

**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

1. Course Name					
computer(2)					
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	
2		2		1	
7. Name of the course administrator					
Name :Yasser Samir Hadi			Email: Yasser_S@mtu.edu.iq		
8. Course objectives					
Teaching the student the skills of working on pc and using its ready-made applications in office.				Objectives of the study subject	
9. Teaching and learning strategies					
Practical application, lectures, summer training				The strategy	
10. Course structure					
Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	hours	the week
the exam	Lecture and presentation	Identify the program, screen, tapes, Enter data, delete data, open a new file, open a ,stock file, copy, paste format cells, format data.	The student understands and applies the topic	2	the first
the exam	Lecture and presentation	,Using equations using mathematical functions, using ,statistical functions including graphics and data	The student understands and applies the topic	2	the second
the exam	Lecture and presentation	,Data sorting, filtering hyperlinking, linking multiple worksheets together, data security	The student understands and applies the topic	2	the third

		,and protection protecting mathematical equations			
the exam	Lecture and presentation	Access database system	The student understands and applies the topic	2	the fourth
the exam	Lecture and presentation	Defining the database, features of Access, opening and ,running the program ,Access objects ,defining tables opening an existing database, previewing the design	The student understands and applies the topic	2	Fifth
the exam	Lecture and presentation	Defining the types of data entered into the ,system (text ,numbers, date currency, logical data (yes/no), creating a database in a simple way, using the wizard to create a new database, adjusting field properties (field ,size, field type setting the primary key field)	The student understands and applies the topic	2	VI
the exam	Lecture and presentation	Formatting a ,spreadsheet ,formatting columns rows and cells for tables, freezing columns, setting a caption (column header), entering information into the database	The student understands and applies the topic	2	Seventh
the exam	Lecture and presentation	Import external data ,into the database import information ,from Excel files import data from a text file, import data from an Access database, import data fromHTML files	The student understands and applies the topic	2	VIII
the exam	Lecture and presentation	Export information to ,other programs export data to an Excel file withXML extension, copy and paste data, copy data from Access, copy data from Excel	The student understands and applies the topic	2	Ninth

the exam	Lecture and presentation	Queries, definition of the query, how to ,write the query functions used in the query, exploring queries, searching and ,replacing information querying and updating, deleting information from the table, storing records	The student understands and applies the topic	2	The tenth
the exam	Lecture and presentation	Forms, defining the form, entering data using forms, creating forms using the wizard, form properties, form formatting, design preview	The student understands and applies the topic	2	eleventh
the exam	Lecture and presentation	Adding control tools to the form, basic sections of the form ,form header, detail) form footer), creating a form using automatic forms	The student understands and applies the topic	2	twelveth
the exam	Lecture and presentation	Sorting data, sorting ascending and ,descending records filtering data in a table, finding information using advanced filtering and .sorting	The student understands and applies the topic	2	Thirteenth
the exam	Lecture and presentation	Create the query in ,the filter preview implement the arithmetic functions in the query(SUM, MAX, MIN, COUNT, AVG, VAR)	The student understands and applies the topic	2	fourteenth
the exam	Lecture and presentation	Reports, definition of the report, purpose of the report, main differences between ,forms and reports steps for creating ,reports, report wizard ,modifying the report creating the report in design view	The student understands and applies the topic	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

computer applications subject has been relied upon, and the sources mentioned below are relied upon to present them as lectures in the required format	Required textbooks (methodology, if any)
1 .Using windows 7 & Microsoft office 2013 ,ic3” interneted computing core certification guide (2 .Sabine landau and brain severity ,” a handbook of statistical analysis using spss ,chapmam & hall/ 2004 3.Ray w. Walters ,MS” database management , graphing ,and statistical analysis using ibm-spss of statistics ,Creighton 2011 ,	Main references (sources)
Magazines dealing with computers andMicrosoft office programs	Recommended supporting books and references (scientific journals, reports....)
Websites specialized in computer applications	Electronic references, Internet sites

Course Description Form

1. Course Name:	
Professional ethics	
2. Course Code:	
3. Semester / Year:	
Second year/second semester	
4. Description Preparation Date:	
2024/3/1	
5. Available Attendance Forms:	
Weekly (theoretical)	
6. Number of Credit Hours (Total) / Number of Units (Total)	
2	
7. Course administrator's name (mention all, if more than one name)	
Name: Jassim Talib Muhammad Email: jassim_taleb@mtu.edu.iq	
8. Course Objectives	
Course Objectives	This course aims to introduce the students of the Central Technical University in technical institutes, including the Materials Management Department at the Technical Management Institute - Baghdad, to professional ethics according to their technical specialization and to provide them with professional ethical rules that enhance their commitment to them, in order to enable them to solve the ethical problems that they will face in Their expected field of work after graduation.
9. Teaching and Learning Strategies	
Strategy	<ul style="list-style-type: none"> • Effective lecture method • Effective teaching methods such as dialogue, discussion

brainstorming, and role-playing.

