

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



Academic Program and Course Description Guide

2025-2026

Introduction:

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

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

This guide, in its second version, includes a description of the academic program after updating the subjects and paragraphs of the previous guide in light of the updates and developments of the educational system in Iraq, which included the description of the academic program in its traditional form (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.

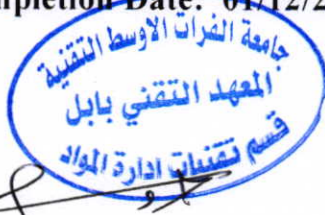
Curriculum Structure: All courses / subjects included in the academic program according to the approved learning system (quarterly, annual, Bologna Process) whether it is a requirement (ministry, university, college and scientific department) with the number of credit hours.


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.

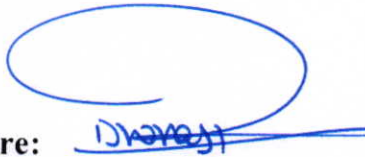
Teaching and learning strategies: They are the strategies used by the faculty members to develop students' teaching and learning, and they are plans that are followed to reach the learning goals. They describe all classroom and extra-curricular activities to achieve the learning outcomes of the program.


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: 15/10/2025
File Completion Date: 01/12/2025



Signature: 
Head of Department Name:
Assi.Prof. Jwan Fadhil Mahdi
Date: 22/12/2025

Signature: 
Scientific Associate Name:
Assist.Prof.Dr. Oras Khudhayer Obayes
Date: 22/12/2025

The file is checked by:
Department of Quality Assurance and University Performance
Director of the Quality Assurance and University Performance Department:
Assi.Prof. Khansaa Azeez Obayes
Date: 22/12/2025
Signature: 

Approval of the Dean
Asst. Prof. Dr.
Ali Najah Kadhim
Dean of Babylon Technical Institute

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%	All Courses are Basic
College Requirements	3	18	13%	All Courses are Basic
Department Requirements	10	84	69%	All Courses are Basic
Summer Training	1			
Other				

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

7. Program Description				
Year/Level	Course Code	Course Name	Credit Hours	
			theoretical	practical
First	MMT1019-24-YM	Specialized English Readings	1	2
First	MMT1016-24-YM	Storage Techniques	2	3
First	MMT106-24-YM	Management	1	2
First	MMT103-24-YM	Materials Management	1	3
First	MMT1018-24-YM	Human Rights and Democracy	2	Not available
First	MMT1012-24-YM	Accounting	1	2
First	MMT101-24-YM	Statistics	2	2
First	MMT107-24-YM	Computer and Artificial Intelligence- First Level	1	1
First	MMT102-24-YM	Risk Management	2	2
Second	MMT2014-24-YM	Inventory Planning and Control	2	3
Second	MMT2013-24-YM	Inventory Accounting	2	3
Second	MMT205-24-YM	Operations Management	2	3
Second	MMT204-24-YM	Marketing Management	2	2
Second	MMT208-24-YM	Computer and Artificial Intelligence- Second Level	1	2
Second	MMT2015-24-YM	Inventory Systems Applications	1	2
Second	MMT2017-24-YM	Crimes of the Ba'ath Regime in Iraq	2	Not available
Second	MMT2011-24-YM	Arabic Language	2	Not available
Second	MMT2021-24-YM	English Commercial Correspondence	1	2

8. Expected learning outcomes of the program	
Knowledge	
A. General knowledge and specialized knowledge (Manage various records and storage cards)	<p>A.1. Understanding and applying social responsibility including sustainability, diversity, ethical behavior, and managerial and economic approaches.</p> <p>A.2. Understand and apply systems and processes in organizations including planning, design, production/processes, marketing and distribution and understand Applying individual and collective behavior in organizations and society.</p> <p>A.3. Determine material needs, ordering procedures, record keeping and various cards.</p> <p>A.4. Inspection and preservation of storage, handling and insurance, mastery of inventory and write-off procedures, and disposal of damaged and stagnant materials.</p>
Skills	
B. General skills and specialized skills (IT skills and storage skills)	<p>B.1. Oral and written communication skills, thinking skills, logical deduction, analytical thinking skills, and problem analysis.</p> <p>B.2. Skills in building networks of relationships, teamwork, communication skills in multicultural environments, reflective</p>

	<p>thinking skills, and adapting accumulated experiences to developments in modern knowledge.</p> <p>B.3. Skills in transforming management knowledge into practical applications, and skills in applying statistical tools and techniques, and managing and analyzing data according to the curriculum.</p> <p>B.4. Managing computer programs and systems related to receiving, inspection, delivery, registration, and storage techniques skills.</p>
Ethics	
C. General ethics and cognitive ethics	<p>C.1. Disseminate data with ethical considerations, maintain the privacy and security of information, and address the behavioral effects of technology use in the workplace.</p> <p>C.2. Use cognitive skills to discover and analyze non-recurring problems, develop effective solutions using appropriate technology, and convey authentic results to stakeholders.</p> <p>C.3. Finding solutions to practical academic situations that arise during lectures.</p> <p>C.4. Finding solutions to work problems during field training.</p>

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	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	
Lecturer	Quranic Sciences	Quranic Sciences			1	
Assistant Lecturer	IT	Programs			1	

Professional Development
Mentoring new faculty members
Personal and vocational training during the year
Professional development of faculty members
Student research, scientific seminars and scientific discussions

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

13.The most important sources of information about the program
Methodological books and auxiliary sources.

14.Program Development Plan
According to Scientific Developments

Program Skills Outline

				Required program Learning outcomes											
Year/Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Ethics			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
First	MMT103-24-YM	Materials Management	Basic			✓	✓			✓				✓	✓
	MMT1016-24-YM	Storage Techniques	Basic		✓		✓			✓	✓			✓	✓
	MMT102-24-YM	Risk Management	Basic	✓			✓			✓		✓		✓	✓
	MMT1012-24-YM	Accounting	Assistant		✓					✓				✓	
	MMT106-24-YM	Management	Assistant	✓	✓			✓	✓			✓	✓		
	MMT107-24-YM	Computer and Artificial Intelligence- First Stage	Assistant	✓							✓	✓	✓	✓	✓
	MMT101-24-YM	Statistics	Assistant	✓	✓			✓	✓	✓		✓		✓	
	MMT1018-24-YM	Human rights and Democracy	Assistant	✓								✓			
	MMT1019-24-YM	Specialized English Readings	Basic		✓			✓	✓	✓		✓			

