

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



Academic Program and Course Description Guide

2024

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: Middle technical university

Faculty/Institute: Technical Management Institute/Baghdad

Scientific Department: Materials Management Technologies Department

Academic or Professional Program Name: Technical Diploma

Final Certificate Name: Technical Diploma in Materials Management
Technologies

Academic System: Courses

Description Preparation Date: 1/3/2024

File Completion Date: 1/3/2024

Signature:

Head of Department Name:

Dr. Mohamed Abd Zaied

Abdoun

Date: 8/4/2024

Signature:

Scientific Associate Name:

Dr. Amar Yihya Dhaief

Date: 8/4/2024

The file is checked by:

Department of Quality Assurance and University Performance

Director of the Quality Assurance and University Performance Department:

Reem Hyawi Hamed

Date: 2024/4/14

Signature:


Approval of the Dean

1. Program Vision

The vision is for the department to be a distinguished educational place in its administrative programs, training curricula, and scientific research, and it seeks to achieve a prominent position among the corresponding departments of the Central Technical University and the Iraqi technical universities by providing and updating distinguished, modern programs that focus on the requirements of the labor market and the development taking place in administrative work and information.

2. Program Mission

The department should be distinguished in keeping pace with the rapid and modern developments in the field of management and its applications in the curricula (theoretical and practical) and linking them with the labor market and the needs of society by supporting and developing the quality of teaching and training using the latest internationally approved methods, as well as providing appropriate human resources and the necessary infrastructure, thus providing the country with administrative cadres. Qualified and competent.

3. Program Objectives

- Graduating human resources who have comprehensive knowledge of the basics of materials management and the application of modern storage systems.
- Follow an academic system that includes continuous re-evaluation of plans and curricula.
- Establishing partnership relationships with employers within the public and private sectors.
- Serving the Iraqi community through targeted professional training programs.

– Adopting professional ethics as a basis for implementing all activities and work.

4. Program Accreditation

Its paragraphs are currently in the process of being worked on.

5. Other external influences

Ministry of Higher Education and Scientific Research.

6. Program Structure

Program Structure	Number of Courses	Credit hours	Percentage	Reviews*
Institution Requirements	Organization requirements	20	17%	
College Requirements	College requirements	24	22%	
Department Requirements	Section requirements	72	62%	
Summer Training	1	Satisfied		
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
The first stage / first course				
2023-2024 S1/C1		Storage basics	2	2
2023-2024 S1/C1		Materials management	1	3
2023-2024 S1/C1		Risk management	1	3

2023-2024 S1/C1		Specialized English Readings (1)	1	3
2023-2024 S1/C1		Principles of administration	2	2
2023-2024 S1/C1		Accounting Principles (1)	1	2
2023-2024 S1/C1		Arabic language (1)	1	1
2023-2024 S1/C1		Computer (1)	1	1
2023-2024 S1/C1		Human rights and democracy	2	-
Year/Level	Course Code	Course Name	Credit Hours	
First stage/second course			theoretical	Practical
2023-2024 S1/C2		Storage technologies	2	2
2023-2024 S1/C2		purchase management	1	3
2023-2024 S1/C2		Insurance management	1	3
2023-2024 S1/C2		Case studies	1	3
2023-2024 S1/C2		management jobs	2	2
2023-2024 S1/C2		Accounting Principles (2)	1	2
2023-2024 S1/C2		Quantitative methods	1	1
2023-2024 S1/C2		English language (1)	2	-
Year/Level	Course Code	Course Name	Credit Hours	
second stage/First course			theoretical	Practical
2023-2024 S2/C1		Inventory planning	2	2
2023-2024 S2/C1		Operations Management	1	3
2023-2024 S2/C1		Inventory accounting (1)	1	3
2023-2024 S2/C1		Basics of Marketing	2	2
2023-2024 S2/C1		English business correspondence	2	1

2023–2024 S2/C1		Inventory systems applications	1	3
2023–2024 S2/C1		Occupational safety	1	1
2023–2024 S2/C1		English language (2)	2	–
2023–2024 S2/C1		The crimes of the Baath regime	2	–
Year/Level	Course Code	Course Name	Credit Hours	
second stage/second course			theoretical	Practical
2023–2024 S2/C2		Inventory control	2	2
2023–2024 S2/C2		Modern production systems	1	3
2023–2024 S2/C2		Inventory accounting (2)	1	3
2023–2024 S2/C2		Marketing Management	2	2
2023–2024 S2/C2		Business Communication English	2	1
2023–2024 S2/C2		Warehouse systems software	1	3
2023–2024 S2/C2		Computer (2)	1	1
2023–2024 S2/C2		Professional ethics	1	1
2023–2024 S2/C2		Research methods	1	1
2023–2024 S2/C2		Arabic language (2)	1	1

8. Expected learning outcomes of the program

Knowledge

Introducing the student and informing him of all the activities related to the storage process, which are:

- Inventory planning and control
- Managing production operations
- Marketing and distributing products

Understanding the steps of storage, its basics, and ways to maintain it, as well as planning, measuring, and organizing accounting records in this regard

– Performing calculations on stored quantities and measuring them	
Skills	
How to use modern storage systems.	Use modern control methods for operations
Applying the adoption of modern production systems	how to use the computer in the pricing and warehousing process
Ethics	
Follow ethical behavior at work	A deep understanding and understanding of professional ethics
Use inventory control methods to prevent waste	Understanding how modern technologies work, such as robots in warehousing
Maintaining inventory in the organization – Applying occupational safety procedures in the storage process	Comprehensive knowledge of risk and insurance management in organizations and applying its requirements to preserve capital

9. Teaching and Learning Strategies

- Providing the student with the basics and additional topics related to educational outcomes
- Solving some practical examples by the teaching staff
- Solving some practical examples by the student
- Use (Data Show) to display various topics using the electronic computer in the application

10. Evaluation methods

- Daily exams and discussion within the lecture
- Monthly exams and homework

11. Faculty

Faculty Members

Academic Rank	Specialization		Special Requirements/Skills (if applicable)		Number of the teaching staff	
	General	Special			Staff	Lecturer
Assistant Professor	business management	Production and operations management			√	
Assistant Professor	Operations techniques	Operations techniques			√	
Teacher	Tourism and hotel management	Tourist thinking			√	
assistant teacher	Operations techniques	Operations techniques			√	
assistant teacher	Operations techniques	Operations techniques			√	
assistant teacher	business management	Organizational behavior			√	
assistant teacher	Banking and finance management	Economy			√	
assistant teacher	math Science	Differential equations			√	
assistant teacher	political science	Political thought			√	
assistant teacher	Arabic Language	Linguistics			√	
assistant teacher	computer Sciences	The Internet of things			√	

Professional Development

Mentoring new faculty members

Introducing new faculty members to the university's vision, mission, organizational structure, policies and procedures.

Enabling new faculty members to gain a better understanding of their rights and obligations.

Providing new faculty members with detailed information about university facilities and services.

Professional development of faculty members

Participating in specialized scientific courses, workshops, and seminars, viewing lectures published on electronic platforms, and preparing scientific lectures.

12. Acceptance Criterion

Central admission/sons of martyrs/parallel/re-nomination

13. The most important sources of information about the program

Sources of information from the Ministry of Higher Education and Scientific Research.

Central Technical University website

Electronic sources.

14. Program Development Plan

1- Using educational techniques by applying comprehensive quality management in education and relying on the academic accreditation of the Association of Arab Universities.

2- Activating educational platforms that keep pace with technological development.

3- Linking the educational institution to the surrounding environment, qualifying its graduates according to the requirements of the internal and external labor market, and giving these graduates the ability to plan and implement small projects.

4- Developing study curricula.

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
2023-2024 first / S1			Specialized	*	*	*	*	*	*	*	*	*	*	*	*
2023-2024 first / S1			Specialized	*	*	*	*	*	*	*	*	*	*	*	*
2023-2024 first / S1			Specialized	*	*	*	*	*	*	*	*	*	*	*	*
2023-2024 first / S1			Specialized	*	*	*	*	*	*	*	*	*	*	*	*
2023-2024 first / S1			assistance	*	*			*	*			*	*		
2023-2024 first / S1			assistance	*	*			*	*			*	*		
2023-2024 first / S1			General	*	*	*	*	*	*	*	*	*	*	*	*
2023-2024 first / S1			General	*	*	*	*	*	*	*	*	*	*	*	*
2023-2024 first / S1			General	*	*	*		*	*	*		*	*	*	
2023-2024 first / S2			Specialized	*	*	*	*	*	*	*	*	*	*	*	*
2023-2024 first / S2			Specialized	*	*	*	*	*	*	*	*	*	*	*	*
2023-2024 first / S2			Specialized	*	*	*	*	*	*	*	*	*	*	*	*

2023-2024 first / S2			Specialized	*	*	*	*	*	*	*	*	*	*	*	*
2023-2024 first / S2			assistance	*	*			*	*			*	*		
2023-2024 first / S2			assistance	*	*			*	*			*	*		
2023-2024 first / S2			assistance	*	*	*		*	*	*		*	*	*	
2023-2024 first / S2			General	*	*	*		*	*	*		*	*	*	
2023-2024 second/S1			Specialized	*	*	*	*	*	*	*	*	*	*	*	*
2023-2024 second/S1			Specialized	*	*	*	*	*	*	*	*	*	*	*	*
2023-2024 second/S1			Specialized	*	*	*	*	*	*	*	*	*	*	*	*
2023-2024 second/S1			Specialized	*	*	*	*	*	*	*	*	*	*	*	*
2023-2024 second/S1			assistance	*	*			*	*			*	*		
2023-2024 second/S1			Specialized	*	*	*	*	*	*	*	*	*	*	*	*
2023-2024 second/S1			assistance	*	*			*	*			*	*		
2023-2024 second/S1			General	*	*	*		*	*	*		*	*	*	
2023-2024 second/S1			General	*	*	*		*	*			*	*	*	
2023-2024 second/S2			Specialized	*	*	*	*	*	*	*	*	*	*	*	*
2023-2024 second/S2			Specialized	*	*	*	*	*	*	*	*	*	*	*	*
2023-2024 second/S2			Specialized	*	*	*	*	*	*	*	*	*	*	*	*
2023-2024 second/S2			Specialized	*	*	*	*	*	*	*	*	*	*	*	*
2023-2024 second/S2			assistance	*	*			*	*			*	*		

