



Republic of Iraq / Ministry of Higher
Education and Scientific Research
University of Baghdad - College of
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Banking and Finance
Course Description Form



Business Management Basics Course Description
(2026 / 2025)

Material Name	Business Management Basics		Module Delivery	
Unit Type	Basic learning activities		☐ Theory ✓ ☐ Lecture ☐ laboratory ✓ ☐ Tutorial ✓ ☐ practical ☐ Symposium	
Unit Code	BF1103			
Number of hours according to the ECTS system	6			
SWL Hour/Semester	150			
Unit level	1	Delivery Semester		
Scientific Department Code		College Code		
Head of Department	Basem Khamis Obaid	e-mail	basimkhamies@coadec.uobaghdad.edu.iq	
Scientific title of the head of the department	Professor	Unit Commander Qualifications	PHD	
Subject lecturer		e-mail		
Name of peer references		e-mail		
Date of approval of the Scientific Committee		Version number		

Relationship with other subjects

Prerequisites Unit	None	Semester	
Common Requirements Unit		Semester	

Course objectives, learning outcomes and instructional contents

Course Objectives

- Introducing students to the basic concepts and principles of management: Students learn about the main concepts and basic



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	principles that form the basis for understanding management as a science and as a practice. • Enhancing decision-making ability: This course helps students develop the ability to make effective and informed decisions in the context of management and organization. • Motivating students to think critically and creatively in the field of management: This course encourages students to think critically and creatively in solving management problems and developing new strategies to achieve institutional goals.
Learning outcomes of the course	Understanding the basic concepts in management: • Identify the concept of management and its importance in achieving organizational goals. • Understand basic management terms such as planning, organizing, leading, and controlling. Familiarity with management functions: • Learn the basic steps and functions of management (planning, organizing, directing, and controlling). • Understand how to apply each function in different work environments. Familiarity with management theories: • Identify major management theories (such as classical theory, human relations theory, modern theory). • Understand how management thought has evolved over time. Understanding the work environment and Organizing: • Understand the factors that affect the internal and external work environment. • Familiarity with the importance of organizational culture and its impact on institutional performance. Understanding leadership skills and decision-making: • Identify the characteristics of effective leadership and its role in management. • Understand the decision-making process and its various stages.
Indicative Contents	1. Commitment to work ethics: • Develop a deep understanding of work ethics and how to apply them in daily administrative decisions. • Promote integrity and transparency in administrative decision-making. 2. Commitment to justice and equality: • Promote the principle of justice in dealing with employees, colleagues and customers without discrimination.



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- Establish the principle of equal opportunities and fair treatment within the work environment.
- 3. Respect and appreciation:**
 - Develop students' ability to respect others, including colleagues, customers and stakeholders.
 - Promote the values of appreciation for individual and collective efforts in the work environment.
- 4. Teamwork:**
 - Encourage cooperation and teamwork to achieve common goals.
 - Enhance mutual trust and respect among team members.

Learning and Teaching Strategies

Strategies

- 1. Lectures:** The course materials are delivered through lecture sessions given by the instructor in the subjects. The lectures aim to guide the students and provide the basic concepts and necessary knowledge.
- 2. Group discussions:** Interactive discussion sessions are organized among the students on different a topic, which enhances interaction, exchange of ideas and opinions, and enhances the students' understanding of the material.
- 3. Case studies:** Case studies are used as a teaching tool to illustrate the practical applications of theoretical concepts and motivate students to think analytically and make decisions.
- 4. Continuous assessment:** a variety of assessment methods are used to measure students' progress and understanding of the material, including tests, projects, and group activities.
5. The material is presented using Power point to explain the material to the students.

The student's academic load is calculated for 15 weeks

Structured SWL (h/sem) Regular academic load of the student during the semester	63	Structured SWL (h/w) Regular student load per week	4.2
Unstructured SWL (h/sem) Irregular academic load of the student during the semester	87	Unstructured SWL (h/w) Irregular student academic load per week	5.8
Total SWL (h/sem)	150		
The student's total academic			



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load during the semester

Course Evaluation

		Time/N umber	Weight (marks)	Week due	Related learning outcomes
evalua tions	auditions	2	20% (20)	10	LO #2 and #14
	Tasks	10	10% (10)	2	LO #3 and #13
	Projects/Laboratory.	0	0% (0)	0	All
	Report	1	10% (10)	5	LO #5 and #10
auditi ons	Mid-term Exam	3	10% (10)	12	LO #1 - #6
	Final Exam	3	50% (50)	16	All
Final Assessment		100%(100 MARKS)			



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Theoretical Weekly Curriculum

	Material Covered
First week	Definition of management and the functions of the organization (a conceptual introduction to management and the manager, the concept of management and the manager, approaches to studying management, the activities of the facility, the challenges facing contemporary management)
Second week	Understanding the role of the manager and the duties he performs and how he manages them (the tasks and skills of the manager, administrative skills, the roles of the manager, the functions of the manager)
Third week	The development of management thought/ understanding the development of the concept of management over time and which of those schools can be adopted (the development of management thought: the classical school, the scientific management school, the school of management divisions, the bureaucratic school)
Fourth week	Understanding the development of the concept of management over time and which of these schools can be adopted (the humanistic school, the studies of Hawthorne and Elton Mayo, the study of Follett, the study of Chester Barnard, Douglas McGregor and the theory of (x) and (y))
Fifth week	Understanding modern management approaches and models that can be applied in practical settings (Contemporary School, Open Systems Theory, Quantitative Management, and Japanese Management)
Week Six	Management in the changing environment/ Environmental surface composition Identifying the general and specific environment and how to separate them and the relationship between them (management environment, concept of environment and its types, specific environment and its components, general environment and its components, mutual impact between the organization and the work environment)
Week seven	Exploring organizational boundaries: the nature of environmental scanning or foresight, dynamic versus stable environments, environmental scanning procedures, and addressing and managing change: adaptive management, and the positive attributes of organizations and their management.
Week eight	Understanding how objectives are defined and their requirements (organizational goals and managerial planning, organizational purpose and mission, objectives and aims, types of organizational goals, the importance of goals, and the requirements for goal setting).
Week Nine	Management by Objectives: the key steps in the Management by Objectives process, and the advantages and disadvantages of the Management by Objectives approach.
Week Ten	Learning how to plan at the individual level, then at the organizational level, and how to develop a strategic plan. Strategic planning (the concept of strategy, key factors in determining strategy, components of corporate strategy, uncertainty, and Diligence).
Week Eleven	Steps to making strategic decisions Strategy levels
Twelfth week	Learn how to prepare operational plans and what tools are used in that



