

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



# **Academic Program and Course Description Guide**

**2024 – 2025**

## **Introduction:**

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

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

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

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

## **❖ Concepts and terminology:**

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

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

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

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

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

**Curriculum Structure:** All courses / subjects included in the academic program according to the approved learning system (quarterly, annual, Bologna Process) whether it is a requirement (ministry, university, institute 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.

**Al- Furat Al – Awsat Technical University**  
**Al-Mussaib Technical Institute**  
**Financial & banking Techniques Department**  
**Diploma in Financial & banking Techniques**  
**Final Certificate Name: Diploma in Financial & banking Techniques**  
**Academic System: quarterly**  
**Description Preparation Date: 2024 – 2025**  
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**Head of Department Name:**  
**Lect. Rafid Kadhim Nsaif**  
**Date: 2/2/2025**



**Scientific Associate Name:**  
**Dr. Mohammad Hadi Sabry**  
**Date: 2/2/2025**

**The file has been reviewed by:**  
**Department of Quality Assurance and University Performance**  
**Director of the Quality Assurance and University Performance Department:**  
**Asst. Lecturer Walaa Hussein Allawi**  
**Date: 2/2/2025**



**Approval of the Dean**  
**Asst.Prof. Dr. Malik N. Hawas**  
**4.5.2025**

**1. Program vision**

Creating a financial and banking sector based on banking institutions capable of meeting the requirements of the labor market and finding ways to support and develop the country's economy in a way that achieves economic well-being.

**2. Program message**

Preparing an academic generation that possesses scientific and technical qualifications and is characterized by quality and skill in accordance with academic standards and goals set to meet the requirements of the labor market in the banking and financial sector, keep pace with modernity and innovation, and supplement scientific research with everything that is useful and useful.

**3. Academic program objectives**

Creating and preparing assistance staff in the financial and banking aspects qualified to work in the banking and insurance sectors, in addition to these staff capable of carrying out the following tasks:

1. Carrying out internal and external banking operations such as (current accounts, deposits, external transfers, external transfers, documentary credits, investments and loans)
2. Conducting business related to the banking and insurance sectors
3. Practicing financial media activities
4. Carrying out financial transfer operations

**.4 Programmatic accreditation**

**National classification**

**.5 Other external influences**

**Summer training and field visits**

6. Program vision				
Program structure	Percent	Study unit	Number of courses	Remarks
university requirements	%12	14	6	Basic and general
Institute requirements	-	-	-	-
Department requirements	%88	104	17	Basic and general
summer training				Satisfied
The other				

### 1. Program Description

Year/Level	Course Code	Course Name	Credit Hours	
			Theoretical	practical
First Unites no.58		1- Banking operations	2	4
		2-Risk management	1	2
		3-Financial accounting	1	2
		4-insurance money	1	3
		5- computer applications (1)		1
		6- Rights and democracy	1	-
		7- Financial readings	1	2
		8- English language	1	-
		9- Principles of statistics	1	2
		10-Money and banks	1	2
		11-Arabic language	1	0
Second		1 .Investment management	1	3
		2 –Insurance people	1	2

<b>Unites no. 60</b>		3- Bank credit	1	3
		4- Specialized accounting	1	4
		5- Marketing banking services	1	2
		6- Financial mathematics	1	2
		7- computer applications (2)		1
		8- English language	1	-
		9- Financial legislation	1	1
		10- Graduation research	-	2
		11- Arabic language	1	-
		12- Crimes of the defunct Baath Party	1	-

#### 8 .Expected learning outcomes of the program

##### Knowledge

Statement of learning outcomes	Learning Outcomes
Providing the labor market with individuals capable of financial, banking and accounting work in both sectors according to a modern technical and professional vision.	<ol style="list-style-type: none"> <li>1 Students acquire scientific knowledge for all required program specializations</li> <li>2 .Developing their mental abilities through expanding specialized academic knowledge in the field of financial and banking knowledge</li> <li>3. Students acquire the ability to solve problems in an artistic and skillful manner based on scientific foundations</li> </ol>

##### Skills

Statement of learning outcomes	Learning Outcomes
The job market has a permanent need for graduates of the department who specialize in financial, banking and accounting techniques	<ol style="list-style-type: none"> <li>1. .Possibility of working in banks</li> <li>2. .The ability to perform financial analysis</li> <li>3. .Possibility of working in banking and accounting</li> </ol>

	offices 4. Possibility of working in investment fields
The values	
Statement of learning outcomes	Learning Outcomes
1. A graduate with humanitarian values and high morals in dealing with others 2. Respect the university professor in the fields of daily life 3. Implementing the tasks assigned to graduates of our department with professionalism and high performance in both the public and private sectors	1. Technical education is a humanitarian and moral message of national value 2. The university professor provides knowledge and education 3. Preparing a technical generation that can deal with the work environment and achieve distinction in performance

.9Teaching and learning strategies
Using modern audio-visual means (interactive whiteboard, data show, lecture, workshop, laboratory, scientific visits, summer training in relevant departments, graduation projects).

.10 Evaluation methods
Oral and practical exams, daily assessment, written exams, semester exams, scientific reports, student projects, final exams, , , ,

.11The teaching staff					
Teaching staff members					
Preparing the teaching staff		Special requirements/ skills	Specialization		Scientific rank
lecturer	Staff		special	general	
-	2	Nothing	1	1	Assistant Professor
	2	Nothing	1	1	Lecturer
-	11	Nothing	4	7	Assistant lecturer
Professional development					
Orienting members Teaching staff the New					

.1Preparing new faculty members and preparing them for professional development in the field of scientific research, professional and ethical commitment, and enhancing their research skills.

.2Directing new faculty members to use modern technical means to transfer knowledge to students in a more modern way and holding scientific seminars on modern methods of managing scientific lectures.

.3Achieving a balance between the theoretical and practical aspects to achieve distinguished technical education

Professional development For members Teaching staff

Preparing a strategy for faculty members that represents achieving a qualitative shift in the sense of functional and educational responsibility, building a culture of teamwork, improving the quality of the work climate at the university, as well as attending workshops, seminars and scientific conferences, conducting scientific visits to financial and banking institutions, and evaluating the educational outcomes for each academic year by preparing special forms and diagnosing problems. And finding solutions to them, as well as employing the latest technical means to deliver information and developing technical learning methods

.12Acceptance criterion

Central admission, parallel education, career education

.13The most important sources of information about the program

1 -Write the methodology, help sheets, and the Internet.

2- Corresponding programs in Iraqi and international universities

.14Program development plan

Keeping up with the continuous updating of the curriculum and adopting solid scientific sources

## Program Skills Outline

Required program Learning outcomes										Basic or optional	Course Name	Course Code	Year/L level
Ethics			Skills				Knowledge						
C3	C2	C1	B4	B3	B2	B1	A3	A2	A1				
		*				*			*	Basic	1- Banking operations		first
		*				*			*	Basic	2-Risk management		
		*				*			*	Basic	3-Financial accounting		
		*				*			*	Basic	4-Securing funds		
		*				*			*	Basic	5- Calculator applications (1)		
		*				*			*	Basic	6- Rights and democracy		
		*				*			*	Basic	7- Financial readings		
		*				*			*	Basic	8- English language		
		*				*			*	Basic	9- Principles of statistics		
		*				*			*	Basic	10-Money and banks		
		*				*			*	Basic	11- Arabic language		
		*				*			*	Basic	1 .Investment management		second
		*				*			*	Basic	2 –Insurance people		
		*				*			*	Basic	3- Bank credit		
		*				*			*	Basic	4- Specialized accounting		
		*				*			*	Basic	5- Marketing banking services		
		*				*			*	Basic	6- Financial mathematics		
		*				*			*	Basic	7- Calculator applications (2)		
		*				*			*	Basic	8- English language		
		*				*			*	Basic	9- Financial legislation		
		*				*			*	Basic	10- graduation research		
		*				*			*	Basic	11. Crimes of the defunct Baath Party		

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Basic

12- Arabic language

## Course Description Form

1. Course Name:

Banking operations

2. Course Code:

3. Semester/year

First year

4. The date this description was prepared

2024/12/1

5. Available attendance forms

Presence as a division

6. Number of study hours (total) / number of units (total)

(180=30\*6) / (360=30\* 12)

7. Name of the course administrator (If more than one name is mentioned)

Name : Haneen sammey

Mail: haneen.hadi.ims02@atu.edu.iq

8. Course objectives

- 1 .Teaching the student about banking operations and their relationship to banking and developing it in all financial, accounting and investment fields
- 2 Teaching the student basic information about internal banking operations and enabling him to implement procedures related to all bank accounts

9. Teaching and Learning Strategy

(Lecture, laboratory, methodological training, summer training)

10. Course structure

Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	Week
Oral evaluation	Lecture	<p>Types of internal banking operations, the concept of the current account</p> <p>Advantages of the - current account, characteristics of the current account contract</p> <p>Types of current - account</p>	<p>To be able to know: - Types of internal banking operations, the concept of the current account</p> <p>Advantages of the current - account, characteristics of the current account contract</p> <p>Types of current account-</p>	2theory+ 4 practical	1
Oral evaluation	Lecture	<p>General conditions for holding a current account</p> <p>The conditions that must be met by a natural person when opening a current account and the documents that must be submitted</p> <p>The conditions that must be met by a legal person and the documents that must be submitted</p> <p>Procedures for opening a current account</p>	<p>To be able to know: the general conditions for holding a current account</p> <p>The conditions that must be met by a natural person when opening a current account and the documents that must be submitted</p> <p>The conditions that must be met by a legal person and the documents that must be submitted</p> <p>Procedures for opening a current account</p>	4+2	2
Oral evaluation	Lecture	<p>Current account operations, deposit/return of checks</p> <p>Feeding the current account from the savings/withdrawal account/legal and</p>	<p>To be able to know: - Current account operations, deposit/return of checks</p> <p>Feeding the current account from the savings/withdrawal account/legal and banking conditions</p>	4+2	3

		banking conditions, modern methods of calculation and deposit, check aging, check endorsement, types of endorsement, its sealing and filing, check crossing, its types, sealing and filing	Modern methods of calculation and deposit, statute of limitations, endorsing the instrument, types of endorsement, its terms and conditions, crossing the instrument, its types, rules and documents		
Oral evaluation	Lecture	Stacking a check, endorsing a check, types of endorsement, its legality and legality, crossing a check, its types, legality and legality	to understand Stacking a check, endorsing a check, types of endorsement, its legality and legality, crossing a check, its types, legality and legality	4+2	4
Oral evaluation	Lecture	Accounts available in the Current Accounts Division, certified check accounts, bills of exchange, accounts withheld amounts by telephone, inactive current accounts (dormant), investigating and announcing unclaimed deposits, paying the claimed amounts	to understand Accounts available in the Current Accounts Division, certified check accounts, bills of exchange, accounts withheld amounts by telephone, inactive current accounts (dormant), investigating and announcing unclaimed deposits, paying the claimed amounts	4+2	5
Oral evaluation	Lecture	Clearing, clearing center tasks, daily reconciliations and budgets for current accounts	to understand Clearing, clearing center tasks, daily reconciliations and budgets for current accounts	4+2	6
Oral evaluation	Lecture	Statements, how to send statements, statements of state departments and budgets, current account reservation, its types, practical procedures for	to understand Statements, how to send statements, statements of state departments and budgets, current account reservation, its types, practical procedures for implementing	4+2	8

