

**Ministry of Higher Education and Scientific Research  
Scientific Supervision and Scientific Evaluation Apparatus  
Directorate of Quality Assurance and Academic Accreditation  
Accreditation Department**



# **Academic Program and Course Description Guide**

**2024**

## **Introduction:**

The educational program is a well-planned set of courses that include procedures and experiences arranged in the form of an academic syllabus. Its main goal is to improve and build graduates' skills so they are ready for the job market. The program is reviewed and evaluated every year through internal or external audit procedures and programs like the External Examiner Program.

The academic program description is a short summary of the main features of the program and its courses. It shows what skills students are working to develop based on the program's goals. This description is very important because it is the main part of getting the program accredited, and it is written by the teaching staff together under the supervision of scientific committees in the scientific departments.

This guide, in its second version, includes a description of the academic program after updating the subjects and paragraphs of the previous guide in light of the updates and developments of the educational system in Iraq, which included the description of the academic program in its traditional form (annual, quarterly), as well as the adoption of the academic program description circulated according to the letter of the Department of Studies T 3/2906 on 3/5/2023 regarding the programs that adopt the Bologna Process as the basis for their work.

In this regard, we can only emphasize the importance of writing an academic programs and course description to ensure the proper functioning of the educational process.

## **Concepts and terminology:**

**Academic Program Description:** The academic program description provides a brief summary of its vision, mission and objectives, including an accurate description of the targeted learning outcomes according to specific learning strategies.

**Course Description:** Provides a brief summary of the most important characteristics of the course and the learning outcomes expected of the students to achieve, proving whether they have made the most of the available learning opportunities. It is derived from the program description.

**Program Vision:** An ambitious picture for the future of the academic program to be sophisticated, inspiring, stimulating, realistic and applicable.

**Program Mission:** Briefly outlines the objectives and activities necessary to achieve them and defines the program's development paths and directions.

**Program Objectives:** They are statements that describe what the academic program intends to achieve within a specific period of time and are measurable and observable.

**Curriculum Structure:** All courses / subjects included in the academic program according to the approved learning system (quarterly, annual, Bologna Process)

whether it is a requirement (ministry, university, college and scientific department) with the number of credit hours.

**Learning Outcomes:** A compatible set of knowledge, skills and values acquired by students after the successful completion of the academic program and must determine the learning outcomes of each course in a way that achieves the objectives of the program.

**Teaching and learning strategies:** They are the strategies used by the faculty members to develop students' teaching and learning, and they are plans that are followed to reach the learning goals. They describe all classroom and extra-curricular activities to achieve the learning outcomes of the program.

## Academic Program Description Form

**University Name:** Al-Furat Al-Awsat Technical University

**Faculty/Institute:** Diwaniyah Technical Institute

**Scientific Department:** Department of Materials Management Technologies

**Academic or Professional Program Name:** technical diploma

**Final Certificate Name:** technical diploma in materials management

**Academic System:** Yearly

**Description Preparation Date:** 2024

**File Completion Date:** 2024

**Signature:**



**Head of Department Name:** Amel Merzah Sakhil

**Date:**

**Signature:**



**Scientific Associate Name:** Afrah

**Abdulwahed Gholam**

**Date:**

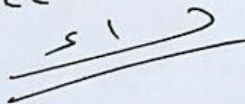
**The file is checked by:**

**Department of Quality Assurance and University Performance**

**Director of the Quality Assurance and University Performance Department:**

**Date:** ٢٠٢٤

**Signature:**



**Approval of the Dean**



### **1. Program Vision**

Building an educational system that rises to the level of leadership and creativity and is capable of embodying the philosophy of standards of transparency and integrity, away from cases of administrative and financial corruption, to create an internal environment free of suspicion and to achieve the goals of technical education and transform them into actual reality, keeping pace with the developments and developments prevailing globally so that the department's outputs are able to meet the demand in the market. Working according to the latest scientific techniques

### **2. Program Mission**

Updating curricula, developing teaching and training capabilities, and empowering students to be an active element in various activities to help build their scientific, professional, and national personality, and creating a state of interconnectedness and comprehensive integration between the institute and the work field through the serious pursuit of achieving the department's goals.

### **3. Program Objectives**

Preparing qualified technical personnel to work in warehouse departments and carry out material and warehouse management and supply management (logistics in the organization according to the needs of public and private sector organizations

#### 4. Program Accreditation

AACSB

#### 5. Other external influences

Identifying and meeting labor market needs to guide academic content and practical training and the use of online learning platforms and other technologies that may affect teaching and learning methods.

#### 6. Program Structure

| Program Structure        | Number of Courses   | Credit hours | Percentage  | Reviews*                                     |
|--------------------------|---|--------------|---|--|
| Institution Requirements |   |              |   |  |
| College Requirements     |   |              |   |  |
| Department Requirements  | The number of academic courses (19) theoretical hours (24) practical hours (36) | 124          | Specialization rate 68.33%<br>Assistance rate 25% | Theoretical hours 37%<br>Practical hours 63% |
| Summer Training          |   | 270          |   |  |
| Other                    |   |              |   |  |

\* This can include notes whether the course is basic or optional.

#### 7. Program Description

| Year/Level | Course Code | Course Name          | Credit Hours |           |
|------------|-------------|----------------------|--------------|-----------|
|            |             |                      | theoretical  | practical |
| first      |             | storage techniques   | 1            | 4         |
|            |             | Materials Management | 1            | 3         |
|            |             | Risk management      | 2            | 2         |
|            |             | Management           | 1            | 2         |

|               |  |                                 |   |   |
|---------------|--|---------------------------------|---|---|
|               |  | Accounting                      | 1 | 2 |
|               |  | Statistics                      | 1 | 2 |
|               |  | Computer applications           | 1 | 2 |
|               |  | Human rights and democracy      | 1 | 1 |
|               |  | Specialized English readings    | 1 | 2 |
|               |  | English language                | 1 | 1 |
| <b>Second</b> |  | Planning monitoring storages    | 2 | 3 |
|               |  | Operations Management           | 2 | 3 |
|               |  | Marketing Management            | 2 | 2 |
|               |  | storage accounting              | 2 | 3 |
|               |  | commercial correspondence       | 1 | 2 |
|               |  | Applications of storages system | 1 | 2 |
|               |  | Computer applications           | 1 | 2 |
|               |  | Crimes of the Baath regime      | 1 | - |
|               |  | Research project                | - | 2 |

## 8. Expected learning outcomes of the program

### Knowledge

Learning Outcomes

• Knowledge of using warehouse systems applications for materials



|                     |   |
|---------------------|---|
|                     | <p>management, marketing activities, and planning, organizing and controlling materials management.</p> <ul style="list-style-type: none"> <li>• Knowing how to keep and organize all records and documents related to warehouse work</li> <li>• Learn how to manage the purchasing and storage activity in the facility, whether at the level of planning, organization, or control, and to practice marketing activities according to market requirements.</li> </ul> |
| <b>Skills</b>       |   |
| Learning Outcomes 2 | <ul style="list-style-type: none"> <li>• The ability to represent theoretical material with examples from practical reality</li> <li>• Mastering the use of advanced technology and software in resource management</li> <li>• Focus on practical applications in the fields of management, inventory management, and practical training on applying education skills to provide the labor market with efficient outputs .</li> </ul>                                   |
| <b>Ethics</b>       |   |
| Learning Outcomes 4 | <ul style="list-style-type: none"> <li>• Motivating students to participate and provide their services to the community</li> <li>• Promoting ethical values and social responsibility at work</li> <li>• Dedication to achieving excellence in education to ensure outstanding students in the field of Material Management</li> </ul>  |