- Lectures include educational activities such as exercises and experiments drawn from the reality of professional life

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1-2	4	The student understands the concept of ethics, its general rules and sources, knows the most prominent moral values, and distinguishes the importance of ethics for the individual and society.	ethics	Effective lecture Dialogue, discussion, brainstorming, role-playing, and solving exercises And preparing reports	Daily and quarterly exam and reports
3	2	The student understands the importance of work, work behaviors, and the concept of the profession, and distinguishes between the concept of work, the profession, the craft, and the standards upon which the profession must be based.	Work and profession	Effective lecture Dialogue, discussion, brainstorming, role-playing, and solving exercises And preparing reports	Daily and quarterly exam and reports
4	2	The student understands professional ethics, the positive outcomes of commitment to professional ethics, the characteristics of work ethics, and knows the most important characteristics of professional ethics and what are the steps for the acceptable level of professional ethics.	Professional ethics	Effective lecture Dialogue, discussion, brainstorming, role-playing, and solving exercises And preparing	Daily and quarterly exam and reports

				reports	
5	2	That the student understands the issue of creating honesty, honesty, and good dealings at work, knows the nature of advice at work and the aspects of fairness in performing the job, and understands the meaning of mastery at work.	Values and professional ethics	Effective lecture Dialogue, discussion, brainstorming, role-playing, and solving exercises And preparing reports	Daily and quarterly exam and reports
6	2	The student should know about unethical administrative behavior. Understands administrative corruption and its types.	Patterns of unethical behavior in the profession	Effective lecture Dialogue, discussion, brainstorming, role-playing, and solving exercises And preparing reports	Daily and quarterly exam and reports
7	2	That the student understands the method of consolidating professional ethics and the levels of building and consolidating them He knows the means and methods to help establish professional ethics, knows the things that must be taken into account in formulating the ethical charter for the profession, and understands how ethical behavior is promoted at work according to (Kreitner and Kinicki).	Means and methods of consolidating professional ethics.	Effective lecture Dialogue, discussion, brainstorming, role-playing, and solving exercises And preparing reports	Daily and quarterly exam and reports
8-9	4	The student should know the concept of work, the administrative profession and its ethics, and understand the importance of the ethics	Professional ethics for business organizations	Effective lecture Dialogue, discussion,	Daily and quarterly exam and

		of the management profession for society, the organization, and the individual. To know the sources of ethics in the management profession and the most important factors influencing administrative ethical behavior.		brainstorming , role-playing, and solving exercises And preparing reports	reports
10-11	4	The student will understand the job behavior of administrative leaders (managers and bosses). And the job behavior of employees and workers and professional relationships with superiors and co-workers as well Professional behavior and dealing with citizens.	Professional behavior and job relations	Effective lecture Dialogue, discussion, brainstorming , role-playing, and solving exercises And preparing reports	Daily and quarterly exam and reports
12-13	2	The student should know the financial and employment rights of an administrative employee, as well as the penalties for the employee's violation of his duties.	The effects of employment contracting and administrative work	Effective lecture Dialogue, discussion, brainstorming , role-playing, and solving exercises And preparing reports	Daily and quarterly exam and reports
14-15	6	The student should know the financial and employment rights of an administrative employee, as well as the penalties for the employee's violation of his duties. The student should know the ethics of the profession of the administrative director towards the employees (workers) and the professional ethics of the employee, the lawyer,	Models of professional ethics according to administrative specializations	Effective lecture Dialogue, discussion, brainstorming , role-playing, and solving exercises And preparing reports	Daily and quarterly exam and reports

		and know the duties of the lawyer towards his union and towards the judiciary, and understand the relationship of the lawyer and his obligations towards his colleagues, as well as understand the ethics of the lawyer's profession towards his client and his ethics as a legal advisor.			
11. Course Evaluation					
Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports ... etc					
12. Learning and Teaching Resources					
Required textbooks (curricular books, if any)		Professional Ethics A methodological course for students of technical institutes (Engineering, medical, administrative, applied arts, agricultural, training of trainers)			
Main references (sources)					
Recommended books and references (scientific journals, reports...)		-1			
Electronic References, Websites					

Course Description Form

1. Course Name:	
Marketing Management	
2. Course Code:	
3. Semester / Year:	
quarterly	
4. Description Preparation Date:	
2024/3/15	
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 marketing management and practicing marketing activities In various business organizations (industrial, commercial and service)2. Enabling the student to manage the elements of the promotional represented by advertising and selling Activating direct sales and marketing3. The student acquires knowledge of pricing policies and their competitive importance and learns pricing methods4. Enabling the student to distinguish between marketing methods for goods marketing for services5. The student's awareness of the concept of green marketing and its social importance6. Consolidating moral values through studying marketing ethics7. The student will acquire cognitive skills in electronic marketing and enable to practice work Online marketing
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, work teams, exhibitions, field visits) 9- Urging students to browse the Internet and visit scientific websites to view research and support knowledge.
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10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
2	8	Learns the concept of advertising objectives advertising means dissemination advertising campaigns	Advertising and advertising campaigns	Blended learning	Tests And direct discussion
3	4	Learns the concept of sales activities - the nature and use of sales activities - the forms of sales activities - dissemination	Stimulate sales	Blended learning	Tests and direct discussion

5D1	8	Learn personal selling - the concept of personal selling procedures learn personal selling skills sales for management	Personal selling	Blend learn	Tests And direct discussi
6D	4	The concept of direct marketing learns the characteristics of direct marketing means communication	Direct marketing	Blend learn	Tests and direct discussi
D	4	Learns the concept of factor pricing Influencing decisions Pricing	Pricing	Blend learn	Tests And direct discussi
8	4	Learns the concept of service, importance - Characteristics - conditions associated with an industry Service- The service marketing and the ability to understand the differences	Marketing Services	Blend learn	Tests and direct discussi

<p>9 10</p>	<p>8</p>	<p>between marketing goods and marketing services</p> <p>Recognize the importance of social ethical Marketing concept Marketing ethics - the concept social marketing problems ethics marketing goals of social marketing</p>	<p>Social and ethical considerations for marketing</p>	<p>Blend learning</p>	<p>Tests And direct discussion</p>
<p>11</p>	<p>4</p>	<p>Learn the concept marketing Green dimensions green marketing green marketing and elements internal and external marketing marketing results Verified from marketing the green</p>	<p>Green marketing</p>	<p>Blend learning</p>	<p>Tests and direct discussion</p>