		implementing the .reservation	.the reservation		
Oral evaluation	Lecture	Closing the current account, reasons for closure, calculating interest on debit current accounts	to understand Closing the current account, reasons for closure, calculating interest on debit current accounts	4+2	9
Oral evaluation	Lecture	Savings accounts, general conditions for opening a savings account, procedures for opening a savings account, deposit procedures, withdrawal procedures, mortgaging a savings account	to understand Savings accounts, general conditions for opening a savings account, procedures for opening a savings account, deposit procedures, withdrawal procedures, mortgaging a savings account	4+2	10
Oral evaluation	Lecture	Deposit, withdrawal, and transfer of savings accounts through bank branches, daily reconciliation and preparation of budgets, closing the savings account, reasons for .calculating interest	to understand Deposit, withdrawal, and transfer of savings accounts through bank branches, daily reconciliation and preparation of budgets, closing the savings account, reasons for calculating .interest	4+2	11
Oral evaluation	Lecture	Fixed deposit accounts, their types, conditions, interest calculation, mortgage and withdrawal of the deposit	to understand Fixed deposit accounts, their types, conditions, interest calculation, mortgage and withdrawal of the deposit	4+2	12
Oral evaluation	Lecture	Deposit boxes, definition of safe deposit box management, conditions that must be met by the locker tenant, steps to complete the transaction, the tenant's obligations, the bank's responsibility, review for	to understand Deposit boxes, definition of safe deposit box management, conditions that must be met by the locker tenant, steps to complete the transaction, the tenant's obligations, the bank's responsibility, review for opening the locker, compulsory opening of the	4+2	13

		opening the locker, compulsory opening of the locker	locker		
Oral evaluation	Lecture	The mandatory concept of guarantee requests, parties to letters of guarantee, banking and objective conditions, types of internal letters .of guarantee	to understand The mandatory concept of guarantee requests, parties to letters of guarantee, banking and objective conditions, types of internal .letters of guarantee	4+2	14
Oral evaluation	Lecture	Discounting commercial papers, definition of commercial paper, about discounting commercial papers, types of discount, bank conditions for discounting bills of .exchange	to understand Discounting commercial papers, definition of commercial paper, about discounting commercial papers, types of discount, bank conditions for discounting bills of .exchange	4+2	15
Oral evaluation	Lecture	Internal transfers, definition of the transfer, parties to the transfer, types of transfers	to understand Internal transfers, definition of the transfer, parties to the transfer, types of transfers	4+2	16
Oral evaluation	Lecture	Foreign trade, concept and importance Documentary Credits	to understand Foreign trade, concept and importance Documentary Credits	4+2	17
Oral evaluation	Lecture	Definition of documentary credit and its course in foreign trade Parties of accreditation- Pillars of accreditation-	to understand Definition of documentary credit and its course in foreign trade Parties of accreditation- Pillars of accreditation-	4+2	18
Oral evaluation	Lecture	Types of credits	Types of credits to understand	4+2	19
Oral evaluation	Lecture	Obligations and responsibilities of banks Basic and secondary - documents for appropriations	to understand Obligations and responsibilities of banks Basic and secondary - documents for appropriations	4+2	20
Oral	Lecture	Obligations and	to understand Obligations	4+2	21

evaluation		responsibilities of banks Basic and secondary - documents for appropriations	and responsibilities of banks Basic and secondary - documents for appropriations		
Oral evaluation	Lecture	Amendments and adjustments to appropriations	to understand Amendments and adjustments to appropriations	4+2	22
Oral evaluation	Lecture	External transfer Its concept, importance, control	External transfer to understand Its concept, importance, control	4+2	23
Oral evaluation	Lecture	E-Commerce	E-Commerce to understand	4+2	25-24
Oral evaluation	Lecture	The SWIFT system and its role in documentary credits	to understand The SWIFT system and its role in documentary credits	4+2	26
Oral evaluation	Lecture	External letters of guarantee The concept, the parties - of the discourse	External letters of guarantee to understand The concept, the parties of - the discourse	4+2	27
Oral evaluation	Lecture	Types of letters, settlement of letters	to understand Types of letters, settlement of letters	4+2	28
Oral evaluation	Lecture	matters related to electronic banking	To be able to know: all matters related to electronic banking	4+2	29
Oral evaluation	Lecture	the concept of transfers, their parties, and how to deal with them	To be able to know: the concept of transfers, their parties, and how to deal with .them	4+2	30

### 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

Main references (sources)

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

## Course Description Form

1. Course name

Risk management

2. Course Code

3. Semester / Year

First and Second semester

4. Description Preparation Date:

2024/12/1

5. Available Attendance Forms

Classrooms for theory

6. Number of Credit Hours (Total) / Number of Units (Total)

$3 \times 30 = 90 / 6 \times 30 = 180$

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

Name: farah jwad kdaer

Email: [farah.kdaer.ims06@atu.edu.iq](mailto:farah.kdaer.ims06@atu.edu.iq)

8. Course Objectives

-The student learns about the importance of financial risks

-Acquires the necessary knowledge related to the types of risks in financial institutions

-Selects and uses appropriate programs to manage risks according to their types

9. Teaching and Learning Strategy

(Lecture, laboratory, methodological training, summer training)

10. Course structure

Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	Week
Oral evaluation	lecture	Introduction to risk - the concept of risk - forms of risk (objective - random)	Understand Introduction to risk - the concept of risk - forms of risk (objective - random)	2+1	1
Oral evaluation	lecture	Concepts of approaching risk - the cause of the risk (causes of personal risks - causes of physical risks)	Understand Concepts of approaching risk - the cause of the risk (causes of personal risks - causes of physical risks)	2+1	2
Oral evaluation	lecture	Factors affecting the severity of risk (personal factors - intrinsic factors - inter-personal factors)	Understand Factors affecting the severity of risk (personal factors - intrinsic factors - inter-personal factors)	ع2+ن1	3
Oral evaluation	lecture	Classification of risks (net risks - speculative risks - general risks - special risks - risks of quiescence - risks of movement)	Understand Classification of risks (net risks - speculative risks - general risks - special risks - risks of quiescence - risks of movement)	2+1	4
Oral evaluation	lecture	Insurable risks - non-insurable risks - market risks - political risks - production risks	Understand Insurable risks - non-insurable risks - market risks - political risks - production risks	2+1	5
Oral evaluation	lecture	Insurance risk requirements Characteristics of insurance risk	Understand Insurance risk requirements Characteristics of insurance risk	2+1	6
Oral evaluation	lecture	Types of insurance risks )Personal risks - property risks - liability risks - risks according to their source (natural - human - environmental(	Understand Types of insurance risks )Personal risks - property risks - liability risks - risks according to their source (natural - human - environmental(	2+1	7
Oral evaluation	lecture	Ways to confront dangers Avoiding the risk - controlling the risk - retaining the risk (self-insurance) - transferring	Understand Ways to confront dangers Avoiding the risk - controlling the risk - retaining the risk (self-	2+1	9+8

		the risk	insurance) - transferring the risk		
Oral evaluation	lecture	Probability theory (objective probability_subjective probability) _The law of large numbers	Understand Probability theory (objective probability_subjective probability) _The law of large numbers	2+1	10
Oral evaluation	lecture	Risks facing insurance companies _Insurance portfolio risks _ Reinsurance programs _ Investment risks _ Cancellations risks	Understand Risks facing insurance companies _Insurance portfolio risks _ Reinsurance programs _ Investment risks _ Cancellations risks	2+1	11
Oral evaluation	lecture	Risks that are not covered by insurance companies _Excluded risks	Understand Risks that are not covered by insurance companies _Excluded risks	2+1	12
Oral evaluation	lecture	_Risks that can be covered from the excluded risks Risks faced by financial institutions _Risks faced by banks (systemic risks (market risks) inflation risks _ risks of changing interest rates _ exchange risks	_ Understand Risks that can be covered from the excluded risks Risks faced by financial institutions _Risks faced by banks (systemic risks (market risks) inflation risks _ risks of changing interest rates _ exchange risks	2+1	13+14
Oral evaluation	lecture	Unsystematic risks faced by banks (credit risks - liquidity risks) _Overdraft risks _ Bad debt risks - Operational risks _ Embezzlement risks _ Money laundering risks _ Inadequate capital risks	Understand Unsystematic risks faced by banks (credit risks - liquidity risks) _Overdraft risks _ Bad debt risks - Operational risks _ Embezzlement risks _ Money laundering risks _ Inadequate capital risks	2+1	+16+15 17
Oral evaluation	lecture	Banking risks under Basel II	Understand Banking risks under Basel II	2+1	18
Oral evaluation	lecture	Risk management - the concept of risk management - the reasons for the emergence of risk	Understand Risk management - the concept of risk management - the reasons for the emergence of	2+1	19

		management - the emergence and development of risk management - activities and duties of risk management	risk management - the emergence and development of risk management - activities and duties of risk management		
Oral evaluation	lecture	The importance and benefits of risk management - risk management objectives - risk management strategy	Understand The importance and benefits of risk management - risk management objectives - risk management strategy	ع2+ن1	20
Oral evaluation	lecture	Risk management process _Setting goals_ Discovering and identifying risks_ Evaluating risks_ Identifying alternatives_ Preparing a risk management program_ Periodic review	Understand Risk management process _Setting goals_ Discovering and identifying risks_ Evaluating risks_ Identifying alternatives_ Preparing a risk management program_ Periodic review	2+1	22+21
Oral evaluation	lecture	Rules for designing a risk management program _Do not risk more than you can bear losses _Taking into account all abnormal risks _You should not risk too much for too little	Understand Rules for designing a risk management program _Do not risk more than you can bear losses _Taking into account all abnormal risks _You should not risk too much for too little	2+1	24+23
Oral evaluation	lecture	Risk manager _Duties of the risk manager_ Tasks of the risk manager_ The relationship of the risk manager with other departments (finance_ marketing_ production)	Understand Risk manager _Duties of the risk manager_ Tasks of the risk manager_ The relationship of the risk manager with other departments (finance_ marketing_ production)	2+1	26-25
Oral evaluation	lecture	Employing technology in risk management programs Insurance banking	Understand Employing technology in risk management programs Insurance banking	2+1	28+27

Oral evaluation	lecture	_The relationship between banks and insurance companies _Personal insurance documents _Property insurance documents	Understand The relationship between banks and insurance companies _Personal insurance documents _Property insurance documents	2+1	30+29
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<b>11 Course Evaluation</b>	
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.	
<b>12 Learning and Teaching Resources</b>	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

### Course Description Form

<b>1. Course name</b>
<b>Financial Accounting</b>
<b>2. Course Code</b>
<b>3. Semester / Year</b>
First and Second semester
<b>4. Description Preparation Date:</b>
2024/12/1
<b>5. Available Attendance Forms</b>

Classrooms for theory

6. Number of Credit Hours (Total) / Number of Units (Total)

3\*30 = 90 / 6\*30= 180

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

Name: Abbas audy aweney

Email: [inm.mus@atu.edu.iq](mailto:inm.mus@atu.edu.iq)

8. Course Objectives

- Providing the student with basic information about financial accounting principles
- Enabling the student to deal with various accounting records
- Extracting results for a specific period of time
- Dealing with accounting software

9. Teaching and Learning Strategy

(Lecture, laboratory, methodological training, summer training)