## 9. Teaching and Learning Strategies

Presentation of the lecture by the professor and allowing the students to participate with questions and answer the questions that are asked (open questions and discussions), study practical cases or real situations to stimulate thinking and enhance interaction and understanding

## 10. Evaluation methods

Participation through discussions, daily exams, commitment to attendance, semester exams, and final exams

## 11. Faculty

### Faculty Members

| Academic Rank | Specialization | Special Requirements/Skills (if applicable) | Number of the teaching staff |
|---------------|----------------|---|------------------------------|
|               |                |   |                              |

|                            | General                 | Special                            |  |  | Staff | Lecturer |
|----------------------------|-------------------------|------------------------------------|--|--|-------|----------|
| Amel Merzah Sakhil         | accounting              | Finance and auditing               |  |  | Staff |          |
| Ali Abdulhussein Sagban    | English language        | Teaching methods                   |  |  | Staff |          |
| Taher Hameed Abbas         | Business Administration | operations management              |  |  | Staff |          |
| Eman Obed Jasm             | Business Administration | management                         |  |  | Staff |          |
| Wasan kamil afloog         | Business Administration | organizational behavior            |  |  | Staff |          |
| Afrah Raheem Idan          | Business Administration | Marketing Management               |  |  | Staff |          |
| Sanaa Saad Kadhim          | Business Administration | theory and organizational behavior |  |  | Staff |          |
| Naeem sabah khilkhal       | accounting              | accounting                         |  |  | Staff |          |
| Yas Khudhair Abbas         | accounting              | accounting                         |  |  | Staff |          |
| Ali Jawad Kadhem           | accounting              | Management accounting              |  |  | Staff |          |
| shwaq Abdul Sada Kadhim    | Statistics              | Statistics                         |  |  | Staff |          |
| Haider Naji Taher          | Law                     | Public Law                         |  |  | Staff |          |
| Ahmed Gghaffar Hussein     | Business Administration | Marketing Management               |  |  | Staff |          |
| Saif Ali Jasim             | Business Administration | Human resources                    |  |  | Staff |          |
| Fatlmah Abdulrazzaq Abbood | Statistics              | Statistics                         |  |  | Staff |          |

|                          |                         |                      |  |  |       |  |
|--------------------------|-------------------------|----------------------|--|--|-------|--|
| Iqbal Kumil Awad         | Business Administration | Marketing Management |  |  | Staff |  |
| Hadeel Mohammed Noaman   | accounting              | Accounting system    |  |  | Staff |  |
| Ghufran shallal mohammed | Business Administration | Financial management |  |  | Staff |  |
| Amodah Obaid Hussein     | Business Administration | Banking management   |  |  | Staff |  |
| Hasanain Ali hadi        | law                     | Commercial law       |  |  | Staff |  |
| Wissam Abdel Kazem       | Accounting              | Tax accounting       |  |  | Staff |  |
| Hanwa Hussein Ahmed      | Business Administration | insurance            |  |  | Staff |  |
| Adnan Hamid Yassin       | Arabic language         | modern literature    |  |  | Staff |  |
| Salima Najm Abdullah     | Business Administration | Marketing Management |  |  | Staff |  |
| Mustafa Saleh            | Accounting              | Accounting           |  |  | Staff |  |

## Professional Development

### Mentoring new faculty members

Introductory sessions about the institution or department, its vision and goals

- Guidance on curricula, courses, and teaching methods.
- Knowledge of modern technologies and e-learning tools
- Guidance on evaluation and promotion procedures

### Professional development of faculty members

- Encouraging faculty members to engage in continuous learning, continuous improvement, and seeking development opportunities, while providing a supportive environment that encourages innovation
- Supporting faculty members' attendance at scientific conferences and workshops
- Encouraging faculty to apply new ideas and innovate innovative teaching techniques

- Organizing training courses to improve teaching skills.
- Adopting diverse methods to evaluate the performance of faculty members.

## **12. Acceptance Criterion**

According to the central admission plan

## **13. The most important sources of information about the program**

Approved curricula, other Arab and foreign scientific sources, the Internet

## **14. Program Development Plan**

Adding new academic vocabulary to suit the rapid developments in administrative and warehouse work  
And materials management, Linking study topics to the actual work reality through field visits to  
management departments and warehouses in state departments.

| Program Skills Outline |             |                          |                   |                                    |    |    |    |        |    |    |    |        |    |    |    |
|------------------------|-------------|--------------------------|-------------------|------------------------------------|----|----|----|--------|----|----|----|--------|----|----|----|
|                        |             |                          |                   | Required program Learning outcomes |    |    |    |        |    |    |    |        |    |    |    |
| Year/Level             | Course Code | Course Name              | Basic or optional | Knowledge                          |    |    |    | Skills |    |    |    | Ethics |    |    |    |
|                        |             |                          |                   | A1                                 | A2 | A3 | A4 | B1     | B2 | B3 | B4 | C1     | C2 | C3 | C4 |
| first                  |             | storage techniques       | Basic             | +                                  | +  | +  | +  | +      | +  | +  | +  | +      | +  | +  |    |
|                        |             | Materials Management     | Basic             | +                                  | +  | +  | +  | +      | +  | +  | +  | +      | +  | +  |    |
|                        |             | Risk management          | Basic             | +                                  | +  | +  | +  | +      | +  | +  | +  | +      | +  | +  |    |
|                        |             | Management               | Basic             | +                                  | +  | +  | +  | +      | +  | +  | +  | +      | +  | +  |    |
|                        |             | Accounting               | Basic             | +                                  | +  | +  | +  | +      | +  | +  | +  | +      | +  | +  |    |
|                        |             | Statistics               | Basic             | +                                  | +  | +  | +  | +      | +  | +  | +  | +      | +  | +  |    |
|                        |             | computer applications    | Basic             | +                                  | +  | +  | +  | +      | +  | +  | +  | +      | +  | +  |    |
|                        |             | Human rights & democracy | Basic             | +                                  | +  | +  | +  | +      | +  | +  | +  | +      | +  | +  |    |
|                        |             | English language         | Basic             | +                                  | +  | +  | +  | +      | +  | +  | +  | +      | +  | +  |    |

|            |             |                                 |                   | Required program Learning outcomes |    |    |    |        |    |    |    |        |    |    |    |
|------------|-------------|---------------------------------|-------------------|------------------------------------|----|----|----|--------|----|----|----|--------|----|----|----|
| Year/Level | Course Code | Course Name                     | Basic or optional | Knowledge                          |    |    |    | Skills |    |    |    | Ethics |    |    |    |
|            |             |                                 |                   | A1                                 | A2 | A3 | A4 | B1     | B2 | B3 | B4 | C1     | C2 | C3 | C4 |
| Second     |             | Planning monitoring storages    | Basic             | +                                  | +  | +  | +  | +      | +  | +  | +  | +      | +  | +  |    |
|            |             | Operations Management           | Basic             | +                                  | +  | +  | +  | +      | +  | +  | +  | +      | +  | +  |    |
|            |             | Marketing Management            | Basic             | +                                  | +  | +  | +  | +      | +  | +  | +  | +      | +  | +  |    |
|            |             | Marketing Management            | Basic             | +                                  | +  | +  | +  | +      | +  | +  | +  | +      | +  | +  |    |
|            |             | storage accounting              | Basic             | +                                  | +  | +  | +  | +      | +  | +  | +  | +      | +  | +  |    |
|            |             | commercial correspondence       | Basic             | +                                  | +  | +  | +  | +      | +  | +  | +  | +      | +  | +  |    |
|            |             | Applications of storages system | Basic             | +                                  | +  | +  | +  | +      | +  | +  | +  | +      | +  | +  |    |
|            |             | computer applications           | Basic             | +                                  | +  | +  | +  | +      | +  | +  | +  | +      | +  | +  |    |

