

MODULE DESCRIPTION FORM

Module Information			
Module Title	Administrative readings	Module Delivery	
Module Type	core	<input checked="" type="checkbox"/> Theory <input type="checkbox"/> Lecture <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Tutorial <input type="checkbox"/> Practical <input type="checkbox"/> Seminar	
Module Code			
ECTS Credits	3		
SWL (hr/sem)	45		
Module Level	2		
Administering Department	Department of Technical Business Administration	College	Hawija Technical College
Module Leader		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	

8. Aims of the Course

Teaching the student administrative concepts in English by identifying the most important administrative functions and manager's functions in English.

9. Learning Outcomes, Teaching ,Learning and Assessment Methode

A- Cognitive goals .A1. Teaching the student what management is in English.
A2. The student learned the difference between the functions of management and the functions of a manager in English.
A3. The student learns proper writing through spelling vocabulary with appropriate punctuation marks to clarify the text written in the English language.
A4.
A5.

B. The skills goals special to the course.

B1. Practical application of English administrative texts
B2. The difference between management jobs and manager jobs in English
B3.

Teaching and Learning Methods

- 1- Read the topic.
- 2- Explanation of the topic on the board with an indication of the importance of the topic in scientific and practical life upon graduation.
- 3- Students discuss the subject through questions and answers.
- 4- Writing sentences on the board and then the students translate them into Arabic.

Assessment methods

- 1- Participation in the lecture and attendance.
- 2- Monthly, quarterly and final exams.

C. Affective and value goals

C1. Urging the student to learn the administrative terminology in the English language.
C2. Editing the texts in a correct manner and in agreement with the English language
C3.
C4.

Teaching and Learning Methods

Explanation and dialogue with students in addition to the use of examples

Assessment methods

- 1- Participation in the lecture and attendance.
- 2- Monthly, quarterly and final exams.

D. General and rehabilitative transferred skills (other skills relevant to employability and personal development)

D1. Teaching the student how to deal with English administrative texts.

D2. Increasing the student's ability to dialogue and discussion.

D3. Increasing the student's ability to write in a correct English style.

D4.

10. Course Structure

Week	Hours	ILOs	Unit/Module or Topic Title	Teaching Method	Assessment Method
Weak 1	۲	APPROACHES TO ANALYZE MANAGEMENT	THE NATURE AND CONCEPT OF MANAGEMENT	theoretical	Questions and discussion
Weak 2	۲	MANAGEMENT FUNCTION	THE NATURE AND CONCEPT OF MANAGEMENT	theoretical	Questions and discussion
Weak 3	۲	MANAGEMENT ROLES	THE NATURE AND CONCEPT OF MANAGEMENT	theoretical	Questions and discussion
Weak 4	۲	MANAGEMENT SKILLS	THE NATURE AND CONCEPT OF MANAGEMENT	theoretical	Questions and discussion
Weak 5	۲	THE JOB OF MANAGEMENT	THE NATURE AND CONCEPT OF MANAGEMENT	theoretical	Questions and discussion
Weak 6	۲	Review Questions	THE NATURE AND CONCEPT OF MANAGEMENT	theoretical	Questions and discussion
Weak 7	۲	First: Scientific Management Movement	MANAGEMENT MOVEMENT	theoretical	Questions and discussion
Weak 8	۲	second: Administrative Theory (Henry Fayol)	MANAGEMENT MOVEMENT	theoretical	Questions and discussion
Weak 9	۲	Questions Chapter II	MANAGEMENT MOVEMENT	theoretical	Questions and discussion
Weak 10	۲	<i>MODERN MANAGEMENT THEORIES</i>	<i>CHAPTER THREE</i>	theoretical	Questions and discussion
Weak 11	۲	<i>MODERN MANAGEMENT THEORIES</i>	<i>CHAPTER THREE</i>	theoretical	Questions and discussion
Weak 12	۲	Management Process Period (1940s)	<i>CHAPTER THREE</i>	theoretical	Questions and discussion
Weak 13	۲	Behavioral School - (QWL) School	<i>CHAPTER THREE</i>	theoretical	Questions and discussion
Weak 14	۲	The eleventh lecture	Chapter Three	theoretical	Questions and discussion
Weak 15	۲	APPROACHES TO ANALYZE	THE NATURE AND CONCEPT OF	theoretical	Questions and discussion

		MANAGEMENT	MANAGEMENT		
Weak16	۲	MANAGEMENT FUNCTION	THE NATURE AND CONCEPT OF MANAGEMENT	theoretical	Questions and discussion
Weak17	۲	MANAGEMENT ROLES	THE NATURE AND CONCEPT OF MANAGEMENT	theoretical	Questions and discussion
Weak18	۲	MANAGEMENT SKILLS	THE NATURE AND CONCEPT OF MANAGEMENT	theoretical	Questions and discussion
Weak19	۲	THE JOB OF MANAGEMENT	THE NATURE AND CONCEPT OF MANAGEMENT	theoretical	Questions and discussion
Weak20	۲	Review Questions	THE NATURE AND CONCEPT OF MANAGEMENT	theoretical	Questions and discussion
Weak21	۲	First: Scientific Management Movement	MANAGEMENT MOVEMENT	theoretical	Questions and discussion
Weak22	۲	second: Administrative Theory (Henry Fayol)	MANAGEMENT MOVEMENT	theoretical	Questions and discussion
Weak23	۲	Questions Chapter II	MANAGEMENT MOVEMENT	theoretical	Questions and discussion
Weak24	۲	<i>MODERN MANAGEMENT THEORIES</i>	<i>CHAPTER THREE</i>	theoretical	Questions and discussion
Weak25	۲	<i>MODERN MANAGEMENT THEORIES</i>	<i>CHAPTER THREE</i>	theoretical	Questions and discussion
Weak26	۲	Management Process Period (1940s)	<i>CHAPTER THREE</i>	theoretical	Questions and discussion
Weak27	۲	Behavioral School - (QWL) School	<i>CHAPTER THREE</i>	theoretical	Questions and discussion
Weak28	۲	The eleventh lecture	Chapter Three	theoretical	Questions and discussion
Weak29	۲	APPROACHES TO ANALYZE MANAGEMENT	THE NATURE AND CONCEPT OF MANAGEMENT	theoretical	Questions and discussion
Weak30	۲	MANAGEMENT FUNCTION	THE NATURE AND CONCEPT OF MANAGEMENT	theoretical	Questions and discussion

11. Infrastructure	
1. Books Required reading:	I am obligated to prepare
2. Main references (sources)	

A- Recommended books and references (scientific journals, reports...).	
B-Electronic references, Internet sites...	Electronic resources and references.

12. The development of the curriculum plan

Adding vocabulary to the curricula within the development of the course at a rate not exceeding 5%