MODULE DESCRIPTION FORM
Sample course description

Module Information Course Information			
Module Title	Basic of business Administration	**Module Delivery**	
Module Type	Core	☒ Theory ☒ Lecture ☐Lab ☐ Tutorial ☐ Practical ☐ Seminar	
Module Code	BMA101		
ECTS Credits	**8**		
SWL (hr/sem)	**200**		
Module Level	UGI 1	**Semester of Delivery**	1
Administering Department	Business Administration	**College**	College of Management and Economy
Module Leader	Eng. Mariam Jamil Ahmed	**e-mail**	
Module Leader's Acad. Title		**Module Leader's Qualification**	
Module Tutor		**e-mail**	
Peer Reviewer Name		**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**	

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**	78	**Structured SWL (h/w)** **Regular Academic Load of the Student Weekly**	5
Unstructured SWL (h/sem) **Student's irregular academic load during class**	122	**Unstructured SWL (h/w)** **Student's irregular academic load per week**	8
Total SWL (h/sem) **The student's total academic load during the semester**	**200**		

Module Evaluation Assessment of the course					
		Time/Number	**Weight (Marks)**	**Week Due**	**Relevant Learning Outcome**
Formative assessment	**Quizzes**	2	10% (10)	6 and 10	1 ,2,4 and 5
	Assignments	2	10% (10)	2 and 12	2,3,4 and 5
	Report	2	10% (10)	4,8	all
	Discussions	5	10% (10)	continuous	all
	Midterm Exam	2hr	10% (10)	13	all

Summative assessment	Final Exam	3hr	50% (50)	16	all
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus) Theoretical Weekly Curriculum	
	Material Covered
Week 1	**Introduction to the Study of Business Administration**
Week 2	**Manager Functions**
Week 3	**Roles of the Director**
Week 4	**The Development of Managerial Thought (Traditional School)**
Week 5	**The Development of Administrative Thought (The Humanistic School)**
Week 6	**The Development of Managerial Thought (Contemporary School)**
Week 7	**The Changing Environment**
Week 8	**Administrative Planning**
Week 9	**Decision**
Week 10	**Administrative Organization**
Week 11	**Administrative Communications**
Week 12	**Leadership**
Week 13	**Examination**
Week 14	**Stimulation**
Week 15	**Censorship**
Week 16	**Preparatory week before the final Exam**

Learning and Teaching Resources Learning and Teaching Resources		
	Text	**Available in the Library?**
Required Texts	▪ Principles of Management with a Focus on Business Management – Khalil Al-Shamma	Yes
Recommended Texts	▪	No
Websites	▪	

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

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

MODULE DESCRIPTION FORM
Sample course description

<table>
<tr><td colspan="4" align="center">Module Information
Course Information</td></tr>
<tr><td>Module Title</td><td colspan="2">Basic of Accounting</td><td>Module Delivery</td></tr>
<tr><td>Module Type</td><td colspan="2">Basic</td><td rowspan="4">⊠   Theory
⊠   Lecture
☐   Lab
⊠   Tutorial
⊠   Practical
☐   Seminar</td></tr>
<tr><td>Module Code</td><td colspan="2">BMA103</td></tr>
<tr><td>ECTS Credits</td><td colspan="2">6</td></tr>
<tr><td>SWL (hr/sem)</td><td colspan="2">150</td></tr>
<tr><td>Module Level</td><td>UGI 1</td><td>Semester of Delivery</td><td>1</td></tr>
<tr><td>Administering Department</td><td>Business Administration</td><td>College</td><td>College of Management and Economy</td></tr>
<tr><td>Module Leader</td><td>Eng. Ayat Mohamed Najm</td><td>e-mail</td><td></td></tr>
<tr><td>Module Leader's Acad. Title</td><td></td><td>Module Leader's Qualification</td><td></td></tr>
<tr><td>Module Tutor</td><td></td><td>e-mail</td><td></td></tr>
<tr><td>Peer Reviewer Name</td><td></td><td>e-mail</td><td></td></tr>
<tr><td>Scientific Committee Approval Date</td><td></td><td>Version Number</td><td></td></tr>
</table>

<table>
<tr><td colspan="4" align="center">Relation with other Modules
Relationship with other subjects</td></tr>
<tr><td>Prerequisite module</td><td>None</td><td>Semester</td><td></td></tr>
<tr><td>Co-requisites module</td><td>None</td><td>Semester</td><td></td></tr>
</table>

<table>
<tr><td colspan="4" align="center">Student Workload (SWL)
The student's academic load is calculated for 15 weeks</td></tr>
<tr><td>Structured SWL (h/sem)
Student's regular academic load during the semester</td><td>63</td><td>Structured SWL (h/w)
Regular Academic Load of the Student Weekly</td><td>3</td></tr>
<tr><td>Unstructured SWL (h/sem)
Student's irregular academic load during class</td><td>87</td><td>Unstructured SWL (h/w)
Student's irregular academic load per week</td><td>5</td></tr>
<tr><td>Total SWL (h/sem)
The student's total academic load during the semester</td><td colspan="3" align="center">150</td></tr>
</table>

<table>
<tr><td colspan="6" align="center">Module Evaluation
Assessment of the course</td></tr>
<tr><td></td><td></td><td>Time/Number</td><td>Weight (Marks)</td><td>Week Due</td><td>Relevant Learning Outcome</td></tr>
<tr><td rowspan="5">Formative assessment</td><td>Quizzes</td><td>2</td><td>10% (10)</td><td>6 and 10</td><td>1, 2,4 and 5</td></tr>
<tr><td>Assignments</td><td>2</td><td>10% (10)</td><td>3 and 15</td><td>1,2,4 and 5</td></tr>
<tr><td>Discussions</td><td>5</td><td>10% (10)</td><td>continuous</td><td>All</td></tr>
<tr><td>Report</td><td>2</td><td>10% (10)</td><td>4,11</td><td>All</td></tr>
<tr><td>Midterm Exam</td><td>2hr</td><td>10% (10)</td><td>13</td><td>All</td></tr>
</table>

