

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



# **Academic Program and Course Description Guide**

**2024-2025**

## **Introduction:**

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

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

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

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

### **Concepts and terminology:**

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

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

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

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

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

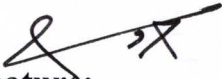
**Curriculum Structure:** All courses / subjects included in the academic program according to the approved learning system (quarterly, annual, Bologna Process) whether it is a requirement (ministry, university, college and scientific department) with the number of credit hours.

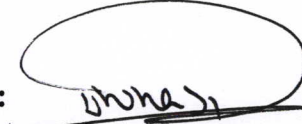
**Learning Outcomes:** A compatible set of knowledge, skills and values acquired by students after the successful completion of the academic program and must determine the learning outcomes of each course in a way that achieves the objectives of the program.


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

## Academic Program Description Form

University Name: Al-Furat Al-Awsat Technical University  
Faculty/Institute: Babylon Technical Institute  
Scientific Department: Material Management Techniques  
Academic or Professional Program Name: Technical Diploma  
Final Certificate Name: Technical Diploma in Materials Management  
Academic System: Annual  
Description Preparation Date: 01/10/2024  
File Completion Date: 07/11/2024

Signature:   
Head of Department Name:  
Assi.Prof. Jwan Fadhil Mahdi  
Date: 12/11/2024

Signature:   
Scientific Associate Name:  
Assi.Prof.Dr. Oras Khudhayer Obayes  
Date: 12/11/2024

The file is checked by:  
Department of Quality Assurance and University Performance  
Director of the Quality Assurance and University Performance Department:  
Lecturer. Khansaa Azeez Obayes  
Date:  
Signature:  12/11/2024

المعهد التقني / بابل  
وحدة البريد المركزي  
الصادرة

أ.م.د.  
اوراس خضير عبيس  
العميد وكالة  
المعهد التقني بابل

Assist. Prof.Dr.  
Oras Khudhayer Obayes  
Temporal dean  
Technical Institute of Babylon

Approval of the Dean

Assi.Prof.Dr. Oras Khudhayer Obayes

### 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	8	20	18%	Human rights and Democracy, Crimes of the Baath Regime in Iraq, English Language (First + Second) , Arabic Language (First + Second) ,

				Computer and Artificial Intelligence (First + Second)
<b>College Requirements</b>	2	14	13%	Statistics, Risk Management
<b>Department Requirements</b>	10	84	69%	Basic and Research Project
<b>Summer Training</b>	1			Mandatory for the first stage (duration two months)
<b>Other</b>				Follows the semester and final system

\* 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	Not available	Specialized English Readings	1	2
First	Not available	Storage Techniques	1	4
First	Not available	Management	1	2
First	Not available	Materials Management	1	3
First	Not available	Human Rights and Democracy	2	Not available
First	Not available	Accounting	1	2
First	Not available	Statistics	1	2
First	Not available	Computer and Artificial Intelligence-First Stage	1	2
First	Not available	Risk Management	2	2
Second	Not available	Inventory Planning and Control	2	3
Second	Not available	Inventory Accounting	2	3
Second	Not available	Operations Management	2	3
Second	Not available	Marketing Management	2	2
Second	Not available	Computer and Artificial Intelligence-Second Stage	1	2
Second	Not available	Inventory Systems Applications	1	2
Second	Not available	Crimes of the Ba'ath Regime in Iraq	2	Not available
Second	Not available	Arabic Language	2	Not available
Second	Not available	English Commercial Correspondence	1	2

<b>8. Expected learning outcomes of the program</b>	
<b>Knowledge</b>	
Miscellaneous Records and Storage Cards Management	1.Managing records and various storage cards. 2.How to determine material needs and ordering procedures. 3.Maintaining records and various cards. 4.How to inspect and store inventory, handling, and insurance.

	5. Conducting inventory counts, write-offs, and disposal of damaged and obsolete materials.
<b>Skills</b>	
Computer skills	Using software and computer systems related to storage techniques
Storage Skills	How to perform receiving, inspection, delivery, and recording procedures
<b>Ethics</b>	
Cases of study process	Drawing conclusions and solutions for practical cases presented during lectures
Field work	Drawing solutions to work-related 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	Operations Management			1	
Assistant Professor	Business Administration	Administrative Sciences			1	
Lecturer	Economics	Economics			1	
Assistant Lecturer	Business Administration	Strategic Management			1	
Assistant Lecturer	Business Administration	Business Administration			1	

Assistant Lecturer	Business Administration	Entrepreneurship			1	
Assistant Lecturer	Accounting	Accounting			1	
Assistant Lecturer	Management and economics	Industrial Management			4	
Assistant Lecturer	Mechanical engineering	Applied Mechanics			1	
Assistant Lecturer	Quranic Sciences	Quranic Sciences			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

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>	Not available	Materials Management	Basic	✓	✓				✓		✓	✓		✓	✓
	Not available	Storage Techniques	Basic			✓	✓				✓	✓		✓	✓
	Not available	Risk Management	Basic			✓						✓		✓	✓
	Not available	Accounting	Basic			✓					✓	✓		✓	✓
	Not available	Management	Basic		✓					✓		✓		✓	✓
	Not available	Computer and Artificial Intelligence- First Stage	Optional									✓		✓	✓
	Not available	Statistics	Basic									✓		✓	✓
	Not available	Human rights and Democracy	Optional									✓			✓
	Not available	Specialized English Readings	Basic									✓		✓	✓
	Not available	Inventory planning and control	Basic	✓							✓	✓		✓	✓

<b>Second</b>	Not available	Inventory Accounting	Basic			✓			✓	✓	✓	✓		✓	✓
	Not available	Operations Management	Basic						✓			✓		✓	✓
	Not available	Computer and Artificial Intelligence- Second Stage	Optional									✓		✓	✓
	Not available	Marketing Management	Basic									✓		✓	✓
	Not available	Inventory Systems Applications	Basic									✓		✓	✓
	Not available	English Commercial Correspondence	Basic									✓		✓	✓
	Not available	Crimes of the Baath Regime in Iraq	Optional									✓		✓	✓
	Not available	Arabic Language	Optional				✓					✓			✓

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

## Course Description Form

<b>1. Course Name:</b>					
Specialized English Readings					
<b>2. Course Code:</b>					
Not available					
<b>3. Semester / Year:</b>					
2024-2025					
<b>4. Description Preparation Date:</b>					
01/10/2024					
<b>5. Available Attendance Forms:</b>					
Mandatory attendance					
<b>6. Number of Credit Hours (Total) / Number of Units (Total)</b>					
90 hours/180 Units					
<b>7. Course administrator's name (mention all, if more than one name)</b>					
Name: Hashim Jabbar Majeed Email: hashim.aldedah@atu.edu.iq					
<b>8. Course Objectives</b>					
<b>Course Objectives</b>		The objective of the English for Specific Purposes course is to enhance new business opportunities for students in the Department of Material Management Technology.			
<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 (2-3)	6	Teach students about important direct administrative levels	Administration levels, kinds and importance	Lectures	Case Study Tests
Week (4-5)	6	Teach students about the concept of management and managers' duties	Management and managers' duties	Lectures	Tests
Week (6-8)	9	Teach students about statistical processes and the importance of	Statistics in business	Lectures	Tests

		statistics in business management			
Week (9-10)	6	Teach students the concept of insurance, its types, and purpose in business	Warehouse Insurance	Lectures	Tests
Week (11-13)	9	Teach students about marketing concepts, its components, and methods of selling, buying, and manufacturing	Marketing	Lectures	Tests
Week (14-16)	9	Teach students accounting principles and accounting terminology in English	Accounting concepts	Lectures	Tests
Week (17-18)	6	Teach students about business correspondence, business letters, and business training terms	Trade business correspondence terms	Lectures	Tests
Week (19-20)	6	Teach students about business letter formats and exercises related to business letter formats	Business letters, exercises on paths of letters	Lectures	Tests
Week (21-22)	6	Questions and examples on various topics	The quotation exercises	Lectures	Tests
Week (23-24)	6	Teach students about order letters and how to deal with them	Order letters and complaints exercises	Lectures	Tests
Week (25-26)	6	Teach students about forms of communication and communication technology, including exercises and examples	Other forms of written communication; technical short formal reports	Lectures	Tests
Week (27-30)	12	Teach students about the importance of communication in business and types	New facilities of business communication, telex, telegram, word processing	Lectures	Tests

	of communications such as telex, telegrams, and processing systems	systems, facsimile system.		
<b>11. 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				
Course Evaluation: Annual				
Written Semester Exam\ First Semester: 20 marks				
Second Semester: 20 marks				
Daily Activities for the First and Second Semesters\ 10 marks				
Final Written Exam: 50 marks				
Total: 100 marks				
<b>12. Learning and Teaching Resources</b>				
Required textbooks (curricular books, if any)	Not available			
Main references (sources)	<p>1. Ullas Chandra Das &amp; Ajit Kumar Mishra. Management Concepts and Practices © Directorate of Distance &amp; Continuing Education, Utkal University, Vani Vihar, Bhubaneswar-751007 The study material is developed exclusively for the use of the students admitted under DDCE, Utkal University. Year of Print: 2019 No. of Copies: 2000 Printed by: EXCEL BOOKS PRIVATE LIMITED Regd. Office: E-77, South Ext. Part-I, Delhi-110049 Corporate Office: Plot No. 1E/14, Jhandewalan Extension, New Delhi 110055 Sales Office: 81, Shyam Lal Marg, Daryaganj, Delhi-110002</p> <p>2. Fleming College, Emeritus &amp; Stephen N. Chapman. Introduction to Materials Management. SIXTH EDITION. North Carolina State University Lloyd M. Clive, P.E., CFPIIM Fleming College Editor in Chief: Vernon R. Anthony Acquisitions Editor: Eric Krassow Editorial Assistant: Nancy Kesterson Production Editor: Louise N. Sette Production Supervision: GGS Book Services Design Coordinator: Diane Ernsberger Cover Designer: Jeff Vanik Production Manager: Deidra M. Schwartz Director of Marketing: David Gesell Marketing Manager: Jimmy Stephens Marketing Assistant: Alicia Dysert Copyright © 2008, 2004, 2001, 1998, 1996, 1991 by Pearson Education, Inc., Upper Saddle River, New Jersey 07458. Pearson Prentice Hall.</p>			
Recommended books and references (scientific journals, reports...)	HASHIM AL DEDAH. MATERIAL MANAGEMENT (logistics) CHAPTERS 1-10			
Electronic References, Website	<p>1. <a href="https://perso.crans.org/fortuneau/ressources_maxnce_nouchet/Introduction%20to%20Materials%20Management.pdf">https://perso.crans.org/fortuneau/ressources_maxnce_nouchet/Introduction%20to%20Materials%20Management.pdf</a></p> <p>2. <a href="https://nscpolteksby.ac.id/ebook/files/Ebook/Hospitality/Production%20and%20Operations%20Management%20(2008)/520Chapter%204%20-%20MATERIALS%20MANAGEMENT.pdf">https://nscpolteksby.ac.id/ebook/files/Ebook/Hospitality/Production%20and%20Operations%20Management%20(2008)/520Chapter%204%20-%20MATERIALS%20MANAGEMENT.pdf</a></p>			

