Northern Technical University
Technical Management Institute
/ Ninawa
Department of Accounting

MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information معلومات المادة الدراسية			
Module Title	**Arabic Language 1**	**Module Delivery**	
Module Type	**Core**	☒ **Theory** ☐ **Lecture** ☐ **Lab** **Tutorial** ☐ **Practical** ☐ **Seminar**	
Module Code	**NTU 103**		
ECTS Credits			
SWL (hr/sem)			
Module Level	1	**Semester of Delivery**	1
Administering Department	RETE	**College**	Technical Management Institute / Ninawa Department of Legal Administration
Module Leader	Mohammed mohib abd	**e-mail**	mohammad.mohib@ntu.edu.iq
Module Leader's Acad. Title	Assistant Lecturer	**Module Leader's Qualification**	Masters' degree
Module Tutor		**e-mail**	
Peer Reviewer Name		**e-mail**	
Scientific Committee Approval Date		**Version Number**	

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

Module Aims, Learning Outcomes and Indicative Contents
أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية

Module Aims أهداف المادة الدراسية	1. Introduce the general and basic arabic grammar. 2. Enhance the student comprehension to be able to catch the grammatical mistakes and to show precise understanding of avabic grammar.
Module Learning Outcomes مخرجات التعلم للمادة الدراسية	1. The ability to build arabic sentences which are grammatically correct. 2. Increasing the understanding and using the basic expressions and and how to deal with it
Indicative Contents المحتويات الإرشادية	Indicative content includes the following. 1. Guiding students to overcome linguistic errors by knowing how to pronounce words correctly 2. Expanding students' general culture through the correct pronunciation of Arabic words

Learning and Teaching Strategies
اسئراتيجيات التعلم والتعليم

Strategies	1- Continuous communication with the students including Safe educational environment. 2- Ensuring the students knowledge and comprehension through direct questions and quizzes. 3- Activating cooperative education among students to increase the ability to understand others

Student Workload (SWL)
الحمل الدراسي للطالب محسوب لـ ٥١ أسبوعا

Structured SWL (h/sem) الحمل الدراسي المنتظم للطالب خلال النصل		**Structured SWL (h/w)** الحمل الدراسي المنظم للطالب أسبوعيا	
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطالب خلال النصل		**Unstructured SWL (h/w)** الحمل الدراسي غير المنظم للطالب أسبوعيا	
Total SWL (h/sem) الحمل الدراسي الكلي للطالب خلال النصل		175	

Module Evaluation

تَقْيِيم المادة الدراسية

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	**Quizzes**	2	5% (5)	2, 7	
	Assignments	2	5% (5)	5, 13	
Summative assessment	**Midterm Exam**	1hr	40% (40)	4, 11	
	Final Exam	3hr	60% (60)	16	
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

المنهاج الأسبوعي النظري

	Material Covered
Week 1	Introduction to linguistic errors and the most important features and components of administrative discourse
Week 2	Avoid linguistic errors while writing administrative speech between state institutions
Week 3 and 4	Applications of common linguistic errors
Week 5 and 6	The Language of Administrative Discourse.
Week 7	Formal aspects of administrative discourse
Week 8 and 9	Examples of administrative correspondence.
Week 10	Writing numbers in the correct form.
Week 11	Writing the Hamza
Week 12	CPunctuation marks
Week 13	Al-Dhaad and Al-Dhaa
Week 14 and 15	Effects

Delivery Plan (Weekly Lab. Syllabus)

المنهاج الأسبوعي للمختبر

	Material Covered

Learning and Teaching Resources

مصادر التعلم والتدريس

	Text	Available in the Library?
Required Texts	Headway	Yes
Recommended Texts		
Websites		

Grading Scheme

مخطط الدرجات

Northern Technical University
Technical Management Institute
/ Ninawa
Department of Accounting

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.