



Northern Technical University
Technical Management Institute
/ Ninawa
Department of TOURISM AND HOTEL



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MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
Module Title	PROFSSIONAL BEHAVIOR		Module Delivery
Module Type	Core		<input checked="" type="checkbox"/> Theory <input type="checkbox"/> Lecture <input type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input type="checkbox"/> Practical <input type="checkbox"/> Seminar
Module Code	THMT109		
ECTS Credits			
SWL (hr/sem)			
Module Level	1	Semester of Delivery	
Administering Department	RETE	College	Technical Management Institute / Ninawa Department of TOURISM AND HOTEL
Module Leader	Waleed kh0ddar omer	e-mail	Waleedkho@ntu.edu.iq
Module Leader's Acad. Title	Lecturer	Module Leader's Qualification	Phd' degree
Module Tutor		e-mail	
Peer Reviewer Name		e-mail	
Scientific Committee Approval Date		Version Number	



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



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Module Aims, Learning Outcomes and Indicative Contents

<p>Module Aims أهداف المادة الدراسية</p>	<p>1- Qualifying human resources in the field of professional behavior. 2- Preparing graduates for the labor market capable of dealing with disciplined professional behavior. 3- Preparing graduates who are aware of the concept of professional behavior and are able to apply it practically.</p>
<p>Module Learning Outcomes مخرجات التعلم للمادة الدراسية</p>	<p>1. The ability to build English sentences which are grammatically correct. 2. Increasing the understanding and using the basic expressions and how to introduce yourself for others.</p>



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<p>Indicative Contents المحتويات الارشادية</p>	<p>Indicative content includes the following.</p> <ol style="list-style-type: none">1. Developing the students' communication and capacity to reach the others smoothly.2. Expand the general culture and the intelligence for the students throughout leaning English language.
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Learning and Teaching Strategies

استراتيجيات التعلم والتعليم

Strategies	<p>1- The professional behavior course introduces students to the basics and concepts of this science.</p> <p>2- The course encourages students to become familiar with work methods according to the principles of professional conduct.</p> <p>3- The course includes discussions and dialogues on concepts and practical applications to enhance students' understanding of communicating with others and enhance self-confidence. As well as competition and excellence in work.</p>
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Student Workload (SWL)

الحمل الدراسي للطالب محسوب لـ ١٥ أسبوعا

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



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Module Evaluation					
تقييم 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	50% (50)	4, 11	
	Final Exam	3hr	50% (50)	16	
Total assessment			100% (100 Marks)		

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Delivery Plan (Weekly Syllabus)	
المناهج الأسبوعي النظري	
	Material Covered
Week 1	The concept of professional behavior and its definitions.
Week 2	Intellectual and legal foundations of professional behavior.
Week 3	The importance of professional behavior.
Week 4	Basic values of professional behavior.
Week 5	Sources for determining professional behavior.
Week 6	Employee rights and duties.
Week 7-8	Employer duties Prohibitions for the employee
Week 9	The concept of ethics
Week 10-11	Work ethics and employee ethics Negative ethics on the job
Week 12	The concept of (job) and ways to search for it
Week 13	CV, its concept and importance.
Week 14	Parts and components of a CV
Week 15	Interviews
Week 16	The week of final Exam



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Delivery Plan (Weekly Lab. Syllabus)

المنهاج الأسبوعي للمختبر

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

Learning and Teaching Resources

مصادر التعلم والتدريس

Learning and Teaching Resources		
مصادر التعلم والتدريس		
	Text	Available in the Library?
Required Texts	Headway	Yes
Recommended Texts		
Websites		



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Grading Scheme

مخطط الدرجات



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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.