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	(defining and mastering the nature of planning, why management tends towards planning, types of operational plans, activity and time)
Thirteenth week	Types of plans according to their action (tactical plans, existing plans, single-use plans)
Fourteenth week	Organizing the planning function Organizational components and planning practice Planning introductions, planning obstacles and treatments, situational planning.
Fifteenth week	Cost of goods sold

Learning and Teaching Resources

	Text	Available in the Library?
Required Texts	Course Book: Principles of Management with a Focus on Business Administration, Prof. Dr. Khalil Al-Shamaa, 2007, 2010.	
Recommended Texts	Iraqi Academic Journals	
Websites	Research, Periodicals and Information Technology via the Internet according to the course topics.	

Grading chart

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

Decimal points greater or less than 0.5 will be rounded to the highest or lowest full mark (for example, a 54.5 mark will be rounded to 55, while a 54.4 mark will be rounded to 54). The university has a policy of not tolerating "near scroll failure" so the only modification of the tags granted by the original tag(s) will be the auto rounding shown above.

Banking and Finance Basics Description Form (2026 / 2025)

Material Name	Banking and Finance Basics	Module Delivery
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Unit Type	Core learning activity			☒ Theory ✓ ☐ Lecture ✓ ☐ laboratory ✓ ☐ Tutorial ✓ ☐ practical ☐ Symposium
Unit Code	BF1101			
Number of hours according to the ECTS system	7			
SWL Hour/Semester	175			
Unit level	1	Delivery Semester		1
Scientific Department Code		College Code		
Head of Department	Basem Khamis Obaid	e-mail	basimkhamies@coadec.uobaghdad.edu.iq	
Scientific title of the head of the department	Prof	Unit Commander Qualifications		PHD
Subject Teacher		e-mail		
Name of peer references		e-mail		
Date of approval of the Scientific Committee		Version number		

Relationship with other subjects			
Prerequisites Unit	None	Semester	
Common Requirements Unit		Semester	

Course objectives, learning outcomes and instructional contents	
Course Objectives	Providing the student with a cognitive skill about the concept, specifications, importance and application of financial and banking sciences and their development related to financial and banking work. The student is also provided with information about how various financial and banking institutions work, in addition to the Central Bank, as well as introducing the student to financial markets, their tools and various financial derivatives.



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Learning outcomes of the course	Statement of Learning Outcomes 1 1- Knowing the importance of the principles of financial and banking sciences and the mechanisms for finding solutions to problems with limited knowledge. 2- Analyzing financial problems using modern economic tools and contributing to solving problems. Statement of Learning Outcomes 2 1- Providing wide opportunities for information 2- Identifying economic laws and analyses 3- Reaching a summary that is an information base Statement of Learning Outcomes 3 1- Written exams. 2- Daily exams. 3- Daily surprise assessment. Measuring students' classroom activities through their contribution in adding notes to the material
Indicative Contents	

Learning and Teaching Strategies	
Strategies	1- The board. 2- Digital display in the classroom (Data Show). 3- Using the electronic class to download digital lectures and some digital exams.

The student's academic load is calculated for 15 weeks			
Structured SWL (h/sem) Regular academic load of the student during the semester	63	Structured SWL (h/w) Regular student load per week	3
Unstructured SWL (h/sem) Irregular academic load of the student during the semester	112	Unstructured SWL (h/w) Irregular student academic load per week	1
Total SWL (h/sem)	175		
The student's total academic load during the semester			



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Course Evaluation

		Time/N umber	Weight (marks)	Week due	Related learning outcomes
evalua tions	auditions	2	20% (20)	10	LO #2 and #14
	Tasks	10	10% (10)	2	LO #3 and #13
	Projects/Laboratory.	0	0% (0)	0	All
	Report	1	10% (10)	5	LO #5 and #10
auditi ons	Mid-term Exam	3	10% (10)	12	LO #1 - #6
	Final Exam	3	50% (50)	16	All

Theoretical Weekly Curriculum

	Material Covered
First week	The emergence of financial economics and the definition of financial economics
Second week	The difference between financial economics and real economics, financial economics tools, the importance of financial economics
Third week	Barter, money and its advantages, types of money
Fourth week	Money supply and demand for money
Fifth week	Monetary policy and its objectives, monetary policy tools
Week Six	The concept of financial institutions and their emergence, commercial banks
Week seven	Specialized banks and non-banking financial institutions
Week eight	Central bank, International Monetary Fund and International Bank for Reconstruction and Development
Week Nine	The concept of financial markets and their emergence and objectives and functions of financial markets, elements of the international financial system
Week Ten	Types of financial markets and money market tools
Week Eleven	Stocks and bonds
Twelfth week	The concept of financial derivatives and the importance of financial derivatives and the parties dealing in financial derivatives
Thirteenth week	Options contracts, futures contracts, forward contracts and swap contracts
Fourteenth week	The concept of investment portfolio and its importance
Fifteenth week	Cost of goods sold

Final Assessment

100%(100 MARKS)

Learning and Teaching Resources

	Text	Available in the Library?
Required Texts		
Recommended Texts		
Websites		



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Grading chart

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

Decimal points greater or less than 0.5 will be rounded to the highest or lowest full mark (for example, a 54.5 mark will be rounded to 55, while a 54.4 mark will be rounded to 54). The university has a policy of not tolerating "near scroll failure" so the only modification of the tags granted by the original tag(s) will be the auto rounding shown above.

