

**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

2024–2025

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 Diwanayah 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: 26/ 12 / 2024
File Completion Date: 26/ 12 / 2024


Signature

Head of Department Name: :

Sadiq Jafar Kathir

Date: 26/12/2024


Signature:

Scientific Associate Name: Khader

Majeed Alawi

Date: 31/12/2024



The file is checked by:


Department of Quality Assurance and University Performance

Director of the Quality Assurance and University Performance Department:

Date: 26/12/2024

Signature: 

Afrah Raheem Idan


Approval of the Dean

5/1/2025

1. Program Vision

Building an educational system that reaches to the level of leadership and creativity and is capable of embodying the philosophy of transparency and integrity standards, 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 transforming them into actual reality, in line with global developments and trends so that the department's outputs are able to meet the demand in the labor market. according to the latest scientific techniques

2. Program Mission

Updating curricula, developing teaching and training capabilities, and empowering students to be active elements 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	4	8	%7	
College Requirements	6	20	%17	
Department Requirements	12	92	%76	
Summer Training	-	-	-	
Other		120	%100	

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

7. Program Description				
Year/Level	Course Code	Course Name	Credit Hours	
first			theoretical	practical
		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
		Arabic language	1	-
Second		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	-
		English language	1	-
		Research project	-	2
		Arabic language	1	-

8. Expected learning outcomes of the program	
Knowledge	
Learning Outcomes	<ul style="list-style-type: none"> • Knowledge of using warehouse systems applications for materials management, marketing activities, and planning, organizing and controlling materials management. • Knowing how to keep and organize all records and documents related to warehouse work • 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.
Skills	

Learning Outcomes 2	<ul style="list-style-type: none"> • The ability to represent theoretical material with examples from practical reality • Mastering the use of advanced technology and software in resource management • 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 .
Ethics	
Learning Outcomes 4	<ul style="list-style-type: none"> • Motivating students to participate and provide their services to the community • Promoting ethical values and social responsibility at work • Dedication to achieving excellence in education to ensure outstanding students in the field of Material Management

9. Teaching and Learning Strategies
<p>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</p>

10. Evaluation methods
<p>Participation through discussions, daily exams, commitment to attendance, semester exams, and final exams</p>

11. Faculty						
Faculty Members						
Academic Rank	Specialization		Special Requirements/Skills (if applicable)		Number of the teaching staff	
	General	Special			Staff	Lecturer
Sadiq Jafar Kathim	Accounting	---			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	
Ahmed Gghaffar Hussein	Business Administration	Marketing Management			Staff	
Yas Khudhair Abbas	accounting	accounting			Staff	
Fatmah Abdulrazzaq Abbood	Statistics	Statistics			Staff	
Iqbal Kumil Awad	Business Administration	Marketing Management			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	
Mustafa Saleh	Accounting	Accounting			Staff	

Zainab jassem karemm	Business Administration	Business Administration			Staff	
Sarah Alawi AbuSoda	Arabic language	Arabic language			Staff	
Dhuha Salim mohammed	x	x			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

1-Adding new academic vocabulary to suit the rapid developments in administrative and warehouse work

And materials management
2- Linking study topics to the actual work reality through field visits to management departments and warehouses in state departments.
3-Working on preparing the department for academic accreditation from relevant authorities Inside and outside .

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	+	+	+	+	+	+	+	+	+	+	+	

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

		Statistics	Basic	+	+	+	+	+	+	+	+	+	+	+	+
		computer applications	Basic	+	+	+	+	+	+	+	+	+	+	+	+
		Human rights & democracy	Basic	+	+	+	+	-	-	-	-	-	-	-	-
		Specialized English readings	Basic	+	+	+	+	+	+	+	+	+	+	+	+
		English language	Basic	+	+	+	+	-	-	-	-	-	-	-	-
		Arabic language	Basic	+	+	+	+	-	-	-	-	-	-	-	-

Program Skills Outline

Required program Learning outcomes

Year/Level	Course Code	Course Name	Basic or optional	Required program Learning outcomes											
				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	+	+	+	+	+	+	+	+	+	+	+	
		storage accounting	Basic	+	+	+	+	+	+	+	+	+	+	+	
		commercial correspondence	Basic	+	+	+	+	+	+	+	+	+	+	+	
		Applications of storages system	Basic	+	+	+	+	+	+	+	+	+	+		
		English language	Basic	+	+	+	+	-	-	-	-	-	-	-	-
		Arabic language	Basic	+	+	+	+	-	-	-	-	-	-	-	-

		computer applications	Basic	+	+	+	+	+	+	+	+	+	+	+	+	computer applications
		Crimes of the Baath regime in Iraq	Basic	+	+	+	+	-	-	-	-	-	-	-	-	Crimes of the Baath regime in Iraq

