MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
Module Title	**Arabic language**	**Module Delivery**	
Module Type	**Core**	☒ **Theory** ☐ **Lecture** ☐ **Lab** ☒ **Tutorial** ☐ **Practical** ☐ **Seminar**	
Module Code	**NTU104**		
ECTS Credits	٢		
SWL (hr/sem)	٣٠		
Module Level	1	**Semester of Delivery**	1
Administering Department	Department of office management techniques	**College**	Technical Management Institute - Nineveh
Module Leader	Abdul Khaliq Salman Jamian	**e-mail**	abdaukalks@ntu.edu.iq
Module Leader's Acad. Title	Assistant Professor	**Module Leader's Qualification**	PhD
Module Tutor		**e-mail**	
Peer Reviewer Name	Name	**e-mail**	E-mail
Scientific Committee Approval Date	١٣/٠٤/2023	**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
اهداف المادة الدراسية ونتائج التعلم والمحتويات الارشادية

Module Aims اهداف المادة الدراسية	1- Identify the concept of the integrity of the Arabic language 2- Recognizing the importance of the role of the Arabic language in understanding administrative discourses 3- Identify the most important linguistic errors in correspondence. 4 - Identify examples of books that contain linguistic errors 5 - Identifying the parts of speech
Module Learning Outcomes مخرجات التعلم للمادة الدراسية	1 - The ability to edit a book free of linguistic errors. 2- The ability to have proper linguistic communication in the administrative field
Indicative Contents المحتويات الارشادية	Indicative content includes the following. 1- Learn proper writing 2- Developing linguistic communication skills 3- Opening the horizon of the expressive dictionary

Learning and Teaching Strategies	
استيراتيجيات التعليم والتعلم	
Strategies	•Clearly define the learning objectives for the unit. Students should understand what they are expected to learn and achieve by the end of the unit. •Promote active learning by engaging students in hands-on activities, problem- solving exercises, and group discussions. This helps students actively participate in the learning process and enhances their understanding •Support Learning: Build the unit in a way that builds on previously learned concepts. Start with foundational topics and gradually progress to more complex ideas. Provide clear explanations and examples to support students' understanding at each stage.

Student Workload (SWL)			
الحمل الدراسي للطالب محسوب محسوب ل١٥ أسبوع			
Structured SWL (h/sem) الحمل الدراسي المنتظم للطالب خالل النصل		**Structured SWL (h/w)** الحمل الدراسي المنظم للطالب أسبوعيا	
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطالب خالل النصل		**Unstructured SWL (h/w)** الحمل الدراسي غير المنظم للطالب أسبوعيا	
Total SWL (h/sem) الحمل الدراسي الكلي للطالب خالل النصل			

Module Evaluation

تقييم المادة الدراسية

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	**Quizzes**	٢	10% (10)	3,7	
	Assignments	2	١٥% (١٥)	5	
Summative assessment	**Midterm Exam**	2hr	١٥% (١٥)	11	
	Final Exam	3hr	٦0% (٦0)	16	
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

المنهاج الاسبوعي النظري

	Material Covered
Week 1	Introduction to the Arabic language and its safety
Week 2	Word components (noun, verb, and letter)
Week 3-4	Parsing and construction in the Arabic language
Week 5-٦	Examples of linguistic errors
Week 7-8	Planning, its types and strategies
Week 9-10	the number
Week 11	Exam
Week 1-	punctuation marks
Week 13	The dha and the dha
Week 14	The hamza
Week 15	**Preparatory week before the final Exam**
Week 16	**The week of final Exam**

	Delivery Plan (Weekly Lab. Syllabus)
	المنهاج الاسبوعي للمختبر
	Material Covered

Learning and Teaching Resources		
مصادر التعلم والتدريس		
	Text	**Available in the Library?**
Required Texts	Arabic language book	Yes
Recommended Texts		
Websites		

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.