Second	MMT2014-24-YM	Inventory planning and control	Basic				✓				✓			✓	✓
	MMT2013-24-YM	Inventory Accounting	Basic		✓	✓				✓				✓	
	MMT205-24-YM	Operations Management	Basic		✓					✓				✓	✓
	MMT208-24-YM	Computer and Artificial Intelligence-Second Stage	Assistant	✓						✓	✓	✓	✓	✓	
	MMT204-24-YM	Marketing Management	Basic		✓			✓	✓			✓	✓		
	MMT2015-24-YM	Inventory Systems Applications	Basic		✓					✓	✓		✓	✓	
	MMT2021-24-YM	English Commercial Correspondence	Basic		✓		✓	✓	✓			✓	✓		
	MMT2017-24-YM	Crimes of the Baath Regime in Iraq	Assistant									✓			
	MMT2011-24-YM	Arabic Language	Assistant					✓							

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

Course Description Form

1. Course Name:					
Specialized English Readings					
2. Course Code:					
MMT1019-24-YM					
3. Semester / Year:					
Annual 2025-2026					
4. Description Preparation Date:					
15/10/2025					
5. Available Attendance Forms:					
Attendance					
6. Number of Credit Hours (Total) / Number of Units (Total)					
90 hours/ 6 Units					
7. Course administrator's name (mention all, if more than one name)					
Name: Hashim Jabbar Majeed Email: hashim.aldedah@atu.edu.iq					
8. Course Objectives					
Course Objectives	The objective of the English for Specific Purposes course is to enhance new business opportunities for students in the Department of Material Management Technology.				
9. Teaching and Learning Strategies					
Strategy	Lecture/Discussion/Brainstorming				
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
Week (1)	3	The student must be able to learn types of communication in business	Communications	Lectures	Tests
Week (2-3)	6	The student must be able to learn important direct administrative levels	Administration levels, kinds and importance	Lectures	Case Study Tests
Week (4-5)	6	The student must be able to learn the concept of management and managers' duties	Management and managers' duties	Lectures	Tests
Week (6-8)	9	The student must be able to learn statistical processes and the importance	Statistics in business	Lectures	Tests

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

		including exercises and examples			
Week (27-30)	12	The student must be able to learn the importance of communication in business and types of communications such as telex, telegrams, and processing systems	New facilities of business communication, telex, telegram, word processing systems, facsimile system.	Lectures	Tests

11. Course Evaluation

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

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)

1. Ullas Chandra Das & Ajit Kumar Mishra. Management Concepts and Practices © Directorate of Distance & 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, Shyamlal Marg, Daryaganj, Delhi-110002

2. Fleming College, Emeritus & Stephen N. Chapman. Introduction to Materials Management. SIXTH EDITION. North Carolina State University Lloyd M. Clive, P.E., CFPIM 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.

Recommended books and references (scientific journals, reports...)

HASHIM AL DEDAH. MATERIAL MANAGEMENT (logistics) CHAPTERS 1-10

Electronic References, Websites	1. https://perso.crans.org/fortineau/ressources_maxnce_nouchet/Introduction%20to%20Materials%20Management.pdf 2. https://nscpolteksby.ac.id/ebook/files/Ebook/Hospitality/Production%20and%20Operations%20Management%20(2008)/5.%20Chapter%204%20-%20MATERIALS%20MANAGEMENT.pdf
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Course Description Form

1. Course Name:					
Storage Techniques					
2. Course Code:					
MMT1016-24-YM					
3. Semester / Year:					
Annual 2025-2026					
4. Description Preparation Date:					
19/10/2025					
5. Available Attendance Forms:					
Attendance					
6. Number of Credit Hours (Total) / Number of Units (Total)					
150 hours/10 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					
Course Objectives	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					
Strategy	Lecture/Discussion/Brainstorming				
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
Week (1-2)	10	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn Warehouse procedures / Inspection / Concept / Importance / Responsibility of inspection / Inspection procedures	Warehouse procedures / Inspection / Concept / Importance / Responsibility of inspection / Inspection procedures	Lecture and case studies	Oral and written tests
Week (5)	5	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn Ownership and leasing policy	Ownership and leasing policy	Lecture and case studies	Oral and written tests
Week (17)	5	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn Interior design of warehouses / Requirements of interior design / Factors affecting	Interior design of warehouses / Requirements of interior design / Factors affecting interior design /	Lecture and case studies	Oral and written tests

		interior design / Redesigning warehouses	Redesigning warehouses		
Week (25-26)	10	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn 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	https://www.slideteam.net/blog/afdil-5-qawalib-ppt-litadafuq-eamaliaat-almustawdaeat-mae-eayinat-waamthila?lang=Arabic 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

Course Description Form

1. Course Name:	
Management	
2. Course Code:	
MMT106-24-YM	
3. Semester / Year:	
Annual 2025-2026	
4. Description Preparation Date:	
21/10/2025	
5. Available Attendance Forms:	
Attendance	
6. Number of Credit Hours (Total) / Number of Units (Total)	
90 hours/ 6 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	
Course Objectives	To equip students with fundamental concepts related to the principles and activities of business management and their applications

9. Teaching and Learning Strategies

Strategy Lecture/Discussion/Brainstorming

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
Week (1)	3	The student must be able to learn 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	The student must be able to learn Patterns of managerial behavior, managerial skills, roles of the manager.	Managerial tasks	Lecture and case studies	Oral and written exams
Week (5-6)	6	The student must be able to learn Development of management thought, scientific management school, bureaucracy.	Administrative schools	Lecture and case studies	Oral and written exams
Week (7-8)	6	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn General structure and specific structure.	Management and its environment	Lecture and case studies	Oral and written exams
Week (13-14)	6	The student must be able to learn Nature of planning and types of planning, addressing planning obstacles.	Planning function	Lecture and case studies	Oral and written exams
Week (15-16)	6	The student must be able to learn 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	The student must be able to learn Importance and nature of organization, organizational structure, and organizational styles.	Organization function	Lecture and case studies	Oral and written exams
Week (18-19)	6	The student must be able to learn Nature of authority, its sources, and its transfer.	Authority and responsibility	Lecture and case studies	Oral and written exams