2023-2024 second/S2			Specialized	*	*	*	*	*	*	*	*	*	*	*	*
2023-2024 second/S2			General	*	*	*		*	*	*		*	*	*	
2023-2024 second/S2			General	*	*	*		*	*	*		*	*	*	
2023-2024 second/S2			General	*	*	*		*	*	*		*	*	*	
2023-2024 second/S2			General	*	*	*		*	*	*		*	*	*	

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

Course description form

Course Name					
Storage basics					
Course Code					
Semester / year					
Semester					
Date this description was prepared					
9/3/2024					
Available attendance forms					
In presence way					
Number of study hours (total)/number of units (total)					
number of units	the total	practical	theory		
4	4	2	2		
Name of the course administrator (if More than one name mentioned)					
Maiaam Mhebes Hameed Email: mariam_m@mtu.edu.iq					
Course objectives					
<ul style="list-style-type: none"> • This material deals with topics about warehouse management and its importance, focusing on the storage function as one of the warehouse management functions, as well as focusing on warehouse activities in terms of concept, nature of the activity, importance and how to carry out it. Introducing the student to the basic concepts of warehouse management and • enabling him to learn how to perform warehouse operations and procedures, organize the documentary cycle, learn about the function of the warehouse building, use storage equipment, transportation and handling equipment, and .ways to maintain inventory 				Objectives of the study subject	
Teaching and learning strategies					
Seminars, questionnaires, discussion topics, and summer training				The strategy	
Course structure					
Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	hours	the week
the exam	Lecture and presentation	Definition of inventory/warehouse management	The student understands and applies the topic	4	the first
the exam	Lecture and presentation	The concept of the / storage process in the facility	The student understands and applies the topic	4	the second
the exam	Lecture and presentation	Warehouse management functions/the importance of the financial and productive warehousing function	The student understands and applies the topic	4	the third
the exam	Lecture and presentation	Store procedures/examination/ concept/importance/resp onsibility for examination/examination procedures	The student understands and applies the topic	4	the fourth

the exam	Lecture and presentation	Receiving / concept / systems / procedures / centralization and decentralization in receiving	The student understands and applies the topic	4	Fifth
the exam	Lecture and presentation	Preservation of materials / its importance / protection of inventory / prevention precautions / safety and security for workers and stored materials inside the warehouses	The student understands and applies the topic	4	VI
the exam	Lecture and presentation	Simplify and standardize materials	The student understands and applies the topic	4	Seventh
the exam	Lecture and presentation	Identification of materials/objectives and characterization methods/characterization procedures and requirements	The student understands and applies the topic	4	VIII
the exam	Lecture and presentation	Tabulation methods/factors affecting tabulation	The student understands and applies the topic	4	Ninth
the exam	Lecture and presentation	The concept of coding/importance/principles of coding	The student understands and applies the topic	4	The tenth
the exam	Lecture and presentation	Integration of tab and markup/materials guide and steps to set it up	The student understands and applies the topic	4	eleventh
the exam	Lecture and presentation	Documentary storage cycle	The student understands and applies the topic	4	twelfth
the exam	Lecture and presentation	Types of documents and records	The student understands and applies the topic	4	Thirteenth
the exam	Lecture and presentation	The concept of warehouse inventory / importance / responsibility for inventory / types of inventory / inventory committees	The student understands and applies the topic	4	fourteenth
the exam	Lecture and presentation	Inventory / settlement of inventory differences and methods of concealing shortages / damage to materials / treatment of damaged materials and storage of damaged materials	The student understands and applies the topic	4	Fifteenth

Course evaluation	
Distribution of the grade out of 100 according to the tasks assigned to the student, such as daily .preparation, daily, oral, monthly, written exams, reports , etc	
Learning and teaching resources	
subject has been relied upon, storage management and the sources mentioned below are relied upon to present them as lectures in the required format	Required textbooks (methodology, if any)
<ul style="list-style-type: none"> • 1- Musa, Ghanem Fenjan, (2000), Warehouse Management • 2- Hadi, Saeed Hadi, Louis, Fawzi, (2008), Management of buildings and warehouse equipment... 	Main references (sources)
Research that dealt with the vocabulary of the subject through theoretical and practical study and published in the Iraqi Academy Journal for Peer-reviewed Research via the following link https://www.iasj.net/	Recommended supporting books and references (...scientific journals, reports)
	Electronic references, Internet sites

Course description form

Course Name					
Storage techniques					
Course Code					
Semester / year					
Semester					
Date this description was prepared					
9/3/2024					
Available attendance forms					
In presence way					
Number of study hours (total)/number of units (total)					
number of units	the total	practical	theory		
4	4	2	2		
Name of the course administrator (if More than one name mentioned)					
Maiam Mhebes Hameed Email: mariam_m@mtu.edu.iq					
Course objectives					
<ul style="list-style-type: none"> • This material deals with topics about warehouse management and its importance, focusing on the storage function as one of the warehouse management functions, as well as focusing on warehouse activities in terms of concept, nature of the activity, importance and how to carry out it. Introducing the student to the basic concepts of warehouse management and • enabling him to learn how to perform warehouse operations and procedures, organize the documentary cycle, learn about the function of the warehouse building, use storage equipment, transportation and handling equipment, and .ways to maintain inventory 				Objectives of the study subject	
Teaching and learning strategies					
Seminars, questionnaires, discussion topics, and summer training				The strategy	
Course structure					
Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	hours	the week
the exam	Lecture and presentation	Ownership and leasing policy	The student understands and applies the topic	4	the first
the exam	Lecture and presentation	The geographical location of the stores and the factors affecting the choice of the geographical location of the stores (outside and within the scope of the (project	The student understands and applies the topic	4	the second
the exam	Lecture and presentation	Planning to create warehouses	The student understands and applies the topic	4	the third
the exam	Lecture and presentation	And exploited and unexploited spaces	The student understands and applies the topic	4	the fourth

the exam	Lecture and presentation	And storage in the open	The student understands and applies the topic	4	Fifth
the exam	Lecture and presentation	Warehouse design	The student understands and applies the topic	4	VI
the exam	Lecture and presentation	Interior design of warehouses	The student understands and applies the topic	4	Seventh
the exam	Lecture and presentation	Interior design requirements	The student understands and applies the topic	4	VIII
the exam	Lecture and presentation	Tabulation methods/factors affecting tabulation	The student understands and applies the topic	4	Ninth
the exam	Lecture and presentation	Factors affecting interior design/redesign of warehouses	The student understands and applies the topic	4	The tenth
the exam	Lecture and presentation	Integration of tab and markup/materials guide and steps to set it up	The student understands and applies the topic	4	eleventh
the exam	Lecture and presentation	Storage equipment/its importance/types	The student understands and applies the topic	4	twelfth
the exam	Lecture and presentation	Factors affecting the selection of storage equipment	The student understands and applies the topic	4	Thirteenth
the exam	Lecture and presentation	Internal transportation and handling equipment/its importance/types	The student understands and applies the topic	4	fourteenth
the exam	Lecture and presentation	Factors affecting its choice/features of efficient transportation	The student understands and applies the topic	4	Fifteenth
Course evaluation					
Distribution of the grade out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, written exams, reports , etc					
Learning and teaching resources					
subject has been relied upon, storage management and the sources mentioned below are relied upon to present them as lectures in the required format			Required textbooks (methodology, if any)		
<ul style="list-style-type: none"> 1- Musa, Ghanem Fenjan, (2000), Warehouse Management 2- Hadi, Saeed Hadi, Louis, Fawzi, (2008), Management of buildings and warehouse equipment... 			Main references (sources)		
Research that dealt with the vocabulary of the subject through theoretical and practical study and published in the Iraqi Academy Journal for Peer-reviewed Research via the following link https://www.iasj.net/			Recommended supporting books and references (....scientific journals, reports)		

Course Description Form

1. Course Name:	
Materials management	
2. Course Code:	
3. Semester / Year:	
quarterly	
4. Description Preparation Date:	
2024/3/10	
5. Available Attendance Forms:	
daily	
6. Number of Credit Hours (Total) / Number of Units (Total)	
4 hours x 15 weeks = 60 hours per semester	
7. Course administrator's name (mention all, if more than one name)	
Name: INAM THEYAB SHNAWA Email: inaamdeab1970@mtu.edu.iq	
8. Course Objectives	
Course Objectives	<ol style="list-style-type: none"> 1 . The student acquires theoretical and practical sk in materials management 2. Preparing the student well for the purpose practicing warehouse work in an optimal manner 3. Providing the student with knowledge and skills dealing with various types of stored materials 4. Develop and develop the student’s thinking ab warehouses, their contents of materials, and how maintain them and use them as required. 5. The student acquires cognitive skill in practic activities related to providing materials, manag them, and delivering them to the organization at appropriate time and place.
9. Teaching and Learning Strategies	
Strategy	<ol style="list-style-type: none"> 1- The method of delivering the approved methodologi lecture 2- Discussion, dialogue, and citing real-life examples

- 3- Exchanging roles
- 4- Thinking strategy, problem solving and brainstorming
- 5- Electronic means of illustration - PowerPoint in e-learning
- 6- Use data show
- 7- Students' participation in various specialized and cultural courses and workshops
- 8- Students' participation in various social and cultural extracurricular activities (volunteer work campaigns, group work, work teams, exhibitions, field visits)
- 9- Urging students to browse the Internet and visit scientific websites to view research and support knowledge.