Summative assessment	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus) Theoretical Weekly Curriculum	
	Material Covered
Week 1	**Accounting in the Business Environment**
Week 2	**Accounting Concepts and Principles**
Week 3	**Accounting Assumptions**
Week 4	**Characteristics of Accounting Information**
Week 5	**Budget Equation**
Week 6	**Budget Equation**
Week 7	**Single Entry**
Week 8	**Accounting Constraints**
Week 9	**Accounting Constraints**
Week 10	**Account Types**
Week 11	**Accounting Course**
Week 12	**Journal log**
Week 13	**Exam**
Week 14	**Professor's Record**
Week 15	**Balance of Trial**

Learning and Teaching Resources Learning and Teaching Resources		
	Text	**Available in the Library?**
Required Texts	**Fundamentals of Accounting Knowledge / Talal Al-Jajawi**	Yes
Recommended Texts		No
Websites		

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

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

MODULE DESCRIPTION FORM
Sample course description

<table>
<tr><td colspan="4" align="center">Module Information
Course Information</td></tr>
<tr><td>Module Title</td><td colspan="2" align="center">Mathematics for Business Administration</td><td>Module Delivery</td></tr>
<tr><td>Module Type</td><td colspan="2" align="center">Basic</td><td rowspan="4">☒ Lecture

☐ Tutorial
☐ Practical
☐ Seminar</td></tr>
<tr><td>Module Code</td><td colspan="2" align="center">BMA104</td></tr>
<tr><td>ECTS Credits</td><td colspan="2" align="center">6</td></tr>
<tr><td>SWL (hr/sem)</td><td colspan="2" align="center">150</td></tr>
<tr><td>Module Level</td><td>UGx11 1</td><td>Semester of Delivery</td><td>1</td></tr>
<tr><td>Administering Department</td><td></td><td>College</td><td></td></tr>
<tr><td>Module Leader</td><td>Assoc. Prof. Dr. Mohamed Nabil Hadi</td><td>e-mail</td><td></td></tr>
<tr><td>Module Leader's Acad. Title</td><td></td><td>Module Leader's Qualification</td><td></td></tr>
<tr><td>Module Tutor</td><td></td><td>e-mail</td><td></td></tr>
<tr><td>Peer Reviewer Name</td><td></td><td>e-mail</td><td></td></tr>
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<tr><td colspan="2"></td><td>Time/Number</td><td>Weight (Marks)</td><td>Week Due</td><td>Relevant Learning Outcome</td></tr>
<tr><td rowspan="4">Formative assessment</td><td>Quizzes</td><td>2</td><td>10% (10)</td><td>8,11</td><td>LO #1, #2 , #5, #7</td></tr>
<tr><td>Assignments</td><td>4</td><td>10% (10)</td><td>4, 8, 12,14</td><td>LO#1, #3, #4 , #6, #7</td></tr>
<tr><td>Discussions</td><td>5</td><td>10% (10)</td><td>All</td><td>All</td></tr>
<tr><td>Report</td><td>2</td><td>10% (10)</td><td>7,14</td><td>LO #2, #5 and #6</td></tr>
</table>

Summative assessment	Midterm Exam	3hr	10% (10)	11	LO #1 - #7
	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus) Theoretical Weekly Curriculum	
	Material Covered
Week 1	Derivatives Rules
Week 2	Functions and Drawing
Week 3	Calculus
Week 4	Using Functions in the Administrative Aspect
Week 5	Curve Analysis
Week 6	Exercises
Week 7	Matrices
Week 8	Linear Equations
Week 9	Nonlinear equations
Week 10	examination
Week 11	Probability theory
Week 12	algebra
Week 13	Restricted optimization
Week 14	Exercises
Week 15	Set theory
Week 16	**Preparatory week before the final Exam**

Learning and Teaching Resources Learning and Teaching Resources		
	Text	**Available in the Library?**
Required Texts	Mathematics Business Management – Shum Series	No. Provided by the professor
Recommended Texts	None	
Websites	There isn't any	

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

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

Sample course description

Course Information			
Unit Title	**Principles of Economics**	**Delivery of the unit**	
Unit Type	**fundamental**	☒ **Theory**	
Module Code	BMA102	☒ **Lecture**	
Credits of the European System	**6**	☐ **laboratory**	
		☐ **Tutorial**	
		☐ **practical**	
SWL (Hour/Week)	150	☐ **Workshop**	
Unit Level	First Stage Course 1	**Delivery Separation**	1
Department of Management	Business Administration	**kidney**	Faculty of Business and Economics
Module Leader	Assoc. Prof. Dr. Fahad Mughimish Al-Shammari	**e-mail**	
Module Leader's Acad. Title		**Module Leader's Qualification**	
Module Tutor		**e-mail**	
Peer Reviewer Name		**e-mail**	
Scientific Committee Approval Date		**Version Number**	

Relationship with other educational materials			
Prerequisites Module	There isn't any	**Semester**	
Common Requirements Module	There isn't any	**Semester**	

The student's academic load is calculated for 15 weeks			
Structured SWL (h/sem) **Student's regular academic load during the semester**	63	**Structured SWL (h/w)** **Regular Academic Load of the Student Weekly**	3
Unstructured SWL (h/sem) **Student's irregular academic load during class**	87	**Unstructured SWL (h/w)** **Student's irregular academic load per week**	6
Total SWL (h/sem) **The student's total academic load during the semester**	**150**		

