar
<b>Code</b>	UN115		
<b>ECTS</b>	2		
<b>SWL (HR/SEM)</b>	50		
<b>Level</b>	1	<b>Semester of Delivery</b>	1
<b>Department</b>	Business Administration	<b>College</b>	Administration and Economics
<b>Leader</b>	Asst. Inst. Nidhal Muneam Mohammed	<b>email</b>	<a href="mailto:nidhal.m.alimari@uomustansiriya.edu.iq">nidhal.m.alimari@uomustansiriya.edu.iq</a>
<b>Leader's Acad. Title</b>	Assistant Instructor	<b>Leader's Qualification</b>	Master
<b>Tutor</b>		<b>email</b>	
<b>Peer Reviewer Name</b>	Asst. Inst. Nidhal Muneam Mohammed	<b>email</b>	<a href="mailto:nidhal.m.alimari@uomustansiriya.edu.iq">nidhal.m.alimari@uomustansiriya.edu.iq</a>
<b>Scientific Committee Approval Date</b>		<b>Version Number</b>	1

Relation with other Modules Relationship with other subjects			
<b>Prerequisite module</b>	None	<b>Semester</b>	
<b>Co-requisites module</b>	None	<b>Semester</b>	

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**Module Aims, Learning Outcomes and Indicative Contents**  
**Course Objectives, Learning Outcomes, and Instructional Contents**

<p>Module Objectives Course Objectives</p>	<ol style="list-style-type: none"> <li>1. This course aims to enhance the communication skills of students whose English language proficiency is at the pre-intermediate level. There will be a special focus on developing the four language skills (speaking, listening, reading, and writing) and on expanding students' vocabulary and grammatical range so that they can communicate easily on a wide range of topics.</li> <li>2. Imparting knowledge regarding the use of tenses, taking into account the meanings of tenses in speech, so that information or viewpoints are conveyed accurately.</li> <li>3. This module works towards enhancing students' English language competencies along with their technical or professional knowledge.</li> <li>4. Enhance students' communication skills in English can result in better job opportunities in the future</li> </ol>
<p>Module Learning Outcomes  Learning Outcomes for the Course</p>	<p>The students were equipped with how to use tenses in different contexts, in addition to learning how to acquire the language in ways close to the language used in social life, which enables them to master the aspect of communication to some extent.</p> <p>The student will be able to:</p> <ol style="list-style-type: none"> <li>A. Recognize the simple and continuous present tense, understanding its use in the three affirmative, negative, and interrogative cases in both singular and plural forms.</li> <li>B. Use the simple past and past continuous tenses, understanding their use in affirmative, negative, and interrogative forms in both singular and plural cases, and knowing irregular verbs.</li> <li>C. Use non-standard verbs in writing and number abbreviations.</li> <li>D. Explain the correct and effective use of certain verbs, possessive pronouns, and how to write dates and daily life expressions.</li> <li>E. Apply the precise use of some conjunctions, conditional verbs, time expressions, and pronunciation.</li> <li>F. How formulate descriptive phrases and opposites, and using indefinite articles.</li> <li>G. How to formulate polite requests in affirmative and negative cases for both singular and plural forms.</li> <li>H. Pronounce certain sounds correctly</li> </ol>
<p>Indicative Contents How-to Contents</p>	<p>The student acquires basic initial skills in how to study and acquire the language in a way that helps him master it.</p> <p>Indicative content includes the following:</p> <p><b>Part A: Parts of Sentence.</b> Pronoun, question and short answer, adjective, adverb, prepositions of place. [√hrs]</p> <p><b>Part B: Tenses</b> Past Tense, Present Tense. [5 hrs]</p> <p><b>Part C: Reading and Writing</b> Punctuation marks, and practicing writing [ √hrs]</p> <p><b>Part D: Sound, Speaking Skill</b></p>

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	Speaking Sound, Pronunciation [2 hrs]
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### Learning and Teaching Strategies