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	4	The student learn what management Materials and the importance As for organization and nature Its objectives	Introduction to materials management	Blended learning	Tests And direct discussion
2	4	The student learn concept The importance and motivations of job the purchase	General introduction to the purchasing function	Blended learning	Tests and direct discussion
3	8	The student learn through it From the need materials Description and selection Sources of supply and study Price and what the responsibilities purchase management	Various tasks of purchasing management	Blended learning	Tests And direct discussion
5	20	The student learn about cent			Tests

<p>79 9989</p>		<p>purchasing policies Decentralization and combination Between the (purchasing pol with appropri quality / metho for determin quality / quality trade name). /Quality by sampl Quality by rank purchasing at right price / ri time / right quan / (using quantitat methods)</p>	<p>Purchasing policies</p>	<p>Blended learning</p>	<p>and li discussi</p>
<p>10</p>	<p>4</p>	<p>The student learn management relationship Materials warehouse management Storage policies and extent Take advantage of the organization .</p>	<p>The relationship of purchasing management to warehouse management and storage policies And the relationship with other departments</p>	<p>Blended learning</p>	<p>Tests and li discussi</p>
<p>12911 139</p>	<p>8</p>	<p>The student learn the most import factors t influence behavior Consumer purchasing /concept /Importance /Factors affect consumer purchasing behav (Cultural and soc factors Personal a</p>	<p>Purchasing strategies</p>	<p>Blended learning</p>	<p>Tests And dir discussi</p>

15,14	8	economic political and legal Teaching students Related strategies Purchase a storage process (Comparison strategy /Storage strategy /exchange strateg	Purchasing strategy as needed	Blended learning	Tests and li discussi
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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
 Distribution of the grade out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, written exams, reports, etc.
 40 degree semester pursuit and divided into
 (10 daily - 10 practical exams - 10 first exam during the semester - 10 second exam during the semester)
 60 marks for the final exam, divided into (10 practical exams - 50 theoretical exams)

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	nothing
Main references (sources)	1. Book (Materials Cost Management) Dr. Akram Al-Taweel, Dr. Ghassan 2. The book on purchasing and storage, developed quantitatively (Omar Wasfi, Dr. Qahtan Badr, Menem Globe) 3. Book (Purchasing Management) Dr. Ghanem Fenjan, Dr. Mohamed Al
Recommended books and references (scientific journals, reports...)	1. Materials management books 2. Technical Education Authority Journal 3. Electronic references, Internet sites
Electronic References, Websites	Any website that contains research related to the subject matter search

Course Description Form

1. Course Name:	
purchase management	
2. Course Code:	
3. Semester / Year:	
quarterly	
4. Description Preparation Date:	
2024/3/10	
5. Available Attendance Forms:	
daily	
6. Number of Credit Hours (Total) / Number of Units (Total)	
4 hours x 15 weeks = 60 hours per semester	
7. Course administrator's name (mention all, if more than one name)	
Name: INAM THEYAB SHNAWA	
Email: inaamdeab1970@mtu.edu.iq	
8. Course Objectives	
Course Objectives	<ol style="list-style-type: none"> 1 . The student acquires theoretical and practical skills in purchasing management 2. Prepare the student well to be able to determine the appropriate economic quantity 3. Providing the student with the knowledge and skills of choosing appropriate sources of supply 4. Developing the student's thinking about inventory levels and the optimal size of inventory 5. The student will acquire cognitive skill identifying stagnant and damaged items and how to treat them and limit their damage.
9. Teaching and Learning Strategies	
Strategy	<ol style="list-style-type: none"> 1- The method of delivering the approved methodological lecture 2- Discussion, dialogue, and citing real-life examples 3- Exchanging roles 4- Thinking strategy, problem solving and brainstorming 5- Electronic means of illustration - PowerPoint in e-learning 6- Use data show

- 7- Students' participation in various specialized and cultural courses and workshops
- 8- Students' participation in various social and cultural extracurricular activities (volunteer work campaigns, group work teams, exhibitions, field visits)
- 9- Urging students to browse the Internet and visit scientific websites to view research and support knowledge.

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
2 و 3	8	The student learns through it Choosing supply sources The occasion and how to deal With it - negotiating and contracting with purchasing sources - Choosing sources of supply/the importance of appropriate selection - /negotiating and contracting with purchasing sources	Choose purchasing sources	Blended learning	Tests And direct discussion
4 و 3	8	The student learns determine volume Economical purchasing process The concept / factors affect the determination of economic order size / how calculate the economic size	Determine economic size For purchase orders	Blended learning	Tests and direct discussion
5	4	The student learns how evaluate Performing the purchasing function - Concept/objectives /procedures	Evaluating the performance of purchasing and warehousing functions	Blended learning	Tests And direct discussion
6	4	The student understands concept of storage, importance and objectives The student learns to organize and manage	Storage	Blended learning	Tests and direct discussion

7	4	<p>Stores and their relations with other departments</p> <p>The student learns to organize and manage Stores and their relationship with other departments</p>	Organizational mobilization for management Stores and their relationship with other departments	Blend learn	Tests a live discussi
8	4	The student learns policies Storage policies (centralization, decentralization, and combining them)	Storage policies	Blend learn	Tests And dir discussi
10,9	8	<p>The student learns how to identify Storage levels in Warehouses (minimum, reorder level, maximum inventory, balance Emergency, waiting period Its needs, level of scrutiny and how to avoid it recessions or Damage or the material reaching the exhaust level</p>	Storage levels	Blend learn	Tests and li discussi
11	4	The student learns how to identify Stagnant items, causes of stagnant materials/treatment of stagnant materials	Stagnant varieties	Blend learn	Tests and li discussi
12	4	<p>The student learns the concept of spoilage Its causes and how to avoid damage Perishable/purchases/ Sales/production/transportation/ Warehouses/suppliers</p>	Damaged items	Blend learn	Tests and li discussi
13	4	The student learns to process Stagnant and damaged materials In warehouses/deletion of materials and its procedures	Treating stagnant and damaged materials	Blend learn	Tests and li discussi

14 15	9	The student learns the concept/process of packaging Importance / Objectives / Purposes/types of equipment Packaging	Packaging	Blend learn	Tests and discussi
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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

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

40 degree semester pursuit and divided into

(10 daily - 10 practical exams - 10 first exam during the semester - 10 second exam during the semester)

60 marks for the final exam, divided into (10 practical exams - 50 theoretical exams)

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	nothing
Main references (sources)	<ol style="list-style-type: none"> 1. Book (Materials Management) Dr. Akram Al-Tawe Dr. Ghassan 2. The book on purchasing and storage, developed quantitatively (Dr. Omar Wasfi, Dr. Qahtan Ba Dr. Menem Globe) 3. Book (Purchasing Management) by Dr. Ghanem Fenjan, Mohamed Ali
Recommended books and references (scientific journals, reports...)	<ol style="list-style-type: none"> 1. Materials management books 2. Technical Education Authority Journal 3. Electronic references, Internet sites
Electronic References, Websites	Any website that contains research related to the subject matter search

Course description

1.Course Name					
Computer(1)					
2.Course Code					
3.Semester / year					
Semester					
4.Date this description was prepared					
1/3/2024					
5. Available attendance forms					
In a present way					
6. Number of study hours (total)/ number of units (total)					
Number of unit 2 / theory 1 , practical 1					
7. Name of the course administrator (if more than one name mentioned)					
Name: Yasser samir hadi			Email: yasser_s@mtu.edu.iq		
Course objectives					
*Identify the computer and its components <ul style="list-style-type: none"> • Identify the types of operating system their functions • Learn about the windows 10 operating sys and how to manage files 			Objectives of the study subject		
Teaching and Learning strategies					
Lectures , Seminars , Questionnaires , discussion topics , and summery training					The strategy
10. Course structure					
Evaluation method	Learning method	Name of the unit or topic	Required Learning outcomes	hou rs	The week
The exam Theory & practical	Lecture and Presentation And Application On computer	Operating systems OS s (<u>What is an OS s and what it can do ,types</u> of OS s , their features importance <u>Windows OS s</u> (95, 97, 200, Me, Xp,Vista, 7, 8, 8.1 and 10) and their characteristics, <u>Explain the differences between Os s and software application; Computer power On / Off; Using Mouse and their buttons</u>	The student Understand And applies the topic		1-2