#### 10. Course structure

Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	Week
Oral evaluation	lecture	Introduction to accounting science - definition, functions and objectives of accounting - the accounting cycle - branches of accounting - the relationship of accounting with other sciences	Understand Introduction to accounting science - definition, functions and objectives of accounting - the accounting cycle - branches of accounting - the relationship of accounting with other sciences	2+1	1
Oral evaluation	lecture	Accounting system (documentary group and book group) Accounting entry - analysis of the financial process	Understand Accounting system (documentary group and book group) Accounting entry - analysis of the financial process	2+1	2

Oral evaluation	lecture	Methods of recording values in books and records - single entry - double entry - debit and credit accounts - determining the two sides of the accounting entry according to the double entry theory	Understand Methods of recording values in books and records - single entry - double entry - debit and credit accounts - determining the two sides of the accounting entry according to the double entry theory	2+1	3
Oral evaluation	lecture	How to form capital - the budget as a basis for the double entry theory - the budget equation - explanation of the budget paragraphs	Understand How to form capital - the budget as a basis for the double entry theory - the budget equation - explanation of the budget paragraphs	2+1	4
Oral evaluation	lecture	The journal - its layout - how to record it according to double entry - types of accounting entries (simple - compound)	Understand The journal - its layout - how to record it according to double entry - types of accounting entries (simple - compound)	2+1	5
Oral evaluation	lecture	Ledger - planning and posting	Understand Ledger - planning and posting	2+1	6
Oral evaluation	lecture	Commercial operations and how to record them in accounting books (opening entry - establishment expenses - purchases and their allowances - sales and their payments - personal withdrawals - purchase and sale of fixed assets	Understand Commercial operations and how to record them in accounting books (opening entry - establishment expenses - purchases and their allowances - sales and their payments - personal withdrawals - purchase and sale of fixed assets	2+1	+9+8+7 10
Oral evaluation	lecture	Expenses - voluntary expenses - capital expenses and the distinction between them - their types - revenues and their types	Understand Expenses - voluntary expenses - capital expenses and the distinction between them - their types - revenues and their types	2+1	11
Oral	lecture	Loans and their types -	Understand Loans and their	2+1	12

evaluation		different cases of paying interest due on loans	types - different cases of paying interest due on loans		
Oral evaluation	lecture	Trial balance - Trial balance planning - Types of balances	Understand Trial balance - Trial balance planning - Types of balances	2+1	14+13
Oral evaluation	lecture	Merchant operations with the bank - current account - account operation - definition of check - types - incoming and outgoing checks - cases of disposal of incoming checks - depositing checks in the box - sending checks to the bank for collection - endorsing the check - civil and credit notices	Understand Merchant operations with the bank - current account - account operation - definition of check - types - incoming and outgoing checks - cases of disposal of incoming checks - depositing checks in the box - sending checks to the bank for collection - endorsing the check - civil and credit notices	2+1	+16+15 +18+17 19
Oral evaluation	lecture	Discount and its types - Commercial and cash discount - Earned and permitted discount - The difference between them - Bad debts and the causes of lack of debt - Cases of lack of debt	Understand Discount and its types - Commercial and cash discount - Earned and permitted discount - The difference between them - Bad debts and the causes of lack of debt - Cases of lack of debt	2+1	+21+20 22
Oral evaluation	lecture	Commercial papers - bills of exchange - bills of exchange - notes receivable - notes payable - justifications for withdrawing commercial papers	Understand Commercial papers - bills of exchange - bills of exchange - notes receivable - notes payable - justifications for withdrawing commercial papers	2+1	23
Oral evaluation	lecture	Cases of disposal of arrest papers -Keep the bill of exchange until its maturity -Sending the commercial paper to the bank for collection	Understand Cases of disposal of arrest papers -Keep the bill of exchange until its maturity -Sending the commercial paper to the bank for collection -Cutting commercial papers	2+1	+25+24 26

		-Cutting commercial papers -Endorsing commercial papers	-Endorsing commercial papers		
Oral evaluation	lecture	Final accounts - trading - profits and losses - capital account - establishment current - balance sheet	Understand Final accounts - trading - profits and losses - capital account - establishment current - balance sheet	2+1	+28+27 29
Oral evaluation	lecture	The difference between the balance sheet and the trial balance - closing and opening the end accounts	Understand The difference between the balance sheet and the trial balance - closing and opening the end accounts	2+1	30

<b>11 Course Evaluation</b>	
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.	
<b>12 Learning and Teaching Resources</b>	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

### Course Description Form

<b>1. Course name</b>
Insurance money
<b>2. Course Code</b>
<b>3. Semester / Year</b>
First and Second semester
<b>4. Description Preparation Date:</b>

2024/12/1

5. Available Attendance Forms

Classrooms for theory

6. Number of Credit Hours (Total) / Number of Units (Total)

3\*30 = 90 / 6\*30= 180

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

Name: Ghadeer Hamed Shaker

Email: ghadeer.abdalsadeh@atu.edu.iq

8. Course Objectives

- The student is able to understand and apply insurance rules and foundations in professional work
- Acquires the necessary knowledge related to the most important branches of property insurance
- Selects and uses documents that serve the facility in obtaining insurance cover that reduces the negative effects of real risks

9. Teaching and Learning Strategy

(Lecture, laboratory, methodological training, summer training)

10. Course structure

Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	Week
Oral evaluation	lecture	Insurance: its meaning - its benefits - its economic functions - the insurance contract, its parties - its characteristics - its elements	Understand Insurance: its meaning - its benefits - its economic functions - the insurance contract, its parties - its characteristics - its elements	3+1	1
Oral evaluation	lecture	Basic principles in insurance .1The principle of good faith	Understand Basic principles in insurance .1The principle of good faith	3+1	2

		.2The principle of insurance interest	.2The principle of insurance interest		
Oral evaluation	lecture	The principle of compensation (know it - its limits - its reasons - its conditions)	Understand The principle of compensation (know it - its limits - its reasons - its conditions)	3+1	3
Oral evaluation	lecture	The principle of solutions (its types, pillars, causes, and objectives) The principle of participation (concept - conditions - application) The principle of direct cause	Understand The principle of solutions (its types, pillars, causes, and objectives) The principle of participation (concept - conditions - application) The principle of direct cause	3+1	4
Oral evaluation	lecture	Insurance procedures requirements	Understand Insurance procedures requirements	3+1	5
Oral evaluation	lecture	The insurance document (its sections, appendices, endorsement, amendment, renewal, and cancellation) Compensation (concept - sources - types - procedures - rate requirement).	Understand The insurance document (its sections, appendices, endorsement, amendment, renewal, and cancellation) Compensation (concept - sources - types - procedures - rate requirement).	3+1	6
Oral evaluation	lecture	Insurance against fire risk	Understand Insurance against fire risk	3+1	7
Oral evaluation	lecture	Request for insurance against fire risk (contents of the form)Detection (benefits - types - steps)	Understand Request for insurance against fire risk (contents of the form)Detection (benefits - types - steps)	3+1	8
Oral evaluation	lecture	Fire insurance document	Understand Fire insurance document	3+1	9
Oral evaluation	lecture	Other types of fire insurance policy	Understand Other types of fire insurance policy	3+1	10
Oral evaluation	lecture	Insurance against additional risks	Understand Insurance against additional risks	3+1	11
Oral evaluation	lecture	Insurance against the risk of theft and the contents of the form	Understand Insurance against the risk of theft and the contents of the form	3+1	12

Oral evaluation	lecture	Disclosure (its importance - contents of its report - recommendations) A document to secure shops from theft Commercial damage compensation	Understand Disclosure (its importance - contents of its report - recommendations) A document to secure shops from theft Commercial damage compensation	3+1	13
Oral evaluation	lecture	A document to insure the residence against the risk of theft Other types of documents	Understand A document to insure the residence against the risk of theft Other types of documents	3+1	14
Oral evaluation	lecture	Securing cash during transportation - Securing cash during storage	Understand Securing cash during transportation - Securing cash during storage	3+1	15
Oral evaluation	lecture	Fidelity guarantee insurance - types of guarantees -An insurance document guaranteeing employee safety -General conditions of the document and exceptions	Understand Fidelity guarantee insurance - types of guarantees -An insurance document guaranteeing employee safety -General conditions of the document and exceptions	3+1	16
Oral evaluation	lecture	Other forms of fidelity insurance documents	Understand Other forms of fidelity insurance documents	3+1	17
Oral evaluation	lecture	Marine insurance (its history, development, importance, and branches)	Understand Marine insurance (its history, development, importance, and branches)	3+1	18
Oral evaluation	lecture	Types of losses (total, partial, general expenses)	Understand Types of losses (total, partial, general expenses)	3+1	19
Oral evaluation	lecture	Marine insurance covers (A, B, C), exclusions and conditions	Understand Marine insurance covers (A, B, C), exclusions and conditions	3+1	20
Oral evaluation	lecture	Additional covers (war cover/unrest cover)	Understand Additional covers (war cover/unrest cover)	3+1	21

Oral evaluation	lecture	Additional terms (classification of ships - reporting damage - responsibility of the carrier and depositor - packaging of the goods)	Understand Additional terms (classification of ships - reporting damage - responsibility of the carrier and depositor - packaging of the goods)	3+1	22
Oral evaluation	lecture	Marine insurance documents	Understand Marine insurance documents	3+1	23
Oral evaluation	lecture	Car insurance	Understand Car insurance	3+1	24
Oral evaluation	lecture	Commercial vehicle insurance policy and car accident compensation procedures	Understand Commercial vehicle insurance policy and car accident compensation procedures	3+1	25
Oral evaluation	lecture	Compulsory insurance against civil liability for car accidents	Understand Compulsory insurance against civil liability for car accidents	3+1	26
Oral evaluation	lecture	Engineering insurance (its characteristics - importance - types) Insurance document for all contractors' risks	Understand Engineering insurance (its characteristics - importance - types) Insurance document for all contractors' risks	3+1	27
Oral evaluation	lecture	Boiler explosion insurance policy - mechanical damage insurance policy	Understand Boiler explosion insurance policy - mechanical damage insurance policy	3+1	28
Oral evaluation	lecture	Liability insurance	Understand Liability insurance	3+1	29
Oral evaluation	lecture	Insurance against loss of profits resulting from fire	Understand Insurance against loss of profits resulting from fire	3+1	30

### 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.

#### Learning and Teaching Resources

Main references (sources)

