

**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

2025–2026

Introduction:

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

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

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

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

Concepts and terminology:

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

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

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

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

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

Curriculum Structure: All courses / subjects included in the academic program according to the approved learning system (quarterly, annual, Bologna Process) whether it is a requirement (ministry, university, college and scientific department) with the number of credit hours.

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

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

Academic Program Description Form

Academic Program Description Form

University Name: Al-Furat Al-Awsat Technical University
College: Al-Qadisiyah Polytechnic College
Department: Department of Business Administration Technologies

Academic or Professional Program Name: Technical Diploma + Bachelor's Degree

Final Certificate Name: Diploma in Materials Management Technologies + Bachelor's Degree in Business Administration

Academic System: Annual + Bologna System

Description Preparation Date: 2026 / /

File Completion Date: 2026 / /


Signature

Head of Department Name:

Sadiq Jafar Kathim

Date:


Signature:

Scientific Associate Name:

Khudair Majeed Alawi

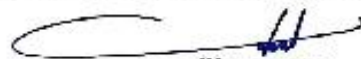
Date: 24/5/2026

The file is checked by:

Department of Quality Assurance and University Performance

Director of the Quality Assurance and University Performance Department:

Date:


Signature:

Asst. Lect. Adnan Hameed



Approval of the Dean



1. Program Vision

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

2. Program Mission

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

3. Program Objectives

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

4. Program Accreditation

Is the program accredited? No. The accreditation has been submitted to the Accreditation Board for Business Studies according to the AACSB standards and is under review.

5. Other external influences

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

6. Program Structure				
Program Structure	Number of Courses	Credit hours	Percentage	Reviews*
Institution Requirements	6	18	%27	
College Requirements	3	23	%13	
Department Requirements	14	50	%60	
Summer Training	–	–	–	
Other	23	90	%100	

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

7.	8. Program Description				
Year/Level	Course	Course Code	Course Name	Credit Hours	
first	first			theoretical	practical
			Supply Chain Management 1	4	–
			Business Administration Basics	4	–
			Specialized readings	4	–
			Arabic Language	2	–
			Computer Applications	2	2
			Principles of Statistics	3	2
		Supply Chain Management2	4	–	
		Principles of Business Administration	4	–	
		Principles of Accounting	3	2	

	Second		Principles of Economics	6	-
			Human Rights	2	-
			English Language	2	-
Second			Planning monitoring Storages	2	3
			Operations Management	2	3
			Marketing Management	2	2
			storage accounting	2	3
			commercial correspondence	1	2
			Applications of storages system	1	2
			Computer applications	1	2
			Crimes of the Baath regime	1	-
			English language	1	-
			Research project	-	2
			Arabic language	1	-

1. Expected learning outcomes of the program

Knowledge

Learning Outcomes

- Knowledge of using warehouse systems applications for Business Administration Techniques, marketing activities, and planning, organizing and controlling Business Administration Techniques.
- Knowing how to keep and organize all records and documents related to warehouse work
- Learn how to manage the purchasing and storage activity in the facility, whether at the level of planning, organization, or control, and to practice marketing activities according to market requirements.

Skills

Learning Outcomes 2

- The ability to represent theoretical material with examples from practical reality
- Mastering the use of advanced technology and software in Business Administration Techniques
- Focus on practical applications in the fields of management, inventory management, and practical training on applying education skills to provide the labor market with efficient outputs .

Ethics

Learning Outcomes 4

- Motivating students to participate and provide their services to the community
- Promoting ethical values and social responsibility at work
- Dedication to achieving excellence in education to ensure outstanding students in the field of Business Administration Techniques

2. Teaching and Learning Strategies

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

3. Evaluation methods

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

4. Faculty

Faculty Members

Academic Rank	Specialization		Special Requirements/Skills (if applicable)		Number of the teaching staff	
	General	Special			Staff	Lecturer
Sadiq Jafar Kathim	Accounting	Financial Accounting			Staff	
Ali Abdulhussein Sagban	English language	Teaching methods			Staff	
Taher Hameed Abbas	Business Administration	operations management			Staff	
Wasan kamil afloog	Business Administration	organizational behavior			Staff	
Wisam Abdul-Kadhim Abdul-Ridha	Accounting	Tax Accounting			Staff	
Saadiya Hilal Hassan Hameed Al-Tamimi	Economic Sciences	Economic Development			Staff	
Sanaa Saad Kadhim	Business Administration	theory and organizational behavior			Staff	
Ahmed Gghaffar Hussein	Business Administration	Marketing Management			Staff	
Fatmah Abdulrazzaq Abbood	Statistics	Statistics			Staff	

Iqbal Kumil Awad	Business Administration	Marketing Management			Staff	
Ghufran Shallal Mohammed	Business Administration	Financial management			Staff	
Amodah Obaid Hussein	Business Administration	Banking management			Staff	
Mustafa Saleh Dakhil Jasim Al-Adli	Accounting	Accounting			Staff	
Zainab Jassem Kareem	Business Administration	Business Administration			Staff	
Sarah Alawi AbuSoda	Arabic language	Ancient Literature			Staff	
Duha Salem Wahid	Statistics Science	Statistics Science			Staff	
Zaid Ali Abdul Kadhim	Computer Engineering	Computer Engineering			Staff	
Bayader Abdul-Razzaq Hadi Hamza	Computer	Computer			Staff	
Mohammed Mousa Jassim	Business Administration	Marketing Management			Staff	
Ahlam Marza Sakhil Amer	Business Administration	Business Administration			Staff	

Professional Development

Mentoring new faculty members

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

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

Professional development of faculty members

- Encouraging faculty members to engage in continuous learning, continuous improvement, and seeking development opportunities, while providing a supportive environment that encourages innovation
- Supporting faculty members' attendance at scientific conferences and workshops
- Encouraging faculty to apply new ideas and innovate innovative teaching techniques
- Organizing training courses to improve teaching skills.
- Adopting diverse methods to evaluate the performance of faculty members.

5. Acceptance Criterion

According to the central admission plan

6. The most important sources of information about the program

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

7. Program Development Plan

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

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

Program Skills Outline																
					Required program Learning outcomes											
Year/Level	Course	Course Code	Course Name	Basic or optional	Knowledge				Skills				Ethics			
					A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
first	first		Supply Chain Management 1	Basic	+	+	+	+	+	+	+	+	+	+	+	
			Business Administration Basics	Basic	+	+	+	+	+	+	+	+	+	+	+	
			Specialized readings	Basic	+	+	+	+	+	+	+	+	+	+	+	
			Arabic Language	Basic	+	+	+	+	+	+	+	+	+	+	+	

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

		Computer Applications	Basic	+	+	+	+	+	+	+	+	+	+	+	+	+
	Second	Supply Chain Management 2	Basic	+	+	+	+	+	+	+	+	+	+	+	+	+
		Principles of Business Administration	Basic	+	+	+	+	+	+	+	+	+	+	+	+	+
		Principles of Accounting	Basic	+	+	+	+	+	+	+	+	+	+	+	+	+
		Principles of Economics	Basic	+	+	+	+	+	+	+	+	+	+	+	+	+
		Human Rights	Basic	+	+	+	+	+	+	+	+	+	+	+	+	+
		English language	Basic	+	+	+	+	+	+	+	+	+	+	+	+	+
		Arabic language	Basic	+	+	+	+	+	+	+	+	+	+	+	+	+

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

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

Course Description Form

Module Information

First Semester / First Stage

A. Course Information Table (Supply Chain Management 1)

Item	Details
Course Name	Supply Chain Management 1
Course Code	Supply Chain Management 1
Stage / Year	First Year
Academic Year	2025–2026 (First Semester)
Available Attendance Forms	Two in-person classrooms
Total Study Hours / Units	4 hours, 5 units (4×15 = 60 hours, 5×15 = 75 units)
Course Coordinator(s)	Asst. Prof. Dr. Amodah Ubaid Hussein – Amodah.husseini@atu.edu.iq Asst. Lecturer Eqbal Khameel Awad – Eqbal.khameel.idi13@atu.iq

Course Objectives

Students will be able to:

1. Understand the concept of Supply Chain Management.
2. Understand supply chain strategies in decision-making.
3. Apply strategic concepts in the field of business management.

Teaching and Learning Strategies

Strategy
Lectures delivered by the instructor with opportunities for student participation through questions and discussions (open-ended questions). Practical case studies and real-life situations are used to stimulate critical thinking, enhance interaction, and improve understanding.

Course Structure

Week(s)	Hours	Required Learning Outcomes	Unit / Topic	Learning Method	Evaluation Method
1-2	4	Concept, importance, and elements of supply chain management	Introduction to Supply Chain Management	Lecture, visual aids, discussion	Daily exams, oral tests, reports, assignments, presentations
3	4	Supply chain strategies and relationships	Supply Chain Strategies and Relationships	Lecture, visual aids, discussion	Daily exams, oral tests, reports, assignments, presentations
4	4	Customer relationship process design, order fulfillment, supplier relationship	Customer & Supplier Relationship Design	Lecture, visual aids, discussion	Daily exams, oral tests, reports, assignments, presentations
5	4	Supply chain behavior, influencing factors, success requirements	Supply Chain Behavior and Success Factors	Lecture, visual aids, discussion	Daily exams, oral tests, reports, assignments, presentations
6	4	Problems, solutions, improvement, and development	Supply Chain Challenges and Improvement	Lecture, visual aids, discussion	Daily exams, oral tests, reports, assignments, presentations
7-8	4	Concept, importance, role, and elements of operations strategy	Operations Strategy	Lecture, visual aids, discussion	Daily exams, oral tests, reports, assignments, presentations
9-10	4	Sources and influencing factors of operations strategy content	Dimensions of Operations Strategy	Lecture, visual aids, discussion	Daily exams, oral tests, reports, assignments, presentations
11	4	Types, trade-offs, and relationships of operations strategy	Operations Strategy Dimensions	Lecture, visual aids, discussion	Daily exams, oral tests, reports, assignments, presentations

Week(s)	Hours	Required Learning Outcomes	Unit / Topic	Learning Method	Evaluation Method
12	4	Relationship between supply chain and operations strategy	Supply Chain & Operations Strategy Integration	Lecture, visual aids, discussion	Daily exams, oral tests, reports, assignments, presentations

Course Assessment

Assessment is distributed out of **100 marks** based on:

- Daily preparation
- Oral and written quizzes
- Reports
- Midterm examinations
- Final examination
- Attendance and participation

Learning and Teaching Resources

Type	Source
Main References	Ghassan Dawood Al-Lami (2022), <i>Supply Chain Management</i> Krajewski & Ritzman (2007), <i>Operations Management</i>
Supporting References	Scientific journals and reports
Electronic Resources	Internet websites and online academic resources

B. Course Information Table (Fundamentals of Business Administration)

Item	Details
Course Name	Fundamentals of Business Administration
Course Code	Fundamentals of Business Administration
Stage / Year	First Year
Academic Year	2025–2026
Available Attendance Forms	Two in-person classrooms
Total Study Hours / Units	4 hours, 5 units (4×15 = 60 hours, 5×15 = 75 units)
Course Coordinator	Asst. Prof. Dr. Wasan Kamil Aflouk – dw.wsn@atu.edu.iq

Course Objectives

Students will be able to:

1. Explain the basic principles of management in organizations.
2. Analyze factors affecting the work environment.
3. Develop strategic administrative plans aligned with organizational goals.
4. Identify effective leadership methods.

