

Ministry of Higher Education and Scientific Research
Scientific Supervision and Evaluation Authority
Quality Assurance and Academic Accreditation Department
Accreditation Department



Academic Program and Course Description Guide

2025 -2026

the introduction

The educational program is a coordinated and organized package of courses that includes procedures and experiences organized into course vocabulary. Its main purpose is to build and refine the skills of graduates, making them qualified to meet the requirements of the labor market. It is reviewed and evaluated annually through internal or external audit procedures and programs, such as the external examiner .program

The academic program description provides a brief summary of the program's main features and courses, indicating the skills that students are working to acquire based on the academic program's objectives. The importance of this description is evident in that it represents the cornerstone for obtaining program accreditation, and it is written by the teaching staff under the supervision of the scientific committees in the .academic departments

This second edition of the guide includes a description of the academic program after updating the vocabulary and paragraphs of the previous guide in light of the developments and changes in the educational system in Iraq, which included a description of the academic program in its traditional form (annual, semester system), as well as adopting the generalized academic program description according to the Department of Studies' letter T M3/2906 dated 3/5/2023 with regard .to programs that adopt the Bologna Process as the basis for their work

In this regard, we cannot but emphasize the importance of writing descriptions of academic programs and courses to ensure the smooth running of the educational .process

:Concepts and terminology

Academic Program Description: The academic program description provides a concise summary of its vision, mission, and objectives, including an accurate description of the targeted learning outcomes according to specific learning strategies

Course description: This provides a concise summary of the course's key features and expected learning outcomes, demonstrating whether the student has made the most of the available learning opportunities. It is derived from the program description

Program Vision: An ambitious vision for the future of the academic program to be a sophisticated, inspiring, motivating, realistic and applicable program

Program Mission: Briefly outlines the goals and activities necessary to achieve them, and identifies the program's development paths and directions

Program objectives: These are statements that describe what the academic program intends to achieve within a specific time period and are measurable and observable

Curriculum structure: All courses/study materials included in the academic program according to the approved learning system (semester, annual, Bologna track), whether required (Ministry, University, College and Scientific Department), with the number of study units

Learning outcomes: A consistent set of knowledge, skills, and values acquired by the student after the successful completion of the academic program. The learning outcomes for each course must be defined in a way that achieves the program's objectives

Teaching and learning strategies are the strategies used by faculty members to enhance student teaching and learning. They are plans followed to achieve learning objectives. In other words, they describe all classroom and extracurricular activities aimed at achieving the program's learning outcomes

Academic Program Description Form

University Name: Northern Technical University

College: College, Hawija Technology

Scientific Department: Department of Business Administration Techniques

Academic or Professional Program Name: Bachelor of Business Administration Technologies

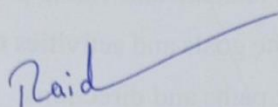
Final Certificate Name: Bachelor of Business Administration Technologies

Curriculum: Bologna Process

Description Preparation Date: 1 / 9 / 2025

File Fill Date: 1 / 9 / 2025

Signature:

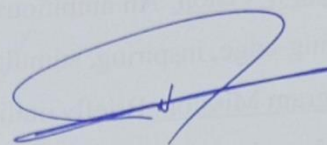


Scientific Assistant's Name: Asst. Prof.

Raed Wdallah Daoud

Date: 8 / 9 / 2025

Signature:



Head of Department: Prof. Dr. Basir

Khalaf Khazal

Date: 8 / 9 / 2025

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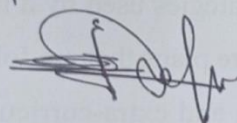
Quality Assurance and Performance Evaluation Division

Name of the Director of the Quality Assurance and Performance Evaluation

Division: Eng. Mohamed Jawad Ahmed

Date: 14 / 9 / 2025

Signature



Dean's Endorsement

Asst. Prof. Dr. Ahmed Abdullah Dhanuk

Date: 15 / 9 / 2025

1. Program Vision

Raising the academic level of the department's students in a way that leads to achieving scientific leadership at the local, regional and global levels

2. Program message

To equip accepted students with the necessary knowledge and skills in various business administration sciences and technologies in order to meet the needs of the labor market and obtain suitable opportunities for them in government departments and private sector institutions

3. Program objectives

1. Cognitive objectives:

- Developing a deep understanding of modern management theories and concepts (marketing, finance, human resources, operations, etc.).
- Enhancing knowledge of contemporary challenges in the business environment (globalization, digital transformation, sustainability).
- To enable students to understand the legal and ethical framework of

business.

2. Skill-based objectives:

- Enhancing efficiency in the use of technological tools and other .administrative systems
- Developing the ability to analyze administrative problems and make .strategic decisions
- .Developing leadership, teamwork, and effective communication skills

3. Value-based objectives:

- Instilling values of integrity and social responsibility in administrative practices.
- Promoting awareness of business ethics and transparency in commercial transactions.
- Encouraging innovation and entrepreneurship to serve the community.

4. Professional goals:

- Preparing graduates capable of competing in the labor market in its .various sectors (private, governmental)
- Enhancing employment opportunities through partnerships with the industrial sector.

4. Program accreditation

The department has not yet received program accreditation as of the date of this description, and is working to fulfill the requirements for future accreditation .application

5. Other external influences

- .Government departments
- .Banks
- .Local companies
- .Government institutions in Kirkuk or Hawija
- .Training organizations

6. Program structure				
Program structure	Number of courses	Study unit	Percentage	* comments
Institution university) requirements	12	24	13.26	Core course
College requirements	4	15	8.29	Essential and non-essential
Department requirements	49	142	78.45	Essential and non-essential
Summer training	There is			
Total	65	181	100	

.The notes may include whether the course is core or elective *

Program Description .8				
Year / Level	Course code	Course name	Credit Hours	
Year First/Level One			theoretical	practical
Chapter One	NTU100	Human rights and democracy	2	
	NTU101	English Language 1	2	
	TCMM120	Principles of Management	5	1
	TCMM121	Principles of Statistics	6	1
	TCMM123	Principles of Economics	5	1
Chapter Two	NTU103	Arabic language 1	1	1
	NTU102	Computer Principles 1	1	2
	TCH122	Principles of Accounting	4	2
	BMT124	Administrative Readings	5	1
	BMT126	Managerial Economics	5	1
Second Year/Level Two				
Chapter One	NTU200	Ba'ath Party crimes	1	1
	BMT222	Human Resources Management	5	1
	BMT223	Marketing Department	5	1
	BMT224	Intermediate Accounting	3	1

	BMT321	Organization theory	3	1
	NTU201	English Language 2	1	1
Chapter Two	BMT226	Intellectual Capital Management	3	1
	BMT227	Supply Management	3	1
	BMT228	Commercial Law	3	1
	NTU203	Arabic Language 2	1	1
	BMT230	organizational behavior	3	1
	NTU202	Computer Principles 2	1	2
Third Year/Level Three				
Chapter One	BMT324	Financial Management	4	1
	BMT325	Cost accounting	4	1
	BMT326	Management Information Technology	4	1
	BMT328	Strategic Management	4	1
	BMT421	) Ready-made applications Access (	2	1
Second chapter	BMT329	strategic thinking	1	5
	BMT331	Bank management	1	5
	BMT332	Feasibility studies	1	2
	BMT334	project management	1	3
	BMT427	Business Economics	1	3
Fourth Year/Level Four				
Chapter One	NTU410	Scientific research methodology	2	0
	BMT423	Production and Operations Management	1	2

	BMT424	Contracts Management		
	BMT425	International Business Management		
	BMT426	Risk management		
Chapter Two	BMT421	) Ready-made applications Access 4 (	2	1
	BMT422	Quality Management and Control	4	2
	BMT423	Management accounting	4	
	BMT424	Research project	4	2
	BMT425	Bank management	4	

9. Expected learning outcomes of the program
Knowledge
Cognitive learning outcomes are expected learning results that focus on acquiring knowledge, understanding, and critical thinking skills. These outcomes include the ability to recall facts, understand concepts, apply knowledge, analyze, evaluate, and synthesize information. Cognitive learning outcomes aim to develop students' ability to: 1. Understanding the basic concepts and definitions of management 2. Collecting, analyzing, and interpreting data, discovering patterns, and drawing conclusions based on evidence to support the right decision 3. Using the knowledge he has learned to solve the problem, make a decision, and provide explanations for it

4. Creating something new, or offering a new interpretation based on acquired knowledge.

Skills

Expected learning outcomes are a set of abilities and skills that a learner should acquire after successfully completing the learning process. These skills can be practical skills (such as using a tool or performing a process), intellectual skills (such as problem-solving or critical thinking), or communication skills (such as .(writing or speaking

Overall, skills-based learning outcomes aim to develop students' ability to:

1. To be able to use computer software to support administrative .processes
2. To be able to solve administrative problems.
3. To be able to communicate effectively and clearly in administrative matters.
4. .To be able to perform tasks better and more efficiently

Values

Expected learning outcomes are what a learner is expected to learn or acquire through the learning process. They are specific results that express the level of knowledge, skills, and attitudes a learner should possess upon completion of the learning process. Overall, expected learning outcomes aim to develop students' ability to:

1. To be able to understand administrative values and ethics.
2. .To be able to think critically, solve problems, and communicate
3. .To have specific values (such as integrity, respect, accountability)
4. .To be able to develop a positive attitude towards learning

10. Teaching and learning strategies
Traditional lectures, dialogues, discussions, presentations of scientific films and videos related to methods of collecting samples and then conducting their analysis and reaching tangible results that contribute to solving problems, .scientific visits for observation

11. Assessment methods
A. Formative Assessment (40%): This is an ongoing, extended assessment process that takes place throughout the learning and teaching journey, not at its conclusion. B. Summative Assessment (10%): This is an assessment process conducted at the end of a study period or educational program to measure the student's level of achievement C. Summative Assessment (50%): This provides the definitive and final result to determine the extent to which learning objectives have been achieved and to determine the student's academic future.

12. Faculty			
Faculty members			
academic rank	Specialization	Special requirements/s kills (if any)	Faculty preparation

	general	private			angel	lecturer
assistant professor	business manageme nt	Production and Operations Manageme nt			angel	
assistant professor	Business Administr ation	Strategic Manageme nt			angel	
assistant professor	Arabic	Rhetoric			angel	
Assistant teacher	business manageme nt	Knowledge manageme nt			angel	
assistant professor	Industrial Managem ent	Production and Operations Manageme nt			angel	
Assistant teacher	business manageme nt	Marketing Manageme nt			angel	
Assistant teacher	accountin g	accounting			angel	
Assistant teacher	Marketing	Marketing			angel	

	Managem ent	Manageme nt				
Assistant teacher	law	general			angel	
Assistant teacher	business manageme nt	Human Resources			angel	
Assistant teacher	economy	economy			angel	
Assistant teacher	agriculture	gardens			angel	
Assistant teacher	business manageme nt	Marketing Manageme nt			angel	
Assistant teacher	business manageme nt	Industrial Manageme nt			angel	

Professional Development
Orienting new faculty members
Training courses in the field of administrative specialization Courses related to education and learning Special courses on how to publish scientific research
Professional development of faculty members
Training courses in the field of administrative specialization Developing scientific publishing skills

13. Admission standard

The standards adopted in central admissions by the Ministry of Higher Education and Scientific Research

14. Key sources of information about the program

Principles of Management, Marketing Management, Financial Management, Organizational Management, Strategic Management, Production and Operations Management, Human Resources Management

15. Program development plan

- Work is underway to update the course content to include the latest theories and applications in line with the labor market
- .Work is underway to develop the classrooms in the department
- .Working to encourage scientific research
- .Supporting student activities
- Strengths and weaknesses analysis
- Increased summer training
- .The program focuses on addressing weaknesses and enhancing strengths

Program Skills Plan															
				Learning outcomes required from the program											
Year / Level	Course code	Course Name	Essent ial or option al	Knowledge				Skills				Values			
				A 1	A 2	A 3	A 4	B 1	B 2	B 3	B 4	P ar t 1	P ar t 2	P ar t 3	Q 4
Level One															
Chapter	NTU100	Human rights and democracy	essent ial	*							*				*
	NTU101	English Language 1	essent ial	*						*			*		

One	TCMM120	Principles of Management	essential	*						*		*			
	TCMM121	Principles of Statistics	essential			*			*				*		
	TCMM123	Principles of Economics	essential		*				*				*		
Chapter Two	NTU103	Arabic language 1	essential	*						*				*	
	NTU102	Computer Principles 1	essential		*			*					*		
	TCH122	Principles of Accounting	essential	*							*		*		
	BMT124	Administrative	essential	*							*	*			

		Readings	ial													
	BMT126	Managerial Economics	option al		*				*							
Level Two																
Chapter One	NTU200	Ba'ath Party crimes	essent ial	*							*	*				
	BMT222	Human Resources Management	essent ial	*							*	*				
	BMT223	Marketing Department	essent ial	*					*				*			
	BMT224	Intermediate Accounting	essent ial	*							*	*				
	BMT321	Organization	essent	*					*			*				

		theory	ial													
	NTU201	English Language 2		*						*				*		
Chapter Two	BMT226	Intellectual Capital Management	essent ial			*				*				*		
	BMT227	Supply Management	essent ial	*					*				*			
	BMT228	Commercial Law	essent ial	*							*		*			
	NTU203	Arabic Language 2	essent ial	*						*				*		
	BMT230	organizational behavior		*						*				*		

	NTU202	Computer Principles 2		*				*							*
Level Three															
Chapter One	BMT324	Financial Management	essential		*				*				*		
	BMT325	Cost accounting	essential		*				*				*		
	BMT326	Management Information Technology	essential			*		*					*		
	BMT328	Strategic Management	essential	*							*		*		
	BMT421	Ready-made	essential		*			*					*		

		) applications Access (	ial													
Chapter Two	BMT329	strategic thinking	essent ial	*							*		*			
	BMT331	Bank management	essent ial		*				*				*			
	BMT332	Feasibility studies	essent ial		*			*								*
	BMT334	project management	essent ial		*			*					*			
	BMT427	Business Economics	essent ial			*			*							*
Level Four																

Chapter One	NTU410	Scientific research methodology	essential		*				*				*		
	BMT423	Production and Operations Management	essential			*					*		*		
	BMT424	Contracts Management	essential	*							*	*			
	BMT425	International Business Management	essential		*				*				*		
	BMT426	Risk management	essential			*			*				*		
	BMT421	Ready-made	essential		*			*					*		

Chapter Two		) applications Access 4 (	ial												
	BMT422	Quality Management and Control	essent ial	*						*					*
	BMT423	Management accounting	essent ial		*				*				*		
	BMT424	Research project	essent ial		*			*					*		
	BMT425	Bank management	essent ial		*					*					*

to rememberAll courses, according to academic levePlease check the boxes corresponding to the individual learning outcomes from the program that are subject to evaluation

MODULE DESCRIPTION FORM

Study material model a description

Module Information information Material Study					
Module Title	Human rights and democracy		Module Delivery		
Module Type	Basic		☒ Theory ☐ Lecture ☐ Lab Tutorial ☐ Practical ☐ Seminar		
Module Code	NYU100				
ECTS Credits	2				
SWL (hr/sem)	50				
Module Level		1	Semester of Delivery		1
Administering Department		Business management techniques	College	Hawija Technical College	
Module Leader	Ahmed Muwaffaq Hussein		e-mail		
Module Leader's Acad. Title		assistant professor	Module Leader's Qualification		PhD
Module Tutor			e-mail		

Peer Reviewer Name		e-mail	
Scientific Committee ApprovalDate		Version Number	

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

Module Aims, Learning Outcomes and Indicative Contents	
Course objectives, learning outcomes, and guidance content	
Module Aims Course objectives	1. Understanding the concepts of democracy and human rights 2. Distinguishing between this concept and other concepts 3. A correct understanding of human rights based on Islamic principles 4. Understanding public freedoms and how to preserve them
Module Learning Outcomes Learning outcomes for the subject	1. The student learns the principles of human rights in their Islamic concepts, and from correct meaning derived understands the difference between their meaning in Islam .and their meaning in other religions 2. The student should be able to classify the different types of .rights, freedoms, and democracies 3. To be able to participate in protecting and spreading this culture in society, in addition to his commitment 4. The student is able to defend his rights and the rights of others through his knowledge of organizations that protect .human rights 5. His knowledge of the origins of human rights, how they developed over time, and the foundations upon which they were built through the Abrahamic religions, including their basis in Islam and the theories written by societies that .needed these freedoms 6. He is able to identify organizations concerned with human rights and democracy, such as Amnesty International, the