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

## Course Description Form Course Description Form

<b>1. Course Name</b>					
Computer applications / First Stage					
<b>2. Course Code</b>					
<b>3. Academic System (semester/year)</b>					
Annual					
<b>4. Course Description Preparation Date</b>					
20/2/2025					
<b>5. Available Attendance Forms</b>					
Attendance in the laboratory					
<b>6. Total Number of Study Hours</b>			<b>Number of Units Total</b>		
1 * 30= 30 hour			30 * 2= 60 unit		
<b>7. Name of the Course Administrator (if more than one name is mentioned)</b>					
Assistant Lecture. Abeer khadem Alyoui			<a href="mailto:Inm.ako@atu.edu.iq">Inm.ako@atu.edu.iq</a>		
<b>8. Course Objectives (subject objectives)</b>					
<ul style="list-style-type: none"> <li>• Use a computer for basic tasks.</li> <li>• Identify and discuss the hardware components of a computer system.</li> <li>• Create documents using a word processor and create presentations.</li> <li>• Conduct research on the Internet.</li> <li>• Introduction to artificial intelligence.</li> </ul>					
<b>9. Teaching and learning strategies</b>					
Lectures are delivered using whiteboards (regular or smart), computers, presentation software such as PowerPoint.					
<b>10. Course structure</b>					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	1 <sup>th</sup> +.pr	The student should be able to know the computer.	Introduction to Computer: Concepts of Hardware and Software with their components.	Presence in laboratory	Daily oral and written assessments
2	1 <sup>th</sup> +.pr	The student should be able to know the computer.	Introduction to Computer (Cont.): Concept of Computing, Data and Information; Applications of Information Connecting input/output devices, and peripherals to CPU.	Presence in laboratory	Daily oral and written assessments
3	1 <sup>th</sup> +.pr	The student should be able to know the components of the computer.	Computer Components: Computer Portions, Hardware Parts, I/O Units.	Presence in laboratory	Daily oral and written assessments
4	1 <sup>th</sup> +.pr	The student should be able to know the components of the computer.	Computer Components (Cont.): Memory Types: Volatile and Non-Volatile Memory, Secondary Storage.	Presence in laboratory	Daily oral and written assessments
5	1 <sup>th</sup> +.pr	The student should be able to know the components of the computer.	Computer Components (Cont.): CPU Components: Control Unit (CU), Arithmetic Logic Unit (ALU) and Registers.	Presence in laboratory	Daily oral and written assessments

6	1 <sup>th</sup> +pr	The student should be able to know the operating system.	Computer Components (Cont.): Computer Ports, Personal Computer (Features and Types).	Presence in laboratory	Daily oral and written assessments
7	1 <sup>th</sup> +pr	The student should be able to know the operating system.	Operating System and Graphical User Interface GUI: Operating System; Basics of Common Operating Systems; The User Interface, Using Mouse Techniques.	Presence in laboratory	Daily oral and written assessments
8	1 <sup>th</sup> +pr	The student should be able to know the operating system.	Operating System and Graphical User Interface GUI (Cont.): Use of Common Icons, Status Bar, Using Menu and Menu-selection.	Presence in laboratory	Daily oral and written assessments
9	1 <sup>th</sup> +pr	The student should be able to know the operating system.	Operating System and Graphical User Interface GUI (Cont.): Concept of Folders and Directories, Opening and closing of different Windows; Creating Short cuts.	Presence in laboratory	Daily oral and written assessments
10	1 <sup>th</sup> +pr	The student should be able to know the word processing.	Operating System and Graphical User Interface GUI (Cont.): Customization and Personalization of GUIs, Accessibility Features in GUIs, User Experience (UX).	Presence in laboratory	Daily oral and written assessments
11	1 <sup>th</sup> +pr	The student should be able to know the word processing.	Word Processing: Word Processing Basics; Basic Features of Word Processors, Opening and Closing of documents.	Presence in laboratory	Daily oral and written assessments
12	1 <sup>th</sup> +pr	The student should be able to know the spreadsheets.	Word Processing (Cont.): Text creation and Manipulation; Formatting Text and Paragraphs, Using Templates for Document Creation.	Presence in laboratory	Daily oral and written assessments
13	1 <sup>th</sup> +pr	The student should be able to know the spreadsheets.	Word Processing (Cont.): Creating and Managing Tables, Utilizing Styles and Themes.	Presence in laboratory	Daily oral and written assessments
14	1 <sup>th</sup> +pr	The student should be able to know the presentation programs.	Word Processing (Cont.): Spell Check and Grammar Tools, Using Headers and Footers.	Presence in laboratory	Daily oral and written assessments
15	1 <sup>th</sup> +pr	The student should be able to know presentation programs.	Spread Sheet: Introduction to Spreadsheet Software, Creating and Formatting Worksheets.	Presence in laboratory	Daily oral and written assessments
16	1 <sup>th</sup> +pr	The student should be able to know presentation programs.	Spread Sheet (Cont.): Sorting and Filtering Data, Using Formulas and Functions.	Presence in laboratory	Daily oral and written assessments
17	1 <sup>th</sup> +pr	The student should be able to know presentation programs.	Spread Sheet (Cont.): Using Formulas and Functions, Using Pivot Tables for Data Analysis.	Presence in laboratory	Daily oral and written assessments
18	1 <sup>th</sup> +pr	The student should be able to know the Internet and web browsers.	Spread Sheet (Cont.): Data Validation and Error Checking, Data Visualization: Creating Charts and Graphs.	Presence in laboratory	Daily oral and written assessments
19	1 <sup>th</sup> +pr	The student should be able to know the Internet and web browsers.	Presentation Software: Introduction to Presentation Software, Overview of Popular Presentation Tools, Creating a	Presence in laboratory	Daily oral and written assessments

			New Presentation.		
20	1 <sup>th</sup> + pr	The student should be able to know the Internet and web browsers.	Presentation Software (Cont.): Using Templates and Themes, Inserting and Formatting Text and Images, Transition and Animation Effects.	Presence in laboratory	Daily oral and written assessments
21	1 <sup>th</sup> + pr	The student should be able to know the Internet and web browsers.	Presentation Software (Cont.): Using Speaker Notes and Timers, Advanced Features: Hyperlinks and Action Buttons.	Presence in laboratory	Daily oral and written assessments
22	1 <sup>th</sup> + pr	The student should be able to know communications and e-mail.	Presentation Software (Cont.): Troubleshooting Common Presentation Issues, Future Trends in Presentation Technology.	Presence in laboratory	Daily oral and written assessments
23	1 <sup>th</sup> + pr	The student should be able to know cloud computing and services.	Introduction to Internet and Web Browsers: Computer networks Basic; LAN, WAN.	Presence in laboratory	Daily oral and written assessments
24	1 <sup>th</sup> + pr	The student should be able to know cloud computing and services.	Introduction to Internet and Web Browsers (Cont.): Concept of Internet and its Applications; connecting to internet.	Presence in laboratory	Daily oral and written assessments
25	1 <sup>th</sup> + pr	The student should be able to know the computer.	Introduction to Internet and Web Browsers (Cont.): World Wide Web; Web Browsing software's, Search Engines.	Presence in laboratory	Daily oral and written assessments
26	1 <sup>th</sup> + pr	The student should be able to know the computer.	Introduction to Internet and Web Browsers (Cont.): Understanding URL; Domain name; IP Address.	Presence in laboratory	Daily oral and written assessments
27	1 <sup>th</sup> + pr	The student should be able to know the components of the computer.	Communications and Emails: Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration.	Presence in laboratory	Daily oral and written assessments
28	1 <sup>th</sup> + pr	The student should be able to know the components of the computer.	Communications and Emails (Cont.): Sending and receiving emails; Accessing sent emails; Using Emails; Malls: Using Emails: Document collaboration.	Presence in laboratory	Daily oral and written assessments
29	1 <sup>th</sup> + pr	The student should be able to know the components of the computer.	Introduction to Cloud Computing and Services: Definition of Cloud Computing and its concept, Cloud-Based Office Suites (Office 365 and Google Workspace).	Presence in laboratory	Daily oral and written assessments
30	1 <sup>th</sup> + pr	The student should be able to know the operating system.	Introduction to Cloud Computing and Services (Cont.): Google Workspace: Google Docs, Google Sheets, Google Drive, Google Meet.	Presence in laboratory	Daily oral and written assessments

## 11. Course Evaluation

10 mark for attendance, daily preparation and daily exams, 40 mark for the first and second semester exams, 50 mark for the final exam.

## 12. Learning and teaching resources

Required textbooks:

- Graham Brown, David Watson, "Cambridge IGCSE Information and Communication

Technology", 3rd Edition (2020).

- Alan Evans, Kendall Martin, Mary Anne Poatsy, "Technology In Action Complete", 16th Edition (2020).
- Ahmed Banafa, "Introduction to Artificial Intelligence (AI)", 1st Edition (2024).
- Microsoft Office 2019 Step by Step 1st Edition by Curtis Frye & Joan Lambert.
- Dr. Adel Abdel Nour, "Introduction to the World of Artificial Intelligence" 2005.
- Al-Khader Ali Al-Khader, "Computer Basics" 2016.

Main references (sources):

Supporting books and references:

Electronic references, Internet sites:

### Course Description Form

1. Course name
Rights and democracy
2. Course Code
3. Semester / Year
First and Second semester
4. Description Preparation Date:
2024/12/1
5. Available Attendance Forms
Classrooms for theory
6. Number of Credit Hours (Total) / Number of Units (Total
$1*30 = 30 / 2*30 = 60$
7. Course administrator's name (mention all, if more than one name)

Name: Haider Jawad Kazem

Email: [inm.ako@atu.edu.iq](mailto:inm.ako@atu.edu.iq)

#### 8. Course Objectives

- Enabling the student to understand the rights and freedoms of previous civilizations and the extent of benefiting from them in our present time
- Identify the forms of democracy applied in countries of the world, their pillars and types

#### 9. Teaching and Learning Strategy

(Lecture)

#### 10. Course structure

Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	Week
Oral evaluation	lecture	Human rights, their definition, and their goals. Human rights in ancient civilizations, especially the Mesopotamian civilization.	Human rights, their definition, and their goals. Human rights in ancient civilizations, especially the Mesopotamian civilization.	1	1
Oral evaluation	lecture	Human rights in divine laws, with a focus on human rights in Islam	Human rights in divine laws, with a focus on human rights in Islam	1	2
Oral evaluation	lecture	Human rights in contemporary and modern history: international recognition of human rights since World War I and the League of Nations	Human rights in contemporary and modern history: international recognition of human rights since World War I and the League of Nations	1	3
Oral evaluation	lecture	Regional recognition of human rights: European Convention on Human	Regional recognition of human rights: European Convention on Human Rights	1	4

		Rights 1950, American Convention on Human Rights 1969, African Charter on Human Rights 1981, Arab Charter on Human Rights 1994	1950, American Convention on Human Rights 1969, African Charter on Human Rights 1981, Arab Charter on Human Rights 1994		
Oral evaluation	lecture	Non-governmental organizations and human rights (International Committee of the Red Cross, Amnesty International, Human Rights Watch, National Human Rights Organizations)	Non-governmental organizations and human rights (International Committee of the Red Cross, Amnesty International, Human Rights Watch, National Human Rights Organizations)	1	5
Oral evaluation	lecture	Human rights in Iraqi constitutions between theory and reality	Human rights in Iraqi constitutions between theory and reality	1	6
Oral evaluation	lecture	The relationship between human rights and public freedoms: -1In the Universal Declaration of Human Rights -2In regional charters and national constitutions	The relationship between human rights and public freedoms: -1In the Universal Declaration of Human Rights -2In regional charters and national constitutions	1	7
Oral evaluation	lecture	Economic, social, cultural and civil human rights	Economic, social, cultural and civil human rights	1	8
Oral evaluation	lecture	Modern human rights: facts in development, the right to a clean environment, the right to solidarity, the right to religion	Modern human rights: facts in development, the right to a clean environment, the right to solidarity, the right to religion	1	9
Oral evaluation	lecture	Guarantees of respect and protection of human	Guarantees of respect and protection of human rights at	1	10