Accounting Basics Description Form (2026 / 2025)

Material Name	Accounting Basics		Module Delivery	
Unit Type	Basic learning activities		☒ Theory ☐ Lecture ☒ laboratory ☐ Tutorial ☒ practical ☐ Symposium	
Unit Code	BF1102			
Number of hours according to the ECTS system	7			
SWL Hour/Semester	175			
Unit level	1	Delivery Semester		1
Scientific Department Code		College Code		
Head of Department	Basem Khamis Obaid	e-mail	basimkhamies@coadec.uobaghdad.edu.iq	
Scientific title of the head of the department	Prof	Unit Commander Qualifications		PHD
Subject Teacher		e-mail		
Name of peer		e-mail		



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references			
Date of approval of the Scientific Committee		Version number	

Relationship with other subjects			
Prerequisites Unit	None	Semester	
Common Requirements Unit		Semester	

Course objectives, learning outcomes and instructional contents

Course Objectives	Providing the student with a cognitive skill about the concept, specifications, importance, and application of accounting principles and their development related to financial and banking work. The student is also provided with information about how companies and banks operate.
Learning outcomes of the course	Statement of Learning Outcomes 1 1- Knowing the importance of accounting foundations and mechanisms for finding solutions to problems with limited knowledge. 2- Analyzing financial problems using modern accounting tools and contributing to solving problems. Statement of Learning Outcomes 2 1- Providing wide opportunities for information 2- Identifying accounting laws and analyses 3- Reaching a summary that is an information base Statement of Learning Outcomes 3 1- Written exams. 2- Daily exams. 3- Daily surprise assessment. 4- Measuring students' classroom activities through their contribution in adding notes to the material
Indicative Contents	

Learning and Teaching Strategies



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Strategies

- 1- The board.
- 2- Digital display in the classroom (Data Show).
- 3- Using the electronic class to download digital lectures and some digital exams.

The student's academic load is calculated for 15 weeks

Structured SWL (h/sem) Regular academic load of the student during the semester	63	Structured SWL (h/w) Regular student load per week	3
Unstructured SWL (h/sem) Irregular academic load of the student during the semester	112	Unstructured SWL (h/w) Irregular student academic load per week	1
Total SWL (h/sem)	175		
The student's total academic load during the semester			

Course Evaluation

		Time/N umber	Weight (marks)	Week due	Related learning outcomes
evalua tions	auditions	2	20% (20)	10	LO #2 and #14
	Tasks	10	10% (10)	2	LO #3 and #13
	Projects/Laboratory.	0	0% (0)	0	All
	Report	1	10% (10)	5	LO #5 and #10
auditi ons	Mid-term Exam	3	10% (10)	12	LO #1 - #6
	Final Exam	3	50% (50)	16	All
Final Assessment		100%(100 MARKS)			



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Theoretical Weekly Curriculum

	Material Covered
First week	- Definition of accounting and its objectives
Second week	- Development of accounting
Third week	- The relationship of accounting to other sciences
Fourth week	- Single entry theory
Fifth week	- Double entry theory
Week Six	- Types of accounting records
Week seven	- Types of accounting documents
Week eight	- Recording in the journal
Week Nine	- Transfer to the general ledger
Week Ten	- Account balancing
Week Eleven	- Financing operations
Twelfth week	- Revenue operations
Thirteenth week	- Capital operations
Fourteenth week	- Cash receipts
Fifteenth week	- Cash payments

Learning and Teaching Resources

	Accounting Principles - Muqdad Al-Jalili, Muhammad Tahir and Fouad Suleiman Zako	Available in the Library?
Required Texts		
Recommended Texts		
Websites		

Grading chart

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

Decimal points greater or less than 0.5 will be rounded to the highest or lowest full mark (for example, a 54.5 mark will be rounded to 55, while a 54.4 mark will be rounded to 54). The university has a policy of not tolerating "near scroll failure" so the only modification of the tags granted by the original tag(s) will be the auto rounding shown above.



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Principles of Statistic Description Form (2026 / 2025)

Material Name	Principles of Statistic		Module Delivery	
Unit Type	Basic learning activities		☒ Theory ☐ Lecture ☐ laboratory ☐ Tutorial ☒ practical ☐ Symposium	
Unit Code	BF1104			
Number of hours according to the ECTS system	6			
SWL Hour/Semester	150			
Unit level	1	Delivery Semester		1
Scientific Department Code		College Code		
Head of Department	Basem Khamis Obaid	e-mail	basimkhamies@coadec.uobaghdad.edu.iq	
Scientific title of the head of the department	Professor	Unit Commander Qualifications		PHD
Subject Teacher		e-mail		
Name of peer references		e-mail		
Date of approval of the Scientific Committee		Version number		



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Human Right & Democracy Description Form (2026 / 2025)

Material Name	Human Right & Democracy		Module Delivery	
Unit Type	Suport or related learning activity		☒ Theory ✓ ☐ Lecture ✓ ☐ laboratory ✓ ☐ Tutorial ✓ ☐ practical ☐ Symposium	
Unit Code	UN115			
Number of hours according to the ECTS system	2			
SWL Hour/Semester	50			
Unit level	1	Delivery Semester		1
Scientific Department Code		College Code		
Head of Department	Basem Khamis Obaid	e-mail	basimkhamies@coadec.uobaghdad.edu.iq	
Scientific title of the head of the department	Prof	Unit Commander Qualifications		PHD
Subject Teacher		e-mail		
Name of peer references		e-mail		
Date of approval of the Scientific Committee		Version number		