	.Red Cross, and others 7. Able to understand the relationship between human rights and public freedoms 8. Able to understand international conventions and treaties such as the Universal Declaration of Human Rights 9. Understanding the guarantees for these rights in international constitutions
Indicative Contents Guidelines	1. Developing students' ability to distinguish between exercising rights .and adhering to applicable laws 2. Increasing cultural awareness of public rights and freedoms and .spreading it in society 3. Raising awareness of the democratic concept and how to practice it through elections

Learning and Teaching Strategies	
Learning and teaching strategies	
Strategies	1. The information is explained completely in a detailed and .understandable way 2. Continuous communication with students and creating a conducive learning environment 3. Ensuring that information is received correctly is achieved .through tests and also through direct questions 4. Activating the principle of cooperative learning to exchange opinions among students and their understanding of each other's ideas

Student Workload (SWL)			
Student's academic workload			
Structured SWL (h/sem) Regular academic workload for the student during the semester	33	Structured SWL (h/w) Regular weekly study load for the student	2
Unstructured SWL (h/sem) Irregular student workload during the semester	17	Unstructured SWL (h/w) Irregular weekly study load for the student	1
Total SWL (h/sem) The student's total academic workload during the semester	50		

Module Evaluation					
Course Material Assessment					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	4	15% (15)	2.5, 7.8	
	Assignments	2	5% (5)	5, 13	
	Projects/lab				
	Report				
Summative assessment	Midterm Exam	1hr	20% (20)	11	
	Final Exam	3hr	60% (60)	16	
Total assessment			100% (100)		

Delivery Plan (Weekly Syllabus)	
Weekly theoretical curriculum	
	Material Covered
Week 1 and 2	Human rights and their development in human history
Weeks three, four, and five	Human rights in ancient and medieval times The first requirement: Human rights in ancient civilizations, with a focus on Mesopotamian civilization. The second requirement: .Human rights in divine laws, with a focus on human rights in Islam :Third requirement: Human rights in the Middle Ages a. Human rights in political doctrines, schools of thought, and .theories b. Human rights in companies, rights and declarations, revolutions and constitutions (English documents, American Revolution, French (Revolution, Russian Revolution
Weeks six, seven, and eight	.Human rights in modern and contemporary history First requirement: International recognition of human rights since World War I (League of Nations, United Nations) :The second requirement: Regional recognition of human rights -1 European Convention on Human Rights 1950 -2 The American Convention on Human Rights 1969 -3 The African Charter on Human and Peoples' Rights 1981 -4 The Arab Charter on Human Rights 1994 Third requirement: Non-governmental organizations and human rights (International Committee of the Red Cross, Amnesty International, Human Rights Watch, Arab Organization for Human (Rights, National Human Rights Organizations Fourth requirement: Human rights in Iraqi constitutions between

	.theory and reality
Weeks nine, ten, and eleven	.Human rights (definition, definition, and guarantees) .The relationship between human rights and public freedoms Requirement (a): In the Universal Declaration of Human Rights and .international conventions .Requirement (b): In regional charters and national constitutions The second section: Forms and types of human rights and the .relationship between them Requirement (a): Individual human rights and collective human .rights Requirement (b): Economic, social and cultural human rights and .civil and political human rights Requirement (C): Modern human rights: the right to development, the right to a clean environment, the right to solidarity, the right to .Islam...etc Requirement (d): The interdependence of human rights is an .indivisible whole Third topic: Guarantees for respecting and protecting human rights First requirement: Guarantees for respecting and protecting human rights at the national level A - Guarantees in the Constitution and Laws B - Guarantees in the principle of the rule of law
Week 12 and 13	:Classification of public freedoms 1- .Fundamental freedoms or individual freedoms
Weeks 14 and 15	Fundamental freedoms or individual freedoms - 2

Learning and Teaching Resources		
Learning and teaching resources		
	Text	Available in the Library?
Required Texts	Available through free education. College library. .Internet	Yes
Recommended Texts		
Websites		

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	middle	60 - 69	Fair but with major shortcomings
	E Sufficient	acceptable	50 - 59	Work meets minimum criteria
Fail Group(0 – 49)	FX Fail	Sediment (under processing	(45-49)	More work required but credit awarded
	F Fail	Precipitate	(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, while 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

Study material model a description

Module Information information Material Study				
Module Title	English language	Module Delivery		
Module Type	BASIC	☒ Theory Lecture Lab Tutorial ☐ Practical ☐ Seminar		
Module Code	NTU101			
ECTS Credits	2			
SWL (hr/sem)	50			
Module Level		1	Semester of Delivery	1
Administering Department		Business Administration Technology Department	College	Hawija Technical College
Module Leader	Maitham Saleh Ali		e-mail	maythamsaleh-htc@ntu.edu.iq
Module Leader's Acad. Title		Assistant teacher	Module Leader's Qualification	
Master's				
Module Tutor			e-mail	
Peer Reviewer Name			e-mail	

Scientific Committee ApprovalDate		Version Number	1
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Relation with other Modules Relationship with other study subjects			
Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents

Course objectives, learning outcomes, and
guidance content

Module Aims	General objective: To introduce the student to the basics of the English language, parts of speech, and the correct way to read and translate.
Course objectives	Specific objective: To improve students' skills in dealing with the English language correctly in terms of pronunciation and translation, as well as to enhance the student's confidence in his abilities to deal with the language.
Module Learning Outcomes Learning outcomes for the subject	Knowledge and understanding are acquired through theoretical lectures and encouraging students to read a specific textbook on the subject, in addition to assigning research tasks and/or desk reports at the first-year level. Knowledge of nouns and pronouns is also .developed
Indicative Contents Guidelines	The instructional content includes the following. 1. Developing students' abilities to understand the fundamentals of English language the 2. To enhance the student's confidence in dealing with the English .language and enable him to read English books and references

Learning and Teaching Strategies	
Learning and teaching strategies	
Strategies	1- Learn the material through written lectures. 2- Continuous communication with students, including providing a safe learning environment. 3- Ensuring students' knowledge and understanding through direct questions and tests. 4. Activating collaborative learning among students to increase their ability to understand others

Student Workload (SWL)			
Student's academic workload			
Structured SWL (h/sem) Regular academic workload for the student during the semester	33	Structured SWL (h/w) Regular weekly study load for the student	2
Unstructured SWL (h/sem) Irregular student workload during the semester	17	Unstructured SWL (h/w) Irregular weekly study load for the student	1
Total SWL (h/sem) The student's total academic workload during the semester	50		

Module Evaluation					
Course Material Assessment					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	20	20% (20)	2, 5, 6, 7	
	Assignments				
	Projects/lab				
	Report				
Summative assessment	Midterm Exam	1hr	20% (20)	10	
	Final Exam	3hr	60% (60)	16	
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

Weekly theoretical curriculum

	Material Covered
Week 1	Alphabet letters
Week 2	The group of letters that form a single sound
Week 3	Pronunciation, spelling, and dictation
Week 4	Verb in English
Week 5	exercises
Week 6	Names
Week 7-8	Countable and uncountable nouns
Week 9	Demonstrative pronouns
Week 10-11	pronouns
Week 12	Reflexive pronouns
Week 13	The sentence in English
Week 14	exercises
Week 15	Preparatory week before final exams
Week 16	Final exams

Delivery Plan (Weekly Lab. Syllabus) Weekly laboratory schedule		
Material Covered		
Learning and Teaching Resources Learning and teaching resources		
	Text	Available in the Library?
Required Texts	Headway	Yes
Recommended Texts		No
Websites		

Grading Scheme

مخطط الدرجات

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	middle	60 - 69	Fair but with major shortcomings
	E Sufficient	acceptable	50 - 59	Work meets minimum criteria
Fail Group(0 – 49)	FX Fail	Sediment (under processing	(45-49)	More work required but credit awarded
	F Fail	Precipitate	(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, while 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

Study material model a description

Module Information				
information Material				
Study				
Module Title	Management principles		Module Delivery	
Module Type	Core		☒ Theory ☐ Lecture ☐ Lab ☒ Tutorial ☐ Practical ☐ Seminar	
Module Code	TCMM120			
ECTS Credits	9			
SWL (hr/sem)	225			
Module Level		1		Semester of Delivery
Administering Department		Business management techniques	College	Hawija Technical College
Module	Mohammed Jawad Ahmed		e-mail	mohammed.j_htc@ntu.edu.iq

Leader			
Module Leader's Acad. Title	Assistant teacher	Module Leader's Qualification	Master's
Module Tutor		e-mail	
Peer Reviewer Name		e-mail	
Scientific Committee ApprovalDate		Version Number	

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

Module Aims, Learning Outcomes and Indicative Contents Course objectives, learning outcomes, and guidance content	
Module Aims Course	1. .The organization's orientation towards success 2. Promoting a culture of teamwork, and ensuring the .empowerment and motivation of individuals 3. Ensuring optimal investment in all available resources within .the organization

objectives	4. Finding new resources that can be utilized, while anticipating and identifying the organization's future needs, and the opportunities through which these needs can be met.
Module Learning Outcomes Learning outcomes for the subject	5. Understanding administrative and organizational functions in business organizations 6. Knowing how to set future goals and how to plan and organize to achieve those goals, in different work environments. 7. Understanding how to set up organizational structures, .4 define the chain of command and span of control, and .determine authorities and responsibilities 8. Learn how to monitor the implementation of the plan, identify .deviations, and address them
Indicative Contents Guidelines	To equip students with cognitive skills in the principles of management and the development of organizational thought, with a particular focus on business administration, in order to qualify them to carry out tasks and responsibilities to work in business organizations.

Learning and Teaching Strategies			
Learning and teaching strategies			
Strategies	Using diverse methods to present information, such as lectures, -1 		

Module Evaluation					
Course Material Assessment					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	6	15% (15)	2,3,4,5,6 8	
	Assignments				
	Projects/lab				
	Report	1	5% (5)	10	
Summative assessment	Midterm Exam	1hr	20% (20)	10	
	Final Exam	3hr	60% (60)	15	
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

Weekly theoretical curriculum

	Material Covered
Week 1	An introduction to management (its nature, its fields, and the contemporary (challenges facing management.
Week 2	The evolution of administrative thought - schools of thought (traditional, (humanistic, contemporary.
Week 3	The environment (concept, sources, types, environmental factors affecting (management.
Week 4	Planning (concept, importance, steps, types, obstacles, characteristics of effective (planning.
Week 5	Decision-making (concept, importance, steps, types, obstacles).
Week 6	Administrative organization (concept, principles, steps, types, organizational structure and the bases used in determining the divisions of the organizational (structure in the organization.
Week 7	Administrative levels and scope of supervision, authority - its sources - its types, the relationship between responsibility and authority.
Week 8	Administrative centralization and administrative decentralization, committees and their advantages and factors that help increase the effectiveness of committees.

Week 9	Motivation (motivation and incentives, theories of motives and incentives, types (of incentives.
Week 10	Leadership (concept, importance, difference between leader and manager, (leadership styles and theories.
Week 11	Communication (concept, elements, types, factors affecting the communication (process.
Week 12	Control (concept, steps, control tools and methods, types).
Week 1 3	The organization's functions (production management, marketing management, (human resources management, financial management.
Week 14	Business ethics (concept, importance, sources, approaches).
Week 15	E-government (concept, objectives, requirements, obstacles)

Learning and Teaching Resources		
Learning and teaching resources		
	Text	Available in the Library?
Required Texts	Management principles College Library	Yes
Recommended Texts		
Websites		

Grading Scheme

مخطط الدرجات

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	middle	60 - 69	Fair but with major shortcomings
	E Sufficient	acceptable	50 - 59	Work meets minimum criteria
Fail Group(0 – 49)	FX Fail	Sediment (under processing	(45-49)	More work required but credit awarded
	F Fail	Precipitate	(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, while 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

Study material model a description

Module Information information Material Study				
Module Title	Principles of Statistics		Module Delivery	
Module Type	B asic		☒ Theory ☐ Lecture ☐ Lab ☒ Tutorial ☐ Practical ☐ Seminar	
Module Code	TCMM121			
ECTS Credits	8			
SWL (hr/sem)	200			
Module Level		1	Semester of Delivery	1
Administering Department		Business Administration Technologies	College	Hawija Technical College
Module Leader	Abdullah Muhammad Sulaiman		e-mail	abdullahms_hwj@ntu.edu.iq
Module Leader's Acad. Title		teacher	Module Leader's Qualification	PhD
Module Tutor			e-mail	
Peer Reviewer Name			e-mail	

Scientific Committee ApprovalDate		Version Number	
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Relation with other Modules			
Relationship with other study subjects			
Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents

Course objectives, learning outcomes, and
guidance content

Module Aims

Course
objectives

1. To familiarize the student with statistical methods and the use of scientific methods in collecting, organizing, presenting and classifying various statistical data.
2. Enabling the student to deal with the analysis of available data, using statistical concepts and methods in analysis and .deriving results
3. Performing his duties at the workplace with professional .motivations
4. Raising their research awareness and moving the student .from the stage of teaching to learning

Module
Learning
Outcomes

Learning outcomes
for the subject

1. The concept of statistics and its relationship to other .sciences is known
2. .It recognizes random, non-random, and sample variables
3. .Constructing simple and double repetition tables
4. It differentiates between continuous and discrete .distributions and their functions
5. Representing non-quantitative and quantitative data using .lines, histograms, and pie charts
6. It identifies measures of central tendency, the arithmetic mean, the median, the mode, and the relationship between .them

	7. It recognizes measures of dispersion, range, interquartile .range, and standard deviation 8. It introduces the concept of correlation, the simple .correlation coefficient, and rank correlation 9.) He is familiar with statistical testst-test, and R^2 (
Indicative Contents Guidelines	The guidance content includes the following: 1. Solve the examples outside of class 2. Consulting books on the principles of statistics 3. Watch a video about the principles of statistics 4. Asking a question about any unclear topic and having the professor answer it 5. Collaborative learning with demand

Learning and Teaching Strategies	
Learning and teaching strategies	
Strategies	1- The information is explained in full and in detail in Arabic to the students. 2- Continuous communication with students, including a safe learning environment. 3- Ensuring that the information reaches and is understood by the students through direct questions and tests. 4- Activating cooperative learning among students to increase the ability to understand others. 5- .Doing homework outside of class

Student Workload (SWL)			
Student's academic workload			
Structured SWL (h/sem) Regular academic workload for the student during the semester	108	Structured SWL (h/w) Regular weekly study load for the student	7
Unstructured SWL (h/sem) Irregular student workload during the semester	92	Unstructured SWL (h/w) Irregular weekly study load for the student	1
Total SWL (h/sem)	20		

The student's total academic workload during the semester	0
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Module Evaluation					
Course Material Assessment					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	4	10% (10)	2, 4, 6 7	
	Assignments	2	10% (10)	5, 13	
	Projects/lab				
	Report				
Summative assessment	Midterm Exam	1hr	20% (20)	11	
	Final Exam	3hr	60% (60)	16	
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

Weekly theoretical curriculum

	Material Covered
Week 1	The concept of statistics and its relationship to other sciences
Week 2	Statistical methods, data collection methods
Week 3	Types of samples, data classification and categorization
Week 4	Frequency tables
Week 5	Types of frequency tables
Week 6	Constructing simple and double frequency tables
Week 7-8	Representing non-quantitative (descriptive) data using line graphs
Week 9	Representing quantitative data (frequency distributions), histogram, frequency polygon, graph, cumulative frequency curve.
Week 10-11	Measures of central tendency: the arithmetic mean, the median, the mode, and the relationship between the arithmetic mean, the median, and the mode.
Week 12	Measures of dispersion: range, quartile deviation, standard deviation.
Week 13	Simple correlation coefficient
Week 14	Statistical tests t test-, chi-square test
Week 15	
Week 16	

Grading Scheme

مخطط الدرجات

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	middle	60 - 69	Fair but with major shortcomings
	E Sufficient	acceptable	50 - 59	Work meets minimum criteria
Fail Group(0 – 49)	FX Fail	Sediment (under processing	(45-49)	More work required but credit awarded
	F Fail	Precipitate	(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, while 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.

