

MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
Module Title	Oil Administration		Module Delivery
Module Type	C		☒ Theory ☐ Lecture ☐ Lab ☒ Tutorial ☐ Practical ☒ Seminar
Module Code	MMOG1203		
ECTS Credits	7		
SWL (hr/sem)	175		
Module Level	1	Semester of Delivery	
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		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	

Module Aims, Learning Outcomes and Indicative Contents	
أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية	
Module Objectives أهداف المادة الدراسية	1- Providing the student with the most important principles, foundations and basic principles of oil management functions. 2- Providing the student with how to apply management functions.
Module Learning Outcomes مخرجات التعلم للمادة الدراسية	A- Cognitive objectives A1- Enable the student to learn about management and globalization A2- The student acquires knowledge about change and development in organizations. A3- Enable the student to learn about organizations and their legal forms A4- Enable the student to learn about the function of production and operations management. A5- Enable the student to learn about the function of marketing. A6- Enable the student to learn about the function of human resources management. A7- Enable the student to learn about the function of financial and accounting management. B- Course-specific skill objectives B1- Scientific skills B2- Skills for teaching and training students on how to perform management, its functions and the decision-making process B3- Leadership skills
Indicative Contents المحتويات الإرشادية	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: - Determining course objectives: - Setting clear and specific educational objectives that reflect what the student should achieve by the end of the course. - Determining learning outcomes: - Determining the skills and knowledge that students will acquire, such as cognitive skills, practical skills, and thinking skills. - General description of the course:

	• Providing a brief overview of the course content, its purpose, and its importance to the academic program. 4. Content description: • Determining the topics that will be covered in the course in detail, with their distribution over the study schedule. 5. Determining teaching methods: • Describing the means and methods that will be used to deliver the content, such as lectures, discussions, and practical exercises. 6. Determine assessment methods: • Explain how students will achieve learning outcomes, such as tests, projects, and reports. 7. Learning resources: • Provide a list of study materials and references used in the course, including books, articles, and digital sources. 8. Prerequisites and conditions: • Identify the courses or skills that the student must have completed before enrolling in the course. 9. Schedule: • Develop a schedule that specifies teaching times and various activities during the semester. 10. Course policies: • Clarify rules and policies related to attendance, discipline, assignments, and exams. These guiding processes are essential to ensuring consistency and clarity in course descriptions, which helps students and faculty members achieve educational objectives efficiently.
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Learning and Teaching Strategies استراتيجيات التعلم والتعليم	
Strategies	1- Theoretical study through giving lectures 2- Case study and discussion 3- Using the questioning method

Student Workload (SWL) الحمل الدراسي للطلاب محسوب لـ ١٥ أسبوعا			
Structured SWL (h/sem) الحمل الدراسي المنتظم للطلاب خلال الفصل	93	Structured SWL (h/w) الحمل الدراسي المنتظم للطلاب أسبوعيا	6
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطلاب خلال الفصل	82	Unstructured SWL (h/w) الحمل الدراسي غير المنتظم للطلاب أسبوعيا	5

Total SWL (h/sem) الحمل الدراسي الكلي للطلاب خلال الفصل	175
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Module Evaluation 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) المناهج 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) المناهج 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 (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.

رئيس القسم
م.د. رافد عبد الجليل حسن

مدرس المادة
نبراس نجم

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

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الإدارة والاقتصاد
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