

**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

2026/2025

The introduction

The educational program is a coordinated and organized package of courses that include procedures and experiences organized in the form of study vocabulary, the main purpose of which is to build and refine the skills of graduates, making them qualified to meet the requirements of the labor market. It is reviewed and evaluated annually through internal or external audit procedures and programs, such as the external examiner .program

The academic program description provides a brief summary of the main features of the program and its courses, indicating the skills that students are working to acquire based on the objectives of the academic program. The importance of this description is evident because it represents the cornerstone in obtaining program accreditation, and the teaching staff participates in writing it under the supervision of the scientific committees .in the scientific departments

This guide, in its second version, includes a description of the academic program after updating the vocabulary and paragraphs of the previous guide in light of the developments and changes in the educational system in Iraq, which included a description of the academic program in its traditional form (annual, semester) system, in addition to adopting the description of the academic program circulated pursuant to the letter of the Department of Studies TTM 3/2906 dated 5/3/2023 regarding programs .that adopt the Bologna process as the basis for their work

In this regard, we cannot but emphasize the importance of writing a description of academic programs and courses to ensure the smooth .running of the educational process

Concepts and terms

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 from the student to achieve, demonstrating whether he has made the most of the available learning opportunities. It is derived from the program description.

Program Vision: An ambitious picture of the future of the academic program to be an advanced, inspiring, motivating, realistic and applicable program.

Program Mission: Clarifies the goals and activities necessary to achieve them in a concise manner, and also identifies the program's development paths and directions.

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

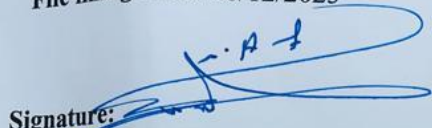
Curriculum Structure: All courses / subjects included in the academic program according to the approved learning system (semester, annual, Bologna track) whether they are required (ministry, university, college and scientific department) with the number of academic units.


Learning Outcomes: A consistent set of knowledge, skills and values acquired by the student after successfully completing the academic program. The learning outcomes for each course must be specified in a way that achieves the program objectives.

Teaching and learning strategies: These are the strategies used by the faculty member to develop the student's teaching and learning. They are plans that are followed to achieve the learning objectives. That is, they describe all classroom and extracurricular activities to achieve the learning outcomes of the program.


Academic Program Description Form

University Name: Al-Furat Al-Awsat Technical University
College/Technical Institute/polytechnic College – Al-Qadisiyah
Scientific Department: Department of Health Management Technologies
Name of Academic or Professional Program: Diploma in Health Management Technologies
Name of Final Certificate: Technical Diploma in Health Management Technologies
Study System: Courses
Description preparation date: 28/12/2025
File filling date: 28/12/2025

Signature: 
Name of Head of Department:
Lecturer . Nada Ahmed Fairouz
Date : 28/ 1 / 2026

Signature: 
Name of Scientific:
Prof. Dr. Khudiar Majeed Allawi
Date / 28 / 1 / 2026

The file is checked by
Department of Quality Assurance and university performance
Name of manager Department of Quality Assurance and university performance:
Adnan Hameed Yaseen
Date/ 28/1/2026
Signature: 


Approval of the Dean
Prof. Dr. Zaki Muhammad Abbas
Dat 29/1/ 2026

1. Program vision

Graduating technical and administrative health cadres who have the ability to plan, organize, direct and monitor health services in a manner consistent with the requirements of the Iraqi health reality.

2. Program message

Preparing qualified technical cadres to support health management, who possess all administrative skills, planning, supervision, motivation, guidance, evaluation, monitoring, and emphasizing the need for coordination between health cadres and support cadres in hospitals for the purpose of making case systems and family medicine successful. Enabling the graduate to apply the information mechanization system and develop skills in using computers, the Internet, English conversation, . and medical terminology for diseases

3. Program objectives

1. The department aims to provide health institutions in the public and private sectors with qualified technical and administrative health cadres to work in managing the health sector
2. Using modern methods and concepts in providing services
3. Addressing issues and problems related to providing health services to community members.

4. Program accreditation

Is the program accredited? No

The accreditation has been submitted to the Board of Administrative Specialties according to the(AACSB) standards .and is under review

5. Other external influences

According to the needs of the labor market (the needs of the Department of .(Health

6. Program vision

Graduating technical and administrative health cadres who have the ability to

plan, organize, direct and monitor health services in a manner consistent with the requirements of the Iraqi health reality.

7. Program message

Preparing qualified technical cadres to support health management, who possess all administrative skills, planning, supervision, motivation, guidance, evaluation, monitoring, and emphasizing the need for coordination between health cadres and support cadres in hospitals for the purpose of making case systems and family medicine successful. Enabling the graduate to apply the information mechanization system and develop skills in using computers, the . Internet, English conversation, and medical terminology for diseases

8. Program objectives

The department aims to provide health institutions in the public and private .1 sectors with qualified technical and administrative health cadres to work in .managing the health sector
.Using modern methods and concepts in providing services .2
Addressing issues and problems related to providing health services to .3 community members.

9. Program accreditation

- Is the program accredited? No
- The accreditation has been submitted to the Board of Administrative Specialties according to theAACSB standards .and is under review

10. Other external influences

According to the needs of the labor market (the needs of the Department of

.(Health ministry education High And research Scientific / device Supervision And the calendar Scientific

11. Program Structure

* comments	percentage	Study unit	Number of courses	Program Structure
General (Basic)	%10	12	5	Institutional Requirements
Help (Basic)	%14	16	7	College Requirements
Specialization (Basic)	%74	86	21	Department Requirements
essential	%2	2	1	Summer training
				Other

.Notes may include whether the course is basic or optional *

12. Program Description

Credit hours		Course name	Course code	Year/Level
Practical	theoretical			
3	2	Accounting techniques		First stage/first semester
3	2	Health systems		
2	2	Postal and health archive management		
2	2	Biostatistics–First		
2	1	Civil Service Legislation		
1	1	Computer principles		
–	2	Arabic		
–	2	human rights		
–	2	English language		
3	2	Hospital Accounting		First stage / second semester
3	1	Principles of Management		
2	2	Biostatistics –		

		Advanced		
3	1	Health Information Technology		
2	1	Health documentation		
2	2	Editing administrative messages		
3	2	Hospital Management		Second stage / first semester
2	3	Introduction to Health Administration		
3	1	Health Savings Management		
2	2	Government Accounting		
2	2	Community Health		
2	1	Health Crisis Management		
1	1	Computer Applications		
-	2	Scientific research methodology		
-	2	Baath Party Crimes		
3	2	Health Administration		
2	2	Human Resources Management		
2	2	Health Sociology		
2	2	Health Marketing		
1	2	Health laws and regulations		
3	1	Financial management in health institutions		
-	2	Health Professions Ethics		
-	2	Arabic		
2	-	Graduation research project		

13. Expected learning outcomes of the program

Learning Outcomes Statement	knowledge A- The
<p>Gain theoretical and practical .1 knowledge about managing and archiving incoming, outgoing and .confidential mail</p> <p>Ability to save and maintain .2 .archives</p> <p>The ability to conduct final and .3 financial accounts and cost accounting and apply them in .health institutions</p> <p>He specifies .4 Methods Statistics and Research Operations And procedures Apply it in Services administration And science Health</p>	<p>A1- Theoretical and practical knowledge about managing incoming, outgoing and confidential . mail. And archived it manually electronically</p> <p>A2- Gaining theoretical knowledge about the .methods and techniques of mail handling</p> <p>A3- Gaining knowledge of final and financial .accounts and cost accounting</p> <p>A4- Knowledge of how to apply statistical methods in .preparing health records and documentation</p>
Learning Outcomes Statement	B- Skills
<p>Acquire skills to express ideas .1 clearly and organize activities and resources efficiently to ensure .smooth workflow</p> <p>Ability to direct and motivate .2 teams towards achieving .common goals</p> <p>Ability to analyze health data .3 and reports to identify needs and .problems</p> <p>Knowing how to manage, train .4</p>	<p>-1Providing graduates With the best skills in applying theoretical and practical curricula related to the specialty.</p> <p>Developing the characteristics and skills of -2 creativity, innovation and renewal for future leaders of health institutions.</p> <p>Acquiring skills in scientific progress in the -3 field of health administration by conducting scientific research in a manner that keeps pace with developments in that field.</p> <p>-4 Meeting the development needs of qualified</p>

and develop human resources in .the health sector	human resources in the field of health . administration
Learning Outcomes Statement	C- Values
<p>Understand the importance of .1 health care and provide high quality service to patients and the .community</p> <p>Commitment to standards of .2 ethical conduct in the health field, including confidentiality and .fairness</p> <p>Promoting the principles of fair .3 health services and equal . opportunities for all individuals</p> <p>Realizing the importance of .4 working as a team and exchanging ideas and experiences to achieve common .goals</p>	<p>Dedication to serving others , cooperation and .1 . teamwork</p> <p>Ethical responsibility .2</p> <p>Justice, equality , and promoting the value of .3 frankness and honesty in dealing with colleagues .and patients</p> <p>Develop leadership skills that serve the health .4 teams and have a positive impact on the work .environment</p>
14. Teaching and learning strategies	
<p>1- Theoretical lectures and the use of modern scientific methods in their .presentation</p> <p>2- . Practical exercises</p> <p>3- .Computer aided visual aids</p> <p>. Summer training -4</p> <p>.Discussion -5</p>	

Reports -6

Scientific trips -7

15. Evaluation methods

Theoretical exam and practical exam -1

Daily evaluation -3

.Surprise exams -4

16. Faculty

Faculty members

Faculty preparation		Special requirements/skills (if any)		Specialization		Academic Rank	Instructor's name
lecturer	angel			private	general		
	1			Marketing	business management	assistant professor	Dr. Zaki Mohammed Abbas
	1			count	count	assistant professor	Dr. Mohammed Abdul Hussein Mohammed
	1			Organizational behavior	business management	assistant professor	Dr. Khariya Abdel Fadl
	1			accounting	accounting	assistant professor	Dr. Naeem M. Sabah Khalkhal
	1			Financial management	business management	Teacher	D. Muamel Hussein Juwaisim
	1			Organizational behavior	business management	Teacher	Dr. Asmaa Abdel Wahid Malek
	2			Microscopic revival	Life Sciences	Teacher	Dr. Riyam Wissam Hassan Nada Ahmed Fairouz
	1			accounting	accounting	Teacher	Dr. Diana Nehme Abdel Razek

	1			zoology	Life Sciences	Assistant Professor	Maysam Hilal Hassan
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Professional development

Orientation of new faculty members

New members are guided through continuing education courses to develop scientific and practical skills and experiences, orientation seminars, and passing courses on Arabic language .safety and teaching methods

Professional development for faculty members

Caring for the faculty member in terms of scientific and professional preparation and continuing to develop him to keep pace with scientific developments in the field of specialization . and in educational aspects -1

Development and advancement through continuous preparation and qualification processes . -2
 . By entering a number of qualifying courses

.Holding courses on teaching methods -3

.Providing a large number of fellowships and missions outside the country -4

Providing a library rich in educational resources and academic support tools, such as e- .5
 .learning tools

Integrating mechanisms to collect students' opinions on the performance of instructors, .6
 .which helps in continuously improving the performance of new members

17. Acceptance Criteria

.According to the central admission plan .1

.According to the student's desire and rate .2

Martyrs Channel .3

.Academic accreditation program .4

18. The most important sources of information about the program

.and scientific sources Scientific books -1

.Specialized websites -2

Field .3 the job .Specialized (health sector)

.4 Bags Educational

.5 Centers Educational And the consultant For the fields the job Professional And the academic

Ministry of Higher Education and Scientific Research .6

Middle Euphrates Technical University .7

.Orders and assignments in the institute and department .8

19. Program development plan

.Providing the necessary specializations to cover the curricula –1

.Focus on scientific competencies –2

Conduct a comprehensive assessment of students' current level by analyzing .3

.exam and test results, and reviewing comments from faculty members

Updating curricula to include the latest developments in scientific subjects and .4

.ensuring that they are in line with international academic standards

Organizing workshops and practical experiments that help students apply .5

theoretical knowledge in practical contexts, which enhances a deep understanding

.of the subject

Providing opportunities for students to participate in research projects, which .6

.enables them to enhance their research and innovation skills

Organizing workshops to develop communication skills, whether written or oral, .7

.as these skills are essential in any scientific field

Program Skills Chart

Required learning outcomes of the program

Values				Skills				knowledge				Essential or ?optional	Course name	Course code	Year/Level
A4	A3	A2	A1	B4	B3	B2	B1	A4	A3	A2	A 1				
	*		*			*		*	*			Basic- Specialized	Accounting techniques		The first
*					*		*				*	Basic- Specialized	Health systems		
		*	*				*			*	*	Basic- Specialized	Mail and archiving management		
								*				Basic- Specialized	Primary vital statistics		
		*	*									Basic- Specialized	Civil Service Legislation		
								*				help	Computer principles		
		*			*							help	Arabic		

	*	*											help	human rights		
			*										help	English language		
*						*		*	*				Basic-Specialized	Hospital Accounting		
*	*	*	*	*	*	*	*			*	*		Basic-Specialized	Principles of management		
			*			*		*					Specialized	Biostatistics – Advanced		
			*			*	*	*		*	*		Specialized	Health Information Technology		
			*		*		*			*	*		Basic-Specialized	Health documentation		
	*		*				*			*	*		help	Editing administrative messages		
	*		*				*		*		*		Specialized	Hospital Management		

*			*		*	*				*	*	Specialized	Introduction to Health Administration		Second
		*				*			*			Specialized	Health Savings Management		
*						*		*	*			Specialized	Government Accounting		
			*		*		*			*	*	Specialized	Community Health		
	*		*				*			*	*	Specialized	Health Crisis Management		
	*		*				*		*		*	help	Internet applications		
	*		*				*			*	*	General	Scientific research methodology		
	*	*										General	Baath Party Crimes		
	*		*				*		*		*	Specialized	Health Administration		

*			*		*	*				*	*	Specialized	Human Resources Management		
		*				*			*			Specialized	Health Sociology		
*			*		*			*				Specialized	Health Marketing		
	*	*										Specialized	Health laws and regulations		
*						*		*	*			help	Financial management in health institutions		
*	*	*	*				*					General	Health Professions Ethics		
	*											General	Arabic		
*					*		*				*	General	Graduation research project		

- .Please tick the boxes corresponding to the outputs of the test
- .The individual program is not subject to evaluation

Course Description Form
For the first stage / first and
second semester

Course Description Form

1. Course name

Accounting techniques

Course code .2

Semester / Year .3

Stage 1, Chapter 1

Date this description was prepared .4

2024/20/10

Available forms of attendance .5

My presence

Number of study hours (total) / Number of units (total) .6

hours / $5 * 15 = 75$ units $75 = 15 * 5$

Name of the course supervisor (if more than one name is mentioned) .7

: Ameel Prof. Naeem Sabah Khalkhal Aldw.nem@atu.edu.iq

objectives Course .8

Subject objectives

- The Accounting Techniques course prepares students and provides them with the knowledge necessary to meet the complex financial and .administrative challenges in the healthcare field
- Enhance the capacity to develop long–term financial strategies to ensure .the sustainability of health institutions
- Teaching how to use financial performance indicators to evaluate the .efficiency and effectiveness of health service delivery

Teaching and learning strategies .9

Strategy

- Motivate students to participate actively through group discussions, .brainstorming, and practical activities
- Use simulated case studies of accounting practices in hospitals to .enhance applied understanding
- Assigning students projects that require them to solve real accounting .problems, helping them apply theoretical knowledge
- Use accounting software or simulation tools to teach accounting skills .in a virtual environment

- Integrate e-learning tools such as visual presentations, online lessons, .and discussion forums
- Provide opportunities for students to assess their performance through .short tests and review questions to promote continuous learning

