

MODULE DESCRIPTION FORM

SAMPLE COURSE

DESCRIPTION

First: The First Semester

Fundamentals of Business Administration Course Description Form (2025/2026)			
Module Delivery		Fundamentals of Business Administration Business Administration	Item Name
☐ Theory ☐ Lecture ☐ Laboratory ☐ Tutorial ☐ practical ☐			Unit Type
		BA1101	Module Code
		8.00	Number of Hours by ECTS System
		200	SWL Hour/Class
Delivery Semester		UGI	Unit Level
		College Code	BA110
		e-mail	Prof. Dr. Firas Mohamed Ismail
Unit Commander Qualifications		Professor	Head of Department
		Assoc. Prof. Dr.	Scientific Title of the Head of the Department
Nada.a@coadec.uobaghdad.edu.iq		e-mail	Subject Instructor

			Nada Ismail Dabouri	
		e-mail		Name of peer reviewers
	Issue Number			Date of approval of the Scientific Committee

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

Course Objectives, Learning Outcomes, and Instructional Contents

- **Introduce students to the basic concepts and principles of management:** Students are introduced to the key concepts and basic principles that form the basis of understanding management as a science and practice.
- **Enhance Decision-Making Ability:** This course helps students develop the ability to make effective and thoughtful decisions in the context of management and organization.

Course Objectives

- **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 organizational goals.

Understand 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:

- Knowledge of the basic management steps and functions (planning, organization, direction, and control)
- Understand how each function applies in different work environments.

Familiarity with management theories:

- Identify major management theories (e.g. classical theory, human relations theory, modern theory).
- Understand how managerial thought has evolved over time.

Understanding the work environment and organization:

- Understand the factors that affect the internal and external work environment.
- Knowledge of the importance of organizational culture and its impact on institutional performance.

Understanding leadership and decision-making skills:

- Recognize the characteristics of effective leadership and its role in management.
- Understand the decision-making process and its various stages.

Learning Outcomes for the Course

1. Commitment to work ethics:

- Develop a deep understanding of work ethics and how to apply it to day-to-day management decisions.
- Promote integrity and transparency in administrative decision-making.

2. Commitment to justice and equality:

- Promoting the principle of fairness in dealing with employees, colleagues and customers without discrimination.
- Establishing the principle of equal opportunities and fair treatment within the work environment.

3. Caution or appreciation:

- Develop students' ability to inspire others, including co-workers, customers, and stakeholders.
- Promote values of appreciation for individual and collective efforts in the work environment.

4. Working in a team spirit:

- Encourage cooperation and teamwork to achieve common goals .

How-to Contents

- Promoting mutual trust and understanding among team members.

Learning and Teaching Strategies

- 1. Lectures:** Course materials are delivered through Modhr Art sessions delivered through tutoring in subjects. Moder Art aims to guide students and provide the necessary concepts and knowledge.
- 2. Group discussions:** Interactive discussion sessions are organized between students on various topics, which promotes interaction, exchange of ideas and opinions, and enhances students' understanding of the material.
- 3. Case Studies:** Case studies are used as an educational tool to illustrate the practical applications of theoretical concepts, and to 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 quizzes, projects, and group activities.

Strategies

The student's academic load is calculated for 15 weeks

	Structured SWL (h/w) Regular Academic Load of the Student Weekly		Structured SWL (h/sem) The student's regular academic load during the lobe of
	Unstructured SWL (h/w) Student's irregular academic load per week		Unstructured SWL (h/sem) The student's irregular academic load during the semester
200		Total SWL (h/sem)	
		The student's total academic load during the lobe of	

Assessment of the course

Relevant Learning Outcomes	The week Eligible	Weight (Tags)	Time/Number		
		20% (20)		Tests	Ratings
		10% (10)		Tasks	
		0% (0)		Projects/Laboratory.	

		10% (10)		The Report	
		10% (10)		Mid-Term Exam	Tests
		% (50)05		Final Exam	
		100% (100 MARKS)		Final Evaluation	

Fundamentals of Business Administration Course Description Form (2025/2026)

Module Delivery	Fundamentals of Business Administration	Item Name
☐ Theory ☐ Lecture ☐ Laboratory ☐ Tutorial ☐ Practical ☐ Seminar	B	Unit Type
	BA1102	Module Code
	6	Number of hours by system ECTS
	150	SWL Hour/Semester

Theoretical Weekly Curriculum

Material Covered	
Introduction to management and the functions of the organization (conceptual introduction to management and manager, concept of management and manager, approaches to the study of management, activities of the establishment, challenges faced by contemporary management)	Week One
Understand the role of the manager, the duties he performs and how he manages them (the manager's tasks and skills, managerial skills, manager roles, manager functions)	Second week
The development of managerial thought / understanding the evolution of the concept of management over time and which of these schools can be adopted (the development of managerial thought: the classical school, the scientific school of management, the school of administrative divisions, the bureaucratic school).	Week Three
Understanding the evolution of the concept of management over time and which of these schools can be adopted (the Humanistic School) The Horton and Alton Mayo Studies, the Volt Study, the Jester Barnard Study, the Douglas McCracker Theory and the Theory of X and Y	Week Four

Understand the modern management orientation and the models that can be used in practice (Contemporary School, Open Organization Theory, Quantitative Management, Japanese Management)	Week 5
Management in a Changing Environment/Environmental Surface Composition Identify the public and private environment and how to separate them and the relationship between them (management environment, the concept of the environment and its types, the private environment and its components, the public environment and its components, the mutual impact between the organization and the work environment)	Week Six
Exploring the Organization's Boundaries/Nature of Environmental Inspection or Foresight, Dynamic and Stable Environment, Environmental Screening Procedures, Facing and Addressing Change: Adaptive Management, Positive Characteristics of Organizations and Their Management.	Seventh Week
Understand how goals and requirements are defined (organizational goals and management planning, purpose and mission of the organization, goals and objectives, types of goals of the organization, importance of goals, requirements for setting goals).	Week Eight
Management with Goals/ Basic Steps of the Goal Management Process, Pros and Cons of Goal Management Style.	Week Nine
Learn how to plan at the individual level and then at the organization level and how to prepare a strategic plan Strategic planning (concept of strategy, important factors in determining strategy, components of the organization's strategy, uncertainty and diligence)	Tenth week
Steps to Strategic Decision Making Strategy Levels	Week Eleven
Learn how to prepare operational plans and what tools are used in this (defining and defining the nature of planning, why management is moving towards planning, types of active and temporal operational plans)	Twelfth week
Types of plans according to their actions (tactical plans, existing plans, single-use plans)	Thirteenth Week
Organizing the Planning Function Organizational components and planning practice Introductions to Planning, Planning Obstacles and Treatments, Situational Planning.	Fourteenth week
Mid-Term Exam	Week Fifteen

First Course	Classroom for Entertainment M		Unit Level
	College	BA110	Symbol of the science

		Code		section
		e-mail	Firas Mohamed Ismail	Head of Department
	Unit Commander Qualifications		Professor	Scientific Title of the Head of the Department
Zaid.h@coadec.uobaghdad.edu.iq		e-mail	Eng. Dr. Zaid Habib Hussein	Subject Instructor
		e-mail		Name of peer reviewers
	Issue Number			Date of approval of the Scientific Committee

Relationship with other subjects

	Semester	None	Prerequisites Module
	Semester		Common Requirements Module

Course Objectives, Learning Outcomes, and Instructional Contents

- Teaching students the principles of microeconomics - Focus on giving a general economic culture - Focus on Examples of Economics and Management - Motivating students' faculties through intellectual and analytical questions - Linking economic laws, analyses and theories to reality - Teaching students how to make economic decisions	Course Objectives
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Understand the basic concepts in economics. Familiarity with economic theories. Knowing how economic thought has evolved. Familiarity with the various economic problems, studying their causes, and knowing the methods that contribute to solving them.	Learning Outcomes for the Course
1- Commitment to work ethics: • Develop a deep understanding of business ethics and how to apply it to economic decisions. • Promote integrity and transparency in economic decision-making. 2- Commitment to Justice and Equality: • Promoting the principle of fairness in dealing with employees, colleagues and customers without discrimination. • Establishing the principle of equal opportunities and fair treatment within the work environment. 3- Respect and appreciation: • Develop students' ability to respect others, including co-workers, customers, and stakeholders. • Promote values of appreciation for individual and collective efforts in the work environment. Working in a team spirit: • Encourage collaboration and teamwork to achieve common goals.	How-to Contents
• Promote mutual trust and respect among team members.	

Learning and Teaching Strategies	
1. Lectures: Study materials are presented through lecture sessions delivered through teaching in subjects. Lectures aim to guide students and provide the necessary concepts and knowledge. 2. Group discussions: Interactive discussion sessions are organized between students on various topics, which promotes interaction, exchange of ideas and opinions, and enhances students' understanding of the material. 3. Case studies: Case studies are used as a learning tool to illustrate practical applications of theoretical concepts, and to motivate students to think analytically and make decisions. 4. Continuous Assessment: A variety of assessment methods are used to measure students' progress and	Strategies

understanding of the material, including tests, projects, and group activities.