Assessment of the course					
As		**Time/Number**	**Weight (Marks)**	**Week Due**	**Relevant Learning Outcome**
Formative Assessment	**Daily Tests**	2	10% (10)	5 and 11	LO #1- #4 and #5, #11
	Tasks	2	10% (10)	2 and 12	LO #1 - #4 and #5 - #11
	report	1	10% (10)	Continuous	All
	Discussions	1	10% (10)	13	LO #5 - #8 and #9 - #13
Evaluation Summary	**Midterm exam**	2hr	10% (10)	7	LO #1 - #7
	Final Exam	3hr	50% (50)	16	All

Overall Evaluation	100% (100 Marks)		

Theoretical Weekly Curriculum	
Material Covered	
Week 1	The General Framework of Economics in Capitalist and Socialist Thought and Economic Laws
Week 2	Economic Problems: Their Nature and Contemporary Systems
Week 3	Demand, Law of Demand, Demand Curve and Timeline
Week 4	Consumer Market Theory
Week 5	Width, Width Law, Width Curve and Timeline
Week 6	Flexibility of supply, measurement and price of balance
Week 7	Midterm Exam
Week 8	Production (its concept, importance, function of production and its elements)
Week 9	Market Forms and Pricing
Week 10	Value & Prices
Week 11	National Income, Balance and Distribution
Week 12	Wages, Interest, Profans, Nature and Development of Money and Banks
Week 13	Foreign trade and its importance, balance of payments and exchange rate
Week 14	Trade Policies in the Socialist Economy
Week 15	Examples and case studies related to the course
Week 16	A preparatory week before the final exam

Learning and Teaching Resources		
	source	**Available at the library?**
Required Source	Principles of Economics / Prof. Dr. Kamel Allawi Al-Fatlawi , Prof. Dr. Hassan Latif Al-Zubaidi	Yes
Recommended Source		No
Websites		

Grading Chart				
Group	**Grade**	**Appreciation**	**Marks %**	**Definition**
Success Group (50 - 100)	**A -** Excellent	**privilege**	90 - 100	Great performance
	B - Very Good	**Very good**	80 - 89	Above average with some errors
	C - Good	**Good**	70 - 79	Working with noticeable errors
	D - Satisfactory	**medium**	60 - 69	Medium but with major shortcomings
	E - Sufficient	**Acceptable**	50 - 59	The work meets minimum standards
Fail Group (0 – 49)	**FX** – Fail	**Deposit (in processing)**	(45-49)	More work required but credit is granted
	F – Fail	**Failure**	(0-44)	A great deal of work is required

Note: Decimal marks above or below 0.5 will be rounded to the highest or lowest full score (e.g., 54.5 will be rounded to 55, while 54.4 will be rounded to 54. The University has a policy of not tolerating "close pass failure" and therefore the only adjustment to the marks awarded by the original mark(s) will be the automatic rounding described above.

Sample course description

Module Information			
Course Information			
Module Title	**English**		**Module Delivery**
Module Type	Supplement		**Theory**
Module Code	**UOK102**		**Lecture**
ECTS Credits	**2**		**Practical**
SWL (hr/sem)	**50**		**Seminar**
Module Level	UGx11 1	**Semester of Delivery**	1
Administering Department	Department of Business Administration	**College**	College of Administration and Economics
Module Leader	Eng. Mayada Aziz Obeid	**e-mail**	
Module Leader's Acad. Title		**Module Leader's Qualification**	
Module Tutor		**e-mail**	
Peer Reviewer Name		**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**	

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)** **Regular Academic Load of the Student Weekly**	2
Unstructured SWL (h/sem) **Student's irregular academic load during class**	17	**Unstructured SWL (h/w)** **Student's irregular academic load per week**	2
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	10% (10)	6 and 9	LO #1, #2 and #10, #11
	Assignments	2	10% (10)	2 and 12	LO #3, #4 and #6, #7
	Discussion	1	10% (10)	Continuous	All
	Report	1	10% (10)	13	LO #5, #8 and #10

Summative assessment	Midterm Exam	2hr	10% (10)	8	LO #1 - #7
	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus) **Theoretical Weekly Curriculum**	
	Material Covered
Week 1	Hello!
Week 2	Your world
Week 3	All about you
Week 4	Family and friends
Week 5	The way I live
Week 6	Every day
Week 7	My favourites
Week 8	Exam
Week 9	Times past
Week 10	We had a great time!
Week 11	I can do that!
Week 12	Please and thank you
Week 13	Here and now
Week 14	It is time to go!
Week 15	Exam
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	No
Recommended Texts	Activity book	No
Websites		

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

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

Course Information		
Unit Title	**Arabic Language**	Delivery of the unit
Unit Type	**secondary**	☒ Theory
Module Code	UOK101	☒ Lecture ☐laboratory
European System Credits	**2**	☒ Tutorial ☐practical
SWL Hour(/Week)	**50**	**Seminar** ☒
Unit Level	UGx11 1	**Delivery Separation**	1
Department of Management	Business Administration	**kidney**	Faculty of Administration and Economics
Module Leader	Assoc. Prof. Dr. Saleh Majeed Ali	**e-mail**	
Module Leader's Acad. Title		**Module Leader's Qualification**	
Module Tutor		**e-mail**	
Peer Reviewer Name		**e-mail**	
Scientific Committee Approval Date		**Version Number**	

Relationship with other subjects			
Prerequisites Module	There isn't any	**Semester**	
Common Requirements Module	There isn't any	**Semester**	