Material Covered	

Learning and Teaching Resources		
Learning and teaching resources		
	Text	Available in the Library?
Required Texts	Books on the principles of statistics were available .in the college library	Yes
Recommended Texts	Principles of Statistics	
Websites	Books available on the internet	

MODULE DESCRIPTION FORM

Study material model a description

Module Information information Material Study					
Module Title	Principles of Economics		Module Delivery		
Module Type	Core	☒ Theory ☐ Lecture ☐ Lab ☒ Tutorial ☐ Practical ☐ Seminar			
Module Code	MMT100				
ECTS Credits	9				
SWL (hr/sem)	225				
Module Level		1	Semester of Delivery		1
Administering Department		Business management techniques	College	Hawija Technical College	
Module Leader	Ibrahim Ahmed Abdullah		e-mail	ibrahimahmed_hwj@ntu.edu.iq	
Module Leader's Acad. Title		Assistant teacher	Module Leader's Qualification		Master's
Module Tutor			e-mail		
Peer Reviewer Name			e-mail		
Scientific Committee			Version		

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

Module Aims, Learning Outcomes and Indicative Contents

Course objectives, learning outcomes, and guidance content

Module Aims Course objectives	- Understanding how to maximize satisfaction of unlimited needs by producing goods and services using a limited .amount of economic resources - Understanding the importance of economic theory in formulating micro-policies - To identify the theoretical and mathematical applications of - the theory in economics
Module Learning Outcomes Learning outcomes for the subject	- Introducing a student to the concept of economics. - To enable the student to understand economic terminology. - The student learns about the concept of economics. - The student learned about the relationship between economics and other sciences. - The student became aware of the economic problem. - The student learned how to address the economic problem according to economic systems. - The student became familiar with some economic concepts. - The student became familiar with economic activities. - The student became familiar with the theory of demand. - .The student became familiar with the order schedule

Indicative Contents Guidelines	The guidance content includes the following: - Developing students' abilities to understand economic texts - Increasing general knowledge and intelligence levels among college students
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Learning and Teaching Strategies	
Learning and teaching strategies	
Strategies	-The information is explained in full and in detail in Arabic for students -Continuous communication with students, including providing a safe learning environment. -Ensuring students' knowledge and understanding through direct questions and tests -Activating collaborative learning among students to increase their ability to understand others

Student Workload (SWL)			
Student's academic workload			
Structured SWL (h/sem) Regular academic workload for the student during the semester	93	Structured SWL (h/w) Regular weekly study load for the student	6
Unstructured SWL (h/sem) Irregular student workload during the semester	132	Unstructured SWL (h/w) Irregular weekly study load for the student	3

Total SWL (h/sem)	22
The student's total academic workload during the semester	5

Module Evaluation					
Course Material Assessment					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	5% (10)	2, 7	
	Assignments	2	5% (10)	5, 13	
	Projects/lab				
	Report				
Summative assessment	Midterm Exam	1hr	20% (20)	11	
	Final Exam	3hr	60% (60)	16	
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
Weekly theoretical curriculum	
	Material Covered
Week 1	The concept of economics
Week 2	The relationship of economics to other sciences
Week 3	The economic problem

Learning and Teaching Resources		
Learning and teaching resources		
	Text	Available in the Library?
Required Texts	Headway	Yes
Recommended Texts		
Websites		

Grading Scheme

مخطط الدرجات

Definition	Marks(%)	Appreciation	Grade	Group
Outstanding Performance	90 - 100	privilege	A - Excellent	Success Group(50 - 100)
Above average with some errors	80 - 89	very good	B - Very Good	
Sound work with notable errors	70 - 79	good	C - Good	
Fair but with major shortcomings	60 - 69	middle	D Satisfactory	
Work meets minimum criteria	50 - 59	acceptable	E Sufficient	
More work required but credit awarded	(45-49)	Sediment (under processing	FX Fail	Fail

Considerable amount of work required	(0-44)	Precipitate	F Fail	Group(0 – 49)

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, while 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 .

MODULE DESCRIPTION FORM

Study material model a description

Module Information information Material Study					
Module Title	Arabic		Module Delivery		
Module Type	Basic		☒ Theory ☐ Lecture ☐ Lab Tutorial ☐ Practical ☐ Seminar		
Module Code	NTU104				
ECTS Credits	2				
SWL (hr/sem)	50				
Module Level		1	Semester of Delivery		1
Administering Department		Business management techniques	College	Hawija Technical College	
Module Leader	Ahmed Muwaffaq Hussein		e-mail	ahmedmufaq_hwj@ntu.edu.iq	
Module Leader's Acad. Title		assistant professor	Module Leader's Qualification		PhD
Module Tutor			e-mail		
Peer Reviewer Name			e-mail		
Scientific Committee			Version		

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

Module Aims, Learning Outcomes and Indicative Contents

Course objectives, learning outcomes, and
guidance content

Module Aims

Course
objectives

1. Introducing the importance of the Arabic language
2. Distinguishing between correct and incorrect constructions
3. Correct learning of Arabic grammar rules
4. Understanding the parts of speech and punctuation marks and their role in writing preparation

Module
Learning
Outcomes

Learning outcomes
for the subject

1. He was able to understand the structure of Arabic words in a way that increased his knowledge of the characteristics of the Arabic language and enabled him to consult dictionaries. His knowledge of grammatical concepts and terminology used to describe spoken and written language expanded.
2. The student should be familiar with the basics of Arabic grammar .rules
3. To be able to express the intended meaning correctly
4. The student is able to distinguish between Arabic words and .others

Indicative Contents Guidelines	Developing students' ability to distinguish between correct - 1 and incorrect speech Developing the student's ability and raising awareness of - 2 the importance of learning the Arabic language Increased ability to express oneself eloquently, enabling - 3 one to convey meaning effectively and accurately. Complete for different levels
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Learning and Teaching Strategies	
Learning and teaching strategies	
Strategies	Explaining all the information in a detailed and understandable way -1 Continuous communication with students and creating a suitable learning environment -2 Ensuring that information is received correctly through tests and also through direct questions – 3 Activating the principle of cooperative learning to exchange opinions among students and their understanding of each other's ideas - 4

Student Workload (SWL)			
Student's academic workload			
Structured SWL (h/sem) Regular academic workload for the student during the semester	33	Structured SWL (h/w) Regular weekly study load for the student	2
Unstructured SWL (h/sem) Irregular student workload during the semester	17	Unstructured SWL (h/w) Irregular weekly study load for the student	1
Total SWL (h/sem)	50		

The student's total academic workload during the semester	
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Module Evaluation					
Course Material Assessment					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	4	20% (20)	2, 4, 5, 7	
	Assignments				
	Projects/lab				
	Report				
Summative assessment	Midterm Exam	1hr	20% (20)	4, 11	
	Final Exam	3hr	60% (60)	16	
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
Weekly theoretical curriculum	
	Material Covered
Week 1 and 2	Highlighting the importance of the Arabic language and its precision in expressing meaning. The opinions of scholars on this matter , and the closed and open ta
Weeks three, four, and five	The hamzat al-waṣl, hamzat (ضاد and طاء). The letters ḍād and ṭā' al-qaf', and hamzat al-atrāfah
Weeks six, seven, and eight	. Punctuation marks. Nouns, verbs, and particles. Objects
Weeks nine, ten, and eleven	.The number of common grammatical errors
Week 12 and 13	Common linguistic errors
Weeks 14 and 15	The alif al-farqah - Tanween

Delivery Plan (Weekly Lab. Syllabus) Weekly laboratory schedule

Material Covered	
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Learning and Teaching Resources		
Learning and teaching resources		
	Text	Available in the Library?
Required Texts	Available in free education College Library web wide world	Yes
Recommended Texts		
Websites		

Grading Scheme

مخطط الدرجات

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	middle	60 - 69	Fair but with major shortcomings
	E Sufficient	acceptable	50 - 59	Work meets minimum criteria
Fail Group(0 – 49)	FX Fail	Sediment (under processing	(45-49)	More work required but credit awarded
	F Fail	Precipitate	(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, while 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

Study material model a description

Module Information information Material Study			
Module Title	Computer Principles		Module Delivery
Module Type	Basic		☒ Theory Lecture ☒ Lab Tutorial ☐ Practical ☐ Seminar
Module Code	NTU102		
ECTS Credits	3		
SWL (hr/sem)	75		
Module Level	1	Semester of Delivery	1
Administering Department	Business Administration Technology Department	College	Hawija Technical College
Module Leader	Haider Sultan Dawood	e-mail	Haider .Sultan_hwj@ntu.edu.iq
Module Leader's Acad. Title		Module Leader's Qualification	PhD
Module Tutor		e-mail	
Peer Reviewer Name		e-mail	

Scientific Committee ApprovalDate		Version Number	1
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Relation with other Modules			
Relationship with other study subjects			
Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents

Course objectives, learning outcomes, and guidance content

Module Aims Course objectives	General objective: To equip students with computer skills .1 Applications, creating office files and documents, using operating .2 .systems, and the basics of working with the digital environment Teaching the student the skills and simplicity of using a calculator .3 Applications and the Internet in the field of comprehensive .4 .research Teaching the student the skills to work on the calculator, use its .4 ready-made applications, and the principles of the Internet in the field .of specialization .Performing his duties in the laboratory for professional reasons .5
Module Learning Outcomes Learning outcomes for the subject	- Knowledge and understanding are gained through giving theoretical lectures and encouraging students to read a specific book on the subject, in addition to assigning students research tasks and/or desk reports at the first-year level of study. 1. Understanding computer basics 2. Understanding the components of a calculator 3. Controlling operating systems 4. Controlling screen settings

Indicative Contents Guidelines	The instructional content includes the following. 1. Developing students' abilities to understand computer fundamentals 2. Learning computer basics increases general knowledge and intelligence levels among college students.
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Learning and Teaching Strategies Learning and teaching strategies	
Strategies	1- Learn the material through written lectures. 2- Continuous communication with students, including providing a safe learning environment. 3- Ensuring students' knowledge and understanding through direct questions and tests. 4- Activating collaborative learning among students to increase their ability to understand others

Student Workload (SWL)			
Student's academic workload			
Structured SWL (h/sem) Regular academic workload for the student during the semester	33	Structured SWL (h/w) Regular weekly study load for the student	2
Unstructured SWL (h/sem) Irregular student workload during the semester	42	Unstructured SWL (h/w) Irregular weekly study load for the student	1
Total SWL (h/sem) The student's total academic workload during the semester	75		

Module Evaluation					
Course Material Assessment					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	5% (5)	2, 7	
	Assignments				
	Projects/lab	4	15% (15)	3, 5, 7, 9	
	Report				
Summative assessment	Midterm Exam	1hr	20% (20)	10	
	Final Exam	3hr	60% (60)	16	
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
Weekly theoretical curriculum	
	Material Covered
Week 1	Computer fundamentals and the concept of computers
Week 2	Areas of computer use, its features, and its classification in terms of size, purpose of use , and data type.
Week 3	The computer's hardware and software components include the desktop, Start

	.menu, taskbar, folders, files, icons, window operations, and desktop backgrounds
Week 4	Personal computers, software security, software licenses, cybersecurity ethics , computer security and privacy, computer software licenses and their types, intellectual property, hacking Electronic malware , malicious software used in hacking operations , and the harmful effects of computers on health are among the .most important risks
Week 5	Controlling the operating system, its components, and its groups Uninstalling and installing programs
Week 6	Daily Test 1
Week 7-8	Microsoft 0202 Run Microsoft 0202 Program Interface Main Corrections
Week 9	Home tab , View tab, Page Layout tab
Week 10-11	Inserting objects and tables, text groups, and additional object symbols in Word
Week 12	Common computer settings for some computers Printer management, time and date settings , disk maintenance The guardian.
Week 13	Daily exam 2
Week 14	Working with tables, functions, and equations
Week 15	review
Week 16	End-of-semester exam for the theoretical subject

Delivery Plan (Weekly Lab. Syllabus)

Weekly laboratory schedule

Week 1	Material Covered
Week 2	Training the student to deal with the computer and desktop environment , browsing , opening and closing windows and dialog boxes, and the correct ways to deal with the keyboard, cursor and other devices.
Week 3	Practical examples of customization, working with icons, and changing screen resolution.
Week 4	The student will be trained on the Start menu, creating a file and saving it with the student's name on the desktop. They will learn how to use program windows and scroll bars. They will also learn how to create a folder with a specific name and practice renaming, hiding, restoring, and deleting it. Finally, the student will be trained on performing operations on desktop windows and backgrounds.
Week 5	The student is trained to deal with computer software licenses and their types, and to work with the original source. The student is also trained to work with the original software related to computer security and .cybersecurity
Week 6	Understanding operating systems Formatting the hard drive and installing the Windows operating system
Week 7-8	The student is trained to use the control panel and common computer gauges and to install and adapt to working with them, including setting the time and , .date
Week 9	Getting acquainted with the Word program environment, its menus and formats, writing many texts and training the student on them with different types of formats and printing them on the printer.
Week 10-11	Training the student on page layout, other corrections , and adding symbols .and equations
Week 12	Training on inserting objects
Week 13	Creating schedules

Week 14	.Various examples of this include creating documents more professionally
Week 15	Control tables, draw curves and polygons, insert text boxes
Week 16	End-of-semester exam for the practical course

Learning and Teaching Resources		
Learning and teaching resources		
	Text	Available in the Library?
Required Texts	Headway	Yes
Recommended Texts		No
Websites		

Grading Scheme مخطط الدرجات

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	middle	60 - 69	Fair but with major shortcomings
	E Sufficient	acceptable	50 - 59	Work meets minimum criteria
Fail Group(0 – 49)	FX Fail	Sediment (under processing	(45-49)	More work required but credit awarded
	F Fail	Precipitate	(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, while 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

Study material model a description

Module Information information Material Study					
Module Title	Principles of Accounting		Module Delivery		
Module Type	Core	☒ Theory Lecture ☐ Lab ☒ Tutorial ☐ Practical ☐ Seminar			
Module Code	TCMM122				
ECTS Credits	9				
SWL (hr/sem)	225				
Module Level		1	Semester of Delivery	1	
Administering Department		Business management techniques	College	Hawija Technical College	
Module Leader	Hassan Thabet Khalaf		e-mail	Hassanthabit_htc@ntu.edu.iq	
Module Leader's Acad. Title		Assistant teacher	Module Leader's Qualification		Master's
Module Tutor			e-mail	Hassanthabit_htc@ntu.edu.iq	
Peer Reviewer Name			e-mail		

Scientific Committee ApprovalDate		Version Number	
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Relation with other Modules			
Relationship with other study subjects			
Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents

Course objectives, learning outcomes, and guidance content

Module Aims Course objectives	1- To enable the student to understand what accounting is, the business environment, the basic functions of .accounting, and the users of accounting information 2- Enabling the student to understand the accounting cycle, .recording, posting, and balancing accounts 3- Enabling the student to understand how to handle the rise .and fall of capital 4- The student should be able to handle all purchasing, .sales, and returns processes
Module Learning Outcomes Learning outcomes for the subject	1- .Knowledge and understanding 2- Knowing what accounting is, how to deal in the market (buying and selling), how to discount, and how to calculate .the cost of goods sold 3- Knowing how to handle personal withdrawals and methods of processing them, in addition to how to make accounting .entries 4- Understanding how companies are accounted for.
Indicative Contents Guidelines	.The instructional content includes the following 1- Developing students' abilities to understand accounting .principles, foundations, and assumptions 2- Increasing the general culture and intelligence level of college