Teaching and Learning Strategies

Strategy
Lectures delivered by the instructor with opportunities for student participation through open-ended questions and discussions. Practical case studies and real-life situations are used to stimulate critical thinking and enhance interaction and understanding.

Course Structure

Week	Hours	Required Learning Outcomes / Topics	Learning Method	Evaluation Method
1	4	Introduction to management, concept of management, managerial levels	Lecture, visual aids, discussion	Daily exams, oral tests, reports, assignments, presentations
2	4	Manager, managerial roles, managerial skills, manager characteristics	Lecture, visual aids, discussion	Daily exams, oral tests, reports, assignments, presentations

Week	Hours	Required Learning Outcomes / Topics	Learning Method	Evaluation Method
3	4	Schools of management thought, classical school: scientific management	Lecture, visual aids, discussion	Daily exams, oral tests, reports, assignments, presentations
4	4	Administrative principles, bureaucracy	Lecture, visual aids, discussion	Daily exams, oral tests, reports, assignments, presentations
5	4	Behavioral (human relations) school	Lecture, visual aids, discussion	Daily exams, oral tests, reports, assignments, presentations
6	4	Human relations, needs theory	Lecture, visual aids, discussion	Daily exams, oral tests, reports, assignments, presentations
7	4	Modern schools, systems theory management	Lecture, visual aids, discussion	Daily exams, oral tests, reports, assignments, presentations
8	4	Contingency theory, Douglas McGregor	Lecture, visual aids, discussion	Daily exams, oral tests, reports, assignments, presentations
9	4	Organizational environment, concept, internal environment	Lecture, visual aids, discussion	Daily exams, oral tests, reports, assignments, presentations
10	4	External environment, environmental management	Lecture, visual aids, discussion	Daily exams, oral tests, reports, assignments, presentations
11	4	Administrative functions, planning, concept and importance of planning	Lecture, visual aids, discussion	Daily exams, oral tests, reports, assignments, presentations
12	4	Planning process stages, planning levels, types of plans, planning methods	Lecture, visual aids, discussion	Daily exams, oral tests, reports, assignments, presentations
13	4	Organizing, concept of organization, organizational principles	Lecture, visual aids, discussion	Daily exams, oral tests, reports, assignments, presentations
14	4	Specialization, division of work, authority and responsibility, job grouping	Lecture, visual aids, discussion	Daily exams, oral tests, reports, assignments, presentations
15	4	Directing, concept and tools of directing	Lecture, visual aids, discussion	Daily exams, oral tests, reports, assignments, presentations
16	4	Control: concept, purposes, types, stages, and tools	Lecture, visual aids, discussion	Daily exams, oral tests, reports, assignments, presentations

Course Assessment

Assessment is distributed out of **100 marks** based on:

- Daily preparation

- Daily, oral, monthly, and written exams
 - Reports
 - Attendance
 - Participation
-

Learning and Teaching Resources

Type	Source
Main References	Kotler (1997) Peter (1998) Harrison (2009) Al-Taie (2024)
Supporting References	Scientific journals and reports
Electronic Resources	Internet websites and online academic resources

C. Course Information Table (Arabic Language)

Item	Details
Course Name	Arabic Language
Course Code	Arabic Language
Stage / Year	First Semester / Second Stage
Academic Year	2025–2026
Available Attendance Forms	Two in-person classrooms
Total Study Hours / Units	2 hours, 2 units (2×15 = 30 hours, 2×15 = 30 units)
Course Coordinator	Asst. Lecturer Sarah Alawi Abu Suda – sarahabusodaidi1@atu.edu.iq

Course Objectives

Students will be able to:

1. Distinguish between different types of verbs.
2. Master spelling rules.
3. Acquire knowledge of administrative writing style.
4. Develop writing skills.

Teaching and Learning Strategies

Strategy

Lectures, examinations, training, and practical application.

Course Structure

Week	Hours	Required Learning Outcomes	Unit / Topic	Learning Method	Evaluation Method
1	2	Concept of linguistic errors, rules of tied and open “taa”, features of administrative discourse, difference between taa and haa	Concept of linguistic errors	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
2	2	Extended and shortened ألف, solar and lunar letters	Extended and shortened ألف	Lecture and visual aids	Daily exams, oral tests, reports,

Week	Hours	Required Learning Outcomes	Unit / Topic	Learning Method	Evaluation Method
					assignments, presentations
3	2	Difference between ض and ظ	ظ and ض	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
4	2	Hamzat al-Wasl, Hamzat al-Qat', medial and final hamza	Rules of Hamza writing	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
5	2	Punctuation marks	Punctuation	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
6	2	Noun and verb distinction, parts of speech, verb classification	Nouns and verbs	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
7	2	Objects in grammar	Objects in Arabic grammar	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
8	2	Numbers	Numbers	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
9	2	Common linguistic errors applications 1	Practical applications	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
10	2	Common linguistic errors applications 2	Practical applications	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
11	2	Meanings of prepositions, distinguishing ألف, nunation rules	Grammar rules	Lecture and visual aids	Daily exams, oral tests, reports,

Week	Hours	Required Learning Outcomes	Unit / Topic	Learning Method	Evaluation Method
					assignments, presentations
12	2	Formal aspects of administrative discourse	Administrative discourse structure	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
13	2	Administrative discourse language 1	Administrative discourse	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
14	2	Administrative discourse language 2	Administrative discourse	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
15	2	Writing a short essay using previous spelling rules	Essay writing	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
16	2	Final exam preparation week	Revision	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations

Course Assessment

Assessment is distributed out of **100 marks** based on:

- Daily preparation
- Daily, oral, monthly, and written examinations
- Reports
- Assignments
- Participation

Learning and Teaching Resources

Type	Source
Main References	<i>Al-Mukhtasar fi Al-Lughah Al-Arabiyyah</i> , Dr. Afrah Al-Fadhili, 2nd Edition, Najaf, 2023

Type	Source
Supporting References	<i>Al-Muyassar fi Al-Lughah Al-Arabiyah Al-Ammah li Aqsam Ghair Al-Ikhtisas</i> , Asst. Lecturer Ziyad Tariq Shouli, University of Al-Bayan Publications Series, 2017
Electronic Resources	Internet websites and online academic resources

D. Course Description Form

Item	Description
1. Course Name	Specialized English Readings
2. Course Code	Specialized English Readings
3. Semester / Year	First Semester / First Stage
4. Description Preparation Date	2025–2026
5. Available Attendance Forms	Two in-person classrooms
6. Total Study Hours / Total Units	4 hours, 8 units (4×15 = 60 hours, 8×15 = 128 units)
7. Course Coordinator	Asst. Lecturer Zainab Jassim Kareem
Email	Zainab.kareem.idi4@atu.edn.iq

Course Objectives

No.	Objective
1	Describe the nature of management and its modern methods.
2	Discuss the concept of operations management and related concepts.
3	Explain the function of marketing and identify its most important contemporary tools.

Teaching and Learning Strategies

Strategy
Lecture presentation by the instructor, allowing students to participate through asking and answering questions, open discussions, case studies, and real-life situations to stimulate thinking and enhance understanding.

Course Structure

Week	Hours	Required Learning Outcomes	Unit / Topic	Learning Method	Evaluation Method
1	4	Management	Management	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
2	4	Operations Management	Operations Management	Lecture and visual aids	Daily exams, oral tests, reports,

Week	Hours	Required Learning Outcomes	Unit / Topic	Learning Method	Evaluation Method
					assignments, presentations
3	4	Production and Operating Systems	Production and Operating Systems	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
4	4	Marketing	Marketing	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
5	4	Inventory	Inventory	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
6	4	Materials Management	Materials Management	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
7	4	Mid Exam 1	Mid Exam 1	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
8	4	Strategic Management	Strategic Management	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
9	4	Practices of Strategic Management	Practices of Strategic Management	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
10	4	Information Systems	Information Systems	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
11	4	Practices of Managerial Information Systems	Practices of Managerial Information Systems	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
12	4	Human Resources Management	Human Resources Management	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
13	4	Challenges of Human	Challenges of Human	Lecture and visual aids	Daily exams, oral tests, reports,

Week	Hours	Required Learning Outcomes	Unit / Topic	Learning Method	Evaluation Method
		Resources Management	Resources Management		assignments, presentations
14	4	Financial Management	Financial Management	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
15	4	Mid Exam 2	Mid Exam 2	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
16	4	Preparatory Week Before the Final Exam	Preparatory Week Before the Final Exam	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations

Course Evaluation

Evaluation
Grade distribution out of 100 according to daily attendance, oral and written examinations, monthly tests, reports, assignments, and participation.

