

## Academic Program Description Form

**University Name:** Al-Furat Al-Awsat Technical University  
**Faculty/Institute:** Babylon Technical Institute  
**Scientific Department:** Materials Management Techniques  
**Academic or Professional Program Name:** Technical Diploma  
**Final Certificate Name:** Technical Diploma in Materials Management  
**Academic System:** Annual  
**Description Preparation Date:** 01/02/2024  
**File Completion Date:** 18/02/2024



**Signature:**

**Head of Department Name:**

**Prof. Dr. Hashim Jabbar Majeed**

**Date:** 19/02/2024

**Signature:**

**Scientific Associate Name:**

**Assi. Prof. Dr. Oras Khudair Obais**

**Date:**

**The file is checked by:**

**Department of Quality Assurance and University Performance**

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

**Lecturer. Khansaa Aziz Obais**

**Date:**

**Signature:**

**27/2/2024**

**Approval of the Dean**

### 1. Program Vision

Provide society with a solid layer of science, learning and culture by following valid and modern means towards the development of technical education to manage materials to reach Arab and international academic excellence.

### 2. Program Mission

Applying and updating the foundations of technical and logistical education aimed at bringing out well-educated youth capacities and expanding the links between the Institute and all colleges and universities and exchanging experiences with workers in governmental and mixed organizations.

### 3. Program Objectives

Graduate an intermediate management level capable of dealing with substances of various kinds from identifying the needs of the organization in which it operates, addressing suppliers inside and outside the country, examining, receiving, preserving, handling, laying and desolation of materials, as well as maintaining records, various cards, insurance, coding, inventory, write-off and disposal of stagnant materials, etc.

### 4. Program Accreditation

Does the program have program accreditation? And from which agency?  
**No**

### 5. Other external influences

Is there a sponsor for the program?  
**No**

### 6. Program Structure

Program Structure	Number of Courses	Credit hours	Percentage	Reviews*
Institution Requirements	19	124	100%	
College Requirements	19	124	80%	
Department Requirements	19	124	60%	
Summer Training	19	124	60%	

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

<b>7. Program Description</b>				
Year/Level	Course Code	Course Name	Credit Hours	
			theoretical	practical
First		Material Management Techniques	1	3
First		Storage Techniques	2	3
First		Specialized readings	1	2
First		English Language	1	—
First		Management Principles	1	2
First		Principles of Statistics	1	2
First		Accounting Principles	1	2
First		Human rights and democracy	2	—
First		Risk Management	2	2
First		First Phase Computer Applications	2	2
Second		Production and Operations Management	2	3
Second		Inventory Accounting	2	3
Second		Inventory planning and control	2	3
Second		Marketing management	2	2
Second		Computer Applications	1	2
Second		Research Project	1	1
Second		Correspondence	1	2
Second		Systems Management	1	2
Second		English Language	1	—

<b>8. Expected learning outcomes of the program</b>	
<b>Knowledge</b>	
Miscellaneous Records and Storage Cards Management	5.1: How to identify material requirements, request procedures 5.2: Record-keeping and miscellaneous cards 5.3: How to inspect and save storage, handling and insurance 5.4: Perform inventory and write-off procedures, dispose of damaged and stagnant materials
<b>Skills</b>	
Computer skills	Use of computer software and systems related to storage techniques

Storage Skills	How to do the receiving, inspection, delivery and registration procedures
<b>Ethics</b>	
Cases of study process	Conclusion of solutions to practical situations raised during lectures
Field work	Conclusion of solutions to work problems during summer field training

## 9. Teaching and Learning Strategies

Lectures, practical training in laboratories and training in the field of employment (summer training)

## 10. Evaluation methods

Daily, monthly, annual, miscellaneous exams, discussions with teachers of subjects during lectures.

## 11. Faculty

### Faculty Members

Academic Rank	Specialization		Special Requirements/Skills (if applicable)		Number of the teaching staff	
	General	Special			Staff	Lecturer
Professor	Business Administration	Knowledge and Management Department			2	
Assistant Professor	Business Administration	Human resources management			1	
Assistant Professor	Business Administration	Operations Management			1	
Assistant Professor	Business Administration	Administrative Sciences			1	
Assistant Teacher	Business Administration	Strategic Management			1	
Assistant Teacher	Business Administration	Business Administration			1	
Assistant Teacher	Business Administration	Entrepreneurship			1	

Assistant Teacher	Business Administration	Organizational behavior and human resources			1	
Assistant Teacher	Management and economics	Industrial Management			1	
Assistant Teacher	Management and economics	Industrial Management			1	
Assistant Teacher	Management and economics	Industrial Management			1	
Assistant Teacher	Mechanical engineering	Applied Mechanics			1	

### **Professional Development**

#### **Mentoring new faculty members**

Personal and vocational training during the year

#### **Professional development of faculty members**

Student research, scientific seminars and scientific discussions

### **12. Acceptance Criterion**

Graduate of preparatory study in its commercial, literary and scientific branches at a rate of at least 60% with all lessons

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

Methodological books and auxiliary sources.

### **14. Program Development Plan**

According to Scientific Developments

## 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	
<b>First</b>		Material Management Techniques	Basic	X	X				X		X	X		X	X	
		Storage Techniques	Basic			X	X				X	X		X	X	
		Risk Management	Basic			X						X		X	X	
		Accounting Principles	Basic			X					X	X		X	X	
		Management Principles	Basic		X						X			X	X	
		First Phase Computer Applications	Optional										X		X	X
		Principles of Statistics	Basic										X		X	X
		Human rights and democracy	Optional										X			X

		Specialized readings	Basic									X		X	X
		English language	Optional				X					X			X
<b>Second</b>		Inventory planning and control	Basic	X							X	X		X	X
		Storage Accounting	Basic			X			X	X	X	X		X	X
		Production and Operations Management	Basic						X			X		X	X
		Computer Applications	Optional									X		X	X
		Marketing Department	Basic									X		X	X
		Systems Management	Basic									X		X	X
		Correspondence	Basic									X		X	X
		Research Project	Basic									X		X	X
		English language	Optional				X					X			X

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

## Course Description Form

<b>1. Course Name:</b>					
Specialized readings					
<b>2. Course Code:</b>					
<b>3. Semester / Year:</b>					
2023-2024					
<b>4. Description Preparation Date:</b>					
01/02/2024					
<b>5. Available Attendance Forms:</b>					
Compulsory attendance					
<b>6. Number of Credit Hours (Total) / Number of Units (Total)</b>					
64 hours					
<b>7. Course administrator's name (mention all, if more than one name)</b>					
Name: Dr. Hashim Jabbar Majid Wahab Email: hashim aldedah@atu.edu.iq					
<b>8. Course Objectives</b>					
<b>Course Objectives</b>		Scientific English for Special Purposes aims to improve new business opportunities for students of the Department of Materials Management Technical			
<b>9. Teaching and Learning Strategies</b>					
<b>Strategy</b>		Lecture/Discussion/Brainstorming			
<b>10. Course Structure</b>					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
Week (1)	3	Teach students about types of communication in business	Communications	lectures	tests
Week (2) Week (3)	6	Students' education at managerial levels directly important	Administration levels, kinds and importance	lectures	Tests Practical Status
Week (4) Week (5)	6	Teaching the student on the concept of management, its functions and the functions of the manager.	Management and managers duties	lectures	tests
Week (6) Week (7) Week (8)	9	Student's education on statistical processes and the importance of statistics in business management	Statistics in business	lectures	tests
Week (9) Week (10)	6	Teaching the student, the concept of insurance, its types and the purpose of insurance in the business.	Warehouse Insurance	lectures	tests



Week (11) Week (12) Week (13)	9	Teaching students the concept of marketing, its parts and ways of working from sale, purchase and manufacture	Marketing	lectures	tests
Week (14) Week (15) Week (16)	9	Teaching students on accounting principles and accounting terminology in English	Accounting concepts	lectures	tests
Week (17) Week (18)	6	Student's Education Concept of Business Correspondence, Business Messages and Business Training Terminology	Trade business correspondence terms	lectures	tests
Week (19) Week (20)	6	Teaching students on business message chart and exercises on business message chart	Business letters, exercises on paths of letters	lectures	tests
Week (21) Week (22)	6	Questions and examples on multiple topics	The quotation exercises	lectures	tests
Week (23) Week (24)	6	Teaching the student about the concept of the application letter and the quality of dealing with the application letter.	Order letters and complaints exercises	lectures	tests
Week (25) Week (26)	6	Teaching students on forms of communication, communication technology, exercises and examples on the subject	Other forms of written communication; technical short formal reports	lectures	tests
Week (27) Week (28) Week (29) Week (30)	12	Teach students the importance of communications in business and types of communications such as telex, telegrams, systems processes, qualitative systems, entry and exit processes	New facilities of business communication, telex, telegram, word processing systems, facsimile system.	lectures	tests