Week (20-21)	6	The student must be able to learn Horizontal relationships, vertical advisory relationships, committees, and councils	Internal Organizational Relationships	Lecture and case studies	Oral and written exams
Week (22)	3	The student must be able to learn 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	The student must be able to learn Theories of leadership, leadership traits, leadership styles.	The managerial leadership function	Lecture and case studies	Oral and written exams
Week (25)	3	The student must be able to learn Communication, its nature, methods, channels, and barriers.	Nature of communication	Lecture and case studies	Oral and written exams
Week (26-27)	6	The student must be able to learn Control, its concept, nature, tools, and methods.	Control function	Lecture and case studies	Oral and written exams
Week (28)	3	The student must be able to learn Social responsibility of the organization, its concept and scope.	Organizational social responsibility	Lecture and case studies	Oral and written exams
Week (29-30)	6	The student must be able to learn Management	Managing organizational activities	Lecture and case studies	Oral and written exams

		and planning of the organization and its activities, and analysis of its operations.			
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 https://www.arado.org/AJA			
Electronic References, Websites		Administrative Platform https://www.odoo.com/ar			

Course Description Form

1. Course Name:					
Materials Management					
2. Course Code:					
MMT103-24-YM					
3. Semester / Year:					
Annual 2025-2026					
4. Description Preparation Date:					
25/10/2025					
5. Available Attendance Forms:					
Attendance					
6. Number of Credit Hours (Total) / Number of Units (Total)					
120 hours/ 8 Units					
7. Course administrator's name (mention all, if more than one name)					
Name: Reyadh Najm Obaid			Email: reyadh.obaid@atu.edu.iq		
8. Course Objectives					
Course Objectives		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					
Strategy		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	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn the various tasks of purchasing management, such as need verification, source selection, price studies,	Various tasks and duties of purchasing management and source selection.	Lecture + lab cases	Oral and written exams

		and responsibilities of purchasing management.			
Week (5-9)	20	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn 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 must be able to learn 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	The student must be able to learn how to deal with slow-moving, damaged	Handling slow-moving, damaged items,	Lecture + lab cases	Oral and written exams

		items, and procedures for writing off materials.	and procedures for writing off materials.		
Week (29-30)	8	The student must be able to learn 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, Websites	Course Website for Materials Management

Course Description Form

1. Course Name:					
Human rights and Democracy					
2. Course Code:					
MMT1018-24-YM					
3. Semester / Year:					
Annual 2025-2026					
4. Description Preparation Date:					
27/10/2025					
5. Available Attendance Forms:					
Attendance					
6. Number of Credit Hours (Total) / Number of Units (Total)					
30 hours / 2 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 educate the student about the importance of studying human rights in practical life and the related practices of democracy			
9. Teaching and Learning Strategies					
Strategy		Lecture/Discussion/Brainstorming			
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
Week (1)	1	The student must be able to learn Human rights goals and concepts in ancient civilizations, especially the Rafidain Valley	Human rights	Lecture	Tests
Week (2)	1	The student must be able to learn human rights in Islam and other religions	Human Rights in Divine Laws	Lecture	Tests
Week (3)	1	The student must be able to learn International recognition of human rights since World War I and the League of Nations	Human Rights in Modern History	Lecture	Tests
Week (4)	1	The student must be able to learn European Convention 1950, American	Global Recognition of Human Rights	Lecture	Tests

		Convention 1969, African Charter 1981, Arab Charter 1994			
Week (5)	1	The student must be able to learn International Committee of the Red Cross, Amnesty International, National Human Rights Organizations, Human Rights Watch	NGOs and Human Rights	Lecture	Tests
Week (6)	1	The student must be able to learn Human rights in Iraqi constitutions between theory and reality	Human Rights in the Iraqi Constitution	Lecture	Tests
Week (7)	1	The student must be able to learn The Universal Declaration of Human Rights, regional covenants, and national constitutions	The Relationship Between Human Rights and Freedoms	Lecture	Tests
Week (8)	1	The student must be able to learn Economic and social rights and civil and political rights	Human Rights in All Fields	Lecture	Tests
Week (9)	1	The student must be able to learn 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	The student must be able to learn 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 student must be able to learn 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 student must be able to learn The legal basis for human rights	Sharia in Law	Lecture	Lecture
Week (13)	1	The student must be able to learn The origin of rights and freedoms, the legislator's stance on rights	General Theory of Freedoms	Lecture	Lecture
Week (14)	1	The student must be able to learn Regulation of public freedoms by public authorities	Freedoms in Public Authorities	Lecture	Tests
Week (15)	1	The student must be able to learn 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 student must be able to learn The concept of democracy and its types	Democracy	Lecture	Tests
Week (17)	1	The student must be able to learn Definition of democracy and its forms	Democracy	Lecture	Tests
Week (18)	1	The student must be able to learn Democracy in the Third World	Democracy	Lecture	Tests
Week (19)	1	The student must be able to learn Democratic systems in the world	Systems in the World	Lecture	Tests
Week (20)	1	The student must be able to learn Concept	Freedoms	Lecture	Tests

		of freedoms, classification of public freedoms			
Week (21)	1	The student must be able to learn Basic freedoms, intellectual, economic, and social freedoms	Freedom	Lecture	Tests
Week (22)	1	The student must be able to learn Freedom of security and feeling safe, freedom of movement	Freedom of Security	Lecture	Tests
Week (23)	1	The student must be able to learn Freedom of education, freedom of the press, freedom of assembly	Freedom of Education	Lecture	Tests
Week (24)	1	The student must be able to learn Freedom of associations, how to form, and freedom of work	Freedom of Associations	Lecture	Tests
Week (25)	1	The student must be able to learn Right to property and its concept	Right to Property	Lecture	Tests
Week (26)	1	The student must be able to learn Freedom of trade and industry and how to practice the right to trade	Freedom of Trade	Lecture	Tests
Week (27)	1	The student must be able to learn Women's freedom, its concept, and protection of women's rights	Women's Freedom	Lecture	Tests
Week (28)	1	The student must be able to learn Political parties and public freedoms	Political Parties	Lecture	Tests
Week (29)	1	The student must be able to learn Scientific and technological progress and public freedoms	Scientific and Technological Progress	Lecture	Tests

Week (30)	1	The student must be able to learn 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...)	The Arab Journal of Human Rights				
Electronic References, Websites	United Nations High Commissioner for Human Rights (UNHCHR) https://www.ohchr.org/ar/ohchr_homepage				