		<p>rights at the national level, guarantees in the constitution and laws, guarantees in the principle of the rule of law.</p> <p>Guarantees in constitutional oversight, guarantees in freedom of the press and public opinion, the role of non-governmental organizations in respecting and protecting human rights.</p>	<p>the national level, guarantees in the constitution and laws, guarantees in the principle of the rule of law.</p> <p>Guarantees in constitutional oversight, guarantees in freedom of the press and public opinion, the role of non-governmental organizations in respecting and protecting human rights.</p>		
Oral evaluation	lecture	<p>Guarantees, respect and protection of human rights at the international level:</p> <ul style="list-style-type: none"> <li>-The role of the United Nations and its specialized agencies in providing guarantees</li> <li>-The role of regional organizations (the Arab League, the European Union, the African Union, the Organization of American States, the ASEAN Organization)</li> <li>-The role of international, regional non-governmental organizations and public opinion in respecting and</li> </ul>	<p>Guarantees, respect and protection of human rights at the international level:</p> <ul style="list-style-type: none"> <li>-The role of the United Nations and its specialized agencies in providing guarantees</li> <li>-The role of regional organizations (the Arab League, the European Union, the African Union, the Organization of American States, the ASEAN Organization)</li> <li>-The role of international, regional non-governmental organizations and public opinion in respecting and protecting human rights</li> </ul>	1	11

		protecting human rights			
Oral evaluation	lecture	The general theory of freedoms: the origin of rights and freedoms, the legislator's position on declared rights and freedoms, and the use of the term public freedoms.	The general theory of freedoms: the origin of rights and freedoms, the legislator's position on declared rights and freedoms, and the use of the term public freedoms.	1	12
Oral evaluation	lecture	The general theory of freedoms: the origin of rights and freedoms, the legislator's position on declared rights and freedoms, and the use of the term public freedoms.	The general theory of freedoms: the origin of rights and freedoms, the legislator's position on declared rights and freedoms, and the use of the term public freedoms.	1	13
Oral evaluation	lecture	The legal base of the legal state Regulation of public freedoms by public authority	The legal base of the legal state Regulation of public freedoms by public authority	1	14
Oral evaluation	lecture	Equality: The historical development of the concept of equality The modern development of the concept of equality gender equality Equality between individuals according to their beliefs and race	Equality: The historical development of the concept of equality The modern development of the concept of equality gender equality Equality between individuals according to their beliefs and race	1	15
Oral evaluation	lecture	Democracy, its definition, types	Democracy, its definition, types	1	16
Oral evaluation	lecture	Concepts of democracy	Concepts of democracy	1	17
Oral evaluation	lecture	Democracy in the third year	Democracy in the third year	1	18
Oral evaluation	lecture	Democratic systems in the world	Democratic systems in the world	1	19

Oral evaluation	lecture	The concept of freedoms, classification of public freedoms	The concept of freedoms, classification of public freedoms	1	20
Oral evaluation	lecture	Fundamental freedoms, intellectual freedoms, economic and social freedoms	Fundamental freedoms, intellectual freedoms, economic and social freedoms	1	21
Oral evaluation	lecture	Freedom, security and feeling of reassurance	Freedom, security and feeling of reassurance	1	22
Oral evaluation	lecture	Freedom to come and go Freedom of education, freedom of the press, freedom of assembly	Freedom to come and go Freedom of education, freedom of the press, freedom of assembly	1	23
Oral evaluation	lecture	Freedom of association, freedom of action	Freedom of association, freedom of action	1	24
Oral evaluation	lecture	The right to own property	The right to own property	1	25
Oral evaluation	lecture	Freedom of trade and industry	Freedom of trade and industry	1	26
Oral evaluation	lecture	women freedom	women freedom	1	27
Oral evaluation	lecture	Political parties and public freedoms	Political parties and public freedoms	1	28
Oral evaluation	lecture	Scientific and technical progress and public freedoms	Scientific and technical progress and public freedoms	1	29
Oral evaluation	lecture	The future of public freedoms	The future of public freedoms	1	30

<b>11 Course Evaluation</b>	
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	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

## Course Description Form

1. Course name

Financial readings

2. Course Code

3. Semester / Year

First and Second semester

4. Description Preparation Date:

2024/12/1

5. Available Attendance Forms

Classrooms for theory

6. Number of Credit Hours (Total) / Number of Units (Total)

3\*30 = 90 / 6\*30 = 180

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

Name: Ali Abid Zaid

Email: [ali.gebur@atu.edu.iq](mailto:ali.gebur@atu.edu.iq)

8. Course Objectives

- To provide students with basic information related to financial vocabulary as well as (banking transactions)

9. Teaching and Learning Strategy

(Lecture)

10. Course structure

Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	Week
Oral	lecture	Introduction to business	Introduction to business	2+1	1

evaluation		transaction: enquiry, offers,order,invoice	transaction: enquiry, offers,order,invoice		
Oral evaluation	lecture	Terms of delivery: loco and Franco price, F.A.S,F.O.B	Terms of delivery: loco and Franco price, F.A.S,F.O.B	2+1	2
Oral evaluation	lecture	Terms of payment	Terms of payment	2+1	3
Oral evaluation	lecture	Business of banking: definition and functions Method of payment through banking system	Business of banking: definition and functions Method of payment through banking system	2+1	4
Oral evaluation	lecture	Cheques-crossed Cheques- the types and specimens	Cheques-crossed Cheques-the types and specimens	2+1	5
Oral evaluation	lecture	Bank draft	Bank draft	2+1	6
Oral evaluation	lecture	Bill of exchange: advantages –procedure for acceptance A bill of exchange	Bill of exchange: advantages –procedure for acceptance A bill of exchange	2+1	7
Oral evaluation	lecture	Letter of credit, types of credit – procedure for use of documentary	Letter of credit, types of credit – procedure for use of documentary	2+1	8
Oral evaluation	lecture	Other methods of payment: credit cards standing order, direct debit system electronic banking	Other methods of payment: credit cards standing order, direct debit system electronic banking	2+1	10+9
Oral evaluation	lecture	Clearing payment	Clearing payment	2+1	11
Oral evaluation	lecture	Letter of guarantee	Letter of guarantee	2+1	12
Oral evaluation	lecture	Lending ,loans and over draft	Lending ,loans and over draft	2+1	13
Oral evaluation	lecture	Bankers transfer	Bankers transfer	2+1	14
Oral evaluation	lecture	The telegram, telex,facsimile circular letter , memo	The telegram, telex,facsimile circular letter , memo	2+1	15
Oral evaluation	lecture	Risk and insurance Definition of risk, peril,	Risk and insurance Definition of risk, peril,	2+1	16

		hazard and insurance policy	hazard and insurance policy		
Oral evaluation	lecture	Kind of risk	Kind of risk	2+1	17
Oral evaluation	lecture	Control of risk	Control of risk	2+1	18
Oral evaluation	lecture	Insurance control Parties to the control	Insurance control Parties to the control	2+1	19
Oral evaluation	lecture	Terms of insurance contract- subject matter	Terms of insurance contract-subject matter	2+1	20
Oral evaluation	lecture	The principle of insurance Insurance interest Utmost good faith Indemnity Proximate cause	The principle of insurance Insurance interest Utmost good faith Indemnity Proximate cause	2+1	21+22
Oral evaluation	lecture	Kind of insurance Life insurance	Kind of insurance Life insurance	2+1	23
Oral evaluation	lecture	Marine insurance	Marine insurance	2+1	24
Oral evaluation	lecture	Fire and accident	Fire and accident	2+1	25
Oral evaluation	lecture	Other types of insurance	Other types of insurance	2+1	26
Oral evaluation	lecture	Reinsurance treaty	Reinsurance treaty	2+1	27
Oral evaluation	lecture	1.quota share treaty 2.Facultative reinsurance 3.surplus treaty	1.quota share treaty 2.Facultative reinsurance 3.surplus treaty	2+1	28
Oral evaluation	lecture	Procedures, proposal, checking, evaluating, rating	Procedures, proposal, checking, evaluating, rating	2+1	29+30

### 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.

Learning and Teaching Resources

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

## Course Description Form

<b>1. Course name</b>	
English language	
<b>2. Course Code</b>	
<b>3. Semester / Year</b>	
First and Second semester	
<b>4. Description Preparation Date:</b>	
2024/12/1	
<b>5. Available Attendance Forms</b>	
Classrooms for theory	
<b>6. Number of Credit Hours (Total) / Number of Units (Total</b>	
<b>( 60=30* 2) / (30=30*1)</b>	
<b>7. Course administrator's name (mention all, if more than one name)</b>	
Name: Farah Mohammed Muslem	Email: <a href="mailto:ahmed.mashaan.ism@atu.edu.iq">ahmed.mashaan.ism@atu.edu.iq</a>
<b>8. Course Objectives</b>	
<ul style="list-style-type: none"> <li>• General goal: Introducing the student to English language and how to use the language in daily life.</li> <li>• Special goal:</li> </ul>	

Enabling the student to know there are four skills of English language :writing ,speaking, reading and listening then how use them.

### 9.Strategy

Using Whiteboard and sharing to deliver the material , practical practice using data show and free discussion.

### 10.Cuorse structure

Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	Week
Oral exam during the lecture and at the end of the lecture	Theoretical lecture And the practical aspect in the class.	am/are/is, my/your This is... How are you? Good morning!	The student should be able to recognize: am/are/is then how use: my/your • finally the student learn who say the greetings	1	first
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class.	What's this in English? • Numbers 1-10 • Plurals	The student should be able to refer of things by using : What's this in English? And he knows the numbers from 1-10 Then the students can put the nouns in plurals form.	1	The second
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class.	Countries • he/she/they, his/her	The student should be able to know the Countries and the subject and possessive pronouns he/she/they, his/her	1	The third
An oral test during the lecture and the end of the lecture and a written test at	Theoretical lecture And the practical	Where's he from? fantastic/awful/beautiful • Numbers 11-30	The student must be able to make question with Where's he from? Use the adjectives	1	fourth

the beginning of the subsequent lecture	aspect in the class.		fantastic/awful/beautiful and Numbers 11 to 30		
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class.	Jobs • am/are/is • Negatives and questions	The student should be able to understand Jobs • am/are/is • Negatives and questions	1	Fifth
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class.	Personal information • Social expressions (1)).	The student should be able to understand Personal information and Social expressions .	1	sixth
	Theoretical lecture And the practical aspect in the class.	Family and friends our/their • Possessive's •	The student should be able to understand Family and friends .then how to use our/their • Possessive's •		seventh
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class	The family • has/have • The alphabet.	The student should be able to list The family and how use has/have • The alphabet.		eighth
An oral test during the lecture and the end of the lecture and a written test at the beginning of the	Theoretical lecture And the practical aspect in	Sports/Food/Drinks • Present Simple - I/you/we/they • a/an	The student must be able to recognize Sports/Food/Drinks • then understand Present Simple and use-	1	ninth

subsequent lecture	the class.		I/you/we/they • after that the article definitions a/an		
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class.	Languages and nationalities • Numbers and prices	The student should be able to know Languages and nationalities • then Numbers and prices	1	tenth
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class	The time • Present Simple- he/she • always/sometimes / never	The student should be able to understand The time • Present Simple- he/she • always/sometimes/ never	1	eleventh
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class	Words that go together • Days of the week	The student should be able to know Words that go together • Days of the week	1	twelveth
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class	Question words • me/him/us/them • this/that Adjectives • Can I...?	The student should be able to do Question words • me/him/us/them • this/that Adjectives • Can I...?	1	thirteenth
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class	this/that Adjectives • Can I...?	The student should be able to recognize between this/that Adjectives • Can I...?	1	fourteenth