Course Structure .10

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Theoretical exam, practical exam, daily assessment and surprise .exams	Lectures Theory and practice	Basic functions of accounting, users of accounting information... Accounting, its objectives principles – – assumptions	Identify the basic functions of accounting, users of accounting information... Accounting, its objectives principles – – assumptions	5	the first
Theoretical exam, practical exam, daily assessment and surprise .exams	Lectures Theory and practice	Accounting Operations – Accounting Equation	Learn how to record accounting entries and solve mathematical .equations	5	the second
Theoretical exam, practical exam, daily assessment and surprise .exams	Lectures Theory and practice	Double Entry Accounting – Documents and Records	Learn How to Prepare Double Entry Accounting – Accounting Documents and Records	5	the third Fourth
Theoretical exam,	Lectures	Accounting cycle –	Knowledge of the	5	Fifth

practical exam, daily assessment and surprise .exams	Theory and practice	Analysis of financial transactions – Recording – Posting – Balancing – Trial balance	accounting cycle – analysis of financial transactions – recording – posting – balancing – trial balance		
Theoretical exam, practical exam, daily assessment and surprise .exams	Lectures Theory and practice	Accounting for the formation of economic units, providing capital, increasing it, decreasing it, personal .withdrawals	Knowing how to account for the formation of economic units, providing capital, increasing it, decreasing it, and personal .withdrawals	5	Sixth
Theoretical exam, practical exam, daily assessment and surprise .exams	Lectures Theory and practice	Debit and credit loans and their interest	Learn about debit and credit loans and their benefits	5	Seventh
Theoretical exam, practical exam, daily assessment and surprise .exams	Lectures Theory and practice	Accounting for goods inventory,) purchases, sales), their returns, allowances and purchase	Learn how to calculate and extract merchandise inventory,) purchases, sales), their returns,	5	The eighth

		expenses	allowances, and purchase .expenses		
Theoretical exam, practical exam, daily assessment and surprise .exams	Lectures Theory and practice	Discount commercial ..) cash .. (quantity	Learn how to calculate the discount commercial ..) cash .. (quantity	5	Ninth
Theoretical exam, practical exam, daily assessment and surprise .exams	Lectures Theory and practice	Record settlements of expenses and revenues	Knowing the restrictive settlements of expenses and revenues	5	tenth eleventh
Theoretical exam, practical exam, daily assessment and surprise .exams	Lectures Theory and practice	Income Statement	Knowing how to prepare an income statement	5	twelfth thirteenth
Theoretical exam, practical exam, daily assessment and surprise .exams	Lectures Theory and practice	Financial Center List	Knowing how to prepare a balance sheet	5	fourteenth fifteenth

Course Evaluation .11

The grade is distributed out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, .reports, etc

Learning and teaching resources .12	
nothing	Required textbooks (methodology if any)
Principles of Financial Accounting: An Introduction to the Foundations, Concepts, Principles, Rules and Procedures* *Authors: * Dr. Abdul-Hayy Mar'i and Dr. Muhammad Samir Al-Sabban. 1990	Main References (Sources)
Financial and accounting audit Author: Bouhafs Rouani, 2018	Recommended supporting books and references (scientific journals, reports, (.etc
Various locations	Electronic references, websites

Course Description Form
2. Course name
Health systems
Course code .2
-
Semester/ Year .3
First stage / first semester
Date this description was prepared .4
2024/20/10
Available forms of attendance .5
My presence
Number of study hours (total) / Number of units (total) .6
hours / 5*15=75 units 75=15*5

Name of the course supervisor (if more than one name .7 (is mentioned

:Ms. Suhad Abdul Hussein Salman Email suhad.salman@atu.edu.i

objectives Course .8

Subject objectives

- Study of the health systems followed in Iraq compared to some .countries of the world

Learn about the referral system, incentives, and medical and health *
.progression laws currently in effect in Iraq

Teaching students how to apply the systems and benefit from them when *
.practicing their work in the future

Teaching and learning strategies .9

Strategy (Lectures) Scientific- Tests Daily And monthly And seasonal And reports (Scientific)

Course Structure .10

Evaluati on method	Learning method	Name of the unit or topic	Required learning outcomes	Watc hes	The week
Theoret ical exam, practica l exam, daily assess ment and surprise exams	Lectures Theory and practice	Health concepts, health care, health services, health system, components of health system, basics of health system, health, wealth and social welfare	Creating a general idea about the importance of health, its concepts, health services, the health system and its components	5 hour s per week	the first
Theoret ical exam, practica l exam,	Lectures Theory and practice	Health care, its levels, elements of the administrative model of the health .organization	Based on the philosophy of primary health care In the sense of comprehensiveness and ensuring everyone is covered by obtaining primary health services	5 hour s per week	the seco nd

daily assessment and surprise exams					
Theoretical exam, practical exam, daily assessment and surprise exams	Lectures Theory and practice	The management model of the World Health Organization, its concept and elements	The health organization is an organization Formal in which outputs are produced to achieve objectives through the use and employment of transformation processes for inputs and resources.	5 hours per week	the third
Theoretical exam, practical exam, daily assessment and surprise exams	Lectures Theory and practice	Types of basic health services, characteristics of health services	Introducing citizens' awareness and health guidance. The distinctive characteristics of the health service provided by the hospital are embodied in the privacy of the services	5 hours per week	Fourth
Theoretical exam	Lectures Theory and practice	The economic cost of ill health	Definition of economic health is Health modern branch of	5 hours per week	Fifth

exam, practical exam, daily assessment and surprise exams			branches of economics examine how Applying the tools of economics to health care issues	week	
Theoretical exam, practical exam, daily assessment and surprise exams	Lectures Theory and practice	Impact of cost pressure on health systems	Implementing accurate and detailed mechanisms to review applications from a medical and technical perspective	5 hours per week	Sixth
Theoretical exam, practical exam, daily assessment and surprise	Lectures Theory and practice	Public health interventions (an economic (perspective	Early interventions to promote children's physical and mental health	5 hours per week	Seventh

exams					
Theoretical exam, practical exam, daily assessment and surprise exams	Lectures Theory and practice	Policies to reduce socioeconomic disparities in population health	Providing dedicated services to lower socio-economic groups	5 hours per week	The eighth
Theoretical exam, practical exam, daily assessment and surprise exams	Lectures Theory and practice	The role of health services in response and satisfaction (responding to citizens' expectations)	The primary aim of health services is to enable all patients to access accessible and high-quality health care	5 hours per week	Ninth
Theoretical exam, practical exam, daily assessment	Lectures Theory and practice	Performance measurement for health system improvement / Experiences, challenges and expectations	A tool for measuring the percentage of achievement of the desired level of expected results	5 hours per week	tenth

ment and surprise exams					
Theoretical exam, practical exam, daily assessment and surprise exams	Lectures Theory and practice	Investing in health systems	Investing in more cost- effective interventions	5 hours per week	eleventh
Theoretical exam, practical exam, daily assessment and surprise exams	Lectures Theory and practice	The individual model in health organization management, the sponsor model, the functional model, the economic man's approach to health organization management	Review some entries And its characteristics	5 hours per week	twelfth
Theoretical exam, practical	Lectures Theory and practice	Measuring structure in hospital management, medical behavioral approach in hospital management, psychiatric approach	Review some entries And its characteristics	5 hours per week	thirteenth

I exam, daily assessment and surprise exams		in health organization management, intermittent diagnostic approach in mission . management			
Theoretical exam, practical I exam, daily assessment and surprise exams	Lectures Theory and practice	Economic problems in the health system, study and analysis	Definition of the most important problems Economic	5 hours per week	fourteenth
Theoretical exam, practical I exam, daily assessment and surprise exams	Lectures Theory and practice	(health) capital and organization of its management	health Definition of knowledge, skills and abilities	5 hours per week	fifteenth

Course Evaluation .11

The grade is distributed out of 100 according to the tasks assigned to the

student, such as daily preparation, daily, oral, monthly and written exams, reports, etc

Learning and teaching resources .12

Health Systems / Samira Bashir Hassan Karim Sadiq Hassan 1986	Required textbooks (methodology if any)
The reality of preservation and archiving systems in Iraq College of Health Sciences Research Series	Main References (Sources)
Health Information Systems and Hospital Book Dr. Abdul Ghafour Abdel Fattah/	Recommended supporting books and references (scientific journals, reports, (.etc
Wikipedia index on libraries and information Wikipedia.org/wiki Modern methods of managing and organizing archives (Al-Yusr Forums for Libraries) http:alyassr.net/vblshowthread	Electronic references, websites

Course Description Form

1. Course name

Postal and health archive management

Course code .2

Semester/ Year .3

Stage One - Chapter One

Date this description was prepared .4

2024/20/10

Available forms of attendance .5

My presence

Number of study hours (total) / Number of units (total) .6

hours / $4 * 15 = 60$ units $60 = 15 * 4$

Name of the course supervisor (if more than one name .7 (is mentioned

:Amil -Al Asst. Prof. Dr. Khairiya Abdul Fadheldw.khry@atu.edu.

objectives Course .8

: Course objectives

- The student is able to practice incoming, outgoing and confidential mail .procedures, storage procedures and office work in health institutions
- The student learns how to classify and code official files and .books
- The student's ability to save mail manually and archive it .electronically

Teaching and learning strategies .9

Strategy

- His continuous enrollment in continuing education courses to develop his .experiences and skills
- Change your workplace from time to time so that it does not become a .routine job and you acquire new skills in a new job

Course Structure .10

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Theoretical exam, practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Mail and Archiving Management – Concept and Importance	Create a general idea about the importance of documentation since the previous Sumerian, Babylonian and Assyrian .eras	hours 4 per week	1
Theoretical exam, practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Objectives and duties of the Postal and Archiving Department	Learn how to achieve the mail goals of management and archiving	hours 4 per week	2
Theoretical	Theoretical and	Incoming and outgoing mail	Knowing the sources of	hours 4 per	3

exam, practical exam, daily assessment and surprise exams	practical lectures	procedures	incoming mail and the difference in nature from one facility to another	week	
Theoretical exam, practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Confidential mail - its concept - its importance / its procedures	Learn how to keep your email private	hours 4 per week	4
Theoretical exam, practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Classification - its concept and classification methods - Indexing / its concept - Arabic and English indexing rules	Organize archives building On what similarities or differences therein to access them when needed	hours 4 per week	5
Theoretical exam, practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Memorization and its types - Memorization methods, memorization steps and procedures	Storing documents, papers and correspon- ce in a system that ensures their safety and easy access	hours 4 per week	6
Theoretical exam, practical	Theoretical and practical lectures	Practical applications	Practical applications About memorization	hours 4 per week	7

exam, daily assessment and surprise exams			methods: alphabetical, numerical, and other methods		
Theoretical exam, practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Indexes - Types of Indexes	Application to the general index, the alphabetical subject index and the alphabetical numerical index of names	hours 4 per week	8
Theoretical exam, practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Practical applications	View index forms And how to arrange them in a practical way	hours 4 per week	9
Theoretical exam, practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Correspondences and archiving methods	Learn the correct writing methods - and official correspondence between departments	hours 4 per week	10
Theoretical exam, practical exam, daily assessment	Theoretical and practical lectures	Alternatives - Follow-up of loaned archives - Preservation of other materials other than)	loaned records replacement system is the cards or files that the loaned	hours 4 per week	11

and surprise exams		correspondence	records clerk places in the		
Theoretical exam, practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Destruction of archived mail	Learn about the destruction law, its instructions, and the preservation of archives from chemical, natural, and human factors	hours 4 per week	12
Theoretical exam, practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Planning and designing the archives location	Develop a plan for the location of departments, determine the locations of employees, furniture, office equipment, and prepare appropriate conditions for the work environment	hours 4 per week	13
Theoretical exam, practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Manpower in the Archives Department Devices and equipment used in the field of preservation	Characteristics of people working in archives management and practical application of the devices and equipment used	hours 4 per week	14

Theoretical exam, practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Modern archiving systems	Learn about modern archival systems such as electronic archiving and .databases	hours 4 per week	15
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3. Course Evaluation

The grade is distributed out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, .reports, etc

Learning and teaching resources .12

Mail and Archive / Samira Bashir Hassou / Karim Sadek Hassan 1986	Required textbooks (methodology if any)
The reality of preservation and archiving systems in Iraq National Development Plan Research Series National Center for Consulting and Administrative Development	Main References (Sources)
Electronic journalism and its impact on the concept of electronic archiving / Iraqi Journal of Information Technology Al-Zuhairi / Talal Nazim	Recommended supporting books and references scientific journals,) (.reports, etc
Wikimedia index of the free encyclopedia on libraries and information Wikipedia.org/wiki Modern methods of managing and organizing archives (Al-Yusr Forums for Libraries http://alyassr.net/vblshowthread Technical organization of archives http://www.abahe.co.uk/erecutive_and_office_management_enc Document and Archives Management System www.sacm.org/arabic sacm/student service Documentation and Archives Center www.mohe.gov.sa/ar/ministry	Electronic references websites

Course Description Form

1. Course name

Biostatistics Elementary

Course code .2

Semester/ Year .3

Stage One - Chapter One

Date this description was prepared .4					
2024/20/10					
Available forms of attendance .5					
My presence					
Number of study hours (total) / Number of units (total) .6					
hours / $4 \times 15 = 60$ units $60 = 15 \times 4$					
Name of the course supervisor (if more than one name is .7 mentioned)					
: Name: Asst. Prof. Dr. Mohammed Abdul Hussein Mohammed En mohammed.alguraibawi@atu.edu.iq					
objectives Course .8					
Subject objectives					
<ul style="list-style-type: none"> - Enabling students to gain knowledge and introduction to biostatistics - Enabling students to gain knowledge in the use of statistical laws - Enabling students to apply statistical methods in their graduation research 					
Teaching and learning strategies .9					
Strategy					
<ul style="list-style-type: none"> - Theoretical explanation of the philosophy of statistical laws and their purpose of their use - Practical application of solving statistical problems using applied examples and solving them 					
Course Structure .10					
Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Oral and written test and homework	Theoretical and practical lectures	Data collection and presentation Definition of statistics , sources of data collection, sample and methods of selecting it, types of frequency distributions	knowledge And understand collection Data Definition science Statistics	hours 4 per week	the first
Oral and written test and homework	Theoretical and practical lectures	Measures of central tendency, data types, mean of items	knowledge And understand Measurements tendency Central	hours 4 per week	the second

Oral and written test and homework	Theoretical and practical lectures	Mean for frequency distributions, weighted mean, median for ungrouped items, mode for tables	knowledge Understanding frequency distributions	hours 4 per week	the third
Oral and written test and homework	Theoretical and practical lectures	Dispersion measures, concept of dispersion, dispersion measures for vocabulary	knowledge Understanding dispersion measures	hours 4 per week	Fourth
Oral and written test and homework	Theoretical and practical lectures	Properties of dispersion measures	knowledge And they understand Properties of dispersion measures	hours 4 per week	Fifth
Oral and written test and homework	Theoretical and practical lectures	Measures of kurtosis and skewness	knowledge And they understand Measures of kurtosis and skewness	hours 4 per week	Sixth
Oral and written test and homework	Theoretical and practical lectures	Normal distribution	knowledge And they understand Normal distribution	hours 4 per week	Seventh
Oral and written test and homework	Theoretical and practical lectures	Correlation and regression	knowledge And they understand Correlation and regression	hours 4 per week	The eighth
Oral and written test and homework	Theoretical and practical lectures	Records	knowledge And understand they the records	hours 4 per week	Ninth
Oral and written test and homework	Theoretical and practical lectures	Population and vital statistics	knowledge And they understand Population and vital statistics	hours 4 per week	tenth
Oral and written test and homework	Theoretical and practical lectures	Time series	knowledge And they understand Time series	hours 4 per week	eleventh twelfth /
Oral and written test and homework	Theoretical and practical lectures	Possibilities	knowledge And they understand Possibilities	hours 4 per week	thirteen to fifteenth

Course Evaluation .11	
The grade is distributed out of 100 according to the tasks assigned to the student, .such as daily preparation, daily, oral, monthly and written exams, reports, etc	
Learning and teaching resources .12	
nothing	Required textbooks (methodology if any)
Descriptive, Applied and Biostatistics, Muhammad Hussein Muhammad Rashid, Safaa Printing House , 2015	Main References (Sources)
The Magazine Iraqi academy Biostatistics , Jassim Al-Tamimi , Academic Book Center ,2016	Recommended supporting books and references (scientific journals, reports, etc.)
<i>Scientific Researcher</i>	Electronic references, websites