5. The material is reviewed according to **the power point** to clarify the material to the students.

The student's academic load is calculated for 15 weeks

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

Assessment of the course

Relevant Learning Outcomes	The week Eligible	Weight (Tags)	Time/Number		
		20% (2)0		Tests	Ratings
		10% (10)		Tasks	
		0% (0)		Projects/Laboratory.	
		10% (10)		The Report	
		10% (10)		Mid-Term Exam	Tests
		% (50)05		Final Exam	

		100%(100 MARKS)	Final Evaluation
		100%(100 MARKS)	Final Evaluation

Theoretical Weekly Curriculum

Material Covered	
- The relationship between economics and other sciences - Definition of Economics - The economic problem - Difference Between Micro and Macroeconomic Analysis - Methods of Economic Analysis - Economic system	Week One
- Definition of Demand - Law, schedule and graphs - The inverse relationship between the quantity and the quantity required - Determining Factors of Demand & Types of Demand	Second week
- Price Elasticity - Internal Demand Elasticity - Cross-Price Demand Elasticity	Week Three
- Factors Affecting Resilience - The Importance of Flexibility in Economic Analysis	Week Four
- Consumer Behavior Theory Marginal Utility - The Modern Theory of Consumer Behavior Analysis of Curves of Both	Week 5
- Presentation Concept - Factors Determining the Display - Macro Width Function - Supply flexibility	Week Six
Factors Influencing the Offer	
- Balance Price - Equilibrium Price Change	Seventh Week
- Resilience and Changing Supply and Demand - Applied Cases in the Idea of Supply and Demand	Week Eight
- Know how to define a production function for any commodity - How to calculate total revenue	Week Nine

• Definition of costs • Types of costs • The relationship between output curves and cost curves • Total, average and marginal revenue	Tenth week
• Markets and Pricing • Characteristics of a Competitive Market • Short-term Institutional Behavior • Organisational behaviour in the long term	Week Eleven
• What is Total Monopoly • Determine the price and quantity in the short term • Monopoly in the long term • Price discrimination	Twelfth week
• Characteristics of oligopoly	Thirteenth Week
• The balance of oligopoly • Broken demand curve	
Review of previous chapters	Fourteenth week
Mid-Term Exam	Week Fifteen

Learning and Teaching Resources

Available in the Library?	Text	
	Course Book: Principles of Economics - Author : Dr. Karim Mahdi Al-Hasnawi Principles of Economics – 2023 by Dr. Jamal Dawood Salmana	Required Texts
	Iraqi Academic Journals	Recommended Texts
Research, Journals and Information Technology via the Internet according to the course topics		Websites

Grading Chart

Definition	Marks %	Grade	Recognition	Group
Outstanding Performance	90 – 100	A – Excellent	Privilege	Success Group (50 -)001
Above average with some errors	80 – 89	B - Very Good	Very good	
Sound work with notable errors	70 – 79	C – Good	Good	
Fair but with major shortcomings	60 – 69	D – Satisfactory	Medium	
Work meets minimum criteria	50 – 59	E – Sufficient	Acceptable	
More work required but credit awarded	(45-)94	FX – Fail	Failed) is in process)	Fail Group (0 – 49)
Considerable amount of work	(0-)44	F – Fail	Fail	

Decimal signs that are higher or lower than 0 will be rounded. 5 to the highest or lowest full sign (for example, 54 will be rounded. 5 to 55, while 54 will be rounded. 4 to 54. The University has a policy of not overlooking "Fish for Close Passing" so the only modification of the marks awarded by the original mark will be the automatic rounding described above.

Accounting Fundamentals Description Form (2025 / 2026)

Module Delivery		Accounting Principles		Item Name
☐ Theory ☐ Lecture ☐ Laboratory ☐ Tutorial ☐ Practical ☐ Seminar		B		Unit Type
		BA1103		Module Code
		6		Number of hours by system ECTS
		150		SWL Hour/Semester
First Course	Classroom for Entertainment M		UGI	Unit Level
		College Code	BA110	Scientific Department Code
		e-mail	Firas Mohamed Ismail	Head of Department
		Unit Commander Qualifications		Scientific Title of the
		Assistant		

		Professor	Head of the Department
Omar.o@coadec.uobaghdad.edu.iq	e-mail	Eng. Omar Obaid Abdullah	Subject Instructor
	e-mail		Name of peer reviewers
	Issue Number		Date of approval of the Scientific Committee

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

Course Objectives, Learning Outcomes, and Instructional Contents

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- **Introduce students to the basic concepts and principles of accounting principles :** Students are introduced to the key concepts and basic principles that form the basis of understanding accounting principles as a science and practice.

- **Enhance Decision-Making Ability:** This course helps students develop

Ability to make effective and thoughtful decisions in the context of management and organization.

- **Motivating students to think critically and creatively in the field of accounting:** these encourage

The course students are critical thinking and begin to understand the solution of administrative problems and new approaches to achieve institutional goals.

Course Objectives

Understanding Advanced Concepts in Accounting:

- Knowledge of the evolution of the fields of financial accounting.
- Possess knowledge in financial accounting principles.
- Understand and understand the basics of financial accounting.

Learning Outcomes for the Course

- 4- Knowledge of the importance of financial accounting and the mechanisms of finding solutions to problems according to financial accounting. -
- 5- Knowledge of financial accounting tools, means and applications
- 6- Analyze problems using financial accounting and contribute to problem solving

How-to Contents

Learning and Teaching Strategies

Lectures: Study materials are presented through lecture sessions delivered through teaching in subjects. Lectures aim to guide students and provide the necessary concepts and knowledge.

Strategies

2. Group discussions: Interactive discussion sessions are organized between students on various topics, which promotes interaction, exchange of ideas and opinions, and enhances students' understanding of the material.
3. Case studies: Case studies are used as a learning tool to illustrate practical applications of theoretical concepts, and to 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 reviewed according to **the power point** to clarify the material to the students.

The student's academic load is calculated for 15 weeks

	Structured SWL (h/w) Regular Academic Load of the Student Weekly		Structured SWL (h/sem) The student's regular academic load during the lobe of
	Unstructured SWL (h/w) Student's irregular academic load per week		Unstructured SWL (h/sem) The student's irregular academic load during the semester
200		Total SWL (h/sem)	
		The student's total academic load during the lobe of	

Evaluation of the course

Relevant Learning Outcomes	The week Eligible	Weight (Tags)	Time/Number		
		20% (20)		Tests	Ratings
		10% (10)		Tasks	
		0% (0)		Projects/Laboratory.	
		10% (10)		The Report	

		10% (10)		Mid-Term Exam	
		% (50)05		Final Exam	Tests
		100%(100 MARKS)		Final Evaluation	
		100%(100 MARKS)		Final Evaluation	

Theoretical Weekly Curriculum

Material Covered	
Introduction to Financial Accounting (Financial Accounting Concept and Objectives, Accounting Fields and Accounting Entities , Accounting Cycle)	Week One
A look at accounting concepts, principles, assumptions and determinants	Second week
Principles and Rules of Recording Financial Transactions: Method of Budget Equation	Week Three
Single Entry Method	Week Four
Financial Transaction Registration: Dual Entry Method	Week 5
First Exam	Week Six
The Effect of the Budget Equation on Dual Constraint	Seventh Week
Balance of Trial	Week Eight
Capital Financial Operations	Week Nine
Financing Operations	Tenth week
Buying and selling	Week Eleven
Freight Transportation Expenses and Conditions of Delivery of the Goods	Twelfth week
Accounting Treatments for Types of Discount	Thirteenth Week
Discussion of questions and exercises	Fourteenth week
Second Exam	Week Fifteen

Learning and Teaching Resources

Available in the Library?	Text	
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	Principles of Financial Accounting written by Prof. Dr. Safaa Ahmed Mohamed Al-Ani and Assistant Professor Dr. Hakim Hamoud Falih Al-Saadi, Assistant Books and Other References	Required Texts
	Iraqi Academic Journals	Recommended Texts
Research, Journals and Information Technology via the Internet according to the course topics		Websites

Grading Chart

Definition	Marks %	Grade	Recognition	Group
Outstanding Performance	90 – 100	A – Excellent	Privilege	Success Group (50 -)001
Above average with some errors	80 – 89	B - Very Good	Very good	
Sound work with notable errors	70 – 79	C – Good	Good	
Fair but with major shortcomings	60 – 69	D – Satisfactory	Medium	
Work meets minimum criteria	50 – 59	E – Sufficient	Acceptable	
More work required but credit awarded	(45-)94	FX – Fail	Fail (in progress)	Fail Group (0 – 49)
Considerable amount of work	(0-)44	F – Fail	Fail	

Decimal marks above or below 0 will be rounded. 5 to the highest or lowest full score (e.g., 54 will be rounded). 5 to 55, while 54 will be rounded. 4 to 54. The University has a policy of not overlooking "near pass failure" so the only modification of the marks awarded by the original mark(s) will be the automatic rounding described above.

