

اسم الجامعة: جامعة الحلة

الكلية/ المعهد: الإدارة والاقتصاد

القسم العلمي: المحاسبة

اسم البرنامج الأكاديمي أو المهني: بكالوريوس محاسبة

اسم الشهادة النهائية: بكالوريوس في المحاسبة

النظام الدراسي: فصلي - مسار بولونيا

تاريخ اعداد الوصف : 23/3/2026

تاريخ ملء الملف : 23/3/2026

دقق الملف من قبل شعبة ضمان الجودة والأداء الجامعي

اسم مسؤول شعبة ضمان الجودة والأداء الجامعي: م. م. ساره كريم ابراهيم

التاريخ: 23/3/2026

التوقيع



مصادقة السيد العميد

أ. د. حسين ديكان درويش



Course description template

Module Information			
Study material	Arabic language		Study material
theory a lecture ☒ Laboratory (practical) ☐ lesson educational ☐ seminar ☐	S		Type of course
	UNI-216		Subject code
	2		Study units
	33		) Capacity (hours/week
1	semester	2	Academic level
Management and Economics	College	ACC	Department code
Mfdm0258@gmail.com	Email	Radhab Nahed Abdel Abbas	Course Professor
Master's	Certificate	assistant professor	Scientific title
	e-mail	—	Assistant Professor of the subject
	e-mail	—	Professor of the corresponding references

	issue number		Committee approval
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Relationship with other study subjects			
-	semester	nothing	Basic required units
-	semester	nothing	Common required units
Course objectives, learning outcomes, and content			
1- To enable the student to master the basic rules of the Arabic language (grammar and morphology) to ensure linguistic accuracy in writing and speaking. 2- Training the student in the art of functional writing and focusing on drafting administrative correspondence, reports, and official memos in a sound professional style. 3- ,Enhancing the student's ability to read analytically, understand texts and accurately deduce meanings and ideas. 4- Developing the student's oral expression skills to enable him to participate in scientific discussions and seminars fluently and clearly.			Course objectives
1- The student should be able to write reports and administrative correspondence in correct Arabic, free from grammatical and spelling errors. 2- The student should possess the skill to analyze texts, understand the meanings of words, and employ them in their specialized professional context. 3- The student should be able to distinguish between different linguistic styles (reporting, literary, scientific) and apply the appropriate style in his academic writings.			Learning outcomes for the subject

Encouraging active student participation in daily and homework assignments, as well as refining and expanding their accounting thinking skills, is achieved through interactive classroom activities and by considering simple experiments involving sampling activities of interest to students.	Guidelines
Learning and teaching strategies	
• Direct writing practice: This strategy involves assigning students to write functional texts (official letters, progress reports, meeting minutes) on a weekly basis within the classroom, which enhances their professional writing skills through direct experience. • Peer correction: Students exchange their written texts and correct each other's spelling and grammar mistakes under the teacher's supervision. This method helps students discover common errors and boosts their confidence in their language proficiency. • Analyzing functional models: Presenting realistic models of official correspondence and real financial and accounting reports, then deconstructing their linguistic structure and analyzing their style of formulation, so that the student understands the difference between creative writing and professional administrative writing.	Strategies

Student's academic workload			
6.2	weekly study load for the student	93	Regular academic workload for the student during the semester

7.1	Irregular weekly study load for the student	107	Irregular student workload during the semester
200			The student's total academic workload during the semester

Course Material Assessment					
Relevant learning outcomes	Week due	Grade (Marks)	Time/Number		
1-2-3		10	2	Quick test	Initial assessment
2-3-4		15	2	School assignments	
3-4-5		10	2	Discussion/Experiences	
6-7-10-15		5	2	Report / Laboratory	
1-8		10	2	Midterm exam	Final assessment
1-15	8	50	2	Final exam	
	16	100% (Marks100)	Overall assessment		

	Weekly theoretical curriculum
Week 1	An introduction to the Arabic language: The importance of language and its relationship to thinking

Week 2	Original and secondary diacritical marks and their applications in the Arabic sentence
Week 3	Parts of speech (noun, verb, particle) and how to distinguish between them in different texts
Week 4	Subject and predicate: Cases of fronting and backshifting and their effect on sentence structure
Week 5	The Five Verbs and the Five Nouns (Writing and Grammar (Rules
Week 6	First exam
Week 7	The verbal sentence: the subject and the passive subject in administrative reports
Week 8	The five objects: their uses in functional and precise expression
Week 9	Hamza (connecting and separating), the letter Taa (closed and open), and error correction
Week 10	Numbers and their writing (practical applications to (amounts and financial dates
Week11	Second exam
Week12	Functional writing skills (writing administrative letters and (official memos
Week 13	The Art of Reporting: How to Write Technical and Financial Reports in a Sound and Professional Style
Week14	Punctuation marks and their impact on understanding meaning and defining text paragraphs
Week15	Presentation and oral discussion skills with a .comprehensive review of the material

Study resources		
Is it available in the library?	the address	
	Grammar and spelling rules Administrative and functional writing	Required address
	Simplifying Arabic grammar rules The art of administrative writing and reporting	Recommended titles
Dar Al-Maaref / Unified Curriculum https://www.google.com/search?q=http://www.mjal3raby.com		Website

Grade chart				
the total	degree	Appreciation	% Signs	identification
Success Group (100-50)	-A Excellent	privilege	100-90	Outstanding performance
	B- Very good	very good	89-80	Above average with some errors
	C- Good	good	79-70	Good work with some noticeable errors
	D- Marzia	middle	69-60	Medium with significant shortening

	- e Sufficient	acceptable	59-50	The work meets minimum .standards
sedimentation group (49-0)	FXto fail -	Accepted by decision	49-45	Demands for more work
	F Failure -	Precipitate	44-0	A large amount of work is required
note:				
Note: Decimal ranks above or below (0.5) will be rounded up or down to the nearest whole number (e.g. , the degree will be rounded up (54.5) To while the mark (54.4) will be rounded up. Up to (54) . The , (55) university has a policy of not helping with near-passing failing grades, so the only adjustment to the grades awarded by the original examiner will be the automatic rounding shown above.				