Course Description Form

1. Course Name:					
Accounting					
2. Course Code:					
MMT1012-24-YM					
3. Semester / Year:					
Annual 2025-2026					
4. Description Preparation Date:					
29/10/2025					
5. Available Attendance Forms:					
Attendance					
6. Number of Credit Hours (Total) / Number of Units (Total)					
90 hours/ 6 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					
Course Objectives		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					
Strategy		Lecture + Summer Training			
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
Week (1)	3	The student must be able to learn the concept and goals of accounting	Nature and Goals of Accounting	Lecture	Tests
Week (2)	3	The student must be able to learn Accounting principles and foundations, branches of accounting, and the accounting period	Accounting Principles, Branches, Accounting Period, Accounting Cycle	Lecture	Tests
Week (3)	3	The student must be able to learn Accounting books, journal, ledger, payment document, receipt document	Types of Books, Journal, Ledger	Lecture	Tests
Week (4)	3	The student must be able to learn	Methods of Recording in Journal	Lecture	Tests

		Methods of recording in books			
Week (5)	3	The student must be able to learn Components of capital	Formation of Capital	Lecture	Tests
Week (6)	3	The student must be able to learn General budget, capital reduction, and capital increase	Double Entry and Components of Budget, Capital Reduction and Increase	Lecture	Tests
Week (7-8)	6	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn Purchases, sales, and their expenses	Purchases, Sales, Returns, Selling and Distribution Expenses, and Administrative Expenses	Lecture	Tests
Week (13-15)	9	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn Closing accounts, trading, and the balance sheet	Preparation of Closing Accounts / Trading / Capital Account / Preparation of the Balance Sheet	Lecture	Tests
Week (26)	3	The student must be able to learn Recording adjusting entries for expenses and revenues	Adjusting accounts, accrued and prepaid expenses	Lecture	Tests
Week (27-28)	6	The student must be able to learn 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	The student must be able to learn 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

12. Learning and Teaching Resources	
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	Fundamentals of Accounting

Course Description Form

1. Course Name:	Statistics
2. Course Code:	MMT101-24-YM
3. Semester / Year:	Annual 2025-2026
4. Description Preparation Date:	01/11/2025
5. Available Attendance Forms:	Attendance
6. Number of Credit Hours (Total) / Number of Units (Total)	90 hours / 6 Units
7. Course administrator's name (mention all, if more than one name)	Name: haider hammoodi kadhim Email: almimar.kadhim@atu.edu.iq
8. Course Objectives	

Course Objectives	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
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9. Teaching and Learning Strategies	
Strategy	Lecture/Discussion/Brainstorming

10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
Week (1)	3	The student must be able to learn Understanding statistics	Definition of statistics, its importance, its relation to other sciences, and	Lecture and practical examples	Exam and Q&A

			statistical methods for collecting, presenting, classifying, and analyzing data		
Week (2)	3	The student must be able to learn 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	The student must be able to learn Presenting statistical data	Stages of the statistical method, summarizing data in frequency tables	Lecture and practical examples	Exam and Q&A
Week (5)	3	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn Measures of central tendency	Mean, median, mode, and the relationship between averages	Lecture and practical examples	Exam and Q&A
Week (10-11)	6	The student must be able to learn Measures of dispersion	Importance of measures of dispersion, variance, standard deviation	Lecture and practical examples	Tests
Week (12-14)	9	The student must be able to learn 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	The student must be able to learn Linear correlation	Training on using computers to find the values of linear correlation coefficients	Practical cases	Training cases

Week (16-18)	9	The student must be able to learn 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	The student must be able to learn Regression	Calculating the regression coefficient and its importance, using least squares methods	Lecture and practical examples	Exam and Q&A
Week (22-24)	9	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn 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	https://www.aitrs.org/archive

Course Description Form

1. Course Name:					
Computer and Artificial Intelligence- First Level					
2. Course Code:					
MMT107-24-YM					
3. Semester / Year:					
Annual 2025-2026					
4. Description Preparation Date:					
03/11/2025					
5. Available Attendance Forms:					
Attendance					
6. Number of Credit Hours (Total) / Number of Units (Total)					
90 hours/ 6 Units					
7. Course administrator's name (mention all, if more than one name)					
Name: Nabaa Ali Khalil Email: Nabaaali.kh@gmail.com					
8. Course Objectives					
Course Objectives		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			
9. Teaching and Learning Strategies					
Strategy		Lecture and practical training in the laboratory			
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
Week (1-2)	6	The student must be able to learn computer skills	Hardware components and software	Lecture and practical lab	Theoretical and practical tests on the computer
Week (3-12)	30	The student must be able to learn Windows, screen settings, button changes,	Windows and handling it	Lecture and practical lab	Oral and written tests

		software installation			
Week (13-14)	6	The student must be able to learn Computer ethics, viruses and protection methods	Computer ethics	Lecture and practical lab	Oral and written tests
Week (15-26)	36	The student must be able to learn Features of word processors, creating and printing a new file, changing font types, formatting texts, spell and grammar checking	Microsoft Word	Lecture and practical lab	Oral and written tests
Week (27-30)	12	The student must be able to learn 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

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)

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 https://ijci.vsrp.co.uk
Electronic References, Websites	Edraak Website https://www.edraak.org/programs/course/icd11-v2019sp

Course Description Form

1. Course Name:					
Risk management					
2. Course Code:					
MMT102-24-YM					
3. Semester / Year:					
Annual 2025-2026					
4. Description Preparation Date:					
05/11/2025					
5. Available Attendance Forms:					
Attendance					
6. Number of Credit Hours (Total) / Number of Units (Total)					
120 hours/ 8 Units					
7. Course administrator's name (mention all, if more than one name)					
Name: Noor Riad Khawam Email: noor.khawam@atu.edu.iq					
8. Course Objectives					
Course Objectives	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				
9. Teaching and Learning Strategies					
Strategy	Lecture/Discussion/Brainstorming				
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
Week (1)	4	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn Insurance Contract - Parties - Obligations - Pillar - Characteristics of Benefits and Functions of Economic Insurance - Basic Principles of Insurance: Principle of Good Faith (Importance, Continuity, Parties' Obligation) Emerging circumstances (concept, conditions) Principle of insurance interest (definition, sources) The consequences of their absence, their movement, their limitations the principle of compensation (definition, limitation, conditions, type, calculation in different insurance cases, waste loss) The principle of solutions (types, pillars, limitations, causes, objectives, results impossible	Insurance Contract - Parties - Obligations - Pillar - Characteristics of Benefits and Functions of Economic Insurance - Basic Principles of Insurance: Principle of Good Faith (Importance, Continuity, Parties' Obligation) Emerging circumstances (concept, conditions) Principle of insurance interest (definition, sources) The consequences of their absence, their movement, their limitations the principle of compensation (definition, limitation, conditions, type, calculation in different insurance cases, waste loss) The principle of solutions (types, pillars, limitations, causes, objectives, results impossible Principle of participation (concept, conditions,	Lecture + lab training	Theoretical and practical tests