Learning and Teaching Resources

Available in the Library?	Text			
	Course Book: Principles of Management with a Focus on Business Administration , Dr. Khalil Al-Shammaa , 2010	Required Texts		
	Iraqi Academic Journals	Recommended Texts		
Research, journals and information technology through the Internet according to the course topics.		Websites		
Grading Chart				
Definition	Marks %	Grade	Recognition	Group
Outstanding Performance	90 – 100	A – Excellent	Privilege	Success Group (50 -)001
Above average with some errors	80 – 89	B - Very Good	Very good	
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Work meets minimum criteria	50 – 59	E – Sufficient	Acceptable	
More work required but credit awarded	(45-)94	FX – Fail	Fail (in progress)	Fail Group (0 – 49)
Considerable amount of work	(0-)44	F – Fail	Fail	
Decimal marks greater or less than 0 will be rounded. 5 to the highest or lowest full score (e.g., 54 will be rounded). 5 to 55, while 54 will be rounded. 4 to 54. The University has a policy of not tolerating "near pass failure" so the only modification of the marks awarded by the original mark(s) will be the automatic rounding described above.				

Sample Material Description Math for Business) 2025 / 2026 (		
Module Delivery	Math for Business	Item Name
☒ Theory	Basic learning activities	Unit Type

☐ Lecture ☐ Laboratory ☐ Tutorial ☒ practical ☐		BA1104		Module Code
		6		Number of hours by system ECTS
		150		SWL Hour/Class
1	Classroom for Entertainment M		1	Unit Level
		College Code		Symbol of the science section
		e-mail	Firas Mohammed Ismail	Head of Department
Ph.D	Unit Commander Qualifications		Professor	Scientific Title of the Head of the Department
		e-mail	Eng. Shaima Khazal	Subject Instructor
		e-mail		Name of peer reviewers
	Issue Number			Date of approval of the Scientific Committee

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

Course Objectives, Learning Outcomes, and Instructional Contents	
The course aims to introduce and train the student on the basic principles of mathematics, which deepens the student's understanding when moving on to other advanced pathways.	Course Objectives

1. Employing mathematical knowledge and its applications in practical life situations. 2. Build mathematical knowledge of the student by troubleshooting and solving problems. 3. Use the correct mathematical symbols and terminology. Understand the connection between mathematics and other disciplines.	Learning Outcomes for the Course
The instructional content of the mathematics subject depends on the level and scope of the course, common topics that can be covered in mathematics include: 1. Groups: Forced operations on groups. 2. Functions: Definition of Function, Types of Functions, Goals and Continuity. 3. Calculus: Studying mathematical concepts and providing students with a comprehensive understanding of mathematical concepts and some applications. 4. Vectors and matrices: algebraic operations on matrices, addition Subtract the matrices, multiply the matrices, inverse the matrix, switch the matrix, determinate.	How-to Contents

Learning and Teaching Strategies

Lectures: Study materials are delivered through lecture sessions delivered through teaching in subjects. Lectures are aimed at guiding students and providing the necessary concepts and knowledge.

2. Group discussions: Interactive discussion sessions are organized between students on various topics, which promotes interaction, exchange of ideas and enhances students' understanding of the material.

3. Case studies: Mathematics is used as an educational tool to illustrate the practical applications of theoretical concepts and stimulate students to think.

4. Continuous Assessment: A variety of assessment methods are used to measure students' progress and understanding of the material, including daily tests and math proficiency.

Strategies

The student's academic load is calculated for 15 weeks

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

Assessment of the course					
Relevant Learning Outcomes	The week Eligible	Weight (Tags)	Time/Number		
		20% (2)0		Tests	Ratings
		10% (10)		Tasks	
		0% (0)		Projects/Laboratory.	
Theoretical Weekly Curriculum					
Material Covered					
Groups, Definition and Basic Concepts				Week One	
Forced Operations on Groups				Second week	
Forced Operations on Groups				Week Three	
Functions and Purposes, Function Definition, Types of Functions				Week Four	
Goals and Continuity				Week 5	
Goals and Continuity				Week Six	
Exam				Seventh Week	
Differential, Derivative, Derivative Laws				Week Eight	
Differential Exercises				Week Nine	
Use of the derivative in management				Tenth week	
Analysis of curves, increasing and decreasing functions				Week Eleven	
Extremes, Concavities and Inflection Points, Applied Exercises				Twelfth week	
Integration, Basic Forms of Integration				Thirteenth Week	
Integration, Basic Forms of Integration				Fourteenth week	
Vectors and matrices, algebraic operations on matrices and vectors, matrix commutators , matrix inverses, determinants, applied exercises				Week Fifteen	
		10% (10)		The Report	

		10% (10)		Mid-Term Exam	Tests
		% (50)05		Final Exam	
		100%(100 MARKS)		Final Evaluation	

Learning and Teaching Resources

Available in the Library?	Text	
	"Principles of Mathematics for Management Students" Prof. Dr. Dhafer Hussein Rashid, 2011	Required Texts
	Shum Series in Mathematics	Recommended Texts
Multiple websites related to the course		Websites

Grading Chart

Definition	Marks %	Grade	Recognition	Group
Outstanding Performance	90 – 100	A – Excellent	Privilege	Success Group (50 -)001
Above average with some errors	80 – 89	B - Very Good	Very good	
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Work meets minimum criteria	50 – 59	E – Sufficient	Acceptable	
More work required but credit awarded	(45-)94	FX – Fail	Fail (in progress)	Fail Group (0 – 49)
Considerable amount of work	(0-)44	F – Fail	Fail	

Decimal signs that are higher or lower than 0 will be rounded. 5 to the highest or lowest full score (e.g., 54 will be rounded). 5 to 55, while 54 will be rounded. 4 to 54. The university has a policy of not overlooking "Fish for Close Passing" so the only modification of the marks awarded by the original mark(s) will be the automatic rounding described above.

MODULE DESCRIPTION FORM

Sample course description

Module Information			
Course Information			
Module Title	English Language I		Module Delivery
Module Type	Basic learning activities		☒ Theory ☒ Lecture ☐ Lab ☐ Tutorial ☐ Practical ☐ Seminar
Module Code	MTV1002		
ECTS Credits	2		
SWL (hr/sem)	50		
Module Level		UGI	Semester of Delivery
Administering Department		BUSINESS ADMINISTRATION	College
Module Leader	SUADID A. MAJEED		e-mail
Module Leader's Acad. Title			Module Leader's Qualification
Module Tutor			e-mail
Peer Reviewer Name	SUADID A. MAJEED		e-mail
Scientific Committee Approval Date			Version Number

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

Module Aims, Learning Outcomes and Indicative Contents	
Course Objectives, Learning Outcomes, and Instructional Contents	
Module Objectives Course Objectives	.1 know students with essential information in the English language in 2. association with reading, writing and speaking skills, and knowing more English vocabulary. To understand pronouns, questions and short answers, tenses (present, past and future), adjective, adverb, prepositions of place, punctuation marks and practicing writing. .3 This module works towards enhancing students' English language competencies along with their technical or professional knowledge. .4 Enhance students' communication skills in English can result in better job opportunities in the future
Module Learning Outcomes Learning Outcomes for the Course	The student will have the ability to: Know the English skills of reading, and writing. Recognize other English language skills such as: grammar, vocabulary. .1 Understand and appreciate the importance of grammar aspects and vocabulary to increase the ability of communicating ideas about the English language. 2. Understand pronouns, questions and short answers. 3. Understand tenses present, past and future. 4. Understand adjectives, adverbs, prepositions of place, and punctuation marks. .5 .6 .7 Practicing reading and writing. .8 Enhance students' communication skills in English.
Indicative Contents How-to Contents	Indicative content includes the following. <u>Part A: Parts of Sentence.</u>
	Pronoun, question and short answer, adjective, adverb, prepositions of place. [14 hrs] <u>Part B: Tenses</u> Past Tense, Present Tense, and Future Tense. [8 hrs] <u>Part C: Reading and Writing</u> Punctuation marks, and practicing writing [8 hrs]

Learning and Teaching Strategies

Learning and Teaching Strategies

Strategies	The main strategies that will be adopted in delivering this module are: - Allow students to actively participate in the learning process with class discussions and exercises that support the initiative. - Use didactic questioning through questions to determine student understanding of the material. - Writing an assignment and report that encourages students to clarify and organize their thinking and independently research and present on a topic.
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Student Workload (SWL)			
The student's academic load is calculated for 15 weeks			
Structured SWL (h/sem) Student's regular academic load during the semester	33	Structured SWL (h/w) Pregnancy Regular Academic per student weekly	
Unstructured SWL (h/sem) PregnancyC Irregular student during the	17	Unstructured SWL (h/w) Pregnancy Regular student weekly	
Total SWL (h/sem) The student's total academic load during the semester	50		

Module Evaluation					
Assessment of the course					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	20% (20)	5, 10	
	Assignments	2	10% (10)	Cont.	
	Projects / Lab.				
	Report	1	10% (10)	14	
Summative assessment	Midterm Exam	2 hours	10% (10)	8	
	Final Exam	3 hours	50% (50)	16	
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

Theoretical Weekly Curriculum

	Material Covered
Week 1	Unit 1: Grammar: Types of Pronouns Vocabulary: Everyday objects, Plurals Reading and Writing Skill
Week 2	Unit 2: Grammar: Pronoun, Questions Vocabulary: Countries, Adjective and Nouns Reading and Writing Skill
Week 3	Unit 3: Grammar: Negatives, Questions and short answer Vocabulary: Jobs, Personal Information Reading and Writing Skill
Week 4	Unit 4: Grammar: Possessive adjectives, Possessive 's, common verbs (1): has/have, love, like, work. Vocabulary: The family, The alphabet Reading and Writing Skill
Week 5	Unit 5: Present Simple, Questions