The exam Theory & Practical	Lecture and Presentation And Application On computer	<u>Looking at the Desktop</u> ; <u>Navigation</u> around desktop; <u>Using Start</u> Button; <u>Working with Application</u> ; <u>Using Taskbar</u> ; <u>Understanding Software and Hardware</u> (their differences , importance and relationships); <u>Explain how hardware</u> can influence the OS and software and Vice Versa; <u>Software updates</u> , security and bugs; <u>Software Ethics</u>	The student Understand applies the topic		3
The exam Theory & Practical	Lecture and Presentation And Application on computer	Files & Folders : <u>Looking at typical Window</u> ; <u>Moving and Sizing Window</u> ; <u>Using scroll Bars</u> ; <u>Understanding and Using My Computer</u> and <u>Recycle Bin</u> ; <u>Concepts of Drives, Folders and Files</u> (differences and importance); <u>Directory and Folder hierarchy and structure</u> ; <u>Understanding File Name</u> and common <u>Extensions</u>	The student Understand applies the topic		4-5
The exam Theory & Practical	Lecture and Presentation And Application On computer	<u>Folder And Files Managements</u> (Create, Copy, Cut, Delete Rename, Find and Move); <u>Common Keyboard Shortcuts</u> ; <u>Undelete folder and files</u> using <u>Recycle Bin</u> ; <u>Display the differences</u> between Undelete or Delete .	The student Understand applies the topic		6
The exam Theory & Practical	Lecture and Presentation And Application On computer	Computer Hardware : <u>Identifying Computers</u> (Main Frame ; Super Computers; Mini computers; Desktop; Notebooks; Laptop; Tablet PCs; Servers; Hand-held or Mobile computers; Music or Media Players and Electronic Book readers),	The student Understand applies the topic		7
The exam Theory & Practical	Lecture and Presentation And Application On computer	<u>Looking Inside a Computer</u> (Microprocessor , System memory , Storage system); <u>Recognizing Input / Output Devices</u> (using Keyboard; Pointing Input /Output Devices (using Keyboard; Pointing devices; Microphones; Monitor, Printers; Projector and Speakers); <u>Understanding How it works together</u>	The student Understand applies the topic		8
The exam Theory &	Lecture and Presentation	Using Control Panel ; <u>Customizing Desktop</u> and <u>Display</u> ; <u>Changing Date and</u>	The student Understand		9-10

practic al	And Application On computer	<u>Time; Changing Language; Accessibility Settings</u>	applies the topic		
The exam Theory & practi cal	Lecture and Presentation And Application On computer	<u>Understanding Power Options</u> (Shut down, Sleep, Hibernate); <u>Working with Power settings</u> ; <u>Identifying mode of operation</u> (Safe Mode and Normal Mode); <u>Understanding User Accounts and Rights</u> (Create New User Account; Changing Controls; Rights and Access)	The student Understand applies the topic		11
The exam Theory & practi cal	Lecture and Presentation And Application On computer	<u>What is a Software</u> (Checking System Requirement &Hardware Implication); <u>Application Software</u> (Integrated Suites, Desktop Publishing, Spreadsheets, Database Management, Presentations, Art, Engineering; Mathematic, Statistics, Medical, Management, Content Creation, Multimedia, Entertainment and System protection); <u>Managing Software</u> (Install New one, Uninstall, Reinstall and Updating Software	The student Understand applies the topic		12-13
The exam Theory & practi cal	Lecture and Presentation And Application On computer	<u>Disk Management Programs</u> (Disk Clean – up, Check, Optimize and compression); What is Troubleshooting? <u>Managing Hardware/ Software</u> ; <u>Keep Copies of data</u> ; <u>Dealing with Viruses, Malware and Trojans</u> ; <u>Getting windows help and support</u>	The student Understand applies the topic		14
The exam Theory & practi cal	Lecture and Presentation And Application On computer	<u>What is Key Applications?</u> ; <u>What it can do ?</u> ; <u>Getting started (Start &Exit program)</u> . <u>Looking at the main screen</u> (for Word , Excel &PowerPoint), <u>Accessing Commands and Characteristic Features</u> , <u>Understanding Ribbon</u> ; <u>Tabs</u> ; <u>Status Bar</u> ; <u>Scroll Bar</u> . <u>Create files from templates</u> , <u>How to get Help</u> , <u>Manipulating Files and Data Exchange</u>	The student Understand applies the topic		15
11.Course evaluation					

Distribution of the grade out of 100 according to the tasks assigned to the student , such as daily preparation , daily , oral, monthly , written exams , report , ect.	
12. Learning and teaching resources	
Required textbooks (methodology , if an	
Main references (sources)	
Recommended supporting books and references (scientific journal , reports...)	اساسيات الحاسوب وتطبيقاته المكتبية الجزء الاول زياد محمد عبود و غسان حميد عبد المجيد و مصطفى ضياء الحسني . 2016
Electronic references , internet sites	

Course Description Form

1. Course Name:					
Quantitative statistical methods					
2. Course Code:					
3. Semester / Year:					
Semester					
4. Description Preparation Date:					
2024					
5. Available Attendance Forms:					
Weekly					
6. Number of Credit Hours (Total) / Number of Units (Total)					
60					
7. Course administrator's name (mention all, if more than one name)					
Name: Ali Abd Al-aziz Najem Email: Ali_abdalaziz@mtu.edu.iq					
8. Course Objectives					
Course Objectives			<ul style="list-style-type: none"> -Gain the ability to collect and classify data -Gaining the ability to find and analyze statistical indicators -The ability to measure the degree of relationship between variables 		
9. Teaching and Learning Strategies					
Strategy		<ul style="list-style-type: none"> -lecture -Practical exercises -Exams 			
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	4	a lecture	Statistics - its definition - its relationship with other sciences - the scientific method of	Elocution	Exam

2	4	a lecture	research - data collection, data classification - data presentation - data analysis. Data sources - methods of obtaining data - comprehensive registration - samples - questionnaires - conditions - conducting them.	Elocution	Exam
3-4-5	4	a lecture	Displaying data distribution - tabular display of data - frequency distribution - double frequency distribution	Elocution	Exam
6-7-8	4	a lecture	Measures of central tendency: arithmetic mean - mode - median - relationship between means.	Elocution	Exam
9-10-11	4	a lecture	Measures of dispersion: range, standard deviation, variance, coefficient of variation, and standard score.	Elocution	Exam
12-13	4	a lecture	Simple linear correlation: understood - how to calculate it theoretically.	Elocution	Exam
14-15	4	a lecture	Rank correlation: Spearman's rank correlation coefficient - coupling coefficient.	Elocution	Exam

11. Course Evaluation

- Interaction within the lecture
- Homework
- Commitment to being present at the specified time for the lecture
- Semester and final exams

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Methodological books prescribed by the university
Main references (sources)	Institute library
Recommended books and references (scientific journals, reports...)	Periodicals in colleges and other universities
Electronic References, Websites	International network information

Course Description Form

1. Course Name:					
Quantitative statistical methods					
2. Course Code:					
3. Semester / Year:					
Semester					
4. Description Preparation Date:					
2024					
5. Available Attendance Forms:					
Weekly					
6. Number of Credit Hours (Total) / Number of Units (Total)					
30					
7. Course administrator's name (mention all, if more than one name)					
Name: Ali Abd Al-aziz Najem Email: Ali_abdalaziz@mtu.edu.iq					
8. Course Objectives					
Course Objectives			<ul style="list-style-type: none"> -Gain the ability to collect and classify data -Gaining the ability to find and analyze statistical indicators -The ability to measure the degree of relationship between variables 		
9. Teaching and Learning Strategies					
Strategy		<ul style="list-style-type: none"> -lecture -Practical exercises -Exams 			
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2	a lecture	Statistics - its definition - its relationship with other sciences - the scientific method of	Elocution	Exam

2	2	a lecture	research - data collection, data classification - data presentation - data analysis. Data sources - methods of obtaining data - comprehensive registration - samples - questionnaires - conditions - conducting them.	Elocution	Exam
3-4-5	2	a lecture	Displaying data distribution - tabular display of data - frequency distribution - double frequency distribution	Elocution	Exam
6-7-8	2	a lecture	Measures of central tendency: arithmetic mean - mode - median - relationship between means.	Elocution	Exam
9-10-11	2	a lecture	Measures of dispersion: range, standard deviation, variance, coefficient of variation, and standard score.	Elocution	Exam
12-13	2	a lecture	Simple linear correlation: understood - how to calculate it theoretically.	Elocution	Exam
14-15	2	a lecture	Rank correlation: Spearman's rank correlation coefficient - coupling coefficient.	Elocution	Exam

11. Course Evaluation

- Interaction within the lecture
- Homework
- Commitment to being present at the specified time for the lecture
- Semester and final exams

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Methodological books prescribed by the university
Main references (sources)	Institute library
Recommended books and references (scientific journals, reports...)	Periodicals in colleges and other universities
Electronic References, Websites	International network information

Course Description Form

1. Course Name:					
Cases Studies					
2. Course Code:					
3. Semester / Year:					
Semester					
4. Description Preparation Date:					
2024					
5. Available Attendance Forms:					
Weekly					
6. Number of Credit Hours (Total) / Number of Units (Total)					
60					
7. Course administrator's name (mention all, if more than one name)					
Name: Ali Abd Al-aziz Najem Email: Ali_abdalaziz@mtu.edu.iq					
8. Course Objectives					
Course Objectives		<ul style="list-style-type: none"> • The student knows the concepts of business statistics, types statistics, and their characteristics in the English language • The student can understand the concept of warehouses & insurance and its advantages in the English language • The student knows the concept of marketing and its importance in the English language • The student knows the concept of accounting and sales management and their advantages in the English language 			
9. Teaching and Learning Strategies					
Strategy		<ul style="list-style-type: none"> • lecture • PowerPoint • Exams 			
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1-2	4	Lecture	Statistic in Business	Elocution	Exam
3-4	4	Lecture	Warehouse–Insurance	Elocution	Exam
5-6	4	Lecture	Marketing	Elocution	Exam

7-8	4	Lecture	Seals management	Elocution	Exam
9-10	4	Lecture	Accounting	Elocution	Exam
11-12	4	Lecture	Democracy and human-rights	Elocution	Exam
13-14	4	Lecture	Computer systems	Elocution	Exam
15	4	Lecture	Review	Elocution	Exam

11. Course Evaluation

- Interaction within the lecture
- Homework
- Commitment to be present at the scheduled time for the lecture
- Monthly and final tests

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Methodological books prescribed by the university
Main references (sources)	Institute library
Recommended books and references (scientific journals, reports...)	Periodicals in colleges and other universities
Electronic References, Websites	International network information