- **Please tick the boxes corresponding to the individual program learning outcomes under evaluation.**

## Course Description Form

|   |  |  |   |   |                          |
|---|--|--|---|---|--------------------------|
| 1. Course Name: storage techniques                                  |  |  |   |   |                          |
|   |  |  |   |   |                          |
| 2. Course Code:   |  |  |   |   |                          |
|   |  |  |   |   |                          |
| 3. Semester / Year: first   |  |  |   |   |                          |
|   |  |  |   |   |                          |
| 4. Description Preparation Date: 2024                               |  |  |   |   |                          |
|   |  |  |   |   |                          |
| 5. Available Attendance Forms:                                      |  |  |   |   |                          |
|   |  |  |   |   |                          |
| 6. Number of Credit Hours ( 5 ) / Number of Units ( 10 )            |  |  |   |   |                          |
|   |  |  |   |   |                          |
| 7. Course administrator's name (mention all, if more than one name) |  |  |   |   |                          |
| Name: wasan kamil afloog  |  |  |   |   |                          |
| Email: dw.wsn@atu.edu.iq  |  |  |   |   |                          |
| 8. Course Objectives  |  |  |   |   |                          |
| <b>Course Objectives</b>  |  | <ul style="list-style-type: none"> <li>-Recognizes the basic concepts of warehouse management</li> <li>- Learn how to perform operations Inventory procedures</li> <li>- Learn how to use storage equipment and transportation</li> <li>- Learn how to maintain inventory</li> </ul> |   |   |                          |
| 9. Teaching and Learning Strategies                                 |  |  |   |   |                          |
| <b>Strategy</b>   | presenting the lecture and allowing students to participate in questions and answers (open questions and discussions), Study practical cases or real-life situations to stimulate thinking and enhance interaction and understanding |  |   |   |                          |
| 10. Course Structure  |  |  |   |   |                          |
| <b>Week</b>   | <b>Hours</b>   | <b>Required Learning Outcomes</b>  | <b>Unit or subject name</b>   | <b>Learning method</b>                                  | <b>Evaluation method</b> |
| 1-30  | 5  | Definition of warehouse management and its objectives  | Definition of warehouse management and its objectives, Storage management jobs<br>Inventory procedures<br>Save materials<br>Simplify – distinguish classification – Store inventory<br>Owning and renting | Lecture and use of clarification and discussion methods | Exams                    |



|  |  |  |   |  |  |
|--|--|--|---|--|--|
|  |  |  | Geographical location of stores<br>Planning to establish warehouses<br>Interior design of warehouses<br>Storage equipment<br>Transportation equipment |  |  |
| <b>11. Course Evaluation</b>   |  |  |   |  |  |
| Distribution of the grade out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, and written exams, reports, attendance, etc. |  |  |   |  |  |
| <b>12. Learning and Teaching Resources</b>   |  |  |   |  |  |
| Required Textbooks( Methodology if available)  |  |  |   |  |  |
| Main References (Sources)  |  |  |   |  |  |
| Recommended Supplementary Books and References (Scientific Journals, Reports, etc.)  |  |  |   |  |  |
| Electronic References, Internet Sources  |  |  |   |  |  |

## Course Description Form

|                            |  |
|----------------------------|--|
| 13.                        | Course Name: Materials management                                |
|                            |  |
| 14.                        | Course Code:   |
|                            |  |
| 15.                        | Semester / Year: first   |
|                            |  |
| 16.                        | Description Preparation Date: 2024                               |
|                            |  |
| 17.                        | Available Attendance Forms:                                      |
|                            |  |
| 18.                        | Number of Credit Hours ( 4 ) / Number of Units ( 8 )             |
|                            |  |
| 19.                        | Course administrator's name (mention all, if more than one name) |
| Name: Eman Obed Jasm       |  |
| Email: Emanobeed@gmail.com |  |

## 20. Course Objectives

|                          |  |
|--------------------------|--|
| <b>Course Objectives</b> | Familiarity with the correct scientific and technical concepts and methods in material management and their importance in the flow of materials and how to achieve economic return for the organization. |
|--------------------------|--|

## 21. Teaching and Learning Strategies

|                 |  |
|-----------------|--|
| <b>Strategy</b> | presenting the lecture and allowing students to participate in questions and answers (open questions and discussions), Study practical cases or real-life situations to stimulate thinking and enhance interaction and understanding |
|-----------------|--|

## 22. Course Structure

| Week | Hours | Required Learning Outcomes  | Unit or subject name | Learning method   | Evaluation method |
|------|-------|---|----------------------|---|-------------------|
| 1-30 | 4     | <p>The concept of material management - its importance - its objectives- Choosing sources of supply - studying price - purchasing policies - methods of determining quality- Quality by brand name</p> <p>The relationship between purchasing management and warehouse management with other departments and storage policies</p> <p>Factors affecting consumer purchasing behavior- Purchasing-storage strategies</p> <p>And evaluate the management of purchasing sources</p> <p>Economic Size of Purchase Orders - Evaluating the function</p> |                      | Lecture and use of clarification and discussion methods | Exams             |

|  |  |   |  |  |  |
|--|--|---|--|--|--|
|  |  | performance of the purchasing process<br>Organizational mobilization, warehouse management and its relationship with other departments<br>Minimum level - reorder level - maximum inventory level<br>Stagnant items - causes stagnant materials and their treatment<br>purchases - sales - production - transportation - stores |  |  |  |
|--|--|---|--|--|--|

|  |  |  |  |  |  |
|--|--|--|--|--|--|
| <b>23. Course Evaluation</b>   |  |  |  |  |  |
| Distribution of the grade out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, and written exams, reports, attendance, etc. |  |  |  |  |  |

|  |  |  |  |  |  |
|--|--|--|--|--|--|
| <b>24. Learning and Teaching Resources</b>                         |  |  |  |  |  |
| Required textbooks (curricular books, if any)                      |  |  |  |  |  |
| Main references (sources)  |  |  |  |  |  |
| Recommended books and references (scientific journals, reports...) |  |  |  |  |  |
| Electronic References, Websites                                    |  |  |  |  |  |