Course Description Form
2. Course name
Civil Service Legislation
Course code .2
Semester/ Year .3
Stage One - Chapter One
Date this description was prepared .4
2024/20/10
Available forms of attendance .5
My presence
Number of study hours (total) / Number of units (total) .6
hours/3*15=45 units 45=15*3
Name of the course supervisor (if more than one name is .7 (mentioned
: Amail M.M. Aqeel Obaidah Hamza Alaqeel20obedi@gmail.com :M.M Ahmed Basem Majeed Emailahmed.mageed.idi5@atu.edu.iq

objectives Course .8

Subject objectives

- Introducing the student to the laws governing the job, the public . employee, and the civil service laws
- Teaching the student how to apply the civil service laws in force in state institutions and qualifying him to work in the administrative units of the Ministry of Health
- Introducing the student to the history of the emergence of civil service . legislation
- Introducing the student to the most important general concepts of . public service
- Introducing the student to the description of the employee's . relationship with the state
- Introducing the student to the methods of selecting public employees . and the characteristics of each method
- Introducing the student to the most important legal provisions . regarding the termination of the employment relationship

Teaching and learning strategies .9

Strategy

- Using theoretical and practical lectures in addition to the available .means of clarification such as field visits and the discussion method

Course Structure .10

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Theoretical exam, practical exam, daily assessment and surprise exams	Theoretical and practical lectures	A historical overview of Iraqi civil service . legislation	Introducing the student to the historical progression of civil service legislation	3 hours per week	the first
Theoretical exam, practical exam, daily assessment and surprise exams	Theoretical and practical lectures	The concept of public office and definition of the legal system of public office	The student's awareness of the legal system of the civil service and its type according to the prevailing	3 hours per week	the second

			concept of the job		
Theoretical exam, practical exam, daily assessment and surprise exams	Theoretical and practical lectures	The importance of the legal system for public service	The student's awareness of the importance of studying the legal system	3 hours per week	the third
Theoretical exam, practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Definition of a public employee, legally and jurisprudentially .	Introducing the student to the concept of public employee in Iraq	3 hours per week	Fourth
Theoretical exam, practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Distinctive elements of a public . employee	The student stands on the most important pillars and standards that must be met in order for a person to be considered a public .employee	3 hours per week	Fifth
Theoretical exam, practical exam, daily assessment and surprise exams	Theoretical and practical lectures	The nature of the employee's relationship with the state (contractual (theory	The student stands on the description of the employee's relationship with the state. Is it a central agreement and organization , with a statement of the prevailing opinion in the	3 hours per week	Sixth

			?description		
Theoretical exam, practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Organizational theory	The student's understanding of the concept of organizational theory as it represents the prevailing opinion	3 hours per week	Seventh
Theoretical exam, practical exam, daily assessment and surprise exams	Theoretical and practical lectures	General rules for assuming public office	The student's awareness of the most important general principles in assuming public office	3 hours per week	The eighth
Theoretical exam, practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Conditions for assuming public office	Student awareness of the conditions for assuming public positions	3 hours per week	Ninth
Theoretical exam, practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Employee Selection Methods	The student will learn about the methods of selecting employees, the characteristics of each method, and the preferred one	3 hours per week	tenth
Theoretical exam, practical exam, daily	Theoretical and practical lectures	Methods of selecting employees in Iraq	Student's understanding of the concept of	3 hours per week	eleventh

assessment and surprise exams			appointment decision		
Theoretical exam, practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Appointment and its conditions	Student standing on the appointment decision in Iraq	3 hours per week	twelfth
Theoretical exam, practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Direct and trial . period	The student is aware of the most important procedural conditions for the validity of the appointment .decision	3 hours per week	thirteenth
Theoretical exam, practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Duties of the public employee ((positive duties	The student's awareness of the positive duties imposed on the public employee	3 hours per week	fourteenth
Theoretical exam, practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Duties of a public employee (negative duties .(The student's awareness of the negative duties imposed on the public employee	3 hours per week	fifteenth

Course Evaluation .11

The grade is distributed out of 100 according to the tasks assigned to the student, .such as daily preparation, daily, oral, monthly and written exams, reports, etc (Practical exam 40 and theoretical exam 60)

Learning and teaching resources .12

Publications on civil service and legislation governing the work of the job

Required textbooks (methodology if any)

Explanations of the Civil Service Law , Explanations of the State Employees Discipline Law , Explanations of the Unified Retirement Law	Main References (Sources)
Theories of emergency circumstances in Egyptian and French jurisprudence	Recommended supporting books and references (scientific journals, reports, etc.)
Scientific Researcher	Electronic references, websites

Course Description Form
1. Course name
Computer Principles /1
Course code .2
Semester/ Year .3
First stage / first semester
Date this description was prepared .4
2024/20/10
Available forms of attendance .5
My presence
Number of study hours (total) / Number of units (total) .6
hours / 2*15=30 units 30=15*2
Name of the course supervisor (if more than one name is .7 (mentioned
: Amail M.M. Nada Jabbar Dubai AlDw.web@atu.edu.iq
objectives Course .8
Subject objectives
<ul style="list-style-type: none"> - The student acquires skills in dealing with basic office applications and creating . office files and documents - Using the operating system as well as the basics of working within the digital environment - The student acquires knowledge in managing and using various computer .applications

- .He will learn about the physical and mental components of the computer
- .He will learn to use Microsoft Office programs and products

Teaching and learning strategies .9

Strategy

Using theoretical and scientific lectures in addition to the available means of .clarification and the discussion method

Course Structure .10

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Theoretical exam, practical exam, daily assessment and surprise exams	and practical lectures	Introduction to computer	Get to know concept Computer	2 hours per week	the first
Theoretical exam, practical exam, daily assessment and surprise exams	and practical lectures	Computer Components	Identify the components Computer	2 hours per week	the second
Theoretical exam, practical exam, daily assessment and surprise exams	and practical lectures	Computer Components(cont.)	Identify the components Computer Morale	2 hours per week	the third
Theoretical exam, practical exam, daily assessment and surprise exams	and practical lectures	Operating system and graphical user interface Gul.	Get to know Operating System	2 hours per week	Fourth
Theoretical exam, practical exam, daily assessment and surprise exams	and practical lectures	Operating system and graphical user interface Gul. (cont.)	Windows running	2 hours per week	Fifth
Theoretical exam, practical exam, daily assessment and surprise exams	and practical lectures	Word processing	Learn Word	2 hours per week	Sixth
Theoretical exam,	and practical	Word processing	Word	2	Seven

practical exam, daily assessment and surprise exams	lectures	(cont.)	Process Application	hours per week	th
Theoretical exam, practical exam, daily assessment and surprise exams	and practical lectures	Spread sheet	Learn how to create a spreadsheet	2 hours per week	The eighth
Theoretical exam, practical exam, daily assessment and surprise exams	and practical lectures	Spread sheet (cont.)	Gain knowledge about spreadsheets	2 hours per week	Ninth
Theoretical exam, practical exam, daily assessment and surprise exams	and practical lectures	Presentation software	Get to know the presentation program	2 hours per week	tenth
Theoretical exam, practical exam, daily assessment and surprise exams	and practical lectures	Presentation software (cont)	Applying commands in the presentation program (continued)	2 hours per week	eleventh
Theoretical exam, practical exam, daily assessment and surprise exams	and practical lectures	Introduction to internet and web browsers	Introduction to the Internet and Web Browsers	2 hours per week	twelfth
Theoretical exam, practical exam, daily assessment and surprise exams	and practical lectures	Introduction to internet and web browsers(cont.)	Internet application and web browsers	2 hours per week	thirteenth
Theoretical exam, practical exam, daily assessment and surprise exams	and practical lectures	Communications and emails	Learn about communications and email	2 hours per week	fourteenth
Theoretical exam, practical exam,	and practical lectures	Introduction to cloud computing and	Gain knowledge	2 hours per	fifteenth

daily assessment and surprise exams		services	about Introductio n to Cloud Computing and Services	week	
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Course Evaluation .11

The grade is distributed out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, reports, etc

Learning and teaching resources .12

	Required textbooks (methodology (any
http://www.4shared.com/document/5rzEuZ-/Learning Word 2010 in Arabic -.html	Main References (Sources)
	Recommended supporting books and references (scientific journals, (.reports, etc
http://www.4shared.com/document/5rzEuZ-/Learning Word 2010 in Arabic -.html	Electronic references, websites

Course Description Form

1. Course name

Arabic

Course code .2

Semester/ Year .3

First stage / first semester

Date this description was prepared .4

2024/20/10

Available forms of attendance .5

My presence

Number of study hours (total) / Number of units (total) .6

hours/30 units 30=15*2

Name of the course supervisor (if more than one name is .7 (mentioned

objectives Course .8

Subject objectives

- Learn about the most important theories that have been said about the origin of language
- Recognizing the importance of correct writing and the accompanying correct reading and understanding
- Developing the student's grammatical and linguistic abilities
- Accurately learning the correct writing methods, such as drawing the hamza in its various forms, and accurately distinguishing between some letters, .such as the letter taa
- And the ha, the dha, and the dha
- Learn some grammatical rules which helps in writing sentences correctly .and with the least possible number of mistakes

Teaching and learning strategies .9

Strategy

- Lecture, blackboard use and delivery
- Demonstrations (using diagrams, pictures and educational films)
- self-education and Interactive discussion

Course Structure .10

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	Spelling Rules for writing (the hamza	What is meant by Hamza ?al-Wasl What is meant by hamza ?'al-qata ?What is meant by hamza Medium and Hamza Extreme and their positions	2	the first
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	Nominatives And its accusative	The student's knowledge of the raised and lowered nouns and their diacritical marks	2	the second the third Fourth
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	Solar letters And the moon	Student standing on the solar letters The moon and its locations	2	Fifth
Theoretical exam, daily	Theoretical	Syntax and construction in	What do we mean by ?built and inflected	2	Sixth Seven

assessment and surprise exams	lectures	Names and verbs And the letters	What are construction ?signs What are the original and secondary ?diacritical marks		th
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	About my exclamation style And preference	Explaining to the student the two styles of exclamation And preference and their forms that come With them	2	The eighth
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	Copy names	Explaining to the student the abrogating ,names It was called by this name because it .changes the ruling Word and meaning	2	Ninth
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	Conjunctions	Student understanding of conjunctions Its meanings and rulings	2	tenth
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	Interrogative words	Explaining the question marks to the student Its tools, meanings and uses	2	eleventh
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	punctuation marks And its uses	What do we mean by ?punctuation marks What are the types of ?punctuation marks Where do each ?punctuation mark fit	2	the second ten
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	Exception tools	Understand the meaning exception, its tools, and how to use its tools in sentence Also knowing the grammatical movement of the exception and the exception From him	2	thirteenth
Theoretical exam, daily assessment and surprise	Theoretical lectures	Number and counted	Making the student understand the rules of number and the counted In order to write the number included in	2	Fourth ten

exams			sentence correctly		
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	The object	Standing on the object and defining it Knowing its types and grammatical movements	2	fifteenth

Course Evaluation .11

The grade is distributed out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, reports, etc

Learning and teaching resources .12

The Holy Quran, a brief introduction to the rules of spelling and composition Ibn Aqil's explanation, spelling rules	Required textbooks (methodology if any)
Concise Arabic for Non-Specialists	Main References (Sources)
Many sites that deal with the Arabic language and including YouTube and scientific research	Recommended supporting books and references (scientific journals, reports, etc.)
Koran A Brief Introduction to Spelling and Writing Rules Explanation of Ibn Aqil	Electronic references, websites

Course Description Form

2. Course name

human rights

Course code .2

Semester/ Year .3

First stage / first semester

Date this description was prepared .4

2024/20/10

Available forms of attendance .5

My presence

Number of study hours (total) / Number of units (total) .6

hours/30 units 30=15*2

Name of the course supervisor (if more than one name is mentioned) .7

:Email .A Name: M.M. Mohammed Ghatar Dayekh

objectives Course .8

General objective : The student learns the principles and values of human rights and democracy

Specific objective : The student will become aware of the ongoing awareness of human rights and the fundamental freedoms associated with them

Teaching and learning strategies .9

Strategy

Using theoretical and scientific lectures in addition to the available means of clarification and the discussion method

Course Structure .10

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	What are human rights, what He is human, what are human rights?	Introducing the student to human rights and their objectives	2	the first
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	human rights in ancient civilizations	Introducing the student to the history of human rights in ancient civilizations, especially the civilization of Mesopotamia	2	the second
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	Human rights in heavenly laws	The student's awareness of human rights in divine laws, with a focus on human rights in Islamic law	2	the third
Theoretical exam, daily assessment and surprise	Theoretical lectures	Human Rights in the Middle Ages	Introducing the student to human rights in the Middle	2	Fourth

exams			. Ages		
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	Human rights in doctrines, schools and political theories	Introducing the student to human rights in doctrines, schools and theories	2	Fifth
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	Human rights in rights legislation, declarations, revolutions and constitutions	The student's awareness of the laws of rights, declarations and revolutions	2	Sixth
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	Human rights, their types and the interrelationship between them	The student's awareness of the most important human rights: civil and political, and economic, social and cultural human rights	2	Seventh
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	The relationship between human rights and public freedoms in international covenants and Arab constitutions	Introducing the student to the relationship between human rights and public freedoms	2	The eighth
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	International recognition of human rights since World War I	The student's awareness of the importance of human rights in contemporar	2	Ninth

			y and modern . history		
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	Regional recognition of human rights	Introducing the student to the concept of regional recognition of human . rights	2	tenth
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	NGOs and Human Rights	The student's awareness of the most important non-governmental organizations and human . rights	2	eleventh
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	Human Rights in Iraqi Constitutions: Between Theory and Practice	The student's understanding of human rights in Iraqi constitutions between theory and . reality	2	twelfth
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	Constitutional and legal guarantees of the human rights system	The student's awareness of the guarantees of respect and protection of human rights at the national level . Constitutiona l guarantees	2	thirteenth
Theoretical exam, daily assessment	Theoretical lectures	Guarantees, respect and protection of	The student's awareness of the most	2	fourteenth

and surprise exams		human rights at the international level (NGOs)	important non-governmental organizations and human rights		
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	The role of regional organizations in ensuring and respecting human rights	Introducing the student to the concept of regional human rights agreements	2	fifteenth

Course Evaluation .11

The grade is distributed out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, reports, etc

Learning and teaching resources .12

nothing	Required textbooks (methodology if any)
.Al-Sharif, Muhammad Atef. (2008) Human Rights: Concepts and Guarantees. Cairo: Dar Al Nahda .Arabiya	Main References (Sources)
Arab Observatory for Human Rights (2015) Human Rights in the Arab World .Beirut: Center for Arab Unity Studies .Al-Furqan, Ahmed. (2010) International Human Rights Legislation: A Comparative Study between Islamic Thought and International Conventions Amman: Dar Al Thaqafa for Publishing and Distribution	Recommended supporting books and references (scientific journals, reports, etc.)
Encyclopedia of Human Rights issued by the Arab Institute for Human Rights	Electronic references, websites

Course Description Form					
3. Course name					
English language					
Course code .2					
Semester/ Year .3					
First stage / first semester					
Date this description was prepared .4					
2024/20/10					
Available forms of attendance .5					
My presence					
Number of study hours (total) / Number of units (total) .6					
hours / $2*15=30$ units $30=15*2$					
Name of the course supervisor (if more than one name is .7 (mentioned					
: Amil -M.M. Raneen Muwaffaq Fadhel Alraneen.fadel@atu.edu.					
objectives Course .8					
The student is able to learn the basics of the English language, grammar, and how .formulate correct sentences					
Teaching and learning strategies .9					
Strategy					
<ul style="list-style-type: none"> - His continuous enrollment in continuing education courses to develop .his experiences and skills - Change your workplace from time to time so that it does not become .routine job and you acquire new skills in a new job 					
Course Structure .10					
Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Theoretical	Theoretical	Implementation		2	the

exam, daily assessment and surprise exams	lectures	of the prescribed curriculum and the specified book 60% and the subject teacher has the right to choose the chapters. The approved book			first
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Course Evaluation .11