Learning and Teaching Resources

Type	Resource
Main References	Fred R. David (2011)
Main References	Krajewski (2016)
Main References	JAY HEIZER (2017)
Main References	James C. Van Horne & John M. Wachowicz (2009)
Main References	J. R. Tony Arnold, Stephen N. Chapman & Lloyd M. Clive (2008)

E. Course Description Form – Principles of Statistics

Item	Description
1. Course Name	Principles of Statistics
2. Course Code	Principles of Statistics
3. Semester / Year	First Semester / First Stage
4. Date of Preparing this Description	2025–2026
5. Available Attendance Forms	Two in-person classrooms
6. Total Study Hours / Total Units	5 hours, 7 units (5×15=75 hours, 7×15=105 units)
7. Course Coordinator	Ms. Fatima Abdulrazzaq – Fatimaabdulrazzak@atu.edu.iq Asst. Lecturer Dhuha Salem Waheed – Dhuha.waheed.idi8@atu.edu.iq

8. Course Objectives

The student will be able to:

1. Define the concept of statistics.
2. Recognize the importance of statistics in practical life and scientific developments.
3. Use statistical measures effectively.
4. Acquire preliminary knowledge of statistical analysis rules.

9. Teaching and Learning Strategies

Strategy
Lecture presentation by the instructor with opportunities for student participation through questions and answers, open discussions, case studies, and real-life situations to stimulate thinking and enhance interaction and understanding.

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit / Topic	Learning Method	Evaluation Method
1	5	Introduction to statistics	Introduction to statistics	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations

Week	Hours	Required Learning Outcomes	Unit / Topic	Learning Method	Evaluation Method
2	5	Statistical method in scientific research and research design	Statistical method in scientific research and research design	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
3	5	Measures of central tendency	Measures of central tendency	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
4	5	Arithmetic mean (methods, advantages, disadvantages)	Arithmetic mean	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
5	5	Harmonic, quadratic, and geometric means	Types of means	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
6	5	Median and mode	Median and mode	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
7	5	Quartile measures and relationship between mean, median, and mode	Quartile measures	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
8	5	Measures of dispersion	Measures of dispersion	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
9	5	Range, quartile range, mean deviation	Dispersion measures	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
10	5	Standard deviation and variance	Standard deviation and variance	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
11	5	Relative dispersion measures	Relative dispersion	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
12	5	Coefficient of variation and standard score	Statistical coefficients	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations

Week	Hours	Required Learning Outcomes	Unit / Topic	Learning Method	Evaluation Method
13	5	Simple linear correlation (Pearson)	Pearson correlation	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
14	5	Spearman rank correlation	Rank correlation	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
15	5	Simple linear regression	Linear regression	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
16	5	Preparatory week before final exam	Review and preparation	Lecture and revision	Continuous assessment

11. Course Evaluation

Distribution of 100 marks according to student tasks such as:

- Daily attendance
- Daily exams
- Oral and written tests
- Monthly exams
- Reports
- Assignments
- Participation

12. Learning and Teaching Resources

Type	Resources
Main References	Dr. Mohammed Samir Darkaznli
Supporting References	Dr. Abdulkhaliq Abduljabbar Al-Naqeeb
Electronic Resources	Internet resources and statistical learning websites

F. Course Description Form – Computer Applications

Item	Description
1. Course Name	Computer Applications
2. Course Code	Computer Applications
3. Semester / Year	First Semester / First Stage
4. Date of Preparing this Description	2025–2026
5. Available Attendance Forms	Two in-person classrooms
6. Total Study Hours / Total Units	4 hours, 3 units (4×15=60 hours, 3×15=45 units)
7. Course Coordinator	Asst. Lecturer Zaid Ali Abdul Kadhim – Zaid.kadhim.idi7@atu.edn.iq Asst. Lecturer Bayader Abdulrazzaq – bayader.hadi@atu.edu.iq

8. Course Objectives

The student will be able to:

1. Understand the concept of computers.
2. Acquire the ability to use computers easily and effectively.
3. Develop computer usage skills.

9. Teaching and Learning Strategies

Strategy
Lecture presentation by the instructor with opportunities for student participation through questions and answers, open discussions, case studies, and real-life situations to stimulate thinking and enhance interaction and understanding.

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit / Topic	Learning Method	Evaluation Method
1	4	Introduction to computers, hardware and software concepts	Introduction to computers	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations

Week	Hours	Required Learning Outcomes	Unit / Topic	Learning Method	Evaluation Method
2	4	ICT applications and peripheral devices connection	Information technology applications	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
3	4	Computer components and memory types	Computer components	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
4	4	CPU components, ports, personal computers	CPU and computer systems	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
5	4	Operating systems and graphical user interfaces	Operating systems basics	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
6	4	Menus, folders, windows, and shortcuts	File management	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
7	4	Word processing basics	Word processing	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
8	4	Creating tables and printing Word documents	Word document formatting	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
9	4	Spreadsheet basics, formulas, and editing	Spreadsheet applications	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
10	4	Presentation software basics	Presentation programs	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
11	4	Preparing and presenting slides	Slide presentation	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
12	4	Internet and computer networking basics	Internet fundamentals	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations

Week	Hours	Required Learning Outcomes	Unit / Topic	Learning Method	Evaluation Method
13	4	Web browsers, search engines, URL and IP concepts	Web technologies	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
14	4	Email communication and document collaboration	Electronic communication	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
15	4	Troubleshooting hardware and software problems	Computer troubleshooting	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
16	4	Preparatory week before final exam	Revision week	Lecture and review	Continuous assessment

11. Course Evaluation

Distribution of 100 marks according to student tasks such as:

- Daily attendance
- Daily exams
- Oral and written tests
- Monthly exams
- Reports
- Assignments
- Participation

12. Learning and Teaching Resources

Type	Resources
Required Textbook	Al-Khadr Ali Al-Khadr Bahath, Computer Fundamentals (2026)
Main References	Computer Applications and Information Technology references
Supporting References	Scientific journals and reports
Electronic Resources	Internet websites and e-learning resources

Second Semester / First Stage

A. Course Description Form – Principles of Accounting

Item	Description
1. Course Name	Principles of Accounting
2. Course Code	Principles of Accounting
3. Semester / Year	Second Semester / First Stage
4. Date of Preparing this Description	2025–2026
5. Available Attendance Forms	Two in-person classrooms
6. Total Study Hours / Total Units	5 hours, 8 units (5×15=75 hours, 8×15=120 units)
7. Course Coordinator	Asst. Prof. Yas Khudhair Abbas – dw.yas@atu.edu.iq

8. Course Objectives

The student will be able to:

1. Acquire the ability to analyze accounting transactions.
2. Distinguish between different types of accounts.
3. Gain knowledge about loans and their accounting treatment.

9. Teaching and Learning Strategies

Strategy
Lecture presentation by the instructor with opportunities for student participation through questions and answers, open discussions, case studies, and real-life situations to stimulate thinking and enhance interaction and understanding.

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit / Topic	Learning Method	Evaluation Method
1	5	Introduction to accounting	Introduction to accounting	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
2	5	Accounting and business environment	Accounting and business environment	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations

Week	Hours	Required Learning Outcomes	Unit / Topic	Learning Method	Evaluation Method
3	5	Financial statements	Financial statements	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
4	5	Accounting equations and recording transactions	Accounting equations and transactions	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
5	5	Accounting transactions and balance sheet equation	Accounting transactions	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
6	5	Accounting recording systems	Recording systems	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
7	5	Journal entry procedures	Journal entries	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
8	5	Posting to the general ledger	General ledger posting	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
9	5	Preparing the trial balance	Trial balance preparation	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
10	5	Recording transactions in trial balance	Trial balance entries	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
11	5	Loans and their types	Loans	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
12	5	Advances and their types	Advances	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
13	5	Purchases	Purchases	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations

Week	Hours	Required Learning Outcomes	Unit / Topic	Learning Method	Evaluation Method
14	5	Accounting for debtors	Debtors accounting	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
15	5	Accounting for cash	Cash accounting	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
16	5	Final examination	Final examination	Lecture and review	Continuous assessment

11. Course Evaluation

Distribution of 100 marks according to student tasks such as:

- Daily attendance
- Daily exams
- Oral and written tests
- Monthly exams
- Reports
- Assignments
- Participation

12. Learning and Teaching Resources

Type	Resources
Required Textbooks	Fundamentals of Accounting Knowledge (Al-Jajjawi et al.)
Main References	Principles of Financial Accounting (Safaa Al-Ani & Hakim Al-Saadi)
Supporting References	Scientific journals and accounting reports
Electronic Resources	Internet resources and accounting education websites

B. Course Description Form (Human Rights)

Item	Description
Course Name	Human Rights
Course Code	Human Rights
Semester / Year	Second Semester / First Stage
Date of Preparing this Description	2025–2026
Available Attendance Forms	Two in-person classes
Total Study Hours / Units	2 hours / 2 units (2×15 = 30 hours, 2×15 = 30 units)
Course Coordinator	Assist. Lecturer Dr. Hassanein Ali Hadi
Email	Hassanein.hadi@atu.edu.iq

Course Objectives

The student will be able to:

1. Identify the concepts of human rights.
2. Study how Islamic law deals with religious and civil human rights.
3. Recognize the different types of human rights.

Teaching and Learning Strategies

- Delivering lectures by the instructor.
- Allowing student participation through questions and discussions.
- Case studies and real-life situations to stimulate critical thinking.
- Enhancing interaction and understanding.