	.students in learning the language of finance and business 3- Students acquire skills
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Learning and Teaching Strategies

Learning and teaching strategies

Strategies	.Explain the information to the students in full and in detail -1 Continuous communication with students, including providing -2 .a safe learning environment Ensuring students' knowledge and understanding through direct -3 .questions and tests Activating cooperative learning among students to increase the -4 .ability to understand others Live online lectures -5 .Assignments and exercises -6
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Student Workload (SWL)

Student's academic workload

Structured SWL (h/sem) Regular academic workload for the student during the semester	93	Structured SWL (h/w) Regular weekly study load for the student	6
Unstructured SWL (h/sem) Irregular student workload during the	132	Unstructured SWL (h/w) Irregular weekly study load for	3

semester		the student	
Total SWL (h/sem)	22		
The student's total academic workload during the semester	5		

Module Evaluation					
Course Material Assessment					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	6	15% (15)	4, 5, 6, 7, 8, 9	
	Assignments	1	5% (5)	4	
	Projects/lab				
	Report				
Summative assessment	Midterm Exam	1hr	20% (20)	12	
	Final Exam	3hr	60% (60)	60	
Total assessment			100% (100	%100	

	Marks)		
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Delivery Plan (Weekly Syllabus)	
Weekly theoretical curriculum	
	Material Covered
Week 1	The concept of accounting, the evolution of accounting, the importance of accounting and its relationship to other sciences, the relationship of accounting to management, the relationship of accounting to economics, and the relationship .of accounting to law
Week 2	Branches of accounting, accounting as an information system, users of accounting information
Week 3 -4	Types of accounting books used – Journal – Ledger – Legal requirements for books – Documents, their types, and methods of recording in books – Single entry – Double entry. The balance sheet as the basis for the double-entry .bookkeeping system
Week 5	related operations : capital formation , capital reduction , capital increase-
Week 6	Transactions related to personal withdrawals, cash withdrawals , merchandise . withdrawals , and withdrawals of other assets
Week 7	. Loan operations and their interest rates
Week 8- 9	Expenses and their types (revenue and capital expenses and how to differentiate fixed assets , sale and between them – types of revenue expenses – purchase of (exchange of fixed assets, merchandise transactions
Week 10	Procurement procedures, returns, and allowances

Week 11	Sales operations, sales returns, and sales allowances
Week 12	. balance , trial balance planning , types of trial balance
Week 13	monthly exam
Week 14	Correcting accounting errors: the short method , the long method
Week 15	Final accounts , trading account , profit and loss account, balance sheet
Week 16	The week of final Exam

Delivery Plan (Weekly Lab. Syllabus)	
Weekly laboratory schedule	
Material Covered	

Learning and Teaching Resources		
Learning and teaching resources		
	Text	Available in the Library?
Required Texts	Al-Ani and Al-Saadi – 2018	Yes
Recommended Texts		
Websites		

Grading Scheme

مخطط الدرجات

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	middle	60 - 69	Fair but with major shortcomings
	E Sufficient	acceptable	50 - 59	Work meets minimum criteria
Fail Group(0 – 49)	FX Fail	Sediment (under processing	(45-49)	More work required but credit awarded
	F Fail	Precipitate	(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, while 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

Study material model a description

Module Information information Material Study					
Module Title	Administrative Readings		Module Delivery		
Module Type	Basic		☒ Theory ☒ Lecture ☐ Lab Tutorial ☐ Practical ☐ Seminar		
Module Code	BMT124				
ECTS Credits	8				
SWL (hr/sem)	200				
Module Level		1	Semester of Delivery		2
Administering Department		Business management techniques	College	Hawija Technical College	
Module Leader	Maitham Saleh Ali		e-mail	Maythamsalh-htc@ntu.edu.iq	
Module Leader's Acad. Title		Assistant teacher	Module Leader's Qualification		Master's
Module Tutor			e-mail		
Peer Reviewer Name			e-mail		
Scientific Committee			Version		

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

Module Aims, Learning Outcomes and Indicative Contents

Course objectives, learning outcomes, and
guidance content

Module Aims

Course
objectives

1. Teaching the student what management is in English.
2. The student learned the difference between the functions of management and the functions of a manager in English.
3. The student learns proper writing through spelling vocabulary with appropriate punctuation marks to clarify the text written in the English language
4. Practical application of English administrative texts
5. The difference between management jobs and manager jobs in English

Module
Learning
Outcomes

Learning outcomes
for the subject

- The student learned the following
1. Management concept
 2. MANAGEMENT FUNCTION
 3. MANAGEMENT ROLES
 4. MANAGEMENT SKILLS
 5. THE JOB OF MANAGEMENT
 6. Management system
 7. Scientific Management Movement
 8. Administrative Theory (Henry Fayol)
 9. Management Process Period (1940s)
 10. Behavioral School - (QWL) School
 11. Scientific Management Movement
 12. Administrative Theory (Henry Fayol)
 13. Management's relationship with other functions

Indicative Contents Guidelines	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
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Learning and Teaching Strategies	
Learning and teaching strategies	
Strategies	1. Explain full information English to the students in details. 2. Continuous communication with the students including Safe educational environment. 3. Ensuring the students' knowledge and comprehension through direct questions and quizzes. 4. Activating cooperative education among students to increase the ability to understand others

Student Workload (SWL)			
Student's academic workload			
6	Structured SWL (h/w) Regular weekly study load for the student	93	Structured SWL (h/sem) Regular academic workload for the student during the semester
2	Unstructured SWL (h/w) Irregular weekly study load for the student	107	Unstructured SWL (h/sem) Irregular student workload during the semester
20 0			Total SWL (h/sem) The student's total academic workload during the semester

Module Evaluation					
Course Material Assessment					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	4	10% (5)	4, 6, 8, 10	
	Assignments				
	Lecture	2	10% (5)	5, 13	
	Report	1	10% (5)	9	
Summative assessment	Midterm Exam	1hr	10% (20)	11	
	Final Exam	3hr	50% (60)	16	
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

Weekly theoretical curriculum	
	Material Covered
Week 1	Management concept
Week 2	management function
Week 3	management roles
Week 4	management skills
Week 5	the job of management
Week 6	Management system
Week 7-8	Scientific Management Movement
Week 9	Administrative Theory (Henry Fayol)
Week 10-11	Management Process Period (1940s)
Week 12	Behavioral School - (QWL) School
Week 13	Scientific Management Movement Control process, the motivation, marketing management, human resource management, the delegation
Week 14	
Week 15	
Week 16	

Learning and Teaching Resources		
Learning and teaching resources		
	Text	Available in the Library?
Required Texts	1. Business Concepts for English practice 2. Management. 3. Organizational Behavior	Yes
Recommended Texts		
Websites		
Delivery Plan (Weekly Lab. Syllabus)		
Weekly laboratory schedule		
	Material Covered	

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	middle	60 - 69	Fair but with major shortcomings
	E Sufficient	acceptable	50 - 59	Work meets minimum criteria
Fail Group(0 – 49)	FX Fail	Sediment (under processing	(45-49)	More work required but credit awarded
	F Fail	Precipitate	(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, while 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

Study material model a description

Module Information information Material Study					
Module Title	Managerial Economics		Module Delivery		
Module Type	BASIC		☒ Theory Lecture ☐ Lab ☒ Tutorial ☐ Practical ☒ Seminar		
Module Code	BMT126				
ECTS Credits	8				
SWL (hr/sem)	200				
Module Level		1	Semester of Delivery		2
Administering Department		Business management techniques	College	Hawija Technical College	
Module Leader	Wissam Ahmed Askar		e-mail	Wesamasker_hwj@ntu.edu.iq	
Module Leader's Acad. Title		Assistant teacher	Module Leader's Qualification		Master's
Module Tutor			e-mail		
Peer Reviewer Name			e-mail		
Scientific Committee ApprovalDate			Version Number		

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

Module Aims, Learning Outcomes and Indicative Contents	
Course objectives, learning outcomes, and guidance content	
Module Aims Course objectives	- The student's knowledge of the concept and nature of managerial economics. - The student learns about managerial economics and the .managerial decision-making process - The student's knowledge of using economic analysis in the .administrative field
Module Learning Outcomes Learning outcomes for the subject	- Explanation of everything related to the curriculum's vocabulary. - Understanding and learning the fundamentals of managerial economics. - To stimulate thinking skills in explaining the close and important relationship between managerial economics and other sciences.

	- The vocabulary used in economic analysis is applied to .practical reality
Indicative Contents Guidelines	The guidance content includes the following: - Developing students' abilities to understand economic texts - Increasing general knowledge and intelligence levels among college students

Learning and Teaching Strategies			
Learning and teaching strategies			
Strategies	The information is explained in full and in detail in Arabic for .students		
	- Continuous communication with students, including providing a safe learning environment. - Ensuring students' knowledge and understanding .through direct questions and tests - Activating collaborative learning among students to increase their ability to understand others		
Student Workload (SWL)			
Student's academic workload			
Structured SWL (h/sem) Regular academic workload for the student during the semester	93	Structured SWL (h/w) Regular weekly study load for the student	6
Unstructured SWL (h/sem) Irregular student workload during the semester	107	Unstructured SWL (h/w) Irregular weekly study load for the student	2
Total SWL (h/sem) The student's total academic workload during the semester	20 0		

Delivery Plan (Weekly Syllabus)	
Weekly theoretical curriculum	
	Material Covered
Week 1	The concept and nature of managerial economics
Week 2	
Week 3	Managerial economics and the managerial decision-making process
Week 4	
Week 5	Using economic analysis in the administrative field
Week 6	Problems of administrative decision-making
Week 7-8	The concept of the establishment
Week 9	
Week 10-11	Organizational objectives
Week 12	Identifying the types of organizational goals by considering the perspectives of the pedestrians
Week 13	Explaining the concept of prediction
Week 14	Understanding the importance of prediction
Week 15	Understanding the types of prediction

Delivery Plan (Weekly Lab. Syllabus)	
Weekly laboratory schedule	
Material Covered	

Learning and Teaching Resources		
Learning and teaching resources		
	Text	Available in the Library?
Required Texts	Headway	Yes
Recommended Texts		
Websites		

Grading Scheme

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	middle	60 - 69	Fair but with major shortcomings
	E Sufficient	acceptable	50 - 59	Work meets minimum criteria
Fail Group(0 – 49)	FX Fail	Sediment (under processing	(45-49)	More work required but credit awarded
	F Fail	Precipitate	(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, while 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

Study material model a description

Module Information			
information Material			
Study			
Module Title	Ba'ath Party crimes		Module Delivery
Module Type	s	☒ Theory ☐ Lecture ☐ Lab ☒ Tutorial ☐ Practical ☐ Seminar	
Module Code	Ntu200		
ECTS Credits			
SWL (hr/sem)			
Module Level	1	Semester of Delivery	1
Administering Department	Business management techniques	College	Hawija Technical College
Module Leader	Ayman Mustafa Hussein	e-mail	Aymen.Mustafa@ntu.edu.iq
Module Leader's Acad. Title	Assistant teacher	Module Leader's Qualification	Master's
Module Tutor		e-mail	Aymen.Mustafa@ntu.edu.iq
Peer Reviewer Name		e-mail	

Scientific Committee ApprovalDate		Version Number	
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Relation with other Modules			
Relationship with other study subjects			
Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents	
Course objectives, learning outcomes, and guidance content	
Module Aims	.1 To provide students with basic concepts related to the definition of crimes, their types and categories
Course objectives	.2 Defining the crimes and violations of the former regime and the types of international crimes
	.3 Defining the crimes of mass graves and violations of Iraqi laws
	.4 Addressing environmental crimes, urban destruction, demographic change policies, and extrajudicial detention
	.5 A statement on the role of the Supreme Criminal Court in dealing with the crimes of the Ba'ath regime

Module Learning Outcomes Learning outcomes for the subject	1. To enable students to understand the concept of crime and the types of national and international crimes. 2. Developing students' ability to distinguish between human rights crimes and violations and how to confront them 3. Building a legal personality in the student. 4. Developing knowledge of genocide crimes, their effects, and ways to confront them. Building a legal personality in the student that believes in the principles of human rights for all.
Indicative Contents Guidelines	Raising awareness of the seriousness of crimes that violate human .1 rights .Highlighting the legal means to confront genocide crimes .2

Learning and Teaching Strategies	
Learning and teaching strategies	
Strategies	Relying on Arabic or English sources and social media networks .1 Brainstorming inside the .2room Presentation of the .3material . .Case studies -4

Student Workload (SWL)			
Student's academic workload			
Structured SWL (h/sem) Regular academic workload for the student during the semester	33	Structured SWL (h/w) Student's regular weekly study load	
Unstructured SWL (h/sem) Irregular student workload during the semester	17	Unstructured SWL (h/w) Irregular weekly study load for the student	
Total SWL (h/sem) The student's total academic workload during the semester	50		

Module Evaluation					
Course Material Assessment					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	6	15% (15)	2, 3, 4, 5, 6, 8	
	Assignments				
	Projects/lab				
	Report	1	5% (5)	10	
Summative assessment	Midterm Exam	1hr	20% (20)	10	
	Final Exam	3hr	60% (60)	15	
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
Weekly theoretical curriculum	
	Material Covered
Week 1	- Crimes of the Ba'ath regime according to the Iraqi High Criminal Court Law of 2005 The concept of crimes and their categories - Definition of crime, linguistically and technically
Week 2	Crimes divisions Crimes of the Ba'ath regime according to the documentation of the Iraqi High - Criminal Court Law of 2005
Week 3	Types of international crimes Decisions issued by the Supreme Criminal Court
Week 4	Psychological and social crimes and their effects. - Psychological crimes Mechanisms of psychological crimes The psychological effects of crimes-
Week 5	Social crimes Militarization of society The Ba'ath regime's stance on religion
Week 6	Violations of Iraqi laws Images of human rights violations and crimes committed by the authorities
Week 7	Some decisions regarding the political and military violations of the Baath - .regime
Week 8	Prisons and detention centers of the Ba'ath regime-
Week 9	Environmental crimes of the Ba'ath regime in Iraq Military and radioactive pollution and landmine explosions-
Week 10	Destruction of cities and villages scorched earth policy
Week 11	- draining the marshes
Week 12	Clearing palm groves and trees
Week 13	Mass grave crimes Introduction to mass graves
Week 14	The events of the mass graves and genocide committed by the Ba'athist regime-
Week 15	Chronological classification of genocide graves in Iraq

Delivery Plan (Weekly Lab. Syllabus)	
Weekly laboratory schedule	
Material Covered	

Learning and Teaching Resources		
Learning and teaching resources		
	Text	Available in the Library?
Required Texts	Ba'ath Party crimes College Library	Yes
Recommended Texts		
Websites		

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	middle	60 - 69	Fair but with major shortcomings
	E Sufficient	acceptable	50 - 59	Work meets minimum criteria
Fail Group(0 – 49)	FX Fail	Sediment (under processing	(45-49)	More work required but credit awarded
	F Fail	Precipitate	(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, while 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

Study material model a description

Module Information					
information Material Study					
Module Title	Intermediate Accounting		Module Delivery		
Module Type	Core		☒ Theory ☐ Lecture ☐ Lab ☒ Tutorial ☐ Practical ☐ Seminar		
Module Code	BMT228				
ECTS Credits	9				
SWL (hr/sem)	60				
Module Level		1	Semester of Delivery		1
Administering Department		Business management techniques	College	Hawija Technical College	
Module Leader	Hassan Thabet Khalaf		e-mail	Hassanthabit_htc@ntu.edu.iq	
Module Leader's Acad. Title		Assistant teacher	Module Leader's Qualification		Master's
Module Tutor			e-mail	Hassanthabit_htc@ntu.edu.iq	
Peer Reviewer Name			e-mail		
Scientific Committee ApprovalDate			Version Number		