The grade is distributed out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, reports, etc

Learning and teaching resources .12

English for Medicine and Health Sciences Shehdeh Fareh and Inaam AF Hamadi.)	Required textbooks (methodology if any)
	Main References (Sources)
	Recommended supporting books and references (scientific journals, reports, (.etc
	Electronic references, websites

First stage / second semester

Course Description Form					
4. Course name					
Hospital Accounting					
Course code .2					
Semester/ Year .3					
First stage / second semester					
Date this description was prepared .4					
2024/20/10					
Available forms of attendance .5					
My presence					
Number of study hours (total) / Number of units (total) .6					
hours / $5 \times 15 = 75$ units $75 = 15 \times 5$					
Name of the course supervisor (if more than one name is .7 (mentioned					
Diana deana.jwad@atu.etu.iq : Nemah Abdul Razzaq Email					
objectives Course .8					
Subject objectives					
<ul style="list-style-type: none"> Identify hospitals and treatment units The nature of hospital work Hospital staff 					
Teaching and learning strategies .9					
Strategy					
<ul style="list-style-type: none"> His continuous enrollment in continuing education courses to develop his . experiences and skills Change the workplace from time to time so that it is not a routine job - . and acquires new skills in a new job 					
Course Structure .10					
Evaluation	Learning	Name of the	Required	Watches	The

method	method	unit or topic	learning outcomes		week
Theoretical and practical exam, daily assessment and surprise exams	Lectures Theory and practice	About the hospital activity and its definition, financial analysis tools Horizontal .1 ... and vertical analysis . 2. Financial analysis by ratios . 3. Cash flow statement Break-even .4 . . . analysis	Know what is meant by hospitals and treatment units, health service centers that provide medical service	5	1 2
Theoretical and practical exam, daily assessment and surprise exams	Lectures Theory and practice	Hospital Accounts Manual Template	Represents the total assets of the hospital account .model	5	3
Theoretical and practical exam, daily assessment and surprise exams	Lectures Theory and practice	Financial and accounting system for the hospital ... Document cycle design	The accounting system in general and the costing system in particular provide data that helps the hospital management in making .decisions	5	4
Theoretical and practical exam, daily assessment and surprise exams	Lectures Theory and practice	Prepare trial balance, adjusted trial balance	Preparing a trial balance is one of the basic things that any establishment .must do	5	5 6
Theoretical and practical exam, daily assessment and surprise exams	Lectures Theory and practice	Income statement	A report or statement showing the results of the facility's work during a specific,	5	7 8

			completed .period of time		
Theoretical and practical exam, daily assessment and surprise exams	Lectures Theory and practice	The balance sheet, how to prepare it, its purpose and its most important items	It is a regular practice that takes place at the end of the hospital's financial year, through which the financial position can be .determined	5	9 10
Theoretical and practical exam, daily assessment and surprise exams	Lectures Theory and practice	Cost Accounting in Hospitals ... Types of Costs in Hospitals and Medical Centers		5	11
Theoretical and practical exam, daily assessment and surprise exams	Lectures Theory and practice	Costing Methods in Hospitals and Medical Centers	Cost Analysis and Control in Hospitals and Government Institutions Tracking and recording costs related to production and services	5	12
Theoretical and practical exam, daily assessment and surprise exams	Lectures Theory and practice	Distribution of costs for medical services, how to distribute direct and indirect costs for medical services provided in hospitals and medical centers	Allocating indirect costs to products or services, due to the failure of the costing system and the lack of a clear plan	5	13 14 15

Course Evaluation .11

The grade is distributed out of 100 according to the tasks assigned to the student, .such as daily preparation, daily, oral, monthly and written exams, reports, etc

Learning and teaching resources .12

nothing

Required textbooks (methodology if any)

Hospital Accounting

Main References (Sources)

,Author: Hesham Mahmoud , 2022	
Hospital Accounts Guide Author: First Capital Accounting and Training Center	Recommended supporting books and references (scientific journals, reports, (.etc
Wikipedia.org/wiki.Google	Electronic references, websites

Course Description Form

5. Course name

Principles of Management

Course code .2

Semester/ Year .3

First stage / second semester

Date this description was prepared .4

2024/20/10

Available forms of attendance .5

My presence

Number of study hours (total) / Number of units (total) .6

hours/60 units 60=15*4

Name of the course supervisor (if more than one name is .7 mentioned)

:Email A Name: Ms. Asmaa Abdel Wahid Malik
asmaa.waheed@atu.edu.iq

objectives Course .8

Subject objectives

- The course aims to study the scientific foundations of management principles and their practical applications in health sector units
- Providing the student with information about management methods in units health sector bodies and institutions

Teaching and learning strategies .9

. Strategy

- His continuous enrollment in continuing education courses to develop his experiences and skills
- Change the workplace from time to time so as not to Become a routine - worker and gain new skills in a new job

Course Structure .10

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Scientific introduction to management - its verbal, functional and procedural	Create a general idea about the importance of management, its concept, characteristics	hours 4 per week	1

		concept, dimensions of management, nature of administrative activity, conditions of management (its pillars) - characteristics of management	.and conditions		
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	The importance of management and its development, management and the systems approach, the organization's relationship with its internal and external environment	Learn how to the achieve organization's goals by learning about its internal and external .environment	hours 4 per week	2
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	The development of organizational thought, classical schools of management (scientific management, bureaucracy, administrative (divisions	Identify the stages of management development	hours 4 per week	3
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Behavioral schools in management (Maslow's hierarchy of human needs, maturity personality	The importance of studying human behavior in achieving the organization's goals	hours 4 per week	4

		,theory TheoryX and TheoryY			
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Modern schools of management (,systems school ,Situational Z theory	The importance of contemporary schools in the development of management	hours 4 per week	5
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Administrative jobs	Identify the functions performed at various administrative levels in the organization : planning function, organizing function, directing function, and controlling function.	hours 4 per week	6
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	/ Planning Jobs	Learn about the concept of planning, its types, importance, obstacles, and how to address .them	hours 4 per week	7
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	organization	Learn about the concept of organization, its characteristics and elements	hours 4 per week	8
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Guidance, Leadership, Communication	Learn about the concept of guidance and its importance, the concept of	hours 4 per week	9

exams			leadership and its characteristics, the importance of communication .and its elements		
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Control, decision making	Learn about the concept of control, its importance, the concept of the decision-making process, its elements and .stages	hours 4 per week	10
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Organization functions	Understand the concept and importance of organizational functions	hours 4 per week	11
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Personnel Management, Financial Management	Learn about human resources management, its importance, elements, and the concept of financial .management	hours 4 per week	12
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	The function of organization in health units, types of health organizations, organizational structure in health units	The importance of organization in health units, identifying the types of health organizations, and the organizational structure in health units	hours 4 per week	13
Theoretical	Theoretical and	Foundations of health activities,	Learn the basics of health	hours 4	14

and practical exam, daily assessment and surprise exams	practical lectures	scope of supervision	systems assembly and learn about the scope of supervision and the factors affecting it	per week	
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Administrative levels, centralization and decentralization, authority and responsibility, power and delegation	the Identify administrative levels, centralization and decentralization, authority and responsibility, power and .delegation	hours 4 per week	15

Course Evaluation .11

The grade is distributed out of 100 according to the tasks assigned to the student, .such as daily preparation, daily, oral, monthly and written exams, reports, etc

Learning and teaching resources .12

nothing	Required textbooks (methodology if any)
Modern / Principles of Management Management Concepts and Trends	Main References (Sources)
E-management and its impact on performance progr and achieving goals Academic articles on management in organizations	Recommended supporting books and references scientific journals, reports,) (.etc
Wikipedia index on libraries and information Wikipedia.org/wiki The importance of contemporary management https://www.iasj.net/iasj/pdf/https://almaaqaal.edu.iq/_Principles of Management	Electronic references websites ,

Course Description Form

3. Course name

Biostatistics / Advanced					
Course code .2					
Semester/ Year .3					
Stage One - Chapter Two					
Date this description was prepared .4					
2024/20/10					
Available forms of attendance .5					
daily					
Number of study hours (total) / Number of units (total) .6					
hours/60 units 60=15*4					
Name of the course supervisor (if more than one name is .7 (mentioned					
: Name: Asst. Prof. Dr. Mohammed Abdul Hussein Mohammed En mohammed.alguraibawi@atu.edu.iq					
objectives Course .8					
Subject objectives					
<ul style="list-style-type: none"> - .advanced biostatistics - Enabling students to gain knowledge in the use of statistical laws - Enabling students to apply statistical methods in their graduation research - 					
Teaching and learning strategies .9					
Strategy					
<ul style="list-style-type: none"> - Theoretical explanation of the philosophy of statistical laws and th . purpose of their use - Practical application of solving statistical problems using applied . examples and solving them 					
Course Structure .10					
Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watche s	The week
Oral and written test and homework	and practical lectures And explained before Subject	Life tables: types, contents and basic elements	Knowing how to calculate life tables	4	the first

	teacher Using modern teaching and presentation methods				
Oral and written test and homework	and practical lectures And explained before Subject teacher Using modern teaching and presentation methods	Extract the number of deaths, lives and the probability of death	Know how to extract the number of deaths, living people and the probability of death	4	the second
Oral and written test and homework	and practical lectures And explained before Subject teacher Using modern teaching and presentation methods	Extract number of years, total years and average age	How to extract number of years, total years and average age	4	the third
Oral and written test and homework	and practical lectures And explained before Subject	Preparing integrated life tables (direct and indirect (method	How to prepare integrated life tables direct and) indirect (method	4	Fourth

	teacher Using modern teaching and presentation methods				
Oral and written test and homework	and practical lectures And explained before Subject teacher Using modern teaching and presentation methods	Methods of registering and organizing the birth certificate in Iraq, tabulation of the foundations of birth	Knowing the methods of registering and organizing the birth certificate in Iraq, tabulating the foundations of birth	4	Fifth
Oral and written test and homework	and practical lectures And explained before Subject teacher Using modern teaching and presentation methods	Death registration, contents of death certificate, medical conditions and application ,rules	Learn how to register deaths, the contents of the death certificate, medical conditions and application ,rules	4	Sixth
Oral and written test and homework	and practical lectures And explained before Subject	The concept of health statistics and the need for them	Know the concept of health statistics and the need for them	4	Seventh

	teacher Using modern teaching and presentation methods				
Oral and written test and homework	and practical lectures And explained before Subject teacher Using modern teaching and presentation methods	Patient statistics, inpatients	Learn how to count patients, inpatients	4	The eighth
Oral and written test and homework 0	and practical lectures And explained before Subject teacher Using modern teaching and presentation methods	Popular clinics.. visitors,) health units and their statistics), central medical clinics, health centers, surgical operations	Knowledge of popular clinics.. visitors,) health units and their statistics), central medical clinics, health centers, surgical operations	4	Ninth
Oral and written test and homework	and practical lectures And explained before Subject	Statistics of allied health professionals, laboratory examination form, endemic diseases form, communicable diseases form,	Learn how to count allied health professional s	4	tenth eleventh twelfth thirteenth fourteenth h fifteenth

	teacher Using modern teaching and presentation methods	measuring the incidence rate and prevalence rate, the risk ratio of the disease condition, length of stay, hospital statistics, bed occupancy rate, method of coding statistical forms, applicationcases Preparing health reports ..and research			
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Course Evaluation .11

The grade is distributed out of 100 according to the tasks assigned to the student, .such as daily preparation, daily, oral, monthly and written exams, reports, etc

Learning and teaching resources .12

nothing	Required textbooks (methodology if any)
nothing	Main References (Sources)
Principles of Biostatistics / Shahada Abdo, 2017, Al .Noor Publishing House Applied Biostatistics . Prof. Dr. Jassim Nasser Hussein .	Recommended supporting books and references (scientific journals, reports, etc.)
Google Scholar /	Electronic references, websites

Course Description Form

1. Course name

Health Information Technology

Course code .2

Semester/ Year .3					
First stage / second semester					
Date this description was prepared .4					
2024/20/10					
Available forms of attendance .5					
Daily work					
Number of study hours (total) / Number of units (total) .6					
hours/60 units 60=15*4					
Name of the course supervisor (if more than one name is .7 (mentioned					
:Email A -Name: Asst. Prof. Dr. Zaki Mohammed Abbas dw.zky@atu.edu.iq					
objectives Course .8					
Subject objectives					
Learn about health information terms and technologies and their impact on improving . the quality of health care Gain skills in using health information systems such as electronic patient records and . how to manage health data Study how information technology can contribute to improving the patient experience . and the quality of services provided to them Develop communication skills with various stakeholders in the healthcare field using . digital technologies					
Teaching and learning strategies .9					
Strategy					
<ul style="list-style-type: none"> • Project Based Learning • Use interactive tools such as group discussions, online interactive .activities, and quizzes • Enhancing participation and stimulating critical thinking . Organizing workshops and seminars on modern trends in health information . technology, in cooperation with specialists in the field • Integrating smartphone and tablet applications to teach students about the use of technology in health, making it easy to access information at . any time 					
Course Structure .10					
Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Theoretical and practical exam, daily assessment	Theoretical and practical lectures	Introduction to Health Information System Concept and)	Introduce students to health	hours 4 per week	the first

and surprise exams		(Definition	information systems and their importance in improving .health care		
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Components of health information systems.. electronic medical records systems, radiology and functional investigations system, laboratory systems, electronic pharmacy management system, warehouse systems, appointment and outpatient clinics system, telehealth (services	Identify components of health information systems such as databases, user interfaces, and information management .systems	hours 4 per week	the second the third Fourth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Types of information systems... medical, administrative, strategic decision ,support	Students' ability to apply theoretical concepts to practical cases related to health information .systems	hours 4 per week	Fifth Sixth
Theoretical and practical exam, daily assessment	Theoretical and practical lectures	Essential elements of a health information system	Analyze how information systems can be used to	hours 4 per week	Seventh

and surprise exams			improve healthcare performance and administrative processes		
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Advantages of standardized health information systems	Students become better able to appreciate and process the benefits associated with standardized health information systems and use them effectively in their future practice	hours 4 per week	The eighth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Elements of the general plan of the information system	Evaluating existing health information systems in terms of their effectiveness and efficiency	hours 4 per week	Ninth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Information System Life Cycle	Identify challenges associated with implementing health information systems, such	hours 4 per week	tenth

			as data protection and patient .privacy		
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	The relationship between information systems and strategic performance evaluation in health organizations	Students will be better prepared to understand and use health information systems in their future .practice	hours 4 per week	eleventh
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Problems and obstacles that limit the efficiency and effectiveness of using health information .systems	Identify challenges associated with implementing health information systems, such as data protection and patient .privacy	hours 4 per week	twelfth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Computerized health information systems benefits,) types, (components	Thinking about future applications of health information .technology	hours 4 per week	thirteenth fourteenth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Referral System... Key Indicators, Application Tools, Implementation Method	Thinking about how to improve existing systems or design new systems that meet specific	hours 4 per week	fifteenth

			.needs		
Course Evaluation .11					
The grade is distributed out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, reports, etc					
Learning and teaching resources .12					
nothing			Required textbooks (methodology if any)		
Systems Information And its relationship in calendar Performance and strategic for organizations ,Healthy message ,Master's A.M.D. AdelTaleb ,Salem Hafsa Give God Hussein tools And standards Interferences Basic For group Score			Main References (Sources)		
			Recommended supporting books and references (scientific journals, reports, etc.)		
Scientific Researcher			Electronic references, websites		

Course Description Form

1. Course name
Health documentation
Course code .2
Semester/ Year .3
First stage / second semester
Date this description was prepared .4

2024/20/10

Available forms of attendance .5

Daily work

Number of study hours (total) / Number of units (total) .6

hours/45 units 45=15*3

Name of the course supervisor (if more than one name is mentioned) .7

: Email Name: M.M. Suhad Abdul Hussein Salman Al suhad@atu.edu.iq

objectives Course .8

Subject objectives

work in the field of medical records management. It also helps to develop skills

And the knowledge necessary to work in a variety of medical records management jobs.