Course Structure

Week	Hours	Required Learning Outcomes / Unit Topic	Teaching Method	Assessment Method
1	2	Introduction to Human Rights and Democracy	Lecture and discussion	Daily exams, oral tests, reports, assignments, presentations
2	2	Definition of Natural Personality and its Characteristics	Lecture and discussion	Daily exams, oral tests, reports, assignments, presentations
3	2	Historical Development of Human Rights	Lecture and discussion	Daily exams, oral tests, reports, assignments, presentations
4	2	Human Rights in Islam and Other Heavenly Religions	Lecture and discussion	Daily exams, oral tests, reports, assignments, presentations

Week	Hours	Required Learning Outcomes / Unit Topic	Teaching Method	Assessment Method
5	2	Social Contract Theory	Lecture and discussion	Daily exams, oral tests, reports, assignments, presentations
6	2	Human Rights in International Legislation	Lecture and discussion	Daily exams, oral tests, reports, assignments, presentations
7	2	Human Rights in the Constitution of Iraq (2005)	Lecture and discussion	Daily exams, oral tests, reports, assignments, presentations
8	2	Personal Rights and Freedoms (Life – Dignity – Privacy)	Lecture and discussion	Daily exams, oral tests, reports, assignments, presentations
9	2	Freedom of Residence and Movement – Right to Nationality	Lecture and discussion	Daily exams, oral tests, reports, assignments, presentations
10	2	Intellectual Rights and Freedoms	Lecture and discussion	Daily exams, oral tests, reports, assignments, presentations
11	2	Political Rights and Freedoms	Lecture and discussion	Daily exams, oral tests, reports, assignments, presentations
12	2	Economic Rights and Freedoms	Lecture and discussion	Daily exams, oral tests, reports, assignments, presentations
13	2	Social Rights and Freedoms	Lecture and discussion	Daily exams, oral tests, reports, assignments, presentations
14	2	Scientific Rights and Freedoms	Lecture and discussion	Daily exams, oral tests, reports, assignments, presentations
15	2	Democratic Systems, Their Types, and Guarantees for Human Rights Protection	Lecture and discussion	Daily exams, oral tests, reports, assignments, presentations
16	2	Final Examination	Lecture and discussion	Daily exams, oral tests, reports, assignments, presentations

Course Evaluation

Distribution of marks out of 100 according to student tasks such as:

- Daily preparation
- Daily oral and written examinations
- Monthly tests

- Reports
 - Attendance
-

Learning and Teaching Resources

Resource Type	References
Main References	Dr. Hamed Khalid Hanoun, <i>Human Rights</i> , Al-Sanhouri Library, Beirut, 2015
Supporting References	Dr. Mohammed bin Saif Al-Kuwari, <i>Human Rights and Sustainable Development</i> , 2020

C. Course Description Form (English Language)

Item	Description
Course Name	English Language
Course Code	English Language
Semester / Year	Second Semester / First Stage
Date of Preparing this Description	2025–2026
Available Attendance Forms	Two in-person classes
Total Study Hours / Units	2 hours / 2 units (2×15 = 30 hours, 2×15 = 30 units)
Course Coordinator	Prof. Dr. Ali Abdul Hussein
Email	Dw.ali3@atu.edu.iq

Course Objectives

The student will be able to:

1. Use expressions of quantity at the elementary level of English.
2. Construct sentences in Present Perfect Tense, Simple Future Tense, and Going to Future Tense in both oral and written tasks.
3. Define and apply basic modals.

Teaching and Learning Strategies

- Lectures
- Examinations
- Practice and application

Course Structure

Week	Hours	Required Learning Outcomes / Unit Topic	Teaching Method	Assessment Method
1	2	Linking Ideas: Present and Past Irregular Plurals, Consonants, There was/were	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
2	2	Countable and Uncountable Nouns, Imperatives, Healthy Living	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
3	2	Can for Ability, Could and Couldn't, Skills at Work	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations

Week	Hours	Required Learning Outcomes / Unit Topic	Teaching Method	Assessment Method
4	2	Can for Requests, Adjectives and Adverbs	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
5	2	Describing People, Present Continuous, Adjectives	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
6	2	Information Questions, Prepositions (at, in, on, to)	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
7	2	Mid-term Exam	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
8	2	Have to / Don't Have to, Housework, Home, School & Work Obligations	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
9	2	Offering and Inviting: Why...? Would you like to...? Let's...? Free Time Activities	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
10	2	Be Going to + Infinitive for Plans	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
11	2	Be Going to (Weak Forms), Maybe / Perhaps	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
12	2	Past Simple Have To	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
13	2	Transport, Prepositions of Movement, Address	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
14	2	Writing Activities	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
15	2	Writing a Short Essay	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
16	2	Preparatory Week Before the Final Exam	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations

Course Evaluation

Distribution of marks out of 100 according to student tasks such as:

- Daily preparation
 - Daily oral and written examinations
 - Monthly tests
 - Reports
 - Assignments
-

Learning and Teaching Resources

Resource Type	References
Required Textbooks	<i>Headway Book for Learning English</i>
Supporting References	<i>Skills in Writing and Learning English</i>
Electronic References / Websites	BBC Learning English

D. Course Description Form (Principles of Business Administration)

Item	Description
Course Name	Principles of Business Administration
Course Code	Principles of Business Administration
Semester / Year	Second Semester / First Stage
Date of Preparing this Description	2025–2026
Available Attendance Forms	Two in-person classes
Total Study Hours / Units	4 hours / 5 units (4×15 = 60 hours, 5×15 = 75 units)
Course Coordinator	Assist. Prof. Dr. Wasan Kamel Aflouk
Email	dw.wsn@atu.edu.iq

Course Objectives

The student will be able to:

1. Understand the basic concept of management.
2. Analyze the organizational environment of administrative institutions.
3. Identify the strategic role of human resources.

Teaching and Learning Strategies

- Delivering lectures by the instructor.
- Allowing students to participate through questions and discussions.
- Case studies and real-life situations to stimulate critical thinking.
- Enhancing interaction and understanding.

Course Structure

Week	Hours	Required Learning Outcomes / Unit Topic	Teaching Method	Assessment Method
1	4	Communication: Concept, Importance, and Role in Management	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
2	4	Communication Process, Types, and Determinants	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations

Week	Hours	Required Learning Outcomes / Unit Topic	Teaching Method	Assessment Method
3	4	Organizational Functions, Production and Operations Function	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
4	4	Production and Operations Management Objectives, Conversion Process, Operational Decisions	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
5	4	Marketing Concept and Marketing Mix (Product, Pricing, Promotion, Distribution)	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
6	4	Marketing Function and Target Market	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
7	4	Human Resources Function and Concept	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
8	4	Strategic Role of Human Resources and HR Functions	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
9	4	Financial Management Function, Concept, and Financial Planning	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
10	4	Financial Analysis and Sources of Finance	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
11	4	Business Ethics and Social Responsibility	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
12	4	Contemporary Challenges of Management	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
13	4	Contemporary Trends in Management	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations

Week	Hours	Required Learning Outcomes / Unit Topic	Teaching Method	Assessment Method
14	4	Total Quality Management	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
15	4	Knowledge Management and Excellence Management	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
16	4	Preparatory Week	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations

Course Evaluation

Distribution of marks out of 100 according to student tasks such as:

- Daily preparation
- Daily oral and written examinations
- Monthly tests
- Reports
- Assignments

Learning and Teaching Resources

Resource Type	References
Main References	Kotler (1997)
Supporting References	Peter (1998), Harrison (2009), Al-Taie (2024)

E. Course Description Form (Supply Chain Management 2)

Item	Description
Course Name	Supply Chain Management 2
Course Code	Supply Chain Management 2
Semester / Year	Second Semester / Second Stage
Date of Preparing this Description	2025–2026
Available Attendance Forms	Two in-person classes
Total Study Hours / Units	4 hours / 5 units (4×15 = 60 hours, 5×15 = 75 units)
Course Coordinator	Assist. Prof. Dr. Amudah Obeid Hussein & Assistant Lecturer Eqbal Kamil Awwad
Email	Amodah.hussein@atu.edu.iq / Eqbal.khameel.idi13@atu.iq

Course Objectives

The student will be able to:

1. Understand methods of measuring performance in supply chain management.
2. Comprehend supply chain strategies in decision-making.
3. Apply supply chain strategies in business administration.

Teaching and Learning Strategies

- Lecture delivery by the instructor
- Student participation through questions and discussions
- Case studies and real-life situations to enhance critical thinking and engagement

Course Structure

Week	Hours	Required Learning Outcomes / Unit Topic	Teaching Method	Assessment Method
1	4	Performance Measurement in Supply Chain Management	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
2	4	Procurement Management	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations

Week	Hours	Required Learning Outcomes / Unit Topic	Teaching Method	Assessment Method
3	4	Supplier Relationship Management	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
4-5	4	Ethical and Sustainable Sourcing	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
6	4	Demand Forecasting	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
7-8	4	Enterprise Resource Planning Systems	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
9	4	Inventory Management	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
10	4	Lean Management	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
11-12	4	Lean Systems and Environment	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
13	4	Logistics Services	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
14	4	Customer Relationship Management	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
15	4	Integration in Supply Chain Management	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
16	4	Preparatory Week Before Exam	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations

Course Evaluation

Distribution of marks out of 100 based on:

- Daily preparation
- Oral and written examinations
- Monthly tests
- Reports
- Attendance

Learning and Teaching Resources

Resource Type	References
Main References	Philip Kotler, <i>Marketing Management</i> ; Mohammed Naji Al-Jaafari (1998), <i>Marketing</i> ; Abdulrahman Tawfiq, <i>Marketing</i>
Supporting References	Academic journals and administrative training materials
Electronic Resources	Internet-based academic sources

F. Course Description Form(Principles of Economics)

Section	Item	Details
Course Information	Course Name	Principles of Economics
	Course Code	Principles of Economics
	Semester / Year	Second semester / Second stage
	Date of Preparation	2025–2026
	Attendance Type	Two lecture halls (in-person)
	Total Hours / Units	3 hours / 6 units
	Calculation	$6 \times 15 = 90$ hours, $6 \times 15 = 90$ units
Course Instructor	Name	Dr. Saadiyah Hilal Hassan
	Email	saadiyahasan@atu.edu.iq
Course Objectives	Objective 1	Understand the basic concepts of microeconomics and macroeconomics
	Objective 2	Develop flexibility in economic thinking
	Objective 3	Analyze the role of markets and prices in influencing economic activity