Course Description Form

1. Course Name: storage techniques

2. Course Code: storage techniques

3. Semester / Year: first

4. Description Preparation Date: 2024

5. Available Attendance Forms: Two auditoriums

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

5 * 30 = 150hours, 10 * 30 = 300 units

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

Course Objectives

- Recognizes the basic concepts of warehouse management
- Learn how to perform operations Inventory procedures
- Learn how to use storage equipment and transportation.
- Learn how to maintain inventory

9. 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

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1-30	5	Definition of warehouse management and its objectives	Definition of warehouse management and its objectives, Storage management jobs Inventory procedures Save materials Simplify - distinguish classification - Store inventory	Lecture and use clarification and discussion methods	Daily exams, oral tests, reports, daily assignments, presentation

			<p>Owning and renting Geographical location of stores Planning to establish warehouses Interior design of warehouses Storage equipment Transportation equipment Coding concept, principles and systems - integration tabulation and coding Objectives of the documentary cycle - types documents and records Inventory inventory - its importance - its responsibility - its types Ownership and leasing policy Factors affecting the selection of the site inside and outside the scope of the project Planning to establish warehouses and used and unused warehouse spaces the open Interior design requirements - factors affecting the design - redesigning warehouses Importance - types - factors affecting the selection of storage equipment Internal transportation and handling equipment - its importance - its types - transportation economics</p>		
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11. Course Evaluation

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.

12. Learning and Teaching Resources

Required Textbooks(Methodology if available)	
Main References (Sources)	<ol style="list-style-type: none"> 1. Modern Scientific Principles in Warehouse Management (Ghanem Finjan Musa) 2. Warehouse Management (Mohammed Al-Sayrafi, Bashir Al-Alaq) 3. Warehouse and Stores Management (Abdul Rahman Tawfiq) 4. Warehouse and Stores Management Systems (Shiraz Mohammed Khader)
Recommended Supplementary Books and References (Scientific Journals, Reports, etc.)	
Electronic References, Internet Sources	

Course Description Form

1- Course Name: Materials management	
2- Course Code: Materials management	
3- Semester / Year: first	
4- Description Preparation Date: 2024	
5- Available Attendance Forms: Two auditoriums	
6- Number of Credit Hours (4) / Number of Units (8)	
4 * 30 = 120 hours, 8 * 30 = 240 units	
7-Course administrator's name (mention all, if more than one name)	
Name: Eman Obed Jasm	Iqbal Kumil Awad
Email: Emanobeed@gmail.com	eqbal.khameel.idi13@atu.iq
8- Course Objectives	
Course Objectives	Familiarity with the correct scientific and technical concepts and methods in materials management and their importance in the flow of materials and how to achieve economic returns for organization.
9- 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

10- Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1-30	4	<p>The concept of materials management - its importance - its objective</p> <p>Choosing sources of supply</p> <p>studying price - purchasing policies - methods of determining quality-</p> <p>Quality by brand name</p> <p>The relationship between purchasing management and warehouse management with other departments</p> <p>and storage policies</p> <p>Factors affecting consumer purchasing behavior-</p> <p>Purchasing-storage strategies</p> <p>And evaluate the management of purchasing sources</p> <p>Economic Size of Purchasing Orders -</p> <p>Evaluating the functional performance of the purchasing process</p> <p>Organizational mobilization</p> <p>warehouse management and its relationship with other departments</p> <p>Minimum level - reorder level - maximum inventory level</p> <p>Stagnant items - causes of stagnant materials and their treatment</p> <p>purchases - sales - production - transportation - stores</p>		Lecture and use of clarification and discussion methods	Daily exams, oral tests, reports, daily assignments, presentations

11- Course Evaluation

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.

12- Learning and Teaching Resources

Required textbooks (curricular books, if a	
Main references (sources)	Haitham Al-Zaghbi and Mohammed Al-Adwan Materials Managemen Ghanem Finjan and Mohammed Abdul Hussein Purchasing Managem Ghanem Finjan and Mohammed Saleh Abdul Abbas Sales and Advertising Management
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Course Description Form