<b>Strategies</b>	<p>The main strategies that will be adopted in delivering this module are:</p> <ul style="list-style-type: none"> <li>• Allow students to actively participate in the learning process with class discussions and exercises that support the initiative.</li> <li>• Use didactic questioning through questions to determine student understanding of the material.</li> <li>• Writing an assignment and report that encourages students to clarify and organize their thinking and independently research and present on a topic.</li> </ul>
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### Student Workload (SWL)

The student's academic load is calculated for 10 weeks

<b>Structured SWL (h/sem)</b> Student's regular academic load during the semester	33	<b>Structured SWL (h/w)</b> Regular Academic Load of the Student Weekly	2.2
<b>Unstructured SWL (h/sem)</b> Student's irregular academic load during class	17	<b>Unstructured SWL (h/w)</b> Student's irregular academic load per week	1.3
<b>Total SWL (h/sem)</b> The student's total academic load during the semester	<b>50</b>		

### Module Evaluation

Assessment of the course

As		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
<b>Formative assessment</b>	<b>Quizzes</b>	1	10% (10)	4	A, H, B
	<b>Assignments</b>	1	10% (10)	10	A, D, E
	<b>Projects / Lab.</b>	1	10% (10)	13	All
	<b>Report</b>	1	10% (10)	11	A, B, C, D, E
<b>Summative assessment</b>	<b>Midterm Exam</b>	2 hours	10% (10)	12	All

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	<b>Final Exam</b>	3 hours	50% (50)	16	All
<b>Total assessment</b>			100% (100 Marks)		



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

Week	Material Covered
Week 1	Present Simple (Positive state, Negative state)
Week 2	Present Simple (Interrogative state, Sounds of -s/-es)
Week 3	Linking words (so, because, and, but)
Week 4	Prepositions, numbers, adverbs, Quiz
Week 5	Years, Months, days
Week 6	Past Simple (Positive state, Negative state)
Week 7	Past Simple (Interrogative state, Sounds of -ed)
Week 8	Modal Verbs (Positive state, Negative state)
Week 9	Pronouns, dates, Opposites
Week 10	Assignment
Week 11	Students' Reports
Week 12	Project
Week 13	Mid Exam
Week 14	Modal verb (Can)
Week 15	Polite Requests Everyday English
Week 16	Final Exam

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

	Text	Available in the Library?
Required Texts	John and Liz Soars. Beginner Students' Book: New Headway Plus. Oxford University Press. 2019	No
Recommended Texts	Murphy, R. (1985). Grammar in Use, Rapid Review of Grammar, Infotech: English for Computer Users. (4 <sup>th</sup> edition). Cambridge	No
Websites	<a href="#">Randall's ESL Cyber Listening Lab - English Listening</a>	

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

**Note:** Decimal points above or below 0.5 will be rounded to the full sign higher or lower (for example, 54.5 will be rounded to 55, while 54.4 will be rounded to 54).

The University has a zero-tolerance policy for "near-success failures", so the only modification to the marks awarded by the original proofreaders would be the automatic rounding described above

# MODULE DESCRIPTION FORM

## Sample course description

### Module Information

#### Course Information

<b>Module Title</b>	<b>Human Rights and Democracy</b> <b>Human Right &amp; Democracy</b>		<b>Module Delivery</b>	
<b>Module Type</b>		<input checked="" type="checkbox"/> Theory <input type="checkbox"/> Reading <input type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input type="checkbox"/> Practical <input type="checkbox"/> Seminar		
<b>Module Code</b>	UOM104			
<b>ECTS Credits</b>				
<b>SWL (hr/sem)</b>	100			
<b>Module Level</b>			<b>Semester of Delivery</b>	
<b>Administering Department</b>		Accounting Department	<b>College</b>	College of Administration and Economics
<b>Module Leader</b>		<b>email</b>	<a href="mailto:zahraa_riyadh@uomosul.edu.iq">zahraa_riyadh@uomosul.edu.iq</a>	
<b>Module Leader's Acad. Title</b>		Assistant Lecturer	<b>Module Leader's Qualification</b>	
			M.Sc Master's degree in Human Rights Law	
<b>Module Tutor</b>	Name (if available)	<b>email</b>	Email	
<b>Peer Reviewer Name</b>		.Assoc. Prof. Dr Shireen Badri Tawfik	<b>email</b>	Email shireen.b@albayan.edu.iq
<b>Scientific Committee Approval Date</b>			<b>Version Number</b>	