4. Teaching and Learning Strategies

Strategy
Lecture delivery by the instructor with student participation through questions and open discussions
Case studies and real-life situations to stimulate thinking and enhance interaction and understanding

5. Course Structure

Week	Hours	Learning Outcomes	Unit / Topic	Teaching Method	Assessment Method
1	6	Introduction to Economics Basics	Introduction to Economics Basics	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
2	6	Definition of economic problem and its components	Definition of economic problem and its components	Lecture + visual aids	Daily exams, oral tests, reports,

Week	Hours	Learning Outcomes	Unit / Topic	Teaching Method	Assessment Method
					assignments, presentations
3	6	Consumer behavior theory	Consumer behavior theory	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
4	6	Demand elasticity	Demand elasticity	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
5	6	Consumer equilibrium theory	Consumer equilibrium theory	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
6	6	Supply theory and its implications	Supply theory and its implications	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
7	6	Market equilibrium theory	Market equilibrium theory	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
8	6	Costs and revenues	Costs and revenues	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
9	6	Firm equilibrium in different markets	Firm equilibrium in different markets	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
10	6	Macroeconomics: National income	Macroeconomics: National income	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
11	6	Income, employment and production theory	Income, employment and production theory	Lecture + visual aids	Daily exams, oral tests, reports,

Week	Hours	Learning Outcomes	Unit / Topic	Teaching Method	Assessment Method
					assignments, presentations
12	6	Inflation and unemployment	Inflation and unemployment	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
13	6	Money and banking	Money and banking	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
14	6	Foreign trade	Foreign trade	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
15	6	Economic development	Economic development	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
16	6	Preparatory week before final exam	Preparatory week before final exam	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations

6. Course Evaluation

Grades out of 100 are distributed based on:

- Daily attendance and preparation
- Daily exams
- Oral exams
- Monthly exams
- Written exams
- Reports
- Attendance

7. Learning Resources

Type	References
Main textbooks	1. Dr. Kamel Alawi Al-Fatlawi & Dr. Hassan Lateef Kazem Al-Zubaidi (2009) 2. Dr. Karim Mahdi Al-Hassnawi (2012) 3. Dr. Mahmoud Muhammad Dagher 4. Dr. Mahmoud Hussein Al-Wadi (2013)
International references	Arthur O'Sullivan, Steven M. Sheffrin, Stephen J. Perez (2014)

Second Stage

A. Course Description Model :Inventory Planning and Control

Item	Details
Course Name	Inventory Planning and Control
Course Code	Inventory Planning and Control
Year / Semester	Second Year
Date of Preparation	2024
Attendance Type	Two lecture halls (in-person)
Total Hours / Units	5 hours / 10 units
Calculation	$5 \times 30 = 150$ hours, $10 \times 30 = 300$ units
Course Instructor Name	Asst. Lecturer Ahmed Ghaffar Hussein
Email	Ahmed.hussein.idi3@atu.edu.iq

Course Objectives

The student will be able to:

1. Understand the basic concepts of inventory control.
2. Apply scientific methods for inventory management.

Teaching & Learning Strategies

Strategy
Lecture delivery by the instructor, allowing student participation through questions and discussions (open questions and dialogue), in addition to case studies and real-life situations to stimulate thinking and enhance interaction and understanding.

Course Structure

Weeks	Hours	Learning Outcomes	Unit / Topic	Learning Method	Assessment Method
1	5	Inventory	Concept and importance of inventory	Lecture & visual aids	Daily exams, oral tests, reports, assignments, presentations
2	5	Material storage strategies	Material storage strategies	Lecture & visual aids	Daily exams, oral tests, reports, assignments, presentations
3-4	5	Inventory rate	Concept and importance	Lecture & visual aids	Daily exams, oral tests, reports,

Weeks	Hours	Learning Outcomes	Unit / Topic	Learning Method	Assessment Method
					assignments, presentations
5–6	5	Ordering and storage costs	Cost per order and warehouse storage costs	Lecture & visual aids	Daily exams, oral tests, reports, assignments, presentations
7	5	Lead time	Lead time in days, weeks, months	Lecture & visual aids	Daily exams, oral tests, reports, assignments, presentations
8–10	5	Economic order quantity system	Methods of determining quantity	Lecture & visual aids	Daily exams, oral tests, reports, assignments, presentations
11	5	Order quantity & quantity discount	Order quantity and quantity discount	Lecture & visual aids	Daily exams, oral tests, reports, assignments, presentations
12	5	Supplier evaluation	Comparing supplier offers	Lecture & visual aids	Daily exams, oral tests, reports, assignments, presentations
13	5	Quality & inventory systems	Quality and inventory systems	Lecture & visual aids	Daily exams, oral tests, reports, assignments, presentations
14–15	5	Inventory levels	Maximum level, reorder level, minimum level	Lecture & visual aids	Daily exams, oral tests, reports, assignments, presentations
16–17	5	Statistical distributions in inventory control	Inventory control under variable consumption	Lecture & visual aids	Daily exams, oral tests, reports, assignments, presentations
18	5	Safety stock	To face supply fluctuations	Lecture & visual aids	Daily exams, oral tests, reports, assignments, presentations
19	5	Safety stock	To face lead time fluctuations	Lecture & visual aids	Daily exams, oral tests, reports, assignments, presentations
20–21	5	Safety stock determination	Using probability models	Lecture & visual aids	Daily exams, oral tests, reports,

Weeks	Hours	Learning Outcomes	Unit / Topic	Learning Method	Assessment Method
					assignments, presentations
22–24	5	Material requirements planning	Material Requirements Planning (MRP)	Lecture & visual aids	Daily exams, oral tests, reports, assignments, presentations
25	5	Just-in-time system	Just-in-Time system	Lecture & visual aids	Daily exams, oral tests, reports, assignments, presentations
26	5	Waste control	Control of production waste and scrap	Lecture & visual aids	Daily exams, oral tests, reports, assignments, presentations
27	5	Inventory counting	Concept and importance	Lecture & visual aids	Daily exams, oral tests, reports, assignments, presentations
28–29	5	Cash budgeting	Cash budgeting	Lecture & visual aids	Daily exams, oral tests, reports, assignments, presentations
30	5	Automated inventory systems	Using automated systems in inventory control	Lecture & visual aids	Daily exams, oral tests, reports, assignments, presentations

Course Evaluation

Distribution of 100 marks based on daily preparation, daily/weekly/monthly exams (oral and written), reports, attendance, etc.

Learning Resources

Type	Details
Main References	Jassim Nasser Hussein / Sabah Majid Al-Najjar / Hameed Khairallah Salman
Journals & Reports	—
Electronic References	—

B. Course Description Form(Operations Management)

Item	Description
Course Name	Operations Management
Course Code	Operations Management
Semester / Year	Second Year
Date of Preparation	2024
Attendance Type	Two lecture halls (in-person)
Total Study Hours / Units	5 hours / 10 units (5×30 = 150 hours, 10×30 = 300 units)
Course Instructor	Asst. Prof. Dr. Taher Hameed Abbas
Email	
Course Objectives	The student will be able to acquire theoretical and practical skills in operations management in industrial organizations in the areas of planning, organizing, and controlling industrial operations, and using quantitative methods in decision-making related to various aspects of production activity in business organizations.
Teaching & Learning Strategies	Lectures delivered by the instructor with opportunities for students to participate through questions, discussions, and case studies or real-life situations to stimulate thinking, enhance interaction, and understanding.
Course Structure	The course is organized weekly as follows:

Week	Hours	Learning Outcomes	Topic	Method of Learning	Assessment Method
1	5	Production and operations management	Basic functions and their relationship with other departments	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
2	5	Operations management	Organizational structure of operations management	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
3	5	Operations strategy	Systems approach – efficiency and effectiveness	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations

Week	Hours	Learning Outcomes	Topic	Method of Learning	Assessment Method
4	5	Feasibility study	Basic considerations in evaluating industrial projects	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
5	5	Project location selection	Factors affecting industrial projects	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
6	5	Industrial project	Determining production capacity	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
7	5	Industrial project	Financial evaluation of industrial projects	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
8	5	Production methods	Factory layout and buildings	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
9	5	Market and product study	Market and goods analysis	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
10–11	5	Demand forecasting	Statistical methods	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
12	5	Production planning	Linear programming and production planning	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
12–14	5	Transportation & materials handling	Transportation management and problem-solving methods	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
15–16	5	Resource allocation	Methods for solving allocation problems	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
17–18	5	Critical path method	Concept and applications	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations

Week	Hours	Learning Outcomes	Topic	Method of Learning	Assessment Method
19–20	5	Quality control	Methods of controlling production quality	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
21	5	Quality management	Systems and specifications	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
22–23	5	Total quality management	Basic tools of quality management	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
24	5	Total quality applications	Applications in quality charts	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
25–28	5	Maintenance systems	Types – maintenance and reliability	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
29	5	Work organization	Work study – time study	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations
30	5	General review	—	Lecture and visual aids	Daily exams, oral tests, reports, assignments, presentations

Course Evaluation	Marks are distributed out of 100 based on daily attendance, daily/oral/monthly/written exams, and reports.
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References	
Internet Sources	<ul style="list-style-type: none"> • Scientific journals and academic websites • Dr. Abdul Karim Mohsen & Dr. Sabah Majid Al-Najjar; Dr. Ithar Abdul Hadi Al-Maamouri

Item	Course Specification (English)
1. Course Name	Marketing Management
2. Course Code	Marketing Management
3. Semester / Year	Second Year
4. Preparation Date	2024
5. Attendance Type	Classroom (Two halls, in-person)
6. Total Hours / Units	4 hours per week / 8 units
	4 × 30 = 120 hours
	8 × 30 = 240 units
7. Course Coordinator	Asst. Lecturer: Sanaa Saad Kazem
	Email: Sanakadhim@atu.edu.iq

Item	Course Objectives
8. Objectives	The student will be able to gain knowledge and skills in marketing activities and understand the principles and methods of marketing products in terms of pricing, distribution, and promotion. The course also develops skills in sales promotion, motivating consumers to purchase, and understanding strategic requirements and control within organizations.