Relationship with other subjects

Prerequisites Unit	None	Semester	
Common Requirements Unit		Semester	

Course objectives, learning outcomes and instructional contents

Course Objectives	• Developing a desire for education • Cultivate the entrepreneurial spirit
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	• Promote cooperation and perseverance • The ability to understand correct information • The ability to retrieve information • Trust yourself and verify sources of information
Learning outcomes of the course	Statement of Learning Outcomes 1 1- Know the importance of human rights. 2- Analyze contemporary human problems. Statement of Learning Outcomes 2 1- Provide wide opportunities for information 2- Identify laws and psychological and social analyses 3- Reach a summary that is a database Statement of Learning Outcomes 3 1- Written exams. 2- Daily exams. 3- Daily surprise assessment. 4- Measure students' classroom activities through their contribution in adding notes to the material
Indicative Contents	

Learning and Teaching Strategies	
Strategies	1- The board. 2- Digital display in the classroom (Data Show). 3- Using the electronic class to download digital lectures and some digital exams.

The student's academic load is calculated for 15 weeks			
Structured SWL (h/sem)		Structured SWL (h/w)	
Regular academic load of the student during the semester	33	Regular student load per week	
Unstructured SWL (h/sem)	17	Unstructured SWL (h/w)	



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Irregular academic load of the student during the semester

Irregular student academic load per week

Total SWL (h/sem)

The student's total academic load during the semester

175

Course Evaluation

		Time/Number	Weight (marks)	Week due	Related learning outcomes
evaluations	auditions	2	20% (20)	10	LO #2 and #14
	Tasks	10	10% (10)	2	LO #3 and #13
	Projects/Laboratory.	0	0% (0)	0	All
	Report	1	10% (10)	5	LO #5 and #10
auditions	Mid-term Exam	3	10% (10)	12	LO #1 - #6
	Final Exam	3	50% (50)	16	All

Theoretical Weekly Curriculum

	Material Covered
First week	Definition of the concept of human rights
Second week	Mesopotamian civilization
Third week	Reasons for violating rights
Fourth week	Rights in international and national conventions
Fifth week	Human rights in national charters
Week Six	a test
Week seven	Separation of executive power
Week eight	The three generations
Week Nine	The Internet and advanced devices
Week Ten	a test
Week Eleven	means
Twelfth week	Human rights refugees
Thirteenth week	Fundamental rights and duties of citizenship
Fourteenth week	Methods of dealing with administrative corruption
Fifteenth week	The main elections of the country

Final Assessment

100%(100 MARKS)

Learning and Teaching Resources

Democracy and Human Rights Book

Available in the Library?



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	2023	
Required Texts		
Recommended Texts		
Websites		

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

Decimal points greater or less than 0.5 will be rounded to the highest or lowest full mark (for example, a 54.5 mark will be rounded to 55, while a 54.4 mark will be rounded to 54). The university has a policy of not tolerating "near scroll failure" so the only modification of the tags granted by the original tag(s) will be the auto rounding shown above.

English Language Description Form (2026 / 2025)				
Material Name	English language		Module Delivery	
Unit Type	Theory		☐Theory ☒Lecture ☒laboratory ☒Tutorial ☒practical ☐Symposium	
Unit Code	UN115			
Number of hours according to the ECTS system	2			
SWL	50			
Hour/Semester				
Unit level	One	Delivery Semester		
Scientific Department	BF	College Code		



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Code			
Head of Department	Basem Khamis Obaid	e-mail	basimkhamies@coadec.uobaghdad.edu.iq
Scientific title of the head of the department	Prof. Dr.	Unit Commander Qualifications	Prof. Dr.
Subject Teacher	Dr.Mohammed Ameen Faadhil	e-mail	mohammed@coadec.uobaghdad.edu.iq
Name of peer references		e-mail	
Date of approval of the Scientific Committee	1/11/2024	Version number	

Relationship with other subjects

Prerequisites Unit	None	Semester	
Common Requirements Unit		Semester	

Course objectives, learning outcomes and instructional contents

Course Objectives	1- Enabling the student to acquire basic skills (listening, speaking, reading, and writing). 2- Developing the student's awareness of the importance of the English language as a means of international communication. 3- Developing students' positive attitudes towards learning the English language. 4- Enabling the student to acquire the linguistic proficiency required in various professions.
Learning outcomes of the course	1- Enabling the student to acquire basic skills (listening, speaking, reading, and writing). 2- Developing the student's awareness of the importance of the English language as a means of international communication. 3- Developing students' positive attitudes towards learning the English language. 4- Enabling the student to acquire the linguistic proficiency required in various professions.
Indicative Contents	

Learning and Teaching Strategies



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Strategies

1. Listening, speaking, writing and reading
2. Summarizing
3. Cooperative learning
4. Class discussion

The student's academic load is calculated for 15 weeks

Structured SWL (h/sem) Regular academic load of the student during the semester	33	Structured SWL (h/w) Regular student load per week	2.2
Unstructured SWL (h/sem) Irregular academic load of the student during the semester	17	Unstructured SWL (h/w) Irregular student academic load per week	1.13
Total SWL (h/sem)	50		
The student's total academic load during the semester			

Course Evaluation

		Time/N umber	Weight (marks)	Week due	Related learning outcomes
evalua tions	auditions	2	20% (20)	12	LO #2 and #14
	Tasks	1	10% (10)	3	LO #3 and #13
	Tasks	1	5% (5)	5	All
	Report	1	5% (5)	11	LO #5 and #10
auditi ons	Mid-term Exam	1	10% (10)	9	LO #1 - #6
	Final Exam	1	50% (50)	16	All

Theoretical Weekly Curriculum

	Material Covered		
First week	am/are/is/ my/your this is how are you? What's this in English? Numbers plurals		
Second week	Countries He/she/they ,his/her Where`s he from? Fantastic /awful/beautiful Numbers		
Third week	Jobs		