		Principle of participation (concept, conditions, applications in various insurance cases) Principle of direct cause (concept, significance, situations)	applications in various insurance cases) Principle of direct cause (concept, significance, situations)		
Week (7)	4	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn Pricing and premium calculation, loads and discounts	Pricing and premium calculation, loads and discounts	Lecture + lab training	Theoretical and practical tests
Week (11)	4	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn - 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	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn Exceptions to coverage A & B&C	Exceptions to coverage A & B&C	Lecture + lab training	Theoretical and practical tests
Week (21)	4	The student must be able to learn Common terms of A&B&C cover	Common terms of A&B&C cover	Lecture + lab training	Theoretical and practical tests
Week (22)	4	The student must be able to learn 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	The student must be able to learn Additional conditions attached to the coverage A&B&C Explanations Clause - Ship Classification Clause - Damage Reporting Clause - Carrier and Depositary Liability Clause - Packaging Clause - Mitigation	Additional conditions attached to the coverage A&B&C Explanations Clause - Ship Classification Clause - Damage Reporting Clause - Carrier and Depositary Liability Clause - Packaging Clause - Mitigation and Prevention of	Lecture + lab training	Theoretical and practical tests

		and Prevention of Losses in Imported Goods	Losses in Imported Goods		
Week (24)	4	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn General conditions	General conditions	Lecture + lab training	Theoretical and practical tests
Week (27)	4	The student must be able to learn 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	The student must be able to learn Warehouse Security Guarantee - Types of Guarantees - Warehouse Security Insurance Policy -	Warehouse Security Guarantee - Types of Guarantees - Warehouse Security Insurance Policy - General Terms of	Lecture + lab training	Theoretical and practical tests

		General Terms of Policy - Insurance Application Form	Policy - Insurance Application Form		
Week (29)	4	The student must be able to learn 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	The student must be able to learn 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...)	https://arabiainsurance.com/ar
Electronic References, Websites	https://muc.edu.iq/Library/wp-content/uploads/2021/08/WameedMUCBookDep_2021_364822.pdf

Course Description Form

1. Course Name:					
Inventory Planning and Control					
2. Course Code:					
MMT2014-24-YM					
3. Semester / Year:					
Annual 2025-2026					
4. Description Preparation Date:					
09/11/2025					
5. Available Attendance Forms:					
Attendance					
6. Number of Credit Hours (Total) / Number of Units (Total)					
150 hours/ 10 Units					
7. Course administrator's name (mention all, if more than one name)					
Name: Sara Sinan Dawood Email: sara.dawood.iba@atu.edu.iq					
8. Course Objectives					
Course Objectives		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			
9. Teaching and Learning Strategies					
Strategy		Lecture, Practical Training in Laboratories, Summer Field Training			
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
Week (1)	5	The student must be able to learn 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	The student must be able to learn Strategies for storing materials	Inventory levels	Lecture + lab training	Tests and daily exams
Week (3)	5	The student must be able to learn Concept and importance of inventory control	Inventory control	Lecture + lab training	Lab tests
Week (4)	5	The student must be able to learn Estimating needs	Inventory needs of the establishment	Lecture + lab training	Lab tests
Week (5-6)	10	The student must be able to learn Inventory costs	Inventory prices and how to calculate the cost per unit	Lecture + lab training	Lab tests

Week (7)	5	The student must be able to learn Quantitative methods for controlling inventory for regular consumption cases	Organized material consumption	Lecture + lab training	Lab tests
Week (8)	5	The student must be able to learn Quantitative methods for controlling inventory	Inventory control	Lecture + lab training	Lab tests
Week (9-10)	10	The student must be able to learn Economic order quantity system	Importance of economic quantity and achieving it at the lowest possible cost	Lecture + lab training	Lab tests
Week (11)	5	The student must be able to learn Preference among offers	Selecting the best offer	Lecture + lab training	Lab tests
Week (12)	5	The student must be able to learn Inventory levels	Determining inventory levels	Lecture + lab training	Lab tests
Week (13)	5	The student must be able to learn Inventory control for irregular consumption cases	Inventory control	Lecture + lab training	Tests and exams
Week (14)	5	The student must be able to learn Using statistical distributions for inventory control	Using statistical measures for inventory	Lecture + lab training	Tests and exams
Week (15)	5	The student must be able to learn Reserve inventory to face changes in consumption	Reserve inventory	Lecture + lab training	Tests and exams
Week (16-18)	10	The student must be able to learn Determining reserve inventory using probability models	Reserve inventory probabilities	Lecture + lab training	Tests and exams
Week (19-20)	10	The student must be able to learn Spare parts control	Controlling materials entering production	Lecture + lab training	Tests and exams
Week (21)	5	The student must be able to learn Control of production waste	Controlling inventory waste	Lecture + lab training	Tests and exams
Week (22-24)	15	The student must be able to learn Material Requirements Planning (MRP)	Planning needs	Lecture + lab training	Tests and exams

Week (25-26)	10	The student must be able to learn Just In Time (JIT) system	How to determine the timing for obtaining reserve inventory	Lecture + lab training	Lab tests
Week (27-28)	10	The student must be able to learn Budgeting	Budgeting for sales, purchases, production, and raw materials	Lecture + lab training	Lab tests
Week (29)	5	The student must be able to learn Inventory control systems, quantity system, and fixed period system	Unified inventory control system	Lecture + lab training	Lab tests
Week (30)	5	The student must be able to learn Using an automated system for inventory control	Automated inventory control	Lecture + lab training	Lab 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 Planning and Control / Jasim Nasser Hussein / 2008
Recommended books and references (scientific journals, reports...)	The Arab Journal of Scientific Publishing
Electronic References, Websites	Inventory Planning