1- Course Name: Risk management					
2- Course Code: Risk management					
3- Semester / Year: . First					
4- Description Preparation Date: 2024					
5- Available Attendance Forms: Two auditoriums					
6- Number of Credit Hours (4) / Number of Units (8)					
4 * 30 = 120 hours, 8 * 30 = 240 units					
7- .Course administrator's name (mention all, if more than one name)					
Name: Saif Ali Jasim Email: Saif.almofrae.idi@atu.edu.iq					
8- Course Objectives					
Course Objectives :-			Understanding and applying insurance rules and principles to warehouse work. Using documents that serve the facility in obtaining insurance cover		
9- 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				
10- Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
		Insurance risk - risk management activities -		Lecture and us	

1-30	4	<p>stages of the risk management process</p> <p>Ways to confront risk, basic factors in the risk management process, functions of the risk manager - preventing and reducing losses in warehouses</p> <p>The insurance contract, its parties, obligations, elements, and characteristics</p> <p>Fire (its insurance concept - its elements - its source - its causes - its effects - requesting insurance for warehouse against the risk of fire)</p> <p>Pricing by installment - discounts and discounts</p> <p>The insurance policy, its sections, conditions, appendices, amendment, 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 in imported and stored goods - total loss</p> <p>Types of insurance contracts - floating policy (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 damage to stolen stores - insurance guaranteeing the storekeeper's honesty - types of guarantees</p> <p>Store owner compensation - compensation statement - report - calculation examples</p>		of clarification and discussion methods	Daily exams, oral tests, reports, daily assignments, presentations
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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)	Al-Balqini, Muhammad Tawfiq, 2023, Principles of Risk Management and Insurance, Hamitra Publishing House
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Course Description Form

1- Course Name: Specialized English readings					
2- Course Code: Specialized English readings					
3- Semester / Year: First					
4- Description Preparation Date: 2024					
5- Available Attendance Forms: Two auditoriums					
6- Number of Credit Hours (3) / Number of Units (6)					
4 * 30 = 120 hours, 8 * 30 = 240 units					
7- Course administrator's name (mention all, if more than one name)					
Name: Afrah Raheem Idan Email: Afrh.reheim.idi21@atu.edu.iq					
8- Course Objectives					
Course Objectives			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 •		
9- 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			
10- Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1-30	3	Material management Communication Kinds , levels ,direction And importance of communications Management		Lecture and use of clarification and discussion methods	Daily exams, oral tests reports, daily assignments, presentations

		Statistics in business Warehouse – Insurance Marketing Sales management Accounting Democracy and human-rights Computer systems Review			
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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

1- Course Name: Management					
2- Course Code: Management					
3- Semester / Year: First					
4- Description Preparation Date: 2024					
5- Available Attendance Forms: Two auditoriums					
6- Number of Credit Hours (3) / Number of Units (6)					
3 * 30 = 90 hours, 6 * 30 = 180 units					
7- Course administrator's name (mention all, if more than one name)					
Name: Zainab jassem karemm					
Email: zainab.kareem.idi4@atu.edu.iq					
8- Course Objectives					
Course Objectives			The student acquires basic concepts related to the principles and activities of business management and their application in different business organizations		
9- 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			
10- 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 The development of management thought - the humanistic school School of contemporary trends		Lecture and use of clarification and discussion methods	Daily exams, oral tests, reports, assignments, presentations

		<p>Management and its environment - the planning function Decision making - organizing function Authority and responsibility Internal organizational relations</p> <p>Leadership and motivation The leadership function of the manager Administrative communication Oversight function The social responsibility of the organization Managing organization's activities</p>			
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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)	- Dr. Shawqi Dahi/Ayad Mahmoud Al-Rahim, Reda Abdul Razzaq, Baghdad, 1998 - Dr. Nouri Al-Azzawi, Basra.
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Course Description Form

1- Course Name: Accounting

2- Course Code: Accounting

3- Semester / Year: First

4- Description Preparation Date: 2024

5- Available Attendance Forms: Two auditoriums

6- Number of Credit Hours (3) / Number of Units (6)

3 * 30 = 90 hours, 6 * 30 = 180 units

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

Name: Ghufraan shallal mohammed

Email: Ghfran.mohamed.idi6@atu.edu

8- Course Objectives

Course Objectives

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

9- 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

10- Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1-30	3	Nature of accounting Accounting books Capital formation Revenue expenses Loans-Discout and its types- Trial Balance Merchant operations in the bank		Lecture and use of clarification and discussion methods	Daily exams, oral tests, reports, daily assignments, presentations

		Preparing final account Depreciation of fixed Assets –Accounting period and accounting cycle- Types of accounti books - methods of recording in the books Purchases-Sales - How to repay loans - How to calculate loans - Pay the loan interest			
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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)	Fouad Suleiman Ali Mohammed Taher Al-Shawi
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Course Description Form