3 و12 و14	16	Learn the concept of e-marketing - importance of marketing characteristics - advantages - benefits - requirements for e-marketing - barriers - obstacles to e-marketing - the e-marketing concept - elements of the e-marketing mix - e-marketing skills via Internet - competitive advantage of e-marketing	E-Marketing	Blended learning	Tests And direct discussions
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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

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)	The book "Marketing Management" written by Thamer Al-Bakri, 2022 edition
Recommended books and references (scientific journals, reports...)	<ol style="list-style-type: none"> 1. Al-Rasheed, Saleh bin Suleiman, "Basics of Service Marketing", first edition, 2015, Al-Mutanabbi Libra Riyadh, Kingdom of Saudi Arabia 2. Kotler, Philip Armstrong, Gary, Marketing Basics Arabization, Sorour Ali Ibrahim Sorour, Mars Publishing House, Riyadh, Kingdom of Saudi Arabia 2009 3. Kotler. Flipp & Armstrong. Current "Basics Marketing" Book One, Arabized by Sorour Ali Ibrahim Sorour. Mars Publishing House. Version without year 4. Al-Bakri. Thamer & Al-Sharwanah. Hadeel, "The Green Marketing Mix and Renewable Energy," Study, Arab Edition, The Hashemite Kingdom of Jordan, Amman, Dar Amjad for Publishing and Distribution (2015)
Electronic References	1. Rmeil. Muhammad (2015), "The Impact of Sa

Websites	<p>Activation on Final Consumer Behavior,” Master’s Thesis in Marketing, People’s Democratic Republic of Algeria, Abdelhamid Ben Badis University, Faculty of Economic, Commercial and Management Sciences.</p> <p>2. Beau Sharp. Nasser, “The Role of Green Marketing in Achieving Sustainable Development - A Case Study of Some Algerian Industrial Institutions during the Period 2008-2012,” Master’s Thesis in Business Administration and Sustainable Development, University of Setif (Faculty of Economic, Commercial and Management Sciences) (2014)</p> <p>3. Al-Sharif. Abdel Malik Mohammed, “The role of personal selling in increasing marketing performance: a case study of Al-Ghair Telecom (Oum El Bouaghi Agency),” Master’s thesis - Larbi Ben Mhidi University of Oum El Bouaghi, Faculty of Economic Sciences, Commercial Sciences and Facilitation Sciences (2019)</p>
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Course Description Form

1. Course Name:	
Basics of Marketing	
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 the basics of marketing and practicing market activities in business organizations 2. Providing the student with knowledge and skills deal with the elements of the marketing environment. 3. The ability to determine the target market marketing activity 4. Understanding consumer behavior and gaining ability to make marketing decisions 5. The ability to choose the appropriate marketing for the target market..... 6. The student acquires a cognitive skill regard purchasing motives and how to deal with them to m the needs and desires of the customer 7. The student acquires knowledge of market communications skills and promotion processes

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, work teams, exhibitions, field visits) 9- Urging students to browse the Internet and visit scientific websites to view research and support knowledge.
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10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	4	Learn the concept of marketing	A comprehensive view of the marketing concept	Blend learning	Tests And direct discussion
2	4	Learns the concept of mixture Marketing and its elements	The concept of the marketing mix and its elements (product, price, place, promotion)	Blend learning	Tests and direct discussion
3	4	Learns the concept of the internal and external marketing environment and its components	Marketing environment - internal and external	Blend learning	Tests And direct discussion
5 4	8	Learn about consumer behavior and learn the stages of marketing purchasing	consumer's behaviour	Blend learning	Tests and direct discussion

		<p>decisions - Learn consumer behavior when making each type of purchase decision and understand the motivations</p>			
76	8	<p>Knows the concept of market division the concept of market - types markets - choose the market target foundations market division methods of sales forecasting</p>	Market segmentation	Blend learning	Tests And direct discussion
98	8	<p>Learns what meant by a product - product mix product classifications product life cycle factors affecting product life cycle marketing during the product life cycle - reasons for product marketing failure mental status products</p>	the product	Blend learning	Tests and direct discussion
10	4	<p>Learns the concept of packaging Packaging criteria for effective packaging identification and distinction</p>	Packaging	Blend learning	Tests And direct discussion
11	4	<p>Learn distribution and channels Distribution and types - activities Distribution channels-factors</p>	Distribution and distribution channels	Blend learning	Tests and direct discussion

12	4	<p>Influencing distribution channel</p> <p>Learns the concept of wholesale trade, the importance of wholesale trade, functions of wholesale trade, organizations, classification of wholesale trade</p>	Wholesale trade	Blend learning	Tests And direct discussions
13	4	<p>Retail trade learns the nature and importance of retail trade - knowledge of the types of retail stores - and ability to understand difference between wholesale trade and retail trade</p>	Single trade	Blend learning	Tests and direct discussions
14	4	<p>Learns physical distribution and learns about transportation and types of transportation and differentiation factors between transportation methods</p>	Physical distribution-transportation	Blend learning	Tests And direct discussions
15	4	<p>Learn market communications mix communication procedures Promotional factors affecting composition of promotional mix</p>	Marketing Communications - Promotion	Blend learning	Tests And direct discussions