Course Description Form

1. Course Name:					
Inventory Accounting					
2. Course Code:					
MMT2013-24-YM					
3. Semester / Year:					
Annual 2025-2026					
4. Description Preparation Date:					
15/11/2025					
5. Available Attendance Forms:					
Attendance					
6. Number of Credit Hours (Total) / Number of Units (Total)					
150 hours/ 10 Units					
7. Course administrator's name (mention all, if more than one name)					
Name: Zina Mohammed Sabti Email: zina.sabti@atu.edu.iq					
8. Course Objectives					
Course Objectives		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	The student must be able to learn the basic concepts in warehouse accounting	Basic concepts in warehouse accounting	Lecture	Tests
Week (2)	5	The student must be able to learn the purchasing cycle and accounting treatment of local purchases	Concept of local purchases and their accounting treatment	Lecture	Case study tests
Week (3)	5	The student must be able to learn how to open a letter of credit	Foreign purchases and letter of credit	Lecture	Tests
Week (4)	5	The student must be able to learn the procedures for documentary credits	Procedures for documentary credits	Lecture	Case study tests
Week (5)	5	The student must be able to learn the accounting treatment for documentary credits	Accounting treatment for documentary credits	Lecture	Tests

Week (6)	5	The student must be able to learn the concept of sound goods	Concept of sound goods	Lecture	Tests
Week (7-8)	10	The student must be able to learn the concept of damage and loss	Concept of damage and loss	Lecture	Tests
Week (9)	5	The student must be able to learn the accounting treatment for damage	Accounting treatment for damage and loss	Lecture	Tests
Week (10-11)	10	The student must be able to learn the concept of joint expenses	Concept of joint expenses and their distribution	Lecture	Tests
Week (12)	5	The student must be able to learn the accounting treatment for joint expenses	Accounting treatment for joint expenses	Lecture	Tests
Week (13)	5	The student must be able to learn the concept of warehouse records	Warehouse records	Lecture	Case study tests
Week (14)	5	The student must be able to learn the concept of issued warehouse materials	Concept of issued warehouse materials	Lecture	Tests
Week (15)	5	The student must be able to learn the concept of pricing methods	Concept of pricing methods	Lecture	Tests
Week (16)	5	The student must be able to learn pricing based on FIFO	FIFO pricing method	Lecture	Tests
Week (17)	5	The student must be able to learn LIFO method	LIFO method	Lecture	Tests
Week (18)	5	The student must be able to learn the simple average method	Simple average method	Lecture	Tests
Week (19)	5	The student must be able to learn the weighted average method	Weighted average method	Lecture	Tests
Week (20)	5	The student must be able to learn the administrative price method	Administrative price method upon receipt	Lecture	Tests

Week (21)	5	The student must be able to learn the administrative price method for damages	Administrative price for damages	Lecture	Tests
Week (22)	5	The student must be able to learn the returned warehouse materials	Accounting treatment for returned materials	Lecture	Tests
Week (23)	5	The student must be able to learn the accounting treatment for returned materials	Accounting treatment for returned materials	Lecture	Tests
Week (24)	5	The student must be able to learn inventory and its types	Inventory and its types	Lecture	Tests
Week (25)	5	The student must be able to learn the accounting treatment for inventory	Accounting treatment for inventory	Lecture	Tests
Week (26-30)	25	The student must be able to learn 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...)	The Journal of Accounting Research
Electronic References, Websites	Inventory Accounting Within Warehouses

Course Description Form

1. Course Name:					
Operations Management					
2. Course Code:					
MMT205-24-YM					
3. Semester / Year:					
Annual 2025-2026					
4. Description Preparation Date:					
19/11/2025					
5. Available Attendance Forms:					
Attendance					
6. Number of Credit Hours (Total) / Number of Units (Total)					
150 hours/ 10 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					
Course Objectives		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					
Strategy		Lecture, Practical Training, Summer Training			
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
Week (1)	5	The student must be able to learn the concept of operations management and its functions and its relationship with other departments	Operations management and its functions and relationship with other departments	Lecture	Tests
Week (2)	5	The student must be able to learn the organizational structure of operations management	Organizational structure of operations management	Lecture + Training	Case study tests
Week (3)	5	The student must be able to learn operations management and the systems approach - productivity, efficiency, effectiveness	Operations management and the systems approach - productivity, efficiency, effectiveness	Lecture	Tests
Week (4)	5	The student must be able to learn the concept of	Feasibility studies and basic	Lecture + Training	Tests

		feasibility studies and how to conduct them and the basic considerations in evaluating the industrial project	considerations in evaluating the industrial project		
Week (5)	5	The student must be able to learn 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	The student must be able to learn how to determine the production capacity of the industrial project	Determining the production capacity of the industrial project	Lecture + Training	Tests
Week (7)	5	The student must be able to learn the financial evaluation of the industrial project	Financial evaluation of the industrial project	Lecture + Training	Tests
Week (8)	5	The student must be able to learn 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	The student must be able to learn how to study the market and the product	Market and product study	Lecture	Tests
Week (10-11)	10	The student must be able to learn statistical methods in forecasting	Demand forecasting using statistical methods	Lecture + Training	Tests
Week (12)	5	The student must be able to learn 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	The student must be able to learn how to use linear programming in production planning	Using linear programming in production planning	Lecture + Training	Tests

Week (15-16)	10	The student must be able to learn 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	The student must be able to learn how to allocate resources and methods used in allocation problems	Resource allocation and methods used in allocation problems	Lecture	Tests
Week (19)	5	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn the critical path and its concept and applications	Critical path concept and applications	Lecture + Training	Tests
Week (23-24)	10	The student must be able to learn 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	The student must be able to learn how to use control charts for average deviations	Control charts for average deviations	Lecture + Training	Tests
Week (27-28)	10	The student must be able to learn how to organize and schedule work (work study - time study)	Organizing and scheduling work (work study - time study)	Lecture + Training	Tests
Week (29-30)	10	The student must be able to learn maintenance systems and types and how to choose between them	Maintenance systems - types of maintenance systems (preventive and corrective) and	Lecture + Training	Tests

			choosing between preventive and corrective maintenance		
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...)	Studies in Economics and Business Administration				
Electronic References, Websites	Operations Management				