	Vocabulary: Sport, Food and Drink, Verb phrase, Languages and nationalities, Adjective + noun. Reading and Writing Skill
Week 6	Unit 6: Grammar: Adverbs of frequency (sometimes, always, never), Questions and Negatives. Vocabulary: The Time, Word that go together Reading and Writing Skill

Week 7	Unit 7: Grammar: Question words, Pronouns (subject, object, possessive), that and this. Vocabulary: Adjectives Reading and Writing Skill Grammar: There is/There are, Prepositions of place Vocabulary: Rooms and furniture, Place of town Reading and Writing Skill
Week 8	Mid exam
Week 9	Unit 9: Grammar: Past Simple Tense - regular verbs Vocabulary: years, have, do, go Reading and Writing Skill
Week 10	Unit 10: Grammar: Past Simple Tense - irregular verbs, Questions and Negatives, Time expression, ago. Vocabulary: Weekend activities, Sport and leisure Reading and Writing Skill
Week 11	Unit 11: Grammar: can/can't, Adverbs, Request and offers. Vocabulary: Verb + noun, Adjective + noun, Opposite adjective Reading and Writing Skill
Week 12	Unit 12: Grammar: Would like, some and any, like and would like Vocabulary: Places and town, In cafe Reading and Writing Skill
Week 13	Unit 13: Grammar: Present Continuous Tense Vocabulary: Colors, Clothes, Opposite verbs
	Reading and Writing Skill
Week 14	Unit 14: Grammar: Future Tense, going to Vocabulary: Forms of transport Reading and Writing Skill

Week 15	Grammar: Punctuation Marks, Grammar revision Vocabulary: Vocabulary revision Reading and Writing Skill
Week 16	Preparatory week before the final Exam

Learning and Teaching Resources		
Learning and Teaching Resources		
	Text	Available in the Library?
Required Texts	New Headway Plus/ Beginner, John and Liz Soars, Oxford University Press	No
Recommended Texts	Understanding and Using English Grammar, 5 th Edition, Betty S. Azar Stacy A. Hagen.	No
Websites		

Grading Scheme Scheme Grades				
Group	Grade	Recognition	Marks %	Definition
Success Group (50 -)001	A - Excellent	Privilege	90 - 100	Outstanding Performance
	B - Very Good	Very good	80 - 89	Above average with some errors
	C - Good	J.D.	70 - 79	Sound works with notable errors
	D - Satisfactory	Medium	60 - 69	Fair but with major shortcomings
	E - Sufficient	Acceptable	50 - 59	Work meets minimum criteria
Fail Group (0 –)94	FX – Fail	Fail (in progress)	(45-)94	More work required but credit awarded
	F – Fail	Fail	(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.

Fundamentals of Business Administration Course Description Form (2025/2026)

Module Delivery		Arabic Language		Item Name
☐ Theory ☐ Lecture ☐ Laboratory ☐ Tutorial ☐ Practical ☐ Seminar		S		Unit Type
		UN116		Module Code
		2		Number of hours by system ECTS
		50		SWL Hour/Semester
First Course	Classroom for Entertainment M		UGI	Unit Level
College Code		BA110		Scientific Department Code
e-mail		Firas Mohamed Ismail		Head of Department
Unit Commander Qualifications		Professor		Scientific Title of the Head of the Department
e-mail		Assoc. Prof. Dr. Ahmed Hussein Jarallah		Subject Instructor
e-mail		Name of peer reviewers		Date of approval of the Scientific Committee
Export Number		Date of approval of the Scientific Committee		

Relationship with other subjects

	Semester	None	Prerequisites Module
	Semester		Common Requirements Module

Course Objectives, Learning Outcomes, and Instructional Contents

• Diagnosis of linguistic, morphological and grammatical errors in order to reach a language that is free of errors in pronunciation and writing. • Reading the miracle of the Qur'anic text and the poetic features of some of the aphorisms of the Arabic literary texts	
• The ability to express thoughts and feelings in sound language free of linguistic errors • Ability to manage dialogue with different educational , functional, and social levels. • Developing linguistic skills in sentence formulation and proper use of linguistic vocabulary. • Develop language skills in sentence formulation and proper use of vocabulary • Increasing the vocabulary of the linguistic dictionary and forming a linguistic repertoire that enhances the student's ability to express and write and allows him to choose the appropriate vocabulary to express his thoughts and intentions.	Learning Outcomes for the Course
	How-to Contents
• Evaluation of students' language in speech and writing.	Course Objectives

Who is it

Learning and Teaching Strategies

1. Lectures: Study materials are presented through lecture sessions delivered through teaching in subjects. Lectures aim to guide students and provide the necessary concepts and knowledge.
2. Group discussions: Interactive discussion sessions are organized between students on various topics, which promotes interaction, exchange of ideas and opinions, and enhances students' understanding of the material.
3. Applied Example Studies: The study of applied examples is used as a teaching tool to illustrate the practical applications of theoretical concepts, and to 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 oral and written tests and group activities.
5. The material is reviewed according to **the power point** to clarify the material to the students.

Strategies

The student's academic load is calculated for 15 weeks

	Structured SWL (h/w) Regular Academic Load of the Student Weekly		Structured SWL (h/sem) The student's regular academic load during the lobe of
	Unstructured SWL (h/w) Student's irregular academic load per week		Unstructured SWL (h/sem) The student's irregular academic load during the semester
200			Total SWL (h/sem) The student's total academic load during the lobe of

Assessment of the course					
Relevant Learning Outcomes	The week Eligible	Weight (Tags)	Time/Number		
		20% (2)0		Tests	Ratings
		10% (10)		Tasks	
		0% (0)		Projects/Laboratory.	
		10% (10)		The Report	
		10% (10)		Mid-Term Exam	Tests
		% (50)05		Final Exam	
		100%(100 MARKS)		Final Evaluation	
		100%(100 MARKS)		Final Evaluation	

Theoretical Weekly Curriculum

Material Covered	
Identifying the secrets of the miracle of the Qur'anic text. Surah Al-Kahf as a model (numerical miracles and scientific miracles)	Week One
Graphical Interpretation of Surah Yusuf	Second week
Identifying Pre-Islamic Literature (Poet Omar Bin Kulthum as a Model)	Week Three
Punctuation and visual morphology of writing	Week Four
Correct spelling rules and rules of writing hamza	Week 5
Writing the Dhaad and the Dha, and the writing of the distraction and the T, and the writing of the elongated Alif, and the Aleph Al-Maqwa.	Week Six
Nominal Sentence (Beginner and News)	Seventh Week
Incomplete verbs (he and her sisters)	Week Eight
Already Similar Letters (If and its sisters)	Week Nine
Verb Sentence (Past Verb Construction and Command Verb)	Tenth week
Verb Sentence (Present Verb Expression)	Week Eleven
Writing and expressing the number	Twelfth week
Getting to know Abbasid literature (Abu Al-Alaa Al-Maari)	Thirteenth Week
Getting to know modern literature (Badr Shaker Al-Sayyab)	Fourteenth

	week
Semester Exam	Week Fifteen

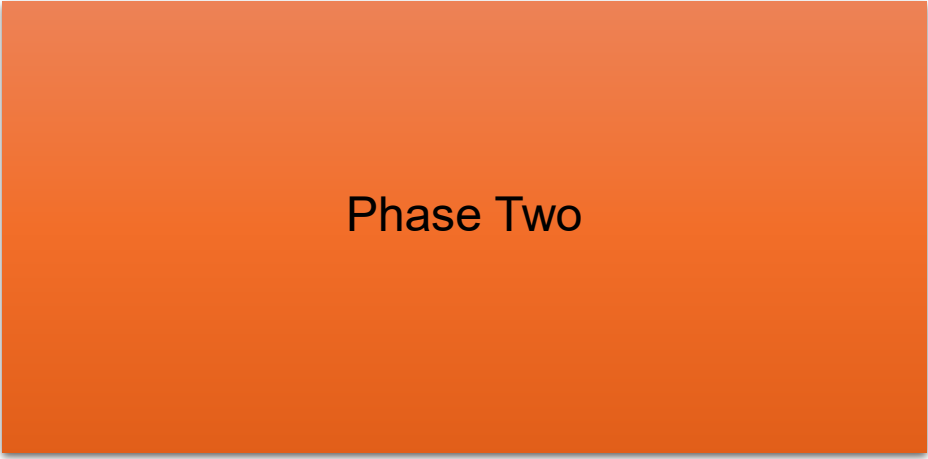
Learning and Teaching Resources

Available in the Library?	Text	
	Course Book: My Language is My Identity	Required Texts
	The Holy Qur'an, and the books of the Arab heritage in poetry, prose, novels, local stories, and Iraqi academic journals.	Recommended Texts
Research, Journals and Information Technology via the Internet according to the course topics		Websites

Grading Chart

Definition	Marks %	Grade	Recognition	Group
Outstanding Performance	90 – 100	A – Excellent	Privilege	Success Group (50 -)001
Above average with some errors	80 – 89	B - Very Good	Very good	
Sound work with notable errors	70 – 79	C – Good	Good	
Fair but with major shortcomings	60 – 69	D – Satisfactory	Medium	
Work meets minimum criteria	50 – 59	E – Sufficient	Acceptable	
More work required but credit awarded	(45-)94	FX – Fail	Fail (in progress)	Fail Group (0 – 49)
Considerable amount of work	(0-)44	F – Fail	Fail	

Decimal signs that are higher or lower than 0 will be rounded. 5 to the highest or lowest full score (e.g., 54 will be rounded). 5 to 55, while 54 will be rounded. 4 to 54. The university has a policy of not overlooking "Fish for Close Passing" so the only modification of the marks awarded by the original mark(s) will be the automatic rounding described above.