**Course Description Form**

|            |                                     |
|------------|-------------------------------------|
| <b>25.</b> | <b>Course Name: Risk management</b> |
|            |                                     |
| <b>26.</b> | <b>Course Code:</b>                 |
|            |                                     |

| 27. Semester / Year: . First   |       |   |   |   |                   |
|--|-------|---|---|---|-------------------|
| 28. Description Preparation Date: 2024                               |       |   |   |   |                   |
| 29. Available Attendance Forms:                                      |       |   |   |   |                   |
| 30. Number of Credit Hours ( 4 ) / Number of Units ( 8 )             |       |   |   |   |                   |
| 31. Course administrator's name (mention all, if more than one name) |       |   |   |   |                   |
| Name: Saif Ali Jasim<br>Email: Saif.almofrae.idi@atu.edu.iq          |       |   |   |   |                   |
| 31. Course Objectives  |       |   |   |   |                   |
| Course Objectives :-   |       |   | Understanding and applying insurance rules and principles to warehouse work. Using documents that serve the facility in obtaining insurance cover |   |                   |
| 32. Teaching and Learning Strategies                                 |       |   |   |   |                   |
| Strategy   |       | presenting the lecture and allowing students to participate in questions and answers (open questions and discussions), Study practical cases or real-life situations to stimulate thinking and enhance interaction and understanding  |   |   |                   |
| 33. Course Structure   |       |   |   |   |                   |
| Week   | Hours | Required Learning Outcomes  | Unit or subject name  | Learning method   | Evaluation method |
| 1-30   | 4     | Insurance risk - risk management activities<br>stages of the risk management process<br>Ways to confront risk, basic factors in the risk management process, functions of the risk manager - preventing and reducing losses in warehouses<br>The insurance contract its parties, obligations, |   | Lecture and use of clarification and discussion methods | Exams             |

|  |  |   |  |  |  |
|--|--|---|--|--|--|
|  |  | <p>elements, and characteristics</p> <p>Fire (its insurance concept - its elements - sources - its causes - its effects - requesting insurance for the warehouse against the risk of fire)</p> <p>Pricing by installment - discounts and discounts</p> <p>The insurance policy, its sections, conditions, appendices, amendments, renewal and cancellation and termination.</p> <p>Other documents for storing warehouses against fire risk: the replacement document - the value document -</p> <p>Insurance against additional risks - types of additional risks</p> <p>Marine insurance on imported goods - its importance - factors for its development</p> <p>Types of losses: Losses of imported and stored goods - total loss</p> <p>Types of insurance contracts - floating policies (conditions, benefits)</p> <p>Insurance covers - types of exclusions from covers</p> <p>Losses in goods - securing warehouses from the risk of theft, the concept of theft - types of theft</p> <p>Compensation for damages to stolen stored goods - insurance guaranteeing the storekeeper's honesty - types of guarantees</p> <p>Store owner compensation - compensation statement report - calculation examples</p> |  |  |  |
|--|--|---|--|--|--|

#### 34. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

|   |  |
|---|--|
| <b>35. Learning and Teaching Resources</b>                            |  |
| Required textbooks (curricular books, if any)                         |  |
| Main references (sources)   |  |
| Recommended books and references<br>(scientific journals, reports...) |  |
| Electronic References, Websites                                       |  |

### **Course Description Form**

|   |  |
|---|--|
| <b>36. Course Name: Specialized English readings</b>                        |  |
|   |  |
| <b>37. Course Code:</b>   |  |
|   |  |
| <b>38. Semester / Year: First</b>   |  |
|   |  |
| <b>39. Description Preparation Date: 2024</b>                               |  |
|   |  |
| <b>40. Available Attendance Forms:</b>                                      |  |
|   |  |
| <b>41. Number of Credit Hours ( 3 ) / Number of Units ( 6 )</b>             |  |
|   |  |
| <b>42. Course administrator's name (mention all, if more than one name)</b> |  |
| Name: Afrah Raheem Idan<br>Email: Afrh.reheim.idi21@atu.edu.iq              |  |
| <b>43. Course Objectives</b>  |  |
| <b>Course Objectives</b>  | The subject is aimed at improving the facilities of students in the field of materials management and the other approximate students in the field of knowledge • |
| <b>44. Teaching and Learning Strategies</b>                                 |  |

|                 |  |
|-----------------|--|
| <b>Strategy</b> | presenting the lecture and allowing students to participate in questions and answers (open questions and discussions), Study practical cases or real-life situations to stimulate thinking and enhance interaction and understanding |
|-----------------|--|

#### 45. Course Structure

| Week | Hours | Required Learning Outcomes   | Unit or subject name | Learning method   | Evaluation method |
|------|-------|--|----------------------|---|-------------------|
| 1-30 | 3     | Material management<br>Communication<br>Kinds , levels ,direction<br>And importance of communications<br>Management<br>Statistics in business<br>Warehouse –<br>Insurance<br>Marketing<br>Sales management<br>Accounting<br>Democracy and human-rights<br>Computer systems<br>Review |                      | Lecture and use of clarification and discussion methods | Exams             |

#### 46. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

#### 47. Learning and Teaching Resources

|  |  |
|--|--|
| Required textbooks (curricular books, if any)                      |  |
| Main references (sources)  |  |
| Recommended books and references (scientific journals, reports...) |  |
| Electronic References, Websites                                    |  |

## Course Description Form

48. Course Name: Management

| 49. Course Code:   |       |  |  |   |                   |
|--|-------|--|--|---|-------------------|
| 50. Semester / Year: First   |       |  |  |   |                   |
| 51. Description Preparation Date:                                    |       |  |  |   |                   |
| 52. Available Attendance Forms:                                      |       |  |  |   |                   |
| 53. Number of Credit Hours ( 3 ) / Number of Units ( 6 )             |       |  |  |   |                   |
| 54. Course administrator's name (mention all, if more than one name) |       |  |  |   |                   |
| Name: Omaima Farman Thomas   |       |  |  |   |                   |
| Email:   |       |  |  |   |                   |
| 55. Course Objectives  |       |  |  |   |                   |
| <b>Course Objectives</b>   |       |  | The student acquires basic concepts related to the principles and activities of business management and their applications in different business organizations |   |                   |
| 56. Teaching and Learning Strategies                                 |       |  |  |   |                   |
| <b>Strategy</b>  |       | presenting the lecture and allowing students to participate in questions and answers (open questions and discussions), Study practical cases or real-life situations to stimulate thinking and enhance interaction and understanding   |  |   |                   |
| 57. Course Structure   |       |  |  |   |                   |
| Week   | Hours | Required Learning Outcomes   | Unit or subject name   | Learning method   | Evaluation method |
| 1-3  | 3     | The nature of business management and the duties of the manager<br>The development of management thought - the humanistic school<br>School of contemporar trends<br>Management and its environment - the planning function<br>Decision making - organizing function<br>Authority and |  | Lecture and use of clarification and discussion methods | Exams             |



|  |  |   |  |  |  |
|--|--|---|--|--|--|
|  |  | responsibility<br>Internal organizational<br>relations<br><br>Leadership and<br>motivation<br>The leadership function<br>of the manager<br>Administrative<br>communication<br>Oversight function<br>The social responsibility<br>of the organization<br>Managing<br>organization's activities |  |  |  |
|--|--|---|--|--|--|

**58. Course Evaluation**

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

**59. Learning and Teaching Resources**

|   |  |
|---|--|
| Required textbooks (curricular books, if any)                         |  |
| Main references (sources)   |  |
| Recommended books and references<br>(scientific journals, reports...) |  |
| Electronic References, Websites                                       |  |

**Course Description Form**

|     |                                    |
|-----|------------------------------------|
| 60. | Course Name: Accounting            |
|     |                                    |
| 61. | Course Code:                       |
|     |                                    |
| 62. | Semester / Year: First             |
|     |                                    |
| 63. | Description Preparation Date: 2024 |

64. Available Attendance Forms:

65. Number of Credit Hours ( 3 ) / Number of Units ( 6 )

66. Course administrator's name (mention all, if more than one name)

Name: Naeem sabah khilkhil  
Email: dw.nem@aut.edu.iq

66. Course Objectives

**Course Objectives**

Introducing the student to accounting rules and various financial accounting cycles and their applications in enterprises

67. Teaching and Learning Strategies

**Strategy**

presenting the lecture and allowing students to participate in questions and answers (open questions and discussions), Study practical cases or real-life situations to stimulate thinking and enhance interaction and understanding