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)** **Regular Academic Load of the Student Weekly**	2
Unstructured SWL (h/sem) **Student's irregular academic load during class**	17	**Unstructured SWL (h/w)** **Student's irregular academic load per week**	2
Total SWL (h/sem) **The student's total academic load during the semester**	**50**		

Assessment of the course					
		Time/Number	**Weight (Marks)**	**Week Due**	**Relevant Learning Outcome**
Formative Assessment	**Tests**	2	10% (10)	5 and 12	LO #1, #2 and #10, #11
	Tasks	2	10% (10)	2 and 12	LO #3, #4 and #6, #7
	Discussions	1	10% (10)	Continuous	All
	report	1	10% (10)	13	LO #5, #8 and #10

Evaluation Summary	Mid Exam	2hr	10% (10)	7	LO #1 - #7
	Final Exam	3hr	50% (50)	16	All
Overall Evaluation			100% (100 Marks)		

Theoretical Weekly Curriculum	
	Material Covered
Week 1	Introduction to the importance of the Arabic language
Week 2	Surah Al-Duha
Week 3	The Beginner and the News
Week 4	Justifications for starting with denial
Week 5	The poet Abu Tayyib Al-Mutanabbi
Week 6	Mid-Term Exam
Week 7	Imam Ali's Message to Malik Al-Ashtar
Week 8	Number and number (single and complex numbers)
Week 9	(Numbers Attached / Words of Contracts)
Week 10	Punctuation
Week 11	Qatari poet bin Al-Fajaa
Week 12	Course
Week 13	Difference Between Dhaad and Dhaa
Week 14	Discrimination
Week 15	How to write a hyphen and a fragmentation complication
Week 16	**A preparatory week before the final exam**

Learning and Teaching Resources		
	source	Available in the library ?
Required Source	General Arabic Language Binding for Non-Specialty Departments	Yes
Recommended Source	Explanation of Ibn Aqeel on Alfiyah bin Malik by Muhammad - Arabic literature in the Umayyad era - Arabic literature in the Abbasid era - Shawqi Dhaif	Yes
Websites	http://noor-book.com/p0cysg	

Grading Chart				
Group	Grade	Appreciation	Marks %	Definition
Success Group (50 - 100)	**A -** Excellent	**privilege**	90 - 100	Outstanding Performance
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	E - Sufficient	**Acceptable**	50 - 59	Work meets minimum criteria
Fail Group (0 – 49)	**FX –** Fail	**Deposit (in processing)**	(45-49)	More work required but credit awarded
	F – Fail	**Failure**	(0-44)	Considerable amount of work required

Note: Marks with decimal places greater than 0.5 or below the full score of the highest or lowest will be rounded (e.g., the 54.5 mark will be rounded to 55, while the 54.4 mark will be rounded to 54. The University has a policy of not condoning "imminent passage failures", so the only modification to 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	**Principles of business Administration**		**Module Delivery**	
Module Type	**Core**		☒ **Theory** ☒ **Lecture** ☐ **Lab**	
Module Code	BMA107			
ECTS Credits	**8**		☐ Tutorial ☐ Practical	
SWL (hr/sem)	200		☐ **Seminar**	
Module Level	UGI 1	**Semester of Delivery**		2
Administering Department	Business Administration	**College**	College of Management and Economy	
Module Leader	Eng. Mariam Jamil Ahmed	**e-mail**		
Module Leader's Acad. Title		**Module Leader's Qualification**		
Module Tutor		**e-mail**		
Peer Reviewer Name		**e-mail**		
Scientific Committee Approval Date		**Version Number**		

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

Module Aims, Learning Outcomes and Indicative Contents	
Course Objectives, Learning Outcomes, and Instructional Contents	
Module Objectives **Course Objectives**	
Module Learning Outcomes **Learning Outcomes for the Course**	1. A thorough understanding of the concepts and activities of business organizations such as operations management, marketing, human resources, finance, research and development, etc. 2. It shows the student social responsibility, business ethics, effectiveness, efficiency, and organizational goals in business organizations. 3. It demonstrates to the student comprehensive content for managing creativity and organizational change in the business environment. 4. Understand the role of knowledge management, strategic management, and quality management in business organizations of all kinds. 5. The student acquires interaction skills within work teams and the ability to analyze the causes of work obstacles. 6. Have a good ability for project management, planning, communication skills, and time management within organizations.
Indicative Contents **How-to Contents**	
Learning and Teaching Strategies	
Learning and Teaching Strategies	

Strategies	

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**	78	**Structured SWL (h/w)** **Regular Academic Load of the Student Weekly**	5
Unstructured SWL (h/sem) **Student's irregular academic load during class**	122	**Unstructured SWL (h/w)** **Student's irregular academic load per week**	8
Total SWL (h/sem) **The student's total academic load during the semester**	**200**		

Module Evaluation				
Assessment of the course				
		Time/Number	**Weight (Marks)**	**Week Due**	**Relevant Learning Outcome**
---	---	---	---	---	---
Formative assessment	**Quizzes**	2	10% (10)	6 and 10	1 ,2,4 and 5
	Assignments	2	10% (10)	2 and 12	2,3,4 and 5
	Report	2	10% (10)	4,8	all
	Discussions	5	10% (10)	continuous	all
Summative assessment	**Midterm Exam**	2hr	10% (10)	13	all
	Final Exam	3hr	50% (50)	16	all
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
Theoretical Weekly Curriculum	
	Material Covered
Week 1	**Business Organizations and Activities**
Week 2	**Operations Management**
Week 3	**Marketing Management**
Week 4	**Human Resource Management**
Week 5	**Financial Management**
Week 6	**R&D Department**
Week 7	**Social Responsibility and Business Ethics**
Week 8	**Effectiveness and Efficiency**
Week 9	**Organizational Objectives**
Week 10	**Strategic Management**
Week 11	**Creativity Management**
Week 12	**Organizational Change**
Week 13	Examination
Week 14	**Quality Management**
Week 15	**knowledge management**