Course Description Form

1. Course Name:					
Specialized English Reading					
2. Course Code:					
3. Semester / Year:					
Semester					
4. Description Preparation Date:					
2024					
5. Available Attendance Forms:					
Weekly					
6. Number of Credit Hours (Total) / Number of Units (Total)					
60					
7. Course administrator's name (mention all, if more than one name)					
Name: Ali Abd Al-aziz Najem Email: Ali_abdalaziz@mtu.edu.iq					
8. Course Objectives					
Course Objectives	<ul style="list-style-type: none"> • The student knows the concepts of management, organization, and manager in the English language • The student can understand the concept of communication and its types in the English language • The student knows the concept of materials management, production and operations 				
9. Teaching and Learning Strategies					
Strategy	<ul style="list-style-type: none"> • lecture • PowerPoint • Exams 				
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1-2-3	4	lecture	Materials management	Elocution	Exam

4-5	4	lecture	Communication	Elocution	Exam
6-7-8-9	4	lecture	Production and operation	Elocution	Exam
10-11-12	4	lecture	Management	Elocution	Exam
13-14-15	4	lecture	Business statistics	Elocution	Exam
11. Course Evaluation					
<ul style="list-style-type: none"> • Interaction within the lecture • Homework • Commitment to be present at the scheduled time for the lecture • Monthly and final tests 					
12. Learning and Teaching Resources					
Required textbooks (curricular books, if any)			Methodological books prescribed by the universi		
Main references (sources)			Institute library		
Recommended books and references (scientific journals, reports...)			Periodicals in colleges and other universities		
Electronic References, Websites			International network information		

Course Description Form

1. Course Name:					
Financial Accounting					
2. Course Code:					
3. Semester / Year:					
Semester\2					
4. Description Preparation Date:					
2024					
5. Available Attendance Forms:					
6. Number of Credit Hours (Total) / Number of Units (Total)					
١٤٢					
7. Course administrator's name (mention all, if more than one name)					
Name: Zainab Mohammad Rasheed Email: Zainab.Mohammad.mtu.edu.iq					
8. Course Objectives					
Course Objectives		Clarifying the basic concepts of discount and instruments Gain knowledge of how to prepare final accounts Gaining skill in how to calculate extinction of all kinds			
9. Teaching and Learning Strategies					
Strategy		1-Lecture, 2- practical exercises, 3- summer training, 4- exams			
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
2-1	3	a lecture	Discount - its types - com discount - cash discount - q discount	Theoretical and practical	Exam

4-3	3	a lecture	Trial balance - How to prepare trial balance, a trial balance with errors, a trial balance with adjustments, a trial balance with corrections	Theoretical and practical	Exam
6-5	3	a lecture	Merchant operations at the opening a current account, deposit account - interest on deposits - incoming checks - outgoing checks - deposit original	Theoretical and practical	Exam
9-8-7	3	a lecture	Accounting errors, types of errors in the journal - listing errors, technical errors - methods of correcting errors, the long method - the short method	Theoretical and practical	Exam
12-11-10	3	a lecture	Preparing final accounts - Profit and loss account - Profit and loss statement (in the profit and loss account) - Preparing balance sheet	Theoretical and practical	Exam
15-14-13	3	a lecture	Depreciation of fixed assets - Methods of calculating depreciation (fixed-line method, diminishing installment method, re-estimation method) Methods of recording depreciation in the books	Theoretical and practical	Exam

11. Course Evaluation

1-Interaction within the lecture

2-Homework

3-Commitment to be present at the scheduled time for the lecture

4- Monthly and final exams

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Required textbooks (methodology, if any)
Main references (sources)	Main references (sources)
Recommended books and references (scientific journals, reports...)	Mainstream recommended books and references for scientific journals Reports...)
Electronic References, Websites	Electronic references, Internet sites

Course description form

1. Course Name	
management jobs	
2. Course Code	
3. Semester / year	
Semester	
4. Date this description was prepared	
2024/4/5	
5. Available attendance forms	
presence	
6. Number of study hours	
Total number of hours: 3. Number of units: 6	
7. Name of the course administrator (if more than one name is mentioned)	
Jassim Talib Muhammad kararjassim7@gmail.com	
8. Course objectives	
<p>Providing the student with knowledge -1 related to the principles of administrative work that can be practiced in all jobs</p> <p>Providing the student with the necessary -2 theoretical and practical knowledge after graduation to keep pace with the needs of the labor market</p> <p>Providing the student with the necessary -3 knowledge of administrative functions and the functions of business organizations, including ...how to take</p> <p>Administrative decisions are consistent with the mission and objectives of the organization and its management strategies on the way to achieving those</p> <p>.Objectives</p> <p>Preparing competent cadres in the field of -4 management in a manner consistent with the requirements of the labor market to achieve outstanding performance and raise production .capacity in various fields</p>	<p>Objectives of the study subject</p>

9. Teaching and learning strategies					
Seminars, questionnaires, discussion topics, summer training					The strategy
10. Course structure					
Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	hours	the week
Daily pre- and ,post-tests ,homework lecture contributions and discussions	,Lecture ,discussion practical ,applications ,case studies and real-life examples of administrative situations and problems	Types of communications- - Communication networks and factors Influencing the process Connection	The student can Learn about the process Communication and its types Networks- Communication and influencing factors In the communication process	3	1
Daily pre- and ,post-tests ,homework lecture contributions and discussions	,Lecture ,discussion practical ,applications ,case studies and real-life examples of administrative situations and problems	Centralization and decentralization	Acquiring knowledge for the student About centralization and decentralization	3	2
Daily pre- and ,post-tests ,homework lecture contributions and discussions	,Lecture ,discussion practical ,applications ,case studies and real-life examples of administrative situations and problems	Stimulus	The student can Learn about systems Incentives used in Work field	3	3
Daily pre- and ,post-tests ,homework lecture contributions and discussions	,Lecture ,discussion practical ,applications ,case studies and real-life examples of administrative	Needs and incentives Motivation and relationship influential between them	The student can Identify the relationship between Incentives and needs And motivations	3	4

	situations and problems				
Daily pre- and ,post-tests ,homework lecture contributions and discussions	,Lecture ,discussion practical ,applications ,case studies and real-life examples of administrative situations and problems	Leadership The difference between a leader- And manager properties- Leadership styles	The student can Identify the types of leadership And its patterns	3	5
Daily pre- and ,post-tests ,homework lecture contributions and discussions	,Lecture ,discussion practical ,applications ,case studies and real-life examples of administrative situations and problems	Supervision steps	The student can Identify the role and function Oversight of the organization	3	6
Daily pre- and ,post-tests ,homework lecture contributions and discussions	,Lecture ,discussion practical ,applications ,case studies and real-life examples of administrative situations and problems	Types of control methods- Censorship	The student can Learn about application methods Censorship	3	7
Daily pre- and ,post-tests ,homework lecture contributions and discussions	,Lecture ,discussion practical ,applications ,case studies and real-life examples of administrative situations and problems	Organization functions	The student can Learn about the importance of jobs the organization	3	8
Daily pre- and ,post-tests ,homework lecture contributions and discussions	,Lecture ,discussion practical ,applications ,case studies and real-life examples of administrative situations and problems	Production management plans- Production	The student can Learn about production plans	3	9
Daily pre- and ,post-tests ,homework lecture	,Lecture ,discussion practical ,applications	Objectives of production plans And its relationship to jobs	The student can Identify the goals of plans	3	10

contributions and discussions	,case studies and real-life examples of administrative situations and problems	The other	Production and its relationship to jobs The other		
Daily pre- and ,post-tests ,homework lecture contributions and discussions	,Lecture ,discussion practical ,applications ,case studies and real-life examples of administrative situations and problems	Marketing management components- Marketing plan and its importance	The student can Get to know management Marketing and its importance to the organization	3	11
Daily pre- and ,post-tests ,homework lecture contributions and discussions	,Lecture ,discussion practical ,applications ,case studies and real-life examples of administrative situations and problems	Financial management plans- Annual financial And its components	The student can Learn about the plans Finance and its components	3	12
Daily pre- and ,post-tests ,homework lecture contributions and discussions	,Lecture ,discussion practical ,applications ,case studies and real-life examples of administrative situations and problems	People management components- Individuals plan	The student can Learn about people management	3	13
Daily pre- and ,post-tests ,homework lecture contributions and discussions	,Lecture ,discussion practical ,applications ,case studies and real-life examples of administrative situations and problems	Human Resource Management	The student can Learn about resource management Humanity	3	14
Daily pre- and ,post-tests ,homework lecture contributions and discussions	,Lecture ,discussion practical ,applications ,case studies and real-life examples of administrative situations and problems	Iraqi administration	The student can Learn about models Iraqi administration	3	15

11. Course evaluation	
Distribution of the grade out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, written exams, reports , etc	
12. Learning and teaching resources	
A basic vocabulary list has been relied upon for the Principles of Management course, and the sources mentioned below are relied upon to present them as lectures in the required manner	Required textbooks (methodology, if any)
Naji Shawqi, Al-Rahim, Iyad Mahmoud, and Abdel Razzaq Reda 1988, Principles of management, Baghdad. .Al-Shamaa, Muhammad Khalil Hassan, 2007 Principles of Management by Focus On business management.	Main references (sources)
Research that dealt with the vocabulary of the subject through theoretical and practical study and published in the Iraqi Academy Journal for Peer-reviewed Research via the following link https://www.iasj.net	Recommended supporting books and references (scientific journals, reports....)
--	Electronic references, Internet sites