68. Course Structure

| Week | Hours | Required Learning Outcomes   | Unit or subject name | Learning method   | Evaluation method |
|------|-------|--|----------------------|---|-------------------|
| 1-30 | 3     | Nature of accounting<br>Accounting books<br>Capital formation<br>Revenue expenses<br>Loans-Discout and its types- Trial Balance<br>Merchant operations in the bank<br>Preparing final accounts<br>Depreciation of fixed Assets –Accounting period and accounting cycle- Types of accounting books - methods of recording in the books<br>Purchases-Sales - How to repay loans - How to calculate loans - Pay the loan interest |                      | Lecture and use of clarification and discussion methods | Exams             |

69. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

|  |  |
|--|--|
| <b>70. Learning and Teaching Resources</b>                         |  |
| Required textbooks (curricular books, if any)                      |  |
| Main references (sources)  |  |
| Recommended books and references (scientific journals, reports...) |  |
| Electronic References, Websites                                    |  |

### Course Description Form

|   |   |
|---|---|
| <b>71. Course Name: Statistics</b>  |   |
|   |   |
| <b>72. Course Code:</b>   |   |
|   |   |
| <b>73. Semester / Year: First</b>   |   |
|   |   |
| <b>74. Description Preparation Date: 2024</b>                               |   |
|   |   |
| <b>75. Available Attendance Forms:</b>                                      |   |
|   |   |
| <b>76. Number of Credit Hours ( 3 ) / Number of Units ( 6 )</b>             |   |
|   |   |
| <b>77. Course administrator's name (mention all, if more than one name)</b> |   |
| Name: Ashwaq Abdul Sada Kadhim<br>Email: Ashwaj.sada.idi12@atu.edu.iq       |   |
| <b>77. Course Objectives</b>  |   |
| <b>Course Objectives</b>  | Introducing the student to the importance of statistics and the stages of statistical methods, starting with data collection and Statistical analysis and the importance of using different statistical programs, and defining the methods- Statistical |

methods and their applications in various fields of subject management topics that he studies requester

## 78. Teaching and Learning Strategies

**Strategy** presenting the lecture and allowing students to participate in questions and answers (open questions and discussions), Study practical cases or real-life situations to stimulate thinking and enhance interaction and understanding

## 79. Course Structure

| Week | Hours | Required Learning Outcomes  | Unit or subject name | Learning method   | Evaluation method |
|------|-------|---|----------------------|---|-------------------|
| 1-30 | 3     | Definition of statistics. Data collection methods. Data presentation - data analysis<br>Get Data - Display Data<br>Distribution - Display<br>Tabular data - distribution - frequency - double frequency distribution<br>Graphical display of unclassified data-Graphical display of tabulat<br>Data Practical application on the computer using the statistical program Spss<br>Measures of central tendency - measures of dispersion<br>Simple linear correlation - rank correlation: correlation coefficient<br>Least squares method<br>To find the simple-linear regress equation-Definition of standard numbers- T-Z test - T-test<br>X2 Definition of the chi-square test for independence |                      | Lecture and use of clarification and discussion methods | Exams             |

## 80. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

## 81. Learning and Teaching Resources

|  |  |
|--|--|
| Required textbooks (curricular books, if any)                      |  |
| Main references (sources)  |  |
| Recommended books and references (scientific journals, reports...) |  |

|                                 |  |
|---------------------------------|--|
| Electronic References, Websites |  |
|---------------------------------|--|

### Course Description Form

|  |              |  |   |   |                          |
|--|--------------|--|---|---|--------------------------|
| 82. Course Name: Computer applications                               |              |  |   |   |                          |
|  |              |  |   |   |                          |
| 83. Course Code:   |              |  |   |   |                          |
|  |              |  |   |   |                          |
| 84. Semester / Year: First   |              |  |   |   |                          |
|  |              |  |   |   |                          |
| 85. Description Preparation Date: 2024                               |              |  |   |   |                          |
|  |              |  |   |   |                          |
| 86. Available Attendance Forms:                                      |              |  |   |   |                          |
|  |              |  |   |   |                          |
| 87. Number of Credit Hours ( 3 ) / Number of Units ( 6 )             |              |  |   |   |                          |
|  |              |  |   |   |                          |
| 88. Course administrator's name (mention all, if more than one name) |              |  |   |   |                          |
| Name: Name: Najoud Abdul Yasser                                      |              |  |   |   |                          |
| Email: Nejoood.abddi.idi@atu.edu.iq                                  |              |  |   |   |                          |
| 89. Course Objectives  |              |  |   |   |                          |
| <b>Course Objectives</b>   |              |  | Teaching students' computer skills and instructing them on utilizing ready-made applications and internet fundamentals within field of specialization |   |                          |
| 90. Teaching and Learning Strategies                                 |              |  |   |   |                          |
| <b>Strategy</b>  |              | presenting the lecture and allowing students to participate in questions and answers (open questions and discussions), Study practical cases or real-life situations to stimulate thinking and enhance interaction and understanding |   |   |                          |
| 91. Course Structure   |              |  |   |   |                          |
| <b>Week</b>  | <b>Hours</b> | <b>Required Learning Outcomes</b>  | <b>Unit or subject name</b>   | <b>Learning method</b>                          | <b>Evaluation method</b> |
| 1-30   | 3            | Computer components software - windows (Windows)<br>Icons and their types (standard and general)   |   | Lecture and use of clarification and discussion | Exams                    |

|  |  |  |  |         |  |
|--|--|--|--|---------|--|
|  |  | Window - Methods of operation of applications and programs<br>Folders and files<br>FOLDER&FILE<br>Additional programs - entertainment program<br>Computer Ethics -Virus<br>Word processor - key<br>OFFICE -HOME<br>Font - text - paragraph<br>Styles-Edit-Pages-Table<br>EXCEL Quick Tables<br>Text - Layout<br>Page layout - attributes setting - arrangement<br>Table of contents -<br>Footnotes-References<br>correspondence-review<br>Synonyms -comments - review<br>Changes - View -<br>Web planning - the Internet |  | methods |  |
|--|--|--|--|---------|--|

## 92. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

## 93. Learning and Teaching Resources

|  |  |
|--|--|
| Required textbooks (curricular books, if any)                      |  |
| Main references (sources)  |  |
| Recommended books and references (scientific journals, reports...) |  |
| Electronic References, Websites                                    |  |

## Course Description Form

|     |   |
|-----|---|
| 94. | Course Name: Human rights and democracy |
|     |   |
| 95. | Course Code:                            |
|     |   |
| 96. | Semester / Year: First                  |
|     |   |
| 97. | Description Preparation Date: 2024      |
|     |   |

| 98. Available Attendance Forms:                                       |       |   |   |   |                   |
|---|-------|---|---|---|-------------------|
| 99. Number of Credit Hours ( 1 ) / Number of Units ( 2 )              |       |   |   |   |                   |
| 100. Course administrator's name (mention all, if more than one name) |       |   |   |   |                   |
| Name: Haider Naji Taher<br>Email: Haide rtaher@atu.edu.iq             |       |   |   |   |                   |
| 101. Course Objectives  |       |   |   |   |                   |
| Course Objectives   |       |   | Introducing the student to the principles of human rights and how to apply them in practical life, and identifying the most important international theories and laws in this field |   |                   |
| 102. Teaching and Learning Strategies                                 |       |   |   |   |                   |
| Strategy  |       | presenting the lecture and allowing students to participate in questions and answers (open questions and discussions), Study practical cases or real-life situations to stimulate thinking and enhance interaction and understanding  |   |   |                   |
| 103. Course Structure   |       |   |   |   |                   |
| Week  | Hours | Required Learning Outcomes  | Unit or subject name  | Learning method   | Evaluation method |
| 1-30  | 1     | Human rights - definition - goals. Human rights in ancient civilizations<br>Human rights in divine laws with a focus on human rights in Islam<br>Human rights in contemporary and modern history<br>Regional recognition of human rights - European Convention on Human Rights 1950<br>Human rights in Iraqi constitutions between theory and reality.<br>The relationship between human rights and public freedoms -Economic, social and cultural human rights<br>Human civil and political rights<br>Modern human rights – facts development<br>Guarantees of respect and protection of human rights at the national and international levels<br>General theories of freedom the origin of declared rights and freedoms<br>The legal rule of the state of |   | Lecture and use of clarification and discussion methods | Exams             |

