

# MODULE DESCRIPTION FORM

## نموذج وصف المادة الدراسية

| Module Information                 |                                      |                               |                                                                                                                                                                                                                                                     |   |
|------------------------------------|--------------------------------------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| معلومات المادة الدراسية            |                                      |                               |                                                                                                                                                                                                                                                     |   |
| Module Title                       | <b>Oil Administration</b>            |                               | Module Delivery                                                                                                                                                                                                                                     |   |
| Module Type                        | C                                    |                               | <input checked="" type="checkbox"/> Theory<br><input type="checkbox"/> Lecture<br><input type="checkbox"/> Lab<br><input checked="" type="checkbox"/> Tutorial<br><input type="checkbox"/> Practical<br><input checked="" type="checkbox"/> Seminar |   |
| Module Code                        | <b>MMOG1203</b>                      |                               |                                                                                                                                                                                                                                                     |   |
| ECTS Credits                       | 7                                    |                               |                                                                                                                                                                                                                                                     |   |
| SWL (hr/sem)                       | 175                                  |                               |                                                                                                                                                                                                                                                     |   |
| Module Level                       | 1                                    | Semester of Delivery          |                                                                                                                                                                                                                                                     | 2 |
| Administering Department           | Oil and Gas Management and Marketing | College                       | Shatt al-Arab University, College of Administration and Economics                                                                                                                                                                                   |   |
| Module Leader                      | Nebras Negm                          |                               | e-mail                                                                                                                                                                                                                                              |   |
| Module Leader's Acad. Title        |                                      | Module Leader's Qualification |                                                                                                                                                                                                                                                     |   |
| Module Tutor                       | Nebras Negm                          |                               | e-mail                                                                                                                                                                                                                                              |   |
| Peer Reviewer Name                 |                                      | e-mail                        |                                                                                                                                                                                                                                                     |   |
| Scientific Committee Approval Date | 2025/9/1                             | Version Number                | 1.0                                                                                                                                                                                                                                                 |   |

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

| <b>Module Aims, Learning Outcomes and Indicative Contents</b><br><b>أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| <b>Module Objectives</b><br><b>أهداف المادة الدراسية</b>                                                                         | 1- Providing the student with the most important principles, foundations and basic principles of oil management functions.<br>2- Providing the student with how to apply management functions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Module Learning Outcomes</b><br><b>مخرجات التعلم للمادة الدراسية</b>                                                          | A- Cognitive objectives<br>A1- Enable the student to learn about management and globalization<br>A2- The student acquires knowledge about change and development in organizations.<br>A3- Enable the student to learn about organizations and their legal forms<br>A4- Enable the student to learn about the function of production and operations management.<br>A5- Enable the student to learn about the function of marketing.<br>A6- Enable the student to learn about the function of human resources management.<br>A7- Enable the student to learn about the function of financial and accounting management.<br>B- Course-specific skill objectives<br>B1- Scientific skills<br>B2- Skills for teaching and training students on how to perform management, its functions and the decision-making process<br>B3- Leadership skills                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Indicative Contents</b><br><b>المحتويات الإرشادية</b>                                                                         | <p>Guidance processes in course description are a set of guidelines or directions that explain how to design and prepare a course description in a clear and appropriate manner. These processes aim to assist faculty members and stakeholders in providing basic information about the course in an organized and comprehensive manner that meets the requirements of educational quality. These processes include the following elements:</p> <ol style="list-style-type: none"> <li>Determining course objectives:               <ul style="list-style-type: none"> <li>Setting clear and specific educational objectives that reflect what the student should achieve by the end of the course.</li> </ul> </li> <li>Determining learning outcomes:               <ul style="list-style-type: none"> <li>Determining the skills and knowledge that students will acquire, such as cognitive skills, practical skills, and thinking skills.</li> </ul> </li> <li>General description of the course:               <ul style="list-style-type: none"> <li>Providing a brief overview of the course content, its purpose, and its importance to the academic program.</li> </ul> </li> <li>Content description:               <ul style="list-style-type: none"> <li>Determining the topics that will be covered in the course in detail, with their distribution over the study schedule.</li> </ul> </li> <li>Determining teaching methods:               <ul style="list-style-type: none"> <li>Describing the means and methods that will be used to deliver the content, such as lectures, discussions, and practical exercises.</li> </ul> </li> <li>Determine assessment methods:</li> </ol> |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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|  | <ul style="list-style-type: none"> <li>• Explain how students will achieve learning outcomes, such as tests, projects, and reports.</li> </ul> <p>7. Learning resources:</p> <ul style="list-style-type: none"> <li>• Provide a list of study materials and references used in the course, including books, articles, and digital sources.</li> </ul> <p>8. Prerequisites and conditions:</p> <ul style="list-style-type: none"> <li>• Identify the courses or skills that the student must have completed before enrolling in the course.</li> </ul> <p>9. Schedule:</p> <ul style="list-style-type: none"> <li>• Develop a schedule that specifies teaching times and various activities during the semester.</li> </ul> <p>10. Course policies:</p> <ul style="list-style-type: none"> <li>• Clarify rules and policies related to attendance, discipline, assignments, and exams.</li> </ul> <p>These guiding processes are essential to ensuring consistency and clarity in course descriptions, which helps students and faculty members achieve educational objectives efficiently.</p> |
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| <b>Learning and Teaching Strategies</b><br>استراتيجيات التعلم والتعليم |                                                                                                                 |
|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| <b>Strategies</b>                                                      | 1- Theoretical study through giving lectures<br>2- Case study and discussion<br>3- Using the questioning method |