Course Description Form

1. Course Name:					
Marketing management					
2. Course Code:					
MMT204-24-YM					
3. Semester / Year:					
Annual 2025-2026					
4. Description Preparation Date:					
23/11/2025					
5. Available Attendance Forms:					
Attendance					
6. Number of Credit Hours (Total) / Number of Units (Total)					
120 hours/ 8 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					
Course Objectives		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					
Strategy		Lecture/Discussion/Brainstorming			
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
Week (1)	4	The student must be able to learn Overview of the concept of marketing	Concept of Marketing Management	Lecture	Tests
Week (2)	4	The student must be able to learn the concept of the marketing mix and its elements	Concept of Marketing Mix	Lecture	Tests
Week (3)	4	The student must be able to learn Internal and external environment of marketing	Concept of Marketing Environment	Lecture	Tests
Week (4)	4	The student must be able to learn Consumer behavior and purchasing decisions, influencing factors, types of purchasing decisions, steps in making	Concept of Consumer Behavior	Lecture	Tests

		purchasing decisions - purchase motivations			
Week (5-6)	8	The student must be able to learn Market segmentation, its concept, types, target market selection, bases for segmentation, sales forecasting	Market Segmentation	Lecture	Tests
Week (7-8)	8	The student must be able to learn Product, product mix, classifications of products, product life cycle, steps in product innovation, positioning of products	Product	Lecture	Tests
Week (9)	4	The student must be able to learn Packaging and labeling - its concept, standards, product visibility, differentiation	Packaging	Lecture	Tests
Week (10-11)	8	The student must be able to learn Distribution and distribution channels - its concept, types, activities, factors, vertical and horizontal integration	Distribution and Distribution Channels	Lecture	Tests
Week (12)	4	The student must be able to learn Wholesale trade, its concept, activities, classifications of wholesale trade	Marketing Activities	Lecture	Tests
Week (13)	4	The student must be able to learn Retail trade - nature and importance of retail trade, large stores, retail trade without storage	Retail Trade	Lecture	Tests
Week (14-15)	8	The student must be able to learn Physical distribution, its activities, transportation, inventory control, material handling, ordering procedures	Concept of Physical Distribution	Lecture	Tests

Week (16)	4	The student must be able to learn Promotion, communication procedures, promotional mix, factors influencing the composition of the promotional mix	Promotional Mix	Lecture	Tests
Week (17-18)	8	The student must be able to learn Advertising, its importance, objectives, media, advertising campaigns	Advertising	Lecture	Tests
Week (19)	4	The student must be able to learn Sales promotion, nature of the use of sales promotion, forms, publicity	Sales Promotion	Lecture	Tests
Week (20)	4	The student must be able to learn Personal selling, its concept, procedures, managing the sales force	Personal Selling	Lecture	Tests
Week (21-22)	8	The student must be able to learn Pricing, its objectives, factors	Pricing	Lecture	Tests
Week (23)	4	The student must be able to learn Services marketing, its concept, importance, forms, service marketing mix	Services Marketing	Lecture	Tests
Week (24-25)	8	The student must be able to learn 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	The student must be able to learn Marketing strategy, its requirements, procedures, evaluation Marketing strategy	Concept of Marketing Mix	Lecture	Tests
Week (27)	4	The student must be able to learn Marketing in non-profit organizations, its concept, goals, strategies Marketing in non-profit organizations	Concept of Marketing Environment	Lecture	Tests

Week (28)	4	The student must be able to learn Direct marketing, its concept, characteristics, and methods Direct marketing	Concept of Consumer Behavior	Lecture	Tests
Week (29)	4	The student must be able to learn The concept of ethical considerations in marketing Ethical considerations in marketing	Market Segmentation	Lecture	Tests
Week (30)	4	The student must be able to learn 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 https://asjp.cerist.dz/en/PresentationRevue/544
Electronic References, Websites	Marketing Education Guide https://altaswieq.com

Course Description Form

1. Course Name:					
Computer and Artificial Intelligence- Second Level					
2. Course Code:					
MMT208-24-YM					
3. Semester / Year:					
Annual 2025-2026					
4. Description Preparation Date:					
25/11/2025					
5. Available Attendance Forms:					
Attendance					
6. Number of Credit Hours (Total) / Number of Units (Total)					
90 hours/ 6 Units					
7. Course administrator's name (mention all, if more than one name)					
Name: Nabaa Ali Khalil Email: Nabaaali.kh@gmail.com					
8. Course Objectives					
Course Objectives		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					
Strategy		Lecture, in-vitro training			
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
Week (1-2)	6	The student must be able to learn 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	The student must be able to learn Familiarization with PowerPoint presentation program, saving, entering data and texts, organizing slides, presenting slides, designing slides, adding animations to slides, changing or deleting animations, hiding and deleting slides, adding music to slides, presenting slides	PowerPoint Presentations	Lecture + lab training	Theoretical and practical tests
Week (10-20)	33	The student must be able to learn Familiarization with Excel program,	Microsoft Excel Application	Lecture + lab training	Theoretical and practical tests

		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			
Week (21-25)	15	The student must be able to learn 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	The student must be able to learn 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	https://www.freelearn110.com

Course Description Form

1. Course Name:					
Inventory Systems Applications					
2. Course Code:					
MMT2015-24-YM					
3. Semester / Year:					
Annual 2025-2026					
4. Description Preparation Date:					
27/11/2025					
5. Available Attendance Forms:					
Attendance					
6. Number of Credit Hours (Total) / Number of Units (Total)					
90 hours/ 6 Units					
7. Course administrator's name (mention all, if more than one name)					
Name: Jwan Fadhil Mahdi Email: Jwan.mahdi@atu.edu.iq					
8. Course Objectives					
Course Objectives		<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>			
9. Teaching and Learning Strategies					
Strategy		In-vitro lecture and training			
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
Week (1-2)	6	The student must be able to learn Introduction to MIS Management Information Systems System Components, System Characteristics, Systems Types, Systems Importance	Introduction to Warehouse and Accounting Information Systems	Lecture + lab training	Theoretical and practical tests

Week (3-4)	6	The student must be able to learn Introduction to Warehouse and Accounting Information Systems	Inventory and Accounting Information Systems	Lecture + lab training	Theoretical and practical tests
Week (5)	3	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn Barcode – Scanner – Functions of Barcode	Barcode – Scanner – Functions of Barcode	Lecture + lab training	Theoretical and practical tests
Week (19-20)	6	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn 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
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 https://tanmia-idaria.ipa.edu.sa/Pages/%D8%A316220.aspx
Electronic References, Websites	Management Information Systems (MIS)