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)	The book "Marketing Management" written by Dr. Thamer Al-Bakri, 2015 edition
Recommended books and references (scientific journals, reports...)	<ol style="list-style-type: none"> 1. Al-Rasheed, Saleh bin Suleiman "Basics of Services Marketing", fifth edition, 2015, Al-Mutanabbi Librairie, Riyadh, Kingdom of Saudi Arabia 2. Kotler, Philip Armstrong, Gary Marketing Basics, Arabization, Sorour Ali Ibrahim Surour, Mars Publishing House, Riyadh, Kingdom of Saudi Arabia 2009 3. Kotler. Flipp & Armstrong. Current "Basics of Marketing" Book of Arabized by Sorour Ali Ibrahim Sorour Mars Publishing House. Version without year
Electronic References, Websites	<ol style="list-style-type: none"> 1. Younis Heba Mowafaq, "The role of physical distribution activities in achieving competitive advantage: an exploratory study of the opinions of managers at the General Company for the Manufacture of Pharmaceutical and Pharmaceutical and Medical Supplies (SDI) in Samarra," research published in Tanmiyat al-Rafida Magazine (TANRA), a scientific quarterly, international, open-access magazine. , Court. Volume 39, Issue 1 - March 2020 2. Khader, D. Muhammad "Product and Brand Management" book published by the Syrian Virtual University (SVU) (2020)

3. Dogum Asia “The role of alternative strategies for the product mix achieving competitive advantage - case study of the Industrial Park Foundation (SOPI) in Blida” Master thesis (academic) in commercial sciences / marketing, People's Democratic Republic of Algeria, Mohamed Boudiaf University in M's (2015)

4. Lasoud Radia, “Consumer behaviour towards counterfeit products - a case study of Algeria -” a supplementary memorandum for obtaining a master degree in commercial sciences Mentouri University - Constantine Faculty of Economics and Management Sciences (2009)

Course Description Form

1. Course Name:	
Commercial Communication	
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)	
45	
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">• Providing real-life information and experiences about correspondence skills removing imaginary barriers to prevent obstacles that hinder administrative commercial correspondence processes.• In business, written communication is an important means of passing information. This type of written communication used for business purposes is called business correspondence. Correspondence can occur in business communications within an organization, between different organizations, or between a customer and an organization. importance of business correspondence lies in the fact that it is the formal method of exchanging information through which professional relationships are maintained between organizations, employees and customers. Since it is in written form, it can serve as a future reference for the information being communicated.

9. Teaching and Learning Strategies

Strategy	<ul style="list-style-type: none"> • lecture • PowerPoint • Exams
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10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1-2	3	Lecture	A letter of complaints	Elocution	Exam
3-4	3	Lecture	A letter of reply to the complaints	Elocution	Exam
5-6	3	Lecture	Effective business communication	Elocution	Exam
7-8	3	Lecture	The use computer system	Elocution	Exam
9-10	3	Lecture	The internet	Elocution	Exam
11-12	3	Lecture	The common mistakes in the use of computer and the other communications	Elocution	Exam
13-14	3	Lecture	List of some important commercial terms	Elocution	Exam
15	3	Lecture	Review to some important	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 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:	
Commercial Correspondences	
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)	
45	
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">• Introducing the student to the basic principles and concepts of writing a dissertation, whether it is a private or governmental establishment, given that the dissertation is one of the most important means of written communication and the large and important role it plays in the conduct of the work of various institutions.• Providing a wealth of information and knowledge that is in line with developments in the world of commercial and administrative correspondence
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	Lecture	Communication and Correspondence	Elocution	Exam
3-4	3	Lecture	A letter of Enquiry	Elocution	Exam
5	3	Lecture	How to Write an enquiry	Elocution	Exam
6	3	Lecture	Quotation	Elocution	Exam
7-8	3	Lecture	A letter of offer	Elocution	Exam
9	3	Lecture	A letter of rejection of offer	Elocution	Exam
10-11	3	Lecture	A letter of Demand	Elocution	Exam
12-13	3	Lecture	Terms of payment and Terms of delivery	Elocution	Exam
14	3	Lecture	The different styles of writing business letters	Elocution	Exam
15	3	Lecture	The invoice		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:					
The crimes of the Baath system in Iraq					
2. Course Code:					
3. Semester / Year:					
First/second					
4. Description Preparation Date:					
2/3/2024					
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					
Course Objectives			Informing students about the crimes committed by the Baath regime Iraqis since assuming power and in various aspects of life Private and public for Iraqis, in addition to the impact of these crimes on The nature of society		
9. Teaching and Learning Strategies					
Strategy		1-Delivering the theoretical lecture 2- Search through books and the Internet for the concepts and names that appear in the program			
10. Course Structure					
Week	Hours	Required Learning	Unit or subject	Learning	Evaluation

		Outcomes	name	method	method
1	2	The student understands the crime	The concept of crime in general Crime Departments	Lecture meeting And the discussion	Test inside the hall
2	2	The student understands crimes According to the Law	Crimes of the Baath regime according to Documentation of court law Iraqi criminal in general 2005 AD Types international Crimes	/////	/////
3	2	Reviews Decisions	Decisions issued By Supreme Criminal Court	/////	////
4	2	Knows psychological crimes	Psychological crimes Social and its Effects	////	////
5	2	Understands ethnic cleansing	Ethnic and sectarian cleansing	////	////
6	2	show on Social crimes	Social crimes	////	////
7	2	Known Violations	Violations of Iraqi laws	////	/////
8	2	Distinguish environmental crimes	Environmental crimes of the Baath regime	////	////

9	2	Understands war pollution	Military pollution Radiation and mine explosion Use of prohibited weapons Internationally	/////	/////
10	2	He knows The crimes of bombing	Bombing the holy shrines Drying the marshes and shrinking them Its area	/////	/////
11	2	Understands mass graves	Mass grave crimes	/////	////
12	2	Understands war crimes	Events of the Iraq war Iranian and its relationship In mass graves	////	////
13	2	He knows the details Uprising	The events of the uprising Shaabanism and its relationship In mass graves	/////	/////
14	2	See what's on offer He has the Kurds	Genocide cemeteries For the Barzanian Kurds 1983	////	/////
15	2	Understands the Anfal crime	Genocide cemeteries For the Anfal massacre	////	/////