### 11. Course Evaluation

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

### 12. Learning and Teaching Resources

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

<b>13. Course Name:</b>					
Management Principles					
<b>14. Course Code:</b>					
<b>15. Semester / Year:</b>					
2023-2024					
<b>16. Description Preparation Date:</b>					
02/02/2024					
<b>17. Available Attendance Forms:</b>					
Compulsory attendance					
<b>18. Number of Credit Hours (Total) / Number of Units (Total)</b>					
90 hours					
<b>19. Course administrator's name (mention all, if more than one name)</b>					
Name: Laila Mansour Mezher Merhej Email: Layla.mazhar.bib10@atu.edu.iq					
<b>20. Course Objectives</b>					
<b>Course Objectives</b>		Providing students with basic concepts relating to business principles, activities and applications			
<b>21. Teaching and Learning Strategies</b>					
<b>Strategy</b>		Lecture/Discussion/Brainstorming			
<b>22. Course Structure</b>					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
Week (1)	3	Examine the nature of management, the Director's tasks and the challenges facing contemporary management.	Department's concept, relevance and objectives	Lecture and practical cases	Oral Test
Week (2) Week (3) Week (4)	9	Management behaviour patterns, management skills, director's roles.	Director's assignments	Lecture and practical cases	Oral and editorial tests
Week (5) Week (6)	6	Evolution of administrative thought, school of scientific management, bureaucracy.	Administrative Schools	Lecture and practical cases	Oral and editorial tests
Week (7) Week (8)	6	Jonon-Volt Study, Bernard-Axy Theory for Douclas McCricker	Humanitarian School	Lecture and practical cases	Oral and editorial tests
Week (9) Week (10) Week (11)	9	Open systems theory (system concept, system components) quantitative management	School of Contemporary Trends	Lecture and practical cases	Oral and editorial tests
Week (12)	3	Public and Private Structure	Management and environment	Lecture and practical cases	Oral and editorial tests

Week (13) Week (14)	6	Nature of planning and types of planning Address planning obstacles	Planning function	Lecture and practical cases	Oral and editorial tests
Week (15) Week (16)	6	Decision-making, concept of decision-making, types of decisions, patterns of decision-making	Decision-making and its steps	Lecture and practical cases	Oral and editorial tests
Week (17)	3	Relevance and nature of organization, organizational structure and organizational patterns	Organizational function	Lecture and practical cases	Oral and editorial tests
Week (18) Week (19)	6	Nature of validity, sources, conversion	Authority (Authority), liability	Lecture and practical cases	Oral and editorial tests
Week (20) Week (21)	6	Horizontal Relations, Vertical Advisory Relations, Committees and Councils	Internal organizational relations	Lecture and practical cases	Oral and editorial tests
Week (22)	3	Nature of stimulation, stimulus theories, needs theory of Maslow, expectation theory	Leadership and Motivation	Lecture and practical cases	Oral and editorial tests
Week (23) Week (24)	6	Driving theories, driving attributes, driving patterns	Director's leadership function	Lecture and practical cases	Oral and editorial tests
Week (25)	3	Communication, nature, methods, channels, obstacles	Nature of communication	Lecture and practical cases	Oral and editorial tests
Week (26) Week (27)	6	Censorship, its concept, its nature, its tools and methods	Oversight function	Lecture and practical cases	Oral and editorial tests
Week (28)	3	The Organization's social responsibility, concept and scope	The organization's social responsibility	Lecture and practical cases	Oral and editorial tests
Week (29) Week (30)	6	Management, planning and activities of the facility	Managing the Organization's activities	Lecture and practical cases	Oral and editorial tests

### 23. Course Evaluation

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

### 24. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Management Principles
Main references (sources)	Management Principles
Recommended books and references (scientific journals, reports...)	Human resources management
Electronic References, Websites	Human resources management

<b>25. Course Name:</b>					
Material Management Techniques					
<b>26. Course Code:</b>					
<b>27. Semester / Year:</b>					
2023-2024					
<b>28. Description Preparation Date:</b>					
03/02/2024					
<b>29. Available Attendance Forms:</b>					
Compulsory attendance					
<b>30. Number of Credit Hours (Total) / Number of Units (Total)</b>					
120 hours					
<b>31. Course administrator's name (mention all, if more than one name)</b>					
Name: Reda Abdul Khader Hamoud Email:					
<b>32. Course Objectives</b>					
<b>Course Objectives</b>		The student's knowledge of the right scientific concepts and methods in the management of materials and their importance in a streamlining Materials for requesting entities and experience in the conduct and management of activities related to the provision of materials and its delivery to the Organization at the appropriate time and place and its preservation			
<b>33. Teaching and Learning Strategies</b>					
<b>Strategy</b>		Lectures, hands-on training, summer field training			
<b>34. Course Structure</b>					
<b>Week</b>	<b>Hours</b>	<b>Required Learning Outcomes</b>	<b>Unit or subject name</b>	<b>Learning method</b>	<b>Evaluation method</b>
Week (1)	5	The student understands the objectives of the management of the materials and their importance to the organization	The concept and importance of material management, its objectives and what it is,	Lecture and laboratory cases	Oral and editorial tests
Week (2)	5	The student understands the nature, concept, objectives and relevance of the procurement function of the Organization	Procurement function, concept, objectives and importance.	Lecture and laboratory cases	Oral and editorial tests
Week (3) Week (4)	10	The student understands the various tasks of procurement management, such as checking the need, selecting sources of purchase, studying prices and the responsibilities of procurement management	Various tasks and duties of procurement management and selection of sources of supply	Lecture and laboratory cases	Oral and editorial tests
Week (5) Week (6) Week (7) Week (8) Week (9)	25	The student understands the diverse procurement management policies to provide the materials needed by the organization.	Purchasing policies such as centralization, decentralization and	Lecture and laboratory cases	Oral and editorial tests

			combination, buying at the right quality, buying at the right price, time and quantity using the right quantitative methods.		
Week (10)	5	The student understands the functional relationship between procurement management and warehouse management and other departments	Procurement management relationship, storage policies and relationship with other departments	Lecture and laboratory cases	Oral and editorial tests
Week (11) Week (12)	10	The student understands the diverse strategies of procurement management, their importance and the diverse factors that affect them	Procurement strategies are conceptual, important and influential factors in buyer's purchasing behaviour	Lecture and laboratory cases	Oral and editorial tests
Week (13) Week (14)	10	Student understands purchase strategy as needed, storage strategy, exchange strategy, speculative strategy	Purchase Strategy as Needed, Storage Strategy Exchange Strategy, Speculative Strategy	Lecture and laboratory cases	Oral and editorial tests
Week (15) Week (16)	10	Student understands how to choose sources of supply, or negotiate and contract with suppliers	Selection of sources of supply and stages, evaluation of the performance of sources of purchase, negotiation and contracting with suppliers	Lecture and laboratory cases	Oral and editorial tests
Week (17) Week (18)	10	The student understands how to determine the economic size of purchase orders, and how to calculate them	Determination of the economic size of purchase orders, factors affecting its determination and methods of calculation	Lecture and laboratory cases	Oral and editorial tests
Week (19)	5	The student understands how to evaluate the performance of the purchase and storage functions	Performance Calendar of Procurement and Storage/Concept Functions, Objectives, Procedures	Lecture and laboratory cases	Oral and editorial tests