Course Description Form

1. Course Name:					
Crimes of the Baath Regime in Iraq					
2. Course Code:					
MMT2017-24-YM					
3. Semester / Year:					
Annual 2025-2026					
4. Description Preparation Date:					
28/11/2025					
5. Available Attendance Forms:					
Attendance					
6. Number of Credit Hours (Total) / Number of Units (Total)					
60 hours/ 2 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		<ul style="list-style-type: none"> Students will learn the concept of crime. They will understand the dictatorship of the former regime. They will learn the importance of their choice 			
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	The student must be able to know Introduction to the concept of crimes	Introduction to the concept of crimes	Lecture	Tests
Week (2)	2	The student must be able to know History of crimes under authority	History of crimes under authority	Lecture	Tests
Week (3-4)	4	The student must be able to	Types of crimes	Lecture	Tests

		know Types of crimes			
Week (5-6)	4	The student must be able to know Types of international crimes	Types of international crimes	Lecture	Tests
Week (7)	2	The student must be able to know Human rights in Roman civilization	Human rights in Roman civilization	Lecture	Tests
Week (8-10)	6	The student must be able to know Decisions issued by the Supreme Court	Decisions issued by the Supreme Court	Lecture	Tests
Week (11)	2	The student must be able to know Psychological crimes	Psychological crimes	Lecture	Tests
Week (12)	2	The student must be able to know Mechanisms of psychological crimes	Mechanisms of psychological crimes	Lecture	Tests
Week (13)	2	The student must be able to know Effects of psychological crimes	Effects of psychological crimes	Lecture	Tests
Week (14-15)	4	The student must be able to know Baath crimes against religion	Baath crimes against religion	Lecture	Tests
Week (16)	2	The student must be able to know Democracy	Democracy	Lecture	Tests
Week (17)	2	The student must be able to know Baath prisons	Baath prisons	Lecture	Tests

Week (18)	2	The student must be able to know Environmental crimes	Environmental crimes	Lecture	Tests
Week (19-20)	4	The student must be able to know Use of internationally banned weapons	Use of internationally banned weapons	Lecture	Tests
Week (21-23)	6	The student must be able to know Scorched earth policy	Scorched earth policy	Lecture	Tests
Week (24)	2	The student must be able to know Crimes of mass graves	Crimes of mass graves	Lecture	Tests
Week (25)	2	The student must be able to know Introduction to mass graves	Introduction to mass graves	Lecture	Tests
Week (26)	2	The student must be able to know Events of genocide graves	Events of genocide graves	Lecture	Tests
Week (27-30)	8	The student must be able to know 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...)	Lessons on the De-Baathification Process in Iraq
Electronic References, Websites	https://iraqicenter-fdec.org/archives/9277

Course Description Form

1. Course Name:					
Arabic Language					
2. Course Code:					
MMT2011-24-YM					
3. Semester / Year:					
Annual 2025-2026					
4. Description Preparation Date:					
29/11/2025					
5. Available Attendance Forms:					
Attendance					
6. Number of Credit Hours (Total) / Number of Units (Total)					
30 hours/ 2 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	The student must be able to learn Introduction to linguistic errors – the	Introduction to linguistic errors – the tied and long	Lecture	Tests

		ted and long "taa" and the open "taa"	"taa" and the open "taa"		
Week (2)	2	The student must be able to learn 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 student must be able to learn 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	The student must be able to learn Writing the "hamzah"	Writing the "hamzah"	Lecture	Tests
Week (5)	2	The student must be able to learn Punctuation marks	Punctuation marks	Lecture	Tests
Week (6)	2	The student must be able to learn Nouns and verbs and how to distinguish between them	Nouns and verbs and how to distinguish between them	Lecture	Tests
Week (7)	2	The student must be able to learn The "mafail"	The "mafail"	Lecture	Tests
Week (8)	2	The student must be able to learn Numbers	Numbers	Lecture	Tests
Week (9-10)	4	The student must be able to learn Applications of common linguistic errors	Applications of common linguistic errors	Lecture	Tests
Week (11)	2	The student must be able to learn The "noon" and "tanween" – meanings of prepositions	The "noon" and "tanween" – meanings of prepositions	Lecture	Tests
Week (12)	2	The student must be able to learn Formal aspects of administrative discourse	Formal aspects of administrative discourse	Lecture	Tests
Week (13-14)	4	The student must be able to learn Language of administrative discourse	Language of administrative discourse	Lecture	Tests
Week (15)	2	The student must be able to learn 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
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 https://journals.ajsrp.com/index.php/jalsl
Electronic References, Websites	https://ketabpedia.com

Course Description Form

1. Course Name:	
English Commercial Correspondence	
2. Course Code:	
MMT2021-24-YM	
3. Semester / Year:	
Annual 2025-2026	
4. Description Preparation Date:	
30/11/2025	
5. Available Attendance Forms:	
Attendance	
6. Number of Credit Hours (Total) / Number of Units (Total)	
90 hours/ 6 Units	
7. Course administrator's name (mention all, if more than one name)	
Name: Zahra Mahmoud Abdul Zahra Email: Zahra.al-murshidi@atu.edu.iq	
8. Course Objectives	
Course Objectives	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)
9. Teaching and Learning Strategies	
Strategy	Lecture/Discussion/Brainstorming

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
Week (1-2)	6	The student must be able to learn Communication and Correspondence: Definitions, the importance of types of letters, Characteristics of business letter	Communication and Correspondence : Definitions, the importance of types of letters, Characteristics of business letter	Lecture	Tests
Week (3-4)	6	The student must be able to learn 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	The student must be able to learn How to write an enquiry	How to write an enquiry	Lecture	Tests
Week (6)	3	The student must be able to learn Quotation: terms of writing quotation	Quotation: terms of writing quotation	Lecture	Tests
Week (7-8)	6	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn A letter of Demand : definition, types	A letter of Demand : definition, types	Lecture	Tests
Week (12-13)	6	The student must be able to learn Terms of payment and Terms of delivery	Terms of payment and Terms of delivery	Lecture	Tests
Week (14)	3	The student must be able to learn The different styles of writing business letters	The different styles of writing business letters	Lecture	Tests

Week (15)	3	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn 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	The student must be able to learn 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 student must be able to learn 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 student must be able to learn 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 student must be able to learn 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	The student must be able to learn 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	The student must be able to learn 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...)	Journal of Law / Al-Mustansiriyah University
Electronic References, Websites	Practical Reference in Administrative and Business Correspondence by Abdul Hakim Ahmed Al-Khuzami