	Ministry of Higher Education and Scientific Research - Iraq University of Warith Al-Anbiyaa College of Advanced Technologies Department of Refrigeration and Air Conditioning Techniques Engineering	

MODULE DESCRIPTION FORM

Sample course description

Module Information			
Course Information			
Module Title	**Arabic**	**Module Delivery**	
Module Type	B	☒ **Theory**	
Module Code	HVAC 1009	☐ **Reading**	
ECTS Credits	2	☐ **Lab**	
SWL (hr/sem)	50	☐ **Tutorial**	
		☐ **Practical**	
		☐ **Seminar**	
Module Level	2	**Semester of Delivery**	2
Administering Department	MSC-HVAC	**College**	Advanced Technologies
Module Leader	Mohammed Yahya Makki	**Email**	mohammed.yahya@uowa.edu.iq
Module Leader's Acad. Title	Lecturer.Dr	**Module Leader's Qualification**	P.HD
Module Tutor	ON	**Email**	
Peer Reviewer Name		**Email**	
Scientific Committee Approval Date	31 / 08/2025	**Version Number**	1.0
Relation with other Modules			
Relationship with other subjects			

Prerequisite module	ON	**Semester**	
Co-requisites module	ON	**Semester**	

Module Aims, Learning Outcomes and Indicative Contents

Course Objectives, Learning Outcomes, and Instructional Contents

Module Aims **Course Objectives**	1- Deepening the student's knowledge of the grammar and spelling that he has previously learned, in order to avoid falling into linguistic and spelling mistakes, and to make it easier for him to write reports and all written works correctly grammatically and linguistically. Expanding the scope of linguistic and literary awareness to -2 ,include all students and the local community through lectures seminars, and various training courses, and taking the hand of .creative and talented people
Module Learning Outcomes **Learning Outcomes for the Course**	Knowledge, Understanding and Application By giving theoretical lectures in the classroom and urging students to read a specific book in the subject, in addition to assigning students research assignments or office reports at the level of the .first year of study
Indicative Contents **How-to Contents**	The course consists of one part that deals with teaching students the general rules of writing in Arabic to ensure that the basics of this .language are not compromised

Learning and Teaching Strategies

Learning and Teaching Strategies

Strategies	Self-active learning Cooperative learning. Learning .View Article Asking Questions Class Tests Homework

Student Workload (SWL)

Student's Academic Load

Structured SWL (h/sem)	30	**Structured SWL (h/w)**	2

Student's regular academic load during the semester		Regular Academic Load of the Student Weekly	
Unstructured SWL (h/sem) Student's irregular academic load during class	20	**Unstructured SWL (h/w)** Student's irregular academic load per week	2
Total SWL (h/sem) The student's total academic load during the semester	50		

Module Evaluation

Assessment of the course

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	20%	1 , 2, 3 , 4	Apply the rules that the student has learned in writing works and develop his linguistic knowledge by enabling spelling skills, and using the appropriate word in its proper .place
	Assignments	2	10%	5 , 11	
	Projects / Lab.				
	Report				
Summative assessment	Midterm Exam	2hr	20%	7	
	Final Exam	3hr	50%	15	
Total assessment			100%		

Delivery Plan (Weekly Syllabus)

Theoretical Weekly Curriculum

	Material Covered
Week 1	- The concept of language errors Tying and open T-writing rules -
Week 2	- Elongated and Cabin Thousand Solar and lunar letters -
Week 3	Dhaad and Dhaa
Week 4	Writing the Hamza: - Connector and Cutting

	- Medium Hamza Extreme Hamza -
Week 5	Punctuation
Week 6	Noun and verb and differentiation between them
Week 7	Effects: - Effect - Absolute effect - The effect for it - Effect Effect with it -
Week 8	Issue
Week 9	Common Language Error Apps
Week 10	Common Language Error Apps
Week 11	- Meanings of prepositions - The Rule of the Thousand Difference The rule of noon and noun -
Week 12	Formal aspects of administrative discourse
Week 13	The Language of Administrative Discourse
Week 14	The Language of Administrative Discourse
Week 15	Exam

Learning and Teaching Resources

Learning and Teaching Resources

	Text	Available in the Library?
Required Texts	1. The Unique Book of Dictation: Naoum Zarzis Zarazir, Edited by: Dr. Mustafa Jawad – Al-Numan Press, Najaf Al-Ashraf – 6th Edition– 1973AD. 2. Dictation Book for the Middle Stage: Abdul-Jabbar Abdullah Al-Alusi and others - Ministry of Education - General Directorate of Curriculum - 18th Edition - 2014AD.	yes

	3. Language, Grammar and Spelling Lessons for State Employees: Ismail Hamoud Atwan and Others – Ministry of Education Press (3), Baghdad – 2nd Edition – 1984. 4. General Arabic Language for Non-Specialization Departments: Abdel Qader Hassan Amin et al., Ministry of Higher Education and Scientific Research, 2nd Edition, 2000.	
Recommended Texts		
Websites		

Grading Scheme

Grading Chart

Group	Grade	Recognition	Marks (%)	Definition
Success Group (50 - 100)	**A** - Excellent	Privilege	90 - 100	Outstanding Performance
	B - Very Good	Very good	80 – 89	Above average with some errors
	C – Good	Good	70 – 79	Sound work with notable errors
	D - Satisfactory	Medium	60 – 69	Fair but with major shortcomings
	E - Sufficient	Acceptable	50 – 59	Work meets minimum criteria
Fail Group (0 – 49)	**FX** – Fail	Deposit (in (processing	(45-49)	More work required but credit awarded
	F – Fail	Fail	(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.

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التاريخ : 31-8-2026

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