

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 والثناء الجامعي

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

التاريخ: 23/3/2026

التوقيع



مصادقة السيد العميد

أ. د. حسين ديكان درويش



Course description template

Course Information			
Study material	Arabic		Study material
theory a lecture ☒	S		Type of course
Laboratory (practical ☐	UNI-102		Subject code
(	2		Study units
lesson educational ☐	33		Capacity (hours/week)
seminar ☐			
2	semester	1	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

Relationship with other study subjects			
-	semester	nothing	Basic required units
-	semester	nothing	Common required units
Course objectives, learning outcomes, and content			
To enable the student to master the basic rules of the Arabic language (grammar and morphology) to ensure linguistic accuracy in writing and speaking.			Course objectives

Training the student in the art of functional writing and focusing on drafting administrative correspondence, reports, and official memos in a sound professional style. Enhancing the student's ability to read analytically, understand texts, and accurately deduce meanings and ideas. Developing the student's oral expression skills to enable him to participate in scientific discussions and seminars fluently and clearly.	
The student should be able to write reports and administrative correspondence in correct Arabic, free from grammatical and spelling errors. The student should possess the skill to analyze texts, understand the meanings of words, and employ them in their specialized professional context. 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

• Grammar and spelling rules: Hamzas, Taa Marbuta and Taa Maftuta, punctuation marks, and common mistakes. • Functional style: Characteristics of administrative writing and the difference between it and literary writing. • Official correspondence: elements of an official letter, style of writing, and administrative terminology. • Summarizing skills: rules of summarizing, and condensing ideas without compromising meaning. • Meeting minutes: How to write a report about a formal meeting or negotiation session.	Guidelines
Learning and teaching strategies	

This strategy involves assigning : Direct writing practice● 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 Students exchange their written texts and : Peer correction● 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 Presenting realistic models of : Analyzing functional models● 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
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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	
2-3-4		15	2	School assignments	

3-4-5		10	2	Discussion/Experiences	Initial assessment
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	
An introduction to the Arabic language: The importance of language and its relationship to thinking	Week 1
Original and secondary diacritical marks and their applications in the Arabic sentence	Week 2
Parts of speech (noun, verb, particle) and how to distinguish between them in different texts	Week 3
Subject and predicate: Cases of fronting and backshifting and their effect on sentence structure	Week 4
The Five Verbs and the Five Nouns (Writing and Grammar Rules	Week 5
First exam	Week 6
The verbal sentence: the subject and the passive subject in administrative reports	Week 7
The five objects: their uses in functional and precise expression	Week 8
Hamza (connecting and separating), the letter Taa (closed and open), and error correction	Week 9
Numbers and their writing (practical applications to amounts and financial dates	Week 10
Second exam	Week Eleven
Functional writing skills (writing administrative letters and official memos	Week Twelve
The Art of Reporting: How to Write Technical and Financial Reports in a Sound and Professional Style	Week 13

Punctuation marks and their impact on understanding meaning and defining text paragraphs	Week Fourteen
Presentation and oral discussion skills with a .comprehensive review of the material	Week fifteen

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)	to fail - FX	Accepted by decision	49-45	Demands for more work
	Failure -F	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) will be rounded to (55) , while (54.4) will be rounded to (54) . The university has a policy of no assistance with near-passing failing grades, so the only adjustment to the grades awarded by the original examiner will be the automatic rounding .shown above				