Week (20)	5	The student understands the concept of storage and its importance and objectives	Storage concepts, importance and objectives	Lecture and laboratory cases	Oral and editorial tests
Week (21)	5	The student understands the organizational dependence of warehouse management	Organizational dependence on warehouse management and its relationship with other departments	Lecture and laboratory cases	Oral and editorial tests
Week (22)	5	The student understands the policy of centralization and decentralization in storage and combination	Centralization and decentralization of storage and combination	Lecture and laboratory cases	Oral and editorial tests
Week (23) Week (24) Week (25)	10	Student understands how to determine and calculate storage levels, emergency balance and waiting period	Storage levels, emergency balance, waiting period and organization's needs	Lecture and laboratory cases	Oral and editorial tests
Week (26)	5	The student understands what items are damaged, the causes of damage and the causes of damage	Damaged and damaged items, purchases, stores, production, processors	Lecture and laboratory cases	Oral and editorial tests
Week (27) Week (28)	10	Student understands how to process stagnant, damaged items, and procedures to write off materials	Treatment of stagnant, damaged items and procedures for write-off of materials	Lecture and laboratory cases	Oral and editorial tests
Week (29) Week (30)	10	Student understands packaging and its importance and methods and types of packaging equipment	Packaging, its concept and importance, its objectives and types of packaging equipment	Lecture and laboratory cases	Oral and editorial tests

### 35. Course Evaluation

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

### 36. Learning and Teaching Resources

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

<b>37. Course Name:</b>					
Human rights and democracy					
<b>38. Course Code:</b>					
<b>39. Semester / Year:</b>					
2023-2024					
<b>40. Description Preparation Date:</b>					
04/02/2024					
<b>41. Available Attendance Forms:</b>					
Compulsory attendance					
<b>42. Number of Credit Hours (Total) / Number of Units (Total)</b>					
60 hours					
<b>43. Course administrator's name (mention all, if more than one name)</b>					
Name: Dr. Zaid Khader Jassim					
Email:					
<b>44. Course Objectives</b>					
<b>Course Objectives</b>		Teaching students the importance of studying human rights in working life and practices democracy ".			
<b>45. Teaching and Learning Strategies</b>					
<b>Strategy</b>		Lecture/Discussion/Brainstorming			
<b>46. Course Structure</b>					
<b>Week</b>	<b>Hours</b>	<b>Required Learning Outcomes</b>	<b>Unit or subject name</b>	<b>Learning method</b>	<b>Evaluation method</b>
Week (1)	2	Human rights goals and concepts in ancient civilizations, especially the Rafidain Valley	Human rights	Lecture	Tests
Week (2)	2	Human rights in Islam, human rights in other religions	Human Rights in Divine Laws	Lecture	Tests
Week (3)	2	International recognition of human rights since the First World War and the League of the United Nations	Human rights in modern contemporary history.	Lecture	Tests
Week (4)	2	European Convention 1950 American Convention 1969, African Charter 1981, Arab Charter 1994	Universal recognition of human rights	Lecture	Tests
Week (5)	2	International Committee of the Red Cross, Amnesty International, National Human Rights Organizations, Human Rights Watch	Non-governmental organizations and human rights	Lecture	Tests
Week (6)	2	Human rights in Iraqi constitutions between theory and reality	Human rights in the Iraqi Constitution	Lecture	Tests
Week (7)	2	Universal Declaration of Human Rights, regional	Relationship between human	Lecture	Tests

		charters and national constitutions	rights and freedoms		
Week (8)	2	Economic, social and civil and political human rights	Human rights in all areas	Lecture	Tests
Week (9)	2	The right to development, the right to a clean environment, the right to solidarity, the right to talk.	Modern human rights	Lecture	Tests
Week (10)	2	Guaranteeing the human right at the international level, guarantees in constitutions and laws, guaranteeing freedom of opinion and the press, the role of non-governmental organizations in respecting and protecting human rights	Guarantees	Lecture	Tests
Week (11)	2	Role of the United Nations and its agencies, regional organizations and non-governmental organizations in providing safeguards	International assurance	Lecture	Tests
Week (12)	2	The legitimate rule of human rights	Sharia Law	Lecture	Tests
Week (13)	2	Origin of rights and freedoms, legislator's position on rights	General Theory of Freedoms	Lecture	Tests
Week (14)	2	Organization of public freedoms by public authorities	Freedoms in Public Authorities	Lecture	Tests
Week (15)	2	Modern evolution of the idea of gender equality and equality of individuals according to their beliefs and components	Equality and the historical evolution of the concept of equality	Lecture	Tests
Week (16)	2	The concept and types of democracy	Democracy	Lecture	Tests
Week (17)	2	Definition and images of democracy	Democracy	Lecture	Tests
Week (18)	2	Democracy in the Third World	Democracy	Lecture	Tests



Week (19)	2	The world's democratic systems	Systems in the world	Lecture	Tests
Week (20)	2	Concept of freedoms, classification of public freedoms	Freedoms	Lecture	Tests
Week (21)	2	Fundamental, intellectual, economic and social freedoms	Freedoms	Lecture	Tests
Week (22)	2	Freedom of security, reassurance and freedom to go and go	Freedom of security	Lecture	Tests
Week (23)	2	Freedom of education, freedom of the press, freedom of assembly.	Freedom of education	Lecture	Tests
Week (24)	2	Freedom of association, how to form, and freedom to work	Freedom of association	Lecture	Tests
Week (25)	2	The right to own property and its concept	Right to Own Property	Lecture	Tests
Week (26)	2	Freedom of trade and industry and how to exercise the right to trade	Freedom of trade	Lecture	Tests
Week (27)	2	Women's freedom and concept and protection of women's rights	Women's freedom	Lecture	Tests
Week (28)	2	Political parties and public freedoms	Political parties	Lecture	Tests
Week (29)	2	Scientific and technical progress and public freedoms	Scientific and Technical Progress	Lecture	Tests
Week (30)	2	The Future of Public Freedoms	Public freedoms, registration in the books.	Lecture	Tests

#### 47. Course Evaluation

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

#### 48. Learning and Teaching Resources

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

#### 49. Course Name:

Accounting Principles

#### 50. Course Code:

<b>51.Semester / Year:</b>					
2023-2024					
<b>52.Description Preparation Date:</b>					
05/02/2024					
<b>53.Available Attendance Forms:</b>					
Compulsory attendance					
<b>54.Number of Credit Hours (Total) / Number of Units (Total)</b>					
90 hours					
<b>55. Course administrator's name (mention all, if more than one name)</b>					
Name: Nihaya Obaid Mohsen Email: nihaya.abbas.iba@atu.edu.iq					
<b>56.Course Objectives</b>					
<b>Course Objectives</b>		Teaching students general accounting rules and various financial accounting courses and their applications in various enterprises			
<b>57.Teaching and Learning Strategies</b>					
<b>Strategy</b>		Lecture + Summer Training			
<b>58.Course Structure</b>					
<b>Week</b>	<b>Hours</b>	<b>Required Learning Outcomes</b>	<b>Unit or subject name</b>	<b>Learning method</b>	<b>Evaluation method</b>
Week (1)	3	Student learns the concept and objectives of accounting	Nature and objectives of accounting	Lecture	Tests
Week (2)	3	Accounting Rules and Principles, Accounting Branches and Accounting Period Concept	Accounting rules and principles, accounting branches, accounting period, accounting cycle	Lecture	Tests
Week (3)	3	Accounting Books, Journal Book, Ledger, Exchange Document, Receipt Document	Types of books, journal book, ledger,	Lecture	Tests
Week (4)	3	Methods of registering in the books	Methods of registering in the Journal Book	Lecture	Tests
Week (5)	3	Components of the capital	Composition of the capital	Lecture	Tests
Week (6)	3	General budget, reduction of capital, increase of capital	Double restriction and budget components reduce and increase the capital	Lecture	Tests
Week (7) Week (8)	6	How to Register in the Journal Book According to Central Registration Methods	Journal book, book layout and how to register in it	Lecture	Tests
Week (9) Week (10)	6	Accounting treatment of capital cases, capital withdrawals and purchase,	Capital operations, loans, sale,	Lecture	Tests

		sale and replacement of assets	purchase and replacement of assets		
Week (11) Week (12)	6	Procurement, sales and disbursements	Procurement, sales and refunds Sale, distribution and administrative expenses	Lecture	Tests
Week (13) Week (14) Week (15)	9	Discount types and how to register in the books	Commercial Discount, Individual Discount, Quantity Discount General Ledger Transfer Accounts	Lecture	Tests
Week (16) Week (17) Week (18)	9	Prepare the balance of audit of its types and insurance operations with the bank and how to dispose of the incoming commercial papers.	Balance of Audit, Insurance Operations with Bank Current Account, Fixed Deposit Account, Incoming Sales, Outgoing Sales	Lecture	Tests
Week (19) Week (20) Week (21)	9	Commercial papers are receipt papers, payment papers and methods of disposal of commercial papers.	Commercial papers/a. S. / a. d and. Methods of disposal of receivables due date, deduction, mortgage, receipt of discount prior to date	Lecture	Tests
Week (22) Week (23)	9	Correct errors in both lengthy and shortened ways.	Accounting errors/errors in the journal book, migration errors, correction of errors, lengthy method, shortcut method.	Lecture	Tests
Week (24) Week (25)	6	Final accounts, trading, balance sheet.	Preparation of final accounts/trading /capital account/balance sheet preparation	Lecture	Tests
Week (26)	3	Recording of adjustment restrictions for expenses and income	Reconciliation of confirmed accounts, disbursements and disbursed income	Lecture	Tests
Week (27) Week (28)	6	Know the extinction and its methods, the fixed and	The proliferation of fixed assets, the fixed	Lecture	Tests

		decreasing method and the method of recalculation.	premium method, the decrease and the method, the recalculation, the methods of registering in the books.		
Week (29) Week (30)	6	Daily Helpful Books, Assistant and ledger General	Auxiliary books/daily fund/daily a. S /Daily A. d.	Lecture	Tests