Delivery Plan (Weekly Lab. Syllabus)	
Weekly Laboratory Curriculum	
	Material Covered

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

Learning and Teaching Resources Learning and Teaching Resources		
	Text	**Available in the Library?**
Required Texts	▪ **Book of Principles of Management and Focus on Business Administration / Khalil Al-Shammaa**	Yes
Recommended Texts	▪	No
Websites	▪	

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

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

MODULE DESCRIPTION FORM
Sample course description

<table>
<tr><td colspan="4" align="center">**Module Information**
Course Information</td></tr>
<tr><td>**Module Title**</td><td colspan="2" align="center">**Principles of Accounting**</td><td>**Module Delivery**</td></tr>
<tr><td>**Module Type**</td><td colspan="2" align="center">**Basic**</td><td rowspan="5">☒ **Theory**
☒ **Lecture**
☐ **Lab**
☒ **Tutorial**
☒ **Practical**
☐ **Seminar**</td></tr>
<tr><td>**Module Code**</td><td colspan="2" align="center">BMA109</td></tr>
<tr><td>**ECTS Credits**</td><td colspan="2" align="center">**6**</td></tr>
<tr><td>**SWL (hr/sem)**</td><td colspan="2" align="center">150</td></tr>
<tr><td>**Module Level**</td><td>UGI 1</td><td colspan="2">**Semester of Delivery**   2</td></tr>
<tr><td>**Administering Department**</td><td>Business Administration</td><td>**College**</td><td>College of Management and Economy</td></tr>
<tr><td>**Module Leader**</td><td>Eng. Ayat Mohamed Najm</td><td>**e-mail**</td><td></td></tr>
<tr><td>**Module Leader's Acad. Title**</td><td></td><td>**Module Leader's Qualification**</td><td></td></tr>
<tr><td>**Module Tutor**</td><td></td><td>**e-mail**</td><td></td></tr>
<tr><td>**Peer Reviewer Name**</td><td></td><td>**e-mail**</td><td></td></tr>
<tr><td>**Scientific Committee Approval Date**</td><td></td><td>**Version Number**</td><td></td></tr>
</table>

<table>
<tr><td colspan="3" align="center">**Relation with other Modules**
Relationship with other subjects</td></tr>
<tr><td>**Prerequisite module**</td><td>None</td><td>**Semester**</td></tr>
<tr><td>**Co-requisites module**</td><td>None</td><td>**Semester**</td></tr>
</table>

<table>
<tr><td colspan="2" align="center">**Module Aims, Learning Outcomes and Indicative Contents**
Course Objectives, Learning Outcomes, and Instructional Contents</td></tr>
<tr><td>**Module Objectives**
Course Objectives</td><td></td></tr>
<tr><td>**Module Learning Outcomes**

Learning Outcomes for the Course</td><td>7. Comprehensive understanding of the course concept
8. Explains to the student the characteristics of the course.
9. Explain the course content to the student.
10. Explain to the student theories related to the course.
11. The student is provided with the policies followed in the course.
12. The student is given examples of other people's experiences.
13. Analyzes the causes of these problems
14. Comparing Experiments
15. Communication and Communication Skills</td></tr>
<tr><td>**Indicative Contents**
How-to Contents</td><td></td></tr>
</table>

<table>
<tr><td colspan="2" align="center">**Learning and Teaching Strategies**
Learning and Teaching Strategies</td></tr>
<tr><td>**Strategies**</td><td></td></tr>
</table>

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**	63	**Structured SWL (h/w)** **Regular Academic Load of the Student Weekly**	3
Unstructured SWL (h/sem) **Student's irregular academic load during class**	87	**Unstructured SWL (h/w)** **Student's irregular academic load per week**	6
Total SWL (h/sem) **The student's total academic load during the semester**	**150**		

Module Evaluation Assessment of the course					
		Time/Number	**Weight (Marks)**	**Week Due**	**Relevant Learning Outcome**
Formative assessment	**Quizzes**	2	10% (10)	6 and 10	1, 2,3,4 and 5
	Assignments	2	10% (10)	3 and 15	1,2,3,4 and 5
	Discussions	5	10% (10)	continuous	All
	Report	2	10% (10)	4,11	All
Summative assessment	**Midterm Exam**	2hr	10% (10)	13	All
	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus) Theoretical Weekly Curriculum	
	Material Covered
Week 1	**Income Statement**
Week 2	**Income Statement**
Week 3	**Accounting Errors**
Week 4	**Accounting Errors**
Week 5	**Personal Draws**
Week 6	**Revenue and capital expenditures**
Week 7	**Accounting for goods (inventory)**
Week 8	**Accounting for goods (inventory)**
Week 9	**Periodic and Continuous Inventory System**
Week 10	**Loans**
Week 11	**Loans**
Week 12	**rebate**
Week 13	**Exam**
Week 14	**Commercial Discount**
Week 15	**Cash Discount**

Delivery Plan (Weekly Lab. Syllabus) Weekly Laboratory Curriculum	
	Material Covered
Week 1	
Week 2	

Week 3	
Week 4	
Week 5	
Week 6	
Week 7	

Learning and Teaching Resources		
Learning and Teaching Resources		
	Text	**Available in the Library?**
Required Texts	**Fundamentals of Accounting Knowledge / Talal Al-Jajawi**	Yes
Recommended Texts		No
Websites		

