Northern Technical University
Technical Management Institute
- Nineveh
Department of office management techniques

MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information معلومات المادة الدراسية					
Module Title	**statistics**			**Module Delivery**	
Module Type	**Core**			⊠ **Theory**	
Module Code	**TIMO101**			☐ **Lecture** ☐ **Lab**	
ECTS Credits	**3**			☐ **Tutorial** ⊠ **Practical**	
SWL (hr/sem)	**90**			☐ **Seminar**	
Module Level	1		**Semester of Delivery**		1
Administering Department	Department of office management techniques		**College**	Technical Management Institute - Nineveh	
Module Leader	Ibrahim abdulkhaliq ibrahim		**e-mail**	Mti.lec33.ibrahim@ntu.edu.iq	
Module Leader's Acad. Title	Assistant Lecturer		**Module Leader's Qualification**		master
Module Tutor			**e-mail**		
Peer Reviewer Name	Name		**e-mail**	E-mail	
Scientific Committee Approval Date	9/04/2023		**Version Number**	1.0	

Relation with other Modules

العلاقة مع المواد الدراسية الاخرى

Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents
اهداف المادة الدراسية ونتائج التعلم والمحتويات الارشادية

Module Aims اهداف المادة الدراسية	1. Providing the student with knowledge in the field of statistics and how to apply it in the administrative field. 2. Teaching the student how to use statistical methods and apply them in describing data and solving problems. 3. Learn how to prepare the questionnaire electronically via Google Forms. 4. Students gain the ability to apply statistical methods in their graduation research.
Module Learning Outcomes مخرجات التعلم للمادة الدراسية	1. The ability to know the types of data and how to display them in tables. 2. The student knows how to apply statistical measures according to the type of data. 3. Developing the student's ability to solve problems facing administrative work. 4. Developing students' abilities to share ideas. 5. The student should be able to communicate and communicate with others. 6. The student must be able to manage time.
Indicative Contents المحتويات الارشادية	Indicative content includes the following. • Introduction: It contains a description of the course and an introductory video for the course in general. • Learning outcomes: show what the student will achieve after studying the course. • Educational units: It contains the educational material for the course and each educational unit is divided into topics. • Studying the course: The student's role in studying this course and the tasks required of him to successfully pass the course are determined. • Evaluation and grades: shows the mechanism for evaluating the course and distributing grades. • Final evaluation: It is a final self-test to measure the extent to which the student has achieved the learning outcomes. • User Guide: Explains to students the mechanism for interacting with the course and electronic content.

Learning and Teaching Strategies

استيراتيجيات التعليم والتعلم

Strategies	1- The theoretical lectures required for the course, as well as the use of modern scientific methods in presenting the lectures (data show).
	2- Asking students questions and participating in answering them.
	3- Participatory education, through which students are distributed into groups and asked to carry out specific tasks.
	4- Practical application of theoretical vocabulary
	5- 5Practical training in state departments

Student Workload (SWL)

الحمل الدراسي للطالب محسوب محسوب ل١٥ اسبوع

Structured SWL (h/sem) الحمل الدراسي المنتظم للطالب خلال الفصل		Structured SWL (h/w) الحمل الدراسي المنتظم للطالب خلال الاسبوع	
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطالب خلال الفصل		Unstructured SWL (h/w) الحمل الدراسي غيرا لمنتظم للطالب خلال الاسبوع	
Total SWL (h/sem) الحمل الدراسي لكل طالب خلال الفصل			

Module Evaluation					
تقييم المادة الدراسية					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	10% (10)	3,7	
	Assignments	1	20% (20)	5	
Summative assessment	Midterm Exam	2hr	20% (20)	11	
	Final Exam	3hr	50% (50)	16	
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
المنهاج الاسبوعي النظري	
	Material Covered
Week 1-2	Introduction to statistics: stages of development, importance, concept, types of statistical sciences.
Week 3	The main stages in scientific research: the problem, hypotheses, sources of data collection.
Week 4	Creating and designing an electronic questionnaire form.
Week 5-6	Analyzing, describing and designing jobs, displaying samples of job description cards.
	First Month Exam
Week 7-8	Variables and constants.
Week 9-10	Variables and constants.
Week 11	Classification and tabulation of data.
	Second month exam
Week 12-13	Classification and tabulation of data.
Week 14-15	Measures of central tendency for classified data: arithmetic mean, median, and mode.
Week 16	The week of final Exam

Learning and Teaching Resources
مصادر التعلم والتدريس

		Available in the Library?
Required Texts		
Recommended Texts		
Websites	Human Resource Management - Dessler, Gary	

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 work 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

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.