### 59. Course Evaluation

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

### 60. Learning and Teaching Resources

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

### 61. Course Name:

Principles of Statistics

### 62. Course Code:

### 63. Semester / Year:

2023-2024

### 64. Description Preparation Date:

06/02/2024

### 65. Available Attendance Forms:

Compulsory attendance

### 66. Number of Credit Hours (Total) / Number of Units (Total)

120 hours

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

Name: Almimar haider hammmoodi kadhim

Email: almimar.kadhim@atu.edu.iq

### 68. Course Objectives

<b>Course Objectives</b>	Teaching student's statistical methods and using scientific methods to collect, organize, display and define different statistical data, enabling the student to analyze available data for use in practical reality
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### 69. Teaching and Learning Strategies

<b>Strategy</b>	Lecture/Discussion/Brainstorming
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### 70. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
Week (1)	3	Statistics	Definition and relevance of statistical science and its relationship to other science and statistical methods in the collection, presentation, compilation and analysis of data	Lecture and training with practical examples and cases	Exam and Question
Week (2)	3	Sources of data collection	Statistical methods of data collection and sources and how to obtain them	Lecture and training with practical examples and cases	Exam and Question
Week (3) Week (4)	3	Presentation of statistical data	Stages of statistical method, summarizing data in iterative tables	Lecture and training with practical examples and cases	Exam and Question
Week (5)	3	View Ungraded Data	Ways to view undisaggregated data, such as graphic circuit, line and chart	Lecture and training with practical examples and cases	Exam and Question
Week (6)	3	View disaggregated data	Methods of viewing classified data, such as runway and recurring rib, and composition of the ascending or descending pool table.	Lecture and training with practical examples and cases	Exam and Question
Week (7) Week (8) Week (9)	9	Centralization Measures	Computational medium, intermediary, connotation and relationship between averages	Lecture and training with practical examples and cases	Exam and Question
Week (10) Week (11)	6	Dispersion Measures	Importance of dispersion measures, variability, standard deviation	Lecture and training with practical examples and cases	Tests
Week (12) Week (13) Week (14)	9	Linear Association	Correlation coefficient and methods of calculation and use to demonstrate the	Lecture and training with practical examples and cases	Exam and Question Tests

			relationship between data		
Week (15)	3	Linear Association	Training on the use of computer in finding the value of linear correlation transactions	Practical cases	Training cases
Week (16) Week (17) Week (18)	9	Rank linkage	Using the correlation coefficient and determining the relationship between the data whether quantitative or descriptive	Lecture and training with practical examples and cases	Exam and Question
Week (19) Week (20) Week (21)	9	Regression	Calculation of regression coefficient and its importance and use of micro-square methods	Lecture and training with practical examples and cases	Exam and Question
Week (22) Week (23) Week (24)	9	Time Series	Time chains have their components and importance and use the micro-box method to predict future values	Lecture and training with practical examples and cases	Exam and Question
Week (25) Week (26) Week (27)	9	Indices	Types of indices and their relevance and impact in knowing the change on prices in limited periods	Lecture and training with practical examples and cases	Exam and Question
Week (28) Week (29) Week (30)	9	Statistical Tests	Importance of statistical tests in analysis, Kai test, T test	Lecture and training with practical examples and cases	Exam and Question

### 71. Course Evaluation

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

### 72. Learning and Teaching Resources

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

<b>73.Course Name:</b>					
First Phase Computer Applications					
<b>74.Course Code:</b>					
<b>75.Semester / Year:</b>					
2023-2024					
<b>76.Description Preparation Date:</b>					
07/02/2024					
<b>77.Available Attendance Forms:</b>					
Compulsory attendance					
<b>78.Number of Credit Hours (Total) / Number of Units (Total)</b>					
90 hours					
<b>79. Course administrator's name (mention all, if more than one name)</b>					
Name: Omar Imad Shukri Ali Email: Omar.windy.bi22@atu.edu.iq					
<b>80.Course Objectives</b>					
<b>Course Objectives</b>		Teach students how to deal with computers, take advantage of available programs, write texts, deal with viruses, introduce students to computer parts, operating systems and orders for files and manage them			
<b>81. Teaching and Learning Strategies</b>					
<b>Strategy</b>		Lecture and practical training in the laboratory			
<b>82.Course Structure</b>					
<b>Week</b>	<b>Hours</b>	<b>Required Learning Outcomes</b>	<b>Unit or subject name</b>	<b>Learning method</b>	<b>Evaluation method</b>
Week (1) Week (2)	6	Teaching the student, the skills of working on the computer.	Physical computer components and programs	Lecture and practical application of the laboratory	Theoretical and practical computer tests
From Week (3) to Week (12)	30	Windows, screen settings, button change, software installation	Windows and handling	Lecture and practical application of the laboratory	Oral and editorial tests
Week (13) Week (14)	6	Computer ethics, viruses and protection methods	Computer ethics	Lecture and practical application of the laboratory	Oral and editorial tests
From Week (15) to Week (26)	36	Features of text processor, creation of new file, printing, changing font type and text format limits and shading texts and spelling and linguistic auditing	Text Processor Microsoft Word	Lecture and practical application of the laboratory	Oral and editorial tests
From Week (27) to Week (30)	12	Networks and types of basic concepts about the Internet, search engines, how to search and upload files and copy images from the Internet	Internet 1	Lecture and practical application of the laboratory	Oral and editorial tests
<b>83.Course Evaluation</b>					

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

**84. Learning and Teaching Resources**

Required textbooks (curricular books, if any)	First Phase Computer Applications
Main references (sources)	First Phase Computer Applications
Recommended books and references (scientific journals, reports...)	First Phase Computer Applications
Electronic References, Websites	First Phase Computer Applications

**85. Course Name:**

Risk management

**86. Course Code:**

**87. Semester / Year:**

2023-2024

**88. Description Preparation Date:**

09/02/2024

**89. Available Attendance Forms:**

Compulsory attendance

**90. Number of Credit Hours (Total) / Number of Units (Total)**

120 hours

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

Name: Noor Riad Khawam

Email: noor.khawam@atu.edu.iq

**92. Course Objectives**

<b>Course Objectives</b>	Students can understand and apply rules and insurance bases on warehouse work and face risks different in its inventory work and selects and uses documents that serve the facility to obtain insurance cover that reduces the negative effects of the risks achieved
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**93. Teaching and Learning Strategies**

<b>Strategy</b>	Lecture/Discussion/Brainstorming
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**94. Course Structure**

