

Course Description Form

1. Course Name:	
Arabic	
2. Course Code:	
3. Semester / Year:	
Second semester/The First stage	
4. Description Preparation Date:	
2024/ 5/10	
5. Available Attendance Forms:	
Class attendance	
6. Number of Credit Hours (Total) / Number of Units (Total)	
Number of units (2) /two hour in week	
7. Course administrators name (mention all, if more than one name)	
Name : Zahraa Abbas fadhel	
Email : zahraaabass@mut.edu.iq	
8. Course Objectives:	
Course Objectives	<p>At the end of the lesson the student will be able to: - Knows what are the common linguistic errors in administrative discourse</p> <p>He knows the rules for writing the long and bound ta's, the open ta's, and the extended and short alifs Differentiates between the solar and lunar letters and between the dhaad and the dhaa. Knows the rules of writing hamza and punctuation marks.</p> <p>Subject Explains the difference between a noun and a verb. - Explains what the objects are, what the number is, the difference between the nun and the tanween, and the meanings of prepositions.</p> <p>He knows what are the common linguistic</p>

errors and what are the formal aspects of administrative discourse

9. Teaching and Learning Strategies

Strategy

- Presenting lectures in PowerPoint format
- Presenting lectures using the blackboard and explaining images and audio
- Conducting reports and statistical research
- Solve exercises and questions
- Examination process and discussions

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or Subject name	Learning method	Evaluation method
The first and weeks	Two hour in week		Introduction to linguistic errors The tied and long ta' And the open ta.	Discussion and dialogue	Provide tests and ask questions
The second weeks	-----	-----	Writing a thousand Extended and shortened bases - Solar and lunar letters	-----	-----
the third week	-----	-----	Dhaad and Dhaa.	-----	-----
The fourth weeks	-----	-----	Writing the Hamza.	-----	-----
The fifth week	-----	-----	punctuation marks.	-----	-----

The sixth week	-----	-----	The noun, the verb, and the difference between them.	-----	-----
The Seventh week	-----	-----	Effects.	-----	-----
The eighth week	-----	-----	the number.	-----	-----
the nine and ten week	-----	-----	Linguistic errors applications Common.	-----	-----
The Week eleven	-----	-----	Noun and Tanween - meanings of prepositions.	-----	-----
The twelfth week	-----	-----	Formal aspects of speech Administrative.	-----	-----
The thirteenth and fourteenth week	-----	-----	The language of administrative discourse.	-----	-----
The fifth week ten	-----	-----	Examples of administrative correspondence .	-----	-----

11. Course Evaluation	
Good /complete	
12. Learning and Teaching Resources	
Required textbooks (curricular books, if any)	A methodological course for technical universities
Main references (sources)	/

Recommended books and references (scientific journals, reports....)	/
Electronic References, Websites	/