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  | <p>law - Equality – the historical</p> <p>Democracy - its definition<br/>- its types</p> <p>Concepts of democracy.</p> <p>Democratic systems in the world.</p> <p>Fundamental freedoms - intellectual freedoms</p> <p>Freedom of education.</p> <p>Freedom of the press</p> <p>Freedom of education, freedom of the press, intellectual freedoms, associations, and freedom of work-Freedom of trade and industry-women freedom-Political parties and public freedoms. Scientific and technical progress and public freedoms-The future of public freedoms</p> |  |  |  |
|--|--|--|--|--|--|

#### 104. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc.

#### 105. Learning and Teaching Resources

|  |  |
|--|--|
| Required textbooks (curricular books, if any)                      |  |
| Main references (sources)  |  |
| Recommended books and references (scientific journals, reports...) |  |
| Electronic References, Websites                                    |  |

### Course Description Form

|      |                               |
|------|-------------------------------|
| 106. | Course Name: English language |
| 107. | Course Code:                  |



|   |              |  |   |   |                          |
|---|--------------|--|---|---|--------------------------|
| 108. Semester / Year: First   |              |  |   |   |                          |
| 109. Description Preparation Date:  |              |  |   |   |                          |
| 110. Available Attendance Forms: 2024   |              |  |   |   |                          |
| 111. Number of Credit Hours ( 1 ) / Number of Units ( 2 )   |              |  |   |   |                          |
| 112. Course administrator's name (mention all, if more than one name)   |              |  |   |   |                          |
| Name: Raneen Mufaq Fadel  |              |  |   |   |                          |
| Email:  |              |  |   |   |                          |
| 113. Course Objectives  |              |  |   |   |                          |
| <b>Course Objectives</b>  |              |  | <ul style="list-style-type: none"> <li>- Identify general vocabulary in the English language</li> <li>- Identify administrative vocabulary in the English language</li> </ul> |   |                          |
| 114. Teaching and Learning Strategies   |              |  |   |   |                          |
| <b>Strategy</b>   |              | presenting the lecture and allowing students to participate in questions and answers (open questions and discussions), Study practical cases or real-life situations to stimulate thinking and enhance interaction and understanding |   |   |                          |
| 115. Course Structure   |              |  |   |   |                          |
| <b>Week</b>   | <b>Hours</b> | <b>Required Learning Outcomes</b>  | <b>Unit or subject name</b>   | <b>Learning method</b>                                  | <b>Evaluation method</b> |
| 1-30  |              |  |   | Lecture and use of clarification and discussion methods | Exams                    |
| 116. Course Evaluation  |              |  |   |   |                          |
| Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc |              |  |   |   |                          |
| 117. Learning and Teaching Resources  |              |  |   |   |                          |
| Required textbooks (curricular books, if any)   |              |  |   |   |                          |
| Main references (sources)   |              |  |   |   |                          |
| Recommended books and references  |              |  |   |   |                          |

|                                   |  |
|-----------------------------------|--|
| (scientific journals, reports...) |  |
| Electronic References, Websites   |  |

## Course Description Form

|   |              |  |   |   |                          |
|---|--------------|--|---|---|--------------------------|
| 1. Course Name: Planning storages & monitoring                      |              |  |   |   |                          |
|   |              |  |   |   |                          |
| 2. Course Code:   |              |  |   |   |                          |
|   |              |  |   |   |                          |
| 3. Semester / Year: second  |              |  |   |   |                          |
|   |              |  |   |   |                          |
| 4. Description Preparation Date: 2024                               |              |  |   |   |                          |
|   |              |  |   |   |                          |
| 5. Available Attendance Forms:                                      |              |  |   |   |                          |
|   |              |  |   |   |                          |
| 6. Number of Credit Hours ( 5 ) / Number of Units ( 10 )            |              |  |   |   |                          |
|   |              |  |   |   |                          |
| 7. Course administrator's name (mention all, if more than one name) |              |  |   |   |                          |
| Name: Ahmed Gghaffar Hussein  |              |  |   |   |                          |
| Email: Ahmed.hussein.idi3@atu.edu.iq                                |              |  |   |   |                          |
| 8. Course Objectives  |              |  |   |   |                          |
| <b>Course Objectives</b>  |              |  | Recognizes the basic concepts of storage control and enables him to use scientific methods to control storage |   |                          |
| 9. Teaching and Learning Strategies                                 |              |  |   |   |                          |
| <b>Strategy</b>   |              | presenting the lecture and allowing students to participate in questions and answers (open questions and discussions), Study practical cases or real-life situations to stimulate thinking and enhance interaction and understanding |   |   |                          |
| 10. Course Structure  |              |  |   |   |                          |
| <b>Week</b>   | <b>Hours</b> | <b>Required Learning Outcomes</b>  | <b>Unit or subject name</b>   | <b>Learning method</b>                                  | <b>Evaluation method</b> |
| 1-30  | 5            | Inventory - Strategies for storing materials<br>Controlling storage - storage costs<br>Quantitative Methods<br>Economic order quantity system  |   | Lecture and use of clarification and discussion methods | Exams                    |

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  | Cost Annual quantity of inventory<br>Quality and storage systems -Storage levels<br>Control of storage<br>Statistical distributions<br>Reserve storage<br>Determine the reserve storage<br>Requirements planning system<br>Controlling production residues and waste<br>Cash budget<br>Using the automated system to control the warehouse |  |  |  |
|--|--|--|--|--|--|

### 11. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

### 12. Learning and Teaching Resources

|  |  |
|--|--|
| Required textbooks (curricular books, if any)                      |  |
| Main references (sources)  |  |
| Recommended books and references (scientific journals, reports...) |  |
| Electronic References, Websites                                    |  |

## Course Description Form

|     |                                    |
|-----|------------------------------------|
| 13. | Course Name: Operations Management |
|     |                                    |
| 14. | Course Code:                       |
|     |                                    |
| 15. | Semester / Year: second            |
|     |                                    |
| 16. | Description Preparation Date: 2024 |
|     |                                    |
| 17. | Available Attendance Forms:        |

18. Number of Credit Hours ( 2 ) / Number of Units ( 4 )

19. Course administrator's name (mention all, if more than one name)

Name: Taher Hameed Abbas  
 Email: Taher.hameed.idi22@atu.edu.iq

19. Course Objectives

|                          |   |
|--------------------------|---|
| <b>Course Objectives</b> | Providing the student with theoretical and practical skills in managing operations in industrial facilities in the field of planning, organizing controlling industrial operations and using quantitative methods in making decisions related to various aspects of productive work activity in business organizations. |
|--------------------------|---|