1- Course Name: Statistics	
2- Course Code: Statistics	
3- Semester / Year: First	
4- Description Preparation Date: 2024	
5- Available Attendance Forms: Two auditoriums	
6- Number of Credit Hours (3) / Number of Units (6)	
3 * 30 = 90 hours, 6 * 30 = 180 units	
7- .Course administrator's name (mention all, if more than one name)	
Name: FatImah Abdulrazzaq Abbood Email: Fatimaabdulrazzak@atu.edu.iq	
8- Course Objectives	
Course Objectives	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 application in various fields of subject management topics that he studies requester
9- 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
10- 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 Get Data - Display Data Distribution - Display Tabular data - distribution - frequency - double frequency distribution Graphical display of unclassified data-Graphical display of tabular data Data Practical application on the computer using the statistical program Spss Measures of central tendency - measures of dispersion Simple linear correlation - rank correlation: correlation coefficient Least squares method To find the simple-linear regression equation-Definition of standard numbers- T-Z test - T-test X ² Definition of the chi-square test for independence		Lecture and use of clarification and discussion methods	Daily exams, oral tests, reports, daily assignments, presentations

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)	Dr. Mohamed Samir Darkzanli, Imad Nazmy Attia Dr. Abdul K Abdul Jabbar Al-Naqeeb
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Course Description Form

1- Course Name: Computer applications					
2- Course Code: Computer applications					
3- Semester / Year: First					
4- Description Preparation Date: 2024					
5- Available Attendance Forms: Two auditoriums					
6- Number of Credit Hours (3) / Number of Units (6)					
3 * 30 = 90 hours, 2 * 30 = 60 units					
7- Course administrator's name (mention all, if more than one name)					
Name: Name: Najoud Abdul Yasser Email: Nejoood.abddi.idi@atu.edu.iq					
8- Course Objectives					
Course Objectives			Teaching students' computer skills and instructing them on utilizing ready-made applications and internet fundamentals within the field of specialization		
9- 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			
10- Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1-30	3	Computer components software - windows (Windows) Icons and their types (standard and general)		Lecture and use of clarification	

	Window – Methods of operation of applications and programs Folders and files FOLDER&FILE Additional programs - entertainment programs Computer Ethics -Virus Word processor - key OFFICE -HOME Font - text - paragraph Styles-Edit-Pages-Tables EXCEL Quick Tables Text - Layout Page layout - attributes setting - arrangement Table of contents – Footnotes-References correspondence-review Synonyms -comments review Changes - View - Web planning - the Internet		and discussion methods	Daily exams, oral tests, reports, daily assignments, presentations
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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)	Ahmed Mohammed Ibrahim Al-Hajj Imad Al-Din Fadl Al-Qadi
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Course Description Form

1- Course Name: Human rights and democracy					
2- Course Code: Human rights and democracy					
3- Semester / Year: First					
4- Description Preparation Date: 2024					
5- Available Attendance Forms: Two auditoriums					
6- Number of Credit Hours (1) / Number of Units (2)					
1 * 30 = 30 hours, 2 * 30 = 60 units					
7- Course administrator's name (mention all, if more than one name)					
Name: Hasanain Ali hadi Email: Hassanein.hadi@atu.edu.iq					
8- 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		
9- 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 think and enhance interaction and understanding			
10- 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 Human rights in divine laws with a focus on human rights in Islam Human rights in contemporary and modern history Regional recognition of human rights - European Convention on Human Rights 1950		Lecture and use of clarification and discussion methods	Daily exams, oral tests, reports, assignments, presentations

		<p>Human rights in Iraqi constitutions between theory and reality.</p> <p>The relationship between human rights and public freedoms -Economic, social and cultural human rights</p> <p>Human civil and political rights</p> <p>Modern human rights – factors of development</p> <p>Guarantees of respect and protection of human rights at the national and international levels</p> <p>General theories of freedom and the origin of declared rights and freedoms</p> <p>The legal rule of the state of law - Equality – the historical</p> <p>Democracy - its definition - 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>			
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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)	Dr. Hamid Hanoun
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Course Description Form

1- Course Name: English language

2- Course Code: English language

3- Semester / Year: First

4- Description Preparation Date: 2024

5- Available Attendance Forms: Two auditoriums

6- Number of Credit Hours (1) / Number of Units (2)

1 * 30 = 30 hours, 2 * 30 = 60 units

7- Course administrator's name (mention all, if more than one name)