11. Course Evaluation

1- Semester and final exams

2-Activity in the classroom through discussions and research

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Book of crimes of the Baath regime in Iraq
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

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	Quranic expression	Grammatically in terms of sentence and text structure	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	Quranic expression	The student can Identify rhetoric in terms of artistic impact	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	Poet Badr Shaker Al-Sayyab	The student can Learn about the life of the poet Badr Shaker Al-Sayyab and a comprehensive study of his poetry	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	Original parsing marks	The student can Recognizing the rules of dhamma, mufthaha, and kasra	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	Noun phrase	The student can Recognizing the rules of the subject and predicate and their types	3	5
Daily pre- and ,post-tests ,homework lecture contributions and discussions	,Lecture ,discussion practical ,applications ,case studies and real-life examples of	Anne and her sisters	The student can Learn about the rules of Anne and her sisters	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	The difference between that and that	The student can Learn about the rules of that and that	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	was and her sisters	The student can Getting to know the rules of Cannes and its sisters	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	The five actions	The student can Learn about the five rules of verbs	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	Linguistic errors - Part 2	The student can Identify the most important 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	Linguistic information	The student can Identify synonyms, antonyms and grammatical equations	3	11
Daily pre- and ,post-tests ,homework lecture	,Lecture ,discussion practical ,applications	Al-Muthanna and his Bedouin	The student can Learn about the rules of Muthanna	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	Types of crowds	The student can Identify the rules for combining the sound masculine and sound feminine	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	Types of crowds	The student can Learn about the rules of crushing collection	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	Grammar engineering	The student can Learn about the rules of the Arabic language in an educational panel	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 language					
2. Course Code					
3. Semester / year					
Semester					
4. Date this description was prepared					
5/3/2024					
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	2		
7. Name of the course administrator (if More than one name mentioned)					
Name: jihan salman Email: jihan.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 : Getting to know you Tenses Questions Questions word	2	First
exam	theoretical	second	Unit two : The way I live Presents tenses Present simple Present continuous Have / have got	2	second
exam	theoretical	Third	Unit three : It all went wrong Past tenses Past simple Past continuous	2	Third
exam	theoretical	fourth	Unit four : Let's go shopping	2	fourth

			Quantity Mach and many Some and any Something , anyone , nobody , everywhere A few , a little , a lot of Articles		
exam	theoretical	fifth	Unit five :What do you want to do Past tenses Verb patterns Future intentions Going and will	2	fifth
exam	theoretical	sixth	Unit six :Tell me ! What's it like ? What's it like ? Comparative and superlative	2	sixth
exam	theoretical	seventh	Unit seven :Fame Present perfect and past simple For and since Tens revision	2	Seventh
exam	theoretical	eighth	. Unit eight :Do's and don'ts Have (got) to Should Must	2	eighth
exam	theoretical	Ninth	Unit nine :Going places Time and conditional clauses what if ..?	2	ninth
exam	theoretical	tenth	Unit ten :Scared to death Verb patterns Infinitives What ,etc + infinitive Something ,etc + infinitive	2	tenth
exam	theoretical	eleventh	Unit eleven :Things that changed the world Passives	2	eleventh
exam	theoretical	twelfth	Unit twelve :Dreams and reality Second conditional might	2	twelfth

exam	theoretical	thirteenth	Unit thirteen :Earning a living Present perfect continuous Present perfect simple versus Continuous	2	thirteenth
exam	theoretical	fourteenth	Unit fourteen : Family ties Present perfect and past perfect and clarification Reported statements	2	fourteenth
exam	theoretical	fifteenth	. Unit fifteen : Revision	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 Pre-intermediate level					
-					
-					

Course Description Form

1. Course Name:					
Storage Accounting (2)					
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)					
1 3					
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		<ul style="list-style-type: none"> - Gaining knowledge in dealing with errors in accounting treatments for inventory materials. -Gaining skill in how to deal with inventory discrepancies that occur at the end of financial year 			
9. Teaching and Learning Strategies					
Strategy		<ul style="list-style-type: none"> 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	4	a lecture	Administrative price method upon receipt	Throretical and practical	Exam
2	4	a lecture	Comparison of pricing systems (methods)/disclosure analysis of issued materials	Throretical and practical	Exam
3	4	a lecture	Returned inventory materials, their concept, pricing of returned materials, original cost method, market price method When returned, the method of re-estimating, accounting treatments for returned materials	Throretical and practical	Exam
4	4	a lecture	Inventory, object of inventory, types of inventory, periodic inventory, periodic inventory procedures, continuous inventory, advantages of continuous inventory, continuous inventory procedures	Throretical and practical	Exam
5	4	a lecture	Surprise inventory, inventory list, inventory discrepancies	Throretical and practical	Exam
6	4	a lecture	Accounting treatments for inventory variances	Throretical and practical	Exam
7	4	a lecture	The foundations of estimating materials consumed and returned to stores, inventory turnover rate and its role in controlling inventory materials	Throretical and practical	Exam
8	4	a lecture	Raw materials turnover rate, finished goods turnover rate, finished goods turnover rate	Throretical and practical	Exam
9	4	a lecture	The unified accounting system, the concept of the unified accounting system, its objectives, the guide to the unified accounting system, the general rules in preparing the guide	Throretical and practical	Exam
10	4	a lecture	Division of the guide accounts, explanation of the accounting guide accounts	Throretical and practical	Exam
11	4	a lecture			Exam

12	4	a lecture	Accounting treatments for inventory materials included in the unified accounting system, double entry theory	Throretical and practical	Exam
13	4	a lecture	Following the accrual principle, accounts payable, commodity supplies accounts, local purchasing	Throretical and practical	Exam
14	4	a lecture	External purchasing and accounting treatments for materials issued according to the unified accounting system	Throretical and practical	Exam
15	4	a lecture	Diaries and records used for inventory in the unified accounting system, Purchases journal, Inventory export journal Store ledger record	Throretical 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-Semester 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