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

Module Aims, Learning Outcomes and Indicative Contents	
Course objectives, learning outcomes, and guidance content	
Module Aims	
Course objectives	Deepening understanding of accounting concepts -1 Preparing financial statements: Teaching how to prepare and -2 present key financial statements such as the income statement, ,balance sheet Analysis of accounting transactions: Developing skills in -3 analyzing and recording financial transactions using the double-entry bookkeeping system Preparing inventory adjustments: Teaching how to make -4 accounting adjustments at the end of the financial period to .ensure the accuracy of financial reports Identifying contemporary accounting issues: Reviewing -5 recent developments in accounting standards and their impact on .financial reports

Module Learning Outcomes outputs Learning the subject	1- Behavioral objectives or learning outcomes 2- .Understanding how to account for inventory 3- Introducing the student to debtors and how to deal with .doubtful debts
Indicative Contents Guidelines	In intermediate accounting, the focus is on developing a deep understanding of the accounting concepts and principles established in basic financial accounting, and applying them .to more complex topics
Learning and Teaching Strategies Learning and teaching strategies	
Strategies	Teaching and learning methods Thinking strategy according to the student's ability -1 Higher-order thinking skills strategy -2 Critical thinking strategy in learning -3 Brainstorming -4 Assessment methods Examinations of all kinds -1 Feedback from students -2 Facial expressions -3 Learning Matrix -4 Reports and Studies -5 D - General and transferable skills (other skills related to .(employability and personal development Generating knowledge from the information they have -1 .accumulated Investing their knowledge and the knowledge of others in building - 2 .strategic plans for their lives or their organizations

Student Workload (SWL)			
Student's academic workload			
Structured SWL (h/sem) Regular academic workload for the student during the semester	93	Structured SWL (h/w) Regular weekly study load for the student	6
Unstructured SWL (h/sem) Irregular student workload during the semester	132	Unstructured SWL (h/w) Irregular weekly study load for the student	3
Total SWL (h/sem) The student's total academic workload during the semester	22 5		

Module Evaluation					
Course Material Assessment					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	6	15% (15)	2, 3, 4, 5, 6, 8	
	Assignments				
	Projects/lab				
	Report	1	5% (5)	10	
Summative assessment	Midterm Exam	1hr	20% (20)	10	
	Final Exam	3hr	60% (60)	15	
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

Weekly theoretical curriculum

	Material Covered
Week 1	Fixed assets (fund/bank)
Week 2	Inventory of the fund (surplus and deficit of the fund)
Week 3	Bank account
Week 4	Short-term financial investments and temporary investments
Week 5	Accounting treatments for stocks
Week 6	cone
Week 7	Debtors
Week 8	Processing the creation of an allowance for doubtful debts account
Week 9	bad debts
Week 10	cone
Week 11	commodity stock
Week 12	For periodic and ongoing inventory
Week 1 3	Methods for evaluating inventory
Week 14	) First-in, first-outFIFO method (
Week 15	) Last to GoLIFO . method (

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Delivery Plan (Weekly Lab. Syllabus)	
Weekly laboratory schedule	
	Material Covered

Learning and Teaching Resources		
Learning and teaching resources		
	Text	Available in the Library?
Required Texts	Intermediate Accounting (A Contemporary Perspective) by Dr. Saud Jaid Mashkour, Dr. Ali Naeem Jassim, and Dr. Nazem Hassan Abdul .Sayed, First Edition 2012 The book “Financial Accounting (Intermediate) • According to International Financial Reporting Standards”, by Dr. Talal Muhammad Ali Al-Jajawi and Dr. Haider Ali Al-Masoudi, First Arabic .Edition 2018	Yes

Recommended Texts		
Websites	Electronic references, websites, the internet	

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	middle	60 - 69	Fair but with major shortcomings
	E Sufficient	acceptable	50 - 59	Work meets minimum criteria
Fail Group(0 – 49)	FX Fail	Sediment (under processing	(45-49)	More work required but credit awarded
	F Fail	Precipitate	(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, while 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

Study material model a description

Module Information information Material Study					
Module Title	Human Resources Management		Module Delivery		
Module Type	Core		☒ Theory ☐ Lecture ☐ Lab ☒ Tutorial ☐ Practical ☐ Seminar		
Module Code	TCMM120				
ECTS Credits	9				
SWL (hr/sem)	225				
Module Level		1			Semester of Delivery
Administering Department		Business management techniques	College	Hawija Technical College	
Module Leader	Haitham Ahmed Yaqoub		e-mail	haithem19861986h@ntu.edu.iq	
Module Leader's Acad. Title		Assistant teacher	Module Leader's Qualification		Master's
Module Tutor			e-mail	haithem19861986h@ntu.edu.iq	
Peer Reviewer Name			e-mail		

Relation with other Modules			
Relationship with other study subjects			
	Semester	None	Prerequisite module
	Semester	None	Co-requisites module
Scientific Committee ApprovalDate			Version Number

Module Aims, Learning Outcomes and Indicative Contents	
Course objectives, learning outcomes, and guidance content	
Module Aims Course objectives	1-Introducing the student to the concepts of human resource .management 2-Developing students' managerial thinking and enhancing their decision-making and problem-solving skills. 3-Promoting a culture of teamwork and motivating students to use resources efficiently. 4-To enable students to understand the work environment and interact with contemporary management challenges. 5-Finding new resources that can be utilized, while anticipating and identifying the organization's future needs, and the opportunities through which these needs can be secured.

Module Learning Outcomes Learning outcomes for the subject	1. Understanding theories and schools of thought in management . 2. Understanding the main and subsidiary functions of human resources management. 3. Distinguishing between leadership styles and motivational techniques 4. Applying human resource management principles in practical situations. 5. Analyzing the organizational structure and defining responsibilities and authorities. 6. Using control tools to evaluate performance. 7. Enhancing critical thinking and the ability to express opinions . 8. Respecting professional values and administrative ethics. 9. Working as a team and interacting positively within the work environment.
Indicative Contents Guidelines	To equip students with cognitive skills in the principles of human resource management and the development of organizational thought, with a focus on what qualifies them to carry out tasks and responsibilities to work in business organizations.

Learning and Teaching Strategies

Learning and teaching strategies	
Strategies	Using diverse methods to present information, such as lectures, -1 .discussions, and practical activities Using different tools and techniques to support learning, such as -2 .books, multimedia, and educational games Test-based learning strategy. This strategy focuses on increasing -3 the individual's retention of what they have learned or studied and their ability to remember it by answering the questions in the tests .related to this

Student Workload (SWL)			
Student's academic workload			
Structured SWL (h/sem) Regular academic workload for the student during the semester	93	Structured SWL (h/w) Regular weekly study load for the student	6
Unstructured SWL (h/sem) Irregular student workload during the semester	132	Unstructured SWL (h/w) Irregular weekly study load for the student	3
Total SWL (h/sem) The student's total academic workload during the semester	22 5		

Module Evaluation					
Course Material Assessment					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	6	15% (15)	2, 3, 4, 5, 6, 8	
	Assignments				
	Projects/lab				
	Report	1	5% (5)	10	
Summative assessment	Midterm Exam	1hr	20% (20)	10	
	Final Exam	3hr	60% (60)	15	
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

Weekly theoretical curriculum

	Material Covered
Week 1	The historical development of) Human Resource Management Introduction to (human resource management.
Week 2	Human Resources Management – Activities and Functions
Week 3	Job analysis (description - design)
Week 4	Human needs planning (concept and importance of human resource management (planning , needs assessment methods
Week 5	Polarization and selection
Week 6	Appointment and initial setup
Week 7	Performance evaluation
Week 8	Training
Week 9	Administrative development and manager training
Week 10	Organizational development
Week 11	Job evaluation and salary system (Job evaluation , salary system, senior (management salary system
Week 12	
Week 13	Job mobility management
Week 14	
Week 15	Comprehensive review of the course material

Delivery Plan (Weekly Lab. Syllabus)	
Weekly laboratory schedule	
Material Covered	

Learning and Teaching Resources		
Learning and teaching resources		
	Text	Available in the Library?

Required Texts	Human Resources Management College Library	Yes
Recommended Texts		
Websites		

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	middle	60 - 69	Fair but with major shortcomings
	E Sufficient	acceptable	50 - 59	Work meets minimum criteria
Fail Group(0 – 49)	FX Fail	Sediment (under processing	(45-49)	More work required but credit awarded
	F Fail	Precipitate	(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, while 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

Study material model a description

Module Information information Material Study					
Module Title	Principles of Marketing Management		Module Delivery		
Module Type	BMT223		☒ Theory ☐ Lecture ☐ Lab ☒ Tutorial ☐ Practical ☐ Seminar		
Module Code	C				
ECTS Credits					
SWL (hr/sem)					
Module Level		1	Semester of Delivery		1
Administering Department		Business management techniques	College	Hawija Technical College	
Module Leader	Mohammed Satwan Mhammed		e-mail	mohammed_al_satwam@ntu.edu. iq	
Module Leader's Acad. Title		Assistant teacher	Module Leader's Qualification		Master's
Module Tutor			e-mail		
Peer Reviewer Name			e-mail		
Scientific Committee			Version		

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

Module Aims, Learning Outcomes and Indicative Contents

Course objectives, learning outcomes, and
guidance content

Module Aims

Course
objectives

1. Introducing the student to the basic concepts of marketing such as: market research, market segmentation, and defining .the marketing mix (product, price, distribution, promotion)
2. Developing students' marketing thinking and enhancing their skills in analyzing consumer behavior and making appropriate .marketing decisions
3. Promoting a culture of teamwork through building and implementing marketing plans, and motivating students to .make optimal use of marketing resources
4. To enable students to understand the local and international marketing environment and to interact with contemporary marketing challenges such as competition, globalization and .digital transformation
5. To enable students to explore new marketing resources and opportunities, predict future market needs, and identify .appropriate strategies to meet those needs

Module
Learning
Outcomes

Learning outcomes
for the subject

1. Understanding the theories and schools of thought in .marketing and their evolution over time
2. Understanding the elements of the marketing mix (product, .price, distribution, promotion) and their functions
3. Distinguishing between different marketing strategies and .methods of attracting and motivating consumers
4. Applying marketing principles and strategies in practical .situations and case studies
5. Analyzing the market environment and identifying suitable .customer segments and marketing opportunities
6. Using marketing research and analysis tools to evaluate .performance and make decisions

	7. Enhancing critical thinking and the ability to evaluate .marketing campaigns and express opinions 8. Adherence to professional values and ethics in marketing .practices 9. Working as a team when preparing and implementing marketing plans and interacting positively in the work .environment
Indicative Contents Guidelines	To equip students with the basic cognitive skills in the principles of marketing and the development of marketing thought, with a focus on the concepts of market, consumer and marketing mix, in order to qualify them to carry out tasks and responsibilities related to marketing activities and to work .efficiently in local and international business organizations

Learning and Teaching Strategies

Learning and teaching strategies

Using diverse methods to present information -1

- Mini-lectures: Providing a brief theoretical explanation of concepts such as (market research, consumer behavior, (marketing strategies.
- Classroom discussions: Analyzing real-life case studies of local or global companies to discuss the reasons for the success or failure of their marketing strategies.
- Practical activities: Applied exercises such as designing a questionnaire to measure customer satisfaction, or preparing a simplified marketing plan.

Strategies

Using different tools and techniques to support learning -2

- Books and references: Adopting modern marketing management books as a primary reference with summaries for students.
- Multimedia: Viewing marketing videos (advertisements, digital campaigns) for analysis within the lab.
- Educational games and simulations: Using role-play activities such as a seller-customer simulation, or a virtual market simulation game to illustrate the dynamics of supply and demand.

-3Test-Enhanced Learning strategy

- Provide short tests(quizzes) at the end of each lab to reinforce .key concepts For example: defining the target audience, or . choosing the marketing mix
- Use interactive questions via platforms such asKahoot or

Google Forms to encourage active participation. Adopting a test-feedback approach so that answers are discussed immediately to promote understanding and avoid repeating mistakes.	
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Student Workload (SWL)			
Student's academic workload			
Structured SWL (h/sem) Regular academic workload for the student during the semester	93	Structured SWL (h/w) Student's regular weekly study load	5
Unstructured SWL (h/sem) Irregular student workload during the semester	82	Unstructured SWL (h/w) Irregular weekly study load for the student	1
Total SWL (h/sem) The student's total academic workload during the semester	175		

Module Evaluation					
Course Material Assessment					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	6	15% (15)	2,3,4,5,6 8	
	Assignments				
	Projects/lab				
	Report	1	5% (5)	10	
Summative assessment	Midterm Exam	1hr	20% (20)	10	
	Final Exam	3hr	60% (60)	15	
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
Weekly theoretical curriculum	
	Material Covered
Week 1	The nature and importance of marketing, the concept of marketing, and .knowledge of the basic elements of marketing
Week 2	The evolution of the marketing concept. The marketing mix and its key elements .for products and services
Week 3	The concept of the marketing , Knowledge of the environment and the market environment, justifications for studying the marketing environment, and the .characteristics of the marketing environment
Week 4	external marketing environment factors, , Internal marketing environment factors .and understanding the overall external marketing environment factors
Week 5	Market segmentation (the concept of market segmentation, the benefits of market segmentation, the foundations of consumer product market segmentation (end customer market), the foundations of industrial product market segmentation .(industrial customer market)
Week 6	Customer behavior, the concept of customer behavior, reasons for interest in .studying customer behavior
Week 7	Purchase decision: Types of purchase decisions, factors influencing the purchasing behavior of the end customer, and characteristics of the industrial . customer
Week 8	The marketing mix involves understanding its components (product, price, promotion, and distribution), including goods and services, and classifying .consumer and industrial goods
Week 9	.Product lifecycle: Product-related decisions
Week 10	. Price concept, objectives, and factors influencing price determination

Week 11	. Promotion: Concept, Importance, Objectives, and the Promotional Mix
Week 12	Distribution: Concept, Importance, Objectives, Direct and Indirect Distribution .Policies, and Types of Distribution Channels
Week 13	Marketing research and marketing information systems
Week 14	The different characteristics and forms of digital marketing and Digital Marketing the requirements of digital marketing
Week 15	E-commerce

Learning and Teaching Resources		
Learning and teaching resources		
	Text	Available in the Library?
Required Texts	Principles of Marketing Management	Yes
Recommended Texts		
Websites		

Delivery Plan (Weekly Lab. Syllabus)	
Weekly laboratory schedule	
	Material Covered
Week 1	Introduction to the Marketing Lab: Objectives and Tools
Week 2	Case study: Understanding consumer needs
Week 3	Market research methods (questionnaires and interviews)
Week 4	Competitor analysis (practical exercise)
Week 5	Workshop: Segmentation, Targeting, and Positioning
Week 6	Practical midterm assessment
Week 7	Product and brand strategies (case study)

Week 8	Promotional mix: Advertising and digital marketing
Week 9	Workshop: Distribution Channels
Week 10	Exercise: Integrated Marketing Communications
Week 11	Preparing a draft marketing plan
Week 12	Presentation skills for delivering marketing plans
Week 13	Group project: Developing a comprehensive marketing plan
Week 14	Final practical exam and project presentation

Learning and Teaching Resources		
Learning and teaching resources		
	Text	Available in the Library?
Required Texts	Principles of Marketing Management	Yes
Recommended Texts		
Websites		

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	middle	60 - 69	Fair but with major shortcomings
	E Sufficient	acceptable	50 - 59	Work meets minimum criteria
Fail Group(0 – 49)	FX Fail	Sediment (under processing	(45-49)	More work required but credit awarded
	F Fail	Precipitate	(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, while 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

Study material model a description

Module Information			
information Material			
Study			
Module Title	English Language 2		Module Delivery
Module Type	Bologna		☒ Theory ☐ Lecture ☐ Lab ☒ Tutorial ☐ Practical ☐ Seminar
Module Code	NTU201		
ECTS Credits	2		
SWL (hr/sem)	50		
Module Level	1	Semester of Delivery	1
Administering Department	Business management techniques	College	Hawija Technical College
Module Leader	Maitham Saleh Ali	e-mail	Maythamsaleh-htc@ntu.edu.iq
Module Leader's Acad. Title	Assistant teacher	Module Leader's Qualification	Master's