Name: **Raneen Mufaq Fadel**

Email: raneen.fadel@atu.edu.iq

8- Course Objectives

Course Objectives

- Identify general vocabulary in the English language
- Identify administrative vocabulary in the English language
- Vocabulary expansion: increase vocabulary in diverse subjects.
- Enhance communication: enhance the ability to communicate effectively in everyday situations. Improve reading.
- develop reading skills through diverse texts.
- Writing development: teaching to write clear and structured texts.
- Enhance listening.
- improve understanding of spoken language through listening practice

9- Teaching and Learning Strategies

Strategy Lectures, exams, training and application

10- Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1-30		Have & has/ Translation / Reading / Everyday English Sports, Food, and Drinks		Lecture and use of clarification	Daily exams, oral tests, reports, assignments, presentations

	Translation/Vocabulary & Pronunciation Translation/Vocabulary & Pronunciation Writing / Write about yourself The time / Questions & Negative Translation/Vocabulary/Everyday English This & That/Words/Translations Reading/ Everyday English Reading / Translation Translation / Everyday English Writing Write about the types of advertisement Questions & Negative/Translation Vocabulary / Reading Activities / Can & can't / Translation Everyday English Translation / Reading Vocabulary / Everyday English Listening / Translation Reading & Listening		and discussion methods	
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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)	HEADWAY PLUS Johan and Liz Soars OXFORD
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Course Description For

1. Course Name: Arabic language					
2. Course Code: Arabic language					
3. Semester / Year: First					
4. Description Preparation Date: 2024					
5. Available Attendance Forms: Two auditoriums					
6. Number of Credit Hours (1) / Number of Units (2)					
1 * 30 = 30 hours, 2 * 30 = 60 units					
7. Course administrator's name (mention all, if more than one name)					
Name: Sarah Alawi AbuSoda					
Email: sarahabusodaidi1@atu.edu.iq					
8. Course Objectives					
Course Objectives		<ul style="list-style-type: none"> - Acquiring the ability to learn and understand Arabic grammar. -Acquiring the ability to avoid mistakes in pronunciation and the skill to write researchers free from errors. 			
9. Teaching and Learning Strategies					
Strategy		Lectures, exams, training and application			
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1-30		Introduction to linguistic errors Rules for writing the extended alif Writing the hamza Punctuation marks Noun and verb and the difference between them Number Applications of common linguistic errors Noon and tanween		Lecture and use of clarification and discussion methods	Daily exams, oral tests, reports, assignments, presentations

	Formal aspects of administrative discourse Language of administrative discourse Samples of administrative correspondence Simple sentence construction - Relative pronouns - Definite and indefinite nouns - Basic verb conjugations - Past and present verbs - Adjectives - Subject and object state Conjunctions - Interrogative tools - Short texts - Writing simple sentences - Introduction to paragraph writing Basic grammar rules			
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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)	Dr. Safaa Kazim Makki Dr. Lama Mohammed Yonis
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Course Description Form

1. Course Name: Planning storages & monitoring					
2. Course Code: Planning storages & monitoring					
3. Semester / Year: second					
4. Description Preparation Date: 2024					
5. Available Attendance Forms: Two auditoriums					
6. Number of Credit Hours (5) / Number of Units (10)					
5*30= 150 hours, 10*30=300 units					
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					
Course Objectives			Recognizes the basic concepts of storage control enables him to use scientific methods to control storage		
9. 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			
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1-30	5	Inventory - Strategies for storing materials Controlling storage - storage costs Quantitative Methods Economic order quantity system Cost Annual quantity of inventory Quality and storage systems -Storage levels Control of storage Statistical distributions		Lecture and use of clarification and discussion methods	Daily exams, oral tests, reports, assignments, presentations

		Reserve storage Determine the reserve storage Requirements planning system Controlling production residues and waste Cash budget Using the automated system to control the warehouse Importance of inventory Store materials strategy Its concept and importance Single order costs and storage costs inside the warehouse Supply period in days, weeks and months Quantity extraction methods Order quantity and quantity discount Comparison between suppliers' offers Quality and storage systems Material Requirements Planning System Time-Specific System Control of Production Remains and Waste			
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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)	Jassim Nasser Hussein / Sabah Majeed Al-Najjar / Hamid Khair Allah Salman
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Course Description Form

1- Course Name: Operations Management

2- Course Code: Operations Management

3- Semester / Year: second

4- Description Preparation Date: 2024

5- Available Attendance Forms: Two auditoriums

6- Number of Credit Hours (5) / Number of Units (10)

5*30=150 hours, 10*30=300 units

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

Name: Taher Hameed Abbas

Email: Taher.hameed.idi22@atu.edu.iq

7- Course Objectives

Course Objectives

Providing the student with theoretical and practical skills in managing operations in industrial facilities in the field of planning, organizing and control industrial operations and using quantitative methods in making decisions related to various aspects of productive work activity in business organizations.