Teaching and learning strategies .9

Strategy

- throw Lectures
- Discussion with Students And exchange Ideas around topic The lecture
- Questions Storm Mental
- to divide Students to Groups Scientific And put forward Questions On them And procedure Competition on speed And health The answer between Groups
- Assistance On screens And the offers Presentation For the lecture with an offer the pictures And videos.

Course Structure .10

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	The concept of medical documentation / definition of the medical record - its importance - its objectives	The student will be able to know the data and information related to the patient and document it and the importance of this .documentation	hours 3 per week	1
Theoretical and practical exam,	Theoretical and practical	Medical Records History	The student will be able to learn about the	hours 3 per week	2

daily assessment and surprise exams	lectures		history of medical records		
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Medical Record Concept - Its Purpose and Importance in Hospitals / Advantages	The student will be able to know how to record the meeting that takes place between the doctor and the patient and the importance of this recording in the medical records	hours 3 per week	3
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Centralization and decentralization of medical records	there Find out if is one central department in the hospital or several departments to manage medical records	hours 3 per week	4
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Hospital Information Systems (Definition - Type - (Components	how health information systems are used by everyone in health care from patients to physicians to public health officials	hours 3 per week	5
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Types of hospitals and hospital administrative organization	The student will be able to classify hospitals according to the criteria of ownership and administrative affiliation	hours 3 per week	6
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Administrative, social, medical information and basic medical forms	The student will be able to determine the type of administrative, social and	hours 3 per week	8-7

exams			medical information, such as the patient's name, date of .etc , admission		
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Medical records numbering and preservation	Know how to number and store medical records according to patient names, discharge numbers, or diagnosis code .numbers	hours 3 per week	9
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Arrange and review quantitative and qualitative medical records	The student learns about the medical file that is used to review the quality of medical care provided and for other legal matters.	hours 3 per week	11-10
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Medical statistics	and Identify understand the statistical system of the hospital's various departments and assist them in implementing and maintaining .it	hours 3 per week	13-12
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Legal requirements, information technology and its practical applications in the medical record	The student will understand that the medical record is an important legal document that is officially relied upon to indicate the type and nature of services provided to the	hours 3 per week	14

			patient while he was in the . hospital		
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Medical record sections, duties, design, space and contents	He will learn the about sections of medical records paper and) electronic), the space allocated for the record, and how to .organize it	hours 3 per week	15

Course Evaluation .11

The grade is distributed out of 100 according to the tasks assigned to the student, .such as daily preparation, daily, oral, monthly and written exams, reports, etc

Learning and teaching resources .12

nothing	Required textbooks (methodology if any)
principles administration Records Medical affection, Ahmadi) 2008	Main References (Sources)
Records Medical And its role in investigation quality ,Services Saad Al-Aqili and others) 2022	Recommended supporting books and references (scientific journals, reports, (.etc
https://m-quality.net/	Electronic references, websites

Course Description Form

1. Course name

Editing administrative messages

Course code .2

Semester/ Year .3

First stage / second semester

Date this description was prepared .4

2024/20/10

Available forms of attendance .5

My presence

Number of study hours (total) / Number of units (total) .6

hours/60 units 60=15*4

Name of the course supervisor (if more than one name is .7 (mentioned

:Email .A Name: M.M. Ghfran Shalal Mohammed

objectives Course .8

Subject objectives

- knowledge The student concept And components Messages Administrative In the language English
- knowledge The student Ways writing Messages And its types Different Commercial And administrative And requests Buy And the sale And collect And pay Invoices and transactions Foreign And in language English
- knowledge The student How to procedure Correspondences And books Official inside the job And in framework the job Administrative And in language English
- • to learn The student group Wide from Terminology and phrases Common Use it By work And in language English

Teaching and learning strategies .9

Strategy

- . Giving lectures
- . Discuss with students and exchange ideas about the lecture topic
- Brainstorming questions
- Divide the students into scientific groups, ask them questions, and hold a competition between the groups on the speed and accuracy of the answers
- Use a set of exercises and models on how to write letters in English.
- Using screens and presentations for the lecture

Course Structure .10

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Writing English Letters.. Setting out an English Letter.. Exercises	knowledge And understand concept And components Messages In the language English	hours 4 per week	the first the second
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Getting a Job, Letters of Application, exercises	knowledge And understand road numbers And writing Messages	hours 4 per week	the third Fourth Fifth

			In the language English		
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Travel, Booking a Hotel, Making Appointments , Exercises	knowledge And understand How to writing Messages Inquiry And inquiry	hours 4 per week	Sixth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Inquiries and offers Inquiries, Replying to Inquiries, Offers of Goods, Exercises	knowledge And understand And application some Exercises around How to writing Messages Inquiry on Goods And the product T	hours 4 per week	Seventh The eighth Ninth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Orders, Executing Orders, Complaints, Replying to Complaints, Exercises	knowledge And understand How to writing Messages Complaint And the response For messages Complaint I	hours 4 per week	tenth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Methods of Payments, Invoicing, Financial Adjustment, Settlements of Accounts, Status Inquiries, Exercises	knowledge And understand And application some Exercises around How to writing Messages Complaint I	hours 4 per week	eleventh twelfth thirteenth
Theoretical and practical exam, daily assessment	Theoretical and practical lectures	Forging Trade, Methods of Payments in Foreign	knowledge And understand commerce Foreign How	hours 4 per week	fourteenth h

and surprise exams		Transactions, Exercises	to communication with The authorities External And		
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	In Iraq... Telephone Services, Banking, Secretarial Services, Exercises	knowledge And understand some Exercises in How to writing Messages in commerce Foreign and transactions Commercial The foreigner And	hours 4 per week	fifteenth

Course Evaluation .11

The grade is distributed out of 100 according to the tasks assigned to the student, .such as daily preparation, daily, oral, monthly and written exams, reports, etc

Learning and teaching resources .12

nothing	Required textbooks (methodology if any)
Correspondence Commercial In the language Arabic And English) Yes slave .Mr And Samiha Yes slave Mr(Main References (Sources)
group from Research and reports around Topics writing And editing Messages In the language English And	Recommended supporting books and references (scientific journals, reports, etc.)
Scientific Researcher	Electronic references, websites

Decisions

Stage Second

Course Description Form
Course name .1
Hospital Management
Course code .2
Semester/ Year .3
Second stage / first semester
Date this description was prepared .4
2024/20/10
Available forms of attendance .5
My presence
Number of study hours (total) / Number of units (total) .6
hours/75 units 75=15*5
Name of the course supervisor (if more than one name is .7 (mentioned)
:Email A Name: M.M. Marwa Ali Awda dw.mrw23@atu.edu.iq
objectives Course .8
Subject objectives

**the goal Special: Enable The student from knowledge Most important Duties And the w
The assignment By sections And the people Different in Institutions Health
. Include its administrative structures**

**The goal -2 Year: . Definition The student By management And the sections And the
people Different For institutions Health In the picture General And hospitals In the
picture . especially**

Teaching and learning strategies .9

Strategy

- **Understanding health management, its importance and the distribution of powers in hospitals as part of the health system**
- **Knowledge of the hospital system, its components, analytical view and professional ethics**
- **Hospital planning according to the planning program and organization of the Board of Directors**
- **Management and organization of the medical staff and hospital services**

Course Structure .10

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watche s	The week
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Health management ... its importance, concept, and specificity	Learn about the concept of health management, its importance and specificity	5	the first
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Hospital, part of the health system .. its role, functions	Learn about the hospital, its role and functions as part of the .health system	5	the second
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Hospital System and Its Components : A Systemic Analytical View	Analytical and organizational study of the hospital system and its components	5	the third
Theoretical and practical exam, daily assessment and surprise	Theoretical and practical lectures	Hospital, Law and Professional Ethics	Knowledge an study of law a professional eth in the hospital	5	Fourth

exams					
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Planning hospital programs and services	Hospital planning study	5	Fifth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Hospital Strategic Planning and Commendable Strategies	Knowing and studying the commendable strategies and studying strategic planning	5	Sixth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Hospital Annual Budget Plan	Study the annual budget of the hospital	5	Seventh
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Hospital statistics, ... hospital indicators and their role in hospital management	Studying hospital statistics and indicators and knowing their role in hospital performance and management	5	The eighth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Design of the structure and internal organization of the hospital	Study and use of organizational in structures hospital management and knowledge of the types used and the impact of each of type organizational structure and its design in	5	Ninth

Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Hospital Director ... His Duties, Role, and Responsibilities	hospitals Study the tasks and responsibilities of the hospital director and know his role and duties	5	tenth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Board of Directors Organization	Recognition on Board of Directors Organization and Identification Operations on Management and organization discussion on Factors that Determine size And type Clinic and External internal	5	eleventh
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Management and organization of the medical body	the Identify bodies And its types And its role The hospital Medical committees in Medical And its responsibilities Organizing hospital services and discussing and organizing duties and responsibilities	5	twelfth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Hospital services management and organization	Preparing plans to develop care methods The importance of following infection	5	thirteenth

			prevention and control methods		
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Infection control in hospitals	Know how infections are controlled in hospitals	5	Fourteenth / Fifteenth /

Course Evaluation .11

The grade is distributed out of 100 according to the tasks assigned to the student, .such as daily preparation, daily, oral, monthly and written exams, reports, etc

Learning and teaching resources .12

Management Dr. - Health Hatem Al- Baytar	Required textbooks (methodology if any)
administration Hospitals .Dr reconcile Nasirat/ 2006	Main References (Sources)
	Recommended supporting books and references (scientific journals, reports, etc.)
Sophie Webb Modern trends in hospital management	Electronic references, websites

Course Description Form	
1. Course name	
Introduction to Health Administration	
Course code .2	
Semester/ Year .3	
Second stage / first semester	
Date this description was prepared .4	
2024/20/10	
Available forms of attendance .5	
My presence	
Number of study hours (total) / Number of units (total) .6	
hours/75 units 75=15*5	
Name of the course supervisor (if more than one name is .7 (mentioned	
.Name: M : Amil Dr. Riyam Wissam Hassan riyam.hasan@atu.edu.iq	
objectives Course .8	
Subject objectives	
* Teaching students how to apply systems and benefit from them when practicing their work in the future	
* Learn how to manage health in organizations	
• Learn the most important health and professional concepts *	
Teaching and learning strategies .9	
Strategy	
Group dialogue by encouraging students to participate in discussions on health .1 .management issues	
Interactive lectures .2	
.Encourage students to research and analyze to expand their knowledge .3	

Course Structure .10

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	The Concept and Important of Health Management	Definition of health an Concepts of Health	5	1
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Administrative Management	Administrative Management is the process of managing information through people.	5	2
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	General Concepts of Health And health service	Health Services consist of medical professionals, organizations, and ancillary health care workers who provide medical care to those in need	5	3
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Strategic Planning in Health Care	Strategic planning in health care refer to the process of defining an organization's direction and making decisions that align with its long-term goals.	5	4
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Strategic Planning in Health Care	Benefits of strategic planning in health care organizations	5	5
Theoretical	Theoretical	Strategic	Benefits of	5	6

and practical exam, daily assessment and surprise exams	and practical lectures	Planning in Health Care	strategic planning in health care organizations		
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Strategic Planning in Health Care	Benefits of strategic planning in health care organizations		7
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Oversight in health organizations	Oversight in health organizations refers to the processes and mechanisms that ensure accountability, compliance, and quality in healthcare delivery.	5	8
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Guidance in Health Management	the process of providing direction, advice, and support to individuals or organizations in making informed decisions about health-related issues.	5	9
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Decision-making	is the cognitive process of selecting a course of action from multiple alternatives.	5	10
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Documentation, Records, Reports	Communicating in written form about essential facts for the maintenance of continuous history of events over a period.	5	11

Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Motivation In health organization	It reflects the interaction between health professionals and their work environment. It can potentially affect the provision of health services .	5	12
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Motivation In health organization	It reflects the interaction between health professionals and their work environment. It can potentially affect the provision of health services .	5	13
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Occupational Health And manage	It is an area of work in public health to promote and maintain the highest degree of physical, mental and social well-being of workers in all occupations .	5	14
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Occupational Health And manage	It is an area of work in public health to promote and maintain the highest degree of physical, mental and social well-being of workers in all occupations.	5	15

Course Evaluation .11

The grade is distributed out of 100 according to the tasks assigned to the student, .such as daily preparation, daily, oral, monthly and written exams, reports, etc

Learning and teaching resources .12

	Required textbooks (methodology if any)
	Main References (Sources)
Health management according to	Recommended supporting books and

<p>, the comprehensive quality system Nour El Din Haroush, 2012. Dar Al Thaqafa for Publishing and .Distribution</p> <p>Health Organizations Management, Raouf Boukafa, 2023</p>	<p>references (scientific journals, reports, etc.)</p>
<p>Wikipedia index on libraries and information</p> <p>Wikipedia.org/wiki</p> <p>Google</p>	<p>Electronic references, websites</p>

Course Description Form					
1. Course name					
Health reserves management					
Course code .2					
Semester/ Year .3					
Second stage / first semester					
Date this description was prepared .4					
2024/20/10					
Available forms of attendance .5					
My presence					
Number of study hours (total) / Number of units (total) .6					
hours/75 units 75=15*4					
Name of the course supervisor (if more than one name is .7 mentioned)					
: Email Name: Asst.Dr. Moamel Hussein Jawisem Al Am dw.mol@atu.edu.iq					
objectives Course .8					
Subject objectives					
<ul style="list-style-type: none"> • The student learns how to manage and organize warehouses, maintain stor goods, and learn about the nature of <ul style="list-style-type: none"> . Each material has its own storage requirements • Learn about the organizational structure of health reserves management a the centralization and decentralization system 					
Teaching and learning strategies .9					
Strategy					
Using appropriate teaching strategies, methods and educational tools to develop thinking skills.					
. Respect students' opinions about solutions to the problems presented					
Course Structure .10					
Evaluation method	Learning method	Name of the unit or topic	Required learning	Watches	The week

			outcomes		
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Organizational structure and functional relationships of warehouse management	Knowledge of the organizational structure and functional relationships of warehouse management	4	the first the second the third
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Mechanisms for organizing and coordinating storage areas and equipment	Learn about the mechanisms for organizing and coordinating storage spaces and their equipment	4	Fourth Fifth Sixth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Modern rules and procedures in stores and warehouses	Application of modern rules and procedures in stores and warehouses	4	Seventh The eighth Ninth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Storage procedures	Gain knowledge about storage procedures	4	tenth eleventh twelfth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Exchange and transfer between warehouses and stores	Identify exchange and transfer operations between warehouses and stores	4	thirteenth fourteenth fifteenth

Course Evaluation .11

The grade is distributed out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, reports, etc

Learning and teaching resources .12

nothing	Required textbooks (methodology if any)
nothing	Main References (Sources)
Warehouse Management in the Integrated System, Salah Al-	Recommended supporting books and references (scientific journals, reports, etc.)