Course Description Form

1. Course Name:	
human rights	
2. Course Code:	
3. Semester / Year:	
The quarterly system	
4. Description Preparation Date:	
29/2/2024	
5. Available Attendance Forms:	
Daily - Mandatory	
6. Number of Credit Hours (Total) / Number of Units (Total)	
2 hours/2 units	
7. Course administrator's name (mention all, if more than one name)	
Name: Baqr Sadq Jafar Email: baqr_sadq@mtu.edu.iq	
8. Course Objectives	
<p>1- Introducing the student to the importance of human rights and taking in consideration their preservation</p> <p>As the spirit of the age in which we live</p> <p>-2- Deepening the concept of democracy and its awareness as a social behavior and political system regulated by agreed-upon mechanisms and controls</p> <p>-3- Developing the culture of the student' understanding of the other, whether it is belief or an idea doctrine</p> <p>4 Providing the student with diverse historical, social and legal knowledge consolidating the concepts of rights in</p>	<ul style="list-style-type: none"> • • •

awareness	
9. Teaching and Learning Strategies	
Strategy	Delivering a theoretical lecture Search through books and the Internet for the concepts and names that appear the program

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2	The student understands what rights	Definition of rights and their types. Human rights ancient civilization especially the Mesopotamian	Give the lecture and discussion inside the hall	In-room testing
2	2	The student knows the rights religions	Human rights heavenly religions, especially Islam	Give the lecture and discussion inside the hall	In-room testing
3	2	The student understands the history of rights	Human rights international recognition The modern and contemporary history of human rights	Give the lecture and discussion inside the hall	In-room testing
4+5	2	The student understands recognition	Regional recognition human rights conventions,	//	//

6+7	2	The student understands organizations	the European and American African Charter Non-governmental organizations and the rights national organizations, human rights, human rights in the Iraqi constitution	//	//
8+9	2	The student understands freedoms	The relationship between human rights and public freedoms, modern human rights, the right development, a clean environment, the right to religion	//	//
10+11	2	The student understands safeguards	Human rights guarantees at the international level. Guarantees and respect human rights at the national level. Guarantees the constitution. Guarantees in the laws	//	//

12+13	2	The student understands respect for rights	The role of regional and international organizations: Respecting and protecting governmental and public opinion and human rights	//	//
14+15	2	The student learns about equality and freedom	Regulating public freedoms develops the concept of equality between the sexes	//	//

11. Course Evaluation

Semester and final exams

Activity in the classroom through discussions and research

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Human Rights and Democracy (binding, written by subject professors at the institute in accordance with the curriculum Required textbooks (methodology if any) Scheduled by the Technical University central)
Main references (sources)	Human Rights and Democracy (binding, written by subject professors at the institute in accordance with the curriculum)

	<p>Required textbooks (methodology if any) Scheduled by the Technical University central)</p>
<p>Recommended books and references (scientific journals, reports...)</p>	<p>Universal Declaration of Human Rights Declaration on the Elimination of Discrimination Scientific, Against women - a declaration of progress and Social Development 1999 Journal Contemporary Thought</p>
<p>Electronic References, Websites</p>	<p>Ministry of Human Rights website Ministry of Justice website - website Human Rights Watch - Red Cross website</p>

Course description form

1. Course Name					
Principles of management					
2. Course Code					
3. Semester / year					
Semester					
4. Date this description was prepared					
29/2/2024					
5. Available attendance forms					
presence					
6. Number of study hours					
Total number of hours: 3. Number of units: 6					
7. Name of the course administrator (if more than one name is mentioned)					
Jassim Talib Muhammad kararjassim7@gmail.com					
8. Course objectives					
Gain the ability to learn and understand Arabic grammar Gaining the ability to protect the tongue from making mistakes when pronouncing and the ability to write research papers after mistakes			Objectives of the study subject		
9. Teaching and learning strategies					
Seminars, questionnaires, discussion topics, summer training				The strategy	
10. Course structure					
Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	hours	the week

Daily pre- and ,post-tests ,homework lecture contributions and discussions	,Lecture ,discussion practical ,applications ,case studies and real-life examples of administrative situations and problems	Introduction to linguistic errors - the marfu' ta', the long ta', and the open ta'	A summary of common linguistic errors and understanding the distinction between marsupah, long, and open tā's	3	1
Daily pre- and ,post-tests ,homework lecture contributions and discussions	,Lecture ,discussion practical ,applications ,case studies and real-life examples of administrative situations and problems	Rules for writing extended and short alifs - solar and lunar letters	The student can Recognizing the solar and lunar letters and the extended alif rules	3	2
Daily pre- and ,post-tests ,homework lecture contributions and discussions	,Lecture ,discussion practical ,applications ,case studies and real-life examples of administrative situations and problems	Dhaad and Dhaa	The student can Recognizing the pronunciation and writing of the distinction between ḍād and ḍā'	3	3
Daily pre- and ,post-tests ,homework lecture contributions and discussions	,Lecture ,discussion practical ,applications ,case studies and real-life examples of administrative situations and problems	Writing the hamza	The student can Learn about the rules of writing hamza	3	4
Daily pre- and ,post-tests ,homework lecture contributions and discussions	,Lecture ,discussion practical ,applications ,case studies and real-life examples of administrative situations and problems	punctuation marks	The student can Learn how to use punctuation marks in writing	3	5
Daily pre- and ,post-tests ,homework lecture contributions and discussions	,Lecture ,discussion practical ,applications ,case studies and real-life examples of	The noun, the verb, and the difference between them	The student can Recognizing the rules of nouns and verbs and differentiating between them	3	6

	administrative situations and problems				
Daily pre- and ,post-tests ,homework lecture contributions and discussions	,Lecture ,discussion practical ,applications ,case studies and real-life examples of administrative situations and problems	Effects	The student can Learn about the rules of objects	3	7
Daily pre- and ,post-tests ,homework lecture contributions and discussions	,Lecture ,discussion practical ,applications ,case studies and real-life examples of administrative situations and problems	the number	The student can Learn about number rules	3	8
Daily pre- and ,post-tests ,homework lecture contributions and discussions	,Lecture ,discussion practical ,applications ,case studies and real-life examples of administrative situations and problems	Applications of common linguistic errors	The student can Identify the most common linguistic errors	3	9
Daily pre- and ,post-tests ,homework lecture contributions and discussions	,Lecture ,discussion practical ,applications ,case studies and real-life examples of administrative situations and problems	Applications of common linguistic errors	The student can Identify the most common linguistic errors	3	10
Daily pre- and ,post-tests ,homework lecture contributions and discussions	,Lecture ,discussion practical ,applications ,case studies and real-life examples of administrative situations and problems	Noun and Tanween - meanings of prepositions	The student can Learn about the rules of Noun, Tanween, and the meanings of prepositions	3	11
Daily pre- and ,post-tests ,homework lecture	,Lecture ,discussion practical ,applications	Formal aspects of administrative discourse	The student can Identify the most important features of administrative discourse	3	12

contributions and discussions	,case studies and real-life examples of administrative situations and problems				
Daily pre- and ,post-tests ,homework lecture contributions and discussions	,Lecture ,discussion practical ,applications ,case studies and real-life examples of administrative situations and problems	The language of administrative discourse	The student can Recognizing the use of correct language in administrative discourse	3	13
Daily pre- and ,post-tests ,homework lecture contributions and discussions	,Lecture ,discussion practical ,applications ,case studies and real-life examples of administrative situations and problems	The language of administrative discourse	The student can Recognizing the use of correct language in administrative discourse	3	14
Daily pre- and ,post-tests ,homework lecture contributions and discussions	,Lecture ,discussion practical ,applications ,case studies and real-life examples of administrative situations and problems	Examples of administrative correspondence	The student can Identify the nature of administrative correspondence	3	15

11. Course evaluation

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

12. Learning and teaching resources

A basic vocabulary list for the Arabic language subject has been relied upon, and the sources mentioned below are relied upon to present them as lectures in the required manner	Required textbooks (methodology, if any)
The Holy Quran Arabic grammar Common mistakes	Main references (sources)
Research that dealt with the vocabulary of the subject through theoretical and practical study and published in the Iraqi Academy Journal for Peer-reviewed Research via the following link https://www.iasj.net	Recommended supporting books and references (scientific journals, reports....)
--	Electronic references, Internet sites

Course Description Form

1. Course Name					
English (1)					
2. Course Code					
3. Semester / year					
Semester					
4. Date this description was prepared					
1/3/2024					
5. Available attendance forms					
In presence way					
6. Number of study hours (total)/number of units (total)					
number of units	the total	practical	Theoretical		
2	2	-	2		
7. Name of the course administrator (if More than one name mentioned)					
Name : Yasser Samir Hadi			Email:-Yasser s@mtu.edu.iq		
8. Course objectives					
The general Target :- Introduce and Teach student the style of speaking and conversation The Specific Target: - Give the student the knowledge of how to use grammatical rules and words to read and write in a proper way.					Objectives of the study subject
9. Teaching and learning strategies					
Seminars, questionnaires, discussions and quizzes.					The strategy
10. Course structure					
Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	hours	the week
Exam	Theoretical	First	Unit one : Hello Am/is /are , My/your This is with practice work	2	First
Exam	Theoretical	Second	Unit two : Your world He /She /They , His /Her Questions	2	Second
Exam	Theoretical	Third	Unit three : All about	2	Third
Exam	Theoretical	Fourth	Unit four : Family and friends Possessive adjectives Possessive's	2	Fourth

			Has/ Have		
Exam	Theoretical	Fifth	Unit five : The way I live Present simple I/you/we/they A and an Adjective + noun	2	Fifth
Exam	Theoretical	Sixth	Unit six : Every day Present simple He/ She Questions and negatives Adverbs of frequency	2	Sixth
Exam	Theoretical	Seventh	Unit seven : My favorites Question word Pronouns This and that	2	Seventh
Exam	Theoretical	Eighth	Unit eight : Where I live There is / are Prepositions	2	Eighth
Exam	Theoretical	Ninth	Unit nine: Times past Was / were born Past simple – irregular verbs	2	Ninth
Exam	Theoretical	Tenth	Unit ten: we had a great time! Past simple – regular & irregular Question Negatives Ago	2	Tenth
Exam	Theoretical	Eleventh	Unit eleven: I can do that! Can / can't	2	Eleventh