8- 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

9- Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1-30	4	Production management and production operation Operations management operations strategy Economic feasibility study		Lecture and use of clarification	Daily exams, oral tests, reports, assignments, presentations

	<p>Choosing the project site Methods and means of production Study of the market and commodity Demand forecasting - production planning Transportation and material handling Critical path The concept and importance of quality control Total Quality Management Maintenance systems Organizing and programming work Organizational Structure Operations Management Operations Management and Systems Approach - Effectiveness Efficiency Basic Considerations in Evaluating the Industrial Project Factors Affecting the Industrial Project Financial evaluation of the industrial project Internal arrangement of the factory and its buildings Market and commodity study Using statistical methods Linear programming and production planning Basic tools for quality management Applications in total quality systems Types - Maintenance and reliability Work study - Time study General Review</p>		and discussion methods	
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10- 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

11- Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	Dr. Abdul Karim Mohsen and Dr. Sabah Majeed Al-Najjar Dr. Abdul Hadi Al-Maamouri
Recommended books and references (scientific journals, reports...)	

Electronic References, Websites	
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Course Description Form

1- Course Name: Marketing Management

2- Course Code: Marketing Management

3- Semester / Year: second

4- Description Preparation Date: 2024

5- Available Attendance Forms: Two auditoriums

6- Number of Credit Hours (4) / Number of Units (8)

4*30=120 hours, 8*30=240 units

7- Course administrator's name (mention all, if more than one name)

Name: Sanaa Saad Kadhim

Email: sanakadham@gmail.com

8- Course Objectives

Course Objectives

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 purchasing, and to identify and control strategic requirements in organizations.

9- 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

10- Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
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1-30	4	<p>The concept of marketing mix - Marketing environment Consumer behavior purchasing decisions Market segmentation Product – Product Mix Product Development Packaging Distribution and distribution channels Wholesale trade - retail trade Marketing Communications Advertising-sales Pricing Service marketing Information system Marketing strategy Marketing in non-profit organizations Direct marketing Social considerations Green marketing Factors affecting the decision - Types of purchasing decisions - Motives - Decision-making steps - Motives for purchasing - Types of market - Choosing the market target - Market segmentation foundation - Sales forecasting Product - What is meant by the product - Product life cycle Concept of packaging - Packaging standards Concept of distribution channels Concept of marketing establishments - Classification of wholesale trade Nature and importance of retail trade Physical distribution activities, transportation Communication procedures - Promotional mix</p>		Lecture and use of clarification and discussion methods	Daily exams, oral tests, reports, assignments, presentations
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		Importance of advertising - Objectives of using advertising Sales activation - Use of the concept of sales activation Concept - Personal selling procedures - Sales force management			
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)			Philip Kotler Al-Jaafari, Muhammad Naji, 1998, Marketing Tawfiq, Abdul Rahman, Marketing, Center for Professional Administrative Expertise for Publishing		
Recommended books and references (scientific journals, reports...)					
Electronic References, Websites					

Course Description Form

1- Course Name: Storage Accounting

2- Course Code: Storage Accounting

3- Semester / Year: Second

4- Description Preparation Date: 2024

5- Available Attendance Forms: Two auditoriums

6- Number of Credit Hours (5) / Number of Units (10)

5*30=150 hours, 10*30=300 units

7- Course administrator's name (mention all, if more than one name)

Name: Amodah Obaid Hussein

Wissam Abdel Kazem

Email: Amodah.hussein@atu.edu.iq

Dw-wsm@atu.edu.iq

8- Course Objectives

Course Objectives

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.

9- 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

10- Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1-30	5	Basic concepts in inventory accounting External purchases Approval documents Goods received Accounting treatments		Lecture and use of clarification	Daily exams, oral tests, reports, assignments, presentations

		Shared expenses Distribution of expense Store documents and records Outgoing inventory materials Incoming Method - Average Method Weighted rate Pricing method Administrative price method Comparison of pricing systems Returned inventory materials Inventory Unified accounting system Division of directory accounts Accounting treatment External purchasing Diaries and records Purchasing Procedures Local - Accounting Treatment Documentary Credits - Accounting Treatment General Conditions for Credits Insurance Documents - Shipping Documents - Commercial Lists Interests - Closing Documentary Credit - Closing Goods in Shipp Damaged - Loss - Non-Specification Units Explanation of account guide accounts Double entry theory Accounts payable-accounts of supplies		and discussion methods	
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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)