## Course Description Form

1. Course Name:					
Storage Techniques					
2. Course Code:					
Not available					
3. Semester / Year:					
2024-2025					
4. Description Preparation Date:					
02/10/2024					
5. Available Attendance Forms:					
Mandatory attendance					
6. Number of Credit Hours (Total) / Number of Units (Total)					
150 hours/300 Units					
7. Course administrator's name (mention all, if more than one name)					
Name: Anfal Samir Kadhim					
Email: anfal.kadhim@atu.edu.iq					
8. Course Objectives					
<b>Course Objectives</b>		To introduce students to the basic concepts of warehouse management and enable them to understand how to perform warehouse operations and procedures, organize the supporting cycle, and understand the role of the warehouse structure, use storage and handling equipment, and ways to maintain inventory			
9. Teaching and Learning Strategies					
<b>Strategy</b>		Lecture/Discussion/Brainstorming			
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
Week (1-2)	10	Definition of inventory / Warehouse management / Concept of storage process in the facility	Definition of inventory / Warehouse management / Concept of storage process in the facility	Lecture and case studies	Oral Test
Week (3)	5	Functions of warehouse management / Importance of storage function financially and operationally	Functions of warehouse management / Importance of storage function financially and operationally	Lecture and case studies	Oral and written tests
Week (4)	5	Warehouse procedures / Inspection / Concept /	Warehouse procedures / Inspection / Concept / Importance / Responsibility of	Lecture and case studies	Oral and written tests

		Importance / Responsibility of inspection / Inspection procedures	inspection / Inspection procedures		
Week (5)	5	Receipt / Concept / Systems / Procedures / Centralized and decentralized receipt	Receipt / Concept / Systems / Procedures / Centralized and decentralized receipt	Lecture and case studies	Oral and written tests
Week (6)	5	Material preservation / Importance / Inventory protection / Safety precautions / Safety for workers and materials inside the warehouse	Material preservation / Importance / Inventory protection / Safety precautions / Safety for workers and materials inside the warehouse	Lecture and case studies	Oral and written tests
Week (7-9)	15	Simplification and standardization of materials / Differentiation of materials / Objectives and methods of description / Description procedures and requirements / Concept of classification / Objectives / Methods of classification / Factors affecting classification	Simplification and standardization of materials / Differentiation of materials / Objectives and methods of description / Description procedures and requirements / Concept of classification / Objectives / Methods of classification / Factors affecting classification	Lecture and case studies	Oral and written tests
Week (10-11)	10	Concept of coding / Importance / Principles of coding / Integration of classification and coding / Materials guide and steps for preparation	Concept of coding / Importance / Principles of coding / Integration of classification and coding / Materials guide and steps for preparation	Lecture and case studies	Oral and written tests

Week (12-13)	10	Inventory documentation cycle / Objectives / Types of documents and records	Inventory documentation cycle / Objectives / Types of documents and records	Lecture and case studies	Oral and written tests
Week (14-15)	10	Concept of inventory count / Importance / Responsibility of counting / Types of counts / Counting committees / Adjusting inventory discrepancies and methods to conceal shortages / Material damage / Handling damaged lots and storing damaged materials	Concept of inventory count / Importance / Responsibility of counting / Types of counts / Counting committees / Adjusting inventory discrepancies and methods to conceal shortages / Material damage / Handling damaged lots and storing damaged materials	Lecture and case studies	Oral and written tests
Week (16)	5	Ownership and leasing policy	Ownership and leasing policy	Lecture and case studies	Oral and written tests
Week (17)	5	Geographic location of warehouses and factors affecting the choice of geographic location for warehouses inside and outside the project scope	Geographic location of warehouses and factors affecting the choice of geographic location for warehouses inside and outside the project scope	Lecture and case studies	Oral and written tests
Week (18-21)	20	Planning for establishing warehouses and utilized and unused spaces, outdoor storage	Planning for establishing warehouses and utilized and unused spaces, outdoor storage	Lecture and case studies	Oral and written tests
Week (22-24)	15	Interior design of warehouses / Requirements of interior design / Factors affecting interior design / Redesigning warehouses	Interior design of warehouses / Requirements of interior design / Factors affecting interior design / Redesigning warehouses	Lecture and case studies	Oral and written tests

Week (25-26)	10	Storage equipment / Importance / Types / Factors affecting the choice of storage equipment	Storage equipment / Importance / Types / Factors affecting the choice of storage equipment	Lecture and case studies	Oral and written tests
Week (27-28)	10	Internal handling and transportation equipment / Importance / Types / Factors affecting their selection / Characteristics of efficient transportation / Economics of transportation and handling / Transportation costs	Internal handling and transportation equipment / Importance / Types / Factors affecting their selection / Characteristics of efficient transportation / Economics of transportation and handling / Transportation costs	Lecture and case studies	Oral and written tests
Week (29-30)	10	Specialized warehouses	Specialized warehouses	Lecture and case studies	Oral and written 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

Course Evaluation: Annual

Written Semester Exam\

First Semester: 20 marks

Second Semester: 20 marks

Daily Activities for the First and Second Semesters\ 10 marks

Final Written Exam: 50 marks

Total: 100 marks

### 12. Learning and Teaching Resources

Required textbooks (curricular books any)

Scientific Foundations in Warehouse Management

Main references (sources)

- 1- Modern Warehouse Management by Dr. Mohammed Maher Alish
- 2- Modern Warehouse Management by Dr. Ghanem Fanjan
- 3- Operations Management for Purchases and Warehouses by Dr. Jalal Mohammed Bakbar
- 4- Purchasing and Storage by Dr. Saad Al-Din Ashmawy
- 5- Warehouse Management for Hospitals by Dr. Raad Rizuq Astifan
- 6- Scientific Management of Materials, Warehouses, and Purchases by Ismat Hussein Jafar

Recommended books and references (scientific journals, reports...)	Theory and Practice by Dr. Abdul Ghani Nasif Jassim Purchasing Management by Dr. Ali Sharif
Electronic References, Websites	<a href="https://www.slideteam.net/blog/afdil-5-qawalib-ppt-litadafuq-eamaliaat-almustawdaeat-mae-eayinat-waamthila?lang=Arabic">https://www.slideteam.net/blog/afdil-5-qawalib-ppt-litadafuq-eamaliaat-almustawdaeat-mae-eayinat-waamthila?lang=Arabic</a> <a href="https://foulabook.com/ar/book/%D9%83%D8%AA%D8%A7%D8%A8-%D8%A7%D9%84%D8%A3%D8%B5%D9%88%D9%84-%D8%A7%D9%84%D8%B9%D9%84%D9%85%D9%8A%D8%A9-%D9%81%D9%8A-%D8%A7%D8%AF%D8%A7%D8%B1%D8%A9-%D8%A7%D9%84%D9%85%D8%AE%D8%A7%D8%B2%D9%86-pdf">https://foulabook.com/ar/book/%D9%83%D8%AA%D8%A7%D8%A8-%D8%A7%D9%84%D8%A3%D8%B5%D9%88%D9%84-%D8%A7%D9%84%D8%B9%D9%84%D9%85%D9%8A%D8%A9-%D9%81%D9%8A-%D8%A7%D8%AF%D8%A7%D8%B1%D8%A9-%D8%A7%D9%84%D9%85%D8%AE%D8%A7%D8%B2%D9%86-pdf</a>

### Course Description Form

1. Course Name:					
Management					
2. Course Code:					
Not available					
3. Semester / Year:					
2024-2025					
4. Description Preparation Date:					
03/10/2024					
5. Available Attendance Forms:					
Mandatory attendance					
6. Number of Credit Hours (Total) / Number of Units (Total)					
90 hours/180 Units					
7. Course administrator's name (mention all, if more than one name)					
Name: Layla Mansour Mazhar Email: Layla.mazhar.bib10@atu.edu.iq					
8. Course Objectives					
<b>Course Objectives</b>		To equip students with fundamental concepts related to the principles and activities of business management and their applications			
9. Teaching and Learning Strategies					
<b>Strategy</b>		Lecture/Discussion/Brainstorming			
10. Course Structure					
<b>Week</b>	<b>Hours</b>	<b>Required Learning Outcomes</b>	<b>Unit or subject name</b>	<b>Learning method</b>	<b>Evaluation method</b>

Week (1)	3	Study the nature of management, the tasks of the manager, and the challenges facing contemporary management.	Concept and importance of management and its goals	Lecture and case studies	Oral exam
Week (2-4)	9	Patterns of managerial behavior, managerial skills, roles of the manager.	Managerial tasks	Lecture and case studies	Oral and written exams
Week (5-6)	6	Development of management thought, scientific management school, bureaucracy.	Administrative schools	Lecture and case studies	Oral and written exams
Week (7-8)	6	Study of the Hawthorne Studies, Bernard Study - Theory X and Y by Douglas McGregor.	Humanistic school	Lecture and case studies	Oral and written exams
Week (9-11)	9	Open systems theory (concept of a system, components of a system), quantitative management.	Contemporary trends school	Lecture and case studies	Oral and written exams
Week (12)	3	General structure and specific structure.	Management and its environment	Lecture and case studies	Oral and written exams
Week (13-14)	6	Nature of planning and types of planning, addressing planning obstacles.	Planning function	Lecture and case studies	Oral and written exams

Week (15-16)	6	Decision-making, concept of decision-making, types of decisions, decision-making styles.	Decision-making and its steps	Lecture and case studies	Oral and written exams
Week (17)	3	Importance and nature of organization, organizational structure, and organizational styles.	Organization function	Lecture and case studies	Oral and written exams
Week (18-19)	6	Nature of authority, its sources, and its transfer.	Authority and responsibility	Lecture and case studies	Oral and written exams
Week (20-21)	6	Horizontal relationships, vertical advisory relationships, committees, and councils	Internal Organizational Relationships	Lecture and case studies	Oral and written exams
Week (22)	3	Nature of motivation, theories of motivation, Maslow's hierarchy of needs, expectancy theory.	Leadership and motivation	Lecture and case studies	Oral and written exams
Week (23-24)	6	Theories of leadership, leadership traits, leadership styles.	The managerial leadership function	Lecture and case studies	Oral and written exams
Week (25)	3	Communication, its nature, methods, channels, and barriers.	Nature of communication	Lecture and case studies	Oral and written exams
Week (26-27)	6	Control, its concept, nature, tools, and methods.	Control function	Lecture and case studies	Oral and written exams