### Relation with other Modules

Relationship with other subjects

<b>Prerequisite module</b>	There isn't any	<b>Semester</b>	
<b>Co-requisites module</b>	There isn't any	<b>Semester</b>	



## Module Aims, Learning Outcomes and Indicative Contents

### Course Objectives, Learning Outcomes, and Instructional Contents

<p><b>Module Objectives</b> <b>Course Objectives</b></p>	<ol style="list-style-type: none"><li>1. Defending human dignity and guaranteeing human rights.</li><li>2- Contributing to changing human life for the better by introducing him to his rights and duties and spreading legal culture.</li><li>3. Promoting the idea of social justice and strengthening the bond between the individual, the group, the state and its institutions, which enhances feelings of solidarity with others.</li><li>4- Developing the skills of community members in monitoring violations and dealing with violators.</li><li>5- Supporting the skills of understanding contemporary human rights issues and problems.</li><li>6- Promoting interactive learning methods.</li><li>7- Enhancing the means of participation in public affairs – citizenship</li><li>8- Promoting the concept of democratic governance, its forms and types, and the close link between the</li></ol> <p><b>.Human rights and democracy</b></p>
<p><b>Module Learning Outcomes</b> <b>Learning Outcomes for the Course</b></p>	<p>Knowledge and Understanding:</p> <ol style="list-style-type: none"><li>1. Understand the meaning of human rights</li><li>A2. Awareness of rights and duties and the development of the spirit of citizenship among students.</li><li>A3. Learn to compare rights and know their grading in importance</li><li>A4. Education in the field of rights and democracy and knowledge</li></ol>

of national and international mechanisms for their protection and enforcement.

**:B. Subject-specific skills**

.١ ,The student's knowledge of the concept of human rights the characteristics, types and historical development of these .rights

.٢ The student's knowledge of the gradual international recognition of human rights leads to the adoption of the .International Bill of Human Rights

.٣ Identify and enforce human rights guarantees at the .national and international levels

.٤ Understand the significant role of international organizations in the development and protection of human rights, and monitor their implementation at the international .level

.٥ The student's knowledge of the concept of democracy .and its characteristics

.٦ Understand the relationship between democracy and .human rights

.٧ Recognize the role of the United Nations in establishing .and spreading the concept of democracy

.٨ The student's knowledge and understanding of the forms .of democratic systems

.٩ Identify the advantages and disadvantages of the .democratic system

	<p>1. The student's knowledge of the concept of democracy in the texts of the Iraqi constitution in force of 2005</p>
<p><b>Indicative Contents</b> <b>How-to Contents</b></p>	<p>1- Introducing the student to what human rights are and how to exercise them legally.</p> <p>2- Promoting respect for the segments of society, especially the vulnerable and vulnerable groups such as children, the elderly and people of determination.</p> <p>Reaching the student to a level where he has the ability to 3</p> <p>4. adapt and diagnose cases of violation of rights and freedoms</p>

### Learning and Teaching Strategies

#### Learning and Teaching Strategies

<b>Strategies</b>	<ul style="list-style-type: none"> <li>● Delivering face-to-face lectures and using modern technology and e-learning.</li> <li>● Participatory classroom education, sharing and expressing ideas</li> <li>● Interactive education, dialogue and debate.</li> <li>● Learn by case study, view desk research, and review</li> </ul> <p>The latest information available on the Internet related to the prescribed subject</p>
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### Student Workload (SWL)