Course Name					
Operations Management					
Course Code					
Semester / year					
Quarterly					
Date this description was prepared					
15L3L2024					
Available attendance forms					
In presence way					
Number of study hours (total)/number of units (total)					
number of units	the total	practical	theory		
4	4	3	1		
Name of the course administrator (if More than one name mentioned)					
:-Sawsan Mohammed Ali Saleh Email: sawmoh@mtu.edu.iq					
Course objectives					
Course Objectives This course deals with topics about the nature of operations management and providing the student with theoretical and practical skills in production management and practicality				Objectives of the study subject	
Teaching and learning strategies					
.Lecture, discussion method, enrichment questions, brainstorming ,				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	The concept of production and process management, its importance and its relationship with other departments in the .organization	The student understands and applies the topic	4	the first
the exam	Lecture and presentation	The concept of organizational structure design Objectives of the .2 organizational structure design Steps to design the -3 organizational structure Foundations of -4 grouping activities to form organizational (structure units	The student understands and applies the topic	4	the second
the exam	Lecture and presentation	The concept of the production system	The student understands and applies the topic	4	the third

		Components of the -2 production system Productivity, .3 effectiveness and efficiency			
the exam	Lecture and presentation	Feasibility studies for industrial projects The concept and -2 importance of feasibility studies Patterns of feasibility -3 studies Basic considerations -4 in the evaluation of the .industrial project	The student understands and applies the topic	4	the fourth
the exam	Lecture and presentation	Choose the location of -1 the factory Factors affecting the -2 choice of factory site	The student understands and applies the topic	4	Fifth
the exam	Lecture and presentation	Financial evaluation -1 of the industrial project Refund and refund -2 period Rate of return on -3 investment Net Present Value .4 . Internal rate of return -5	The student understands and applies the topic	4	VI Seventh
the exam	Lecture and presentation	The internal arrangement of the factory and its buildings Production methods -2 Production line -3 balancing methods -.Factory buildings -4 .	The student understands and applies the topic	4	VIII
the exam	Lecture and presentation	Market and commodity study Demand forecasting -2 Data collection .3 sources Data analysis -4 .methods The use of statistical methods in forecasting -: such as Time Series Method .1 Least squares method-2 Meth`od of Records .3 . Technol *	The student understands and applies the topic	4	Ninth

the exam	Lecture and presentation	Operations Technology - :includes 3 sections Design technology .1 includes the use of several techniques Production .2 technology includes a range of techniques Total Quality * Management and includes two sections: - . A - The first section	The student understands and applies the topic	4	The tenth eleventh
the exam	Lecture and presentation	Quality dimensions- Process Improvement .1 Methods Approaches to -2 improving process performance . Benchmarking .3	The student understands and applies the topic	4	twelveth & Thirteenth
the exam	Lecture and presentation	Total Quality Management: Concept, Components, Quality Standards Combinations method -1 The Hungarian way -2 Opportunity cost -2 . method	The student understands and applies the topic	4	fourteenth &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

Learning and Teaching Resources The required textbooks (methodology, if any) were based on a basic vocabulary list for production and operations management and depends on the sources mentioned below in presenting them as lectures as required (Main references (sources))	Required textbooks (methodology, if any)
<ul style="list-style-type: none"> • -Al 1- Production and Operations Management - Written by: - Dr. Abdul Karim Mohsen, Dr. Sabah Majeed Al-Najjar -2012-Fourth Edition • 2- P Prof. Ghassan Qasim Dawood Al-Lami, Eng. Amira Shukr Wali Al-Bayati - 2019 - Second Edition • 3- Production and Operations Management - Written by: - Khudair Kazem Hammoud, Hayel Yaqoub Fakhoury: 2011 - First Edition roduction and practical 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

Course Name				Modern production systems	
Course Code					
Semester / year				Quarterly	
Date this description was prepared				15L3L2024	
Available attendance forms				In presence way	
Number of study hours (total)/number of units (total)					
number of units	the total	practical	theory		
4	4	3	1		
Name of the course administrator (if More than one name mentioned)					
:-Sawsan Mohammed Ali Saleh Email: sawmoh@mtu.edu.iq					
Course objectives					
This course deals with topics about modern production systems and providing students with theoretical skills on the use of the latest modern technologies in production in industrial facilities in the field of implementation of production and service processes and the use of quantitative methods in solving the .problems of transportation, handling, maintenance and control of production				Objectives of the study subject	
Teaching and learning strategies					
.Lecture, discussion method, enrichment questions, brainstorming ,				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	The transport department in the industrial facility :includes Transportation and -1 material handling Forms and systems of -2 transport Objectives of the -3 handling system Principles of .4 . Handling Operations	The student understands and applies the topic	4	the first
the exam	Lecture and presentation	Key Factors for .1 Selecting Material Handling Equipment	The student understands and applies the topic	4	the second