Week (28)	3	Social responsibility of the organization, its concept and scope.	Organizational social responsibility	Lecture and case studies	Oral and written exams
Week (29-30)	6	Management and planning of the organization and its activities, and analysis of its operations.	Managing organizational activities	Lecture and case studies	Oral and written exams

### 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

Course Evaluation: Annual

Written Semester Exam\

First Semester: 20 marks

Second Semester: 20 marks

Daily Activities for the First and Second Semesters\ 10 marks

Final Written Exam: 50 marks

Total: 100 marks

### 12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Not available
Main references (sources)	Principles of Management / Taher Mohsen Al-Ghalibi / Wael Publishing, Printing, and Distribution / January 28, 2019
Recommended books and references (scientific journals, reports...)	The Arab Journal of Administration <a href="https://www.arado.org/AJA">https://www.arado.org/AJA</a>
Electronic References, Websites	Administrative Platform <a href="https://www.odoo.com/ar">https://www.odoo.com/ar</a>

## Course Description Form

1. Course Name:					
Materials Management					
2. Course Code:					
Not available					
3. Semester / Year:					
2024-2025					
4. Description Preparation Date:					
04/10/2024					
5. Available Attendance Forms:					
Mandatory attendance					
6. Number of Credit Hours (Total) / Number of Units (Total)					
120 hours/240 Units					
7. Course administrator's name (mention all, if more than one name)					
Name: Redaha Abdul Khadr Hammood    Email: redaha.hammood.iba@atu.edu.iq					
8. Course Objectives					
<b>Course Objectives</b>		To introduce students to the concepts and correct scientific methods in materials management and its importance in the smooth flow of materials to requesting parties, and to provide experience in practicing activities related to supplying, managing, and delivering materials to the organization at the right time and place, while maintaining them			
9. Teaching and Learning Strategies					
<b>Strategy</b>		Lectures, hands-on training, summer field training			
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
Week (1)	4	Students understand the goals of materials management, its nature, and its importance to the organization.	Concept and importance of materials management and its objectives	Lecture + lab cases	Oral and written exams
Week (2)	4	Students understand the nature of the purchasing function, its concept, objectives, and importance to the organization.	Purchasing function, its concept, objectives, and importance.	Lecture + lab cases	Oral and written exams
Week (3-4)	8	Students understand the various tasks of purchasing management, such as need verification, source selection, price studies, and responsibilities of purchasing management.	Various tasks and duties of purchasing management and source selection.	Lecture + lab cases	Oral and written exams

Week (5-9)	20	Students understand the various policies followed by purchasing management to provide the materials needed by the organization.	Purchasing policies such as centralization and decentralization, and their combination, purchasing the right quality, price, time, and quantity using quantitative methods.	Lecture + lab cases	Oral and written exams
Week (10)	4	Students understand the functional relationship between purchasing management, storage management, and other departments.	Relationship between purchasing management, storage policies, and other departments.	Lecture + lab cases	Oral and written exams
Week (11-12)	8	Students understand the various strategies followed by purchasing management, their importance, and the various factors that influence them.	Purchasing strategies, their concepts, importance, and the factors influencing buyer behavior.	Lecture + lab cases	Oral and written exams
Week (13-14)	8	Students understand purchasing strategy according to need, storage strategy, exchange strategy, speculation strategy.	Purchasing strategy according to need, storage strategy, exchange strategy, speculation strategy.	Lecture + lab cases	Oral and written exams
Week (15-16)	8	Students understand how to select sources of supply, negotiate, and contract with suppliers.	Source selection and its stages, evaluating the performance of purchasing sources, negotiating, and contracting with suppliers.	Lecture + lab cases	Oral and written exams

Week (17-18)	8	Students understand how to determine the economic order quantity for purchase orders and how to calculate it.	Determining the economic order quantity for purchase orders, the factors influencing it, and how to calculate it.	Lecture + lab cases	Oral and written exams
Week (19)	4	Students understand how to evaluate the performance of purchasing and storage functions.	Evaluation of purchasing and storage functions / concept, objectives, procedures.	Lecture + lab cases	Oral and written exams
Week (20)	4	Students understand the concept of storage, its importance, and its objectives.	Storage: its concept, importance, and objectives.	Lecture + lab cases	Oral and written exams
Week (21)	4	Students understand the organizational dependency of storage management.	Organizational dependency of storage management and its relationship with other departments.	Lecture + lab cases	Oral and written exams
Week (22)	4	Students understand the policy of centralization and decentralization in storage and the combination of both.	Policy of centralization and decentralization in storage and their combination.	Lecture + lab cases	Oral and written exams
Week (23-25)	12	Students understand how to determine and calculate storage levels, emergency stocks, and waiting periods.	Storage levels, emergency stocks, waiting periods, and organizational needs.	Lecture + lab cases	Oral and written exams
Week (26)	4	The student understands the nature of damaged items, the causes of damage, and the parties responsible for it	Damaged items and the parties responsible for the damage, procurement, storage, production, suppliers	Lecture + lab cases	Oral and written exams
Week (27-28)	8	Students understand how to deal with slow-moving, damaged items, and	Handling slow-moving, damaged items,	Lecture + lab cases	Oral and written exams

		procedures for writing off materials.	and procedures for writing off materials.		
Week (29-30)	8	Students understand packaging and its importance, methods, and types of packaging equipment.	Packaging: its concept, importance, objectives, and types of packaging equipment.	Lecture + lab cases	Oral and written exams

### 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

Course Evaluation: Annual

Written Semester Exam\

First Semester: 20 marks

Second Semester: 20 marks

Daily Activities for the First and Second Semesters\ 10 marks

Final Written Exam: 50 marks

Total: 100 marks

### 12. Learning and Teaching Resources

Required textbooks (curricula books, if any)	Not available
Main references (sources)	1. Book on Materials Management by Dr. Akram Al-Taleb 2. Book on Materials Management: Purchasing and Storage from a Quantitative Perspective
Recommended books and references (scientific journals, reports...)	Arab Journal for Scientific Publishing on Purchasing and Storage Management 2022
Electronic References, Websi	<a href="#">Course Website for Materials Management</a>

## Course Description Form

1. Course Name:					
Human rights and Democracy					
2. Course Code:					
Not available					
3. Semester / Year:					
2024-2025					
4. Description Preparation Date:					
05/10/2024					
5. Available Attendance Forms:					
Mandatory attendance					
6. Number of Credit Hours (Total) / Number of Units (Total)					
30 hours/60 Units					
7. Course administrator's name (mention all, if more than one name)					
Name: Zaid Khoder Jassim Email: zaid.bermany@atu.edu.iq					
8. Course Objectives					
<b>Course Objectives</b>		To educate the student about the importance of studying human rights in practical life and the related practices of democracy			
9. Teaching and Learning Strategies					
<b>Strategy</b>		Lecture/Discussion/Brainstorming			
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
Week (1)	1	Human rights goals and concepts in ancient civilizations, especially the Rafidain Valley	Human rights	Lecture	Tests
Week (2)	1	Understand human rights in Islam and other religions	Human Rights in Divine Laws	Lecture	Tests
Week (3)	1	International recognition of human rights since World War I and the League of Nations	Human Rights in Modern History	Lecture	Tests
Week (4)	1	European Convention 1950, American Convention 1969, African Charter 1981, Arab Charter 1994	Global Recognition of Human Rights	Lecture	Tests
Week (5)	1	International Committee of the Red Cross, Amnesty International, National Human Rights Organizations, Human Rights Watch	NGOs and Human Rights	Lecture	Tests

Week (6)	1	Human rights in Iraqi constitutions between theory and reality	Human Rights in the Iraqi Constitution	Lecture	Tests
Week (7)	1	The Universal Declaration of Human Rights, regional covenants, and national constitutions	The Relationship Between Human Rights and Freedoms	Lecture	Tests
Week (8)	1	Economic and social rights and civil and political rights	Human Rights in All Fields	Lecture	Tests
Week (9)	1	The right to development, the right to a clean environment, the right to solidarity, the right to speak	Modern Human Rights	Lecture	Tests
Week (10)	1	Ensuring human rights on an international level, guarantees in constitutions and laws, guarantees of freedom of opinion and press, the role of NGOs in respecting and protecting human rights	Guarantees	Lecture	Tests
Week (11)	1	The role of the United Nations, its agencies, regional organizations, and NGOs in providing guarantees	Guarantees on an International Level	Lecture	Tests
Week (12)	1	The legal basis for human rights	Sharia in Law	Lecture	Lecture
Week (13)	1	The origin of rights and freedoms, the legislator's stance on rights	General Theory of Freedoms	Lecture	Lecture
Week (14)	1	Regulation of public freedoms by public authorities	Freedoms in Public Authorities	Lecture	Tests
Week (15)	1	The modern development of gender equality and equality among individuals based on their beliefs and ethnicity	Equality and the Historical Development of the Concept of Equality	Lecture	Tests

Week (16)	1	The concept of democracy and its types	Democracy	Lecture	Tests
Week (17)	1	Definition of democracy and its forms	Democracy	Lecture	Tests
Week (18)	1	Democracy in the Third World	Democracy	Lecture	Tests
Week (19)	1	Democratic systems in the world	Systems in the World	Lecture	Tests
Week (20)	1	Concept of freedoms, classification of public freedoms	Freedoms	Lecture	Tests
Week (21)	1	Basic freedoms, intellectual, economic, and social freedoms	Freedoms	Lecture	Tests
Week (22)	1	Freedom of security and feeling safe, freedom of movement	Freedom of Security	Lecture	Tests
Week (23)	1	Freedom of education, freedom of the press, freedom of assembly	Freedom of Education	Lecture	Tests
Week (24)	1	Freedom of associations, how to form, and freedom of work	Freedom of Associations	Lecture	Tests
Week (25)	1	Right to property and its concept	Right to Property	Lecture	Tests
Week (26)	1	Freedom of trade and industry and how to practice the right to trade	Freedom of Trade	Lecture	Tests
Week (27)	1	Women's freedom, its concept, and protection of women's rights	Women's Freedom	Lecture	Tests
Week (28)	1	Political parties and public freedoms	Political Parties	Lecture	Tests
Week (29)	1	Scientific and technological progress and public freedoms	Scientific and Technological Progress	Lecture	Tests
Week (30)	1	Future of public freedoms	Public Freedoms Registration	Lecture	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  
 Course Evaluation: Annual  
 Written Semester Exam\  
 First Semester: 20 marks  
 Second Semester: 20 marks  
 Daily Activities for the First and Second Semesters\ 10 marks  
 Final Written Exam: 50 marks  
 Total: 100 marks