An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class.	Rooms and furniture • There is/are •	The student should be able to know Rooms and furniture Then how can use: There is/are •	1	fifteenth
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class	Prepositions • Directions	The student should be able to understand kinds of Prepositions and how can use them then know how use the Directions	1	sixteen
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class.	Saying years • was/were born • Past Simple - irregular verbs	The student should be able to understand Saying years and use was/were born then understand Past Simple and irregular verbs	1	Seventeenth
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class.	have/do/go • When's your birthday	The student should be able to recognize how use have/do/go and answer this question: When's your birthday?	1	eighteen
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class.	Past Simple - regular and irregular	The student should be able to understand and know how use Past Simple - regular and irregular	1	nineteenth
An oral test during the lecture and the end of the lecture	Theoretical lecture And the	Questions and negatives • Sport and leisure •	The student should be able to do Questions and negatives •then	1	Twenty

and a written test at the beginning of the subsequent lecture	practical aspect in the class.	Going sightseeing	know kinds of Sport and leisure and Going sightseeing		
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class.	can/can't • Adverbs • Adjective	The student should be able to understand and use can/can't then know what are the Adverbs and Adjectives.	1	twenty one
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class.	noun • Everyday problems.	The student should be able to understand noun • Everyday problems	1	twenty tow
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class.	Please and thank you I'd like - some/any •	The student should be able to say Please and thank you I'd like then how can use some/any with countable and uncountable nouns.	1	twenty third
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class.	In a restaurant • Signs all around	The student should be able to understand what use in this situations: In a restaurant and know a Signs all around .	1	twenty fourth
An oral test during the lecture and the end of the lecture and a written test at the beginning of the	Theoretical lecture And the practical aspect in	Colours and clothes • Present Continuous •	The student should be able to understand and recognize Colours and clothes then understand Present	1	twenty fifth

subsequent lecture	the class.		Continuous .		
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class	Opposite verbs • What's the matter	The student should be able to understand Opposite verbs • What's the matter	1	twenty sixth
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class.	future plans •	The student should be able to understand future plans.	1	twenty seventh
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class.	Vocabulary revision •	The student should be able to remember the most Vocabulary revision which was taken.	1	twenty eighth
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class.	Grammar revision	The student should be able to remember the Grammar revision which was taken.	1	twenty ninth
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class	Social expressions	The student should be able to understand and know Social expressions.	1	thirty

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<b>11 Course Evaluation</b>	
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.	
<b>12 Learning and Teaching Resources</b>	
Main references (sources)	Headway Beginner ,Fourth Editor book .
Recommended books and references (scientific journals, reports...)	Only book
Electronic References, Websites	Notes prepared by the subject lecturer.

### Course Description Form

<b>1. Course name</b>
Principles of Statistics
<b>2. Course Code</b>
<b>3. Semester / Year</b>
First and Second semester
<b>4. Description Preparation Date:</b>
2024/12/1
<b>5. Available Attendance Forms</b>
Classrooms for theory
<b>6. Number of Credit Hours (Total) / Number of Units (Total</b>
3*30 = 90 / 6*30= 180

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

Name: Salam MohammedAli Hadi

Email: [salam.hadi.ism@atu.edu.iq](mailto:salam.hadi.ism@atu.edu.iq)

8. Course Objectives

**The general goal: To familiarize the student with statistical methods and the use of scientific methods in all, organizing, presenting and classifying various statistical data**

**Special objective: To enable the student to deal with the analysis of available data and use statistical concepts and methods in analysis and deriving results**

9. Teaching and Learning Strategy

(Lecture, methodological training)

#### 10. Course structure

Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	Week
Oral evaluation	lecture	Statistics, its definition, importance, relationship with other sciences, statistics, definition of the statistical method, review of the statistical method	Statistics, its definition, importance, relationship with other sciences, statistics, definition of the statistical method, review of the statistical method	2+1	1
Oral evaluation	lecture	Classifying and tabulating data, creating simple and double frequency tables Classification and tabulation of data	Classifying and tabulating data, creating simple and double frequency tables Classification and tabulation of data	2+1	3+2
Oral evaluation	lecture	Graphical display of classified data: Histogram, histogram, histogram, histogram, histogram of ascending and descending clustering	Graphical display of classified data: Histogram, histogram, histogram, histogram, histogram of ascending and descending clustering	2+1	5+4

Oral evaluation	lecture	Measurement of central tendency, its concept and uses, the arithmetic mean in classified data (long method), shortcut method and non-classified data Averages or measures of central tendency	Measurement of central tendency, its concept and uses, the arithmetic mean in classified data (long method), shortcut method and non-classified data Averages or measures of central tendency	2+1	6
Oral evaluation	lecture	The median, its definition, methods for calculating it for unclassified and classified data mathematically and graphically, the mode, its concept, its calculation for unclassified and classified data (Pearson method mathematically and graphically) the median	The median, its definition, methods for calculating it for unclassified and classified data mathematically and graphically, the mode, its concept, its calculation for unclassified and classified data (Pearson method mathematically and graphically) the median	2+1	8+7
Oral evaluation	lecture	Measures of dispersion, their concept and uses, dispersion range for ungrouped and classified data, interquartile deviation for unclassified data	Measures of dispersion, their concept and uses, dispersion range for ungrouped and classified data, interquartile deviation for unclassified data	2+1	9
Oral evaluation	lecture	Interquartile deviation of classified data mathematically and graphically Semi-inter-quartile-range	Interquartile deviation of classified data mathematically and graphically Semi-inter-quartile-range	2+1	10
Oral evaluation	lecture	Mean deviation, its concept and importance, methods for calculating it for unclassified data	Mean deviation, its concept and importance, methods for calculating it for unclassified data	2+1	11
Oral	lecture	Standard deviation, its	Standard deviation, its	2+1	13+12

evaluation		concept and importance, methods for calculating it for ungrouped and classified data standard deviation	concept and importance, methods for calculating it for ungrouped and classified data standard deviation		
Oral evaluation	lecture	Simple correlation, its concept, methods for calculating it for ungrouped data (long method and short method). Simple correlation	Simple correlation, its concept, methods for calculating it for ungrouped data (long method and short method). Simple correlation	2+1	14
Oral evaluation	lecture	Person correlation coefficient for classified data	Person correlation coefficient for classified data	2+1	15
Oral evaluation	lecture	Rank Correlation - Spearman's rank correlation	Rank Correlation - Spearman's rank correlation	2+1	16
Oral evaluation	lecture	Adjusted Spearman correlation coeff	Adjusted Spearman correlation coeff	2+1	17
Oral evaluation	lecture	Correlation between attributes coefficient of association coefficient of contingency	Correlation between attributes coefficient of association coefficient of contingency	2+1	19+18
Oral evaluation	lecture	Time series, its concept, and uses	Time series, its concept, and uses	2+1	20
Oral evaluation	lecture	The general trend, its concept, ways to find it, secular trend	The general trend, its concept, ways to find it, secular trend	2+1	21
Oral evaluation	lecture	Moving average method, semiseries average method, least squares method	Moving average method, semiseries average method, least squares method	2+1	22
Oral evaluation	lecture	Index numbers, their concept, and uses, index numbers	Index numbers, their concept, and uses, index numbers	2+1	23
Oral evaluation	lecture	Calculating simple index numbers	Calculating simple index numbers	2+1	24
Oral	lecture	Calculating weighted	Calculating weighted index	2+1	25

evaluation		index numbers	numbers		
Oral evaluation	lecture	Esper number Bash number Fisher number (optimal)	Esper number Bash number Fisher number (optimal)	2+1	26
Oral evaluation	lecture	Production quality control	Production quality control	2+1	27
Oral evaluation	lecture	Monitoring methods	Monitoring methods	2+1	28
Oral evaluation	lecture	Charts	Charts	2+1	30+29

### 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.

### Learning and Teaching Resources

Main references (sources)

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

Electronic References, Websites

## Course description form (first stage)

1. NAME OF THE COURSE
Arabic language subject
2. Course code
3. Semester/year
Annual – monthly
4. The date this description was prepared
2024/10/1
5. Available forms of attendance
My presence inside the classroom
6. Number of study hours (total)/number of units (total)
30*4
7. (Name of the course administrator (if more than one name is mentioned
Name: Asst.L.: Hadeel Yas Abdul Hamza Mohsen Email: <a href="mailto:hadeel.alhmza.ims07@atu.edu.iq">hadeel.alhmza.ims07@atu.edu.iq</a>
8. Course objectives
<b>Objectives of the study material</b>   <b>General objective: It aims to provide the student with the</b>

.rules of grammar and morphology  
**specific goal: To provide the student with the ability to control**  
 ....Arabic words  
**correctly and learn about the beauties of the Arabic language...**

9. Teaching and learning strategies

**Strategy**

Lecture using the whiteboard, display screen, and various sources

10. Course structure

<b>Week</b>	<b>Hours</b>	<b>Required learning outcomes</b>	<b>Name of the unit or topic</b>	<b>Learning method</b>	<b>Evaluation method</b>
<b>First</b>	2 th	Explaining basic concepts and terminology in Arabic language sciences	Introduction to linguistic errors	<b>attend a Lecture</b>	<b>Daily evaluation note</b> <b>.answer</b> <b>Answering questions during the .lecture</b>
<b>Second</b>	2 th	Enabling the student to recognize the characteristics of sound administrative discourse	Features of administrative discourse	attend a Lecture	<b>Daily evaluation note</b> <b>.answer</b> <b>Answering questions during the .lecture</b>
<b>Third</b>	2 th	The student's ability to know the difference between the tied ta' and the open ta' enables learners to distinguish between them, which helps them write correctly and avoid .spelling errors	The tied ta' and the open 'ta	attend a Lecture	<b>Daily evaluation note</b> <b>.answer</b> <b>Answering questions during the .lecture</b>
<b>Fourth</b>	2 th	The ability to differentiate between the extended alif and the short alif by referring it to the present tense verb	Rules for writing the extended alif and the short alif	attend a Lecture	<b>Daily evaluation note</b> <b>.answer</b> <b>Answering questions during the .lecture</b>