<b>Week</b>	<b>Hours</b>	<b>Required Learning Outcomes</b>	<b>Unit or subject name</b>	<b>Learning method</b>	<b>Evaluation method</b>
Week (1)	4	Insurance risk - technical and legal characteristics, divisions - risk management activities - stages of risk management process	Insurance risk - technical and legal characteristics, divisions - risk management activities - stages of risk	Lecture + Laboratory Training	Theoretical and practical tests



			management process		
Week (2)	4	Addressing Risk Factors Affecting the Plan Addressing Risk Key Factors in the Risk Management Process	Addressing Risk Factors Affecting the Plan Addressing Risk Key Factors in the Risk Management Process	Lecture + Laboratory Training	Theoretical and practical tests
Week (3)	4	Risk Manager Functions - Prevention and Reduction of Warehouse Losses	Risk Manager Functions - Prevention and Reduction of Warehouse Losses	Lecture + Laboratory Training	Theoretical and practical tests
Week (4) Week (5) Week (6)	12	Insurance Contract - Parties - Obligations - Pillar - Characteristics of Benefits and Functions of Economic Insurance - Basic Principles of Insurance: Principle of Good Faith (Importance, Continuity, Parties' Obligation) Emerging circumstances (concept, conditions) Principle of insurance interest (definition, sources) The consequences of their absence, their movement, their limitations the principle of compensation (definition, limitation, conditions, type, calculation in different insurance cases, waste loss) The principle of solutions (types, pillars, limitations, causes, objectives, results impossible) Principle of participation (concept, conditions, applications in various insurance cases) Principle of direct cause (concept, significance, situations)	Insurance Contract - Parties - Obligations - Pillar - Characteristics of Benefits and Functions of Economic Insurance - Basic Principles of Insurance: Principle of Good Faith (Importance, Continuity, Parties' Obligation) Emerging circumstances (concept, conditions) Principle of insurance interest (definition, sources) The consequences of their absence, their movement, their limitations the principle of compensation (definition, limitation, conditions, type, calculation in different insurance cases, waste loss) The principle of solutions (types, pillars,	Lecture + Laboratory Training	Theoretical and practical tests

			<p>limitations, causes, objectives, results impossible Principle of participation (concept, conditions, applications in various insurance cases)</p> <p>Principle of direct cause (concept, significance, situations)</p>		
Week (7)	4	Fire Storage Insurance (Secured Concept, Cornerstone, Sources, Causes, Effects, Not Considered Fire, Factors Affecting Warehouse Fire	Fire Storage Insurance (Secured Concept, Cornerstone, Sources, Causes, Effects, Not Considered Fire, Factors Affecting Warehouse Fire	Lecture + Laboratory Training	Theoretical and practical tests
Week (8)	4	Warehouse Fire Prevention Request Store Fire Risk Insurance - Insurance Application Form, Contents	Warehouse Fire Prevention Request Store Fire Risk Insurance - Insurance Application Form, Contents	Lecture + Laboratory Training	Theoretical and practical tests
Week (9)	4	Warehouse detection (benefits, detectors, types, compensation detection steps for burning warehouse, detection report)	Warehouse detection (benefits, detectors, types, compensation detection steps for burning warehouse, detection report)	Lecture + Laboratory Training	Theoretical and practical tests
Week (10)	4	Pricing and premium calculation, loads and discounts	Pricing and premium calculation, loads and discounts	Lecture + Laboratory Training	Theoretical and practical tests
Week (11)	4	Fire Store Insurance Policy (Sections, Conditions, Exceptional) Supplements, Deference's, Modification, Renewal, Cancellation and Termination	Fire Store Insurance Policy (Sections, Conditions, Exceptional) Supplements, Deference's, Modification, Renewal, Cancellation and Termination	Lecture + Laboratory Training	Theoretical and practical tests

Week (12)	4	Other types of warehouse insurance policies from fire risk -The replacement document -The value document -The first tranche document - Monthly declaration document (concept, calculation of premium)	Other types of warehouse insurance policies from fire risk -The replacement document -The value document -The first tranche document - Monthly declaration document (concept, calculation of premium)	Lecture + Laboratory Training	Theoretical and practical tests
Week (13)	4	Factors determining the choice of policy type when insuring the store from fire (insurance amount, storage quality, storage capacity, storage components, storage method)	Factors determining the choice of policy type when insuring the store from fire (insurance amount, storage quality, storage capacity, storage components, storage method)	Lecture + Laboratory Training	Theoretical and practical tests
Week (14)	4	Warehouse insurance from additional risks - reasons for exception of certain risks, grounds for reintegration - additional risks (chemical, social, natural, sporadic)	Warehouse insurance from additional risks - reasons for exception of certain risks, grounds for reintegration - additional risks (chemical, social, natural, sporadic)	Lecture + Laboratory Training	Theoretical and practical tests
Week (15)	4	Offshore Imported Goods Insurance - Its importance to the Iraqi market - Factors of its development in the Iraqi market	Offshore Imported Goods Insurance - Its importance to the Iraqi market - Factors of its development in the Iraqi market	Lecture + Laboratory Training	Theoretical and practical tests
Week (16)	4	Types of losses in imported and stored goods - total loss (types, documents)	Types of losses in imported and stored goods - total loss (types, documents)	Lecture + Laboratory Training	Theoretical and practical tests

Week (17)	4	- Partial Loss (Private and Public Types, Conditions) - Loss of Expenses (Types, Conditions)	- Partial Loss (Private and Public Types, Conditions) - Loss of Expenses (Types, Conditions)	Lecture + Laboratory Training	Theoretical and practical tests
Week (18)	4	Types of cargo insurance contracts - Types of floating policy contracts (terms, interest) - Open cover (terms, interest)	Types of cargo insurance contracts - Types of floating policy contracts (terms, interest) - Open cover (terms, interest)	Lecture + Laboratory Training	Theoretical and practical tests
Week (19)	4	Types of Imported Goods Insurance Cover -A- Cover B - Cover C	Types of Imported Goods Insurance Cover -A- Cover B - Cover C	Lecture + Laboratory Training	Theoretical and practical tests
Week (20)	4	Exceptions to coverage A & B&C	Exceptions to coverage A & B&C	Lecture + Laboratory Training	Theoretical and practical tests
Week (21)	4	Common terms of A&B&C cover	Common terms of A&B&C cover	Lecture + Laboratory Training	Theoretical and practical tests
Week (22)	4	Types of Additional Covers For Imported Goods Insurance Additional War Cover - Additional Strike Cover - Additional Sub Covers	Types of Additional Covers For Imported Goods Insurance Additional War Cover - Additional Strike Cover - Additional Sub Covers	Lecture + Laboratory Training	Theoretical and practical tests
Week (23)	4	Additional conditions attached to the coverage A&B&C Explanations Clause - Ship Classification Clause - Damage Reporting Clause - Carrier and Depository Liability Clause - Packaging Clause - Mitigation and Prevention of Losses in Imported Goods	Additional conditions attached to the coverage A&B&C Explanations Clause - Ship Classification Clause - Damage Reporting Clause - Carrier and Depository Liability Clause - Packaging Clause - Mitigation and Prevention of	Lecture + Laboratory Training	Theoretical and practical tests

			Losses in Imported Goods		
Week (24)	4	Warehouse Insurance Risk of Theft - Legal and Insurance Concept of Theft - Types of Warehouse Theft - Contents of Warehouse Application Form Risk of Theft	Warehouse Insurance Risk of Theft - Legal and Insurance Concept of Theft - Types of Warehouse Theft - Contents of Warehouse Application Form Risk of Theft	Lecture + Laboratory Training	Theoretical and practical tests
Week (25)	4	Disclosure of the warehouse to be secured (importance, contents of the disclosure report, detector recommendations - warehouse policy of theft - policy sections and coverage scope - exceptions	Disclosure of the warehouse to be secured (importance, contents of the disclosure report, detector recommendations - warehouse policy of theft - policy sections and coverage scope - exceptions	Lecture + Laboratory Training	Theoretical and practical tests
Week (26)	4	General conditions	General conditions	Lecture + Laboratory Training	Theoretical and practical tests
Week (27)	4	Other Types of Warehouse Insurance Risk of Theft Damages Stolen Warehouses - Procedures - Application Form for Compensation Disclosure of Stolen Warehouse - Events and Means to Prevent the Risk of Theft in Warehouse	Other Types of Warehouse Insurance Risk of Theft Damages Stolen Warehouses - Procedures - Application Form for Compensation Disclosure of Stolen Warehouse - Events and Means to Prevent the Risk of Theft in Warehouse	Lecture + Laboratory Training	Theoretical and practical tests
Week (28)	4	Warehouse Security Guarantee - Types of Guarantees - Warehouse Security Insurance Policy - General Terms of Policy - Insurance Application Form	Warehouse Security Guarantee - Types of Guarantees - Warehouse Security Insurance Policy - General Terms of Policy - Insurance	Lecture + Laboratory Training	Theoretical and practical tests

			Application Form		
Week (29)	4	Other Forms of Warehouse Security Insurance Policies - Individual Document - Group Document - Floating Document - Mixed Document - Open Document - Functional Document	Other Forms of Warehouse Security Insurance Policies - Individual Document - Group Document - Floating Document - Mixed Document - Open Document - Functional Document	Lecture + Laboratory Training	Theoretical and practical tests
Week (30)	4	Warehouse owner's compensation for damage to the infidelity of his employees Proceedings - Indemnity Disclosure Report - Accounting Examples	Warehouse owner's compensation for damage to the infidelity of his employees Proceedings - Indemnity Disclosure Report - Accounting Examples	Lecture + Laboratory Training	Theoretical and practical tests