Karam Zaki Rizk Country of publication Baghdad

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

Course Description Form

1- Course Name: Commercial Correspondence	
2- Course Code: Commercial Correspondence	
3- Semester / Year: Second	
4- Description Preparation Date: 2024	
5- Available Attendance Forms: Two auditoriums	
6- Number of Credit Hours (3) / Number of Units (6)	
3*30=90 hours, 6*30=180 units	
7- Course administrator's name (mention all, if more than one name)	
Name: Ali Abdulhussein Sagban Email: Dw.ali3@atu.edu.iq	
8- Course Objectives	
Course Objectives	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 Telecommunication Network (the Internet).
9- 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
10- 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 How to write an enquiry : Quotation: terms of writing quotation A Letter of offer How to write a letter of Reply to an enquiry offer A letter of rejection of Offer : how to write a letter of rejection of offer A letter of Demand Definition , types Terms of payment and Terms of delivery The different styles of writing business letters The invoice A letter of Complaints: A letter of reply to the complaints Effective business communication The use of computer system: The inter-net: The common mistakes Lists of some important commercial terms Terms of payment and terms of delivery The different styles of writing business letters The different styles of writing business letters Definition, reasons, how to write a letter of complaints Effective business communication Review to some important		Lecture and use of clarification and discussion methods	Daily exams, oral tests, reports, assignments, presentations

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)	Hikmat Shakouri Paulina .Salah Abdu Qadir .Adnan J.R.Al-Jaboury
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Course Description Form

1- Course Name: Applications of storages system					
2- Course Code: Applications of storages system					
3- Semester / Year: Second					
4- Description Preparation Date: 2024					
5- Available Attendance Forms: Two auditoriums					
6- Number of Credit Hours (3) / Number of Units (6)					
3*30=90 hours, 6*30=180 units					
7- Course administrator's name (mention all, if more than one name)					
Name: Yas Khudhair Abbas Email: Yass_abbas85@yahoo.com					
8- Course Objectives					
Course Objectives		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.			
9- 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			
10- Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1-30	5	Introduction to Management Information Systems (MIS). Learn about warehouse and accounting information systems Relationship program (security, Quick book		Lecture and use of clarification and discussion methods	Daily exams, oral tests, reports, assignments, presentations

		Configure the organization default settings electronically How to prepare a chart of accounts Steps of the accounting cycle Store inventory Barcode, barcode Inventory items Customers Inventory classification / How to access inventory Sales orders, invoice creation, collection from customers Mechanism for dealing with suppliers, details of the balance and transactions with the supplier, purchase orders, tax payments, payment operations Recording entries for system inputs and preparing payment Suppliers, procurement Recording transactions in the mail book E-commerce and credit card transactions Database,			
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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)	<ol style="list-style-type: none"> 1. Ghanem Finjan Musa and Raad Rizq Istifan, 1991, Warehouse Management, Dar Al-Kutub for Printing, 2nd ed., University of Mosul. 2. Daa Abdul Hussein Al-Qamousi and Adnan Abdul Hamid Hadith, 2012, Accounting Principles, Dar Al-Taqni Printing Press, Baghdad 3. Ziad Hashim Al-Saqa and Qasim Mohsen Al-Hubaiti, 2012, Accounting Information Systems, Dar Al-Hadba for Printing and Publishing, Mosul 4. Al-Ashhab, Nawal Abdul Karim, 2015, Electronic Commerce, Dar Amjad for Publishing and Distribution. 1st ed.
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Course Description Form

1- Course Name: computer application

2- Course Code: computer application

3- Semester / Year: Second

4- Description Preparation Date: 2024

5- Available Attendance Forms: Two auditoriums

6- Number of Credit Hours (3) / Number of Units (6)

3*30=90 hours, 2*30=60 units

7- Course administrator's name (mention all, if more than one name)

Name: Najoud Abdul Yasser

Email: Nejood.abddi.idi@atu.edu.iq

8- Course Objectives

Course Objectives

Teaching the student skills to work on the computer and use ready-made applications and the Internet in the field of specialization

9- 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

10- Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1-30	3	The Internet and e-mail Advantages of e-mail - how to create it - e-mail addresses Email features - Internet browser - Sorting message Deleting mail - Sending		Lecture and use of clarification and discussion methods	Daily exams, oral tests, reports assignments, presentations

	<p>options - Printing mail - Opening and compressing files Introduction to power point How to operate - Create presentations Entering data and texts - Inserting slides - Numbering slides - Adding effects to slides Excel application Excel Microsoft office Home page - Inserts - Page layout Create a database - Home page - Create tables - Rep wizard - Document the database - Analyze data - Formulas Data and Review And the view Access application Projects by specializatio</p>			
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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)	Mustafa Sadiq Latif Adel Abdel Nour
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Course Description Form

