

MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
Module Title	قراءات ادارية إنكليزي	Module Delivery	
Module Type	اساسية B	<input checked="" type="checkbox"/> Theory <input type="checkbox"/> Lecture <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Tutorial <input type="checkbox"/> Practical <input type="checkbox"/> Seminar	
Module Code	BA1204		
ECTS Credits	2		
SWL (hr/sem)	50		
Module Level	1	Semester of Delivery	2
Administering Department	BA	College	CAE
Module Leader	علي حمزة لفتة	e-mail	ali.al-juboori@aliraqia.edu.iq
Module Leader's Acad. Title	مدرس مساعد	Module Leader's Qualification	MA
Module Tutor	م.م. علي حمزة لفتة	e-mail	ali.al-juboori@aliraqia.edu.iq
Peer Reviewer Name	م.د. عماد عدنان فاضل	e-mail	emad.a.fadhil@aliraqia.edu.iq
Scientific Committee Approval Date	20/10/2024	Version Number	1.0

Relation with other Modules			
العلاقة مع المواد الدراسية الأخرى			
Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية	
Module Objectives أهداف المادة الدراسية	<ol style="list-style-type: none"> 1. Introduce and define key English terminologies frequently used in Business and Administration 2. Help the students apply these terminologies in their daily lessons and instill their meaning in comparison with the corresponding Arabic terminologies.
Module Learning Outcomes مخرجات التعلم للمادة الدراسية	<p>The student will be able to:</p> <ol style="list-style-type: none"> 1. Familiarize themselves with key English terminologies frequently used in Business and Administration. 2. Apply the English terminologies in other lessons and instill their meaning in comparison with the corresponding Arabic terminologies.
Indicative Contents المحتويات الإرشادية	<p>Indicative content includes the following.</p> <ul style="list-style-type: none"> ➤ Section 1: What is the meaning of business? ➤ Section 2: What is Management and its functions? ➤ Section 3: Who is the Manager? ➤ Section 4: What are the levels of Management? ➤ Section 5: What are the fundamental management skills?

Learning and Teaching Strategies استراتيجيات التعلم والتعليم	
Strategies الاستراتيجية	<p>The main strategies that will be adopted in delivering this module are:</p> <ol style="list-style-type: none"> 1- Apply a student-centered approach to allow the students to be actively engaged in learning communicative English. 2- Plan, implement, and assess a self-learning strategy developed specifically to speak to the (technical and professional) needs of the students. 3- To better overcome the Effective Filters in language acquisition, students will be required to present short presentations on certain pieces of knowledge of their choice.

Student Workload (SWL) الحمل الدراسي للطالب محسوب لـ ١٥ أسبوعا			
Structured SWL (h/sem) الحمل الدراسي المنتظم للطالب خلال الفصل	33	Structured SWL (h/w) الحمل الدراسي المنتظم للطالب أسبوعيا	2.2
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطالب خلال الفصل	17	Unstructured SWL (h/w) الحمل الدراسي غير المنتظم للطالب أسبوعيا	1.13
Total SWL (h/sem) الحمل الدراسي الكلي للطالب خلال الفصل	50		

Module Evaluation تقييم المادة الدراسية					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	20% (10)	5, 10	LO # 1-4 , 5- 9
	Assignments	2	10% (10)	Cont.	LO # 1- 7
	Projects / Lab.				
	Report	1	10% (10)	14	1-8
Summative assessment	Midterm Exam	2 hours	10% (10)	8	LO # 1-5
	Final Exam	3 hours	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus) المنهاج الاسبوعي النظري	
	Material Covered
Week 1	Section 1: What is the meaning of business ? Simple introduction to the concept and its applications.
Week 2	Section 1: What is the meaning of business ? Why is it important to know English terminologies relevant to business ?
Week 3	Section 1: What is the meaning of business ? Practical application of the concept in daily life.
Week 4	Section 2: What is Management and its functions? Simple introduction to the concept.
Week 5	Section 2: What is Management and its functions? Why is it important to know English terminologies relevant to Management ?

Week 6	Section 2: What is Management and its functions? Practical application of the concept in daily life.
Week 7	Who is the Manager ? Simple introduction to the concept and its socio-cultural applications.
Week 8	Who is the Manager ? Why is it important to know English terminologies relevant to Manager ?
Week 9	Who is the Manager ? Practical application of the concept in daily life.
Week 10	What are the levels of Management? Simple introduction to the levels of Management .
Week 11	What are the levels of Management? Why is it important to know English terminologies relevant to the levels of Management? <u>How it can be applied in professional environment?</u>
Week 12	What are the levels of Management? Practical application of the concept in daily life.
Week 13	What are the fundamental management skills? Introduction to the essential skills needed in Management .
Week 14	What are the fundamental management skills? Practical application of the concept in daily life such as <u>how to manage your personal life</u> .
Week 15	What are the fundamental management skills? Why is it important to know English terminologies relevant to the fundamental management skills?
Week 16	Preparatory week before the final Exam

Learning and Teaching Resources		
مصادر التعلم والتدريس		
	Text	Available in the Library?
Required Texts	Readings in Business Administration: Fundamentals of Business Management in English	Yes
Recommended Texts	English Grammar In Use (5 th edition) by Raymond Murphy	No
Websites	https://lingua.com/ The English language content available on this website is a helpful supplementary learning material for beginners and pre-intermediate (non-departmental) students.	

Grading Scheme مخطط الدرجات				
Group	Grade	التقدير	Marks %	Definition
Success Group (50 - 100)	A - Excellent	امتياز	90 - 100	Outstanding Performance
	B - Very Good	جيد جدا	80 - 89	Above average with some errors
	C - Good	جيد	70 - 79	Sound works with notable errors
	D - Satisfactory	متوسط	60 - 69	Fair but with major shortcomings
	E - Sufficient	مقبول	50 - 59	Work meets minimum criteria
Fail Group (0 – 49)	FX – Fail	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	F – Fail	راسب	(0-44)	Considerable amount of work required
<p>Note: Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.</p>				