

MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية (إدارة نפט) الكورس الثاني 2025 -- 2026

Module Information			
معلومات المادة الدراسية			
Module Title	Oil Administration	Module Delivery	
Module Type	Core learning activity	<input checked="" type="checkbox"/> Theory <input type="checkbox"/> Lecture <input checked="" type="checkbox"/> Tutorial <input type="checkbox"/> Practical <input checked="" type="checkbox"/> LSeminar	
Module Code	EOG 1203		
ECTS Credits	7		
SWL (hr/sem)	175		
Module Level	UGII		
Administering Department	EOG	College	CIMOG
Module Leader	Name: Russul Esam	e-mail	russulesam.nori@buog.edu.iq
Module Leader's Acad. Title	Ass. Lec.	Module Leader's Qualification	MSc.
Module Tutor	Name (if available)	e-mail	E-mail
Peer Reviewer Name	Name	e-mail	E-mail
Scientific Committee Approval Date	8 /3 /2026	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	<ol style="list-style-type: none"> 1-Introducing the student to the most important foundations and principles of public administration. 2- Introducing the student to the main administrative functions and the main and secondary functions of the organization. 3-Introducing the student to the development of administrative sciences and their historical sequence. 4- Clarifying the importance of public administration and its role in organizations. 5 -Providing the student with various topics about public administration that form a knowledge base for him about administration and its applications in organizations.

Module Learning Outcomes مخرجات التعلم للمادة الدراسية	A- Knowledge and understanding 1- The student learns the most important basics of management science 2- The student learns the concept of administrative problems and laws 3- The student learns administrative skills
Indicative Contents المحتويات الإرشادية	

Learning and Teaching Strategies استراتيجيات التعلم والتعليم	
Strategies	1- Subject-specific skills 2- Theoretical aspect 3- Graphical forms 4- Quantitative and measurement methods 5- Elasticity of demand and supply

Student Workload (SWL) الحمل الدراسي للطلاب محسوب لـ ١٥ اسبوعا			
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		

Module Evaluation تقييم المادة الدراسية					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	1	10% (10)	5 and 10	LO #1, #2 and #10, #11
	Assignments	0	10% (10)	2 and 12	LO #3, #4 and #6, #7
	Projects / Lab.	3	20% (10)	Continuous	All
	Report	2	10% (10)	13	LO #5, #8 and #10
Summative assessment	Midterm Exam	2hr	10% (10)	7	LO #1 - #7
	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus) المنهاج الاسبوعي النظري

	Material Covered
Week 1	The concept of decision making and taking
Week 2	Stages of the decision making and taking process
Week 3	Types of administrative decisions
Week 4	The concept of administrative leadership
Week 5	Leadership theories and leadership behavior patterns
Week 6	Leadership skills
Week 7	Principles of control and its steps
Week 8	Areas of control and its types
Week 9	Tools of control
Week 10	The concept of motives, their importance and types
Week 11	The concept of incentives, their importance and types
Week 12	The concept of communication and its elements
Week 13	The concept of guidance and its importance
Week 14	Sub-functions in public administration
Week 15	Preparatory week before the final Exam

Delivery Plan (Weekly Lab. Syllabus) المنهاج الاسبوعي للمختبر	
	Material Covered
Week 1	None
Week 2	None
Week 3	None
Week 4	None
Week 5	None
Week 6	None
Week 7	None

Learning and Teaching Resources مصادر التعلم والتدريس

	Text	Available in the Library?
Required Texts		Yes
Recommended Texts	Principles of Business Administration (Dr. Khalil Muhammad Al-Shamaa)	No
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.