12. Learning and Teaching Resources	
Required textbooks (curricula books, if any)	Not available
Main references (sources)	Human Rights / Hafidh Alwan Al-Dulaimi / Al-Sanhouri Legal and Political Science Publishing House / January 18, 2018
Recommended books and references (scientific journals, reports...)	<a href="#">The Arab Journal of Human Rights</a>
Electronic References, Websites	United Nations High Commissioner for Human Rights (UNHCHR)  <a href="https://www.ohchr.org/ar/ohchr_homepage">https://www.ohchr.org/ar/ohchr_homepage</a>

### Course Description Form

1. Course Name:	
Accounting	
2. Course Code:	
Not available	
3. Semester / Year:	
2024-2025	
4. Description Preparation Date:	
06/10/2024	
5. Available Attendance Forms:	
Mandatory attendance	
6. Number of Credit Hours (Total) / Number of Units (Total)	
90 hours/180 Units	
7. Course administrator's name (mention all, if more than one name)	
Name: Nihaya Obaid Mohsen Email: nihaya.abbas.iba@atu.edu.iq	
8. Course Objectives	
<b>Course Objectives</b>	To introduce the student to the general accounting principles and the various financial accounting cycles and their applications in diverse enterprises
9. Teaching and Learning Strategies	
<b>Strategy</b>	Lecture + Summer Training
10. Course Structure	

<b>Week</b>	<b>Hours</b>	<b>Required Learning Outcomes</b>	<b>Unit or subject name</b>	<b>Learning method</b>	<b>Evaluation method</b>
Week (1)	3	The student learns the concept and goals of accounting	Nature and Goals of Accounting	Lecture	Tests
Week (2)	3	Accounting principles and foundations, branches of accounting, and the accounting period	Accounting Principles, Branches, Accounting Period, Accounting Cycle	Lecture	Tests
Week (3)	3	Accounting books, journal, ledger, payment document, receipt document	Types of Books, Journal, Ledger	Lecture	Tests
Week (4)	3	Methods of recording in books	Methods of Recording in Journal	Lecture	Tests
Week (5)	3	Components of capital	Formation of Capital	Lecture	Tests
Week (6)	3	General budget, capital reduction, and capital increase	Double Entry and Components of Budget, Capital Reduction and Increase	Lecture	Tests
Week (7-8)	6	How to record in the journal according to central entry methods	Journal, Planning the Book and How to Record in It	Lecture	Tests
Week (9-10)	6	Accounting treatment of capital cases, capital withdrawals, purchasing, selling, and exchanging assets	Capital Operations, Loans, Buying and Selling, and Exchanging Assets	Lecture	Tests
Week (11-12)	6	Purchases, sales, and their expenses	Purchases, Sales, Returns, Selling and Distribution Expenses, and Administrative Expenses	Lecture	Tests
Week (13-15)	9	Types of discounts and how to record in books	Trade Discount, Individual Discount, Quantity Discount, General Ledger, Account Transfer	Lecture	Tests

Week (16-18)	9	Preparation of trial balance of its types and insurance operations with banks and how to handle incoming commercial papers	Trial Balance, Insurance Operations with Banks, Current Account, Fixed Deposit, Incoming Sales, Outgoing Sales	Lecture	Tests
Week (19-21)	9	Commercial papers, including bills receivable and payable and methods of handling commercial papers	Commercial Papers / Bills Receivable / Bills Payable / Methods of Handling Bills Receivable, Due Dates, Discount, Mortgage, and Receiving Discount Before Due Date	Lecture	Tests
Week (22-23)	6	Error correction using long and short methods	Accounting Errors / Errors in Journal, Transfer Errors, Error Correction, Long Method, Short Method	Lecture	Tests
Week (24-25)	6	Closing accounts, trading, and the balance sheet	Preparation of Closing Accounts / Trading / Capital Account / Preparation of the Balance Sheet	Lecture	Tests
Week (26)	3	Recording adjusting entries for expenses and revenues	Adjusting accounts, accrued and prepaid expenses	Lecture	Tests
Week (27-28)	6	Understanding depreciation and its methods, fixed and declining balance methods, and re-evaluation method	Depreciation of fixed assets, fixed and declining balance methods, re-evaluation, and methods of recording in the books	Lecture	Tests
Week (29-30)	6	Daily auxiliary books, auxiliary and general ledger	Auxiliary books / Cash book / Accounts receivable book / Accounts payable book	Lecture	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

Course Evaluation: Annual

Written Semester Exam\ First Semester: 20 marks Second Semester: 20 marks Daily Activities for the First and Second Semesters\ 10 marks Final Written Exam: 50 marks Total: 100 marks	
<b>12. Learning and Teaching Resources</b>	
Required textbooks (curricular books, if any)	Principles of Accounting by Dr. Diao Abdul-Hussein Al-Qamousi and Adnan Abdul-Hamid Al-Hadithi, 1988
Main references (sources)	Principles of Accounting by Dr. Diao Abdul-Hussein Al-Qamousi and Adnan Abdul-Hamid Al-Hadithi, 1988
Recommended books and references (scientific journals, reports...)	Fundamentals of Accounting Knowledge by Dr. Talal Al-Jajaawi, 2009
Electronic References, Websites	<a href="#">Fundamentals of Accounting</a>

## Course Description Form

<b>1. Course Name:</b>	Statistics
<b>2. Course Code:</b>	Not available
<b>3. Semester / Year:</b>	2024-2025
<b>4. Description Preparation Date:</b>	07/10/2024
<b>5. Available Attendance Forms:</b>	Mandatory attendance
<b>6. Number of Credit Hours (Total) / Number of Units (Total)</b>	90 hours/180 Units
<b>7. Course administrator's name (mention all, if more than one name)</b>	Name: haider hammoodi kadhim Email: almimar.kadhim@atu.edu.iq
<b>8. Course Objectives</b>	

<b>Course Objectives</b>	To teach students statistical methods and the scientific approaches for collecting, organizing, presenting, and collecting, organizing, presenting, and defining various statistical data, and to enable them to analyze the available data for practical use
<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	Understanding statistics	Definition of statistics, its importance, its relation to other sciences, and statistical methods for collecting, presenting, classifying, and analyzing data	Lecture and practical examples	Exam and Q&A
Week (2)	3	Data collection sources	Statistical methods for collecting data, their sources, and how to obtain them	Lecture and practical examples	Exam and Q&A
Week (3-4)	6	Presenting statistical data	Stages of the statistical method, summarizing data in frequency tables	Lecture and practical examples	Exam and Q&A
Week (5)	3	Presenting ungrouped data	Methods for presenting ungrouped data, such as pie charts, line graphs, and bar graphs	Lecture and practical examples	Exam and Q&A
Week (6)	3	Presenting grouped data	Methods for presenting grouped data, such as histograms and frequency polygons, and creating cumulative frequency tables	Lecture and practical examples	Exam and Q&A
Week (7-9)	9	Measures of central tendency	Mean, median, mode, and the relationship between averages	Lecture and practical examples	Exam and Q&A
Week (10-11)	6	Measures of dispersion	Importance of measures of dispersion, variance, standard deviation	Lecture and practical examples	Tests
Week (12-14)	9	Linear correlation	Correlation coefficient, methods for calculating and using it to show relationships between data	Lecture and practical examples	Exam and Q&A, Tests
Week (15)	3	Linear correlation	Training on using computers to find the values of linear correlation coefficients	Practical cases	Training cases
Week (16-18)	9	Rank correlation	Using the correlation coefficient to determine relationships between data, whether quantitative or qualitative	Lecture and practical examples	Exam and Q&A
Week (19-21)	9	Regression	Calculating the regression coefficient and its	Lecture and practical examples	Exam and Q&A

			importance, using least squares methods		
Week (22-24)	9	Time series	Components of time series, its importance, and using the least squares method for forecasting to determine future values	Lecture and practical examples	Exam and Q&A
Week (25-27)	9	Index numbers	Types of index numbers, their importance, and their effect on understanding price changes over specific periods	Lecture and practical examples	Exam and Q&A
Week (28-30)	9	Statistical tests	Importance of statistical tests in analysis, Chi-square test, and T-test	Lecture and practical examples	Exam and Q&A

### 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

Course Evaluation: Annual

Written Semester Exam\

First Semester: 20 marks

Second Semester: 20 marks

Daily Activities for the First and Second Semesters\ 10 marks

Final Written Exam: 50 marks

Total: 100 marks

### 12. Learning and Teaching Resources

Required textbooks (curriculum books, if any)	Not available
Main references (sources)	1.Principles of Statistics by Taha Hussein Al-Zubaidi, Dar Ghidaa Publishing, First Edition, 2012 2.Principles of Statistics by Ahmed Abdul-Sami Tabi, Dar Al-Bidaa, First Edition, 2008
Recommended books and references (scientific journals, reports...)	Journal of Statistical Sciences / Arab Institute for Training and Statistical Research
Electronic References, Websites	<a href="https://www.aitrs.org/archive">https://www.aitrs.org/archive</a>

## Course Description Form

<b>1. Course Name:</b>					
Computer and Artificial Intelligence- First Stage					
<b>2. Course Code:</b>					
Not available					
<b>3. Semester / Year:</b>					
2024-2025					
<b>4. Description Preparation Date:</b>					
08/10/2024					
<b>5. Available Attendance Forms:</b>					
Mandatory attendance					
<b>6. Number of Credit Hours (Total) / Number of Units (Total)</b>					
90 hours/180 Units					
<b>7. Course administrator's name (mention all, if more than one name)</b>					
Name: Omar Imad Shukri Email: Omar.windy.bi22@atu.edu.iq					
<b>8. Course Objectives</b>					
<b>Course Objectives</b>		The objectives of the course are to teach the student how to work with computers, utilize available software, write texts, manage viruses, and familiarize the student with computer parts, operating systems, and file management commands			
<b>9. Teaching and Learning Strategies</b>					
<b>Strategy</b>		Lecture and practical training in the laboratory			
<b>10. 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)	6	Teach the student computer skills	Hardware components and software	Lecture and practical lab	Theoretical and practical tests on the computer
Week (3-12)	30	Windows, screen settings, button changes, software installation	Windows and handling it	Lecture and practical lab	Oral and written tests
Week (13-14)	6	Computer ethics, viruses and protection methods	Computer ethics	Lecture and practical lab	Oral and written tests
Week (15-26)	36	Features of word processors, creating and printing a new	Microsoft Word	Lecture and practical lab	Oral and written tests

		file, changing font types, formatting texts, spell and grammar checking			
Week (27-30)	12	Networks and types, basic concepts about the internet, search engines, how to search and download files, copy images from the internet	Internet 1	Lecture and practical lab	Oral and written 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