| <b>Student Workload (SWL)</b><br>الحمل الدراسي للطلاب محسوب لـ ١٥ أسبوعا       |            |                                                                           |          |
|--------------------------------------------------------------------------------|------------|---------------------------------------------------------------------------|----------|
| <b>Structured SWL (h/sem)</b><br>الحمل الدراسي المنتظم للطلاب خلال الفصل       | <b>93</b>  | <b>Structured SWL (h/w)</b><br>الحمل الدراسي المنتظم للطلاب أسبوعيا       | <b>6</b> |
| <b>Unstructured SWL (h/sem)</b><br>الحمل الدراسي غير المنتظم للطلاب خلال الفصل | <b>82</b>  | <b>Unstructured SWL (h/w)</b><br>الحمل الدراسي غير المنتظم للطلاب أسبوعيا | <b>5</b> |
| <b>Total SWL (h/sem)</b><br>الحمل الدراسي الكلي للطلاب خلال الفصل              | <b>175</b> |                                                                           |          |

| Module Evaluation<br>تقييم المادة الدراسية |                 |             |                  |          |                           |
|--------------------------------------------|-----------------|-------------|------------------|----------|---------------------------|
|                                            |                 | Time/Number | Weight (Marks)   | Week Due | Relevant Learning Outcome |
| Formative assessment                       | Quizzes         | 1           | 10% (10)         | 4        | LO #A1                    |
|                                            | Assignments     | 1           | 10% (10)         | 4        | LO #A2                    |
|                                            | Projects / Lab. | 1           | 10% (10)         | 4        | LO #A3                    |
|                                            | Report          | 1           | 10% (10)         | 4        | LO #B1                    |
| Summative assessment                       | Midterm Exam    | 1hr         | 10% (10)         | 7        | LO #B2                    |
|                                            | Final Exam      | 3hr         | 50% (50)         | 16       | All                       |
| Total assessment                           |                 |             | 100% (100 Marks) |          |                           |

| Delivery Plan (Weekly Syllabus)<br>المنهاج الاسبوعي النظري |                                                     |
|------------------------------------------------------------|-----------------------------------------------------|
|                                                            | Material Covered                                    |
| Week 1                                                     | Business Administration in the Age of Globalization |
| Week 2                                                     | Business Administration in the Age of Globalization |
| Week 3                                                     | Change and development in organizations             |
| Week 4                                                     | Change and development in organizations             |
| Week 5                                                     | Organizations and their legal forms                 |
| Week 6                                                     | Organizations and their legal forms                 |
| Week 7                                                     | Midterm exam                                        |
| Week 8                                                     | Production and operations management                |
| Week 9                                                     | Production and operations management                |
| Week 10                                                    | Marketing                                           |
| Week 11                                                    | Marketing                                           |
| Week 12                                                    | Human resources management                          |
| Week 13                                                    | Human resources management                          |
| Week 14                                                    | Financial and accounting management                 |
| Week 15                                                    | Financial and accounting management                 |
| Week 16                                                    | Preparatory week before the final Exam              |

| Delivery Plan (Weekly Lab. Syllabus)<br>المنهاج الاسبوعي للمختبر |                  |
|------------------------------------------------------------------|------------------|
|                                                                  | Material Covered |
| Week 1                                                           |                  |
| Week 2                                                           |                  |
| Week 3                                                           |                  |
| Week 4                                                           |                  |
| Week 5                                                           |                  |
| Week 6                                                           |                  |
| Week 7                                                           |                  |

## Learning and Teaching Resources

مصادر التعلم والتدريس

|                   | Text                                                      | Available in the Library? |
|-------------------|-----------------------------------------------------------|---------------------------|
| Required Texts    | Management and Business                                   | Yes                       |
| Recommended Texts | Dr. Saleh Mahdi Al-Amiri and Dr. Taher Mohsen Al-Mansouri | Yes                       |
| Websites          |                                                           |                           |

## Grading Scheme

مخطط الدرجات

| Group                       | Grade            | التقدير             | Marks %  | Definition                            |
|-----------------------------|------------------|---------------------|----------|---------------------------------------|
| Success Group<br>(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<br>(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.

رئيس القسم  
م.د. رافد عيد الجليل حسن

مدرس المادة  
فiras نجم

**Director of the Quality Assurance and Performance Department of  
the University: Wafa Saeed Hassan**

مسؤولة وحدة الجودة كلية  
الإدارة والاقتصاد  
م.م. وفاء سعيد حسن