Shabibi, 2023 .Dar Al Noor Publishing House	
Scientific Researcher	Electronic references, websites

Course Description Form

1. Course name					
Government Accounting					
Course code .2					
Semester/ Year .3					
Second stage / first semester					
Date this description was prepared .4					
2024/20/10					
Available forms of attendance .5					
My presence					
Number of study hours (total) / Number of units (total) .6					
hours/75 units 75=15*4					
Name of the course supervisor (if more than one name is .7 (mentioned					
:Email A Name: Asst.Dr. Diana Ne'ma Abdul Razzaq deana.jwad@atu.etu.iq					
objectives Course .8					
Subject objectives					
<ul style="list-style-type: none"> • Providing financial information • Achieving the economic and social goals of the state • Promote transparency, accountability and efficiency • Providing an accurate and comprehensive picture to the government entity 					
Teaching and learning strategies .9					
Strategy					
Lectures Theory/ Application Educational/ Education Experimental/ Guida Scientific visit Institutions Health/ Discussions Intermediate					
Course Structure .10					
Evaluatio n method	Learning method	Name of the unit or topic	Required learning	Watche s	The week

			outcomes		
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Basic concepts in government accounting, requirements for designing the government accounting system for health units	Learn about government accounting	4	the first
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Characteristics of government health units, the impact of legislation on the government ,accounting system	Know the unit of terminology models Record Forms Unit Ease of providing accounting staff	4	the second
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Theories that determine the spending capacity of government health units	Identify both systems to apply the double bind theory, using .only cash Depends on the nature of government activity	4	the third
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	State general budget (concept), characteristics and objectives of the state general budget, types of general budgets, concept of public debt	Knowing how to the prepare state budget	4	Fourth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Expenditures and revenues in the government accounting system, methods of estimating revenues and expenditures, rules for preparing the state's general budget	Gaining knowledge to prepare a detailed plan for what will happen in the future, usually expressed in quantitative .terms	4	Fifth
Theoretical	Theoretical	Tabulation of the	Knowing the	4	Sixth

and practical exam, daily assessment and surprise exams	1 and practical lectures	state general budget, the stages through which the concept of allocation and financing passes in the government accounting system	many organizational and preparatory stages that the concept of allocation and financing goes through in the government accounting system		
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	The concept of the public treasury and its formations	Knowing the concept of public treasury	4	Seventh
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Rules for preparing the state's general budget (periodicity, comprehensiveness, unity, balance	Application of the rules for preparing the state's general budget	4	The eighth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Central and decentralized government accounting system	Learn about the central and decentralized government accounting system	4	Ninth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	The notebook set used in the centralized and decentralized system	Knowing how to prepare the notebook set used in the centralized and decentralized system	4	tenth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Accounting treatment of expenses according to the Government Finance Statistics	Learn how to process expenses according to the Government	4	eleventh

exams		Manual(GFS)	Finance Statistics Manual (GFS).		
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Accounting treatment of revenues according to the Government Finance Statistics Manual	Learn how to perform accounting treatment for revenues according to the Government Finance Statistics Manual	4	twelfth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Intermediate accounts (advance (Learn how to make intermediate accounts ((advance	4	thirteenth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Intermediate accounts (deposits (Learn how to conduct intermediary accounts ((deposits	4	fourteenth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Calculate the outcome measure and the basis for its preparation	Learn how to Calculate do the outcome measure and the basis for its preparation	4	fifteenth

Course Evaluation .11

The grade is distributed out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, reports, etc

Learning and teaching resources .12

	Required textbooks (methodology if any)
Governmental Accounting, Bashir Abdel Azim Al-Banna , 2019. <u>Al-Yazouri Scientific House</u>	Main References (Sources)

<p>The Government Accounting System and its Management, <u>Aqla Al-Wael House for .1999 . Mobaideen</u> Printing, Publishing and .Distribution</p>	<p>Recommended supporting books and references (scientific journals, reports, (.etc</p>
<p>Wikipedia index on libraries a information Tag`https://www.noor.book.cor</p>	<p>Electronic references, websites</p>

<p>Course Description Form</p>
<p>1. Course name</p>
<p>Community Health</p>
<p>Course code .2</p>

Semester/ Year .3					
Second stage / first semester					
Date this description was prepared .4					
2024/20/10					
Available forms of attendance .5					
My presence					
Number of study hours (total) / Number of units (total) .6					
hours/75 units 75=15*4					
Name of the course supervisor (if more than one name is .7 (mentioned					
:Email A Name: Ms. Nada Ahmed Fayrouz Aldw.nada@atu.edu.iq					
objectives Course .8					
Subject objectives					
1. General objective : Providing students with general health information to . enable them to manage work in health institutions					
2. Specific objective : To familiarize the student with the general conditions of . human and environmental health					
Teaching and learning strategies .9					
Strategy					
<ul style="list-style-type: none"> • Use appropriate teaching strategies, methods and educational tools to develop • Thinking skills. • . Respect students' opinions about solutions to the problems presented • . Do not rush to judge students' answers • Discuss all solutions, whether right or wrong. 					
Course Structure .10					
Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Definition of health, public health, The social concept of public health, its objectives , its fields – its – areas Factors that lead to the obstruction and success of	Learn about health and public health	4	the first

		implementation Public Health Programs			
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	World Health Organization, its objectives And its areas of work	Learn the concepts Health and its levels The basic items of the organization World Health	4	the second
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Definition of health, degrees and levels Health, means of achieving health, types of health services	Identify, grades and levels Health, means of achieving health	4	the third
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Definition of disease, factors and causes of ,diseases Causal factors, factors Host related, environmental factors, physical symptoms and ,signs Classification of ,diseases Forms of the ,disease Natural history of the disease (stages of the (disease	Identifying factors and causes Diseases and disease classification Its forms and the natural history of the disease	4	fourth and fifth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Disease outcomes, disease ,rehabilitation Disease prevention and prevention ,levels Primary or basic preventive ,measures Secondary preventive measures ,	Learn to learn how Reach the main goal For health institutions and early detection Diseases and rehabilitation of patients and preventive measures	4	Sixth and Seventh

		tertiary preventive measures			
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Public Health Areas - Environment - Health Environment, Environmental Health Goals, Health Components Environment, environmental factors affecting health human, healthy housing, housing requirements Health, Personal Health, Environmental Sanitation	Learn about health Environment, Environmental Health Goals, Health Components Environment, environmental factors affecting health human, healthy housing, housing requirements Health, Personal Health, Environmental Sanitation	4	The eighth ninth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Pollution, water health, water qualities, types of pollution Water, causes of water pollution, waterborne diseases, methods of preventing water ,pollution Water sterilization, water sterilization methods	Learn about the properties of water, causes of water pollution, and waterborne .diseases Water pollution prevention ,methods Water sterilization, water sterilization methods	4	Tenth and eleventh
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	air health, healthy air, ventilation Health, air pollution, diseases Airborne,	Learn about healthy air and ventilation Health and causes of air pollution and diseases	4	twelfth

		health hazards resulting from air pollution, pollution control air, prevention	Airborne, health hazards resulting from air pollution, pollution control air, prevention		
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Waste, waste damage, disposal methods Including, sewage, drainage methods Health, waste, its sections, collection methods waste, waste disposal conditions	Identifying the harms of waste, methods of disposal, sanitation, sanitation methods, waste, its sections, methods of collecting waste, conditions for waste disposal	4	thirteenth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Insects and rodents, methods of contamination by Insects and Rodents, Insect and Rodent-Borne Diseases, Pest Control rodents, pesticides	Identify the ways of pollution caused by Insects and Rodents, Insect and Rodent-Borne Diseases, Pest Control rodents, pesticides	4	fourteenth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Food and dairy health, food contamination, diseases resulting from food contamination, food health control, methods of preventing food contamination	Learn about vitamins, healthy food and the most important diseases transmitted through food	4	fifteenth

Course Evaluation .11

The grade is distributed out of 100 according to the tasks assigned to the student, .such as daily preparation, daily, oral, monthly and written exams, reports, etc

Learning and teaching resources .12

	Required textbooks (methodology if any)
Community Health Book Supervised by Asst. Prof. Dr. Talal Yassin	Main References (Sources)
, Public health and health culture <u>Laila Muhammad Abu Al- Mahasin</u> , 2013, Dar Al-Khuraiji	Recommended supporting books and references (scientific journals, reports, etc.)
Scientific Researcher	Electronic references, websites

Course Description Form
1. Course name
Health Crisis Management
Course code .2
Semester/ Year .3
Second stage / first semester
Date this description was prepared .4
2024/20/10
Available forms of attendance .5
My presence

Number of study hours (total) / Number of units (total) .6

hours/45 units 45=15*3

Name of the course supervisor (if more than one name .7 (is mentioned: Amail- the name:. Ms. Asmaa Abdul Waheed Malik
asmaa.waheed@atu.edu.iq**objectives Course .8****Subject objectives**

Providing students with the knowledge and skills necessary to deal with health crises efficiently and effectively by understanding crises and their types, developing strategies to deal with them, and how to plan, manage resources, coordinate and communicate. Thus, this course aims to prepare cadres capable of making appropriate decisions in dealing with crises to ensure the continuity . of health services and reduce harm to society

Teaching and learning strategies .9**Strategy**

Joining Continuous In courses education Continuous To develop His -
. experiences And his skills

changing place the job between a period And another in order to no He -
. is currency routine And acquires skills New in a job new

Course Structure .10

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	The rigidity of administrative methods and the difficulty of keeping up with change. Basic concepts in confronting health crises and disasters. The difference between a crisis and a problem. Crisis management and crisis	Create a general idea about the importance of crisis management, its concept, characteristics, features and .types	hours 3 per week	3 , 2 , 1

		<p>management.</p> <p>Dimensions of the crisis, its characteristics, its different types, and methods of diagnosing it.</p> <p>Stages of health crisis management.</p> <p>Identifying the parties concerned and how to deal with them.</p> <p>Health organizations prepared and targeted for crises.</p> <p>Transforming health organizations from being targeted for crises to being . prepared</p>			
<p>Theoretical and practical exam, daily assessment and surprise exams</p>	<p>Theoretical and practical lectures</p>	<p>Components of health crisis management, identifying and evaluating health risks and threats, forming a health crisis management team, training workers to confront health crises, providing appropriate communication systems to confront health crises,</p>	<p>Identify the components of health management, health risks threats, form a team to confront crises and develop plans and how to manage the crisis successfully</p>	<p>hours 3 per week</p>	<p>9, 8, 7</p>

		developing plans to confront health crises, success factors and criteria in managing a . health crisis			
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Dealing with health crises Administrative requirements, preparing and training the crisis team, prior delegation of powers, planning for communications during the crisis, organizational structure and internal organization, tasks of the crisis management center, basic approaches to creative and innovative thinking and means of making innovative decisions	How to deal with the crisis in terms of providing administrative requirements, preparing the crisis team, planning, good communication, and making the right decisions to confront the crisis	hours 3 per week	, 11 , 12
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Lessons learned after health crises <hr/> Crisis response	What are the lessons learned from the crisis to assess strengths and weaknesses and	hours 3 per week	, 14 , 15

		assessment (strengths and weaknesses) , additional preparations needed to modify crisis response paths, crisis reports, the Ten Commandments in crisis management, crisis response methods, a future action plan to confront the crisis and how to overcome it	plan future ?action		
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Course Evaluation .11

The grade is distributed out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, .reports, etc

Learning and teaching resources .12

	Required textbooks (methodology (any
Crisis Management Principles Crisis Management Internal Concepts and Processes	Main References (Sources)
The art of crisis management Academic articles on crisis management in health organizations	Recommended supporting books and references (scientific journals, (.reports, etc
https://www.noor-book.com/tag Crisis The art of crisis management https://hr-system.ai/topics Wikipedia index on libraries and information https://ar.wikipedia.org/wiki/	Electronic references, websites

Course Description Form

1. Course name

Computer Applications

Course code .2

Semester/ Year .3

Second stage / first semester

Date this description was prepared .4
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2024/20/10

Available forms of attendance .5**My presence****Number of study hours (total) / Number of units (total) .6****hours/30 units 30=15*2****Name of the course supervisor (if more than one name is mentioned) .7****Dw.web@atu.edu.iq Amil Al Nada Jabbar Dubai Name : M.M****objectives Course .8****Subject objectives**

- Providing the learner with functional knowledge in the field of computers
- creative thinking abilities.
- Developing the learner's practical skills and using the computer to increase individual productivity.

Teaching and learning strategies .9**Strategy****Using theoretical and scientific lectures in addition to the available means .clarification and the discussion method****Course Structure .10**

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Security and Networking	Familiar with calculator applications	hours 2 per week	1
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Security and Networking (count)	Familiar with calculator applications	hours 2 per week	2
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures		Familiar with calculator applications	hours 2 per week	3
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures		Familiar with calculator applications	hours 2 per week	4

Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures		Familiar with calculator applications	hours 2 per week	5
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures		Familiar with calculator applications	hours 2 per week	6
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures		Familiar with calculator applications	hours 2 per week	7
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures		Familiar with calculator applications	hours 2 per week	8
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures		Familiar with calculator applications	hours 2 per week	9
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures		Familiar with calculator applications	hours 2 per week	10
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures		Familiar with calculator applications	hours 2 per week	11
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures		Familiar with calculator applications	hours 2 per week	12
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures		Familiar with calculator applications	hours 2 per week	13
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures		Familiar with calculator applications	hours 2 per week	14

Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures		Familiar with calculator applications	hours 2 per week	15
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Course Evaluation .11

The grade is distributed out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, reports, etc

Learning and teaching resources .12

nothing	Required textbooks (methodology (any
http://www.4shared.com/document/5r_zEuZ-/Learning Word 2010 in Arabic -.html	Main References (Sources)
Computer, Muhammad Salem Darboul, 2023, Dar Saad	Recommended supporting books and references (scientific (.journals, reports, etc
Scientific Researcher http://www.4shared.com/document/5r_zEuZ-/Learning Word 2010 in Arabic -.html	Electronic references, websites

Course Description Form

1. Course name

Scientific research methodology

Course code .2

Semester/ Year .3

Second stage / first semester

Date this description was prepared .4

2024/20/10

Available forms of attendance .5

My presence

Number of study hours (total) / Number of units (total) .6

hours/30 units 30=15*2

Name of the course supervisor (if more than one name is mentioned) .7

: Email Name : Asst.Dr. Moamel Hussein Jawisem Al dw.mol@atu.edu.iq

objectives Course .8

Subject objectives

The student learns how to write and prepare research and how to design a research methodology

How to design and fill out the questionnaire form, and how to arrange and obtain references and sources

use references, library and scientific documentation How to -3

Teaching and learning strategies .9

Strategy

Using appropriate teaching strategies, methods and educational tools to develop thinking skills.

. Respect students' opinions about solutions to the problems presented

Course Structure .10

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	Introduction to the scientific research method science, its objectives, scientific knowledge, scientific theory .	Introduction to the curriculum Scientific research	hours 2 per week	the first
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	General concepts of the scientific method : objectives, scientific hypotheses, scientific method, elements of scientific research	Learn the general concepts of the scientific method	hours 2 per week	Second and third
Theoretical	Theoretical lectures	Research problem : its	Learn how to prepare a	hours 2 per week	Fourth and fifth

exam, daily assessment and surprise exams		sources, importance, objectives, research plan, procedures	research problem		
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	Use of references, library, classification, scientific documentation	Knowing how to use references, the library, its classification, scientific documentation	hours 2 per week	Sixth
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	Scientific research tools : observation, interview, questionnaire, test	Knowledge of scientific research tools	hours 2 per week	Seventh
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	Sample : selection, types, . sample size	Learn how to choose the sample	hours 2 per week	The eighth
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	Research methods : historical research method, importance, collecting sources, criticism	View historical research curricula	hours 2 per week	Ninth
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	Systems Analysis Methodology : Types, Steps	Knowledge of systems analysis methodology	hours 2 per week	tenth
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	Descriptive research method importance, : types	Knowledge of descriptive research methodology	hours 2 per week	eleventh
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	Experimental research methodology : importance, experimental control, experimental designs	Knowledge of experimental research methodology	hours 2 per week	twelfth and thirteenth

Theoretical exam, daily assessment and surprise exams	Theoretical lectures	Writing scientific research : title, writing style, research components	Learn how to write a scientific research paper	hours 2 per week	fourteenth
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	Scientific research institutions in Iraq, obstacles to scientific research, the reality of scientific research	Knowledge of scientific research institutions in Iraq	hours 2 per week	fifteenth

Course Evaluation .11

The grade is distributed out of 100 according to the tasks assigned to the student, .such as daily preparation, daily, oral, monthly and written exams, reports, etc

Learning and teaching resources .12

nothing	Required textbooks (methodology if any)
Scientific Research Methodology, Saad Al-Mashhadani, 2018	Main References (Sources)
Scientific Research Methodology, Amer Qandji, 2022	Recommended supporting books and references (scientific journals, reports, etc.)
Scientific Researcher	Electronic references, websites