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	Negatives and questions Personal information Social expressions(1)			
Fourth week	Possessives The family Has Have The alphabet			
Fifth week	Food drinks Languages and nationalities Prices			
Week Six	The time Present simple Words that go together Days of the week			
Week seven	Question words Adjectives Can I?			
Week eight	Rooms and furniture There is /are Prepositions Direction			
Week Nine	saying years Was/were born Past simple irregular verbs have/do/go when's your birthday?			
Week Ten	Past simple Regular and irregular Questions and negatives Sport and leisure Going sight seeing			
Week Eleven	Can /can't Adverbs Adjective+noun Every day problems			
Twelfth week	'd like Some /any In a restaurant Signs all around			
Thirteenth week	Colours and clothes Present continuous Opposite verbs What's the matter?			
Fourteenth week	Future plans Grammar revision Vocabulary Revision			



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	Social expression			
Fifteenth week	am/are/is/this is how are you What's this Numbers plurals			
Final Assessment				

Learning and Teaching Resources		
	Text	Available in the Library?
Required Texts	Beginner Student's Book + Workbook with key new Headway Plus Liz and John Soars OXFORD	
Recommended Texts	Oxford pocket English grammar A.J,Thomson A.V.Martine	
Websites		

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

Decimal points greater or less than 0.5 will be rounded to the highest or lowest full mark (for example, a 54.5 mark will be rounded to 55, while a 54.4 mark will be rounded to 54). The university has a policy of not tolerating "near scroll failure" so the only modification of the tags granted by the original tag(s) will be the auto rounding shown above.



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The Second Phase



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-----Description Form (2025 / 2026)

Material Name	Intermediate Accounting 1		Module Delivery	
Unit Type	basics		☒ Theory ✓ ☐ Lecture ✓ ☐ laboratory ✓ ☐ Tutorial ✓ ☐ practical ☐ Symposium	
Unit Code	BF2101			
Number of hours according to the ECTS system	7			
SWL Hour/Semester	175			
Unit level	1	Delivery Semester		
Scientific Department Code		College Code		
Head of Department	Basim khamies	e-mail	basimkhamies@coadec.uobaghdad.edu.iq	
Scientific title of the head of the department	Professor Dr.	Unit Commander Qualifications		PHD
Subject Teacher	Wissam aziz shnawa	e-mail	wissam.a@coadec.uobaghdad.edu.iq	
Name of peer references		e-mail		
Date of approval of the Scientific Committee		Version number		

Relationship with other subjects

Prerequisites Unit	None	Semester	
Common Requirements Unit		Semester	

Course objectives, learning outcomes and instructional contents

Course Objectives

- 1- Understand the theoretical framework of accounting by introducing the concept of the conceptual framework of financial accounting.
- 2- Understand the objectives of financial reporting.
- 3- Provide the student with the ability to prepare and present an income statement, and know the methods of recognizing and disclosing revenues and expenses.



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	4- Teach the student how to process assets (cash, accounts receivable, inventory, fixed assets), understand short-term and long-term liabilities, and identify equity and its components. 5- Enabling the student to apply accounting rules and standards when recording and processing financial transactions. 6- Develop the student's ability to interpret accounting information for decision-making.
Learning outcomes of the course	1- Gaining accounting skills in the workplace and who are the users of accounting information. 2- Knowing how to analyze accounting transactions through recording, posting, and balancing, and preparing financial statements. 3- Methods of pricing inventory, sales, purchases, and how to process them.
Indicative Contents	1- Introduction and theoretical framework, including the conceptual framework. 2- Accounting adjustments. 3- Income statement and related information. 4- Bank account balance reconciliation. 5- Debtors and accounting methods.

Learning and Teaching Strategies

Strategies	Traditional methods: Lectures, plus posting the lecture outlines on the blackboard. Modern methods: Using an electronic visual example via a data-show device.
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The student's academic load is calculated for 15 weeks

Structured SWL (h/sem) Regular academic load of the student during the semester	175	Structured SWL (h/w) Regular student load per week	3
Unstructured SWL (h/sem) Irregular academic load of the	112	Unstructured SWL (h/w) Irregular student academic load per	2



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student during the semester		week	
Total SWL (h/sem)	175		
The student's total academic load during the semester			

Course Evaluation					
		Time/Number	Weight (marks)	Week due	Related learning outcomes
evaluations	Auditions	2	20% (20)	10	LO #2 and #14
	Tasks	10	10% (10)	2	LO #3 and #13
	Projects/Laboratory.	0	0% (0)	0	All
	Report	1	10% (10)	5	LO #5 and #10
auditions	Mid-term Exam	3	10% (10)	12	LO #1 - #6
	Final Exam	3	50% (50)	16	All
Final Assessment		100%(100 MARKS)			



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Theoretical Weekly Curriculum

	Material Covered
First week	Introduction to financial accounting, definition, users of accounting information
Second week	Conceptual framework of financial accounting
Third week	Adjusting entries Prepayments, accruals.
Fourth week	Solution to questions and exercises
Fifth week	Income statement and related information
Week Six	Income statement preparation formulas
Week seven	first exam
Week eight	Reconciliation of bank balance
Week Nine	Methods of preparing a Reconciliation of bank balance
Week Ten	Solution to questions and exercises
Week Eleven	Accounting for receivable
Twelfth week	Uncollectible Accounting receivable
Thirteenth week	Debt analysis
Fourteenth week	Analysis of previously written off debts
Fifteenth week	Second exam

Learning and Teaching Resources

	Intermediate financial accounting according to IAS and IFRS Bushra Al-Taie& others	Available in the Library?
Required Texts		



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Recommended Texts		
Websites		

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

Decimal points greater or less than 0.5 will be rounded to the highest or lowest full mark (for example, a 54.5 mark will be rounded to 55, while a 54.4 mark will be rounded to 54). The university has a policy of not tolerating "near scroll failure" so the only modification of the tags granted by the original tag(s) will be the auto rounding shown above.