#### 95.Course Evaluation

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

#### 96.Learning and Teaching Resources

Required textbooks (curricular books, if any)	1- Insurance in Warehouse Administration - Alaa Reza Mahdi/Thankful Mohamed Ahmed/Basri Mohamed Saleh. 2- Principles of Insurance Scientific and Applied Assets - Sabai Mohammed Al-Faki/Mohammed Jamaluddin Hamza - Professor Fahad Saqr bin Eid.
Main references (sources)	1- Insurance in Warehouse Administration - Alaa Reza Mahdi/Thankful Mohamed Ahmed/Basri Mohamed Saleh. 2- Principles of Insurance Scientific and Applied Assets - Sabai Mohammed Al-Faki/Mohammed Jamaluddin Hamza - Professor Fahad Saqr bin Eid.
Recommended books and references (scientific journals, reports...)	1- Insurance in Warehouse Administration - Alaa Reza Mahdi/Thankful Mohamed Ahmed/Basri Mohamed Saleh. 2- Principles of Insurance Scientific and Applied Assets - Sabai Mohammed Al-Faki/Mohammed Jamaluddin Hamza - Professor Fahad Saqr bin Eid.
Electronic References, Websites	Applications

<b>97. Course Name:</b>					
Inventory planning and control					
<b>98. Course Code:</b>					
<b>99. Semester / Year:</b>					
2023-2024					
<b>100. Description Preparation Date:</b>					
10/02/2024					
<b>101. Available Attendance Forms:</b>					
Compulsory attendance					
<b>102. Number of Credit Hours (Total) / Number of Units (Total)</b>					
150 hours					
<b>103. Course administrator's name (mention all, if more than one name)</b>					
Name: Saadia Haif Kadhim Email: saadia.alsultani@atu.edu.iq					
<b>104. Course Objectives</b>					
<b>Course Objectives</b>		Teach students basic concepts to control the storage and enable them to use methods Scientific in treasury control.			
<b>105. Teaching and Learning Strategies</b>					
<b>Strategy</b>		Lecture, Practical Training in Laboratories, Summer Field Training			
<b>106. Course Structure</b>					
<b>Week</b>	<b>Hours</b>	<b>Required Learning Outcomes</b>	<b>Unit or subject name</b>	<b>Learning method</b>	<b>Evaluation method</b>
Week (1)	5	The concept and importance of inventory at the organizational level and the national economy	Inventory and how to handle it on a public and private sector basis	Lecture + in vitro training	Tests Daily exams
Week (2)	5	Material storage strategies	Storage Levels	Lecture + in vitro training	Tests Daily exams
Week (3)	5	Concept and Importance of Control of Storage	Treasury Control	Lecture + in vitro training	Tests Daily exams
Week (4)	5	Estimate of requirements	The facility's storage requirements	Lecture + in vitro training	Tests Daily exams
Week (5) Week (6)	10	Cost of storage	Storage prices and how to calculate the cost of each unit	Lecture + in vitro training	Tests Daily exams
Week (7)	5	Quantitative methods of control of reservoirs for regular consumption	Systematic consumption of materials	Lecture + in vitro training	Tests Daily exams
Week (8)	5	Quantitative methods in control of storage	Treasury Control	Lecture + in vitro training	Tests Daily exams
Week (9) Week (10)	10	Quantitative Economic Demand System	Importance of economic quantity and achieving quantity at the lowest possible cost	Lecture + in vitro training	Tests Daily exams

Week (11)	5	Trade-offs	Choose the Best Offer	Lecture + in vitro training	Tests Daily exams
Week (12)	5	Storage Levels	Determination of storage levels	Lecture + in vitro training	Tests Daily exams
Week (13)	5	Control of reservoirs for irregular consumption	Treasury Control	Lecture + in vitro training	Tests and exams
Week (14)	5	Use of statistical distributions to control storage	Use of inventory statistical metrics	Lecture + in vitro training	Tests and exams
Week (15)	5	Reservoirs to cope with changing consumption	Reserve Storage	Lecture + in vitro training	Tests and exams
Week (16) Week (17) Week (18)	10	Identification of backup storage using probability model	Reservoir possibilities	Lecture + in vitro training	Tests and exams
Week (19) Week (20)	10	Spare parts control	Control of materials in production	Lecture + in vitro training	Tests and exams
Week (21)	5	Control of production waste containers	Control of storage waste	Lecture + in vitro training	Tests and exams
Week (22) Week (23) Week (24)	15	Material Requirements Planning System (MRP).	Planning requirements	Lecture + in vitro training	Tests and exams
Week (25) Week (26)	10	Timeline System (J.I.T)	How to Determine Time for Backup Storage	Lecture + in vitro training	In vitro tests
Week (27) Week (28)	10	Planning budgets	Budget for sales, procurement, production and raw materials	Lecture + in vitro training	In vitro tests
Week (29)	5	Inventory control systems, quantity system and fixed period system	Uniform storage control system	Lecture + in vitro training	In vitro tests
Week (30)	5	Use automated system to control the storage	Automated storage control	Lecture + in vitro training	In vitro tests
<b>107. Course Evaluation</b>					
Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc					
<b>108. Learning and Teaching Resources</b>					
Required textbooks (curricular books, if any)		Inventory planning and control			



Main references (sources)	Inventory planning and control
Recommended books and references (scientific journals, reports...)	Inventory planning and control
Electronic References, Websites	Inventory planning and control

<b>109. Course Name:</b>					
Inventory Accounting					
<b>110. Course Code:</b>					
<b>111. Semester / Year:</b>					
2023-2024					
<b>112. Description Preparation Date:</b>					
11/02/2024					
<b>113. Available Attendance Forms:</b>					
Compulsory attendance					
<b>114. Number of Credit Hours (Total) / Number of Units (Total)</b>					
120 hours					
<b>115. Course administrator's name (mention all, if more than one name)</b>					
Name: Zeina Mohammed Sabti					
Email:					
<b>116. Course Objectives</b>					
<b>Course Objectives</b>		Study specialized accounting methods in the fields of applied inventory to control the movement of materials within warehouses and warehouses in terms of quantity and value and provide information for inventory planning			
<b>117. Teaching and Learning Strategies</b>					
<b>Strategy</b>		Lecture, Practical Training in Laboratories, Work field Training			
<b>118. Course Structure</b>					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
Week (1)	4	Teaching student's basic concepts in warehouse accounting	Basic concepts in inventory accounting	Lecture	Tests
Week (2)	4	Student Education Procurement Course and Accounting Treatment for Local Procurement	Procurement concept for and accounting for local procurement	Lecture	Practical Status Tests
Week (3)	4	Teach students how to open documentary credentials	External procurement and documentary accreditation	Lecture	Tests
Week (4)	4	Student's Education Documentary Accreditation Procedure	Documentary accreditation procedures	Lecture	Practical Status Tests

Week (5)	4	Student's Education Accounting Treatment for Documentary Accreditation	Accounting treatment of documentary accreditation	Lecture	Tests
Week (6)	4	Student's Education Concept of Good Goods	Concept of good goods	Lecture	Tests
Week (7) Week (8)	4	Teaching students the concept of damage and loss	Concept of damage and loss	Lecture	Tests
Week (9)	4	Student Education Accounting Treatment of Damage	Accounting treatment of damage and loss	Lecture	Tests
Week (10) Week (11)	4	Student's Education Concept of Joint Expenses	Concept and distribution of common expenses	Lecture	Tests
Week (12)	4	Student Education Accounting Treatment of Joint Expenses	Accounting treatment of common expenses	Lecture	Tests
Week (13)	4	Student Education Concept of Storage Records	Inventory Records	Lecture	Practical Status Tests
Week (14)	4	Student's Education Concept of Inventory Materials Issued	Concept of inventory materials issued	Lecture	Tests
Week (15)	4	Student Education Concept of Pricing Methods	Concept of pricing methods	Lecture	Tests
Week (16)	4	Teach student pricing on a first-come, first-served basis	Method Received First Disburse First	Lecture	Tests
Week (17)	4	Student's Education Other Disbursements	Other refunds	Lecture	Tests
Week (18)	4	Teaching the student a simple rate method	Simple rate method	Lecture	Tests
Week (19)	4	Teaching the student a weighted rate method	Weighted Rate Method	Lecture	Tests
Week (20)	4	Teaching Student Management Price Method	Management Price Method Upon Receipt	Lecture	Tests