20. Teaching and Learning Strategies

|                 |   |
|-----------------|---|
| <b>Strategy</b> | presenting the lecture and allowing students to participate in questions and answers (or questions and discussions), Study practical cases or real-life situations to stimulate think and enhance interaction and understanding |
|-----------------|---|

21. Course Structure

| Week | Hours | Required Learning Outcomes  | Unit or subject name | Learning method   | Evaluation method |
|------|-------|---|----------------------|---|-------------------|
| 1-30 | 4     | Production management and production operations<br>Operations management - operations strategy<br>Economic feasibility study<br>Choosing the project site<br>Methods and means of production<br>Study of the market and commodity<br>Demand forecasting - production planning<br>Transportation and material handling<br>Critical path<br>The concept and importance of quality control<br>Total Quality Management<br>Maintenance systems<br>Organizing and programming work<br>General Review |                      | Lecture and use of clarification and discussion methods | Exams             |

22. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as

|  |  |
|--|--|
| daily preparation, daily oral, monthly, or written exams, reports .... etc |  |
| <b>23. Learning and Teaching Resources</b>                                 |  |
| Required textbooks (curricular books, if any)                              |  |
| Main references (sources)  |  |
| Recommended books and references (scientific journals, reports...)         |  |
| Electronic References, Websites  |  |

### Course Description Form

|   |
|---|
| <b>24. Course Name: Marketing Management</b>                                |
|   |
| <b>25. Course Code:</b>   |
|   |
| <b>26. Semester / Year: second</b>  |
|   |
| <b>27. Description Preparation Date: 2024</b>                               |
|   |
| <b>28. Available Attendance Forms:</b>                                      |
|   |
| <b>29. Number of Credit Hours ( 2 ) / Number of Units ( 4 )</b>             |
|   |
| <b>30. Course administrator's name (mention all, if more than one name)</b> |
| Name: Sanaa Saad Kadhim   |
| Email: sanakadham@gmail.com   |

### 31. Course Objectives

|                          |   |
|--------------------------|---|
| <b>Course Objectives</b> | Providing the student with knowledge and skills in the field of marketing activities and enabling him to become familiar with the foundations, principles and methods of marketing products in terms of pricing, distribution and promotion of them, how to stimulate sales and stimulate motivation among the consumer for the purpose of purchasing, and to identify and control strategic requirements in organizations. |
|--------------------------|---|

### 32. Teaching and Learning Strategies

|                 |  |
|-----------------|--|
| <b>Strategy</b> | presenting the lecture and allowing students to participate in questions and answers (open questions and discussions), Study practical cases or real-life situations to stimulate thinking and enhance interaction and understanding |
|-----------------|--|

### 33. Course Structure

| Week | Hours | Required Learning Outcomes  | Unit or subject name | Learning method   | Evaluation method |
|------|-------|---|----------------------|---|-------------------|
| 1-30 | 4     | The concept of marketing mix - Marketing environment<br>Consumer behavior<br>purchasing decisions<br>Market segmentation<br>Product - Product Mix<br>Product Development<br>Packaging<br>Distribution and distribution channels<br>Wholesale trade - retail trade<br>Marketing Communications<br>Advertising-sales<br>Pricing<br>Service marketing<br>Information system<br>Marketing strategy<br>Marketing in non-profit organizations<br>Direct marketing<br>Social considerations<br>Green marketing |                      | Lecture and use of clarification and discussion methods | Exams             |

### 34. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

### 35. Learning and Teaching Resources

Required textbooks (curricular books, if any)

|   |  |
|---|--|
| Main references (sources)   |  |
| Recommended books and references<br>(scientific journals, reports...) |  |
| Electronic References, Websites                                       |  |

## Course Description Form

|  |  |
|--|--|
| 36. Course Name: Storage Accounting                                  |  |
|  |  |
| 37. Course Code:   |  |
|  |  |
| 38. Semester / Year: Second  |  |
|  |  |
| 39. Description Preparation Date: 2024                               |  |
|  |  |
| 40. Available Attendance Forms:                                      |  |
|  |  |
| 41. Number of Credit Hours ( 5 ) / Number of Units ( 10 )            |  |
|  |  |
| 42. Course administrator's name (mention all, if more than one name) |  |
| Name: Amel Merzah Sakhil , Hadeel Mohammed Noaman                    |  |
| Email: dw.amel@atu.edu.iq , Hadeel.numan.idi5@atu.edu.iq             |  |
| 43. Course Objectives  |  |
| <b>Course Objectives</b>   | Study specialized accounting methods in their applied fields to control the movement of materials within warehouses in terms of quantity and value and provide the necessary information for inventory planning.                     |
| 44. Teaching and Learning Strategies                                 |  |
| <b>Strategy</b>  | presenting the lecture and allowing students to participate in questions and answers (open questions and discussions), Study practical cases or real-life situations to stimulate thinking and enhance interaction and understanding |
| 45. Course Structure   |  |

| Week | Hours | Required Learning Outcomes   | Unit or subject name | Learning method   | Evaluation method |
|------|-------|--|----------------------|---|-------------------|
| 1-30 | 5     | Basic concepts in inventory accounting<br>External purchases<br>Approval documents<br>Goods received<br>Accounting treatments<br>Shared expenses<br>Distribution of expenses<br>Store documents and records<br>Outgoing inventory materials<br>Incoming Method - Average Method<br>Weighted rate<br>Pricing method<br>Administrative price method<br>Comparison of pricing systems<br>Returned inventory materials<br>Inventory<br>Unified accounting system<br>Division of directory accounts<br>Accounting treatment<br>External purchasing<br>Diaries and records |                      | Lecture and use of clarification and discussion methods | Exams             |

#### 46. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

#### 47. Learning and Teaching Resources

|  |  |
|--|--|
| Required textbooks (curricular books, if any)                      |  |
| Main references (sources)  |  |
| Recommended books and references (scientific journals, reports...) |  |
| Electronic References, Websites                                    |  |

## Course Description Form



| 48.                      | Course Name: Commercial Correspondence  |   |                      |   |                   |
|--------------------------|---|---|----------------------|---|-------------------|
| 49.                      | Course Code:  |   |                      |   |                   |
| 50.                      | Semester / Year: Second   |   |                      |   |                   |
| 51.                      | Description Preparation Date: 2024  |   |                      |   |                   |
| 52.                      | Available Attendance Forms:   |   |                      |   |                   |
| 53.                      | Number of Credit Hours ( 3 ) / Number of Units ( 6 )  |   |                      |   |                   |
| 54.                      | Course administrator's name (mention all, if more than one name)  |   |                      |   |                   |
|                          | Name: Ali Abdulhussein Sagban<br>Email: Dw.ali3@atu.edu.iq  |   |                      |   |                   |
| 55.                      | Course Objectives   |   |                      |   |                   |
| <b>Course Objectives</b> | The student acquires the skills of organized correspondence with international institutions and companies and on various topics related to the work of managing, storing and controlling materials, and learns about modern and advanced methods of communication through the application and practice of correspondence through the services of the International Telecommunications Network (the Internet). |   |                      |   |                   |
| 56.                      | Teaching and Learning Strategies  |   |                      |   |                   |
| <b>Strategy</b>          | presenting the lecture and allowing students to participate in questions and answers (open questions and discussions), Study practical cases or real-life situations to stimulate thinking and enhance interaction and understanding  |   |                      |   |                   |
| 57. Course Structure     |   |   |                      |   |                   |
| Week                     | Hours   | Required Learning Outcomes  | Unit or subject name | Learning method   | Evaluation method |
| 1-30                     | 3   | Communication and Correspondence and A letter of Enquiry<br>How to write an enquiry:<br>Quotation: terms of writing quotation<br>A Letter of offer How to write a letter of Reply to an enquiry offer<br>A letter of rejection of Offer : how to write a letter of rejection of offer<br>A letter of Demand |                      | Lecture and use of clarification and discussion methods | Exams             |