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

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

MODULE DESCRIPTION FORM
Sample course description

<table>
<tr><td colspan="4" align="center">**Module Information**
Course Information</td></tr>
<tr><td>**Module Title**</td><td align="center">**Statistics**</td><td colspan="2">**Module Delivery**</td></tr>
<tr><td>**Module Type**</td><td align="center">**Bacic**</td><td colspan="2" rowspan="4">☒ **Lecture**

☐ **Tutorial**
☐ **Practical**
☐ **Seminar**</td></tr>
<tr><td>**Module Code**</td><td align="center">**BMA108**</td></tr>
<tr><td>**ECTS Credits**</td><td align="center">**6**</td></tr>
<tr><td>**SWL (hr/sem)**</td><td align="center">**150**</td></tr>
<tr><td>**Module Level**</td><td>UGx111</td><td>**Semester of Delivery**</td><td>1</td></tr>
<tr><td>**Administering Department**</td><td>Business Administration</td><td>**College**</td><td>College of Management and Economy</td></tr>
<tr><td>**Module Leader**</td><td>Eng. Mohamed Hussein Radi</td><td>**e-mail**</td><td></td></tr>
<tr><td>**Module Leader's Acad. Title**</td><td></td><td>**Module Leader's Qualification**</td><td></td></tr>
<tr><td>**Module Tutor**</td><td></td><td>**e-mail**</td><td></td></tr>
<tr><td>**Peer Reviewer Name**</td><td></td><td>**e-mail**</td><td></td></tr>
<tr><td>**Scientific Committee Approval Date**</td><td></td><td>**Version Number**</td><td></td></tr>
</table>

<table>
<tr><td colspan="4" align="center">**Relation with other Modules**
Relationship with other subjects</td></tr>
<tr><td>**Prerequisite module**</td><td>None</td><td>**Semester**</td><td></td></tr>
<tr><td>**Co-requisites module**</td><td>None</td><td>**Semester**</td><td></td></tr>
</table>

<table>
<tr><td colspan="2" align="center">**Module Aims, Learning Outcomes and Indicative Contents**
Course Objectives, Learning Outcomes, and Instructional Contents</td></tr>
<tr><td>**Module Objectives**
Course Objectives</td><td></td></tr>
<tr><td>**Module Learning Outcomes**

Learning Outcomes for the Course</td><td>1- Understanding and Using Probabilistic Distributions
2- Develop the student's skill in testing hypotheses and interpreting the results.
3- The ability to use regression analysis to interpret the relationship between different variables.
4- Enhancing the student's skill in using descriptive statistics (arithmetic mean, standard deviation, and frequency distribution tables).
5- Ability to use univariate analysis.
6- Enhance the skill of using some statistical software in analysis.
7- Enhance the student's skill in representing the available data graphically and tabularly.</td></tr>
<tr><td>**Indicative Contents**
How-to Contents</td><td>1-</td></tr>
</table>

<table>
<tr><td colspan="2" align="center">**Learning and Teaching Strategies**
Learning and Teaching Strategies</td></tr>
<tr><td>**Strategies**</td><td></td></tr>
</table>

<table>
<tr><td colspan="5" align="center">**Student Workload (SWL)**
The student's academic load is calculated for 15 weeks</td></tr>
<tr>
<td>**Structured SWL (h/sem)**
Student's regular academic load during the semester</td>
<td align="center">63</td>
<td>**Structured SWL (h/w)**
Regular Academic Load of the Student Weekly</td>
<td align="center">3</td>
</tr>
<tr>
<td>**Unstructured SWL (h/sem)**
Student's irregular academic load during class</td>
<td align="center">87</td>
<td>**Unstructured SWL (h/w)**
Student's irregular academic load per week</td>
<td align="center">6</td>
</tr>
<tr>
<td>**Total SWL (h/sem)**
The student's total academic load during the semester</td>
<td colspan="3" align="center">**150**</td>
</tr>
</table>

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
			Module Evaluation **Assessment of the course**		
Formative assessment	**Quizzes**	2	10% (10)	8,11	LO #1, #2 , #5, #7
	Assignments	4	10% (10)	4, 8, 12,14	LO#1, #3, #4 , #6, #7
	Discussions	5	10% (10)	All	All
	Report	2	10% (10)	7,14	LO #2, #5 and #6
Summative assessment	**Midterm Exam**	3hr	10% (10)	11	LO #1 - #7
	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

	Delivery Plan (Weekly Syllabus) **Theoretical Weekly Curriculum**
	Material Covered
Week 1	General Introduction to Statistics
Week 2	data collection
Week 3	Random variables
Week 4	Sample and Sample Types
Week 5	Data Collection Errors
Week 6	Exercises
Week 7	Frequency distribution of data
Week 8	Engineering Presentation of Data
Week 9	Correlation analysis
Week 10	examination
Week 11	Regression analysis
Week 12	Probability theory
Week 13	Statistics except my teachers
Week 14	Exercises
Week 15	Hypothesis testing
Week 16	**Preparatory week before the final Exam**

<table>
<tr><td colspan="2">Delivery Plan (Weekly Lab. Syllabus)
Weekly Laboratory Curriculum</td></tr>
<tr><td></td><td>Material Covered</td></tr>
<tr><td>Week 1</td><td></td></tr>
<tr><td>Week 2</td><td></td></tr>
<tr><td>Week 3</td><td></td></tr>
<tr><td>Week 4</td><td></td></tr>
<tr><td>Week 5</td><td></td></tr>
<tr><td>Week 6</td><td></td></tr>
<tr><td>Week 7</td><td></td></tr>
</table>

	Learning and Teaching Resources Learning and Teaching Resources	
	Text	**Available in the Library?**
Required Texts	Statistics – Mahmoud Hassan Al-Mashhadani and Amir Hanna Harmo	Yes
Recommended Texts	None	
Websites	There isn't any	