Course Description Form

1. Course name

Crimes of the Baath regime in Iraq

Course code .2

Semester/ Year .3

Second stage / first semester

Date this description was prepared .4

2024/20/10

Available forms of attendance .5

My presence

Number of study hours (total) / Number of units (total) .6

hours/30 units 30=15*2

Name of the course supervisor (if more than one name .7

(is mentioned

:Name: M. Ahmed Basem Majeed Em
ahmed.mageed.idi5@atu.edu.iq

objectives Course .8

Subject objectives

General objective : - To acquaint the student with the crimes committed . against the Iraqi people under the defunct Baathist regime

Specific objective : To teach the student the extent and brutality of the Baathist regime in Iraq and how it committed massacres and mass graves . against the Iraqi people

Introducing the student to the history of the establishment of the defunct . Baath Party

Introducing the student to the most important crimes committed by the . Baath regime

Introducing the student to the nature of the criminal policy of the Baath . regime

Introducing the student to the description of the crimes committed and their . brutality

Introducing the student to the most important mass graves under the Baathist regime

Teaching and learning strategies .9

Strategy

Using theoretical and practical lectures in addition to the available means of .clarification such as field visits and the discussion method

Course Structure .10

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Theoretical exam, daily assessment and surprise exams	Theoretical and practical lectures	A historical overview of the origins of crime and its . sources	Introducing the student to the definition of crime in general	3	the first
Theoretical exam, daily assessment and surprise exams	Theoretical and practical lectures	The concept of crime in law and jurisprudence	The student's awareness of the types of crimes committed	3	the second

			under the Baath regime		
Theoretical exam, daily assessment and surprise exams	Theoretical and practical lectures	The importance of forming the Supreme Criminal Court	Student's Stand on the Formation of the Iraqi Supreme Criminal Court	3	the third
Theoretical exam, daily assessment and surprise exams	Theoretical and practical lectures	Introducing the student to the types of psychological and social crimes . committed	Introducing the student to the concept of psychological and social crimes and their effects	3	Fourth
Theoretical exam, daily assessment and surprise exams	Theoretical and practical lectures	Elements followed by the Uthmani regime in militarizing . society	The student stands on the most important ways of militarizing society	3	Fifth
Theoretical exam, daily assessment and surprise exams	Theoretical and practical lectures	The nature and forms of human rights violations against the Iraqi people	The student stands on the description of crimes and images of violations against the Iraqi people	3	Sixth
Theoretical exam, daily assessment and surprise exams	Theoretical and practical lectures	Number of massacres and how they were committed	The student stands on the most important horrific massacres	3	Seventh
Theoretical exam, daily assessment and surprise exams	Theoretical and practical lectures	International legal rules for the use of weapons	The student stands on the most important internationally banned weapons	3	The eighth

Theoretical exam, daily assessment and surprise exams	Theoretical and practical lectures	Means of fighting religion and its men by the Baathist regime	The student's awareness of the most important forms of hostility towards religious men by the Baath regime	3	Ninth
Theoretical exam, daily assessment and surprise exams	Theoretical and practical lectures	The drying up of the marshes by the Baathist regime	The student stands on the effects of the crime of drying up the marshes	3	tenth
Theoretical exam, daily assessment and surprise exams	Theoretical and practical lectures	Methods of using weapons and destruction in the city of Halabja	Student's understanding of the concept of the Halabja massacre	3	eleventh
Theoretical exam, daily assessment and surprise exams	Theoretical and practical lectures	Type of mass grave	Student standing on the definition of mass grave	3	twelfth
Theoretical exam, daily assessment and surprise exams	Theoretical and practical lectures	The popular uprising	Student standing on the most important physical qualifications	3	thirteenth
Theoretical exam, daily assessment and surprise exams	Theoretical and practical lectures	Effects of the crime of uprooting trees and (orchards	The student stands on the crime of bulldozing orchards, trees and crops	3	fourteenth
Theoretical exam, daily	Theoretical and	Pictures of torture in	Student parking places	3	fifteenth

assessment and surprise exams	practical lectures	illegal prisons .	prisons		
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Course Evaluation .11

The grade is distributed out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, reports, etc. (Theoretical exam in two stages, 30% and 70%)

Learning and teaching resources .12

Publications documenting the crimes of the Baath Party	Required textbooks (methodology if any)
Hussein Aliwi Nasser / Environmental crimes of the Baath regime in Iraq Abbas Attia Al-Quraishi / Mass graves, a people under the soil	Main References (Sources)
Ihsan Hindi / Laws of Military Occupation, Archive of the Iraqi Center for Documenting Extremism Crimes in the Holy Abbasid Shrine	Recommended supporting books and references (scientific journals, reports, etc.)
Programs and websites dedicated to documenting the crimes of the Baath Party	Electronic references, websites

Course Description Form

6. Course name

Health management science

Course code .2

Semester/ Year .3

Second stage / second semester

Date this description was prepared .4

2024/20/10

Daily attendance : Available attendance forms .5

My presence

Number of study hours (total) / Number of units (total) .6

hours/75 units 75=15*5

Name of the course supervisor (if more than one name is .7 mentioned)

.Name: M : Amil Dr. Riyam Wissam Hassan
riyam.hasan@atu.edu.iq

objectives Course .8

:Course objectives Teaching students how to apply systems and benefit from them when practicing their work in the future.

Learn how to manage health in organizations.

Learn the most important health and professional concepts.

Teaching and learning strategies .9

Strategy

Theoretical and practical lectures using modern scientific methods in their presentation

Course Structure .10

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Health and its elements. ..Determining factors for health. ..The concept of health service	Student definition The determinants of health include .	5	1
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	The concept of management, its historical development and functions	Management is a social process involving co-ordination of human and material resources	5	2
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Management skills and administrative levels	Examples of Management Skills • 1. Planning • 2. Communication • 3. Decision-making • 4. Delegation • 5. Problem-solving • 6. Motivating.. -	5	3
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Health administration: concepts, importance, privacy and its components	In health information, privacy is described as to keep an individual's healthcare	5	4

Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Health care system	information an organization of people, institutions, and resources that delivers health care services to meet the health needs of target populations .	5	5
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	The health system and its components	health care providers, health care facilities, health insurance companies, and government regulatory agencies all aimed towards promoting, restoring, and maintaining a healthy population	5	6
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Component elements of health care	Health Care Personnel, Health Care Facilities, Health Insurance Companies, and Regulatory Agencies. .		7
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Health care levels	primary, secondary, tertiary and quaternary. .	5	8
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	The hospital: its functions, organizational structure	In the hospital leadership structure, executives are responsible for managing the organization, making financial decisions, and	5	9

			supervising business strategy		
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Organizational rules and regulations	a set of rules that govern the management of the company's business, stipulates the bodies required to carry this out	5	10
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Human resources and the concept of their management	Its functions vary across different businesses and industries, but typically include recruitment, compensation and benefits, training and development, and employee relations.	5	11
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Human resources and the concept of their management	The strategic approach to nurturing and supporting employees and ensuring a positive workplace environment.	5	12
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	management resources in hospitals and health institutions	In a hospital, the HRM team is in charge of selecting employees for multiple positions. Human	5	13
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Quality of health service	Quality of care is the degree to which health services for individuals and populations increase the likelihood of desired health	5	14

Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Efficiency of health services	Health care efficiency is a comparison of delivery system outputs, such as physician visits, relative value units, or health outcomes, with inputs like cost, time, or material.	5	15
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Course Evaluation .11

The grade is distributed out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, reports, etc

Learning and teaching resources .12

	Required textbooks (methodology if any)
Health Administration. Saad Al-Anzi. 2011, Al-Yazouri Scientific House	Main References (Sources)
Health management according to , the comprehensive quality system Nour El Din Haroush, 2012. Dar Al Thaqafa for Publishing and .Distribution Health Organizations Management, Raouf Boukafa, 2023	Recommended supporting books and references (scientific journals, reports, etc.)
Wikipedia index on libraries and information Wikipedia.org/wiki Google	Electronic references, websites

Course Description Form	
1. Course name	
Human Resources Management	
Course code .2	
Semester/ Year .3	
Second stage / second semester	
Date this description was prepared .4	
2024/20/10	
Available forms of attendance .5	
My presence	
Number of study hours (total) / Number of units (total) .6	
hours/60 units 60=15*4	
Name of the course supervisor (if more than one name is .7 (mentioned	
:Email Ameal -Name: Asst. Prof. Dr. Khairiya Abdul Fadl dw.khry@atu.edu.iq	
objectives Course .8	
Subject objectives	
<ul style="list-style-type: none"> • Consolidating the distinguished mental image of the administration among the beneficiaries • ..Raising the efficiency and quality of administrative processes 	

- .Sustainability of quality for professional development of leaders
- Support the career path of faculty and staff.

Teaching and learning strategies .9

Strategy

Interactive teaching, self-learning, flipped learning, project-based learning, diagnostic assessment, as all of these strategies aim to achieve learning objectives in various and effective ways.

Course Structure .10

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Human Resources Management	Learn about human resources management	4	the first
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Organizing human resources management in health ... institutions Human Resource Management as an Open System The relationship of human resources management with other departments Centralization and decentralization of human resource management assessment Internal organization of human resources management Skills Required	Knowing how to organize human resources management in health institutions	4	the second the third

		in Human Resources Management			
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Job analysis and design in health institutions Concept and importance Job Analysis Steps Job design concept Job design techniques	Knowing how to analyze and design jobs in health institutions	4	Fourth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Planning human needs in health ... institutions Concept, importance and objectives Methods of estimating the demand for human resources Human Resources Supply Estimation Methods Balancing supply and demand	Knowing how to plan human needs in health institutions	4	Fifth Sixth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Human resources employment in health institutions Polarization, concept, importance, objectives Recruitment methods Sources of polarization Choice .. concept, importance, objectives Selection	Knowing how human resources are employed in health institutions	4	Seventh The eighth Ninth

		<p>process steps Assignment (Operation) - Issuance of the assignment order Orientation and preparation of the new employee Install and enable the assignee</p>			
<p>Theoretical and practical exam, daily assessment and surprise exams</p>	<p>Theoretical and practical lectures</p>	<p>Performance evaluation of health unit workers Evaluation, concept, importance, objectives Objective and behavioral (subjective) criteria for performance evaluation Performance appraisal problems Entities that evaluate employee performance</p>	<p>Knowing how to evaluate the performance of health unit workers</p>	4	tenth
<p>Theoretical and practical exam, daily assessment and surprise exams</p>	<p>Theoretical and practical lectures</p>	<p>Training of health unit workers Concept, importance, objectives Training process design Employee training methods Criteria for evaluating the effectiveness of the training program</p>	<p>Knowing how health workers are trained</p>	4	eleventh

<p>Theoretical and practical exam, daily assessment and surprise exams</p>	<p>Theoretical and practical lectures</p>	<p>Compensation for workers in health units Concept and types Compensation Strategy Formation Salary and wage structure Methods of determining additional wages (incentive systems and incentive wages (</p>	<p>Learn how to calculate health care workers' compensation</p>	<p>4</p>	<p>twelfth</p>
<p>Theoretical and practical exam, daily assessment and surprise exams</p>	<p>Theoretical and practical lectures</p>	<p>A contemporary view of human resources management in health units Challenges facing human resources management in contemporary management The nature of the transformation of human resources management work in light of contemporary management A Look at the Concept of Strategic Human Resource Management Talent Management Human Resources</p>	<p>Gain knowledge about human resources management in health units</p>	<p>4</p>	<p>thirteenth fourteenth fifteenth</p>

		Management from the Outside In			
Course Evaluation .11					
The grade is distributed out of 100 according to the tasks assigned to the student, .such as daily preparation, daily, oral, monthly and written exams, reports, etc					
Learning and teaching resources .12					
nothing		Required textbooks (methodology if any)			
nothing		Main References (Sources)			
Advocacy Human Resources Management (Strategic Dimension), Omar Wasfi Aqili, .Wael Publishing House ,2004 Human resources between efficiency and effectiveness <u>Zawatni Abdel Aziz , 2020</u> , Academic Book Center Publishing House		Recommended supporting books and references (scientific journals, reports, (.etc			
https://www.annajah.net/		Electronic references, websites			

Course Description Form	
1. Course name	
Health Sociology	
Course code .2	
Semester/ Year .3	
Second stage / second semester	
Date this description was prepared .4	
2024/20/10	
Available forms of attendance .5	
My presence	
Number of study hours (total) / Number of units (total) .6	
hours/60 units 60=15*4	
Name of the course supervisor (if more than one name is .7 (mentioned	
:Email A Name: Ms. Nada Ahmed Fayrouz dw.nada@atu.edu.iq	
objectives Course .8	
Subject objectives	
<ul style="list-style-type: none"> • To learn about the facts of health and disease, the social functions of health organizations, and the relationship of health care distribution .systems to other social systems • .Recognize the many contributions that sociology can make to medicine • Identify the contribution of sociology in understanding the function of medical organization (such as the hospital) • Identify the role of social dimensions in medicine, both theoretically and .practically 	
Teaching and learning strategies .9	

Strategy

Interactive teaching, self-learning, flipped learning, project-based learning, diagnostic assessmentAs all these strategies aim to achieve learning objectives in various and effective ways.

Course Structure .10

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	What is health sociology, its concept, its importance to society, its historical origins	Learn about the nature of health sociology, its concept, its importance to society, and its historical .origins	hours 4 per week	the first
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Branches and topics of health sociology	He is familiar with the branches and topics of health .sociology	hours 4 per week	the second
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	The relationship of health sociology with other similar sciences	He sweats the relationship of health sociology to other similar .sciences	hours 4 per week	the third
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Pioneers and theorists of health sociology	Sweats on health sociology and its theorists	hours 4 per week	Fourth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Fields of health sociology	Sweating in the fields of health sociology	hours 4 per week	Fifth
Theoretical and practical exam, daily	Theoretical and practical lectures	Theoretical foundations of health sociology	Sweats the theoretical foundations of health	hours 4 per week	Sixth

assessment and surprise exams			sociology		
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Concepts in health sociology (illness, public health, health care, health management, health (institution	Learn about concepts in health sociology (illness, public health, health care, health administration, health .(organization	hours 4 per week	Seventh
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	The social role of workers in the medical system (doctor, nurse, (technician	He is aware of the social role of workers in the medical system (doctor, nurse, (technician	hours 4 per week	The eighth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	The health institution / hospital as a social system from the perspective of health sociology	It examines the health institution / hospital as a social system from a health sociology .perspective	hours 4 per week	Ninth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Social relations between health and medical staff	He sweats on the social relations between health and medical .staff	hours 4 per week	tenth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Medical Social Worker and Health Institution	Sweats on the medical social worker and the health institution	hours 4 per week	eleventh
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Doctors and the professional performance of the health service	Sweating on and professional performance of health service	hours 4 per week	twelfth

Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Distinguishing between organic and social diseases and their impact on the social environment	Distinguish between organic and social diseases and their impact on the social environment	hours 4 per week	thirteenth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Health awareness programs and mechanisms for activating them in society	He is familiar with health awareness programs and mechanisms for activating them in .society	hours 4 per week	fourteenth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Health Sociology and Health Service A Study of } the Levels and Elements of Health {Service	Sweats on health sociology and health service	hours 4 per week	fifteenth

Course Evaluation .11

The grade is distributed out of 100 according to the tasks assigned to the student, .such as daily preparation, daily, oral, monthly and written exams, reports, etc

Learning and teaching resources .12

nothing	Required textbooks (methodology if any)
Medical Sociology, Abdul Salam Al-Duwaibi and others, 2015, Dar .Al-Shorouk Publishing House	Main References (Sources)
Medical Sociology Susan Sammour, Mary Haddad, 2019	Recommended supporting books and references (scientific journals, reports, etc.)
Scientific Researcher	Electronic references, websites

Course Description Form	
1. Course name	
Health Marketing	
Course code .2	
Semester/ Year .3	
Second stage / second semester	
Date this description was prepared .4	
2024/20/10	
Available forms of attendance .5	
My presence	
Number of study hours (total) / Number of units (total) .6	
hours/60 units 60=15*4	
Name of the course supervisor (if more than one name is .7 mentioned)	
: Email Name: Asst.Dr. Moamel Hussein Jawisem Al Am dw.mol@atu.edu.iq	
objectives Course .8	
Subject objectives	
<ul style="list-style-type: none"> • Distinguish between the different elements of the marketing environment and determine their impact on the practice of health .marketing • Dividing the health market into marketing segments and identifying .target segments • Managing the elements of the marketing mix in a way that is profitable .for the hospital and satisfactory to its customers (patients) • Understanding the market forces shaping today's healthcare market • Marketing health services with high efficiency 	
Teaching and learning strategies .9	
Strategy	
Interactive teaching, self-learning, flipped learning, project-based	

,learning, diagnostic assessment As all these strategies aim to achieve learning objectives in various and effective ways.