		Types of handling -2 equipment The use of -3 automation in material handling systems Methods used to solve .4 transport problems Combinations method- -4 Northwest corner - Foundations of grouping activities to form organizational structure (units			
the exam	Lecture and presentation	The concept of the production system Quantitative control of 1 production The concept and -1 importance of quantitative control over production Quantitative Control .2 Principles Basic functions of -3 quantitative control of production	The student understands and applies the topic	4	the third
the exam	Lecture and presentation	Quantitative Control Principles Basic functions of -3 quantitative control of .productiont	The student understands and applies the topic	4	Fourth
the exam	Lecture and presentation	-1 Quality Control- The concept and -2 importance of quality control Statistical methods in -3 controlling the quality of production Comprehensive -4 examination method Statistical method -5 Control maps for .6 quantum deviations Benefits of the quality -7 control map Arithmetic mean map -8 Range Map .9	The student understands and applies the topic	4	Fifth&vii

the exam	Lecture and presentation	Financial evaluation -1 of the industrial project Refund and refund -2 period Rate of return on -3 investment Net Present Value .4 . Internal rate of return -5	The student understands and applies the topic	4	vi&Seventh i &ninth
the exam	Lecture and presentation	Observation maps for – descriptive deviations Map of the -2 percentage of rejected Map of the number of -3 defects	The student understands and applies the topic	4	The tenth & elevent
the exam	Lecture and presentation	work study-	The student understands and applies the topic	4	Twelveth& thertenth
the exam	Lecture and presentation	The concept and importance of studying work Uses of the study of .3 work Method of studying .4 movement Flowcharts .5 Multiple Activity Map .6 Process Maps .7 The concept of .8 studying time Natural time .9 The Westnkhaust .10 Method	The student understands and applies the topic	4	Fourtenth
the exam	Lecture and presentation	Maintenance systems-	The student	4	Fifteenth
	Lecture and presentation	Maintenance Concept .2	understands and		
		The importance of -3 maintenance operations Objectives of -4 maintenance operations Types of maintenance -5 systems Therapeutic -6 maintenance Preventive .7 Maintenance	applies the topic		

		Planning maintenance .8 operations			
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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	
<p>Learning and Teaching Resources</p> <p>The required textbooks (methodology, if any) were based on a basic vocabulary list for production and operations management and depends on the sources mentioned below in presenting them as lectures as required</p> <p>(Main references (sources))</p>	Required textbooks (methodology, if any)
<ul style="list-style-type: none"> • -Al 1- Production and Operations Management - Written by: - Dr. Abdul Karim Mohsen, Dr. Sabah Majeed Al-Najjar -2012-Fourth Edition • 2- P Prof. Ghassan Qasim Dawood Al-Lami, Eng. Amira Shukr Wali Al-Bayati - 2019 - Second Edition • 3- Production and Operations Management - Written by: - Khudair Kazem Hammoud, Hayel Yaqoub Fakhoury: 2011 - First Edition roduction and practical management • . 	Main references (sources)
<p>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</p> <p>https://www.iasj.net/</p>	Recommended supporting books and references (...scientific journals, reports)

Course Description Form

1. Course Name:					
Storage Accounting(1)					
2. Course Code:					
3. Semester / Year:					
Semester system					
4. Description Preparation Date:					
2024					
5. Available Attendance Forms:					
Different					
6. Number of Credit Hours (Total) / Number of Units (Total)					
60					
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	1–Clarifying and knowing the basic concepts in the field of inventory accounting 2–Acquiring skills in how to record internal–external purchase restrictions) 3–Acquiring skills in choosing the appropriate bid				
9. Teaching and Learning Strategies					
Strategy	1-Lecture, 2- practical exercises, 3- summer training, 4- exams				
10. Course Structure					
Week	Hour s	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method

1	4	Lecture	Basi concepts in warehouse accounting / warehouse accounting procedures in controlling warehouse materials /	Throretical and practical	Exam
2	4	Lecture	The relationship of warehouse accounts with other departments in the organization can be replaced with forms or drawings whose purpose is to simplify and facilitate information while preserving its general content	Throretica l and practical	Exam
3	4	Lecture	Procurement cycle and purchasing procedures. Local purchases. Accounting treatment for local purchases	Throretical and practical	Exam
4	4	Lecture	Foreign Purchases Documentary Credit Definition of Documentary Credits Accounting Treatment for Documentary Credits / General Conditions for Documentary Credits / Obligations and Responsibilities Resulting from the Origination of the Credit	Throretical and practical	Exam
5	4	Lecture	Documents related to credits (insurance documents - shipping documents, commercial lists, other documents), practical procedures for opening credit, credit insurances. The expenses of opening the credit are the insurance fees for the credit	Throretical and practical	Exam
6	4	Lecture	Correspondents' currencies, telegram and telex fees, credit extension expenses, guarantee fees, and interest. Close the documentary credit. Close the goods for shipment	Throretical and practical	Exam
7	4	Lecture	Goods received in an incorrect condition/damaged/loss. Units violating specifications. Entities that - bear the damage, loss, and violation of specifications. Accounting treatment for damage, loss, and units.	Throretical and practical	Exam
8	4	Lecture	Accounting treatment for units that violate specifications	Throretical and practical	Exam
9	4	Lecture	Common expenses / purchase commission / exchange commission / postal and telephone expenses, insurance expenses, fees Customs, flooring expenses, transportation expenses	Throretical and practical	Exam
10	4	Lecture	Distribution of common expenses	Throretical and practical	Exam
11	4	Lecture	Inventory documents and records, Inventory receipt documents, Inventory issue document, Materials return document / Material transfer document / Stores register / Stores ledger register	Throretical and practical	Exam
12	4	Lecture	Outgoing inventory materials. Outgoing materials pricing methods. Pricing based on actual cost. First-in, first-out method	Throretical and practical	Exam

13	4	Lecture	Incoming last, going out first	Thoretical and practical	Exam
14	4	Lecture	Simple rate method	Thoretical and practical	Exam
15	4	Lecture	Weighted average method Pricing method based on estimated cost, comparison between warehouse accounting systems in business organizations... Administrative price method upon receipt, comparison between pricing methods	Thoretical 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-Semester and final exams