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

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Module Information		
Course Information		

Module Title	Readings in Management	**Module Delivery**
Module Type	**Core**	Texts, concept, and tests
Module Code	**BMA110**	
ECTS Credits	**2**	
SWL (hr/sem)	**50**	

Module Level	UGx11 1	**Semester of Delivery**	1
Administering Department		**College**	Type College Code
Module Leader	Assoc. Prof. Dr. Mohamed Nabil Hadi	**e-mail**	
Module Leader's Acad. Title		**Module Leader's Qualification**	
Module Tutor		**e-mail**	
Peer Reviewer Name		**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**	

Learning and Teaching Strategies
Learning and Teaching Strategies

Strategies	

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

Module Evaluation				
Assessment of the course				
	Time/Number	**Weight (Marks)**	**Week Due**	**Relevant Learning Outcome**
Quizzes	2	10% (10)	5 and 10	LO #1, #2 and #10, #11

Formative assessment	Assignments	2	10% (10)	2 and 12	LO #3, #4 and #6, #7
	Projects / **Lab.**	1	10% (10)	Continuous	All
	Report	1	10% (10)	13	LO #5, #8 and #10
Summative assessment	**Midterm Exam**	2hr	10% (10)	7	LO #1 - #7
	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus) Theoretical Weekly Curriculum	
	Material Covered
Week 1	• The nature and concept of Managing
Week 2	• Management movement
Week 3	• Planning and design making
Week 4	• Organizing
Week 5	Staffing
Week 6	• Directing
Week 7	• Controlling
Week 8	• Innovation
Week 9	• Marketing management
Week 10	• Production management
Week 11	• Financial management
Week 12	• Human resources management
Week 13	
Week 14	
Week 15	
Week 16	

Delivery Plan (Weekly Lab. Syllabus) Weekly Laboratory Curriculum	
	Material Covered
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	

Learning and Teaching Resources Learning and Teaching Resources		
	Text	**Available in the Library?**
Required Texts	The books are available at the library on shelf, by Dr. Suhaila Mohammad Abbas, 2001.	No
Recommended Texts		No
Websites		
Grading Scheme Grading Chart				

Group	Grade	Appreciation	Marks %	Definition
Success Group	**A -** Excellent	**privilege**	90 - 100	Outstanding Performance

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

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

Module Information Course Information				
Module Title	**Human Rights and Democracy**		**Module Delivery**	
Module Type	**Non-essential**		**Theoretical material Lectures Lab ☐ Tutorial ☐ Practical ☐ Seminar**	
Module Code	**UOK103**			
ECTS Credits	**2**			
SWL (hr/sem)	**33**			
Module Level	UGx11 2	**Semester of Delivery**		2
Administering Department		**College**		
Module Leader	Eng. Mohamed Diaa Mahdi	**e-mail**		
Module Leader's Acad. Title		**Module Leader's Qualification**		
Module Tutor		**e-mail**		
Peer Reviewer Name		**e-mail**		
Scientific Committee Approval Date		**Version Number**		

Relation with other Modules Relationship with other subjects			
Prerequisite module	There isn't any	**Semester**	
Co-requisites module	There isn't any	**Semester**	

Module Aims, Learning Outcomes and Indicative Contents Course Objectives, Learning Outcomes, and Instructional Contents	
Module Objectives Course Objectives	
Module Learning Outcomes **Learning Outcomes for the Course**	1- Providing students with the opportunity to understand their political, social, and economic rights in an academic and cognitive way away from misconceptions in society. 2- Changing some of their misconceptions that the student hears from unofficial social media. 3- Trying to expand students' perceptions about their understanding of their political system and its mechanisms of action.
Indicative Contents How-to Contents	

Learning and Teaching Strategies Learning and Teaching Strategies	
Strategies	

Student Workload (SWL) The student's academic load is calculated for 15 weeks			
Structured SWL (h/sem)	109	**Structured SWL (h/w)**	7

Student's regular academic load during the semester			Regular Academic Load of the Student Weekly	
Unstructured SWL (h/sem) Student's irregular academic load during class		91	Unstructured SWL (h/w) Student's irregular academic load per week	6
Total SWL (h/sem) The student's total academic load during the semester			**200**	

<table>
<tr><td colspan="6" align="center">**Module Evaluation**
Assessment of the course</td></tr>
<tr><td></td><td></td><td>**Time/Number**</td><td>**Weight (Marks)**</td><td>**Week Due**</td><td>**Relevant Learning Outcome**</td></tr>
<tr><td rowspan="4">**Formative assessment**</td><td>**Quizzes**</td><td>2</td><td>10% (10)</td><td>5 and 10</td><td>LO #1, #2 and #10, #11</td></tr>
<tr><td>**Assignments**</td><td>2</td><td>10% (10)</td><td>2 and 12</td><td>LO #3, #4 and #6, #7</td></tr>
<tr><td>**Projects / Lab.**</td><td></td><td></td><td></td><td></td></tr>
<tr><td>**Report**</td><td>1</td><td>10% (10)</td><td>13</td><td>LO #5, #8 and #10</td></tr>
<tr><td rowspan="2">**Summative assessment**</td><td>**Midterm Exam**</td><td>3hr</td><td>10% (10)</td><td>7</td><td>LO #1 - #7</td></tr>
<tr><td>**Final Exam**</td><td>3hr</td><td>50% (50)</td><td>16</td><td>All</td></tr>
<tr><td colspan="2">**Total assessment**</td><td></td><td>100% (100 Marks)</td><td></td><td></td></tr>
</table>