-----Description Form (2025 / 2026)				
Material Name	Financial and banking mathematics		Module Delivery	
Unit Type	Basic learning activities		☒Theory ✓ ☐Lecture ✓ ☐laboratory ✓ ☐Tutorial ✓ ☐practical ☐Symposium	
Unit Code	BF2102			
Number of hours according to the ECTS system	600			
SWL Hour/Semester	175			
Unit level	3	Delivery Semester		1
Scientific Department Code		College Code		
Head of	Bassem Khamis Obaid	e-mail	basimkhamies@coadec.uobaghdad.edu.iq	



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Department			
Scientific title of the head of the department	Professor Dr.	Unit Commander Qualifications	
Subject Teacher	Husam ali kadhemi	e-mail	Husam.a@coadec.uobaghdad.edu.iq
Name of peer references	Ammar Naeem Zghaer	e-mail	ammar.n@coadec.uobaghdad.edu.iq
Date of approval of the Scientific Committee		Version number	

Relationship with other subjects			
Prerequisites Unit	None	Semester	
Common Requirements Unit		Semester	

Course objectives, learning outcomes and instructional contents	
Course Objectives	1. Equip students with the ability to use mathematical methods to solve financial and banking problems. 2. Develop analytical thinking to make scientifically based financial decisions. 3. Link theoretical knowledge with practical application in the fields of banking, investment, and loans.
Learning outcomes of the course	1. Understand the basic concepts of interest (simple and compound) and the time value of money. 2. Distinguish between loan and installment pricing methods and the advantages of each. 3. Understand the mechanism for discounting commercial paper and its role in banking. 4. Identify investment evaluation methods. 5. Analyze financial problems and propose appropriate mathematical solutions. 6. Use electronic programs to analyze financial problems.
Indicative Contents	1. Introduction to Financial Mathematics 2. Simple Interest



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3. Compound Interest
4. Present Value and Future Value
5. Installments
6. Investment and Project Evaluation

Learning and Teaching Strategies

Strategies

Learning Strategies

1. Connection to Real-World Reality
2. Repetition and Exercises
3. Use of Tables and Graphs

Educational Strategies

1. Problem-Based Learning
2. Cooperative Learning
3. Blended Learning
4. Progression from Simple to Complex
5. Use of Simulation

The student's academic load is calculated for 15 weeks

Structured SWL (h/sem) Regular academic load of the student during the semester	150	Structured SWL (h/w) Regular student load per week	4
Unstructured SWL (h/sem) Irregular academic load of the student during the semester	87	Unstructured SWL (h/w) Irregular student academic load per week	63
Total SWL (h/sem)	150		
The student's total academic load during the semester			

Course Evaluation

		Time/Number	Weight (marks)	Week due	Related learning outcomes
evaluations	auditions	1	20% (20)	Second	LO #2 and #14
	Tasks	1	10% (10)	Third	LO #3 and #13
	Projects/Laboratory.		0% (0)		All
	Report	1	10% (10)	Fifth	LO #5 and #10
auditions	Mid-term Exam	1	10% (10)	Seventh	LO #1 - #6
	Final Exam	1	50% (50)	Fifteenth	All



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Theoretical Weekly Curriculum

	Material Covered
First week	Interest and Gross
Second week	Commercial Interest and Proper Interest
Third week	Present Value and Discount
Fourth week	Relationship Between Commercial Discount and Proper Discount
Fifth week	Commercial Paper Discounting
Week Six	Commercial Paper Discounting and Interest
Week seven	Midterm Exam
Week eight	Short-Term Debt Settlement
Week Nine	First Settlement Method
Week Ten	Second Settlement Method
Week Eleven	Third Settlement Method
Twelfth week	Fourth and Fifth Methods
Thirteenth week	Equal, Regular, and Immediate Payments
Fourteenth week	Present Value and Proper Commercial Payments
Fifteenth week	Cost of goods sold

Final Assessment	100%(100 MARKS)		
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Learning and Teaching Resources

	General and financial mathematics. Dr.. Muhammad Ghazi Sabry and Mona Saleh Abbas. Series of publications of Al-Isra University College. Baghdad. 2022. Mathematics of finance and investment. Dr.. Bassem Khamis. Dar Al-Nahj. Baghdad.	Available in the Library?
Required Texts	Financial Mathematics . Dr.. Jamal Jail and Ashraf Al-Soufi. Financial Mathematics (Part 1 and Part 2). Dr. Abdel Salam Lafta Saeed.	
Recommended Texts	General and financial mathematics. Dr.. Muhammad Ghazi Sabry and Mona Saleh Abbas. Series of publications of Al-Isra University College. Baghdad. 2022. Mathematics of finance and investment. Dr.. Bassem Khamis. Dar Al-Nahj. Baghdad.	
Websites	Websites specialized in mathematics	



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Grading chart

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

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-----Description Form (2025 / 2026)			
Material Name	Commercial Law		Module Delivery
Unit Type			☐ Theory ✓ ☐ Lecture ✓ ☐ laboratory ✓ ☐ Tutorial ✓ ☐ practical ☐ Symposium
Unit Code	BF2101		
Number of hours according to the ECTS system	7		
SWL Hour/Semester	175		
Unit level	1	Delivery Semester	
Scientific Department Code		College Code	
Head of Department	Basim Khamis Obeid	e-mail	basimkhamies@coadec.uobaghdad.edu.iq
Scientific title of the head of the department	Professor	Unit Commander Qualifications	PHD
Subject Teacher	has. Nawal Tariq Ibrahim	e-mail	Drnawal.t@coadec.uobaghdad.edu.iq
Name of peer references		e-mail	
Date of approval of the Scientific Committee		Version number	