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Phase Two

Model Description (2024 / 2025)			
Module Delivery		Marketing Management	
• Theory • Lecture • Laboratory • Educational Program • Practical • Seminar		C	Item Name
		BA2101	Unit Type
		4	Module Code
		45	Number of hours according to ECTS
			SWL Hour/Semester
Delivery Semester		UGI	Unit Level
		College Code	BA110
		e-mail	Scientific Department Code
Unit Commander Qualifications			Head of Department
			Scientific Title of the Head of the Department
dr.sarah_ali@coadec.uobaghdad.edu.i q basheer.i@coadec.uobaghdad.ed u.iq		e-mail	Subject Instructor
		e-mail	Name of peer reviewers
Issue Number			Date of approval of the Scientific Committee

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

Course Objectives, Learning Outcomes, and Instructional Contents	
The Marketing Management course aims to enable the student to: 1. Understand the basic concepts, principles, and modern trends in marketing management. 2. Understand the role of marketing in achieving the organization's goals and building value for the customer and stakeholders. 3. Analyzing the marketing environment and the factors affecting	Course Objectives

marketing decisions. - Identify consumer behavior and factors influencing purchasing decisions. - Apply market segmentation methods, target market selection, and mental positioning. - Gain the ability to design the right marketing mix for target markets. - Develop the skills necessary to prepare, implement, and evaluate marketing plans and strategies. - Employing information and marketing research in problem solving and supporting decisions. - Identify digital marketing applications, modern technologies, and artificial intelligence in marketing activities. - Promote awareness of the ethical, social and sustainability dimensions of marketing practices.	
Upon successful completion of the course, the student is expected to be able to achieve the following results: A. Knowledge and Understanding - He knows the basic concepts and terms in marketing management. - It explains the evolution of marketing thought and contemporary trends in marketing. - It explains the components of the marketing environment and their impact on the performance of the organization. - It explains consumer behavior and the stages of purchasing decision-making. - Distinguishes between market segmentation, targeting, and mental positioning. - Explains the elements of the marketing mix and the interrelationships between them. - It is familiar with the foundations of planning, control, and evaluating marketing performance. - It demonstrates the role of digital transformation, data, and artificial intelligence in marketing management. B. Mental and analytical skills - Analyzes the internal and external environment of the organization and identifies marketing opportunities and threats. - Diagnose customers' needs, desires, and changes. - It compares the strategic alternatives available for the selection of target markets. - Analyzes marketing issues and cases using appropriate tools	Learning Outcomes for the Course

and models.

5. Effective product strategies, pricing, distribution, and marketing communications.
6. It deduces appropriate decisions based on marketing information and data.

C. Practical and professional skills

1. Conducts a preliminary analysis of the market, competitors, and customers.
2. It designs an integrated marketing mix for a product or service.
3. It is an actionable and measurable marketing plan.
4. It employs marketing research in data collection, analysis, and interpretation.
5. It identifies marketing performance indicators and uses them to evaluate results.
6. Employs digital tools in campaign design and customer relationship management.
7. It provides marketing solutions and recommendations in a scientific and professional manner.

d. General and transferable skills

1. Works effectively in teams.
2. Presents marketing ideas and analytics verbally and in writing.
3. Critical and creative thinking is used in addressing marketing issues.
4. It uses scientific sources, databases, and digital technologies.
5. Adheres to marketing ethics, social responsibility, and consumer protection.
6. Efficiently manages time and tasks associated with marketing projects.

The course guides include the basic concepts and principles of marketing management, analysis of the marketing environment, consumer behavior and marketing research, market segmentation and targeting, site building, marketing mix strategy design, customer relationship management, planning, implementation and control of marketing activities, as well as marketing ethics, social responsibility and sustainability.

How-to Contents

Learning and Teaching Strategies

Teaching and Learning Strategies for Marketing Management

1. Interactive lectures to present basic concepts and theories and discuss their applications.

Strategies

2. Classroom discussions to enhance student engagement and develop critical and analytical thinking.
3. Study realistic marketing cases, analyze problems, and propose appropriate solutions.
4. Learning based on marketing problem-solving and decision-making.
5. Collaborative learning through teams, activities, and group tasks.
6. Project-based learning, such as preparing a marketing plan for a product or organization.
7. Brainstorming to generate creative marketing ideas and alternatives.
8. Individual and group presentations to develop communication and persuasion skills.
9. Self-directed learning based on readings, research, and reports.
10. Simulation and role-playing to apply negotiation, selling, and marketing decision-making situations.
11. Hosting specialists and discussing practical experiences in the field of marketing management.
12. Continuous feedback to evaluate students' performance and improve their learning.

The student's academic load is calculated for 15 weeks

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

Assessment of the course

Relevant Learning Outcomes	Week due	Weight(s)	Time/ Number		
	Fifteenth	10% (20)	a	Tests	Rating s
	Fourth	10% (10)		Tasks	

	Sixth	10% (10)		Projects/Laboratory	
	Eighth	10% (10)		The Report	
	Ninth	10% (10)		Mid-Term Exam	Tests
	Fifteenth	50% (50)		Final Exam	
		100%(100 MARKS)		Final Evaluation	

Material Covered	
Introduction to Marketing Management	Week One
-Marketing environment	Second week
– Marketing Information System	Week Three
Strategy Concept The concept, importance and steps of a marketing strategy	Week Four
Basic concepts of market segmentation and target market identification.	Week 5
– Basic Product Concepts –Product Life Cycle –Causes of product failure	Week Six
– The concept of promotion and its elements	Seventh Week
And the Withdrawal and Push Strategy	Week Eight
Midterm Exam	Week Nine
Promotion Channels	Tenth week
Product Pricing Process Concept	Week Eleven
Pricing Importance and Objectives	Twelfth week
Pricing Strategies	Thirteenth Week
Basic Concepts of Distribution Distribution Channels	Fourteenth week
Factors Affecting the Selection of Marketing Channels.	Week Fifteen

Learning and Teaching Resources

Available in the Library?	Text	
		Required Texts
		Recommended Texts

Grading Chart

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

Decimal signs above or below 0.5 will be rounded to the highest or lowest full sign (for example, 54.5 will be rounded to 55, while 54.4 will be rounded to 54). The University has a policy of not condoning "near pass failure" so the only modification of marks awarded by the original mark (s) will be the automatic rounding described above.

Model Description (2025 / 2026)

Module Delivery		Human Resource Management		Item Name
☒ Theory ☒ Lecture ☐ Laboratory ☐ Tutorial ☐ practical ☐ Seminar		C		Unit Type
		BA2103		Module Code
		3		Number of hours according to ECTS
		45		SWL Hour/Semester
Delivery Semester		UGII		Unit Level
		College Code	BA110	Scientific Department Code
		e-mail		Head of Department
Unit Commander Qualifications				Scientific Title of the Head of the Department
ghani@coadec.ubaghdad.edu.iq		e-mail	Prof. Dr. Ghani Daham Tanai Prof. Dr. Mostafa Mahmoud Mohamed	Subject Instructor
mostafa.m@coadec.uobaghdad.edu.iq		e-mail		Name of peer reviewers
Issue Number				Date of approval

			of the Scientific Committee
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Relationship with other subjects			
	Semester	None	Prerequisites Module
	Semester		Common Requirements Module

Course Objectives, Learning Outcomes, and Instructional Contents	
▪ Providing the student with knowledge of human resources management and the most important topics related to this department and its relationship to achieving the organization's goals, mission and vision. ▪ Introducing the activities that this department includes and performs as one of the most important departments in the organization. ▪ Clarifying the strategic role played by this department at the present time, as it is concerned with the management of human resources, which is one of the most important resources of the organization, as it represents human, intellectual and social capital, and the success of the organization depends on the success of its human resources. ▪ The course provides the student with the skill aspect of how to plan human resources, determine the optimal number, how to diagnose deficits and surpluses, and what are the most important strategies to deal with this situation. In addition to methods of measuring work turnover and how to build a balanced structure for wages and salaries. In addition, it provides the student with a framework of knowledge about everything related to attracting, selecting, and testing employees, and ways and how to motivate, maintain and develop them.	Course Objectives
▪ Introduce the student to the basic concepts of human resource management and its main functions (recruitment, selection, training, evaluation, compensation). ▪ Interpret the relationship between human resource management and organizational performance. ▪ Clarify the impact of the internal and external environment on HR practices. ▪ Identify the legal and ethical foundations associated with human resources. ▪ Analyze modern theories in human resource management and link them to practical application. ▪ Use recruitment and selection tools in accordance with the requirements of organizations.	Learning Outcomes for the Course

▪ Preparing training and development programs for employees. ▪ Developing the spirit of teamwork and collaboration within the work environment. ▪ Instilling the concept of fairness and transparency in dealing with employees. ▪ Respect diversity and cultural differences among employees.	
Chapter One: Introduction to Human Resource Management Chapter Two: Strategic Human Resources Management Chapter Three: Work Analysis and Job Design Chapter Four: Human Resources Planning Chapter Five: Candidate Interviews and Appointment	How-to Contents