Item	Teaching & Learning Strategies
9. Strategy	Lectures delivered by the instructor with student participation through questions and answers (open discussions), and case studies or real-life situations to enhance thinking, interaction, and understanding.

Week	Hours	Learning Outcomes	Topic	Teaching Method	Assessment Method
1	4	Overview	Marketing Concept	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
2	4	Marketing Mix Concept	Elements: product, price, place, promotion	Lecture + visual aids	Same
3	4	Marketing Environment	Internal and external environment	Lecture + visual aids	Same
4	4	Consumer Behavior	Purchase decisions, influencing factors, motives, decision steps	Lecture + visual aids	Same
5-6	4	Market Segmentation	Types of markets, targeting, segmentation bases, sales forecasting	Lecture + visual aids	Same

Week	Hours	Learning Outcomes	Topic	Teaching Method	Assessment Method
7–8	4	Product & Product Mix	Product concept, product life cycle	Lecture + visual aids	Same
9	4	Packaging	Concept and standards of packaging	Lecture + visual aids	Same
10–11	4	Distribution Channels	Concept, types, activities	Lecture + visual aids	Same
12	4	Wholesale Trade	Marketing institutions concept, classification of wholesale trade	Lecture + visual aids	Same
13	4	Retail Trade	Nature and importance of retailing	Lecture + visual aids	Same
14–15	4	Physical Distribution	Activities of physical distribution, transportation	Lecture + visual aids	Same
16	4	Marketing Communications	Communication process, promotional mix	Lecture + visual aids	Same
17–18	4	Advertising	Importance and objectives of advertising	Lecture + visual aids	Same
19	4	Sales Promotion	Concept and application of sales promotion	Lecture + visual aids	Same
20	4	Personal Selling	Concept, procedures, sales force management	Lecture + visual aids	Same
21–22	4	Pricing	Objectives and influencing factors	Lecture + visual aids	Same
23	4	Service Marketing	Concept, characteristics, marketing mix	Lecture + visual aids	Same
24–25	4	Information System	Concept, benefits, components, marketing research, classification	Lecture + visual aids	Same
26	4	Marketing Strategy	Control, requirements, procedures	Lecture + visual aids	Same
27	4	Non-Profit Marketing	Concept, objectives, strategy	Lecture + visual aids	Same

Week	Hours	Learning Outcomes	Topic	Teaching Method	Assessment Method
28	4	Direct Marketing	Meaning, characteristics, communication tools	Lecture + visual aids	Same
29	4	Social Considerations	Marketing ethics concept	Lecture + visual aids	Same
30	4	Green Marketing	Concept, dimensions, marketing mix, outcomes	Lecture + visual aids	Same

Item	Course Evaluation
11. Evaluation	Distribution of 100 marks based on student tasks such as daily attendance, oral exams, monthly exams, written exams, reports, etc.

Item	Learning Resources
12. Required Textbooks	(If available)
Main References	Philip Kotler – Marketing Management
	Al-Jaafari, Muhammad Naji (1998), Marketing
	Tawfiq, Abdulrahman – Marketing, Administrative Professional Expertise Center
Supporting References	Scientific journals, reports, etc.
Electronic Resources	Internet websites

Item	Course Specification (English)
1. Course Name	Inventory Accounting
2. Course Code	Inventory Accounting
3. Semester / Year	Second Year
4. Preparation Date	2024
5. Attendance Type	Classroom (Two halls, in-person)
6. Total Hours / Units	5 hours per week / 10 units
	$5 \times 30 = 150$ hours
	$10 \times 30 = 300$ units
7. Course Coordinators	Asst. Lecturer: Amoda Obeid Hussein
	Email: Amodah.hussein@atu.edu.iq
	Lecturer: Wissam Abdul-Kadhim
	Email: Dw-wsm@atu.edu.iq

Item	Course Objectives
8. Objectives	The student will be able to study specialized accounting methods in their applied fields to control the movement of materials in warehouses in terms of quantity and value, and to provide the necessary information for inventory planning.

Item	Teaching & Learning Strategies
9. Strategy	Lectures delivered by the instructor with student participation through open discussions, questions and answers, and case studies or real-life situations to enhance thinking, interaction, and understanding.

Week	Hours	Learning Outcomes	Topic	Teaching Method	Assessment Method
1	5	Basic concepts in inventory accounting	Warehouse accounting procedures and relationship with other departments	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
2	5	Purchasing cycle	Purchasing procedures (local) and accounting treatment	Lecture + visual aids	Same
3	5	Foreign purchases	Letters of credit, accounting treatment, general terms	Lecture + visual aids	Same
4	5	Credit documents	Insurance documents, shipping documents,	Lecture + visual aids	Same

Week	Hours	Learning Outcomes	Topic	Teaching Method	Assessment Method
			commercial invoices		
5	5	Correspondent currency & telegram fees	Interest, closing letters of credit, goods in transit	Lecture + visual aids	Same
6	5	Received goods	Damage, loss, non-conforming items	Lecture + visual aids	Same
7	5	Accounting treatments	Treatment of non-conforming items	Lecture + visual aids	Same
8	5	Shared expenses	Purchase commission, postage, transport, utilities	Lecture + visual aids	Same
9	5	Expense allocation	Shared expenses allocation methods	Lecture + visual aids	Same
10	5	Warehouse documents & records	Receiving, issuing, returns, store ledger	Lecture + visual aids	Same
11	5	Issued inventory pricing methods	Cost-based pricing methods	Lecture + visual aids	Same
12	5	FIFO method	First In First Out method	Lecture + visual aids	Same
13	5	Simple average method	Simple average calculation	Lecture + visual aids	Same
14	5	Weighted average method	Weighted average calculation	Lecture + visual aids	Same
15	5	Pricing methods	Cost-based systems and accounting systems	Lecture + visual aids	Same
16	5	Administrative pricing method	At receipt valuation	Lecture + visual aids	Same
17	5	Comparison of pricing systems	Analysis of issued materials	Lecture + visual aids	Same
18	5	Returned inventory	Concept, valuation, market price, revaluation	Lecture + visual aids	Same
19	5	Inventory counting	Types, periodic and perpetual inventory, procedures	Lecture + visual aids	Same
20	5	Surprise inventory count	Inventory list and differences	Lecture + visual aids	Same
21	5	Accounting treatment	Treatment of inventory differences	Lecture + visual aids	Same

Week	Hours	Learning Outcomes	Topic	Teaching Method	Assessment Method
22	5	Estimation of consumed materials	Turnover rate and inventory control	Lecture + visual aids	Same
23	5	Raw material turnover rate	Work in process and finished goods	Lecture + visual aids	Same
24	5	Unified accounting system	Concept, objectives, chart of accounts	Lecture + visual aids	Same
25	5	Chart of accounts classification	Explanation of accounts	Lecture + visual aids	Same
26	5	Accounting treatment	Inventory accounting and double-entry system	Lecture + visual aids	Same
27	5	Accrual principle	Accounts payable and supplies accounts	Lecture + visual aids	Same
28	5	External purchasing	Accounting treatment of issued materials	Lecture + visual aids	Same
29	5	Journals & records	Purchase journal and inventory issue journal	Lecture + visual aids	Same
30	5	Store ledger	Store ledger register	Lecture + visual aids	Same

Item	Course Evaluation
11. Evaluation	Distribution of 100 marks based on student tasks such as attendance, oral exams, monthly exams, written exams, reports, etc.

Item	Learning Resources
12. Required Textbooks	(If available)
Main References	Karam Zaki Rizq – Baghdad edition
Supporting References	Scientific journals, reports, etc.
Electronic Resources	Internet websites

Item	Course Specification (English)
1. Course Name	Commercial Correspondence (English)
2. Course Code	Commercial Correspondence (English)
3. Semester / Year	Second Year
4. Preparation Date	2024
5. Attendance Type	Classroom (Two halls, in-person)
6. Total Hours / Units	3 hours per week / 6 units
	$3 \times 30 = 90$ hours
	$6 \times 30 = 180$ units
7. Course Coordinator	Prof. Dr. Ali Abdulhusein Saqban
	Email: Dw.ali3@atu.edu.iq

Item	Course Objectives
8. Objectives	The student acquires skills in structured correspondence with international institutions and companies in various topics related to management, storage, and materials control. The course also introduces modern communication methods through the application and practice of correspondence via the international communication network (Internet).

Item	Teaching & Learning Strategies
9. Strategy	Lectures delivered by the instructor with student participation through open questions, discussions, case studies, and real-life situations to enhance thinking, interaction, and understanding.

Week	Hours	Learning Outcomes	Topic	Teaching Method	Assessment Method
1-2	3	Communication and Correspondence	Definitions, importance, types of letters, characteristics of business letters	Lecture	Daily exams, oral tests, reports, assignments, presentations
3-4	3	A Letter of Enquiry	Definition, opening and closing statements	Lecture	Same
5	3	Writing an Enquiry	How to write an enquiry letter	Lecture	Same
6	3	Quotation	Terms of writing quotation	Lecture	Same
7-8	3	Offer Letter	Writing replies to enquiries and offers	Lecture	Same
9	3	Rejection Letter	Writing rejection of offer letters	Lecture	Same
10-11	3	Demand Letter	Definition and types	Lecture	Same

Week	Hours	Learning Outcomes	Topic	Teaching Method	Assessment Method
12–13	3	Payment & Delivery Terms	Terms of payment and delivery	Lecture	Same
14	3	Business Letter Styles	Different styles of writing business letters	Lecture	Same
15	3	Invoice	Definition, importance, types, writing an invoice	Lecture	Same
16–17	3	Complaint Letter	Definition, reasons, how to write complaints	Lecture	Same
18–19	3	Reply to Complaints	Writing replies and adjustment letters	Lecture	Same
20–21	3	Business Communication	Communication technology and tools for message transmission	Lecture	Same
22–23	3	Computer Systems	Definition, history, importance, use in correspondence	Lecture	Same
24–25	3	Internet	Definition and use of international network for communication	Lecture	Same
26–27	3	Common Mistakes	Errors in computer and communication use	Lecture	Same
28–29	3	Commercial Terms	Important commercial terms, abbreviations	Lecture	Same
30	3	Review	Review of important topics	Lecture	Same

Item	Course Evaluation
11. Evaluation	Distribution of 100 marks based on daily attendance, oral exams, monthly exams, written exams, reports, assignments, etc.