Relationship with other subjects			
Prerequisites Unit	None	Semester	
Common Requirements Unit		Semester	

Course objectives, learning outcomes and instructional contents	
Course Objectives	1- Introduce the student to the concept of commercial law and



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	the legal provisions governing financial and banking operations within the commercial sector. 2- Familiarize the student with key legal provisions regarding company formation. 3- Understand the requirements for engaging in commercial activities. 4- Gain knowledge of the sources of commercial law, including both primary and supplementary sources. 5- Study fundamental commercial contracts, such as commercial sales agreements, commercial agency, bills of exchange, and cheques. 6- Understand the legal status of a merchant and its associated legal implications regarding obligations (e.g., maintaining commercial books, registration in the commercial register, and subjection to bankruptcy regulations).
Learning outcomes of the course	1- Understanding the importance of commercial law and the rules governing business activities within the labor and trade markets. 2- Familiarity with the required procedures and obligations imposed on merchants and companies. 4- Introducing students to commercial instruments used by merchants, as well as their requirements and significance. 5- Enabling students to understand the procedures for endorsing commercial instruments—in accordance with established regulations—to protect themselves against fraud. 6- Familiarizing students with commercial contracts by analyzing their substantive and formal requirements to understand how they are concluded. 7- Understanding the procedures for establishing companies, whether they are partnerships (companies of persons) or corporations (companies of capital). 8- Providing students with the legal knowledge to identify the essential elements and validity requirements of contracts, thereby understanding how to conclude them and how to distinguish between civil and commercial transactions.
Indicative Contents	



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Learning and Teaching Strategies

Strategies

The primary strategy to be adopted in delivering this course is to encourage student participation in discussions while simultaneously enhancing and expanding their critical thinking skills through interactive lectures, daily quizzes, weekly written tests, and presentations.

The student's academic load is calculated for 15 weeks

Structured SWL (h/sem)
Regular academic load of the student during the semester

Structured SWL (h/w)
Regular student load per week

Unstructured SWL (h/sem)
Irregular academic load of the student during the semester

Unstructured SWL (h/w)
Irregular student academic load per week

Total SWL (h/sem)

The student's total academic load during the semester

Course Evaluation

		Time/Number	Weight (marks)	Week due	Related learning outcomes
evaluations	auditions		20% (20)		LO #2 and #14
	Tasks		10% (10)		LO #3 and #13
	Projects/Laboratory.		0% (0)		All
	Report		10% (10)		LO #5 and #10
auditions	Mid-term Exam		10% (10)		LO #1 - #6
	Final Exam		50% (50)		All
Final Assessment		100%(100 MARKS)			



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Theoretical Weekly Curriculum

	Material Covered
First week	The Concept of Commercial Law and the Characteristics of the Legal Rule
Second week	Manage the legal rule—whether formal or informal (supplementary).
Third week	Clarification of the concept of a merchant and the conditions for acquiring merchant status.
Fourth week	Obligations of the Merchant and an Explanation of Their Importance
Fifth week	Types of commercial books (mandatory books and optional books).
Week Six	Commercial Contracts: Definition and Elements
Week seven	Types of Commercial Contracts
Week eight	Characteristics of Commercial Contracts
Week Nine	Commercial Instruments: Types and Creation
Week Ten	Endorsement of commercial paper
Week Eleven	Types of Endorsement
Twelfth week	Commercial Companies / General Provisions of the Company Contract
Thirteenth week	Commercial Companies / General Provisions of the Company Contract
Fourteenth week	Capital-based Companies: Definition, Characteristics, Management, and Types of Joint-Stock Companies
Fifteenth week	Cost of goods sold

Learning and Teaching Resources

	Text	Available in the Library?
Required Texts		
Recommended Texts		
Websites		

Grading chart

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

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Fundamentals of Computer Science Description Form (2026 / 2025)

Material Name	Fundamentals of Computer Science		Module Delivery	
Unit Type	Support or related learning activity		☒ Theory ✓ ☐ Lecture ✓ ☒ laboratory ✓ ☐ Tutorial ✓ ☐ practical ☐ Symposium	
Unit Code	UN125			
Number of hours according to the ECTS system	3			
SWL Hour/Semester	75			
Unit level	1	Delivery Semester		2
Scientific Department Code	Basem Khamis Obaid	e-mail	basimkhamies@coadec.uobaghdad.edu.iq	
Head of Department	Professor	Unit Commander Qualifications	Ph.D	
Scientific title of the head of the department		Unit Commander Qualifications		
Subject Teacher		e-mail		
Name of peer references		e-mail		
Date of approval of the Scientific Committee		Version number		

Relationship with other subjects

Prerequisites Unit	None	Semester	
Common Requirements Unit	none	Semester	

Course objectives, learning outcomes and instructional contents

Course Objectives

- Introducing students to the basic concepts and principles of the Windows 10.
- Introducing students to the basic concepts and principles of the Word program: Students are introduced to the main



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	concepts and basic principles that form the basis of understanding the Word program. Enhancing the ability to print: This material helps students develop the ability to print in the Word program. Motivating students to be creative in printing processes: This course encourages students to be creative in printing processes and benefit from them in printing their graduation research. It will also be used as a skill in the future after graduation.
Learning outcomes of the course	- Developing the student's computer skills. - To enhance students' understanding of the role of technology in learning processes and use it effectively in developing - Develop the ability to print in Word.
Indicative Contents	- Introduction to windows10 - Start menu - Microsoft Word 2010 - File tab - Insert Tab - Header & Footer group - Text group - References tab - Mailings tab - Review tab

Learning and Teaching Strategies

Strategies

Enhancing the use of technology in learning: The program aims to enhance students' understanding of the role of technology in learning processes and to effectively utilize it in developing and implementing various teaching strategies.