Course Evaluation: Annual

First Semester\

Written Semester Exam: 10 Marks

Practical Semester Exam: 10 Marks

Second Semester\

Written Semester Exam: 10 Marks

Practical Semester Exam: 10 Marks

Daily Activities for the First and Second Semesters\ 10 Marks

Final Written Exam\ 40 Marks

Final Practical Exam\ 10 Marks

Total: 100 Marks

### 12. Learning and Teaching Resources

Required textbooks (curriculum books, if any)	Not available
Main references (sources)	Basics of Computers and Office Applications by Dr. Ghassan Hamid Abdul and Dr. Ziad Mohammed Aboud and Dr. Amir Hussein Murad
Recommended books and references (scientific journals, reports...)	The International Journal of Computers and Informatics <a href="https://ijci.vsrp.co.uk">https://ijci.vsrp.co.uk</a>
Electronic References, Websites	Edraak Website <a href="https://www.edraak.org/programs/course/icdl1-v2019sp">https://www.edraak.org/programs/course/icdl1-v2019sp</a>

## Course Description Form

<b>1. Course Name:</b>					
Risk management					
<b>2. Course Code:</b>					
Not available					
<b>3. Semester / Year:</b>					
2024-2025					
<b>4. Description Preparation Date:</b>					
09/10/2024					
<b>5. Available Attendance Forms:</b>					
Mandatory attendance					
<b>6. Number of Credit Hours (Total) / Number of Units (Total)</b>					
120 hours/240 Units					
<b>7. Course administrator's name (mention all, if more than one name)</b>					
Name: Noor Riad Khawam					
Email: noor.khawam@atu.edu.iq					
<b>8. Course Objectives</b>					
<b>Course Objectives</b>		The objectives of the course are for the student to understand and apply the insurance rules and principles related to warehouse operations, address various risks in warehouse work, and select and use documents that assist the establishment in obtaining insurance coverage that mitigates the negative impacts of realized risks			
<b>9. Teaching and Learning Strategies</b>					
<b>Strategy</b>		Lecture/Discussion/Brainstorming			
<b>10. 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)	4	Insurance risk - its technical and legal characteristics, classifications - risk management activities - stages of the risk management process	Insurance risk - its technical and legal characteristics, classifications - risk management activities - stages of the risk management process	Lecture + lab training	Theoretical and practical tests
Week (2)	4	Ways to confront risks, factors affecting the risk management plan, basic factors in the risk management process	Ways to confront risks, factors affecting the risk management plan, basic factors in the risk management process	Lecture + lab training	Theoretical and practical tests
Week (3)	4	Functions of the risk manager - preventing and reducing losses in warehouses	Functions of the risk manager - preventing and reducing losses in warehouses	Lecture + lab training	Theoretical and practical tests

Week (4-6)	12	<p>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</p> <p>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</p> <p>Principle of participation (concept, conditions, applications in various insurance cases) Principle of direct cause (concept, significance, situations)</p>	<p>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</p> <p>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</p> <p>Principle of participation (concept, conditions, applications in various insurance cases) Principle of direct cause (concept, significance, situations)</p>	Lecture + lab training	Theoretical and practical tests
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 + lab 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 + lab 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 + lab training	Theoretical and practical tests
Week (10)	4	Pricing and premium calculation, loads and discounts	Pricing and premium calculation, loads and discounts	Lecture + lab 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 + lab 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 + lab 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 + lab 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 + lab 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 + lab 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 + lab 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 + lab 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 + lab 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 + lab training	Theoretical and practical tests
Week (20)	4	Exceptions to coverage A & B&C	Exceptions to coverage A & B&C	Lecture + lab training	Theoretical and practical tests
Week (21)	4	Common terms of A&B&C cover	Common terms of A&B&C cover	Lecture + lab 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 + lab 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 Losses in Imported Goods	Lecture + lab training	Theoretical and practical tests
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 + lab 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 + lab training	Theoretical and practical tests
Week (26)	4	General conditions	General conditions	Lecture + lab 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 + lab 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 Application Form	Lecture + lab training	Theoretical and practical tests
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 + lab 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 + lab training	Theoretical and practical 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

Course Evaluation: Annual

Written Semester Exam\  
 First Semester: 20 marks  
 Second Semester: 20 marks  
 Daily Activities for the First and Second Semesters\ 10 marks  
 Final Written Exam: 50 marks  
 Total: 100 marks

### 12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Not available
Main references (sources)	Insurance and Risk Management by Dr. Youssef Hajeem Al-Tai, Dr. Sinan Kadhim Al-Moussawi, Dr. Hussein Jamil Al-Badiri, Dr. Hashim Fawzi Al-Abadi
Recommended books and references (scientific journals, reports...)	<a href="https://arabiainsurance.com/ar">https://arabiainsurance.com/ar</a>
Electronic References, Websites	<a href="https://muc.edu.iq/Library/wp-content/uploads/2021/08/WameedMUCBookDep_2021_364822.pdf">https://muc.edu.iq/Library/wp-content/uploads/2021/08/WameedMUCBookDep_2021_364822.pdf</a>

## Course Description Form

<b>1. Course Name:</b>					
Inventory Planning and Control					
<b>2. Course Code:</b>					
Not available					
<b>3. Semester / Year:</b>					
2024-2025					
<b>4. Description Preparation Date:</b>					
10/10/2024					
<b>5. Available Attendance Forms:</b>					
Mandatory attendance					
<b>6. Number of Credit Hours (Total) / Number of Units (Total)</b>					
150 hours/300 Units					
<b>7. Course administrator's name (mention all, if more than one name)</b>					
Name: Sara Sinan Dawood Email: sara.dawood.iba@atu.edu.iq					
<b>8. Course Objectives</b>					
<b>Course Objectives</b>		The objectives of the course are to teach students the basic concepts of inventory control and enable them to use scientific methods in inventory management			
<b>9. Teaching and Learning Strategies</b>					
<b>Strategy</b>		Lecture, Practical Training in Laboratories, Summer Field Training			
<b>10. Course Structure</b>					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
Week (1)	5	Concept and importance of inventory at the organizational and national economy level	Inventory and how to handle it in public and private sectors	Lecture + lab training	Tests and daily exams
Week (2)	5	Strategies for storing materials	Inventory levels	Lecture + lab training	Tests and daily exams
Week (3)	5	Concept and importance of inventory control	Inventory control	Lecture + lab training	Lab tests
Week (4)	5	Estimating needs	Inventory needs of the establishment	Lecture + lab training	Lab tests
Week (5-6)	10	Inventory costs	Inventory prices and how to calculate the cost per unit	Lecture + lab training	Lab tests
Week (7)	5	Quantitative methods for controlling inventory for regular consumption cases	Organized material consumption	Lecture + lab training	Lab tests
Week (8)	5	Quantitative methods for controlling inventory	Inventory control	Lecture + lab training	Lab tests

Week (9-10)	10	Economic order quantity system	Importance of economic quantity and achieving it at the lowest possible cost	Lecture + lab training	Lab tests
Week (11)	5	Preference among offers	Selecting the best offer	Lecture + lab training	Lab tests
Week (12)	5	Inventory levels	Determining inventory levels	Lecture + lab training	Lab tests
Week (13)	5	Inventory control for irregular consumption cases	Inventory control	Lecture + lab training	Tests and exams
Week (14)	5	Using statistical distributions for inventory control	Using statistical measures for inventory	Lecture + lab training	Tests and exams
Week (15)	5	Reserve inventory to face changes in consumption	Reserve inventory	Lecture + lab training	Tests and exams
Week (16-18)	10	Determining reserve inventory using probability models	Reserve inventory probabilities	Lecture + lab training	Tests and exams
Week (19-20)	10	Spare parts control	Controlling materials entering production	Lecture + lab training	Tests and exams
Week (21)	5	Control of production waste	Controlling inventory waste	Lecture + lab training	Tests and exams
Week (22-24)	15	Material Requirements Planning (MRP)	Planning needs	Lecture + lab training	Tests and exams
Week (25-26)	10	Just In Time (JIT) system	How to determine the timing for obtaining reserve inventory	Lecture + lab training	Lab tests
Week (27-28)	10	Budgeting	Budgeting for sales, purchases, production, and raw materials	Lecture + lab training	Lab tests
Week (29)	5	Inventory control systems, quantity system, and fixed period system	Unified inventory control system	Lecture + lab training	Lab tests

Week (30)	5	Using an automated system for inventory control	Automated inventory control	Lecture + lab training	Lab tests
<b>11. 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					
Course Evaluation: Annual					
Written Semester Exam\ First Semester: 20 marks Second Semester: 20 marks Daily Activities for the First and Second Semesters\ 10 marks Final Written Exam: 50 marks Total: 100 marks					
<b>12. Learning and Teaching Resources</b>					
Required textbooks (curriculum books, if any)	Not available				
Main references (sources)	Inventory Planning and Control / Jasim Nasser Hussein / 2008				
Recommended books and references (scientific journals, reports...)	<a href="#">The Arab Journal of Scientific Publishing</a>				
Electronic References, Websites	<a href="#">Inventory Planning</a>				

## Course Description Form

<b>1. Course Name:</b>	
Inventory Accounting	
<b>2. Course Code:</b>	
Not available	
<b>3. Semester / Year:</b>	
2024-2025	
<b>4. Description Preparation Date:</b>	
11/10/2024	
<b>5. Available Attendance Forms:</b>	
Mandatory attendance	
<b>6. Number of Credit Hours (Total) / Number of Units (Total)</b>	
150 hours/300 Units	
<b>7. Course administrator's name (mention all, if more than one name)</b>	
Name: Zina Mohammed Sabti Email: zina.sabti@atu.edu.iq	
<b>8. Course Objectives</b>	
<b>Course Objectives</b>	The objectives of the course are to study specialized accounting methods the fields of inventory to control the movement of materials within warehouses in terms of quantity and value, and to provide necessary information for inventory planning

## 9. Teaching and Learning Strategies

**Strategy** Lecture, Practical Training in Laboratories, Work field Training

## 10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
Week (1)	5	Teaching students the basic concepts in warehouse accounting	Basic concepts in warehouse accounting	Lecture	Tests
Week (2)	5	Teaching students the purchasing cycle and accounting treatment of local purchases	Concept of local purchases and their accounting treatment	Lecture	Case study tests
Week (3)	5	Teaching students how to open a letter of credit	Foreign purchases and letter of credit	Lecture	Tests
Week (4)	5	Teaching students the procedures for documentary credits	Procedures for documentary credits	Lecture	Case study tests
Week (5)	5	Teaching students the accounting treatment for documentary credits	Accounting treatment for documentary credits	Lecture	Tests
Week (6)	5	Teaching students the concept of sound goods	Concept of sound goods	Lecture	Tests
Week (7-8)	10	Teaching students the concept of damage and loss	Concept of damage and loss	Lecture	Tests
Week (9)	5	Teaching students the accounting treatment for damage	Accounting treatment for damage and loss	Lecture	Tests
Week (10-11)	10	Teaching students the concept of joint expenses	Concept of joint expenses and their distribution	Lecture	Tests
Week (12)	5	Teaching students the accounting treatment for joint expenses	Accounting treatment for joint expenses	Lecture	Tests
Week (13)	5	Teaching students the concept of warehouse records	Warehouse records	Lecture	Case study tests
Week (14)	5	Teaching students the concept of issued warehouse materials	Concept of issued warehouse materials	Lecture	Tests
Week (15)	5	Teaching students the concept of pricing methods	Concept of pricing methods	Lecture	Tests