Item	Learning Resources
12. Required Textbooks	(If available)
Main References	Hikmat Shakouri Paulina
	Salah Abdul Qadir
	Adnan J.R. Al-Jaboury
Supporting References	Scientific journals, reports, etc.

Item	Learning Resources
Electronic Resources	Internet websites

Item	Course Specification (English)
1. Course Name	Computer Applications
2. Course Code	Computer Applications
3. Semester / Year	Second Year
4. Preparation Date	2024
5. Attendance Type	Classroom (Two halls, in-person)
6. Total Hours / Units	3 hours per week / 2 units
	$3 \times 30 = 90$ hours
	$2 \times 30 = 60$ units
7. Course Coordinator	Asst. Lecturer: Najood Abdul Yasser
	Email: Nejood.abddi.idi@atu.edu.iq

Item	Course Objectives
8. Objectives	The student will be able to learn computer skills and use ready-made applications and the internet in their field of specialization.

Item	Teaching & Learning Strategies
9. Strategy	Lectures delivered by the instructor with student participation through open questions, discussions, and case studies or real-life situations to enhance thinking, interaction, and understanding.

Week	Hours	Learning Outcomes	Topic	Teaching Method	Assessment Method
1	3	Security and Networking	What is a network? Types of networks, basic components	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
2	3	Security and Networking (Cont.)	Basic network components	Lecture + visual aids	Same
3	3	Security and Networking (Cont.)	Network security basics, threats, troubleshooting	Lecture + visual aids	Same
4	3	Security and Networking (Cont.)	Troubleshooting tools, network issues and symptoms	Lecture + visual aids	Same
5	3	Security and Networking (Cont.)	Command-line diagnostics, connectivity issues	Lecture + visual aids	Same
6	3	E-Commerce	Electronic banking services (ATM, debit cards)	Lecture + visual aids	Same

Week	Hours	Learning Outcomes	Topic	Teaching Method	Assessment Method
7	3	E-Commerce (Cont.)	Phone banking, SMS banking, mobile banking	Lecture + visual aids	Same
8	3	Computer Troubleshooting	Hardware issues, software problems	Lecture + visual aids	Same
9	3	Computer Troubleshooting (Cont.)	Hardware diagnosis, Safe Mode troubleshooting	Lecture + visual aids	Same
10	3	Computer Troubleshooting (Cont.)	OS issues, blue screen errors, slow performance	Lecture + visual aids	Same
11	3	Computer Troubleshooting (Cont.)	Virus removal, driver updates	Lecture + visual aids	Same
12	3	Introduction to AI	Definition, history, techniques	Lecture + visual aids	Same
13	3	AI (Cont.)	Characteristics, benefits, challenges, ethics	Lecture + visual aids	Same
14	3	AI (Cont.)	Limitations, role of data	Lecture + visual aids	Same
15	3	AI (Cont.)	AI tools and frameworks	Lecture + visual aids	Same
16	3	AI in Smartphones	Virtual assistants (Siri, Google Assistant, Alexa)	Lecture + visual aids	Same
17	3	AI in Smartphones (Cont.)	Adaptive learning, real-time translation	Lecture + visual aids	Same
18	3	AI in Smartphones (Cont.)	Future trends and challenges	Lecture + visual aids	Same
19	3	AI Applications	Education and healthcare	Lecture + visual aids	Same
20	3	AI Applications (Cont.)	Transportation and advertising	Lecture + visual aids	Same
21	3	AI Applications (Cont.)	Finance, robotics, automation	Lecture + visual aids	Same
22	3	AI Applications (Cont.)	Marketing targeting and personalization	Lecture + visual aids	Same
23	3	AI Applications (Cont.)	Image/video analysis, smart cities	Lecture + visual aids	Same
24	3	AI Applications (Cont.)	Future trends	Lecture + visual aids	Same

Week	Hours	Learning Outcomes	Topic	Teaching Method	Assessment Method
25	3	AI and Society	Social impact, public safety	Lecture + visual aids	Same
26	3	AI and Society (Cont.)	Cultural perspectives, governance	Lecture + visual aids	Same
27	3	Ethical Challenges in AI	Ethics, transparency, privacy	Lecture + visual aids	Same
28	3	Ethical Challenges in AI (Cont.)	Autonomous systems, AI marketing ethics	Lecture + visual aids	Same
29	3	Ethical Challenges in AI (Cont.)	Education, human rights	Lecture + visual aids	Same
30	3	Future of AI	Trends, research, emerging technologies	Lecture + visual aids	Same

Item	Course Evaluation
11. Evaluation	Distribution of 100 marks based on attendance, oral exams, monthly exams, written exams, reports, and assignments

Item	Learning Resources
12. Required Textbooks	(If available)
Main References	Graham Brown & David Watson, <i>Cambridge IGCSE Information Technology</i> (3rd Ed., 2020)
	Alan Evans, Kendall Martin, Mary Anne Poatsy, <i>Technology In Action</i> (16th Ed., 2020)
	Ahmed Banafa, <i>Introduction to Artificial Intelligence</i>
	Curtis Frye & Joan Lambert, <i>Microsoft Office 2019 Step by Step</i>
	Al-Khidr Alaa Al-Khidr, <i>Computer Fundamentals</i> (2016)
	Dr. Adel Abdul-Nour, <i>Introduction to Artificial Intelligence</i> (2005)
Supporting References	Scientific journals, reports, etc.
Electronic Resources	Internet websites

Item	Course Specification (English)
1. Course Name	English Language
2. Course Code	English Language
3. Semester / Year	Second Year
4. Preparation Date	2024
5. Attendance Type	Classroom (Two halls, in-person)
6. Total Hours / Units	1 hour per week / 2 units
	1*30=30 hours
	2*30=60 units
7. Course Coordinator	Prof. Dr. Ali Abdulhusein Saqban
	Email: Dw.ali3@atu.edu.iq

Item	Course Objectives
8. Objectives	Developing language skills: speaking, listening, reading, and writing. Improving grammatical competence and enabling correct use of basic grammar rules. Expanding vocabulary across different topics. Enhancing communication skills for daily situations. Developing reading comprehension through various texts. Improving writing skills for clear and organized texts. Enhancing listening comprehension through practice. Introducing cultural awareness of different societies. Encouraging critical thinking, analysis, and discussion. Supporting students in evaluating their language progress.

Item	Teaching & Learning Strategies
9. Strategy	Lectures, exams, training, and practical application

Week	Hours	Learning Outcomes	Topic	Teaching Method	Assessment Method
1	1	Unit One	What's your name? translation	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
2	1	Unit Two	Countries / Where are you from? reading and listening	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
3	1	Translation / Everyday language	Translation and everyday expressions	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
4	1	Unit Three	Jobs / Negative form / What's your job	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations

Week	Hours	Learning Outcomes	Topic	Teaching Method	Assessment Method
5	1	Translation / Reading / Everyday English	Translation, reading practice, and everyday English expressions	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
6	1	Unit Four	The family / Possessive 's / Vocabulary	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
7	1	Have & Has	Translation, reading, and everyday English practice	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
8	1	Unit Five	Sports, food, and drinks	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
9	1	Translation / Vocabulary / Pronunciation	Translation, vocabulary building, and pronunciation practice	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
10	1	Translation / Vocabulary / Pronunciation	Translation, vocabulary building, and pronunciation practice	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
11	1	Writing	Writing about yourself	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
12	1	Unit Six	The time / Questions and negative forms	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
13	1	Translation / Vocabulary / Everyday English	Translation, vocabulary, and everyday English practice	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
14	1	Unit Seven	This & that / Question words / Translation	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
15	1	Reading / Everyday English	Reading comprehension and everyday English practice	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations

Week	Hours	Learning Outcomes	Topic	Teaching Method	Assessment Method
16	1	Unit Eight	Rooms & furniture / Prepositions	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
17	1	Reading / Translation	Reading comprehension and translation practice	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
18	1	Unit Nine	Saying years / Was & were / Writing about birth	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
19	1	Translation / Everyday English	Translation and everyday English practice	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
20	1	Writing	Writing about types of adverbs	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
21	1	Unit Ten	Questions and negative forms / Translation	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
22	1	Vocabulary / Reading	Vocabulary development and reading practice	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
23	1	Unit Eleven	Activities / Can & can't / Translation	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
24	1	Everyday English	Everyday English practice	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
25	1	Unit Twelve	In a restaurant	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
26	1	Translation / Reading	Translation and reading practice	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations

Week	Hours	Learning Outcomes	Topic	Teaching Method	Assessment Method
27	1	Unit Thirteen	Translation and reading	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
28	1	Vocabulary / Everyday English	Vocabulary development and everyday English practice	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
29	1	Unit Fourteen	Listening and translation	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations
30	1	Reading & Listening	Reading comprehension and listening practice	Lecture with visual aids	Daily exams, oral tests, reports, assignments, presentations

Item	Course Evaluation
11. Evaluation	Distribution of 100 marks based on daily attendance, oral exams, monthly exams, written exams, reports, and assignments

Item	Learning Resources
12. Required Textbooks	HEADWAY PLUS
	John and Liz Soars
	Oxford University Press
Main References	—
Supporting References	Scientific journals and educational reports
Electronic Resources	Internet websites

Item	Course Specification (English)
1. Course Name	Applications of Inventory Systems
2. Course Code	Applications of Inventory Systems
3. Semester / Year	Second Year
4. Preparation Date	2024
5. Attendance Type	Classroom (Two halls, in-person)
6. Total Hours / Units	3 hours per week / 6 units
	3*30=90 hours
	6*30=180 units
7. Course Coordinator	Name: Asst. Lect. Yaas Khudhair Abbas
	Email: dw.yas@atu.edu.iq

Item	Course Objectives
8. Objectives	The student will be able to understand the importance of inventory systems applications and modern software used in warehouses and large projects, and how to use them in inventory operations. It also focuses on using ready-made technological applications in managing, planning, and controlling inventory operations.