			Adverbs Requests		
Exam	Theoretical	Twelfth	Unit twelve: Please and thank you I'd like Some and any Like and would like	2	Twelfth
Exam	Theoretical	Thirteenth	Unit thirteen: Here and now Present continuous	2	Thirteenth
Exam	Theoretical	Fourteenth	Present simple & present continuous	2	Fourteenth
Exam	Theoretical	Fifteenth	Unit fourteen: It's time to go! Future plans Revision writing email and information letter	2	Fifteenth
11. Course evaluation					
Distribution of the grade out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, written exams, reports , etc					
12. Learning and teaching resources					
NEW HEADWAY PLUS Beginner level					

Course description form

1. Course Name	
Principles of management	
2. Course Code	
3. Semester / year	
Semester	
4. Date this description was prepared	
2024/4/5	
5. Available attendance forms	
presence	
6. Number of study hours	
Total number of hours: 3. Number of units: 6	
7. Name of the course administrator (if more than one name is mentioned)	
Jassim Talib Muhammad kararjassim7@gmail.com	
8. Course objectives	
<p>Providing the student with knowledge -1 related to the principles of administrative work that can be practiced in all jobs</p> <p>Providing the student with the necessary -2 theoretical and practical knowledge after graduation to keep pace with the needs of the labor market</p> <p>Providing the student with the necessary -3 knowledge of administrative functions and the functions of business organizations, including ...how to take Administrative decisions are consistent with the mission and objectives of the organization and its management strategies on the way to achieving those</p> <p>.Objectives</p> <p>Preparing competent cadres in the field of -4 management in a manner consistent with the requirements of the labor market to achieve outstanding performance and raise production .capacity in various fields</p>	<p>Objectives of the study subject</p>

9. Teaching and learning strategies					
Seminars, questionnaires, discussion topics, summer training					The strategy
10. Course structure					
Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	hours	the week
Daily pre- and ,post-tests ,homework lecture contributions and discussions	,Lecture ,discussion practical ,applications ,case studies and real-life examples of administrative situations and problems	Management development- And school concepts- .Modern (Japanese) , Situationism, Islamic(The student can Know what management is It identifies the most prominent pioneers and thinkers Schools	3	1
Daily pre- and ,post-tests ,homework lecture contributions and discussions	,Lecture ,discussion practical ,applications ,case studies and real-life examples of administrative situations and problems	management jobs	The student can Learn about jobs The organization's administration	3	2
Daily pre- and ,post-tests ,homework lecture contributions and discussions	,Lecture ,discussion practical ,applications ,case studies and real-life examples of administrative situations and problems	Organization functions	The student can Learn about jobs of the organization	3	3
Daily pre- and ,post-tests ,homework lecture contributions and discussions	,Lecture ,discussion practical ,applications ,case studies and real-life examples of administrative	Influencing environmental factors In management: factors economic, political, Social, technological	The student can Identify the impact of the environment on Administration	3	4

	situations and problems				
Daily pre- and ,post-tests ,homework lecture contributions and discussions	,Lecture ,discussion practical ,applications ,case studies and real-life examples of administrative situations and problems	Planning is important Planning in the organization	The student can Recognize the importance Planning in the organization	3	5
Daily pre- and ,post-tests ,homework lecture contributions and discussions	,Lecture ,discussion practical ,applications ,case studies and real-life examples of administrative situations and problems	Types of planning and forecasting And its relationship to planning Central	The student can Learn about the types of plans	3	6
Daily pre- and ,post-tests ,homework lecture contributions and discussions	,Lecture ,discussion practical ,applications ,case studies and real-life examples of administrative situations and problems	Decision making process	The student can Learn how to take The optimal decision	3	7
Daily pre- and ,post-tests ,homework lecture contributions and discussions	,Lecture ,discussion practical ,applications ,case studies and real-life examples of administrative situations and problems	Programmed and non-programmed decisions programmed	The student can Learn about decisions Programmed and unprogrammed	3	8
Daily pre- and ,post-tests ,homework lecture contributions and discussions	,Lecture ,discussion practical ,applications ,case studies and real-life examples of administrative situations and problems	Scientific methods in Decision making process	The student can Identify the methods Scientific in the process of making the decision	3	9
Daily pre- and ,post-tests ,homework lecture	,Lecture ,discussion practical ,applications	Administrative regulation	The student can Identify the function of organization	3	10

contributions and discussions	,case studies and real-life examples of administrative situations and problems				
Daily pre- and ,post-tests ,homework lecture contributions and discussions	,Lecture ,discussion practical ,applications ,case studies and real-life examples of administrative situations and problems	The foundations used in Determine the divisions of the structure organizational in the organization	The student can Learn how to design Organizational structures	3	11
Daily pre- and ,post-tests ,homework lecture contributions and discussions	,Lecture ,discussion practical ,applications ,case studies and real-life examples of administrative situations and problems	Committees and factors Help increase Effectiveness of committees	The student can Learn about the role of committees In preparing the information For administrative jobs	3	12
Daily pre- and ,post-tests ,homework lecture contributions and discussions	,Lecture ,discussion practical ,applications ,case studies and real-life examples of administrative situations and problems	Administrative levels And the scope of supervision	The student can Identify the scope Supervision of managers	3	13
Daily pre- and ,post-tests ,homework lecture contributions and discussions	,Lecture ,discussion practical ,applications ,case studies and real-life examples of administrative situations and problems	Validity limits- - Its sources are types	The student can Know the powers granted to employees	3	14
Daily pre- and ,post-tests ,homework lecture contributions and discussions	,Lecture ,discussion practical ,applications ,case studies and real-life examples of administrative situations and problems	The relationship between responsibility And validity	The student can Identify the relationship between Powers and responsibilities	3	15

11. Course evaluation	
Distribution of the grade out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, written exams, reports , etc	
12. Learning and teaching resources	
A basic vocabulary list has been relied upon for the Principles of Management course, and the sources mentioned below are relied upon to present them as lectures in the required manner	Required textbooks (methodology, if any)
Naji Shawqi, Al-Rahim, Iyad Mahmoud, and Abdel Razzaq Reda 1988, Principles of management, Baghdad. .Al-Shamaa, Muhammad Khalil Hassan, 2007 Principles of Management by Focus On business management.	Main references (sources)
Research that dealt with the vocabulary of the subject through theoretical and practical study and published in the Iraqi Academy Journal for Peer-reviewed Research via the following link https://www.iasj.net	Recommended supporting books and references (scientific journals, reports....)
--	Electronic references, Internet sites

Course Description Form

1. Course Name:					
Financial Accounting					
2. Course Code:					
3. Semester / Year:					
Semester					
4. Description Preparation Date:					
2024					
5. Available Attendance Forms:					
Immanence					
6. Number of Credit Hours (Total) / Number of Units (Total)					
ع1 ٢					
7. Course administrator's name (mention all, if more than one name)					
Name: Zainab Mohammad Rasheed Email: Zainab.mohammad.mtu.edu.iq					
8. Course Objectives					
Course Objectives		Clarifying and knowing the basic concepts in accounting principles. Acquiring skills in how to record single and double entries. Acquiring skills in preparing a daily record and a ledger record			
9. Teaching and Learning Strategies					
Strategy		1-Lecture, 2- practical exercises, 3- summer training, 4- exams			
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1-2	3	a lecture	The nature of accounting objectives of accounting, the accounting rules and foundation the branches of accounting and relationship to other branches accounting period, the accounting cycle - general principles accounting	Theoretical and practical	Exam

3-4-5	3	a lecture	Types of accounting books Journal - Ledger Book - Acco documents (disbursement doc reciprocity document - journa document), registration m single-entry books, double-e types of accounts. Injury a table	Theoretical and practica	Exam
6-7-8	3	a lecture	Capital formation - the budg basis for double entry of deb credits - components Budget liabilities capital) Statement effect of recording acco operations on the balance accounting equation)	Theoretical and practica	Exam
9-10	3	a lecture	Journal - How to plan the jo How to record in the journal a the double entry method	Theoretical and practica	Exam
11-12-13	3	a lecture	Revenue and capital expendi accounting treatment, capital values, personal withdraw purchases - sales, purchase r sales returns - expenses, re insurances, allowances, allowances, sales allowan different cases of selling assets	Theoretical and practica	Exam
14-15	3	a lecture	Loans How to repay loans - calculate the loan and how to r Loan D in advance - end of te installments	Theoretical and practica	Exam

11. Course Evaluation

1-Interaction within the lecture

2-Homework

3-Commitment to be present at the scheduled time for the lecture

4- Monthly and final exams

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)

Required textbooks (methodology, if any)

Main references (sources)

Main references (sources)

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

Mainstream recommended books and referen
for scientific journals

	Reports....)
Electronic References, Websites	Electronic references, Internet sites

