

Course Description Form

Course Description:-

This course description provides a brief summary of the most important characteristics of the course and the learning outcomes expected of the student to achieve, proving whether he or she has made the most of the available learning opportunities. It must be linked to the program description.;

1. Educational institution	Northern Technical University – Hawija Technical College
2. Scientific Department / Center	Department of Banking and Finance Management Techniques
3. Course Name/Code	Arabic Language / NTU104
4. Available Attendance Forms	Weekly
5. Semester/Year	Decisions
6. Number of credit hours (total)	30 hours
7. Date of preparation of this description	2024/ 4/ 15
Course Objectives	
1- Teaching the student how to maintain the classical language	
2- Stay away from the vernacular	
3- And help the student to write free of spelling errors by adjusting the rules of the Arabic language	

10. Course Outcomes and Methods of Teaching, Learning and Assessment
<p>A- Cognitive objectives</p> <p>A1- Introducing the student to the importance of knowledge for the person or organization and its types.</p> <p>A2- Introducing the student how to invest knowledge to achieve competitive advantage.</p>
<p>B - Course Skills Objectives</p> <p>Accustom the student to invest the information collected to achieve new skills, knowledge and business by benefiting from his knowledge and the knowledge of other people to create and innovate new things and achieve competitive advantage.</p>
Teaching and learning methods
<p>1- How to give lectures</p> <p>2- Student Groups</p> <p>3-Workshops</p> <p>4. Reports and Studies</p>
Evaluation methods
<p>1- Giving lectures.</p> <p>2- Use presentations and knowledge maps.</p> <p>3. Preparing reports.</p>
<p>C. Emotional and value goals</p> <p>C1- Developing and enhancing the cognitive skills of students and accustoming them to building their knowledge and benefiting from the knowledge of others in order to achieve their goals or the goals of their organizations.</p>
Teaching and learning methods
<p>1- Thinking strategy according to the student's ability</p> <p>2- High thinking skill strategy</p> <p>3. Critical Thinking Strategy in Learning</p> <p>4. Brainstorming</p>
Evaluation methods
<p>1- Exams of all kinds</p> <p>2. Feedback from students</p> <p>3- The way of expressing faces</p> <p>4-Learning Matrix</p> <p>5. Reports and studies</p>

d. General and rehabilitative skills transferred (other skills related to employability and personal development).

D1- Generating knowledge from the information they have accumulated.

D2- Investing their knowledge and the knowledge of others in building strategic plans for their lives or organizations.

.Course Structure					
The week	Hours	Required Learning Outcomes	Unit / Subject Name	Method of education	Evaluation method
1	2	Add learning outcomes	Introduction to linguistic errors - taa tied - long and open taa	Lectures, presentations and reports	Recurring exams, body language and feedback
2	2	Add learning outcomes	Rules for writing an elongated and compartment thousand		
3	2	Add learning outcomes	Al-Daad and Al-Zaa		
4	2	Add learning outcomes	Hamza writing		
5	2	Add learning outcomes	Punctuation		
6	2	Add learning outcomes	The first exam for the first course		
7	2	Add learning outcomes	Noun and verb and differentiate between them		
8	2	Add learning outcomes	Effects		
9	2	Add learning outcomes	Number		
10	2	Add learning outcomes	Applications of common linguistic errors		
11	2	Add learning outcomes	Noon and Tanween meanings of prepositions		
12	2	Add learning outcomes	Formal aspects of administrative discourse		
13	2	Add learning outcomes	The language of administrative discourse		
14	2	Add learning outcomes	Samples of administrative correspondence		

15	2	Add learning outcomes	The second exam for the first course		

12. Infrastructure	
1 Required textbooks	Approved Book: Arabic Language Book
2 Main references (sources)	? Computer Principles Book? Methodology
Recommended books and references (scientific journals, reports ,....)	
B Electronic references, websites	Any reliable scientific site deals with

13. Course Development Plan
The article is ministerial, which requires commitment to the prescribed curriculum