Learning and Teaching Strategies	
1- Lecture (Oral Transmission of Information and Ideas on the Lecture Topic) 2- Stimulating discussion and asking questions about the issues included in the lecture 3- Study and review of previous cases in human resources management related to the topic of the lecture 4- Collaborative learning by creating groups among students and assigning discussion assignments to each group 5- Brainstorming and listening to the thoughts and opinions of students in solving a hypothetical or actual problem 6- Simulation through virtual job interviews, for example, and training students on the roles of each group within the interview.	Strategies

The student's academic load is calculated for 15 weeks			
	Structured SWL (h/w) Regular Academic Load of the Student Weekly		Structured SWL (h/sem) Student's regular academic load during the semester
	Unstructured SWL (h/w) Student's irregular academic load per week		Unstructured SWL (h/sem) Student's irregular academic load during class
200		Total SWL (h/sem)	
		The student's total academic load during the semester	

Assessment of the course					
Relevant Learning Outcomes	Week due	Weight(s)	Time/ Number		
		20% (20)		Tests	Rating s
		10% (10)		Tasks	

		0% (0)		Projects/Laboratory	
		10% (10)		The Report	
		10% (10)		Mid-Term Exam	
		50% (50)		Final Exam	Tests

Theoretical Weekly Curriculum

Material Covered	
Human Resource Management Approach (Concept, Historical Development, Objectives and Importance)	Week One
HR Management Responsibilities – Abilities of HR Management Professionals.	Second week
Strategic Human Resources Management. Strategic Human Resources Management and Strategic Management.	Week Three
- Strategic HR management tools . Strategic HR management practices and technology support.	Week Four
Work analysis and job design. - Work analysis. - Writing a job description.	Week 5
Job Design - Design Factors - Job Design Portals	Week Six
HR Planning - The concept and approaches of human resource planning.	Seventh Week
Human Resources Systems Planning.	Week Eight
Methods of dealing with surplus or deficit in human resources.	Week Nine
Recruiting Employees - Concept and factors affecting polarization	Tenth week
Sources of internal and external recruitment of workers.	Week Eleven
Selection of Employees - The concept and importance of selecting employees. - Steps of the staff selection process.	Twelfth week
-Staff selection criteria -Types of testing in the selection process.	Thirteenth Week
Candidate Interviews and Recruitment - The concept and types of interviews - How to design and conduct an effective interview	Fourteenth week
Appointment	Week Fifteen
	100%(100 MARKS)
	Final Evaluation

Learning and Teaching Resources

Available in the Library?	Al-Zubaidi, Ghani Dahham Tanai and Al-Abedi, Ali Razzaq Jiyad, (2025) "Human Resource Management - Concepts, Functions, and Case Studies", Second Edition, Al-Memory Publishing and Distribution, Iraq.	
		Required Texts
		Recommended Texts

Grading Chart

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

Decimal signs above or below 0.5 will be rounded to the highest or lowest full sign (for example, 54.5 will be rounded to 55, while 54.4 will be rounded to 54). The University has a policy of not condoning "near pass failure" so the only modification of marks awarded by the original mark (s) will be the automatic rounding described above.

Model Description (2025 / 2026)

Module Delivery	Organization Theory		Item Name
- Theory - Lecture	C		Unit Type
	Determined by the Department		Module Code
	8 ECTS		Number of hours according to ECTS
	200 hours/semester		SWL Hour/Semester
First Course	Delivery Semester		Unit Level
Faculty of Business and Economics	College Code	BA	Scientific Department Code
walaa@coadec.uobaghdad.edu.iq	e-mail	Assoc. Prof. Dr. Walaa Ismail Abdel Latif	Head of Department
	Business Administration/Organization Theory		Scientific Title of the Head of the Department
feras@coadec.uobaghdad.edu.iq noorkhalil@coadec.uobaghdad.edu.iq	e-mail	Prof. Dr. Firas Mohamed Ismail Assoc. Prof. Dr. Nour Khalil Ibrahim	Subject Instructor
	e-mail		Name of peer reviewers
	First Edition		Date of approval of

Relationship with other subjects

Phase I	Semester	Management Principles / Introduction to Business Administration	Prerequisites Module
-	Semester	None	Common Requirements Module

Course Objectives, Learning Outcomes, and Instructional Contents

1. Introduce students to the concept of organization, its characteristics, and its importance as an open social system that operates within a changing environment.

2. Clarify the historical development of the theory of organization and the most prominent contributions of classical, behavioral, and modern schools.

3. Enable students to understand the elements of organizational design, especially organizational structure, specialization, coordination, centralization, and formality.

4. Develop students' ability to analyze the impact of environment, technology, size, and strategy on the design and effectiveness of the organization.

5. Provide students with the ability to compare organizational alternatives and explain the reasons for the difference in structures between organizations.

6. Link theoretical concepts to the reality of business organizations, in a way that supports analytical skills, diagnosis, and organizational decision-making.

Course Objectives

A1 – Defines the basic concepts of organization theory and distinguishes them accurately.

A2 – Explains the main stages of the development of organizational thought and the contributions of its pioneers.

A3 – Compares classical, behavioral, systemic and situational trends in the interpretation of an organization.

B1 – Analyzes the relationship of the organization to its environment and identifies sources of environmental uncertainty.

B2 – Explains the impact of technology, scale, and strategy on organizational design selection.

B3 – Distinguishes between mechanical, organic structures and different forms of organizational structures.

C1 – Diagnoses the degree of centrality, formality, specialization, and complexity in simplified organizational situations.

C2 - Evaluates alternatives to designing the organizational structure according to the requirements of the situation and the environment.

D1 - Employs scientific terminology in discussing organizational problems and writing short reports.

D2 - Works in a team to analyze an organizational situation and provide conclusions supported by theoretical concepts.

Learning Outcomes for the Course

The course examines organization as a basic unit of analysis in management science, presents its concept, characteristics, objectives, and approaches to its study, and then traces the evolution of organization theory from the classical school to behavioral, systemic, and situational trends. It also discusses the organizational environment, uncertainty and

How-to Contents

dependability, strategy, technology, size and life cycle of the organization, and the components of organizational design from specialization, coordination, scope of supervision, centralization, decentralization, formality, and complexity. It examines the main forms of organizational structures, the distinction between mechanical and organic design, as well as organizational effectiveness, change, and adaptation, with simplified applications and cases of business organizations.

Learning and Teaching Strategies

- 1- Interactive lecture to present the basic concepts and theories and link them to realistic organizational examples.
- 2- Guided classroom discussion and comparison of views between different organizational schools.
- 3- Short case analysis to diagnose the structure and situational factors affecting the organization.
- 4- Collaborative learning by assigning groups of students analytical tasks and brief presentations.
- 5- Using diagrams and illustrations to explain the components of the structure and organizational relationships.
- 6- Assigning students with guided readings from the approved books and writing summaries or short reports.
- 7- Employing short tests and analytical questions to measure continuous comprehension and not just memorization.

Strategies

The student's academic load is calculated for 15 weeks

3 hours	Structured SWL (h/w) Regular Academic Load of the Student Weekly	45 hours	Structured SWL (h/sem) Student's regular academic load during the semester
Approx. 10.3 hours	Unstructured SWL (h/w) Student's irregular academic load per week	155 hours	Unstructured SWL (h/sem) Student's irregular academic load during class
200			Total SWL (h/sem)
			The student's total academic load during the semester

Assessment of the course

Relevant Learning Outcomes	Week due	Weight(s)	Time/ Number		
A1-A3	2-14	10% (10)		Quizzes	Ratings
B1-B3	3-13	10% (10)		Analytical Duties and Tasks	
C1-C2	6-14	10% (10)		Case Study/Group Activity	
D1-D2	10-14	10% (10)		Short Report/Presentation	
A1-C2	Week 8	10% (10)		Mid-Term Exam	Tests

A1-D2	After Week 15	50% (50)		Final Exam	
A1-D2	-	100% (100 MARKS)		Final Evaluation	

Material Covered	
Introduction to Organization Theory: The concept of organization, its characteristics, importance, levels of analysis, and the difference between organizational theory and organizational behavior.	Week One
The Historical Roots of Organizational Thought and the Classical School: Scientific Management, Administrative Principles, and the Bureaucratic Model.	Second week
Behavioral Orientation and Human Relationships and Their Contributions to the Evolution of Understanding of Organization.	Week Three
Modern Approaches to Organization Theory: Systems Approach, Situational Approach, and Organization as an Open System.	Week Four
Regulatory environment: public and private environment, environmental uncertainty, adaptation and interdependence.	Week 5
The organization's strategy and its relationship to design and organizational structure.	Week Six
Organization technology and its impact on work, coordination, and structure design.	Seventh Week
Organization Size, Life Cycle, and Organizational Growth – Mid-Semester Review and Testing.	Week Eight
Foundations of Organizational Design: Division of Labor, Specialization, Grouping, Coordination, and Scope of Supervision.	Week Nine
Authority and Decision Distribution: Centralization, Decentralization, and Delegation and Their Relationship to Organizational Design.	Tenth week
formality, complexity, and horizontal, vertical, and spatial differentiation in an organization.	Week Eleven
The main forms of organizational structures: simple, functional, by department, and matrix.	Twelfth week
Mechanical design, organic design, and specific situational factors to choose each.	Thirteenth Week
Organizational Effectiveness: The concept, approaches and key criteria for evaluating an organization's effectiveness.	Fourteenth week
Change and Organizational Adaptation: Motivations for Change, Resistance, and an Integrative Review of Course Topics.	Week Fifteen