	Delivery Plan (Weekly Syllabus) **Theoretical Weekly Curriculum**
	Material Covered
Week 1	Overview of human rights and their development in the world and Iraq in particular
Week 2	Human Rights in the Mesopotamian Civilization
Week 3	The Nile Valley Civilization and Human Rights in it
Week 4	Other Civilizations and the Importance of Human Rights in them
Week 5	.The concept of human rights in general
Week 6	.Human Rights in the Islamic Religion
Week 7	.Monthly Exam 1
Week 8	International recognition of human rights and related organizations.
Week 9	.Regional recognition of human rights and related organizations
Week 10	Clarification of the Universal Declaration of Human Rights in 1948
Week 11	The First International Covenant on Human Rights in 1966
Week 12	History of the Emergence of Democracy
Week 13	.The Concept and Essence of Democracy
Week 14	Types and Forms of Ancient and Contemporary Democracy
Week 15	Parliamentary Democracy and its Characteristics
Week 16	.Second Month Exam

	Learning and Teaching Resources **Learning and Teaching Resources**	
	Text	**Available in the Library?**
Required Texts	Human rights development, contents, protection. Written by Riad Aziz Hadi	Yes
Recommended Texts	J. Brian O'Day, political campaign planning manual, a step by step guide to winning the elections, national democratic institute for international affairs , 2004	All of it
Websites		

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

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

Sample course description

Course Information			
Module Title	Computer Skills	**Module Delivery**	
Module Type	Supporter	☒ Theory	
Module Code	UOK105	☒ Lecture	
ECTS Credits	3	☒ Lab	
SWL (hr/sem)	75	☒ Tutorial	
		☐ Practical	
		☐ Seminar	
Module Level	UGx11	**Semester of Delivery**	2
Administering Department	Business Administration	**College**	Faculty of Administration and Economics
Module Leader	Eng. Ali Aziz Mohammed	**e-mail**	
Module Leader's Acad. Title		**Module Leader's Qualification**	
Module Tutor		**e-mail**	
Peer Reviewer Name		**e-mail**	
Scientific Committee Approval Date		**Version Number**	

Relationship with other subjects			
Prerequisite module	There isn't any	**Semester**	
Co-requisites module	There isn't any	**Semester**	

Course Objectives, Learning Outcomes, and Instructional Contents	
Course Objectives	
Learning Outcomes for the Course	16. Comprehensive understanding of the course concept 17. Explains to the student the characteristics of the course. 18. Understand basic knowledge in information technology. 19. Ability to use application software. 20. Knowledge of operating systems and application software. 21. Understand the importance of information security and how to protect data. 22. Build simple software projects such as applications and software. 23. Acquire programming and code writing skills required by modern jobs. 24. Communication and Communication Skills
How-to Contents	

Learning and Teaching Strategies	
Strategies	

The student's academic load is calculated for 15 weeks			
Student's regular academic load during the semester	48	**Regular Academic Load of the Student Weekly**	3
Student's irregular academic load during class	27	**Student's irregular academic load per week**	6

The student's total academic load during the semester	75			

Assessment of the course					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	10% (10)	4 and 10	LO1,2 .LO 6,7
	Assignments	2	10% (10)	2 and 12	LO 1,3,4,5
	lab	1	10% (10)	15	All
	Report	1	10% (10)	13	All
Summative assessment	Midterm Exam	2hr	10% (10)	7	All
	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Theoretical Weekly Curriculum	
	Covered Materials
Week 1	Introduction to Computer, Hardware and Software Concepts and Their Components
Week 2	Computer Components, Computer Parts, Input and Output Units
Week 3	PC (Features & Types), Operating System & GUI
Week 4	Spreadsheets, Spreadsheet and Cell Basics, Word Writing & Typing
Week 5	Presentation Software Basics, Presentation Creation
Week 6	Slideshow, Presentation Prints
Week 7	First Month Exam
Week 8	Introduction to the Internet and Basic Computer Networks, Internet Concept and its Applications
Week 9	Web browsers and search engines
Week 10	IP and the address URL Understanding the address
Week 11	Communications & Emails, Email Basics
Week 12	Use of Emails
Week 13	Computer Error Detection and Repair
Week 14	Basic Techniques and Tools
Week 15	Second Semester Exam

Weekly Laboratory Curriculum	
	Covered Materials
Week 1	Practical Recognition of Computer Components and Parts, Applications of Information Electronics and Communication Technology
Week 2	Practical: Connect I/O devices and peripherals to the CPU
Week 3	Memory types, core CPU components and computer ports
Week 4	Operating System, Use of Mouse, Use Common Graphics, Status Bar and Menu Selection
Week 5	Concept of folders and directories, opening and closing different windows, creating shortcuts, word processing
Week 6	Word Writing & Typography
Week 7	First Month Exam
Week 8	Create your presentation
Week 9	How to connect to the Internet and global networks
Week 10	How to create an email, send and receive emails, and receive sent emails
Week 11	Computer Error Detection and Repair
Week 12	Identify and resolve common hardware and software issues faced by a computer user
Week 13	Basic Techniques and Tools
Week 14	Troubleshooting to diagnose and resolve issues
Week 15	Second Semester Exam

Learning and Teaching Resources		
	Text	**Available in the Library?**
Required Texts	**Graham Brown,David Watson, "Cambridge IGCSE Information and Communication Technology" ,3rd Edition (2020)** **Al-Khidr Ali Al-Khidr " Fundamentals of Computer" 2016**	**All of it**
Recommended Texts		**All of it**
Websites		

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

Note: Decimal scores above or below 0.5 will be rounded to the highest or lowest full score (e.g., 54.5 will be rounded to 55, while 54.4 will be rounded to 54. The University has a zero-tolerance policy for "near-success failures", so the only adjustment to the marks awarded by the original proofreaders will be the automatic rounding described above.