Module Tutor		e-mail	Maythamsaleh-htc@ntu.edu.iq
Peer Reviewer Name		e-mail	
Scientific Committee ApprovalDate		Version Number	

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

Module Aims, Learning Outcomes and Indicative Contents

Course objectives, learning outcomes, and
guidance content

Module Aims Course objectives	1-Developing the student's skills in reading, writing and .speaking in English
Module Learning Outcomes Learning outcomes for the subject	1. Teaching the student the rules of the English language, .vocabulary, sounds, and how to pronounce them 2. .Helping the student to read passages in English 3. Teaching students English writing skills
Indicative Contents Guidelines	Teaching the student the skill of simple translation. Teaching the .student the skill of understanding the content through some terms

Learning and Teaching Strategies	
Learning and teaching strategies	
Strategies	Using diverse methods to present information, such as lectures, -1 .discussions, and practical activities Using different tools and techniques to support learning, such as -2 .books, multimedia, and educational games Test-based learning strategy. This strategy focuses on increasing -3 the individual's retention of what they have learned or studied and their ability to remember it by answering the questions in the tests .related to this School assignments -4 .Language applications -5

Student Workload (SWL)			
Student's academic workload			
Structured SWL (h/sem) Regular academic workload for the student during the semester	33	Structured SWL (h/w) Regular weekly study load for the student	2
Unstructured SWL (h/sem) Irregular student workload during the semester	17	Unstructured SWL (h/w) Irregular weekly study load for the student	

Total SWL (h/sem) The student's total academic workload during the semester	50
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Module Evaluation					
Course Material Assessment					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	6	15% (15)	2, 3, 4, 5, 6, 8	
	Assignments				
	Projects/lab				
	Report	1	5% (5)	10	
Summative assessment	Midterm Exam	1hr	20% (20)	10	
	Final Exam	3hr	60% (60)	15	
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

Weekly theoretical curriculum

	Material Covered
Week 1	Getting to know... Tenses. Questions. Using a bilingual. Dictionary. Social.
Week 2	The way we live Present tenses • have/have got • Collocation - daily life • Making conversation
Week 3	It all went wrong Past tenses • Word formation • Time expressions
Week 4	Let's go shopping ! much/many • some/any • a few, a little, a tot of • Articles • Shopping • Prices
Week 5	Quiz
Week 6	What do you want to do? Verb patterns 1 • Future forms • Hot verbs • How do you feel
Week 7	Tell me! What's it like? What... like? • Comparatives and superlatives • Synonyms and antonyms • Directions
Week 8	Famous couples Present Perfect • for, since • Adverbs, word pairs • Short answers
Week 9	DO" S and don't have(get)to. Should \must. Words that go together. At the doctors
Week 10	
Week 11	Going Places time clauses. If. Hot verbs. In a hotel
Week 12	Things that changed the world. Passives. Verbs and nouns that go together. Notices
Week 13	Dreams and reality. Second conditional. Might. Phrasal verbs. Social expressions2

Learning and Teaching Resources		
Learning and teaching resources		
	Text	Available in the Library?
Required Texts	ENGILSH	Yes
Recommended Texts		
Websites		

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	middle	60 - 69	Fair but with major shortcomings
	E Sufficient	acceptable	50 - 59	Work meets minimum criteria
Fail Group(0 – 49)	FX Fail	Sediment (under processing	(45-49)	More work required but credit awarded
	F Fail	Precipitate	(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, while 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

Study material model a description

Module Information information Material Study					
Module Title	Organization theory		Module Delivery		
Module Type	Core		☒ Theory ☐ Lecture ☐ Lab ☒ Tutorial ☐ Practical ☐ Seminar		
Module Code	M GT 320				
ECTS Credits	6				
SWL (hr/sem)	150				
Module Level		1		Semester of Delivery	1
Administering Department		Business management techniques	College	Hawija Technical College	
Module Leader	Ibrahim Ahmed Abdullah Hajji		e-mail	ibrahimahmed_htc@ntu.edu.iq	
Module Leader's Acad. Title		Assistant teacher	Module Leader's Qualification		Master's
Module Tutor			e-mail		
Peer Reviewer Name			e-mail		

Scientific Committee ApprovalDate		Version Number	
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Relation with other Modules			
Relationship with other study subjects			
Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents

Course objectives, learning outcomes, and
guidance content

Module Aims Course objectives	.The organization's orientation towards success -1 Promoting a culture of teamwork, and ensuring the -2 .empowerment and motivation of individuals Ensuring optimal investment in all available resources -3 .within the organization Finding new resources that can be utilized, while -4 anticipating and identifying the organization's future needs, and the opportunities through which these needs can be secured.
Module Learning Outcomes Learning outcomes for the subject	1- Understanding administrative and organizational functions in business organizations 2- Knowing how to set future goals and how to plan and organize to achieve those goals, in different work environments. Knowing how to prepare organizational structures and -3 define the chain of command and scope Supervision and how to define powers and responsibilities. Learn how to work in groups and work teams -4 Learn how to monitor the implementation of the plan, -5 .identify deviations, and address them

Indicative Contents Guidelines	To equip students with cognitive skills in the principles of management and the development of organizational thought, with a particular focus on business administration, in order to qualify them to carry out tasks and responsibilities to work in business organizations.
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Learning and Teaching Strategies	
Learning and teaching strategies	
Strategies	Using diverse methods to present information, such as lectures, -1 .discussions, and practical activities Using different tools and techniques to support learning, such as -2 .books, multimedia, and educational games Test-based learning strategy. This strategy focuses on increasing -3 the individual's retention of what they have learned or studied and their ability to remember it by answering the questions in the tests .related to this

Student Workload (SWL)			
Student's academic workload			
Structured SWL (h/sem) Regular academic workload for the student during the semester	63	Structured SWL (h/w) Regular weekly study load for the student	3
Unstructured SWL (h/sem) Irregular student workload during the semester	87	Unstructured SWL (h/w) Irregular weekly study load for the student	1
Total SWL (h/sem) The student's total academic workload during the semester	15 0		

Module Evaluation					
Course Material Assessment					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	6	15% (15)	2,3,4,5,6 8	
	Assignments				
	Projects/lab				
	Report	1	5% (5)	10	
Summative assessment	Midterm Exam	1hr	20% (20)	10	
	Final Exam	3hr	60% (60)	15	
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
Weekly theoretical curriculum	
	Material Covered
Week 1-2	The concept of an organization, its characteristics and elements
Week 3	Studying the organization and its basic elements
Week 4-5	Organization classification and its main challenges
Week 6	Organization classification criteria
Week 7	Reasons for interest in studying organization theory
Week 8	Developing approaches to modern organizational thought
Week 9	Organizational Theory Movement
Week 10	The concept and definition of bureaucracy
Week 11	Characteristics of bureaucratic organization
Week 12	Developing approaches to organizational thought / Understanding the relationship between organizational theory and organizational behavior
Week 13	Principles of the Human Relations Movement
Week 14	Types of external environment and their impact on the organization
Week 15	Organizational life cycle

Learning and Teaching Resources		
Learning and teaching resources		
	Text	Available in the Library?
Required Texts	Organization theory College Library	Yes
Recommended Texts		
Websites		

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	middle	60 - 69	Fair but with major shortcomings
	E Sufficient	acceptable	50 - 59	Work meets minimum criteria
Fail Group(0 – 49)	FX Fail	Sediment (under processing	(45-49)	More work required but credit awarded
	F Fail	Precipitate	(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, while 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

Study material model a description

Module Information information Material Study					
Module Title	Intellectual Capital Management		Module Delivery		
Module Type		☒ Theory ☐ Lecture ☐ Lab ☒ Tutorial ☐ Practical ☐ Seminar			
Module Code					
ECTS Credits	6				
SWL (hr/sem)					
Module Level		1	Semester of Delivery		1
Administering Department		Business management techniques	College	Hawija Technical College	
Module Leader	Basir Khalaf Khazal		e-mail	Baser_hwj@ntu.edu.iq	
Module Leader's Acad. Title		.Mr	Module Leader's Qualification		PhD
Module Tutor			e-mail		
Peer Reviewer Name			e-mail		

Scientific Committee ApprovalDate		Version Number	
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Relation with other Modules			
Relationship with other study subjects			
Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Course objectives, learning outcomes, and guidance content

Module Aims Course objectives	This course primarily aims to enable the student to: 1. Mastering terminology: Building a strong vocabulary of administrative terms in English. 2. Theoretical understanding: Comprehending the basic concepts of management (planning, organizing, leading) from their original sources. 3. Critical Analysis: Developing the ability to read and analyze global management articles and reports. 4. Professional Communication: Improving writing and speaking skills in the context of an international business environment.
Module Learning Outcomes Learning outcomes for the subject	1. Mastering the functions of management(The POLC Framework): The ability to explain and apply the four functions: Planning, Organizing, Leading, and Controlling. 2. Understanding Fayol's 14 Principles: Comprehending Henri Fayol's Principles such as the chain of command, unity of command, and division of labor. 3. Distinguishing between managerial roles: The ability to describe the roles performed by the manager(Interpersonal, Informational, Decisional roles) according to the Mintzberg model. 4. Applying organizational concepts: Understanding how to build organizational structuresand delegate authority . Delegationof Authority.

Indicative Contents Guidelines	Regarding management functions: 1. Planning : Setting goals and formulating strategies. 2. Organizing : allocating resources, designing jobs, and defining responsibilities. 3. Leading Influencing others, Motivation :, and Communication. 4. Controlling : Measuring actual performance, comparing it to standards, and taking corrective action. Regarding key concepts: • Division of Labor :Specializing employees in specific tasks to increase efficiency. • Unity of Command :The employee receives orders from only one superior. • Chain of Command :The line of authority extending from senior management to the lowest level. • Span of Control Supervision: The number of subordinates that the manager effectively supervises.
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Learning and Teaching Strategies	
Learning and teaching strategies	
Strategies	These strategies include: • Based Learning: Presenting a real management problem of a global company(such asAmazon) in English, and asking students to analyze it using the terms they have learned. • Modeling: The teacher reads an administrative text aloud and analyzes it in front of the students, to show them how to extract the main ideas and key terms. • Flipped Classroom: Students are assigned to read an administrative article or watch an educational video before the lecture, and the lecture time is allocated for discussion in English about the content. • -playing: Simulating managerial situations, such as (a board meeting, a job interview, resolving a conflict between employees) to practice managerial language in its practical context.

Student Workload (SWL)			
Student's academic workload			
Structured SWL (h/sem)	93	Structured SWL (h/w)	5
Regular academic workload for the student during the semester		Student's regular weekly study load	

Unstructured SWL (h/sem) Irregular student workload during the semester		132	Unstructured SWL (h/w) Irregular weekly study load for the student		1
Module Evaluation					
Course Material Assessment					
during the semester		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	6	15% (15)	2,3,4,5,6 8	
	Assignments				
	Projects/lab				
	Report	1	5% (5)	10	
Summative assessment	Midterm Exam	1hr	20% (20)	10	
	Final Exam	3hr	50% (50)	15	
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
Weekly theoretical curriculum	
	Material Covered
Week 1	What is management
Week 2	organizational resources include
Week 3	Management Functions
Week 4	Reengagement
Week 5	Management skills
Week 6	Levels of management
Week 7	Characteristics of organizations
Week 8	managing system
Week 9	Management movement
Week 10	The Planning Process
Week 11	Decision Making Process
Week 12	The Organizing
Week 13	Control Process
Week 14	The Motivation
Week 15	Marketing Management
Week 15	Human Resource Management

Learning and Teaching Resources

Learning and teaching resources

	Text	Available in the Library?
Required Texts	Textbooks are considered the primary reference for standardizing academic .terminology The book "Management" by the authors (Stephen Robbins & Mary Coulter): This book covers the principles of management in clear and simple language. The book "Principles of Management" is available through the OpenStax platform and is an excellent free and open source for students. Specialized business dictionaries: such as the Oxford Business English Dictionary, to understand the subtle differences between .terms	Yes
Recommended Texts	(Online Encyclopedias)	
Websites		

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	middle	60 - 69	Fair but with major shortcomings
	E Sufficient	acceptable	50 - 59	Work meets minimum criteria
Fail Group(0 – 49)	FX Fail	Sediment (under processing	(45-49)	More work required but credit awarded
	F Fail	Precipitate	(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, while 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

Study material model a description

Module Information information Material Study					
Module Title	Managerial Economics		Module Delivery		
Module Type	Core		☒ Theory ☐ Lecture ☐ Lab ☒ Tutorial ☐ Practical ☐ Seminar		
Module Code	BAE 301				
ECTS Credits	9				
SWL (hr/sem)	225				
Module Level		1	Semester of Delivery		1
Administering Department		Business management techniques	College	Hawija Technical College	
Module Leader	Ibrahim Ahmed Abdullah Hajji		e-mail	ibrahimahmed_htc@ntu.edu.iq	
Module Leader's Acad. Title		Assistant teacher	Module Leader's Qualification		Master's

Module Tutor		e-mail	
Peer Reviewer Name		e-mail	
Scientific Committee ApprovalDate		Version Number	

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

Module Aims, Learning Outcomes and Indicative Contents
Course objectives, learning outcomes, and
guidance content

Module Aims Course objectives	.The organization's orientation towards success -1 Promoting a culture of teamwork, and ensuring the -2 .empowerment and motivation of individuals Ensuring optimal economic investment in all available -3 .resources within the organization Finding new resources that can be utilized, while -4 anticipating and identifying the organization's future needs, and the opportunities through which these needs can be secured.
Module Learning Outcomes Learning outcomes for the subject	Knowledge of administrative and organizational functions -1 in business organizations Knowing how to set future goals and how to plan and -2 organize to achieve those goals, in different work environments. Knowing how to prepare organizational structures and -3 define the chain of command and scope Supervision and how to define powers and responsibilities. Learn how to work in groups and work teams -4 Learn how to monitor the implementation of the plan, -5 .identify deviations, and address them

Indicative Contents Guidelines	To equip students with cognitive skills in the principles of management and the development of organizational thought, with a particular focus on business administration, in order to qualify them to carry out tasks and responsibilities to work in business organizations.
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Learning and Teaching Strategies	
Learning and teaching strategies	
Strategies	Using diverse methods to present information, such as lectures, -1 .discussions, and practical activities Using different tools and techniques to support learning, such as -2 .books, multimedia, and educational games Test-based learning strategy. This strategy focuses on increasing -3 the individual's retention of what they have learned or studied and their ability to remember it by answering the questions in the tests .related to this

Student Workload (SWL)			
Student's academic workload			
Structured SWL (h/sem) Regular academic workload for the student during the semester	93	Structured SWL (h/w) Regular weekly study load for the student	6
Unstructured SWL (h/sem) Irregular student workload during the semester	132	Unstructured SWL (h/w) Irregular weekly study load for the student	3
Total SWL (h/sem) The student's total academic workload	22 5		

during the semester	
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Module Evaluation					
Course Material Assessment					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	6	15% (15)	2,3,4,5,6 8	
	Assignments				
	Projects/lab				
	Report	1	5% (5)	10	
Summative assessment	Midterm Exam	1hr	20% (20)	10	
	Final Exam	3hr	60% (60)	15	
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

Weekly theoretical curriculum

	Material Covered
Week 1-2	The concept of managerial economics
Week 3	The importance of managerial economics / Objectives of managerial economics
Week 4-5	Theoretical Foundations of Managerial Economics
Week 6	Principles of Administrative Theory
Week 7	Linking managerial economics with the managerial decision-making process
Week 8	How to use economic analysis in the management field
Week 9	Enterprise theory / Enterprise definition
Week 10	Organizational Objectives
Week 11	Effectiveness and efficiency
Week 12	The concept of demand/sales forecasting
Week 13	The importance of forecasting / Knowing the time dimensions of forecasting
Week 14	Understanding the types of forecasting / forecasting process
Week 15	Forecasting methods / How to measure forecast error

Learning and Teaching Resources		
Learning and teaching resources		
	Text	Available in the Library?
Required Texts	Managerial Economics College Library	Yes
Recommended Texts		
Websites		

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	middle	60 - 69	Fair but with major shortcomings
	E Sufficient	acceptable	50 - 59	Work meets minimum criteria
Fail Group(0 – 49)	FX Fail	Sediment (under processing	(45-49)	More work required but credit awarded
	F Fail	Precipitate	(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, while 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

Study material model a description

Module Information information Material Study					
Module Title	Supply Management		Module Delivery		
Module Type	Core		☒ Theory ☐ Lecture ☐ Lab ☒ Tutorial ☐ Practical ☐ Seminar		
Module Code					
ECTS Credits					
SWL (hr/sem)	60				
Module Level		1	Semester of Delivery		1
Administering Department		Business management techniques	College	Hawija Technical College	
Module Leader	M. M. Muhammad Jawad Ahmad		e-mail	mohammed.j_htc@ntu.edu.iq	
Module Leader's Acad. Title		Assistant teacher	Module Leader's Qualification		Master's

Module Tutor		e-mail	
Peer Reviewer Name		e-mail	
Scientific Committee ApprovalDate		Version Number	

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

Module Aims, Learning Outcomes and Indicative Contents

**Course objectives, learning outcomes, and
guidance content**

Module Aims

**Course
objectives**

1. Understanding the concept of supply chain management and its importance in organizations.
2. Distinguishing between supply chain management, procurement management, and inventory management.
3. Supply chain analysis from identifying needs to receiving materials.
4. Applying methods for selecting suppliers and evaluating their performance.
5. Understanding purchasing, negotiation, and contracting policies.
6. Understanding the basics of inventory management, storage, and control.
7. Understanding the role of transportation and distribution in supporting supplies.
8. Employing tools to improve performance and reduce costs and waste.
9. Linking supply chain management to achieving quality and sustainability in operations.