Week (21)	4	Student Education Administrative Price for Damage	Damages Administrative Price	Lecture	Tests
Week (22)	4	Student's Education Restored Storage Materials	Accounting treatment of returned materials	Lecture	Tests
Week (23)	4	Student's Education Accounting Treatment of Returned Materials	Student Accounting Treatment of Returned Materials	Lecture	Tests
Week (24)	4	Teaching students inventory and types	Inventory and inventory types	Lecture	Tests
Week (25)	4	Student Education Accounting Treatment of Inventory	Accounting treatment of inventory	Lecture	Tests
Week (26) Week (27) Week (28) Week (29) Week (30)	4	Student Education Accounting System and Accounting Procedures	Concept of the accounting system, division of the accounts of the Manual and accounting treatment	Lecture	Tests

### 119. Course Evaluation

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

### 120. Learning and Teaching Resources

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

### 121. Course Name:

Production and Operations Management

### 122. Course Code:

### 123. Semester / Year:

2023-2024

### 124. Description Preparation Date:

12/02/2024

### 125. Available Attendance Forms:

Compulsory attendance

### 126. Number of Credit Hours (Total) / Number of Units (Total)

150 hours

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

Name: Eqbal Ghani Mohammed Salman

Email: eqbal.mohamad@atu.edu.iq

**128. Course Objectives**

<b>Course Objectives</b>	Providing students with theoretical and practical skills in the management of operations in industrial enterprises in the field of planning, management and control of industrial processes and using quantitative methods in making decisions on various aspects of productive activity in business organizations and their relationship with the departments and departments that make up the organization
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**129. Teaching and Learning Strategies**

<b>Strategy</b>	Lecture, Practical Training, Summer Training
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**130. Course Structure**

<b>Week</b>	<b>Hours</b>	<b>Required Learning Outcomes</b>	<b>Unit or subject name</b>	<b>Learning method</b>	<b>Evaluation method</b>
Week (1)	5	Teaching the student, the concept of managing operations and their functions and their relationship with other departments	Operations management, functions and relationship with other departments	Lecture	Tests
Week (2)	5	Student Education Organizational Structure of Operations Management	Organizational structure of operations management	Lecture + Training	Practical Status Tests
Week (3)	5	Student Education Process Management and Systems-Productivity, Efficiency, Effectiveness	Process management and systems-productivity, efficiency, effectiveness	Lecture	Tests
Week (4)	5	Teach students the concept of feasibility studies, how to conduct them and basic considerations in the industrial project calendar	Feasibility Studies and Key Considerations in Industrial Project Calendar	Lecture + Training	Tests
Week (5)	5	Teach the student how to choose the location of the industrial project and learn about the factors influencing the selection of the site	Select the location of the industrial project and recognize the factors affecting it	Lecture + Training	Tests
Week (6)	5	Teach students how to determine the production capacity of the industrial project	Determination of the production capacity of the industrial project	Lecture + Training	Tests
Week (7)	5	Student Education Financial Calendar of Industrial Project	Financial Evaluation of the Industrial Project	Lecture + Training	Tests
Week (8)	5	Teaching student's ways and means of production, internal arrangement of factory and organization of services departments	Methods and means of production, internal arrangement of factory and	Lecture	Tests

			buildings and organization of services departments		
Week (9)	5	Teach students how to study the market and commodity	Market and Commodity Study	Lecture	Tests
Week (10) Week (11)	5	Teaching student's statistical methods in prediction	Forecasting Demand Statistical Methods in Forecasting	Lecture	Tests
Week (12)	5	Teaching the student, the concept of production planning and how to prepare the production plan	Production planning - the importance of production planning and how to prepare the production plan	Lecture + Training	Tests
Week (13) Week (14)	5	Teach students to use linear programming in production planning	Use of linear programming in production planning	Lecture + Training	Tests
Week (15) Week (16)	10	Teach students to manage transport in the industrial facility and the methods used to solve transportation problems	Transportation management in the industrial plant and methods used to solve transportation problems	Lecture + Training	Tests
Week (17) Week (18)	10	Teach students how to allocate resources and methods used in allocation problems	Allocation of resources and methods used for allocation problems	Lecture	Tests
Week (19)	5	Teaching students the concept of quantitative control of production and its relevance and systems of control of production and its functions	Quantitative control of production	Lecture	Tests
Week (20) Week (21)	10	Teaching Student Gant Maps and How to Use Them in Quantity Control	Use Gant maps and how to use them in the control of production quantity	Lecture + Training	Tests
Week (22)	5	Teaching the student, the critical path and what his concept and applications	Critical Path Concept and Applications	Lecture + Training	Tests
Week (23) Week (24)	10	Teaching students the concept and importance of quality control and methods used to control the quality of production	Concept and importance of quality control and methods used to control quality of production	Lecture + Training	Tests

Week (25) Week (26)	10	Teach students how to use surveillance maps for intermediate deviations	Observation maps of intermediate deviations	Lecture + Training	Tests
Week (27) Week (28)	10	Teaching students how to organize and program work (work study - time study)	Organization and programming of work (work study - time study)	Lecture + Training	Tests
Week (29) Week (30)	10	Teach students maintenance systems, types and how to trade between types	Maintenance systems Types of maintenance systems (preventive and therapeutic) and the trade-off between preventive and curative maintenance	Lecture + Training	Tests

### 131. Course Evaluation

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

### 132. Learning and Teaching Resources

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

### 133. Course Name:

Marketing management

### 134. Course Code:

### 135. Semester / Year:

2023-2024

### 136. Description Preparation Date:

14/02/2024

### 137. Available Attendance Forms:

Compulsory attendance

### 138. Number of Credit Hours (Total) / Number of Units (Total)

120 hours

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

Name: Dr.Hassan Jabur Alwan

Email:

#### 140. Course Objectives

<b>Course Objectives</b>	Provide students with knowledge and skills in managing operations in the field of marketing activities and enable them to familiarize themselves with the fundamentals, principles and methods of marketing of products in terms of pricing, distributing and promoting them, how to stimulate sales and motivate consumers for the purpose of purchasing, and identify and control strategic requirements in business organizations.
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#### 141. Teaching and Learning Strategies

<b>Strategy</b>	Lecture/Discussion/Brainstorming
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#### 142. Course Structure

<b>Week</b>	<b>Hours</b>	<b>Required Learning Outcomes</b>	<b>Unit or subject name</b>	<b>Learning method</b>	<b>Evaluation method</b>
Week (1)	4	A holistic view of the concept of marketing	Marketing Management Concept	Lecture	Tests
Week (2)	4	Students learn the concept of marketing mix and its components	Marketing Mix Concept	Lecture	Tests
Week (3)	4	Internal and External Marketing Environment	Concept of marketing environment	Lecture	Tests
Week (4)	4	Consumer behaviour and purchasing decisions, factors influencing it, types of purchasing decisions, steps of buying decision-making - motivations of buying	Consumer Behaviour Concept	Lecture	Tests
Week (5) Week (6)	8	Market Division, Concept, Types, Market Target Selection, Market Division Foundations, Sales Prediction	Market Division	Lecture	Tests
Week (7) Week (8)	8	Product, product mix, product classifications, commodity life cycle, commodity innovation steps, product mental status	Product	Lecture	Tests
Week (9)	4	Packaging - Concept, Standards, Product Identification, Discrimination	Packaging	Lecture	Tests
Week (10) Week (11)	8	Distribution and distribution channels - concept, types, activities, factors, vertical and horizontal integration	Distribution and distribution channels	Lecture	Tests
Week (12)	4	Wholesale Trade Concept, Activities, Wholesale Trade Classifications	Marketing Activities	Lecture	Tests
Week (13)	4	Single Trade - Nature and Importance of Single Trade, Supermarkets, Single Trade without Stores	Single Trade	Lecture	Tests