Week (16)	5	Teaching students pricing based on FIFO	FIFO pricing method	Lecture	Tests
Week (17)	5	Teaching students LIFO method	LIFO method	Lecture	Tests
Week (18)	5	Teaching students the simple average method	Simple average method	Lecture	Tests
Week (19)	5	Teaching students the weighted average method	Weighted average method	Lecture	Tests
Week (20)	5	Teaching students the administrative price method	Administrative price method upon receipt	Lecture	Tests
Week (21)	5	Teaching students the administrative price method for damages	Administrative price for damages	Lecture	Tests
Week (22)	5	Teaching students the returned warehouse materials	Accounting treatment for returned materials	Lecture	Tests
Week (23)	5	Teaching students the accounting treatment for returned materials	Accounting treatment for returned materials	Lecture	Tests
Week (24)	5	Teaching students inventory and its types	Inventory and its types	Lecture	Tests
Week (25)	5	Teaching students the accounting treatment for inventory	Accounting treatment for inventory	Lecture	Tests
Week (26-30)	25	Teaching students the accounting system and accounting procedures	Concept of the accounting system, division of accounts, and accounting treatment	Lecture	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

Course Evaluation: Annual

Written Semester Exam\

First Semester: 20 marks

Second Semester: 20 marks

Daily Activities for the First and Second Semesters\ 10 marks

Final Written Exam: 50 marks

Total: 100 marks

12. Learning and Teaching Resources	
Required textbooks (curriculum books, if any)	Not available
Main references (sources)	Inventory Accounting - Practical Applications Between Accounting Thought and the Unified Accounting System / Salem Mohammed / Dr. Publishing House for Sciences / 2018
Recommended books and references (scientific journals, reports...)	<a href="#">The Journal of Accounting Research</a>
Electronic References, Websites	<a href="#">Inventory Accounting Within Warehouses</a>

## Course Description Form

1. Course Name:					
Operations Management					
2. Course Code:					
Not available					
3. Semester / Year:					
2024-2025					
4. Description Preparation Date:					
12/10/2024					
5. Available Attendance Forms:					
Mandatory attendance					
6. Number of Credit Hours (Total) / Number of Units (Total)					
150 hours/300 Units					
7. Course administrator's name (mention all, if more than one name)					
Name: Eqbal Ghani Mohammed		Email: <a href="mailto:eqbal.mohamad@atu.edu.iq">eqbal.mohamad@atu.edu.iq</a>			
Name: Reyadh Najm Obaid		Email: <a href="mailto:reyadh.obaid@atu.edu.iq">reyadh.obaid@atu.edu.iq</a>			
8. Course Objectives					
<b>Course Objectives</b>		To provide students with theoretical and practical skills in operations management within industrial enterprises in planning, organizing, and controlling industrial operations, and to use quantitative methods in decision-making related to various aspects of production activities in business organizations and their relationships with the departments and divisions that make up the organization			
9. Teaching and Learning Strategies					
<b>Strategy</b>		Lecture, Practical Training, Summer Training			
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
Week (1)	5	Teaching students the concept of operations management and its functions and its	Operations management and its functions and	Lecture	Tests

		relationship with other departments	relationship with other departments		
Week (2)	5	Teaching students the organizational structure of operations management	Organizational structure of operations management	Lecture + Training	Case study tests
Week (3)	5	Teaching students operations management and the systems approach - productivity, efficiency, effectiveness	Operations management and the systems approach - productivity, efficiency, effectiveness	Lecture	Tests
Week (4)	5	Teaching students the concept of feasibility studies and how to conduct them and the basic considerations in evaluating the industrial project	Feasibility studies and basic considerations in evaluating the industrial project	Lecture + Training	Tests
Week (5)	5	Teaching students how to select the site of the industrial project and the factors influencing site selection	Site selection for the industrial project and the influencing factors	Lecture + Training	Tests
Week (6)	5	Teaching students how to determine the production capacity of the industrial project	Determining the production capacity of the industrial project	Lecture + Training	Tests
Week (7)	5	Teaching students the financial evaluation of the industrial project	Financial evaluation of the industrial project	Lecture + Training	Tests
Week (8)	5	Teaching students methods and means of production and internal arrangement of the factory and organization of service departments	Methods and means of production and internal arrangement of the factory and its buildings and organization of service departments	Lecture	Tests
Week (9)	5	Teaching students how to study the market and the product	Market and product study	Lecture	Tests
Week (10-11)	10	Teaching students statistical methods in forecasting	Demand forecasting using statistical methods	Lecture + Training	Tests

Week (12)	5	Teaching students the concept of production planning and how to prepare the production plan	Production planning - importance of production planning and how to prepare the production plan	Lecture + Training	Tests
Week (13-14)	10	Teaching students how to use linear programming in production planning	Using linear programming in production planning	Lecture + Training	Tests
Week (15-16)	10	Teaching students transportation management in the industrial facility and the methods used to solve transportation problems	Transportation management in the industrial facility and methods used to solve transportation problems	Lecture + Training	Tests
Week (17-18)	10	Teaching students how to allocate resources and methods used in allocation problems	Resource allocation and methods used in allocation problems	Lecture	Tests
Week (19)	5	Teaching students the concept of quantitative control over production and its importance and production control systems and their functions	Quantitative control over production	Lecture	Tests
Week (20-21)	10	Teaching students Gantt charts and how to use them in controlling production quantity	Using Gantt charts and how to use them in controlling production quantity	Lecture + Training	Tests
Week (22)	5	Teaching students the critical path and its concept and applications	Critical path concept and applications	Lecture + Training	Tests
Week (23-24)	10	Teaching students the concept and importance of quality control and methods used in quality control over production	Concept and importance of quality control and methods used in quality control over production	Lecture + Training	Tests
Week (25-26)	10	Teaching students how to use control charts for average deviations	Control charts for average deviations	Lecture + Training	Tests
Week (27-28)	10	Teaching students how to organize and schedule	Organizing and scheduling work	Lecture + Training	Tests

		work (work study - time study)	(work study - time study)		
Week (29-30)	10	Teaching students maintenance systems and types and how to choose between them	Maintenance systems - types of maintenance systems (preventive and corrective) and choosing between preventive and corrective maintenance	Lecture + Training	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  
 Course Evaluation: Annual  
 Written Semester Exam\  
 First Semester: 20 marks  
 Second Semester: 20 marks  
 Daily Activities for the First and Second Semesters\ 10 marks  
 Final Written Exam: 50 marks  
 Total: 100 marks

### 12. Learning and Teaching Resources

Required textbooks (curriculum books, if any)	Production Management by Dr. Mohammed Abdul Wahab Al-Azzawi, Thair Ahmed Saadoon Al-Saman
Main references (sources)	Production and Operations Management by Associate Professor Dr. Abdul Kareem Mohsen, Professor Dr. Sabah Majid Al-Najjar
Recommended books and references (scientific journals, reports...)	<a href="#">Studies in Economics and Business Administration</a>
Electronic References, Websites	<a href="#">Operations Management</a>

## Course Description Form

1. Course Name:					
Marketing management					
2. Course Code:					
Not available					
3. Semester / Year:					
2024-2025					
4. Description Preparation Date:					
13/10/2024					
5. Available Attendance Forms:					
Mandatory attendance					
6. Number of Credit Hours (Total) / Number of Units (Total)					
120 hours/240 Units					
7. Course administrator's name (mention all, if more than one name)					
Name: Hassan Jaber Alwan					
Email: hassan.alwan.iba@atu.edu.iq					
8. Course Objectives					
<b>Course Objectives</b>		To provide students with knowledge and skills in operations management in marketing activities and to enable them to understand the foundations, principles, and methods of marketing products in terms of pricing, distribution, promotion, and how to stimulate sales and motivate consumers to purchase, and to recognize the strategic requirements and control them in business organizations.			
9. Teaching and Learning Strategies					
<b>Strategy</b>		Lecture/Discussion/Brainstorming			
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
Week (1)	4	Overview of the concept of marketing	Concept of Marketing Management	Lecture	Tests
Week (2)	4	Students learn the concept of the marketing mix and its elements	Concept of Marketing Mix	Lecture	Tests
Week (3)	4	Internal and external environment of marketing	Concept of Marketing Environment	Lecture	Tests
Week (4)	4	Consumer behavior and purchasing decisions, influencing factors, types of purchasing decisions, steps in making purchasing decisions - purchase motivations	Concept of Consumer Behavior	Lecture	Tests

Week (5-6)	8	Market segmentation, its concept, types, target market selection, bases for segmentation, sales forecasting	Market Segmentation	Lecture	Tests
Week (7-8)	8	Product, product mix, classifications of products, product life cycle, steps in product innovation, positioning of products	Product	Lecture	Tests
Week (9)	4	Packaging and labeling - its concept, standards, product visibility, differentiation	Packaging	Lecture	Tests
Week (10-11)	8	Distribution and distribution channels - its concept, types, activities, factors, vertical and horizontal integration	Distribution and Distribution Channels	Lecture	Tests
Week (12)	4	Wholesale trade, its concept, activities, classifications of wholesale trade	Marketing Activities	Lecture	Tests
Week (13)	4	Retail trade - nature and importance of retail trade, large stores, retail trade without storage	Retail Trade	Lecture	Tests
Week (14-15)	8	Physical distribution, its activities, transportation, inventory control, material handling, ordering procedures	Concept of Physical Distribution	Lecture	Tests
Week (16)	4	Promotion, communication procedures, promotional mix, factors influencing the composition of the promotional mix	Promotional Mix	Lecture	Tests
Week (17-18)	8	Advertising, its importance, objectives, media, advertising campaigns	Advertising	Lecture	Tests
Week (19)	4	Sales promotion, nature of the use of sales promotion, forms, publicity	Sales Promotion	Lecture	Tests

Week (20)	4	Personal selling, its concept, procedures, managing the sales force	Personal Selling	Lecture	Tests
Week (21-22)	8	Pricing, its objectives, factors	Pricing	Lecture	Tests
Week (23)	4	Services marketing, its concept, importance, forms, service marketing mix	Services Marketing	Lecture	Tests
Week (24-25)	8	Development of goods, reasons for the failure of new goods, reasons for developing new goods, components of goods Development of goods	Concept of Marketing Management	Lecture	Tests
Week (26)	4	Marketing strategy, its requirements, procedures, evaluation Marketing strategy	Concept of Marketing Mix	Lecture	Tests
Week (27)	4	Marketing in non-profit organizations, its concept, goals, strategies Marketing in non-profit organizations	Concept of Marketing Environment	Lecture	Tests
Week (28)	4	Direct marketing, its concept, characteristics, and methods Direct marketing	Concept of Consumer Behavior	Lecture	Tests
Week (29)	4	The concept of ethical considerations in marketing Ethical considerations in marketing	Market Segmentation	Lecture	Tests
Week (30)	4	Social responsibility, consumer movement, consumer rights Social responsibility	Product	Lecture	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