Module Learning Outcomes Learning outcomes for the subject	Upon completion of the course, the student is expected to possess: 1. Theoretical knowledge of the principles of supply, procurement, and inventory. 2. Analytical skills to make an appropriate purchasing decision and choose the best supplier. 3. Practical skills in preparing purchase orders and documenting transactions. 4. Ability to solve problems related to supply, delays and shortages of materials.
Indicative Contents Guidelines	1. Introduction to Supply Management • The concept of supply chain management and its importance • Objectives of supply chain management in the organization • The difference between: supply chain – procurement – supply chain – logistics 2. Supply management jobs • Planning for needs • Purchasing and Supply • Receipt and inspection • Storage and Dispensing • Monitoring and oversight 3. Needs and Demand Planning • Identifying the actual needs for materials and services • Demand forecasting (a simplified concept)

	• Determine the required quantities and order timing 4. Procurement and supply procedures • Purchasing cycle (Purchase request → Quotations → Purchase (order → Receipt • Types of purchase (direct/indirect, local/foreign) • Procurement policies (centralized and decentralized) 5. Suppliers and managing relationships with them • Supplier selection and selection criteria • Supplier evaluation (quality, price, commitment, flexibility) • Supplier Relationship Management(SRM) 6. Negotiation and contracts • Principles of purchasing negotiation • Negotiation strategies • Types of contracts and their basic conditions • Contract risks and how to mitigate them 7. Inventory Management • The concept of inventory and its importance • Types of inventory (raw materials, work-in-process, finished (goods • Inventory costs (order, storage, run out) • Inventory Control Methods(ABC) 8. Warehouse and storage management • Warehouse objectives and functions • Organizing warehouses and arranging materials
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	• Receiving, disbursing, and inventory procedures • Safety and protection of materials inside the warehouse 9. Transportation and Distribution • The concept of transport within supply chains • Transportation methods and their impact on cost and time • Distributing materials and linking them to production plans
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Learning and Teaching Strategies

Learning and teaching strategies

Strategies

1. Interactive lecture to explain basic concepts.
2. Classroom discussion to develop thinking and analysis skills.
3. Collaborative learning through small group work.
4. Problem solving and case studies of real-life supply chain situations.
5. Practical application on models (purchase request, purchase order, inventory).
6. Brainstorming to propose solutions to improve supplies and reduce waste.

Student Workload (SWL)			
Student's academic workload			
Structured SWL (h/sem) Regular academic workload for the student during the semester	60	Structured SWL (h/w) Regular weekly study load for the student	6
Unstructured SWL (h/sem) Irregular student workload during the semester	65	Unstructured SWL (h/w) Irregular weekly study load for the student	3
Total SWL (h/sem) The student's total academic workload during the semester	12 5		

Module Evaluation					
Course Material Assessment					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	6	15% (15)	2,3,4,5,6 8	
	Assignments				
	Projects/lab				
	Report	1	5% (5)	10	
Summative assessment	Midterm Exam	1hr	20% (20)	10	
	Final Exam	3hr	60% (60)	15	
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

Weekly theoretical curriculum

	Material Covered
Week 1-2	The concept of an organization, its characteristics and elements
Week 3	Studying the organization and its basic elements
Week 4-5	Organization classification and its main challenges
Week 6	Organization classification criteria
Week 7	Reasons for interest in studying organization theory
Week 8	Developing approaches to modern organizational thought
Week 9	Organizational Theory Movement
Week 10	The concept and definition of bureaucracy
Week 11	Characteristics of bureaucratic organization
Week 12	Developing approaches to organizational thought / Understanding the relationship between organizational theory and organizational behavior
Week 13	Principles of the Human Relations Movement
Week 14	Types of external environment and their impact on the organization
Week 15	Organizational life cycle

Learning and Teaching Resources		
Learning and teaching resources		
	Text	Available in the Library?
Required Texts	Organization theory College Library	Yes
Recommended Texts		
Websites		

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	middle	60 - 69	Fair but with major shortcomings
	E Sufficient	acceptable	50 - 59	Work meets minimum criteria
Fail	FX Fail	Sediment (under	(45-49)	More work required but credit

Group(0		(processing		awarded
– 49)	F Fail	Precipitate	(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, while 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

Study material model a description

Module Information information Material Study					
Module Title	Commercial Law		Module Delivery		
Module Type	Core		☒ Theory ☐ Lecture ☐ Lab ☒ Tutorial ☐ Practical ☐ Seminar		
Module Code					
ECTS Credits					
SWL (hr/sem)	60				
Module Level		1	Semester of Delivery		1
Administering Department		Business management techniques	College	Hawija Technical College	
Module Leader	M. M. Ayman Mustafa Hussein		e-mail	Aymanmustafa_htc@ntu.edu.iq	
Module Leader's Acad. Title		Assistant teacher	Module Leader's Qualification		Master's
Module Tutor			e-mail		

Peer Reviewer Name		e-mail	
Scientific Committee ApprovalDate		Version Number	

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

Module Aims, Learning Outcomes and Indicative Contents

Course objectives, learning outcomes, and guidance content

Module Aims Course objectives	1. Studying law, the characteristics of legal rules, and .knowledge of the sources of law 2. Research into the theory of the merchant and commercial activities and the nature of commercial law 3. A study of the theory and formation of private and public companies in Iraqi law 4. Study of commercial papers: bill of exchange, promissory note, and check
Module Learning Outcomes Learning outcomes for the subject	Upon completion of the course, the student is expected to possess: 1. Enabling students to understand the law and everything related .to legal rules and their sources 2. Understanding business activities in Iraqi law and distinguishing .the merchant from other natural persons 3. Developing students' capabilities in the field of commercial and .public companies and developing their skills in this area 4. Learning about commercial papers and their role in economic .life in detail

Indicative Contents Guidelines	1. :The concept of commercial law Defining commercial law and stating its scope, while clarifying the difference between it and civil law in terms of subject matter and persons. 2. The sources of commercial law are laws and legislation, commercial custom, jurisprudence, and the role of each in regulating commercial transactions. 3. Business activities define what constitutes a business activity (such as buying and selling for profit) , and distinguish between commercial and civil activities. 1. The merchant and his legal status : Definition of a merchant, the conditions necessary to acquire this status, and the obligations that arise from him. 2. Commercial books : The types of books that a merchant must keep, their importance in providing evidence, and how to regulate them legally. 3. Commercial Register : Its concept and importance in regulating commercial activity, registration procedures and its legal effects. 4. The commercial establishment : Defining the commercial establishment as a moral entity, and its elements (such as (the trade name, trademark, customers. 5. Commercial contracts : Types of contracts used in trade (such as commercial sale, agency, transport), and their characteristics.
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	6. Commercial papers : such as bills of exchange, checks, and promissory notes, their characteristics and their function in facilitating transactions. 7. Commercial companies : Types of companies (personal and financial) , how to establish them, manage them, and the responsibility of the partners. 8. Bankruptcy and settlement : The concept of bankruptcy, its conditions, its effects on the merchant and creditors, and settlement methods.
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Learning and Teaching Strategies	
Learning and teaching strategies	
Strategies	1. Developing legal thought and critical analysis 2. Training students in resolving legal disputes 3. Case-based learning. Presenting real-life business issues (such as corporate disputes or bankruptcy) 4. Problem-based learning. Presenting an open-ended legal problem 5. Discussion and dialogue. Discussion of different legal opinions 6. Critical thinking . Analysis of legal texts

Student Workload (SWL)			
Student's academic workload			
6	Structured SWL (h/w) Regular weekly study load for the student	60	Structured SWL (h/ sem) Regular academic workload for the student during the semester
3	Unstructured SWL (h/w) Irregular weekly study load for the student	65	Unstructured SWL (h/ sem) Irregular student workload during the semester
125			Total SWL (h/ sem) The student's total academic workload during the semester

Module Evaluation					
Course Material Assessment					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	6	15% (15)	2,3,4,5,6 8	
	Assignments				
	Projects/lab				
	Report	1	5% (5)	10	
Summative assessment	Midterm Exam	1hr	20% (20)	10	
	Final Exam	3hr	60% (60)	15	
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

Weekly theoretical curriculum

	Material Covered
Week 1-2	Introduction to Commercial Law: Definition, Characteristics , Scope
Week 3	Sources of commercial law: legislation, custom, and jurisprudence
Week 4-5	source of obligation in Iraqi contract law The
Week 6	Definition of a contract, elements of a contract, types of contracts, effects of a contract
Week 7	Unjust enrichment, unilateral will, law
Week 8	Merchant theory: Definition of a merchant and conditions for acquiring merchant status
Week 9	Merchant's duties
Week 10	Corporate theory and its development in Iraq
Week 11	Company introduction and its characteristics
Week 12	Characteristics of a company contract and how it distinguishes it from others
Week 13	Commercial papers: definition and characteristics; commercial bill of exchange: definition and conditions
Week 14	Promissory note (bill of exchange): definition, characteristics, conditions of .creation, and required information
Week 15	check, conditions of creation, types of checks, and the distinction between a a .check, a money order, and a bill of exchange

Learning and Teaching Resources		
Learning and teaching resources		
Available in the Library?	Text	
Yes	Books on law, commercial law, companies, and commercial papers are available in the college .library and the university's central library	Required Texts
	Recommended books and references (Magazines) Scientific, (Reports)	Recommended Texts
references , websites		Websites

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	middle	60 - 69	Fair but with major shortcomings
	E Sufficient	acceptable	50 - 59	Work meets minimum criteria
Fail Group(0 – 49)	FX Fail	Sediment (under processing	(45-49)	More work required but credit awarded
	F Fail	Precipitate	(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, while 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

Study material model a description

Module Information information Material Study			
Module Title	Intellectual Capital Management		Module Delivery
Module Type		☒ Theory ☐ Lecture ☐ Lab ☒ Tutorial ☐ Practical ☐ Seminar	
Module Code			
ECTS Credits			
SWL (hr/sem)			
Module Level	1	Semester of Delivery	1
Administering Department	Business management techniques	College	Hawija Technical College
Module Leader	Haitham Ahmed Yaqoub	e-mail	Haithem19861986h@ntu.edu.iq
Module Leader's Acad. Title	Assistant teacher	Module Leader's Qualification	Master's
Module Tutor		e-mail	
Peer Reviewer Name		e-mail	

Scientific Committee ApprovalDate		Version Number	
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Relation with other Modules			
Relationship with other study subjects			
Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents

**Course objectives, learning outcomes, and
guidance content**

Module Aims

**Course
objectives**

1. Understanding the concept : Defining intellectual capital and its importance in the contemporary business environment.
2. Component Analysis : Identifying the basic components of intellectual capital (knowledge, intellectual property, relationships, and processes) and how they interact.
3. Performance evaluation : A study of how to measure the impact of intellectual capital on organizational performance .
- .4 Developing strategies : Establishing effective strategies for managing intellectual capital within organizations.
- .5 Promoting Innovation : Understanding how intellectual capital can enhance innovation and competitiveness.
- .6 Exploring the challenges : Identifying the challenges that organizations face in managing intellectual capital and ways to overcome them.
- .7 Applying lessons learned : Presenting case studies and applying lessons learned from successful companies in intellectual capital management.
- .8 Developing a culture of learning : Promoting the importance of creating an institutional culture that supports continuous learning and

	knowledge sharing. .9 Decision guidance : Providing recommendations to institutions on how to improve their investments in intellectual capital. These objectives can help guide research and study to achieve a comprehensive understanding of intellectual capital management and its impact on organizational performance.
Module Learning Outcomes Learning outcomes for the subject	1. Understanding basic concepts • The student's ability to define and explain the basic concepts of intellectual capital, such as knowledge, intellectual property, relationships, and innovation. 2. Analysis of the components of intellectual capital • Analyzing the different components of intellectual capital and understanding how they interact and affect the performance of organizations. 3. Measuring intellectual capital • Mastering the methods and techniques used to measure intellectual capital and assess its impact on organizational performance. 4. Developing effective strategies • The ability to develop innovative strategies for managing intellectual capital enhances creativity and efficiency in the workplace.

5. Exploring Innovation

- Understanding the relationship between intellectual capital and innovation, and how to promote a culture of innovation within organizations.

6. Case study analysis

- The ability to study and analyze successful or unsuccessful case studies in intellectual capital management and draw lessons learned.

7. Providing recommendations

- The ability to provide research-based recommendations to improve the management of intellectual capital in organizations.

8. Developing collaboration skills

- Enhancing teamwork and interpersonal cooperation skills to strengthen social relationships and their impact on intellectual capital.

9. Applying knowledge in practical contexts

- The ability to use acquired knowledge in practical applications, including projects or process simulations.

These outputs will help students develop their skills and understanding of intellectual capital in a deep and practical way.

Indicative Contents Guidelines	To equip students with the basic cognitive skills in the principles of intellectual capital management and the development of the intellectual capital thought vision, with a focus on the concepts of knowledge, intellectual property, relationships, and processes, in order to qualify them to carry out the tasks and responsibilities related to intellectual capital activities and to work .efficiently in local and international business organizations
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Learning and Teaching Strategies

Learning and teaching strategies

Strategies

Using diverse methods to present information -1

- Mini-lectures: Providing a brief theoretical explanation of concepts such as (knowledge, intellectual property, (relationships, and processes.
- Classroom discussions: Analyzing real-world case studies of local or global companies to discuss the reasons for the success or failure of their intellectual property management strategies.
- Practical activities: Applied exercises such as designing a questionnaire to measure customer satisfaction, or preparing a . simplified management plan for intellectual property

Using different tools and techniques to support learning -2

- Books and references: Adopting modern intellectual capital management books as a primary reference with summaries for students.
- Multimedia: Viewing marketing videos (advertisements, digital campaigns) for analysis within the lab.
- Educational games and simulations: Using role-play activities such as a seller-customer simulation, or a virtual intellectual capital management simulation game to illustrate the dynamics of supply and demand.