Week (14) Week (15)	8	Physical distribution, activities, transport, storage control, material handling, order procedure	Concept of physical distribution	Lecture	Tests
Week (16)	4	Promotion, communication procedures, promotional mix, factors influencing the installation of the promotional mix	Promotional Mix	Lecture	Tests
Week (17) Week (18)	8	Advertising, its importance, its objectives, its means, advertising campaigns.	Advertising	Lecture	Tests
Week (19)	4	Sales activation, nature of use of sales activation concept, its forms, publishing	Sales Activation	Lecture	Tests
Week (20)	4	Personal sale, concept, procedures, sales force management.	Personal Sale	Lecture	Tests
Week (21) Week (22)	8	Pricing	Pricing	Lecture	Tests
Week (23)	4	Marketing Services	Marketing Services	Lecture	Tests
Week (24) Week (25)	8	Commodity Development	Commodity Development	Lecture	Tests
Week (26)	4	Marketing Strategy	Marketing Strategy	Lecture	Tests
Week (27)	4	Marketing in non-profit organizations	Marketing in non-profit organizations	Lecture	Tests
Week (28)	4	Direct Marketing	Direct Marketing	Lecture	Tests
Week (29)	4	Ethical considerations for marketing	Ethical considerations for marketing	Lecture	Tests
Week (30)	4	Social Responsibility	Social Responsibility	Lecture	Tests

### 143. Course Evaluation

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

### 144. Learning and Teaching Resources

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



Electronic References, Websites	Marketing management
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<b>145. Course Name:</b>					
Computer Applications					
<b>146. Course Code:</b>					
<b>147. Semester / Year:</b>					
2023-2024					
<b>148. Description Preparation Date:</b>					
15/02/2024					
<b>149. Available Attendance Forms:</b>					
Compulsory attendance					
<b>150. Number of Credit Hours (Total) / Number of Units (Total)</b>					
90 hours					
<b>151. Course administrator's name (mention all, if more than one name)</b>					
Name: Yasser Hassan Jassim					
Email:					
<b>152. Course Objectives</b>					
<b>Course Objectives</b>		Teaching the student's computer and internet work skills in the field of specialization			
<b>153. Teaching and Learning Strategies</b>					
<b>Strategy</b>		Lecture, in-vitro training			
<b>154. Course Structure</b>					
<b>Week</b>	<b>Hours</b>	<b>Required Learning Outcomes</b>	<b>Unit or subject name</b>	<b>Learning method</b>	<b>Evaluation method</b>
Week (1) Week (2)	6	Email, How to Create It, How to Search Basic and Advanced Internet	Internet and Email	Lecture + Laboratory Training	Theoretical and practical tests
From Week (3) to Week (9)	21	Recognize and save PowerPoint presentation software, enter data and text, arrange slides, display slides, design slides, add movements on slides, change or delete kinetic effect, hide and delete slide, add music to slides, display slides	PowerPoint presentations	Lecture + Laboratory Training	Theoretical and practical tests
From Week (10) to Week (20)	33	Recognize Excel software, Enter, edit, cut, copy, paste, coordinate and delete data, rows, columns or cells, apply calculations and apply functions Sum, Average, Max, Min, If Creation of drawings, layouts and inclusion of photos and technical clippings	Microsoft Excel	Lecture + Laboratory Training	Theoretical and practical tests

From Week (21)to Week (25)	15	Create a new database, create tables in three ways, query the design view method, use models and reports using the processor	Microsoft Access	Lecture + Laboratory Training	Theoretical and practical tests
From Week (26)to Week (30)	15	Dissemination and development of students' ideas using the required applications by vocabulary	Projects by specialization	Lecture + Laboratory Training	Theoretical and practical tests

### 155. Course Evaluation

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

### 156. Learning and Teaching Resources

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

### 157. Course Name:

Systems Management

### 158. Course Code:

### 159. Semester / Year:

2023-2024

### 160. Description Preparation Date:

17/02/2024

### 161. Available Attendance Forms:

Compulsory attendance

### 162. Number of Credit Hours (Total) / Number of Units (Total)

90 hours

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

Name: Jwan Fadhil Mahdi Sultan

Email: Jwan.mahdi@atu.edu.iq

### 164. Course Objectives

<b>Course Objectives</b>	8.1: Teach students how to apply modern storage systems and software applied in production projects large stores and how to use them in storage operations 8.2: Provide students with knowledge of how to use ready technical applications in process management, planning and control storage and acquisition of work skills on such applications
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### 165. Teaching and Learning Strategies

<b>Strategy</b>	In-vitro lecture and training
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## 166. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
Week (1) Week (2)	6	Introduction to MIS Management Information Systems System Components, System Characteristics, Systems Types, Systems Importance	Introduction to MIS Management Information Systems	Lecture + Laboratory Training	Theoretical and practical tests
Week (3) Week (4)	6	Inventory and Accounting Information Systems	Inventory and Accounting Information Systems	Lecture + Laboratory Training	Theoretical and practical tests
Week (5)	3	Advantages of using the programme, programme workplan, programme preparation steps	Identification of relevant software (albayan)	Lecture + Laboratory Training	Theoretical and practical tests
Week (6) Week (7) Week (8)	9	Configure virtual company (or organization) settings electronically, company name, currency settings, storage settings, and other accountants	Configure virtual company (or organization) settings electronically, company name, currency settings, storage settings, and other accountants	Lecture + Laboratory Training	Theoretical and practical tests
Week (9) Week (10) Week (11) Week (12)	12	How to prepare the Account Tree Manual, definition of the manual, the role of the accountant before entering accounts into the manual, account types, balances	How to prepare the Account Tree Manual, definition of the manual, the role of the accountant before entering accounts into the manual, account types, balances	Lecture + Laboratory Training	Theoretical and practical tests
Week (13) Week (14)	6	Sales Purchase Cash Receipt Cash payment Accounting Cycle Steps Documents Invoice Sale invoice Purchase invoice Cash receipt bond voucher Cash payment bond voucher	Sales Purchase Cash Receipt Cash payment Accounting Cycle Steps Documents Invoice Sale invoice Purchase invoice Cash receipt bond voucher Cash payment bond voucher	Lecture + Laboratory Training	Theoretical and practical tests

Week (15) Week (16)	6	Methods of inventory inventory, inventory systems: Periodic inventory system Continuous inventory system	Methods of inventory inventory, inventory systems: Periodic inventory system Continuous inventory system	Lecture + Laboratory Training	Theoretical and practical tests
Week (17) Week (18)	6	Filament blade, barcode, scanner, barcode functions	Filament blade, barcode, scanner, barcode functions	Lecture + Laboratory Training	Theoretical and practical tests
Week (19) Week (20)	6	Inventory items: Inventory Items Inventory Rating, How to Access Inventory and material marketing	Inventory items: Inventory Items Inventory Rating, How to Access Inventory and material marketing	Lecture + Laboratory Training	Theoretical and practical tests
Week (21) Week (22) Week (23)	9	Customers: Sales Order Create invoice Receiving Customer Collection payment Returns Sales Customer Operations Lists and Reports, Sales	Customers: Sales Order Create invoice Receiving Customer Collection payment Returns Sales Customer Operations Lists and Reports, Sales	Lecture + Laboratory Training	Theoretical and practical tests
Week (24) Week (25) Week (26) Week (27)	12	Suppliers - vendors: How to handle suppliers E-Entry - New Suppliers - Supplier Balance Details - Supplier Transactions Procurement: Supplier's Purchase Orders Supplier Goods - Supplier Tax Payments - Repayments - Supplier Returns	Suppliers - vendors: How to handle suppliers E-Entry - New Suppliers - Supplier Balance Details - Supplier Transactions Procurement: Supplier's Purchase Orders Supplier Goods - Supplier Tax Payments - Repayments - Supplier Returns	Lecture + Laboratory Training	Theoretical and practical tests
Week (28)	3	Registration of operations in the mail book, recording of entries for the system and reporting	Registration of operations in the mail book, recording of entries for the system and reporting	Lecture + Laboratory Training	Theoretical and practical tests

Week (29) Week (30)	6	Other functions of the programed: Staff Database and Salaries Banking transactions - e-commerce and e-credit card transactions	Other functions of the programed: Staff Database and Salaries Banking transactions - e-commerce and e-credit card transactions	Lecture + Laboratory Training	Theoretical and practical tests
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### 167. Course Evaluation

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

### 168. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Inventory Systems Applications
Main references (sources)	Storage Legislation and Regulations/Hussein Al-Dawri, Websites and Global Magazines
Recommended books and references (scientific journals, reports...)	Storage Legislation and Regulations/Hussein Al-Dawri, Websites and Global Magazines
Electronic References, Websites	General Applications