1. Course Name: English language					
2. Course Code: English language					
3. Semester / Year: Second					
4. Description Preparation Date: 2024					
5. Available Attendance Forms: Two auditoriums					
6. Number of Credit Hours (1) / Number of Units (2)					
1*30=30 hours, 2*30=60 units					
7. Course administrator's name (mention all, if more than one name)					
Name: Ali Abdulhussein Sagban					
Email: Dw.ali3@atu.edu.iq					
8. Course Objectives					
Course Objectives		<ul style="list-style-type: none"> - Identify general vocabulary in the English language - Identify administrative vocabulary in the English language -Vocabulary expansion: increase vocabulary in diverse subjects. -Enhance communication: enhance the ability to communicate effectively in ever situations. Improve reading. -develop reading skills through diverse texts. -Writing development: teaching to write clear and structured texts. Enhance lister -improve understanding of spoken language through listening practice 			
9. Teaching and Learning Strategies					
Strategy		Lectures, exams, training and application			
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1-30	3	Jobs/ Negative / What's your Translation/Reading/ Everyd English		Lecture and use	

	<p>The family/ Possessive's/ Vocabulary</p> <p>Have & has/ Translation / Reading / Everyday English</p> <p>Sport, Food and Drinks</p> <p>Translation/ Vocabulary/ & pronunciation</p> <p>Translation/ Vocabulary/ & pronunciation</p> <p>Writing / Write about yourself</p> <p>The time / Questions & Negative</p> <p>Translation/ Vocabulary/ Everyday English</p> <p>This & that/ Questions words translation</p> <p>Reading/ Everyday English</p> <p>Rooms & Furniture/ Prepositions</p> <p>Reading / Translation</p> <p>Saying years/ Was & were Both writing</p> <p>Translation / Everyday English</p> <p>Writing Write about The type of adverbs</p> <p>Questions & Negative / Translation</p> <p>Vocabulary / Reading</p> <p>Activities / Can & can't / Translation</p> <p>Everyday English</p> <p>In restaurant / Translation / Reading</p> <p>Translation/ Reading</p> <p>Vocabulary / Everyday English</p> <p>Listening / Translation</p> <p>Reading & Listening</p>		<p>of clarification and discussion methods</p>	<p>Daily exams, oral tests, reports assignments, presentations</p>
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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)	<p>HEADWAY PLUS</p> <p>Johan and Liz Soars</p> <p>OXFORD</p>
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Course Description Form

1- Course Name: Crimes of the Baath regime

2- Course Code: Crimes of the Baath regime

3- Semester / Year: Second

4- Description Preparation Date: 2024

5- Available Attendance Forms: Two auditoriums

6- Number of Credit Hours (1) / Number of Units (2)

1*30=30 hours, 2*30=60 units

7-Course administrator's name (mention all, if more than one name)

Name: Hasanain Ali hadi

Email: Hassanein.hadi@atu.edu.i

8- Course Objectives

Course Objectives

Recognizes the concept of crime and its types

9- 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

10- Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1-30	1	The concept of crime and its types Crimes, Social Crimes, Authority and Government, Religion and Belief, Confiscation of Property Displacement, Human Rights Violations Environmental Crimes Crimes of the Baath regime according to the documentation of the Ira		Lecture and use of clarification and discussion methods	Daily exams, oral tests, reports, daily assignments, presentation

		<p>Supreme Criminal Court Law of 2005</p> <p>Types of international crimes including: 1- Genocide Crimes against humanity.</p> <p>Decisions issued by the Supreme Criminal Court</p> <p>The crime of the Dujail massacre, the crime of Halabja, the crime of the Anfal operation</p> <p>The crime of executing a number of Iraqi merchants</p> <p>- The crime of the Friday prayer events, the liquidation of religious and secular parties, the crime of displacing the Faylee Kurds</p> <p>Psychological and social crimes and their effects</p> <p>the most prominent violations of the Baath regime in Iraq</p> <p>Politicization and partisanship of the judiciary and the appointment of Baathist judges in judicial institutions with loyal titles</p> <p>Some decisions of political and military violations by the Baath regime.</p> <p>Environmental crimes of the Baath regime</p> <p>Genocide graves related to the Iran-Iraq War of 1980-1988</p> <p>Genocide graves of victims of the 1991 Sha'ban uprising</p>			
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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)	Curriculum from the Ministry of Higher Education without an author
Main references (sources)	

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