Course Structure .10

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	General background in marketing and marketing services	Learn about the history of marketing	hours 4 per week	the first
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Health Marketing : Concept - Development - Importance	Know the concept of marketing	hours 4 per week	the second the third
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Consumer Behavior Analysis	Learn how to analyze consumer .behavior	hours 4 per week	Fourth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Marketing Information Systems	Knowledge of marketing information systems	hours 4 per week	Fifth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Steps to Conduct Health Marketing Research	Learn how to conduct market research	hours 4 per week	Sixth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Healthcare Market Segmentation	Knowing how to segment the market	hours 4 per week	Seventh

Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Cases and applications	Market Case Application	hours 4 per week	The eighth Ninth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Hospital Products (Services	Knowing the marketing services provided by hospitals	hours 4 per week	tenth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Awareness in health service	Knowing how to raise awareness of health services	hours 4 per week	eleventh
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Health promotion	Learn how to promote your service	hours 4 per week	twelfth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Health Services Pricing	Learn how to price healthcare services	hours 4 per week	thirteenth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Distribution of health services	Learn how health services are distributed	hours 4 per week	fourteenth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	The added marketing mix for health . services	Identify the marketing mix added to health . services	hours 4 per week	fifteenth

Course Evaluation .11

The grade is distributed out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, reports, etc

Learning and teaching resources .12

nothing	Required textbooks (methodology if any)
nothing	Main References (Sources)
Nasirat Farid Tawfiq, Marketing of Hospital and Medical Care Services, First Edition, Dar Al-Maisarah, Jordan, p. 59 ,2014.	Recommended supporting books and references (scientific journals, reports, (.etc
The World Health Organization website is available at the following link : www.who.int/ar The American Hospital Association website is available at the following link : https://www.aha.org/front :	Electronic references, websites

Course Description Form

1. Course name

Health and medical laws and regulations

Course code .2

Semester/ Year .3

Second stage / second semester

Date this description was prepared .4

2024/20/10

Available forms of attendance .5

My presence

Number of study hours (total) / Number of units (total) .6

hours/45 units 45=15*3

Name of the course supervisor (if more than one name .7 (is mentioned

:Email A Name: M.M. Noor Qasim Alnoor@atu.edu.iq

objectives Course .8

Subject objectives

- Regulating the establishment of private health institutions
- the provision of medical and health services and Expanding benefiting from the expertise of Iraqi and non-Iraqi doctors and health personnel who provide services in advanced health .institutions
- Knowledge of medical legislation and conditions that must be met in .stores that sell perishable products and consumer goods

Teaching and learning strategies .9

Strategy

Interactive teaching, self-learning, flipped learning, project-based ,learning, diagnostic assessment As all these strategies aim to .achieve learning objectives in diverse and effective ways

Course Structure .10

Evaluati	Learning	Name of the unit or topic	Requir	Watch	The
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on method	method		ed learning outcomes	es	week
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Public Health Law No. (89) of Ministry of Health 1981 Law No. (10) of 1983 Medical and Health Liability Law No. 25 of 2018 Medical and Health Professionals Progression Law, No. 6 of 2000	Understanding health laws such as public health law, medical and health liability law , .etc	3 hours per week	the first the second Third Fourth Fifth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Legislation ... Conditions to be met in live chicken shops No. 3 of 1993 , Protection of workers from vibrations No. 4 of 1993 , Conditions required in food preparation factories No. 10 of Conditions to be met in , 1993 appetizer shops No. 11 of 1993 Conditions to be met in , sweets factories No. 12 of Rashi production , 1993 factories No. 13 of 1993 , Dairy factories No. 15 of 1993 Ice factories No. 16 of 1993 , , Juice and jams No. 17 of 1993 Mineral water and soft drinks , No. 18 of 1993 , Gypsum factories No. 19 of 1993 , Conditions to be met in .(bathrooms No. 1 of 1996	Gain knowledge about medical legislation and the conditions that must be met in stores selling consumer products and materials	3 hours per week	Sixth to Twelfth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Penal guarantees for the implementation of medical and health legislation in Iraq	Learn the criminal guarantees for implementing medical	3 hours per week	thirteenth to fifteenth

surprise exams			and health legislati on in Iraq		
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Course Evaluation .11

The grade is distributed out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, .reports, etc

Learning and teaching resources .12

nothing	Required textbooks (methodology if any)
Medical Law, Muhammad Riyad Daghman, 2017, Modern Book .Foundation	Main References (Sources)
Medical Law and Ethics , Bonnie Farnigan, 2012. National Center for Translation - Cairo	Recommended supporting books and references (scientific journals, reports, (.etc
Scientific Researcher	Electronic references, websites

Course Description Form

1. Course name

Financial management in health institutions

Course code .2

Semester/ Year .3

Second stage / second semester

Date this description was prepared .4

2024/20/10

Available forms of attendance .5

My presence

Number of study hours (total) / Number of units (total) .6

hours/60 units 60=15*4

Name of the course supervisor (if more than one name is .7 (mentioned

: Ameel - A. M. Naeem Sabah Khalkhal Al

dw.nem@atu.edu.iq

objectives Course .8

Subject objectives

Introduction to financial management topics in healthcare.

Identify the basic skills required to manage medical and therapeutic institutions

Training the student on how to think in a sound administrative way, which is required by management and financial institutions in the health field.

Teaching and learning strategies .9

Strategy

Interactive teaching, self-learning, flipped learning, project-based learning, diagnostic assessment As all these strategies aim to achieve learning objectives in diverse and effective ways

Course Structure .10

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Theoretical and	Theoretical	Introduction to	Knowledge of	hours 4	the first

practical exam, daily assessment and surprise exams	and practical lectures	Financial Management in Healthcare, the relationship of financial management with other departments of the hospital or medical and therapeutic center	financial management and its relationship with other departments	per week	
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Financial structure * Financial vertical. * Horizontal financial. Analysis using financial ratios (liquidity ratios, profitability ratios, debt ratios, activity ratios)	Gain knowledge on how to calculate financial structure and financial analysis	hours 4 per week	the second the third Fourth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Break-even analysis in for-profit healthcare organizations	Knowing how to calculate break-even analysis	hours 4 per week	Fifth Sixth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Use financial ratios to determine hospital debt and approve it for . investments	Learn to use financial ratios	hours 4 per week	Seventh The eighth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Financial and medium-term planning (financial scheduling for the hospital sector) , medium- and	Learn medium-term and financial planning (financial scheduling for the hospital sector) ,	hours 4 per week	Ninth

		long-term financing structure	medium- and long-term financing structure		
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Financial planning for medical and therapeutic projects Long-term financial planning structure. The relationship between profitability and financial planning	Learn financial planning for medical and therapeutic projects	hours 4 per week	tenth eleventh
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	The relationship between financial leverage and operating leverage and the role of each in . profitability	Knowing the relationship between financial leverage and operating leverage	hours 4 per week	twelfth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Financial Forecasting in Profit-Making Healthcare Units	Gain knowledge about financial forecasting in for-profit .health units	hours 4 per week	thirteenth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Liquidity-Profitability Match	Learn the balance between liquidity and profitability	hours 4 per week	fourteenth
Theoretical and practical exam, daily assessment and surprise exams	Theoretical and practical lectures	Evaluating hospital investment decisions	Learn how to evaluate hospital investment .decisions	hours 4 per week	fifteenth

Course Evaluation .11	
The grade is distributed out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, reports, etc	
Learning and teaching resources .12	
nothing	Required textbooks (methodology if any)
Financial Accounting in Hospitals, Abdel Rahman Tawfiq. 2015, Professional Expertise Center for Management	Main References (Sources)
A. Ahmed, Hamed (2021), “The Role of Health Financing in Improving the Quality of Health Services: An Applied Study in the Iraqi Ministry of Health”. Al-Muthanna Journal of Administrative and Economic Sciences. (Volume, 11), (Issue, 165-153 ,(3.	Recommended supporting books and references (scientific journals, reports, etc.)
Scientific Researcher	Electronic references, websites

Course Description Form

1. Course name

Health Professions Ethics

Course code .2

Semester/ Year .3

Second stage / second semester

Date this description was prepared .4

2024/20/10

Available forms of attendance .5

My presence

Number of study hours (total) / Number of units (total) .6

hours/30 units 30=15*2

Name of the course supervisor (if more than one name is .7 (mentioned

:Email A -Name: M.M. Maysam Hilal Hassan
mesam@atu.edu.iq

objectives Course .8

Subject objectives

- the student with the knowledge and skills necessary to Providing understand the behavior of individuals and groups in business organizations.
- Teaching the student how to work on improving the performance of individuals by identifying and studying the capabilities and potential of individuals and motivating and encouraging them to work.
- Working to create the necessary working conditions and environment to achieve efficient performance and studying the behavior of individuals and how to lead them.
- Conflict management and how to resolve them, change management and . organizational development

Teaching and learning strategies .9

Strategy

- . Delivering theoretical and practical lectures and discussing them
- . Discussion of reports prepared by students
- Developing the student's knowledge skills related to employee behavior, the reasons and the best way to change and manage it.
- Developing the student's ability to deal with conflict between groups, work pressures, and change management within the organization.

- Developing the student's ability to communicate and how to deal with variables affecting communication within organizational structures

Course Structure .10

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	Ethics / The concept of ethics and its origin. / General rules of ethics. Sources of ethics. Moral / values. The / importance of ethics for the individual and . society	Knowing the concept of ethics and general rules of ethics	hours 2 per week	the first the second
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	Work and profession / Work and its importance/ Work behaviors / The concept of profession/ Definition of profession/ The difference between the concepts of work, profession, and craft/ The standards on which the profession should be based .	Identify the importance and behaviors of work and define the profession and its standards	hours 2 per week	the third
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	Professional ethics What / are professional ethics? The / positive returns of adhering to professional ethics. Characteristics	Knowing the positive returns of adhering to professional ethics	hours 2 per week	Fourth Fifth

		of work ethics. Characteristics / of professional ethics. Steps / to the acceptable level of professional ethics			
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	Values and professional ethics / Honesty / Truthfulness / Advice / Justice / Good treatment / Mastery of . work	Realizing the importance of honesty , truthfulness , justice and good treatment	hours 2 per week	Sixth
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	Unethical behavior patterns in the profession Administrative corruption. Unethical administrative behavior. Definition of administrative corruption. Types of administrative corruption. Bribery. The concept of bribery. Types of bribery. The difference between a gift and a bribe. Reasons and motives behind bribery. Cheating The concept of cheating. The nature of cheating at work. Manifestations	Knowing the concept of administrative corruption, fraud and bribery and understanding their causes	hours 2 per week	Seventh The eighth

		of fraud in job . performance			
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	Means and methods of establishing professional ethics values Method of establishing professional ethics. Levels of building and consolidating professional ethics. Means and methods of establishing professional ethics. Things to consider when drafting a code of ethics for the profession. How to promote ethical behavior at work according to (Robert Kreitner - Angelo Kenicki .(Knowing the levels of building and establishing professional ethics	hours 2 per week	Ninth tenth
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	Health Professions Ethics The honor of the science and profession of medicine and its importance. The origin of medical ethics. Principles of ethics of health professions. Characteristics of health profession	the Identify origin of medical ethics . And the principles of health profession ethics	hours 2 per week	eleventh

		. ethics in Islam			
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	Doctor's duties First : The doctor's duties towards society Second : The doctor's duties towards the profession Third : The doctor's duties towards patients Fourth : The doctor's duties towards colleagues	Understanding the duties of the doctor towards society - The duties of the doctor towards the profession The duties of - the doctor towards patients	hours 2 per week	twelfth
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	Patient rights Patient rights concept The importance of respecting patient rights The most important rights of the patient	Understanding the concept of patient rights - the importance of respecting patient rights and the most important patient rights	hours 2 per week	thirteenth
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	Professional ethics derived from Islamic values and principles and making them a method in their practical life to provide the best level of health . care	Knowing the basic characteristics of personality and the influencing factors	hours 2 per week	fourteenth
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	The role of students of health colleges and institutes in serving the individual, society and public health while respecting human life and . dignity	Understanding the factors that contribute to shaping collective behavior	hours 2 per week	fifteenth

Course Evaluation .11

The grade is distributed out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, reports, etc

Learning and teaching resources .12

nothing	Required textbooks (methodology if any)
Fahd , Ethics of health professions Al-Thamiri, 2019	Main References (Sources)
Professional Behavior, Najoud Dahman Hassan Ali, 2018	Recommended supporting books and references (scientific journals, reports, etc.)
Scientific Researcher	Electronic references, websites

Course Description Form

1. Course name

Arabic

Course code .2

Semester/ Year .3

Second stage / second semester

Date this description was prepared .4

2024/20/10

Available forms of attendance .5

My presence

Number of study hours (total) / Number of units (total) .6**hours/30 units 30=15*2****Name of the course supervisor (if more than one name is .7 (mentioned****: Email Name: Dr. Wassan Abbas Batti Al Awasn@atu.edu.iq****objectives Course .8****Subject objectives**

- Recognizing the importance of correct writing and the accompanying correct reading and understanding
- Developing the student's grammatical and linguistic abilities
- Accurately learning the correct writing methods, such as drawing the hamza in its various forms, and accurately distinguishing between some letters, such as the letter taa. And the ha, the dha, and the dha
- Learn some grammatical rules which helps in writing sentences correctly and .with the least possible number of mistakes

Teaching and learning strategies .9**Strategy**

- Lecture, blackboard use and delivery and demonstrations (using diagrams and pictures . And self-education .And educational films) . And interactive discussion

Course Structure .10

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	Introduction to Grammatical Errors - The Marbuta, Long and Open Taa	Learn what are linguistic errors	hours 2 per week	First week
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	Rules for writing the extended and shortened alif - solar and lunar letters	the Knowing rules for writing the extended and shortened alif - solar and lunar letters	hours 2 per week	The second week
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	Dad and Tha	Learn how to pronounce and distinguish the between letters Dhad and Tha	hours 2 per week	The third week
Theoretical exam, daily	Theoretical lectures	Writing the hamza	Learn how to write hamza	hours 2 per week	Fourth week

assessment and surprise exams					
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	punctuation marks	Learn what punctuation marks are	hours 2 per week	Fifth week
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	Noun, verb and the difference between them	the Knowing noun and verb and differentiating between them	hours 2 per week	The sixth week
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	Effects	Knowing the effects	hours 2 per week	The seventh week
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	Number	Learn how to write the number	hours 2 per week	The eighth week
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	Common Language Mistakes Applications	Know what are the common language errors applications	hours 2 per week	Week 9 And the tenth
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	Noon and Tanween - Meanings of Prepositions	Noon and Learn Tanween - Meanings of Prepositions	hours 2 per week	Week eleven
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	Formal aspects of administrative discourse	Learn the formal aspects of administrative discourse	hours 2 per week	twelfth week
Theoretical exam, daily assessment and surprise	Theoretical lectures	Administrative discourse language	Knowledge of the language of administrative discourse	hours 2 per week	Week and 13 14

exams					
Theoretical exam, daily assessment and surprise exams	Theoretical lectures	Administrative correspondence samples	Training on administrative correspondence models	hours 2 per week	Week 15

Course Evaluation .11

The grade is distributed out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, reports, etc

Learning and teaching resources .12

nothing	Required textbooks (methodology if any)
	Main References (Sources)
Arabic Language for Technical Dr. Universities / Prepared by Safaa Kazim Makki , Dr. Lama (2019) Muhammad Younis	Recommended supporting books and references (scientific journals, reports, (.etc
Scientific Researcher	Electronic references, websites