Course Description Form

1. Course Name:					
Risk management					
2. Course Code:					
3. Semester / Year:					
Quarterly					
4. Description Preparation Date:					
2024/3/25					
5. Available Attendance Forms:					
In presence way					
6. Number of Credit Hours (Total) / Number of Units (Total)					
theory	practical	the total	number of units		
1	3	4	4		
7. Course administrator's name (mention all, if more than one name)					
Name: Layla Abdullah Khudair Email: lak88@mtu.edu.iq					
8. Course Objectives					
Course Objectives		<ul style="list-style-type: none"> - Understanding and applying the rules and foundations of risk management and applying them to warehouse work facing various risks in his warehouse work and - Selects and uses documents that serve the facility in obtaining insurance coverage that reduces... Of the negative effects of real risks. 			
9. Teaching and Learning Strategies					
Strategy	-- Lecture, discussion method, asking questions, brainstorming.				
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
the first	4	The student understands and applies the topic	Insurance risk - its technical and legal characteristics, divisions - risk management	Lecture and presentation	the exam

the second	4	The student understands and applies the topic	Risk management activities - stages of the risk management process	Lecture and presentation	the exam
the third	4	The student understands and applies the topic	Ways to confront danger Factors affecting the plan to address the risk	Lecture and presentation	the exam
the fourth	4	The student understands and applies the topic	The basic factors in the risk management process	Lecture and presentation	the exam
Fifth	4	The student understands and applies the topic	Risk Manager Jobs - Prevent and reduce losses in warehouses	Lecture and presentation	the exam
VI	4	The student understands and applies the topic	Risk insurance contract - its parties - their obligations - its elements - its characteristics	Lecture and presentation	the exam
Seventh	4	The student understands and applies the topic	Economic benefits and functions of insurance - basic principles in insurance:	Lecture and presentation	the exam
VIII	4	The student understands and applies the topic	<input type="checkbox"/> The principle of good faith (its importance, continuity, and commitment of both parties to it) <input type="checkbox"/> New circumstances (its concept, conditions) <input type="checkbox"/> The principle of insurance interest (its definition, sources, transfer, limits, and consequences of its absence)	Lecture and presentation	the exam
Ninth	4	The student understands and applies the topic	<input type="checkbox"/> The principle of compensation (its definition, limits, conditions, types, calculation in various insurance cases, wasted loss) <input type="checkbox"/> The principle of solutions (its types, pillars, limits, causes, goals, results, impossibility) <input type="checkbox"/> The principle of participation (its concept, conditions, and applications in various insurance cases) The principle of direct cause (its concept, importance, and cases)	Lecture and presentation	the exam
The tenth	4	The student understands and applies the topic	Fire risk and securing warehouses from it Fire (its insurance concept, its causes, sources, causes, effects, cases that are not	Lecture and presentation	the exam

			considered fire, factors affecting warehouse fires)		
eleventh	4	The student understands and applies the topic	Preventing the dangers of warehouse fires Requesting insurance for the warehouse against fire risk - insurance application form, its contents	Lecture and presentation	the exam
twelveth	4	The student understands and applies the topic	- Inspection of the warehouse (its benefits, who does the inspection, its types, steps to detect compensation for a burned warehouse, inspection report)	Lecture and presentation	the exam
Thirteenth	4	The student understands and applies the topic	Warehouse insurance policy against fire risk (its sections, conditions, and exclusions) Appendices and endorsements, amendment, renewal, cancellation and termination Other types of warehouse insurance policies against fire risk -The replacement document -The value document -The first tranche document -Monthly declarations document (its concept, installment calculation)	Lecture and presentation	the exam
fourteenth	4	The student understands and applies the topic	Factors that determine the choice of the type of policy when insuring a warehouse from fire (insurance amount, type of warehouse, warehouse capacity, warehouse components, warehouse method)	Lecture and presentation	the exam
fifteenth	4	The student understands and applies the topic	Securing the warehouse from additional risks - Reasons for excluding some risks	Lecture and presentation	the exam

11. Course Evaluation

- Interaction within the lecture
- Homework
- Commitment to being present at the specified time for the lecture
- Semester and final exams

12. Learning and Teaching Resources

Required textbooks (curricular books,	Research that dealt with the vocabulary of the subject in the study
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if any)	Theory, practical and published in the magazine Iraqi Academy for Referred Research
Main references (sources)	A list of basic management vocabulary w relied upon The risk depends on the sources mention below Presenting them as lectures as required
Recommended books and references (scientific journals, reports...)	- Zaidan, Dr. Salman, "Risk Management and Insurance 1st edition, Dar Al-Manhaj for Publishing a Distribution, Amman, 2013. Erekat, Harbi Muhammad and Aql, Saeed Juma Insurance and risk management theory and applicat - Wael Publishing House, Amman, 2008. - Bou Bakr, Dr. Eid Ahmed and Al-Saifu, Walid Isma Risk Management and Insurance - Al-Yazouri Scient Publishing House, Amman, 2009 - Salam, Dr. Osama Azmi and Musa, Dr. Risk a Insurance, Dar Al-Hamid for Publishing a Distribution, Amman. Shaqiri Nouri, Ed. 2007.
Electronic References, Websites	

Course Description Form

1. Course Name:					
Insurance management					
2. Course Code:					
3. Semester / Year:					
Quarterly					
4. Description Preparation Date:					
2024/3/25					
5. Available Attendance Forms:					
In presence way					
6. Number of Credit Hours (Total) / Number of Units (Total)					
theory	practical	the total	number of units		
1	3	4	4		
7. Course administrator's name (mention all, if more than one name)					
Name: Layla Abdullah Khudair Email: lak88@mtu.edu.iq					
8. Course Objectives					
Course Objectives		<p>Understanding and applying the rules and foundations insurance management and applying them to warehouse work and facing the various risks in warehouse work</p> <p>– Selects and uses documents that serve the facility obtaining insurance coverage that reduces... Of the negative effects of real risks.</p>			
9. Teaching and Learning Strategies					
Strategy	-- Lecture, discussion method, asking questions, brainstorming.				
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
the first	4	The student understands and applies the topic	Marine insurance on imported goods - its importance to the Iraqi market	Lecture and presentation	the exam

			-Factors of its development in the Iraqi market		
the second	4	The student understands and applies the topic	Types of losses in imported and stored goods - total loss (types, documents)	Lecture and presentation	the exam
the third	4	The student understands and applies the topic	-Partial loss (specific and general types, conditions) -Loss expenses (types, conditions)	Lecture and presentation	the exam
the fourth	4	The student understands and applies the topic	Types of cargo insurance contracts - Types of cargo insurance contracts Floating document (conditions, benefits) - Open cover (conditions, benefits)	Lecture and presentation	the exam
Fifth	4	The student understands and applies the topic	Types of insurance covers for imported goods Cover A - Cover B - Cover C	Lecture and presentation	the exam
VI	4	The student understands and applies the topic	Exclusions from Covers A & B & C Common terms in Covers A & B & C	Lecture and presentation	the exam
Seventh	4	The student understands and applies the topic	Types of additional insurance covers for imported goods	Lecture and presentation	the exam
VIII	4	The student understands and applies the topic	Additional war cover - additional strike cover - other additional sub-covers Additional conditions attached to covers A & B & C	Lecture and presentation	the exam
Ninth	4	The student understands and applies the topic	Clarification requirement - Ship classification requirement - Damage reporting requirement - Carrier and depositary liability requirement - Goods packaging requirement - Activities to reduce and prevent losses in imported goods	Lecture and presentation	the exam
The tenth	4	The student understands and applies the topic	Insuring warehouses from the risk of theft - the legal and insurance concept of theft - types of theft in warehouses - contents of the application form for insuring a warehouse from the risk of theft	Lecture and presentation	the exam
eleventh	4	The student understands and applies the topic	Inspection of the warehouse to be insured (its importance, contents of the inspection report, recommendations of the inspector - insurance policy	Lecture and presentation	the exam

			for the warehouse from theft - sections of the policy and scope of coverage - exceptions General Conditions		
twelveth	4	The student understands and applies the topic	Other types of insurance for the warehouse against the risk of theft Compensation for damages to stolen stores - procedures - compensation application form Detecting stolen warehouses - Activities and means of preventing the risk of theft in warehouses	Lecture and presentation	the exam
Thirteenth	4	The student understands and applies the topic	Insurance guaranteeing the honesty of the storekeeper - types of guarantees - insurance document guaranteeing the honesty of employees and users in the warehouses - general conditions of the policy - insurance application form	Lecture and presentation	the exam
fourteenth	4	The student understands and applies the topic	Other forms of warehouse security insurance policies - individual policy - group policy - floating policy - mixed policy - open policy - functional policy	Lecture and presentation	the exam
fifteenth	4	The student understands and applies the topic	Compensation of the store owner for damages caused by his employees' dishonesty Procedures - compensation statement report - calculation examples	Lecture and presentation	the exam

11. Course Evaluation

- Interaction within the lecture
- Homework
- Commitment to being present at the specified time for the lecture
- Semester and final exams

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Research that dealt with the vocabulary of the subject in the study Theory, practical and published in the magazine Iraqi Academy for Referred Research
Main references (sources)	A list of basic management vocabulary was relied upon The risk depends on the sources mentioned below Presenting them as lectures as required

<p>Recommended books and references (scientific journals, reports...)</p>	<ul style="list-style-type: none"> - Zaidan, Dr. Salman, "Risk Management and Insurance" 1st edition, Dar Al-Manhaj for Publishing and Distribution, Amman, 2013. Erekat, Harbi Muhammad and Aql, Saeed Juma Insurance and risk management theory and applications - Wael Publishing House, Amman, 2008. - Bou Bakr, Dr. Eid Ahmed and Al-Saifu, Walid Isma Risk Management and Insurance - Al-Yazouri Scientific Publishing House, Amman, 2009 - Salam, Dr. Osama Azmi and Musa, Dr. Risk and Insurance, Dar Al-Hamid for Publishing and Distribution, Amman. Shaqiri Nouri, Ed. 2007. Al-Saifi, Badie Ahmed - Al-Wasee' in Insurance and Reinsurance in Knowledge, Law and Practice - Part Al-Diwan Printing Company, Baghdad 2006 - Marza, Saeed Abbas, Insurance Theory and Practice Publications of the Iraqi Reinsurance Company, 1st edition, Baghdad 2006,
<p>Electronic References, Websites</p>	