<b>fifth</b>	2 th	Distinguishing between the Solar and lunar letters and the ability to extract them from texts	Solar letters and lunar letters	attend a Lecture	<b>Daily evaluation note .answer Answering questions during the .lecture</b>
<b>Sixth</b>	2 th	Learn about the importance of the dhaad, how the dhaad language was linked to the Arabic language, and why it was given this name	Th & Dh	attend a Lecture	<b>Daily evaluation note .answer Answering questions during the .lecture</b>
<b>Seventh</b>	2 th	Differentiating between the hamza and its types: hamzat al-qat` and hamzat al-wasl	Writing the hamza	attend a Lecture	<b>Daily evaluation note .answer Answering questions during the .lecture</b>
<b>Eighth</b>	2 th	Definition of punctuation marks and what is the benefit of writing these marks in administrative speech or official books	punctuation marks	attend a Lecture	<b>Daily evaluation note .answer Answering questions during the .lecture</b>
<b>Ninth</b>	2 th	Explanation of a verse from Alfiyyah by Ibn Malik explaining the differences between a noun and a verb	‘The noun and the verb	attend a Lecture	<b>Daily evaluation note .answer Answering questions during the .lecture</b>
<b>Tenth</b>	2 th	Explanation of a verse from Alfiyyah by Ibn Malik explaining the differences between a noun and a verb	The noun, the verb, and the difference between them	attend a Lecture	<b>Daily evaluation note .answer Answering questions during the .lecture</b>
<b>Eleventh</b>	2 th	Explaining the objects and distinguishing between each type according to its uses, such as the direct object, the direct object, the absolute object, and the direct object.	Effects	attend a Lecture	<b>Daily evaluation note .answer Answering questions during the .lecture</b>
<b>Twelfth</b>	2 th	Explaining the objects and distinguishing between each type according to its uses,	Effects	attend a Lecture	<b>Daily evaluation note .answer Answering</b>

		such as the direct object, the direct object, the absolute object, and the direct object.			<b>questions during the .lecture</b>
<b>Thirteenth</b>	2 th	Make the student possess the ability to distinguish between when a number differs from its number in the singular and in the dual	Number	attend a Lecture	<b>Daily evaluation note .answer Answering questions during the .lecture</b>
<b>Fourteenth</b>	2 th	Make the student possess the ability to distinguish between when a number differs from its number in the singular and in the dual	Number	attend a Lecture	<b>Daily evaluation note .answer Answering questions during the .lecture</b>
<b>Fifteenth</b>	2 th	Practical application in how to formulate a speech free of common linguistic errors	Common linguistic applications	attend a Lecture	<b>Daily evaluation note .answer Answering questions during the .lecture</b>
<b>Sixteenth</b>	2 Th	Practical application in how to formulate a speech free of common linguistic errors	Common linguistic applications	attend a Lecture	<b>Daily evaluation note .answer Answering questions during the .lecture</b>
<b>Seventeenth</b>	2 th	Practical application in how to formulate a speech free of common linguistic errors	Common linguistic applications	attend a Lecture	<b>Daily evaluation note .answer Answering questions during the .lecture</b>
<b>Eighteenth</b>	2 th	The ability to differentiate when to write tanween and when to write nun	Nun and Tanween	attend a Lecture	<b>Daily evaluation note .answer Answering questions during the .lecture</b>
<b>Nineteenth</b>	2 th	The ability to differentiate when to write tanween and when to write nun	Nun and Tanween	attend a Lecture	<b>Daily evaluation note .answer Answering questions during the .lecture</b>

<b>Twenty</b>	2 th	Recognizing the prepositions: from, on, to, in, etc. and the meaning of each letter and its uses	Meanings of prepositions	attend a Lecture	<b>Daily evaluation note .answer Answering questions during the .lecture</b>
<b>Twenty one</b>	2 th	Recognizing the prepositions: from, on, to, in, etc. and the meaning of each letter and its uses	Meanings of prepositions	attend a Lecture	<b>Daily evaluation note .answer Answering questions during the .lecture</b>
<b>Twenty two</b>	2 th	The student should become familiar with the formal aspects of the speech and take into account the sequence of footnotes, topics, writing of the body, salutation, number, date, and the logo of the institution and university.	Formal aspects of administrative discourse	attend a Lecture	<b>Daily evaluation note .answer Answering questions during the .lecture</b>
<b>Twenty three</b>	2 th	The student should become familiar with the formal aspects of the speech and take into account the sequence of footnotes, topics, writing of the body, salutation, number, date, and the logo of the institution and university.	Formal aspects of administrative discourse	attend a Lecture	<b>Daily evaluation note .answer Answering questions during the .lecture</b>
<b>Twenty four</b>	2 th	The student should become familiar with the formal aspects of the speech and take into account the sequence of footnotes, topics, writing of the body, salutation, number, date, and the logo of the institution and university.	Formal aspects of administrative discourse	attend a Lecture	<b>Daily evaluation note .answer Answering questions during the .lecture</b>
<b>Twenty five</b>	2 th	The student should be familiar with writing a speech in classical Arabic, free of linguistic, grammatical, and spelling errors	The language of administrative discourse	attend a Lecture	<b>Daily evaluation note .answer Answering questions during the .lecture</b>

<b>Twenty six</b>	2 th	The student should be familiar with writing a speech in classical Arabic, free of linguistic, grammatical, and spelling errors	The language of administrative discourse	attend a Lecture	<b>Daily evaluation note .answer</b> <b>Answering questions during the .lecture</b>
<b>Twenty seven</b>	2 th	The student should be familiar with writing a speech in classical Arabic, free of linguistic, grammatical, and spelling errors	Examples of administrative correspondence	attend a Lecture	<b>Daily evaluation note .answer</b> <b>Answering questions during the .lecture</b>
<b>Twenty eight</b>	2 th	The student should be familiar with writing a speech in classical Arabic, free of linguistic, grammatical, and spelling errors	Examples of administrative correspondence	attend a Lecture	<b>Daily evaluation note .answer</b> <b>Answering questions during the .lecture</b>
<b>Twenty nine</b>	2 th	Practical application to an official book	Samples of books	attend a Lecture	<b>Daily evaluation note .answer</b> <b>Answering questions during the .lecture</b>
<b>Thirty</b>	2 th	Practical application of what was mentioned	Examples of official books	attend a Lecture	<b>Daily evaluation note .answer</b> <b>Answering questions during the .lecture</b>

## 11. COURSE EVALUATION

10marks for attendance, daily preparation, and daily exams

20marks for the first semester exam

20marks for the second semester exam

50marks for the final exam

## 12. Learning and teaching resources

Required textbooks (methodology, if any)	Ministry of Higher Education curriculum General Arabic language for universities and technical institutes Prepared by Dr. Safaa Kazem / Dr. Luma Muhammad
Main references (sources)	Alfiyya Ibn Malik Applied grammar / Dr. Khaled Abdel Aziz Meanings of grammar / Dr. Fadel Al-Samarrai

Recommended supporting books and references (scientific journals, reports....)	Dawaa Magazine, Journal of the College of Education for Human Sciences, University of Babylon, Iraqi Scientific Academy
Electronic references, Internet sites	Al-Fasih Forum Archive

## Course Description Form

<b>1. Course name</b>	
<b>Management of Investment</b>	
<b>2. Course Code</b>	
<b>3. Semester / Year</b>	
second stage Year: First and Second semester	
<b>4. Description Preparation Date:</b>	
2024/12/1	
<b>5. Available Attendance Forms</b>	
Classrooms for theory and in the form of groups in the class	
<b>6. Number of Credit Hours (Total) / Number of Units (Total)</b>	
<b>4*30= 120 Hours / 8*30 = 240 Units</b>	
<b>7. Course administrator's name (mention all, if more than one name)</b>	
Name: Mahmoud Fadel Marza	Email:mahmood.hamza@atu.edu.iq
<b>8. Course Objectives</b>	
- <b>Providing the student with information about securities (types - trading) and financial markets</b>	
<b>9. Teaching and Learning Strategy</b>	
<b>(Lecture, methodological training, summer training)</b>	

10.Course structure					
Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	Week
Oral evaluation	lecture	:Investment concepts Investment. Speculation. The return. Risk. Financial investment. Real investment	:Investment concepts Investment. Speculation. The return. Risk. Financial investment. Real investment	3+1	2+1
Oral evaluation	lecture	Types of investment, common stocks, calculating return, calculating risk, calculating output	Types of investment, common stocks, calculating return, calculating risk, calculating output	3+1	5+4+3
Oral evaluation	lecture	Preference shares. The nature of preferred shares	Preference shares. The nature of preferred shares	3+1	6
Oral evaluation	lecture	Government bonds, non- government bonds, calculating fixed interest, calculating results until maturity	Government bonds, non- government bonds, calculating fixed interest, calculating results until maturity	3+1	9+8+7
Oral evaluation	lecture	Investment portfolio	Investment portfolio	3+1	11+10
Oral evaluation	lecture	Investment portfolio management	Investment portfolio management	3+1	12+13
Oral evaluation	lecture	Investment analysis	Investment analysis	3+1	15+14
Oral evaluation	lecture	Investment decisions and investment policies	Investment decisions and investment policies	3+1	16+17
Oral evaluation	lecture	Financial markets, their nature and importance	Financial markets, their nature and importance	3+1	+19+18 20
Oral evaluation	lecture	Iraq Stock Exchange	Iraq Stock Exchange	3+1	22+21
Oral evaluation	lecture	New issues primary market and secondary market	New issues primary market and secondary market	3+1	24+23
Oral	lecture	Brokers and agents,	Brokers and agents,	3+1	26+25

evaluation		comparison between investor and broker, comparison between investor and agent	comparison between investor and broker, comparison between investor and agent		
Oral evaluation	lecture	Transfer and settlement procedures, cash and account operations, brokers' commission, transfer fees, transfer fees, contract fees, transferred and .registered papers	Transfer and settlement procedures, cash and account operations, brokers' commission, transfer fees, transfer fees, contract fees, transferred and registered .papers	3+1	28+27
Oral evaluation	lecture	Investment companies	Investment companies	3+1	30+29

<b>11 Course Evaluation</b>	
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	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

### Course Description Form

1. Course name
Personal insurance
2. Course Code
3. Semester / Year
second stage Year: First and Second semester
4. Description Preparation Date:
2024/12/1

5. Available Attendance Forms

Classrooms for theory and in the form of groups in the class

6. Number of Credit Hours (Total) / Number of Units (Total)

3\*30 = 90 Hours / 6\*30 = 180 Units

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

Name: Ghadeer Hamed Shaker

Email: ghadeer.abdalsadehatu.edu.iq

8. Course Objectives

- The student is able to understand and apply insurance rules and foundations in professional work
- Acquires the necessary knowledge related to life insurance and personal accidents
- Selects and uses documents that serve the facility's employees in obtaining insurance coverage

9. Teaching and Learning Strategy

(Lecture, laboratory, methodological training, summer training)