12. Learning and Teaching Resources

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

Course Description Form

1. Course Name:					
Inventory systems applications					
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	2	3	3		
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>This course addresses topics about the nature of applications of warehouse systems and provides the student with theoretical and practical skills in managing applications in industrial facilities in the field of warehouse work and using the applications in warehouse work, which facilitates the work and reduces effort and time, thus achieving the quality of warehouse work and completing warehouse operations efficiently.</p> <p style="text-align: center;">And effectiveness.</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	3	The student understands and applies the topic	Methods used in warehouse inventory,	Lecture and presentation	the exam
the second	3	The student understands and applies the topic	Warehouse inventory systems: ☑ Periodic inventory system	Lecture and presentation	the exam
the third	3	The student understands and applies the topic	Continuous inventory system	Lecture and presentation	the exam
the fourth	3	The student understands and applies the topic	Barcode, barcode, scanner	Lecture and presentation	the exam
Fifth	3	The student understands and applies the topic	Barcode functions Stock Items-: Inventory Items	Lecture and presentation	the exam
VI	3	The student understands and applies the topic	Inventory classification	Lecture and presentation	the exam
Seventh	3	The student understands and applies the topic	How to access inventory and market materials	Lecture and presentation	the exam
VIII	3	The student understands and applies the topic	How to enter customers into the Al-Amin program: ☑ Sales orders ☑ Creating invoice	Lecture and presentation	the exam
Ninth	3	The student understands and applies the topic	☑ Collection from customers Receiving payment	Lecture and presentation	the exam
The tenth	3	The student understands and applies the topic	☑ Sales returns returns Lists and reports on customer and sales operations	Lecture and presentation	the exam
eleventh	3	The student understands and applies the topic	Suppliers - vendors: ☑ The mechanism through which suppliers are dealt with electronically	Lecture and presentation	the exam
twelveth	3	The student understands and applies the topic	☑ Introduction of new suppliers ☑ Supplier balance details ☑ Supplier transactions Purchases : ☑ Supplier purchase orders ☑ Goods arriving from the supplier ☑ Supplier tax payments ☑ Payments Returns returned to the supplier	Lecture and presentation	the exam

Thirteenth	3	The student understands and applies the topic	Recording transactions in the mail book, recording entries for system inputs, and preparing reports	Lecture and presentation	the exam
fourteenth	3	The student understands and applies the topic	Other functions of the program: ☑ Employees and salaries database ☑ Banking transactions	Lecture and presentation	the exam
fifteenth	3	The student understands and applies the topic	Transactions related to electronic commerce and electronic credit cards	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 system software vocabulary was relied upon officinalis and depends on the sources mentioned below in Presenting them as lectures as required
Recommended books and references (scientific journals, reports...)	- Ghanem Finjan Musa and Raad Razouk Estef Warehouse Management, Dar Al-Kutub for Printing and Publishing, 2nd edition, University of Mosul. 13. Dhiaa Abdul Hussein Al-Qamousi and Adnan Ab Hamid Al-Hadithi, Principles of Accounting, Dar Takni Press, Authority Technical education, Baghdad. .14 - Periodicals in faculties of other universities
Electronic References, Websites	Al-Amin Program for Accounting and Warehouses Implementation Instructions the program. PDF version, WWW.http:SyrianSoft.com

Course Description Form

1. Course Name:					
Warehouse systems software					
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	2	3	3		
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>This course deals with topics about the nature of software warehouse systems and provides the student with theoretical and practical skills in managing software in industrial facilities in the field of warehouse work and the use of these applications in warehouse work, which facilitates work and reduces effort and time, thus achieving the quality of warehouse work by completing warehouse operations efficiently. And effectiveness.</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	3	The student understands and applies the topic	Introduction to Management Information Systems (MIS), system components,	Lecture and presentation	the exam

the second	3	The student understands and applies the topic	System characteristics, types of systems, importance of systems	Lecture and presentation	the exam
the third	3	The student understands and applies the topic	Learn about warehousing and accounting information systems	Lecture and presentation	the exam
the fourth	3	The student understands and applies the topic	Identifying related programs (Al-Amin) Advantages of using the program	Lecture and presentation	the exam
Fifth	3	The student understands and applies the topic	Program work plan, steps for preparing the program	Lecture and presentation	the exam
VI	3	The student understands and applies the topic	Configure the default company (or organization) settings electronically, name the company, and currency settings	Lecture and presentation	the exam
Seventh & VIII	3	The student understands and applies the topic	Inventory and other accounting settings	Lecture and presentation	the exam
Ninth & The Tenth	3	The student understands and applies the topic	How to prepare a chart of account guide	Lecture and presentation	the exam
eleventh	3	The student understands and applies the topic	, definition of the guide, the role of the accountant before entering the accounts into the guide	Lecture and presentation	the exam
twelveth	3	The student understands and applies the topic	, types of accounts, balances.	Lecture and presentation	the exam
Thirteenth	3	The student understands and applies the topic	Steps of the accounting cycle - Accounting cycle the documents	Lecture and presentation	the exam
fourteenth	3	The student understands and applies the topic	☒ Sales invoice ☒ Purchase invoice	Lecture and presentation	the exam
fifteenth	3	The student understands and applies the topic	☒ Cash Receipt voucher Cash payment voucher	Lecture and presentation	the exam

11. Course Evaluation

- Interaction within the lecture
- Homework
- Commitment to being present at the specified time for the lecture
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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
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Recommended books and references (scientific journals, reports...)	- Ghanem Finjan Musa and Raad Razouk Estef Warehouse Management, Dar Al-Kutub for Printing and Publishing, 2nd edition, University of Mosul. 13. Dhiaa Abdul Hussein Al-Qamousi and Adnan Ab Hamid Al-Hadithi, Principles of Accounting, Dar Takni Press, Authority Technical education, Baghdad. .14 - Periodicals in faculties of other universities
Electronic References, Websites	Al-Amin Program for Accounting and Warehouses Implementation Instructions the program. PDF version, WWW.http:SyrianSoft.com