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  | Definition , types<br>Terms of payment and<br>Terms of delivery<br>The different styles of<br>writing business letters<br>The invoice<br>A letter of Complaints:<br>A letter of reply to the<br>complaints<br>Effective business<br>communication:<br>The use of computer system<br>The inter-net:<br>The common mistakes<br>Lists of some important<br>commercial terms<br>Review to some important |  |  |  |
|--|--|--|--|--|--|

### 58. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

### 59. Learning and Teaching Resources

|   |  |
|---|--|
| Required textbooks (curricular books, if any)                         |  |
| Main references (sources)   |  |
| Recommended books and references<br>(scientific journals, reports...) |  |
| Electronic References, Websites                                       |  |

## Course Description Form

|     |  |
|-----|--|
| 60. | Course Name: Applications of storages system |
|     |  |
| 61. | Course Code:                                 |
|     |  |
| 62. | Semester / Year: Second                      |
|     |  |
| 63. | Description Preparation Date:                |
|     |  |
| 64. | Available Attendance Forms:                  |

65. Number of Credit Hours ( 5 ) / Number of Units ( 10 )

66. Course administrator's name (mention all, if more than one name)

Name: Yas Khudhair Abbas  
 Email: Yass\_abbas85@yahoo.com

67. Course Objectives

|                          |   |
|--------------------------|---|
| <b>Course Objectives</b> | Defining the importance of applying warehouse systems and modern software applied in warehouses and large projects, how to use them in warehouse operations, and how to use ready-made technical applications in managing, planning and controlling warehouse operations. |
|--------------------------|---|

68. Teaching and Learning Strategies

|                 |  |
|-----------------|--|
| <b>Strategy</b> | presenting the lecture and allowing students to participate in questions and answers (open questions and discussions), Study practical cases or real-life situations to stimulate thinking and enhance interaction and understanding |
|-----------------|--|

69. Course Structure

| Week | Hours | Required Learning Outcomes  | Unit or subject name | Learning method   | Evaluation method |
|------|-------|---|----------------------|---|-------------------|
| 1-30 | 5     | Introduction to Management Information Systems (MIS).<br>Learn about warehouse and accounting information systems<br>Relationship program (security)<br>Quick book<br>Configure the organization's default settings electronically<br>How to prepare a chart of accounts<br>Steps of the accounting cycle<br>Store inventory<br>Barcode, barcode<br>Inventory items<br>customers<br>Suppliers, procurement<br>Recording transactions in the mail book<br>Database |                      | Lecture and use of clarification and discussion methods | Exams             |

70. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

71. Learning and Teaching Resources

|   |  |
|---|--|
| Required textbooks (curricular books, if any)                         |  |
| Main references (sources)   |  |
| Recommended books and references<br>(scientific journals, reports...) |  |
| Electronic References, Websites                                       |  |

### Course Description Form

|  |   |
|--|---|
| 72.  | Course Name: computer application   |
|  |   |
| 73.  | Course Code:  |
|  |   |
| 74.  | Semester / Year: Second   |
|  |   |
| 75.  | Description Preparation Date: 2024  |
|  |   |
| 76. Available Attendance Forms:                                      |   |
|  |   |
| 77. Number of Credit Hours ( 3 ) / Number of Units ( 6 )             |   |
|  |   |
| 78. Course administrator's name (mention all, if more than one name) |   |
| Name: Najoud Abdul Yasser  |   |
| Email: Nejood.abddi.idi@atu.edu.iq                                   |   |
| 79. Course Objectives  |   |
| <b>Course Objectives</b>   | Teaching the student skills to work on the computer and use ready-made applications and the Internet in the field of specialization                                     |
| 80. Teaching and Learning Strategies                                 |   |
| <b>Strategy</b>  | presenting the lecture and allowing students to participate in questions and answers (open questions and discussions), Study practical cases or real-life situations to |

stimulate thinking and enhance interaction and understanding

### 81. Course Structure

| Week | Hours | Required Learning Outcomes  | Unit or subject name | Learning method   | Evaluation method |
|------|-------|---|----------------------|---|-------------------|
| 1-30 | 3     | The Internet and e-mail<br>Advantages of e-mail - how to create it - e-mail addresses<br>Introduction to power point<br>How to operate - Create presentations<br>Excel application<br>Excel Microsoft office<br>Home page - Inserts - Page layout<br>Formulas Data and Review Review<br>And the view<br>Access application<br>Projects by specializatio |                      | Lecture and use of clarification and discussion methods | Exams             |

### 82. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

### 83. Learning and Teaching Resources

|  |  |
|--|--|
| Required textbooks (curricular books, if any)                      |  |
| Main references (sources)  |  |
| Recommended books and references (scientific journals, reports...) |  |
| Electronic References, Websites                                    |  |

## Course Description Form

118. Course Name: Crimes of the Baath regime

119. Course Code:

| 120. Semester / Year: Second  |       |   |                      |   |                   |
|---|-------|---|----------------------|---|-------------------|
| 121. Description Preparation Date: 2024                               |       |   |                      |   |                   |
| 122. Available Attendance Forms:                                      |       |   |                      |   |                   |
| 123. Number of Credit Hours ( 1 ) / Number of Units ( 2 )             |       |   |                      |   |                   |
| 124. Course administrator's name (mention all, if more than one name) |       |   |                      |   |                   |
| Name: Haider Naji Taher<br>Email: Haide rtaher@atu.edu.iq             |       |   |                      |   |                   |
| 125. Course Objectives  |       |   |                      |   |                   |
| Course Objectives   |       |   |                      |   |                   |
| 126. Teaching and Learning Strategies                                 |       |   |                      |   |                   |
| Strategy  |       | presenting the lecture and allowing students to participate in questions and answers (open questions and discussions), Study practical cases or real-life situations to stimulate thinking and enhance interaction and understanding  |                      |   |                   |
| 127. Course Structure   |       |   |                      |   |                   |
| Week  | Hours | Required Learning Outcomes  | Unit or subject name | Learning method   | Evaluation method |
| 1-30  | 1     | Crimes of the Baath regime according to the Iraqi Supreme Criminal Court Law of 2005<br>Definition of crime - sections of crime<br>Documenting the crimes of the Baath regime according to the law of the Supreme Iraqi Criminal Court<br>Determine the production capacity of the industrial project<br>Types of international crimes<br>Decisions issued by the Iraqi Supreme Criminal Court<br>Psychological crimes committed by the Baath |                      | Lecture and use of clarification and discussion methods | Exams             |

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  | regime and their effects<br>Iraq<br>Social crimes committed<br>by the Baath regime in I<br>Environmental crimes<br>committed by the Baathi<br>regime in Iraq |  |  |  |
|--|--|--|--|--|--|

### 128. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

### 129. Learning and Teaching Resources

|   |  |
|---|--|
| Required textbooks (curricular books, if any)                         |  |
| Main references (sources)   |  |
| Recommended books and references<br>(scientific journals, reports...) |  |
| Electronic References, Websites                                       |  |