Item	Teaching & Learning Strategies
9. Strategy	Lectures delivered by the instructor with student participation through open questions and discussions, case studies, and real-life situations to enhance thinking, interaction, and understanding.

Week	Hours	Learning Outcomes	Topic	Teaching Method	Assessment Method
1-2	3	Introduction to MIS	Components, characteristics, importance of systems	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
3-4	3	Inventory & Accounting Systems	Understanding inventory and accounting information systems	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
5	3	Accounting Software	Al-Amin / QuickBooks: features and setup steps	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
6-8	3	System Configuration	Currency settings, inventory settings, accounting configurations	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
9-12	3	Chart of Accounts	Definition, structure, account types, balances	Lecture + visual aids	Daily exams, oral tests, reports,

Week	Hours	Learning Outcomes	Topic	Teaching Method	Assessment Method
					assignments, presentations
13–14	3	Accounting Cycle	Documents, sales invoices, purchase invoices, receipts, payments	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
15–16	3	Inventory Counting	Methods, systems, and procedures of inventory counting	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
17–18	3	Barcode Systems	Barcode scanners and their functions	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
19–20	3	Inventory Items	Classification and access to inventory	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
21–23	3	Customers	Sales orders, invoicing, customer collections	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
24–27	3	Suppliers & Purchases	Supplier management, purchase orders, payments, tax operations	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
28	3	Journal Entries	Recording system entries and settlement preparation	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
29–30	3	Database Systems	Banking transactions, e-commerce transactions, credit cards	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations

Item	Course Evaluation
11. Evaluation	Distribution of 100 marks based on daily attendance, oral exams, monthly exams, written exams, reports, and assignments

Item	Learning Resources
12. Main References	Ghanem Fanjan Mousa & Raad Rizq Istifan (1991), <i>Warehouse Management</i> , University of Mosul

Item	Learning Resources
	Diyaa Abdulhussein Al-Qamusi & Adnan Abdulhamid (2012), <i>Principles of Accounting</i> , Baghdad
	Ziyad Hashim Al-Saqqa & Qasim Mohsen Al-Hibiti (2006), <i>Accounting Information Systems</i> , Mosul
	Nawal Abdulkarim Al-Ashhab (2015), <i>E-Commerce</i> , Amjad Publishing
Supporting References	Scientific journals and reports
Electronic Resources	Internet websites

Item	Course Specification (English)
1. Course Name	Crimes of the Ba'ath Regime
2. Course Code	Crimes of the Ba'ath Regime
3. Semester / Year	Second Year
4. Preparation Date	2024
5. Attendance Type	Classroom (Two halls, in-person)
6. Total Hours / Units	1 hour per week / 2 units
	1*30=30 hours
	2*30=60 units
7. Course Coordinator	Name: Assistant Lecturer Hassanein Ali Hadi
	Email: Hassanein.hadi@atu.edu.iq

Item	Course Objectives
8. Objectives	The student will be able to understand the concept of crime and its types, including psychological and social crimes and their impacts, as well as the decisions issued by the Iraqi High Criminal Court.

Item	Teaching & Learning Strategies
9. Strategy	Lectures delivered by the instructor with student participation through open questions and discussions, case studies, and real-life situations to enhance thinking, interaction, and understanding.

Week	Hours	Learning Outcomes	Topic	Teaching Method	Assessment Method
1	1	Definition of crime and its types (legal, sociological, psychological, religious perspectives)	Concept of crime and its classifications	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
2	1	Types of crimes (international, political, social, governmental, religious, human rights violations, etc.)	Categories of crimes	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
3	1	Crimes of the Ba'ath regime according to Iraqi High Criminal Court law (2005)	Ba'ath regime crimes documentation	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
4	1	International crimes such as genocide and crimes against humanity	International crimes types	Lecture + visual aids	Daily exams, oral tests, reports,

Week	Hours	Learning Outcomes	Topic	Teaching Method	Assessment Method
					assignments, presentations
5	1	Decisions issued by the Iraqi High Criminal Court	Court rulings	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
6	1	Major cases (Dujail massacre, Halabja, Anfal operations)	Major criminal cases	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
7	1	Execution of Iraqi traders case	Executions case	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
8	1	Friday prayer events, political party liquidation, Kurdish Fayli displacement	Political repression cases	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
9	1	Psychological and social crimes and their effects	Psychological and social impacts	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
10	1	Mechanisms of psychological crimes (food control, fear, intimidation)	Psychological crime mechanisms	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
11	1	Ethnic and sectarian cleansing mechanisms	Ethnic cleansing mechanisms	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
12	1	Effects of psychological crimes	Impacts of psychological crimes	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
13	1	Social crimes and militarization of society	Social crimes	Lecture + visual aids	Daily exams, oral tests, reports,

Week	Hours	Learning Outcomes	Topic	Teaching Method	Assessment Method
					assignments, presentations
14	1	Attitude of Ba'ath regime toward religion	Religion policy	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
15	1	Violations of Iraqi laws	Legal violations	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
16	1	Politicization of judiciary and appointment of loyal judges	Judicial system manipulation	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
17	1	Political and military violations	Political/military crimes	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
18	1	Environmental crimes of the Ba'ath regime	Environmental destruction	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
19	1	Bombing of Basra and Halabja	War attacks	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
20	1	Effects of Halabja attack	Consequences of Halabja	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
21	1	Destruction of cities and villages (scorched earth policy)	Urban destruction	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
22	1	Targeting religious sites and mosques	Religious site attacks	Lecture + visual aids	Daily exams, oral tests, reports,

Week	Hours	Learning Outcomes	Topic	Teaching Method	Assessment Method
					assignments, presentations
23	1	Jasim battle	Military battle	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
24	1	Burning oil wells and draining marshes	Environmental damage	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
25	1	Destruction of agriculture and palm groves	Agricultural destruction	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
26	1	Mass graves crimes	Mass graves	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
27	1	1991 uprising and mass graves	Sha'aban uprising	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
28	1	Mass graves from 1963 events	Historical graves	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
29	1	Mass graves from Iran-Iraq war (1980–1988)	War-related graves	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
30	1	Mass graves of 1991 uprising victims	1991 victims graves	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations

Item	Course Evaluation
1. Evaluation	Distribution of 100 marks based on daily attendance, oral exams, monthly exams, written exams, reports, and assignments

Item	Learning Resources
2. Main References	Ministry of Higher Education curriculum (no author specified)
Supporting References	—
Electronic Resources	—

Item	Course Specification (English)
1. Course Name	Arabic Language
2. Course Code	Arabic Language
3. Semester / Year	Second Year
4. Preparation Date	2024
5. Attendance Type	Classroom (Two halls, in-person)
6. Total Hours / Units	1 hour per week / 2 units
	1*30=30 hours
	2*30=60 units
7. Course Coordinator	Name: Assistant Lecturer Sarah Aliwi Abu Suda
	Email: sarahabusodaidi1@atu.edu.iq

Item	Course Objectives
8. Objectives	Students will acquire the ability to understand Arabic grammar rules and maintain correct language usage, avoiding linguistic errors in speech and academic writing.

Item	Teaching & Learning Strategies
9. Strategy	Lectures, exams, training, and practical application.

Week	Hours	Learning Outcomes	Topic	Teaching Method	Assessment Method
1	2	Language errors and correct writing rules (taa marbuta, taa open, taa long)	Introduction to linguistic errors	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
2	2	Rules of alif maqsura and alif mamduda; sun and moon letters	Orthographic rules	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
3	2	Difference between dād and zā'	Phonetic distinction	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
4	2	Writing hamza correctly	Hamza rules	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
5	2	Punctuation marks	Punctuation	Lecture + visual aids	Daily exams, oral tests, reports,

Week	Hours	Learning Outcomes	Topic	Teaching Method	Assessment Method
					assignments, presentations
6	2	Noun and verb identification	Parts of speech	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
7	2	Objects (mafa'il)	Grammatical objects	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
8	2	Numbers in Arabic	Numbers usage	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
9	2	Common language mistakes exercises	Error correction	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
10	2	Nunation and meanings of prepositions	Grammar usage	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
11	2	Formal administrative writing structure	Administrative writing	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
12	2	Language of administrative correspondence	Official writing style	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
13	2	Administrative correspondence samples	Practical applications	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
14	2	Review of language errors (taa rules)	Revision	Lecture + visual aids	Daily exams, oral tests, reports,

Week	Hours	Learning Outcomes	Topic	Teaching Method	Assessment Method
					assignments, presentations
15	2	Review of orthographic rules	Revision	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
16	2	Arabic letters and types (vowel/consonant)	Phonetics	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
17	2	Simple sentence structure	Sentence building	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
18	2	Relative pronouns	Grammar	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
19	2	Definite and indefinite nouns	Grammar	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
20	2	Verb conjugation basics	Verb forms	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
21	2	Past and present verbs	Tenses	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
22	2	Adjectives (simple and compound)	Descriptions	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
23	2	Subject and object usage	Grammar structure	Lecture + visual aids	Daily exams, oral tests, reports,

Week	Hours	Learning Outcomes	Topic	Teaching Method	Assessment Method
					assignments, presentations
24	2	Conjunctions	Linking words	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
25	2	Question words	Interrogatives	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
26	2	Short texts	Reading practice	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
27	2	Discussion questions	Interactive learning	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
28	2	Simple sentence writing	Writing practice	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
29	2	Paragraph writing introduction	Writing skills	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations
30	2	Basic grammar rules review	Final review	Lecture + visual aids	Daily exams, oral tests, reports, assignments, presentations

Item	Course Evaluation
1. Evaluation	Distribution of 100 marks based on daily attendance, oral exams, monthly exams, written exams, reports, and assignments

Item	Learning Resources
2. Main References	M. Hazem Alaa Maabad
Supporting References	—

Item	Learning Resources
Electronic Resources	—