Learning and Teaching Resources

Available in the Library?	Text	
Yes / Subject to Version Availability	Al-Shammaa, Khalil Muhammad Hassan. The Theory of Organization. Amman: Dar Al-Masirah for Publishing, Distribution and Printing. (Available in the Faculty Library).	Required Texts
Yes / Subject to Version Availability	Dagher, Munqith Mohammed, and Saleh, Adel Harhoush. Organization Theory and Organizational Behavior. Baghdad: Dar Al-Kutub and Documents/Edition available in the Faculty Library.	Recommended Texts
Available online		Websites

Grading Chart

Definition	Marks %	Grade	Recognition	Group
Outstanding Performance	90 – 100	A – Excellent	Privilege	Success Group (50 - 100)
Above average with some errors	80 – 89	B - Very Good	Very good	
Sound work with notable errors	70 – 79	C – Good	Good	
Fair but with major shortcomings	60 – 69	D – Satisfactory	Medium	
Work meets minimum criteria	50 – 59	E – Sufficient	Acceptable	
More work required but credit awarded	(45-49)	FX – Fail	Deposit (in processing)	Fail Group (0 – 49)
Considerable amount of work	(0-44)	F – Fail	Fail	
Decimal signs above or below 0.5 will be rounded to the highest or lowest full sign (for example, 54.5 will be rounded to 55, while 54.4 will be rounded to 54). The University has a policy of not condoning "near pass failure" so the only modification of marks awarded by the original mark (s) will be the automatic rounding described above.				

Model Description (2025 / 2026)				
Module Delivery		Intermediate Accounting		Item Name
☐ Theory ☐ Lecture ☐ Laboratory ☐ Tutorial ☐ practical ☐ Seminar		C	Unit Type	
		BA2104	Module Code	
		3	Number of hours according to ECTS	
		45	SWL Hour/Semester	
Delivery Semester			Unit Level	
	College Code	BA110	Scientific Department Code	
	e-mail		Head of Department	
	Unit Commander Qualifications		Scientific Title of the Head of the Department	
	e-mail	Eng. Omar Obaid Abdullah	Subject Instructor	
	e-mail		Name of peer reviewers	
	Issue Number		Date of approval of the Scientific Committee	

Relationship with other subjects		
Semester	None	Prerequisites

			Module
	Semester		Common Requirements Module

Course Objectives, Learning Outcomes, and Instructional Contents	
The goal of teaching intermediate accounting is to enhance students' understanding of the accounting principles and foundations learned in basic accounting, and to apply them in more complex practical contexts. This level aims to: 1- Develop students' skills in recording, classifying, and classifying financial transactions. - Understand and apply accounting standards correctly 2- Analyzing and interpreting the financial statements for decision-making 3- Applying accounting concepts in various economic sectors.	Course Objectives
After studying the Intermediate Accounting, the student is expected to be able to: 1. Accurately record and classify financial transactions in accordance with accounting principles. 2. Applying accounting standards in various practical situations. 3. Prepare and analyze financial statements such as income statement and balance sheet. 4. Interpret and analyze financial results for administrative and financial decision-making. 5. Use accounting methods in the valuation of assets and liabilities. These outputs enhance students' ability to deal effectively with accounting issues in various professional settings.	Learning Outcomes for the Course
	How-to Contents

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Learning and Teaching Strategies

1. Repetition and practice: Solve various accounting exercises and problems to enhance understanding and practicality.
2. Use Practical Examples: Link theoretical concepts to practical applications through real-world case studies.
3. Focus on understanding: Instead of memorizing, try to understand accounting principles and foundations.
4. Periodic Review: Regularly review materials to ensure information is stabilized and avoid backlog.
5. Use multiple resources: Take advantage of textbooks, online resources, and instructional videos.
6. Teamwork: Join study groups or work with colleagues to exchange ideas and solve problems.

Strategies

The student's academic load is calculated for 15 weeks

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

Assessment of the course

Relevant Learning Outcomes	Week due	Weight(s)	Time/ Number		
		20% (20)		Tests	Rating s
		10% (10)		Tasks	
		0% (0)		Projects/Laboratory	
		10% (10)		The Report	
		10% (10)		Mid-Term Exam	Tests
		50% (50)		Final Exam	
		100%(100 MARKS)		Final Evaluation	

Theoretical Weekly Curriculum

Material Covered	
Conceptual Framework for Financial Reporting	Week One
Income Statement and Related Information	Second week
Income Statement and Related Information	Week Three
Bank Account Balance Reconciliation Statement	Week Four
Bank Account Balance Reconciliation Statement	Week 5
Debtor Accountability	Week Six
Commodity Inventory Accounting	Seventh Week
Commodity Inventory Accounting	Week Eight
Fixed Asset Accounting	Week Nine
Fixed Asset Accounting	Tenth week
Accounting for intangible assets	Week Eleven
Accounting for intangible assets	Twelfth week
Accounting for current liabilities	Thirteenth Week
Accounting for current liabilities	Fourteenth week
Equity Accounting	Week Fifteen

Learning and Teaching Resources

Available in the Library?	Text	
	Intermediate Accounting / Written by Assoc. Prof. Dr. Bushra Fadel, Assoc. Prof. Dr. Hakim Hammoud, Assoc. Prof. Dr. Salama Ibrahim	Required Texts
		Recommended Texts
		Websites

Grading Chart

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

Decimal signs above or below 0.5 will be rounded to the highest or lowest full sign (for example, 54.5 will be rounded to 55, while 54.4 will be rounded to 54). The University has a policy of not condoning "near pass failure" so the only modification of marks awarded by the original mark (s) will be the automatic rounding described above.

Model Description (2025 / 2026)

Module Delivery		Baath Party Crimes		Item Name	
☐ Theory ☐ Lecture ☐ Laboratory ☐ Tutorial ☐ practical ☐ Seminar		S		Unit Type	
		UNI-		Module Code	
		Two hours a week		Number of hours according to ECTS	
		you semester		SWL Hour/Semester	
Delivery Semester		UGI		Unit Level	
		College Code		BA110	
		e-mail		Head of Department	
Unit Commander Qualifications				Scientific Title of the Head of the Department	
Amani.k@coadec.uobaghdad.edu.iq		e-mail		Eng. Amani Khaled Abdulhadi	
		e-mail		Name of peer reviewers	
Issue Number				Date of approval of the Scientific Committee	

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

Course Objectives, Learning Outcomes, and Instructional Contents	
Educating students and being aware of the heinous crimes committed by the Baath regime in Iraq during their years of rule in Iraq.	Course Objectives

- Explaining the concept of crime and identifying its types. - Explain the applicability of the rules of international criminal law to the regime's actions, using real-life examples such as: (Halabja, Anfal, mass graves) Mass Graves - Determine the nature of crimes committed during the Baath Party's rule, including crimes against humanity, genocide, arbitrary detention, and torture.	Learning Outcomes for the Course
	How-to Contents

Learning and Teaching Strategies	
- Presenting theoretical concepts (such as the definition of crime, its pillars, types) in an interactive manner. - Integrating motivational questions and short discussions during the explanation. - Students are assigned to make a report on a specific issue, which helps to develop their research skills.	Strategies

The student's academic load is calculated for 15 weeks			
	Structured SWL (h/w) Regular Academic Load of the Student Weekly		Structured SWL (h/sem) Student's regular academic load during the semester
	Unstructured SWL (h/w) Student's irregular academic load per week		Unstructured SWL (h/sem) Student's irregular academic load during class
200		Total SWL (h/sem)	
		The student's total academic load during the semester	

Assessment of the course					
Relevant Learning Outcomes	Week due	Weight(s)	Time/ Number		
		20% (20)		Tests	Rating s
		10% (10)		Tasks	
		0% (0)		Projects/Laboratory	
		10% (10)		The Report	
		10% (10)		Mid-Term Exam	Tests
		50% (50)		Final Exam	

Theoretical Weekly Curriculum		
Material Covered		
The Concept of Crimes and Their Divisions		Week One
Crimes of the Baath regime according to the documentation of the Iraqi Supreme Criminal Court Law in 2005		Second week
Types of International Crimes and Decisions of the Supreme Criminal Court		Week Three
Psychological Crimes and Mechanisms of Psychological Crimes		Week Four
Social crimes		Week 5
The Baathist regime's position on religion		Week Six
Violations of Iraqi Laws		Seventh Week
Images of Human Rights Violations and Crimes of Power		Week Eight
Some Decisions on the Political and Military Violations of the Baath Regime and the Places of Prisons and Detention of the Baath Regime		Week Nine
Environmental Crimes of the Baath Regime in Iraq		Tenth week
War and Radioactive Contamination and Mine Explosion		Week Eleven
Destruction of Cities and Villages (Scorched-Earth Policy)		Twelfth week
Draining the marshes		Thirteenth Week
Dredging palm groves, trees and plantations		Fourteenth week
Mass Grave Crimes		Week Fifteen
	100%(100 MARKS)	Final Evaluation