-3Test-Enhanced Learning strategy

- Provide short tests(quizzes) at the end of each lab to reinforce

	.key concepts For example: defining the target audience, or .choosing the mix for managing intellectual capital • Use interactive questions via platforms likeKahoot orGoogle Forms .to encourage active participation
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Module Evaluation					
Course Material Assessment					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	6	15% (15)	2,3,4,5,6 8	
	Assignments				
	Projects/lab				
	Report	1	5% (5)	10	
Summative assessment	Midterm Exam	1hr	20% (20)	10	
	Final Exam	3hr	60% (60)	15	
Total assessment			100% (100 Marks)		

Student Workload (SWL)			
Student's academic workload			
6	Structured SWL (h/w)	93	Structured SWL (h/sem)

	Student's regular weekly study load		Regular academic workload for the student during the semester
3	Unstructured SWL (h/w) Irregular weekly study load for the student	132	Unstructured SWL (h/sem) Irregular student workload during the semester
22 5			Total SWL (h/sem) The student's total academic workload during the semester

Delivery Plan (Weekly Syllabus)	
Weekly theoretical curriculum	
	Material Covered
Week 1	The nature and importance of intellectual capital management, the concept of .management, and knowledge of the basic elements of intellectual capital
Week 2	The evolution of the concept of intellectual capital. The intellectual mix and its .key elements for products and services
Week 3	the concept of , Understanding the environment, managing intellectual property financial management, justifications for studying intellectual property, and the .characteristics of intellectual property
Week 4	intellectual capital : methods and tools used in measurement. Case study of the application of measurement tools
Week 5	Intellectual capital management strategies , effective strategies for improving

	intellectual capital management , analysis of a successful strategy in a specific company
Week 6	Challenges in managing intellectual capital , challenges facing institutions and how to overcome them. Preparing a presentation about the challenges and solutions
Week 7	intellectual capital , How to assess the impact of intellectual capital on organizational performance. A working paper for developing performance indicators
Week 8	intellectual capital ; the relationship between innovation and intellectual capital management . Brainstorming session to generate innovative ideas
Week 9	Case study , analysis of successful and unsuccessful examples in intellectual capital management , group study case discussion
Week 10	property : concept , objectives, and factors affecting the determination of . ownership
Week 11	Final chapter review Comprehensive review of the Intellectual Capital Management course , Q&A session, short quiz
Week 12	exam , a test covering all content, Complete the test
Week 13	and intellectual information systems intellectual capital management Research in
Week 14	characteristics, different forms of digital :Managing digital intellectual capital . intellectual capital intellectual capital, and requirements for managing digital
Week 15	Intellectual Capital Management Electronic

Learning and Teaching Resources		
Learning and teaching resources		
	Text	Available in the Library?
Required Texts	Principles of Marketing Management	Yes
Recommended Texts		
Websites		

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	middle	60 - 69	Fair but with major shortcomings
	E Sufficient	acceptable	50 - 59	Work meets minimum criteria

Fail Group(0 – 49)	FX Fail	Sediment (under (processing	(45-49)	More work required but credit awarded
	F Fail	Precipitate	(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, while 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

Study material model a description

Module Information information Material Study					
Module Title	Arabic		Module Delivery		
Module Type	My eyesight		☒ Theory ☐ Lecture ☐ Lab Tutorial ☐ Practical ☐ Seminar		
Module Code	ntu203				
ECTS Credits					
SWL (hr/sem)	/2hr				
Module Level		2			Semester of Delivery
Administering Department		Business management techniques	College	Hawija Technical College	
Module Leader	Ahmed Muwaffaq Hussein		e-mail	ahmedmufaq_hwj@ntu.edu.iq	
Module Leader's Acad. Title		assistant professor	Module Leader's Qualification		PhD
Module Tutor			e-mail		
Peer Reviewer Name			e-mail		
Scientific Committee			Version		

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

Module Aims, Learning Outcomes and Indicative Contents
Course objectives, learning outcomes, and
guidance content

Module Aims Course objectives	1. Introducing the importance of the Arabic language 2. Distinguishing between correct and incorrect constructions 3. Correct learning of Arabic grammar rules 4. Understanding the parts of speech and punctuation marks .and their role in preparing correct writing
Module Learning Outcomes Learning outcomes for the subject	1. He was able to understand the structure of Arabic words in a way that increased his knowledge of the characteristics of the Arabic language and enabled him to consult dictionaries. His knowledge of grammatical concepts and terminology used to describe spoken and written language expanded. 2. The student should be familiar with the basics of Arabic .grammar rules 3. To be able to express the intended meaning correctly 4. The student is able to distinguish between Arabic words and .others
Indicative Contents Guidelines	1. Developing students' ability to distinguish between .correct and incorrect speech 2. Developing the student's ability and awareness The .importance of learning the Arabic language 3. Increased ability to express oneself eloquently, enabling

	one to convey meaning effectively and accurately. Complete for different levels
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Learning and Teaching Strategies	
Learning and teaching strategies	
Strategies	1. The information is explained completely in a detailed .and understandable way 2. Continuous communication with students and creating a conducive learning environment 3. Ensuring that information is received correctly is .achieved through tests and also through direct questions 4. Activating the principle of cooperative learning to exchange opinions among students and their understanding of each other's ideas

Student Workload (SWL)			
Student's academic workload			
Structured SWL (h/sem) Regular academic workload for the student during the semester	30	Structured SWL (h/w) Regular weekly study load for the student	2
Unstructured SWL (h/sem) Irregular student workload during the semester	30	Unstructured SWL (h/w) Irregular weekly study load for the student	2

Total SWL (h/sem)	17
The student's total academic workload during the semester	5

Module Evaluation					
Course Material Assessment					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	5% (5)	2, 7	
	Assignments	2	5% (5)	5, 13	
	Projects/lab	2	5% (5)	7, 13	
	Report	2	5% (5)	2	
Summative assessment	Midterm Exam	1hr	20% (20)	4, 11	
	Final Exam	3hr	60% (60)	16	
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

Weekly theoretical curriculum

	Material Covered
Week 1 and 2	Introduction to the importance of the Arabic language, the .beginning The predicate, the verb, the subject, and the object
Weeks three, four, and five	Intransitive and transitive verbs , Pronouns, and original and secondary grammatical markers
Weeks six, seven, and eight	The five verbs, conjunctions and their meanings, number and the counted noun
Weeks nine, ten, and eleven	Hamzat al-Wasl and Hamzat al-Qat', extra letters , Noon and Tanween
Week 12 and 13	Administrative discourse
Weeks 14 and 15	Common linguistic errors

Delivery Plan (Weekly Lab. Syllabus)

Weekly laboratory schedule

Material Covered	

Learning and Teaching Resources

Learning and teaching resources

	Text	Available in the Library?
Required Texts	Available in free education College Library world wide web	Yes
Recommended Texts		
Websites		

Grading Scheme

مخطط الدرجات

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	middle	60 - 69	Fair but with major shortcomings
	E Sufficient	acceptable	50 - 59	Work meets minimum criteria
Fail Group(0 – 49)	FX Fail	Sediment (under processing	(45-49)	More work required but credit awarded
	F Fail	Precipitate	(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, while 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

Study material model a description

Module Information information Material Study			
Module Title	Computer Principles		Module Delivery
Module Type		☒ Theory ☐ Lecture ☐ Lab ☒ Tutorial ☐ Practical ☐ Seminar	
Module Code			
ECTS Credits			
SWL (hr/sem)			
Module Level	1	Semester of Delivery	1
Administering Department	Business management techniques	College	Hawija Technical College
Module Leader	Mahmoud Khalaf Mahmoud	e-mail	mahmodkhalaf-haw@ntu.edu.iq
Module Leader's Acad. Title	Assistant teacher	Module Leader's Qualification	Master's
Module Tutor		e-mail	

Peer Reviewer Name		e-mail	
Scientific Committee ApprovalDate		Version Number	

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

Module Aims, Learning Outcomes and Indicative Contents

Course objectives, learning outcomes, and
guidance content

Module Aims

Course
objectives

1. To enable students to understand the basic concepts of computers, their hardware and software components, and the functions of each.
2. Developing students' ability to use basic operating systems and application programs efficiently in academic and practical aspects.
3. To equip students with computer skills in data entry, processing, storage and retrieval in a correct and secure manner.
4. Enhancing students' logical thinking and problem-solving skills through computer applications and practical exercises.
5. Introducing students to the basics of using the Internet and information and communication technologies, while adhering to ethical usage practices.
6. Preparing students to use computers as a support tool in their scientific and research specialization and to increase their academic and professional efficiency.

Module Learning Outcomes Learning outcomes for the subject	1. The student learns basic computer concepts and their importance in scientific and applied fields. 2. The student distinguishes between the physical components of the computer(Hardware) and the software components(Software) and the functions of each. 3. The student explains the workings of the central processing unit (CPU), input/output units, and storage. 4. The student uses basic operating systems and executes key commands efficiently. 5. The student applies basic skills in using office application programs. 6. The student handles, organizes, and saves files and folders correctly. 7. The student uses the computer to complete assignments, reports, and academic presentations. 8. The student adheres to the principles of information safety and security and the ethics of computer use. 9. The student uses the internet and search engines to obtain scientific information effectively. 10.The student develops self-learning skills and keeps up with technological developments in the field of computers.
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Indicative Contents Guidelines	1. An introduction to computer science, its development, and its importance in education and scientific applications. 2. Computer hardware and software components and their basic functions. 3. Operating systems and file and folder management. 4. Office application programs and their practical uses. 5. Internet basics, information technology, and data security . 6. Practical applications of computers in academic specialization and scientific research.
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Learning and Teaching Strategies

Learning and teaching strategies

Strategies

-1 Using diverse methods to present information

Mini-lectures: Providing a brief theoretical explanation of basic concepts such as (computer components, operating systems, (application software, information security fundamentals.

Classroom discussions: Discussing real-life examples of computer use in education, management, and agriculture, and analyzing common problems and ways to address them.

Practical activities: Performing practical exercises such as operating the computer, managing files and folders, and using basic Office programs .

-2 Using different tools and techniques to support learning

Books and references: Adopting modern books on computer fundamentals and information technology as main references, with simplified summaries provided for students.

Multimedia: Using presentations and educational videos to explain computer parts, steps for using programs, and how operating systems work.

Interactive applications: Using training programs and educational simulations to demonstrate how computers work and how to interact with software practically.

	-3Test-Enhanced Learning strategy Short tests: Allocate short tests(quizzes) at the end of each lecture or lab to reinforce basic concepts such as identifying computer components or software functions. Interactive questions: Using online platforms such asGoogle Forms orKahoot to ask instant questions that encourage participation and interaction. Feedback: Discussing answers directly with students to correct .misconceptions and enhance practical and theoretical understanding
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Student Workload (SWL)			
Student's academic workload			
Structured SWL (h/sem) Regular academic workload for the student during the semester	93	Structured SWL (h/w) Student's regular weekly study load	6
Unstructured SWL (h/sem) Irregular student workload during the semester	132	Unstructured SWL (h/w) Irregular weekly study load for the student	3
Total SWL (h/sem) The student's total academic workload during the semester	22 5		

Module Evaluation					
Course Material Assessment					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	6	15% (15)	2,3,4,5,6 8	
	Assignments				
	Projects/lab				
	Report	1	5% (5)	10	
Summative assessment	Midterm Exam	1hr	20% (20)	10	
	Final Exam	3hr	60% (60)	15	
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

Weekly theoretical curriculum

	Material Covered
Week 1	Introduction to Computer Science: The concept of the computer, its importance, its areas of use and development.
Week 2	Computer components: Hardware and Software.
Week 3	Input and output units: types, functions, and practical examples.
Week 4	Central Processing Unit and Memory: CPU types of memory, and how it works ,.
Week 5	Storage devices: internal and external storage and types of storage media.
Week 6	Operating systems: concept, functions, and types of operating systems.
Week 7	Dealing with the operating system(Windows): Managing files, folders, and basic settings.
Week 8	Application programs: concept, types, and their most important uses.
Week -9 10	Word processing program(Microsoft Word): Creating and formatting documents.
Week 12-11	Microsoft Excel spreadsheet program : Data entry, formulas, and simple applications.
Week 13	Computer and Internet Networks: The concept of networks, their types, and Internet services.
Week 12	Information security and computer ethics: viruses, protection, and safe use.

Learning and Teaching Resources		
Learning and teaching resources		
	Text	Available in the Library?
Required Texts	Principles of Marketing Management	Yes
Recommended Texts		
Websites		

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	middle	60 - 69	Fair but with major shortcomings
	E Sufficient	acceptable	50 - 59	Work meets minimum criteria
Fail	FX Fail	Sediment (under	(45-49)	More work required but credit

Group(0		(processing		awarded
– 49)	F Fail	Precipitate	(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, while 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

Study material model a description

Module Information information Material Study					
Module Title	organizational behavior		Module Delivery		
Module Type	Core		☒ Theory ☐ Lecture ☐ Lab ☒ Tutorial ☐ Practical ☐ Seminar		
Module Code	301M GT				
ECTS Credits	9				
SWL (hr/sem)	225				
Module Level		1	Semester of Delivery		1
Administering Department		Business management techniques	College	Hawija Technical College	
Module Leader	Ibrahim Ahmed Abdullah Hajji		e-mail	ibrahimahmed_htc@ntu.edu.iq	
Module Leader's Acad. Title		Assistant teacher	Module Leader's Qualification		Master's
Module Tutor			e-mail		
Peer Reviewer Name			e-mail		

Scientific Committee ApprovalDate		Version Number	
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Relation with other Modules			
Relationship with other study subjects			
Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents

Course objectives, learning outcomes, and
guidance content

Module Aims Course objectives	.The organization's orientation towards success -1 Promoting a culture of teamwork, and ensuring the -2 .empowerment and motivation of individuals Ensuring optimal investment in all available resources -3 .within the organization Finding new resources that can be utilized, while -4 anticipating and identifying the organization's future needs, and the opportunities through which these needs can be secured.
Module Learning Outcomes Learning outcomes for the subject	Understanding the administrative and organizational .1 functions within business organizations. Knowing how to set future goals and how to plan and -2 organize to achieve those goals, in different work environments. Knowing how to prepare organizational structures and -3 define the chain of command and scope Supervision and how to define powers and responsibilities. Learn how to work in groups and work teams -4 Learn how to monitor the implementation of the plan, -5 .identify deviations, and address them

Indicative Contents Guidelines	To equip students with cognitive skills in the principles of management and the development of organizational thought, with a particular focus on business administration, in order to qualify them to carry out tasks and responsibilities to work in business organizations.
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Learning and Teaching Strategies	
Learning and teaching strategies	
Strategies	Using diverse methods to present information, such as lectures, -1 .discussions, and practical activities Using different tools and techniques to support learning, such as -2 .books, multimedia, and educational games Test-based learning strategy. This strategy focuses on increasing -3 the individual's retention of what they have learned or studied and their ability to remember it by answering the questions in the tests .related to this

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Total SWL (h/sem)	22		

The student's total academic workload during the semester	5
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Course Material Assessment					
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	Final Exam	3hr	60% (60)	15	
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
Weekly theoretical curriculum	
	Material Covered
Week 1-2	The concept of human behavior . Types of human behavior . Objectives of .studying human behavior
Week 3	The importance of studying organizational behavior . Characteristics of . organizational behavior
Week 4-5	Stages of organizational behavior development. Principles of Behavior Organizational. Levels of organizational behavior . Determinants of organizational . behavior
Week 6	Theories explaining organizational behavior. The relationship of organizational .behavior to other sciences. Organizational behavior management
Week 7	.The concept of perception. Terms related to perception. Types of perception
Week 8	The importance of perception in management. The impact of perception on .organizational behavior
Week 9	The concept of trends. The formation of trends. Their characteristics. Their . elements
Week 10	Factors influencing trends. Components Trends. Functions of trends. Changing . trends
Week 11	.The concept of values. The formation of values. Characteristics of values
Week 12	. Types of values. Sources of values
Week 13	.The impact of values on organizational behavior. Values and individual behavior
Week 14	. The concept of personality. Key personality factors . Personality theory
Week 15	. Personality dimensions . Personality characteristics

Learning and Teaching Resources		
Learning and teaching resources		
	Text	Available in the Library?
Required Texts	organizational behavior College Library	Yes
Recommended Texts		
Websites		

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