Course Evaluation: Annual

Written Semester Exam\

First Semester: 20 marks

Second Semester: 20 marks

Daily Activities for the First and Second Semesters\ 10 marks

Final Written Exam: 50 marks

Total: 100 marks

12. Learning and Teaching Resources	
Required textbooks (curriculum books, if any)	Not available
Main references (sources)	Marketing / Raad Abdul Kareem Habib / Khwarizm Scientific / January 11, 2017
Recommended books and references (scientific journals, reports...)	Journal of Marketing Studies and Business Administration <a href="https://asjp.cerist.dz/en/PresentationRevue/544">https://asjp.cerist.dz/en/PresentationRevue/544</a>
Electronic References, Websites	Marketing Education Guide <a href="https://altaswieq.com">https://altaswieq.com</a>

## Course Description Form

1. Course Name:					
Computer and Artificial Intelligence- Second Stage					
2. Course Code:					
Not available					
3. Semester / Year:					
2024-2025					
4. Description Preparation Date:					
14/10/2024					
5. Available Attendance Forms:					
Mandatory attendance					
6. Number of Credit Hours (Total) / Number of Units (Total)					
90 hours/180 Units					
7. Course administrator's name (mention all, if more than one name)					
Name: Yasser Hassan Jassim Email: yasser.jassem@atu.edu.iq					
8. Course Objectives					
<b>Course Objectives</b>		The objectives of the course are to teach the student skills in working with computers and the internet in the field of specialization			
9. Teaching and Learning Strategies					
<b>Strategy</b>		Lecture, in-vitro training			
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
Week (1-2)	6	Email, how to create it, basic and advanced internet search methods	Internet and Email	Lecture + lab training	Theoretical and practical tests
Week (3-9)	21	Familiarization with PowerPoint presentation program, saving, entering data and texts, organizing slides,	PowerPoint Presentations	Lecture + lab training	Theoretical and practical tests

		presenting slides, designing slides, adding animations to slides, changing or deleting animations, hiding and deleting slides, adding music to slides, presenting slides			
Week (10-20)	33	Familiarization with Excel program, entering, editing, cutting, copying, pasting, formatting, deleting data or rows or columns or cells, applying arithmetic operations, applying functions: Sum, Average, Max, Min, If, creating charts and diagrams, inserting images and clip art	Microsoft Excel Application	Lecture + lab training	Theoretical and practical tests
Week (21-25)	15	Creating a new database, creating tables in three ways, querying in design view, using forms and reports with the wizard	Access Application	Lecture + lab training	Theoretical and practical tests
Week (26-30)	15	Presenting students' ideas and developing them using the required applications based on the syllabus	Projects according to specialization	Lecture + lab training	Theoretical and practical 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

Course Evaluation: Annual

First Semester\

Written Semester Exam: 10 Marks

Practical Semester Exam: 10 Marks

Second Semester\

Written Semester Exam: 10 Marks

Practical Semester Exam: 10 Marks

Daily Activities for the First and Second Semesters\ 10 Marks

Final Written Exam\ 40 Marks

Final Practical Exam\ 10 Marks

Total: 100 Marks

### 12. Learning and Teaching Resources

Required textbooks (curriculum books, if any)

Not available

Main references (sources)

Introduction to the World of Artificial Intelligence / Adel Abdel Nour (December 2005)

Recommended books and references (scientific journals, reports...)	Graham Brown, David Watson, "Cambridge IGCSE Information and Communication Technology", 3rd Edition (2020) Ahmed Banafa, "Introduction to Artificial Intelligence (AI)", 1st Edition (2024). Alan Evans, Kendall Martin, Mary Anne Poatsy, "Technology In Action Complete", 16th Edition (2020)
Electronic References, Websites	<a href="https://www.freelearn110.com">https://www.freelearn110.com</a>

## Course Description Form

<b>1. Course Name:</b>					
Inventory Systems Applications					
<b>2. Course Code:</b>					
Not available					
<b>3. Semester / Year:</b>					
2024-2025					
<b>4. Description Preparation Date:</b>					
15/10/2024					
<b>5. Available Attendance Forms:</b>					
Mandatory attendance					
<b>6. Number of Credit Hours (Total) / Number of Units (Total)</b>					
90 hours/180 Units					
<b>7. Course administrator's name (mention all, if more than one name)</b>					
Name: Jwan Fadhil Mahdi Email: Jwan.mahdi@atu.edu.iq					
<b>8. Course Objectives</b>					
<b>Course Objectives</b>	<p>1. Teach students how to apply warehouse systems and modern software used in production projects and large warehouses, and how to use them in warehouse operations.</p> <p>2. Provide students with knowledge on how to use ready-made technical applications in managing, planning, and monitoring warehouse operations, and equip them with skills to work on such applications.</p>				
<b>9. Teaching and Learning Strategies</b>					
<b>Strategy</b>	In-vitro lecture and training				
<b>10. 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)	6	Introduction to MIS Management Information Systems System Components,	Introduction to Warehouse and Accounting Information Systems	Lecture + lab training	Theoretical and practical tests

		System Characteristics, Systems Types, Systems Importance			
Week (3-4)	6	Introduction to Warehouse and Accounting Information Systems	Inventory and Accounting Information Systems	Lecture + lab training	Theoretical and practical tests
Week (5)	3	Advantages of Using the Program, Program Action Plan, Program Preparation Steps	Identification of relevant software (albayan)	Lecture + lab training	Theoretical and practical tests
Week (6-8)	9	Setting Up Virtual Company or Organization Electronically – Naming the Company – Currency Settings – Warehouse and Accounting Settings	Setting Up Virtual Company or Organization Electronically – Naming the Company – Currency Settings – Warehouse and Accounting Settings	Lecture + lab training	Theoretical and practical tests
Week (9-12)	12	How to Prepare a Chart of Accounts – Definition of the Chart, Role of the Accountant Before Entering Accounts in the Chart – Types of Accounts - Balances	How to Prepare a Chart of Accounts – Definition of the Chart, Role of the Accountant Before Entering Accounts in the Chart – Types of Accounts - Balances	Lecture + lab training	Theoretical and practical tests
Week (13-14)	6	ACCOUNTING CYCLE – Steps of the Accounting Cycle: Documents, Sales Invoice, Purchase Invoice, Cash Receipt Voucher, Cash Payment Voucher	ACCOUNTING CYCLE – Steps of the Accounting Cycle: Documents, Sales Invoice, Purchase Invoice, Cash Receipt Voucher, Cash Payment Voucher	Lecture + lab training	Theoretical and practical tests
Week (15-16)	6	Inventory Counting Methods – Inventory Counting Systems: Periodic Inventory System, Continuous Inventory System	Inventory Counting Methods – Inventory Counting Systems: Periodic Inventory System, Continuous Inventory System	Lecture + lab training	Theoretical and practical tests
Week (17-18)	6	Barcode – Scanner – Functions of Barcode	Barcode – Scanner – Functions of Barcode	Lecture + lab training	Theoretical and practical tests
Week (19-20)	6	Inventory Items – Inventory Classification – How to Access Inventory – Marketing Inventory	Inventory Items – Inventory Classification – How to Access Inventory – Marketing Inventory	Lecture + lab training	Theoretical and practical tests

Week (21-23)	9	Customers: Sales Orders, Creating Invoice, Payment Receiving, Sales Return Reports, Lists and Reports Related to Customer and Sales Operations Returns	Customers: Sales Orders, Creating Invoice, Payment Receiving, Sales Return Reports, Lists and Reports Related to Customer and Sales Operations Returns	Lecture + lab training	Theoretical and practical tests
Week (24-27)	12	Suppliers: Electronic Input Mechanism for Suppliers, Adding New Suppliers, Supplier Balance Details, Supplier Transactions; Purchases: Purchase Orders, Received Goods, Supplier Tax Payments, Payment Transactions, Supplier Returns	Suppliers: Electronic Input Mechanism for Suppliers, Adding New Suppliers, Supplier Balance Details, Supplier Transactions; Purchases: Purchase Orders, Received Goods, Supplier Tax Payments, Payment Transactions, Supplier Returns	Lecture + lab training	Theoretical and practical tests
Week (28)	3	Recording Transactions in the Mailbook – Recording Entries for System Inputs and Preparing Reports	Recording Transactions in the Mailbook – Recording Entries for System Inputs and Preparing Reports	Lecture + lab training	Theoretical and practical tests
Week (29-30)	6	Other Program Functions: Employee and Salary Database, Banking Transactions, E-commerce and Electronic Credit Card Transactions	Other Program Functions: Employee and Salary Database, Banking Transactions, E-commerce and Electronic Credit Card Transactions	Lecture + lab training	Theoretical and practical 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

Course Evaluation: Annual

First Semester\

Written Semester Exam: 10 Marks

Practical Semester Exam: 10 Marks

Second Semester\

Written Semester Exam: 10 Marks

Practical Semester Exam: 10 Marks

Daily Activities for the First and Second Semesters\ 10 Marks

Final Written Exam\ 40 Marks

Final Practical Exam\ 10 Marks

Total: 100 Marks

### 12. Learning and Teaching Resources

Required textbooks (curriculum books, if any)	Not available
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Main references (sources)	Management Information Systems / Iman Al-Samarrai / Safa Publishing, Printing, and Distribution / January 1, 2015
Recommended books and references (scientific journals, reports...)	Administrative Development Journal <a href="https://tanmia-idaria.ipa.edu.sa/Pages/%D8%A316220.aspx">https://tanmia-idaria.ipa.edu.sa/Pages/%D8%A316220.aspx</a>
Electronic References, Websites	<a href="#">Management Information Systems (MIS)</a>

## Course Description Form

<b>1. Course Name:</b>					
Crimes of the Baath Regime in Iraq					
<b>2. Course Code:</b>					
Not available					
<b>3. Semester / Year:</b>					
2024-2025					
<b>4. Description Preparation Date:</b>					
16/10/2024					
<b>5. Available Attendance Forms:</b>					
Mandatory attendance					
<b>6. Number of Credit Hours (Total) / Number of Units (Total)</b>					
60 hours/60 Units					
<b>7. Course administrator's name (mention all, if more than one name)</b>					
Name: Alaa Faleh Hassan Email: alaa.hasan.iba2@atu.edu.iq					
<b>8. Course Objectives</b>					
<b>Course Objectives</b>		<ul style="list-style-type: none"> <li>Students will learn the concept of crime.</li> <li>They will understand the dictatorship of the former regime.</li> <li>They will learn the importance of their choice</li> </ul>			
<b>9. Teaching and Learning Strategies</b>					
<b>Strategy</b>		Discussing with students and raising questions related to the lecture topic, Explaining the material in a coherent manner that aligns with initial inquiries and discussions on the topic, in addition to using available visual aids to reinforce realistic learning and addressing many solved examples, utilizing feedback and assessing the student's comprehension of the material			
<b>10. 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	Introduction to the concept of crimes	Introduction to the concept of crimes	Lecture	Tests