The student's academic load is calculated for 15 weeks



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Structured SWL (h/sem) Regular academic load of the student during the semester	48	Structured SWL (h/w) Regular student load per week	3.2
Unstructured SWL (h/sem) Irregular academic load of the student during the semester	27	Unstructured SWL (h/w) Irregular student academic load per week	1.8
Total SWL (h/sem)	75		
The student's total academic load during the semester			

Course Evaluation

		Time/N umber	Weight (marks)	Week due	Related learning outcomes
evalua tions	auditions	2	20% (20)	10	LO #2 and #14
	Tasks	10	10% (10)	2	LO #3 and #13
	Projects/Laboratory.	0	0% (0)	0	All
	Report	1	10% (10)	5	LO #5 and #10
auditi ons	Mid-term Exam	3	10% (10)	12	LO #1 - #6
	Final Exam	3	50% (50)	16	All
Final Assessment		100%(100 MARKS)			



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Theoretical Weekly Curriculum

	Material Covered
First week	Introduction to Windows 10, Windows 10 desktop
Second week	Start menu, some actions on Windows 10, folders and files
Third week	Introduction, running Microsoft Word 2010, the interface of Microsoft Word 2010
Fourth week	File tab, Home tab
Fifth week	Page Layout tab, View tab
Week Six	Insert Tab , Pages group
Week seven	exam
Week eight	Tables group
Week Nine	Job Satisfaction
Week Ten	The Role of Leadership for the Manager, Participative Management
Week Eleven	Nature of Communication, Communication Channels, Barriers to Communication, Effective Communication
Twelfth week	Groups in the Organization, Basic Characteristics of Groups, Meeting Management
Thirteenth week	Nature of Control and Its Types
Fourteenth week	Control within its Strategic and Social Framework
Fifteenth week	Organizational Social Responsibility and Management Ethics

Learning and Teaching Resources

	Text	Available in the Library?
Required Texts	Computer Fundamentals and It's Office Applications (part One) Prof. Dr. Ziad Muhammad Abboud Prof. Dr. Ghassan Hamid Abdel Majeed Prof. Dr. Amir Hussein Murad M. Bilal Kamal Ahmed	
Recommended Texts	Principles of Management	
Websites	Research papers, and periodicals related to the course topics can be accessed online via the Internet technology.	



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Top of Form

Grading chart

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

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-----Description Form (2025 / 2026)

Material Name	Arabic Language		Module Delivery
Unit Type	Suport or related learning activity		☐ Theory ☒ Lecture ☒ laboratory ☒ Tutorial ☒ practical ☐ Symposium
Unit Code	UN125		
Number of hours according to the ECTS system	2		
SWL Hour/Semester	50		
Unit level	1	Delivery Semester	
Scientific Department Code		College Code	
Head of	Prof. Dr.	e-mail	basimkhamies@coadec.uobaghdad.edu.iq



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Department	Bassem Khamis Obeid		
Scientific title of the head of the department	PHD	Unit Commander Qualifications	PHD
Subject Teacher		e-mail	
Name of peer references		e-mail	
Date of approval of the Scientific Committee		Version number	

Relationship with other subjects

Prerequisites Unit	None	Semester	
Common Requirements Unit		Semester	

Course objectives, learning outcomes and instructional contents

Course Objectives	1. Familiarizing students with key Arabic language principles and essential grammar rules, in order to refine their Arabic proficiency appropriately and in alignment with the requirements of their work in legal professions.
Learning outcomes of the course	
Indicative Contents	Literary Texts The Islamic Era The Umayyad Era The Dual Form and Sound Masculine and Feminine Plurals The Letters *Dad* (ض) and *Za* (ظ) with Examples

Learning and Teaching Strategies



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Strategies

Eliminate the difficulty and stagnation that accompanies some of the topics of these lessons

The student's academic load is calculated for 15 weeks

Structured SWL (h/sem) Regular academic load of the student during the semester		Structured SWL (h/w) Regular student load per week	
Unstructured SWL (h/sem) Irregular academic load of the student during the semester		Unstructured SWL (h/w) Irregular student academic load per week	
Total SWL (h/sem)			
The student's total academic load during the semester			

Course Evaluation

		Time/Number	Weight (marks)	Week due	Related learning outcomes
evaluations	auditions		20% (20)		LO #2 and #14
	Tasks		10% (10)		LO #3 and #13
	Projects/Laboratory.		0% (0)		All
	Report		10% (10)		LO #5 and #10
auditions	Mid-term Exam		10% (10)		LO #1 - #6
	Final Exam		50% (50)		All
Final Assessment		100%(100 MARKS)			



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Theoretical Weekly Curriculum

	Material Covered
First week	The Holy Quran (Surah Al-Kahf)
Second week	Literary texts (pre-Islamic era)
Third week	The Poet Amr ibn Kulthum and His Poem
Fourth week	The Islamic Era
Fifth week	The Poet Ka'b ibn Zuhayr and His Poem
Week Six	The poet Hassan ibn Thabit and his poem
Week seven	The Umayyad Era
Week eight	The Poet Al-Farazdaq and His Poem
Week Nine	Grammar and Morphology (Case Markers, The Five Nouns)
Week Ten	The dual, the sound masculine plural, the sound feminine plural, and the broken plural.
Week Eleven	Pronouns, the Subject, and Objects
Twelfth week	Diacritics and punctuation marks, and sun and moon letters.
Thirteenth week	Writing the hamza in all its forms; writing the letter 'tā' in all its forms.
Fourteenth week	
Fifteenth week	Cost of goods sold

Learning and Teaching Resources

	Text	Available in the Library?
Required Texts		
Recommended Texts		
Websites		

Grading chart

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

Decimal points greater or less than 0.5 will be rounded to the highest or lowest full mark (for example, a 54.5 mark will be rounded to 55, while a 54.4 mark will be rounded to 54). The university has a policy of not tolerating "near scroll failure" so the only modification of the tags granted by the original tag(s) will be the auto rounding shown above.



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