Learning and Teaching Resources		
Available in the Library?	Text	
	The Ministry's Curriculum	Required Texts
	1. Hussein Aliwi Nasser Al-Ziadi, The Geography of Crime: Principles and Foundations, Dar Al-Hassad, Damascus, 2015. 2. Dr. Hussein Aliwi Nasser Al-Ziadi and Dr. Abbas Attia Al-Quraishi, Environmental Crimes in the Era of the Baathist Regime, Iraqi Center for Documenting Crimes of Extremism, Dar Al-	Recommended Texts

	Kafeel Printing, Karbala, 2023. 3. Jundi Abdulmalik, The Criminal Encyclopedia, Part Three, Dar Ihya al-Turath al-Arabi, Beirut, 1990. Law No. (5) of 2006 and its Instruction No. (1) of 2019, Iraq.	
Any book or website that contains topics related to the crimes of the Baath regime in Iraq can be relied upon.		Websites

Grading Chart

Definition	Marks %	Grade	Recognition	Group
Outstanding Performance	90 – 100	A – Excellent	Privilege	Success Group (50 - 100)
Above average with some errors	80 – 89	B - Very Good	Very good	
Sound work with notable errors	70 – 79	C – Good	Good	
Fair but with major shortcomings	60 – 69	D – Satisfactory	Medium	
Work meets minimum criteria	50 – 59	E – Sufficient	Acceptable	
More work required but credit awarded	(45-49)	FX – Fail	Deposit (in processing)	Fail Group (0 – 49)
Considerable amount of work	(0-44)	F – Fail	Fail	
Decimal signs above or below 0.5 will be rounded to the highest or lowest full sign (for example, 54.5 will be rounded to 55, while 54.4 will be rounded to 54). The University has a policy of not condoning "near pass failure" so the only modification of marks awarded by the original mark (s) will be the automatic rounding described above.				

Model Description (2025 / 2026)

Module Delivery		Commercial Law	Item Name
☒ Theory ☐ Lecture ☐ Laboratory ☐ Tutorial ☐ practical ☐ Seminar		B	Unit Type
		BA2105	Module Code
		3	Number of hours according to ECTS
		45	SWL Hour/Semester
	Delivery Semester	UGI	Unit Level
	College Code	BA110	Scientific Department Code
	e-mail		Head of Department
	Unit Commander Qualifications		Scientific Title of the Head of the Department
zanab.hadi@coadec.uobaghdad.edu.iq	e-mail	Assoc. Prof. Zainab Hadi Hamid	Subject Instructor
	e-mail		Name of peer reviewers

	Issue Number		Date of approval of the Scientific Committee
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Relationship with other subjects			
	Semester	None	Prerequisites Module
	Semester		Common Requirements Module

Course Objectives, Learning Outcomes, and Instructional Contents	
• Introduce the student to human rights and familiarize themselves with their importance, their field and elements, and the extent of their need • Shedding light on the historical evolution of various human rights, and linking them to the contemporary modern field. • Providing the student with the basic principles of human rights Developing the capacity to keep pace with human rights	Course Objectives
	Learning Outcomes for the Course
	How-to Contents

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Learning and Teaching Strategies

- Delivering face-to-face lectures and using modern technology
 - Participatory classroom education, sharing and expressing ideas
 - Interactive education, dialogue and debate.
 - Learn by case study, view desk research, and review information
- Recent Articles on the Internet

Strategies

The student's academic load is calculated for 15 weeks

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

Assessment of the course

Relevant Learning Outcomes	Week due	Weight(s)	Time/ Number		
		20% (20)		Tests	Rating s
		10% (10)		Tasks	
		0% (0)		Projects/Laboratory	
		10% (10)		The Report	
		10% (10)		Mid-Term Exam	Tests
		50% (50)		Final Exam	
		100%(100 MARKS)		Final Evaluation	

Theoretical Weekly Curriculum	
Material Covered	
The Concept of Commercial Law	Week One
Characteristics of the legal rule	Second week
Sources of the Formal and Informal Legal Base	Week Three
The Merchant's Concept and the Conditions for Acquiring the Status of a Merchant	Week Four
Merchant's Duties	Week 5
Types of Commercial Books - Mandatory Books and Optional Books	Week Six
Commercial Contracts - Definition - and Explanation of Their Pillars	Seventh Week
Types of Commercial Contracts	Week Eight
Characteristics of commercial contracts	Week Nine
Agency Contract	Tenth week
Commercial Papers and its Types - How to Create a Bond for a Bill of Exchange Order - Definition of the Instrument and Explaining its Provisions	Week Eleven
Endorsement of Commercial Papers and Types of Endorsement	Twelfth week
Commercial Companies – General Provisions of the Company Contract	Thirteenth Week
Persons Companies – Types of Companies – Company Establishment Rules	Fourteenth week
	Week Fifteen

Learning and Teaching Resources		
Available in the Library?	Text	
	Introduction to the Study of Law – Dr. Abdul Baqi Al-Bakri and Zuhair Al-Bashir – Legal Library – 3rd Edition – 2011.	Required Texts
	Akram Yamliki – Al-Wajeez in Explaining the Iraqi Commercial Law – Baghdad Malik Duhan Al-Hassan, Introduction to the Study of Law, Baghdad, 1970.	Recommended Texts
		Websites

Grading Chart

Definition	Marks %	Grade	Recognition	Group
Outstanding Performance	90 – 100	A – Excellent	Privilege	Success Group (50 - 100)
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More work required but credit awarded	(45-49)	FX – Fail	Deposit (in processing)	Fail Group (0 – 49)
Considerable amount of work	(0-44)	F – Fail	Fail	

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Model Description (2025 / 2026)

Module Delivery		Computer	Item Name
• Theory • Lecture • Laboratory • Educational Program • Practical • Seminar	S	Unit Type	
	UNI-	Module Code	
	3	Number of hours according to ECTS	
	45	SWL Hour/Semester	
Delivery Semester	UGI	Unit Level	
College Code	BA110	Scientific Department Code	
e-mail		Head of Department	
Unit Commander Qualifications		Scientific Title of the Head of the Department	
baidaa_29@coadec.uobaghdad.edu.iq ahmed.l@ coadec.uobaghdad.edu.iq	e-mail	Assoc. Prof. Bida Ismail Assoc. Prof. Dr. Ahmed Latif	Subject Instructor
	e-mail		Name of peer reviewers
Issue Number			Date of approval of the Scientific Committee

Relationship with other subjects

Semester	None	Prerequisites Module
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	Semester		Common Requirements Module
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Course Objectives, Learning Outcomes, and Instructional Contents	
1- It aims to teach students to use applied programs. 2. Teach students to use Excel 3. Introduce students to how to create electronic spreadsheets on personal computers in addition to performing many mathematical operations 4. In addition to preparing and qualifying students to meet the requirements of the labor market in the field of computer science. Qualifying students, evaluating basic tasks, and enabling them to understand computers and applied programs. 5. Students acquire teaching skills and students' familiarity with educational goals and the way they are formulated.	Course Objectives
	Learning Outcomes for the Course
	How-to Contents
Learning and Teaching Strategies	
Promoting the Use of Technology in Learning: The program aims to enhance students' understanding of the role of technology in learning processes and its effective use in the development and implementation of various education strategies.	Strategies

The student's academic load is calculated for 15 weeks			
	Structured SWL (h/w) Regular Academic Load of the Student Weekly		Structured SWL (h/sem) Student's regular academic load during the semester
	Unstructured SWL (h/w) Student's irregular academic load per week		Unstructured SWL (h/sem) Student's irregular academic load during class
200		Total SWL (h/sem)	
		The student's total academic load during the semester	

Assessment of the course					
Relevant Learning Outcomes	Week due	Weight(s)	Time/ Number		
		10% (20)		Tests	Rating s
		10% (10)		Tasks	
		10% (10)1		Projects/Laboratory .	
		10% (10)		The Report	
		10% (10)		Mid-Term Exam	Tests
		50% (50)		Final Exam	
		100%(100 MARKS)		Final Evaluation	

Material Covered	
Running Excel	Week One
Basic Tasks of Microsoft Excel 2010	Second week
Basic Tasks of Microsoft Excel 2010	Week Three
Basic Tasks of Microsoft Excel 2010	Week Four
Insert Objects in Microsoft Excel 2010	Week 5
Insert Objects in Microsoft Excel 2010	Week Six
Insert Objects in Microsoft Excel 2010	Seventh Week
Creating Mathematical Formulas in Microsoft Excel 2010	Week Eight
Creating Mathematical Formulas in Microsoft Excel 2010	Week Nine
Creating Mathematical Formulas in Microsoft Excel 2010	Tenth week
Additional Tasks in Microsoft Excel 2010	Week Eleven
Additional Tasks in Microsoft Excel 2010	Twelfth week
Additional Tasks in Microsoft Excel 2010	Thirteenth Week
Chart	Fourteenth week
Chart	Week Fifteen

Learning and Teaching Resources		
Available in the	Text	

Library?		
		Required Texts
		Recommended Texts
		Websites

Grading Chart				
Definition	Marks %	Grade	Recognition	Group
Outstanding Performance	90 – 100	A – Excellent	Privilege	Success Group (50 - 100)
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