The student's academic load is calculated for 16 weeks

<b>Structured SWL (h/sem)</b>		<b>Structured SWL (h/w)</b>	
Student's regular academic load during the semester	63	Regular Academic Load of the Student Weekly	3
<b>Unstructured SWL (h/sem)</b>	37	<b>Unstructured SWL (h/w)</b>	2
		Student's irregular academic load per week	

Student's irregular academic load during class			
<b>Total SWL (h/sem)</b> The student's total academic load during the semester	<b>100</b>		

### Module Evaluation

Assessment of the course

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
<b>Formative assessment</b>	<b>Quizzes</b>	2	20% (10)	5 and 10	1-8
	<b>Assignments</b>	3	15% (5)	2 and 12	All
	<b>Projects / Lab.</b>	0		Continuous	
	<b>Report</b>	1	5% (5)	13	All
<b>Summative assessment</b>	<b>Midterm Exam</b>	3hr	10% (10)	7	
	<b>Final Exam</b>	3	50% (50)	16	All
<b>Total assessment</b>			100% (100 Marks)		

### Delivery Plan (Weekly Syllabus)

Theoretical Weekly Curriculum

	Material Covered
Week 1	<b>What is Human Rights (Definition, Characteristics, Types of Human Rights, Historical Development</b>
Week 2	<b>Generations of Human Rights – International Recognition of Human Rights</b>
Week 3	<b>International Bill of Human Rights The Universal Declaration and the International Covenants of 1966</b>

Week 4	<b>Human rights guarantees – national and international guarantees</b>
Week 5	<b>The Role of International Organizations in the Protection of Human Rights</b>
Week 6	<b>The Concept and Characteristics of Democracy</b>
Week 7	<b>The Relationship between Democracy and Human Rights</b>
Week 8	<b>The role of the United Nations in the consolidation of democracy</b>
Week 9	<b>Forms of the Democratic System</b>
Week 10	<b>Advantages of a democratic system</b>
Week 11	<b>Disadvantages of the Democratic System</b>
Week 12	<b>Democracy and Human Rights in the Iraqi Constitution of ۲۰۰۵</b>
Week 13	<b>Discussion of the Student Discipline Law No. ۱۶۰ of ۲۰۰۷</b>
Week 14	<b>Discussion of reports</b>
Week 15	<b>Written Exam</b>
Week 16	<b>Final Exam •</b>

### **Delivery Plan (Weekly Lab. Syllabus)**

#### Weekly Laboratory Curriculum

Lab 1	
Lab 2	
Lab 3	

### **Learning and Teaching Resources**

#### Learning and Teaching Resources

	Text	Available in the Library?
Required Texts	<b>1. Islamic Perspectives on the Declaration of Rights</b>	Yes

	<p><b>The Human / by Mr. Mohammed Muhammad Sadiq Al-Sadr</b></p> <p><b>2- Human Rights Book/Dr. Hamid Hannoun</b></p> <p><b>The Book of Democracy and Human Rights – ٣</b></p> <p><b>Dr. Muhammad Younis Al-Sayegh /</b></p>	
<b>Recommended Texts</b>	<p>1- International Human Rights Law Book</p> <p>Dr. Mohamed Yousef Alwan/Dr. Mohamed Khalil Moussa</p> <p>Electronic References, Websites</p> <p><a href="https://www.google.com">https://www.google.com</a></p> <p><a href="https://www.amnesty.org">https://www.amnesty.org</a></p> <p><a href="https://abd.org/en">https://abd.org/en</a></p> <p><a href="https://www.ohchr.org">https://www.ohchr.org</a></p> <p><a href="https://www.ohchr.org/ar/library">https://www.ohchr.org/ar/library</a></p>	Yes

### Grading Scheme

#### Grading Chart

Group	Grade	Appreciation	Marks %	Definition
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