Week (2)	2	History of crimes under authority	History of crimes under authority	Lecture	Tests
Week (3-4)	4	Types of crimes	Types of crimes	Lecture	Tests
Week (5-6)	4	Types of international crimes	Types of international crimes	Lecture	Tests
Week (7)	2	Human rights in Roman civilization	Human rights in Roman civilization	Lecture	Tests
Week (8-10)	6	Decisions issued by the Supreme Court	Decisions issued by the Supreme Court	Lecture	Tests
Week (11)	2	Psychological crimes	Psychological crimes	Lecture	Tests
Week (12)	2	Mechanisms of psychological crimes	Mechanisms of psychological crimes	Lecture	Tests
Week (13)	2	Effects of psychological crimes	Effects of psychological crimes	Lecture	Tests
Week (14-15)	4	Baath crimes against religion	Baath crimes against religion	Lecture	Tests
Week (16)	2	Democracy	Democracy	Lecture	Tests
Week (17)	2	Baath prisons	Baath prisons	Lecture	Tests
Week (18)	2	Environmental crimes	Environmental crimes	Lecture	Tests
Week (19-20)	4	Use of internationally banned weapons	Use of internationally banned weapons	Lecture	Tests
Week (21-23)	6	Scorched earth policy	Scorched earth policy	Lecture	Tests

Week (24)	2	Crimes of mass graves	Crimes of mass graves	Lecture	Tests
Week (25)	2	Introduction to mass graves	Introduction to mass graves	Lecture	Tests
Week (26)	2	Events of genocide graves	Events of genocide graves	Lecture	Tests
Week (27-30)	8	Locations of genocide graves	Locations of genocide graves	Lecture	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

Course Evaluation: Annual

Written Semester Exam\

First Semester: 20 marks

Second Semester: 20 marks

Daily Activities for the First and Second Semesters\ 10 marks

Final Written Exam: 50 marks

Total: 100 marks

### 12. Learning and Teaching Resources

Required textbooks (curriculum books, if any)	Not available
Main references (sources)	Crimes of the Baath Regime in Iraq / A Curriculum for All Public and Private Universities
Recommended books and references (scientific journals, reports...)	<a href="#">Lessons on the De-Baathification Process in Iraq</a>
Electronic References, Websites	<a href="https://iraqicenter-fdec.org/archives/9277">https://iraqicenter-fdec.org/archives/9277</a>

## Course Description Form

1. Course Name:					
Arabic Language					
2. Course Code:					
Not available					
3. Semester / Year:					
2024-2025					
4. Description Preparation Date:					
17/10/2024					
5. Available Attendance Forms:					
Mandatory attendance					
6. Number of Credit Hours (Total) / Number of Units (Total)					
30 hours/30 Units					
7. Course administrator's name (mention all, if more than one name)					
Name: Alaa Faleh Hassan					
Email: alaa.hasan.iba2@atu.edu.iq					
8. Course Objectives					
Course Objectives		To introduce students to the fundamentals of the Arabic language and the correct way to write letters in Arabic words without making common mistakes. Students will also learn about administrative discourse and the language used in administrative communications.			
9. Teaching and Learning Strategies					
Strategy		Discussing with students and raising questions related to the lecture topic, Explaining the material in a coherent manner that aligns with initial inquiries and discussions on the topic, in addition to using available visual aids to reinforce realistic learning and addressing many solved examples, utilizing feedback and assessing the student's comprehension of the material			
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
Week (1)	2	Introduction to linguistic errors – the tied and long "taa" and the open "taa"	Introduction to linguistic errors – the tied and long "taa" and the open "taa"	Lecture	Tests
Week (2)	2	Rules for writing the extended and restricted "alif" – sun and moon letters	Rules for writing the extended and restricted "alif" – sun and moon letters	Lecture	Tests

Week (3)	2	The letters "dad" and "zha"   The letters "dad" and "zha"	The letters "dad" and "zha"   The letters "dad" and "zha"	Lecture	Tests
Week (4)	2	Writing the "hamzah"	Writing the "hamzah"	Lecture	Tests
Week (5)	2	Punctuation marks	Punctuation marks	Lecture	Tests
Week (6)	2	Nouns and verbs and how to distinguish between them	Nouns and verbs and how to distinguish between them	Lecture	Tests
Week (7)	2	The "mafail"	The "mafail"	Lecture	Tests
Week (8)	2	Numbers	Numbers	Lecture	Tests
Week (9-10)	4	Applications of common linguistic errors	Applications of common linguistic errors	Lecture	Tests
Week (11)	2	The "noon" and "tanween" – meanings of prepositions	The "noon" and "tanween" – meanings of prepositions	Lecture	Tests
Week (12)	2	Formal aspects of administrative discourse	Formal aspects of administrative discourse	Lecture	Tests
Week (13-14)	4	Language of administrative discourse	Language of administrative discourse	Lecture	Tests
Week (15)	2	Examples of administrative correspondence	Examples of administrative correspondence	Lecture	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

Course Evaluation: Annual

Written Semester Exam\

First Semester: 20 marks

Second Semester: 20 marks

Daily Activities for the First and Second Semesters\ 10 marks

Final Written Exam: 50 marks

Total: 100 marks

### 12. Learning and Teaching Resources

Required textbooks (curriculum books, if any)	Not available
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Main references (sources)	The Dictionary of Common Linguistic and Grammatical Errors / Khader Abu Al-Aynain
Recommended books and references (scientific journals, reports...)	Journal of Arabic Language and Literature <a href="https://journals.ajsrp.com/index.php/jalsl">https://journals.ajsrp.com/index.php/jalsl</a>
Electronic References, Websites	<a href="https://ketabpedia.com">https://ketabpedia.com</a>

## Course Description Form

<b>1. Course Name:</b>					
English Commercial Correspondence					
<b>2. Course Code:</b>					
Not available					
<b>3. Semester / Year:</b>					
2024-2025					
<b>4. Description Preparation Date:</b>					
18/10/2024					
<b>5. Available Attendance Forms:</b>					
Mandatory attendance					
<b>6. Number of Credit Hours (Total) / Number of Units (Total)</b>					
90 hours/180 Units					
<b>7. Course administrator's name (mention all, if more than one name)</b>					
Name: Zahra Mahmoud Abdul Zahra Email: Zahra.al-murshidi@atu.edu.iq					
<b>8. Course Objectives</b>					
<b>Course Objectives</b>		Students will acquire skills in organized communication with global institutions and companies on various topics related to management, storage, and control of materials. They will learn about modern and advanced communication methods through the application and practice of correspondence by utilizing international communication network services (the internet)			
<b>9. Teaching and Learning Strategies</b>					
<b>Strategy</b>		Lecture/Discussion/Brainstorming			
<b>10. 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)	6	Communication and Correspondence: Definitions, the importance of types of letters, Characteristics of business letter	Communication and Correspondence : Definitions, the importance	Lecture	Tests

			of types of letters, Characteristics of business letter		
Week (3-4)	6	A letter of Enquiry: Definition, opening and ending statements in enquiry	A letter of Enquiry: Definition, opening and ending statements in enquiry	Lecture	Tests
Week (5)	3	How to write an enquiry	How to write an enquiry	Lecture	Tests
Week (6)	3	Quotation: terms of writing quotation	Quotation: terms of writing quotation	Lecture	Tests
Week (7-8)	6	A Letter of offer : How to write a letter of Reply to an enquiry offer	A Letter of offer : How to write a letter of Reply to an enquiry offer	Lecture	Tests
Week (9)	3	A letter of rejection of offer : how to write a letter of rejection of offer	A letter of rejection of offer : how to write a letter of rejection of offer	Lecture	Tests
Week (10-11)	6	A letter of Demand : definition, types	A letter of Demand : definition, types	Lecture	Tests
Week (12-13)	6	Terms of payment and Terms of delivery	Terms of payment and Terms of delivery	Lecture	Tests
Week (14)	3	The different styles of writing business letters	The different styles of writing business letters	Lecture	Tests
Week (15)	3	The invoice: Definition, importance, types, how to write an invoice	The invoice: Definition, importance, types, how to write an invoice	Lecture	Tests
Week (16-17)	6	A letter of Complaints: Definition, reasons, how to write letter of complaints	A letter of Complaints: Definition, reasons, how to write letter of complaints	Lecture	Tests

Week (18-19)	6	A letter of reply to the complaints: Definition, how to write a letter reply to the complaints, a letter of adjustment	A letter of reply to the complaints: Definition, how to write a letter reply to the complaints, a letter of adjustment	Lecture	Tests
Week (20-21)	6	Effective business communication: Communication technology , tools for transmitting messages, technological tools for writing	Effective business communication: Communication technology , tools for transmitting messages, technological tools for writing	Lecture	Tests
Week (22-23)	6	The use of computer system: Definition, history, importance, and the use of computer as a technical way for corresponding	The use of computer system: Definition, history, importance, and the use of computer as a technical way for corresponding	Lecture	Tests
Week (24-25)	6	the inter-net: Definition, the use of the international net-work for Communication and information technical	the inter-net: Definition, the use of the international net-work for Communication and information technical	Lecture	Tests
Week (26-27)	6	the common mistakes in the use of computer and the other communications	the common mistakes in the use of computer and the other communications	Lecture	Tests

Week (28-29)	6	Lists of some important commercial terms, abbreviations and useful expressions	Lists of some important commercial terms, abbreviations and useful expressions	Lecture	Tests
Week (30)	3	Review to some important	Review to some important	Lecture	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

Course Evaluation: Annual

Written Semester Exam\

First Semester: 20 marks

Second Semester: 20 marks

Daily Activities for the First and Second Semesters\ 10 marks

Final Written Exam: 50 marks

Total: 100 marks

### 12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Not available
Main references (sources)	WRITING PRINCIPLES OF BUSINESS CORRESPONDENCE, May 2024, Armenian Folia Anglistika 20(1 (29)):50-60 DOI:10.46991/AFA/2024.20.1.50 License CC BY-NC 4.0
Recommended books and references (scientific journals, reports...)	<a href="#">Journal of Law / Al-Mustansiriyah University</a>
Electronic References, Websites	Practical Reference in Administrative and Business Correspondence b Abdul Hakim Ahmed Al-Khuzami