10. Course structure

Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	Week
Oral evaluation	lecture	The concept of life insurance / basic principles in life insurance - characteristics of life insurance and its difference from general insurance	The concept of life insurance / basic principles in life insurance - characteristics of life insurance and its difference from general insurance	2+1	2+1
Oral evaluation	lecture	The economic and legal foundations of life insurance - the benefits of life insurance The life insurance contract (its	The economic and legal foundations of life insurance - the benefits of life insurance The life insurance contract (its parts, elements,	2+1	4+3

		parts, elements, elements)	elements)		
Oral evaluation	lecture	Characteristics of the life insurance contract / obligations of the contract parties - risk in life insurance (its nature, estimation)	Characteristics of the life insurance contract / obligations of the contract parties - risk in life insurance (its nature, estimation)	2+1	6+5
Oral evaluation	lecture	Sources of information necessary to estimate the risk Hazard classification/methods for evaluating unusual risk Types of life insurance contracts/individual insurance	Sources of information necessary to estimate the risk Hazard classification/methods for evaluating unusual risk Types of life insurance contracts/individual insurance	2+1	8+7
Oral evaluation	lecture	Insurance in the event of death (temporary, lifelong) Periodic payroll insurance / mixed insurance	Insurance in the event of death (temporary, lifelong) Periodic payroll insurance / mixed insurance	2+1	10+9
Oral evaluation	lecture	Group life insurance Popular life insurance	Group life insurance Popular life insurance	2+1	12+11
Oral evaluation	lecture	Additional benefits (double compensation benefit / personal accident benefit) Waiving installments/periodic family income/the benefit of participating in the lottery	Additional benefits (double compensation benefit / personal accident benefit) Waiving installments/periodic family income/the benefit of participating in the lottery	2+1	14+13
Oral evaluation	lecture	Technical aspects of life insurance (mortality tables, types), investment/interest/expenses	Technical aspects of life insurance (mortality tables, types), investment/interest/expense	2+1	16+15
Oral	lecture	Account reserve	Account reserve	2+1	18+17

evaluation		Document service (document cancellation/document reduction)	Document service (document cancellation/document reduction)		
Oral evaluation	lecture	Reviving a canceled document/borrowing on the document Life insurance procedures (insurance application form)	Reviving a canceled document/borrowing on the document Life insurance procedures (insurance application form)	2+1	20+19
Oral evaluation	lecture	Medical examination form / insurance form without medical examination - private medical examination form	Medical examination form / insurance form without medical examination - private medical examination form	2+1	22+21
Oral evaluation	lecture	Life insurance policy (its sections/general conditions) Personal accident insurance (its concept / historical overview / accident and its elements)	Life insurance policy (its sections/general conditions) Personal accident insurance (its concept / historical overview / accident and its elements)	2+1	23+24
Oral evaluation	lecture	Personal accident insurance policy (cover/exclusions/conditions) Schedule of benefits/medical expenses/insurance application form	Personal accident insurance policy (cover/exclusions/conditions) Schedule of benefits/medical expenses/insurance application form	2+1	25+26
Oral evaluation	lecture	Fundamentals of pricing/moral hazard Types of rolling covers/other types of insurance policies	Fundamentals of pricing/moral hazard Types of rolling covers/other types of insurance policies	2+1	27+28
Oral evaluation	lecture	Group insurance against personal accidents Compensation in personal accident	Group insurance against personal accidents Compensation in personal accident insurance		30+29

		<b>insurance</b> <b>Compensation</b> <b>procedures/bases for</b> <b>estimating</b> <b>compensation</b> <b>Extinguished statute of</b> <b>limitations / non-claim</b> <b>tolerance / payment of</b> <b>compensation /</b> <b>settlement without</b> <b>obligation</b>	<b>Compensation</b> <b>procedures/bases for</b> <b>estimating compensation</b> <b>Extinguished statute of</b> <b>limitations / non-claim</b> <b>tolerance / payment of</b> <b>compensation / settlement</b> <b>without obligation</b>		
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<b>11 Course Evaluation</b>	
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	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

### **Course Description Form**

<b>1. Course name</b>
<b>Bank credit</b>
<b>2. Course Code</b>
<b>3. Semester / Year</b>
second stage Year: First and Second semester
<b>4. Description Preparation Date:</b>
2024/12/1
<b>5. Available Attendance Forms</b>

Classrooms for theory and in the form of groups in the class

6. Number of Credit Hours (Total) / Number of Units (Total)

4\*30 = 120 Hours / 8\*30 = 240 Units

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

Name: Alia Kazem Eyal

Email: [inm.aly1@atu.edu.iq](mailto:inm.aly1@atu.edu.iq)

8. Course Objectives

- Enabling the student to understand the processes of creating bank credit
- Enabling the student to understand the role of bank credit in supporting the national economy and meeting individuals' loan needs

9. Teaching and Learning Strategy

(Lecture, laboratory, methodological training, summer training)

#### 10. Course structure

Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	Week
Oral evaluation	lecture	The concept of bank credit and the national economy / The impact of the concept of financial and economic commission on bank credit	The concept of bank credit and the national economy / The impact of the concept of financial and economic commission on bank credit	3+1	+3+2+1 4
Oral evaluation	lecture	Bank credit creation/factors determining banks' ability to create credit	Bank credit creation/factors determining banks' ability to create credit	3+1	6+5
Oral evaluation	lecture	Types of bank credit	Types of bank credit	3+1	8+7
Oral evaluation	lecture	Credit policy	Credit policy	3+1	10+9

Oral evaluation	lecture	Regulation and supervision of bank credit	Regulation and supervision of bank credit	3+1	+12+11 13
Oral evaluation	lecture	Credit risk	Credit risk	3+1	15+14
Oral evaluation	lecture	Banking Inquiry/Inquiry Jobs/Credit Researcher/Information Sources	Banking Inquiry/Inquiry Jobs/Credit Researcher/Information Sources	3+1	+17+16 18
Oral evaluation	lecture	Credit documentation / reasons for documentation / types of documentation	Credit documentation / reasons for documentation / types of documentation	3+1	20+19
Oral evaluation	lecture	Credit granting criteria	Credit granting criteria	3+1	22+21
Oral evaluation	lecture	Bank analysis (qualitative and technical) of bank credit	Bank analysis (qualitative and technical) of bank credit	3+1	24+23
Oral evaluation	lecture	Financial analysis and bank credit	Financial analysis and bank credit	3+1	26+25
Oral evaluation	lecture	Collection management	Collection management	3+1	28+27
Oral evaluation	lecture	Collection procedures	Collection procedures	3+1	30+29

<b>11 Course Evaluation</b>	
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	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

### Course Description Form

<b>1. Course Name</b>
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<b>Specialized Accounting</b>	
<b>2. Course Code</b>	
<b>3. Semester/Year</b>	
Second Year	
<b>4. Date of preparation of this description</b>	
2024/4/1	
<b>5. Available forms of attendance</b>	
Attendance as a section	
<b>6. Number of study hours (total) / Number of units (total)</b>	
(300=30*10) / (150=30*5)	
<b>7. Name of the course supervisor (if more than one name is mentioned)</b>	
Ayat Naji Mahdi	<a href="mailto:Ayat.alwan@atu.edu.iq">Ayat.alwan@atu.edu.iq</a>
<b>1. Course Objectives</b>	
- Providing the student with information on accounting treatments for banking and financial operations and how to deal with financial activities, expenses and insurance companies in accounting terms	
<b>2. Teaching and learning strategy</b>	
(lecture, laboratory, systematic training, summer training)	

Course structure					
Weeks	Hours	Learning outcome requires	Units name/subject	Learning theory	Evaluations theory
+3+2+1	1 theory	Learn about the unified accounting system and all banking operations	- Review the foundations of the unified accounting system for banks	Lecture	Oral exam

4	4 practical				
+7+6+5 8	1 theory 4 practical	Learn about accounting treatments for types of bank accounts	- Accounting records used in banks with a model for clarification	Lecture	Oral exam
+10+9 11	1 theory 4 practical	Learn about discounting commercial papers and other papers	- Banking operations include:	Lecture	Short exam
+13+12 14	1 theory 4 practical	Learn about documentary credits and their treatments	1. Accounting treatment of the operations of the Fund Secretariat Division by presenting the problems that the Fund Secretariat is exposed to	Lecture	Short exam
+16+15 17	1 theory 4 practical	Learn about letters of guarantee and their treatments	- Preparing local cash by the Central Bank to the Fund Secretariat and Treasury Division (the strong room) in the General Administration to equip the branches with their cash needs	Lecture	Short exam
+19+18 21+20	1 theory 4 practical	Learn about how to prepare final accounts and all their details	- Accounts that are opened with accounting treatment under the following cases:	Lecture	Short exam
+23+22 25+24	1 theory 4 practical	Learn about accounting procedures for insurance operations	Cash in the Fund (181)	Lecture	Short exam
27+26	1 theory 4 practical	Learn about accounting procedures for fire insurance operations and others	Cash at local banks (183)	Lecture	Short exam
+29+28 30	1 theory 4 practical	Learn about procedures for final accounts of insurance companies	Reciprocal debit accounts (163)	Lecture	Short exam

#### 11 Course Evaluation

The grade is distributed as follows (First semester exam 20 points / Second semester exam 20 points / Daily evaluation 10 points including "scientific reports, scientific interaction, actual attendance, oral exam, short test" / Final exam 50 points Total 100 points

#### 2- Main references (sources)

1. Al-Qaban, Thaer and Faiza Ibrahim/  
Specialized Accounting Systems

2. Al-Sabti, Fouad Abdul Amir and Majeed  
Salman Al-Sharaa/ Banking Accounting

## Course Description Form

1. Course name

Banking services marketing

2. Course Code

3. Semester / Year

second stage Year: First and Second semester

4. Description Preparation Date:

2024/12/1

5. Available Attendance Forms

Classrooms for theory and in the form of groups in the class

6. Number of Credit Hours (Total) / Number of Units (Total

3\*30 = 90 Hours / 6\*30 = 180 Units

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

Name: Karim Najm Obaid

Email: [kareem.abaid@atu.edu.iq](mailto:kareem.abaid@atu.edu.iq)

8. Course Objectives

-Providing the student with basic information about banking and insurance services

-Introducing the student to the method of promoting, pricing, and distributing financial services in the concerned institution

Enabling the student to know scientific methods for dealing with customers

9. Teaching and Learning Strategy

(Lecture, methodological training, summer training)

10. Course structure

Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	Week
Oral evaluation	Lecture	What is marketing, development, concept - what is financial services, the difference between marketing services and marketing products	What is marketing, development, concept - what is financial services, the difference between marketing services and marketing products	2+1	2+1
Oral evaluation	lecture	Financial services The importance of marketing financial services Marketing objectives, financial services	Financial services The importance of marketing financial services Marketing objectives, financial services	2+1	3
Oral evaluation	Lecture	Marketing mix for financial services Marketing mechanism, micro and macro	Marketing mix for financial services Marketing mechanism, micro and macro	2+1	4
Oral evaluation	Lecture	The reflection of the characteristics of the financial service on the behavior of the buyer Factors affecting buyer behavior for financial services	The reflection of the characteristics of the financial service on the behavior of the buyer Factors affecting buyer behavior for financial services	2+1	5
Oral evaluation	Lecture	Market segmentation The principles adopted in dividing financial service clients	Market segmentation The principles adopted in dividing financial service clients	2+1	6
Oral evaluation	Lecture	Consumer market choice Determine the position of the service in the target market sector	Consumer market choice Determine the position of the service in the target market sector	2+1	7
Oral evaluation	Lecture	Financial product and service Financial product concept Types of alternative financial products	Financial product and service Financial product concept Types of alternative financial products Factors affecting the adoption of a new financial	2+1	9+8

		Factors affecting the adoption of a new financial product Financial product life cycle	product Financial product life cycle		
Oral evaluation	Lecture	Development of new financial services	Development of new financial services	2+1	10
Oral evaluation	lecture	Pricing of financial services Pricing concept for financial services Price and non-price competition for financial services Pricing objectives for financial services	Pricing of financial services Pricing concept for financial services Price and non-price competition for financial services Pricing objectives for financial services	2+1	+12+11 13
Oral evaluation	Lecture	Pricing methods	Pricing methods	2+1	14
Oral evaluation	Lecture	Distribution of financial services The concept of financial services distribution Distribution channels Factors affecting the testing of distribution outlets	Distribution of financial services The concept of financial services distribution Distribution channels Factors affecting the testing of distribution outlets	2+1	+16+15 17
Oral evaluation	Lecture	Promoting financial services Promotion concept Promotional mix for financial services	Promoting financial services Promotion concept Promotional mix for financial services	2+1	19+18
Oral evaluation	Lecture	Factors affecting the promotion of financial services	Factors affecting the promotion of financial services	2+1	21+20
Oral evaluation	Lecture	Customer relationship management in the field of services The development of the concept of customer relationship management	Customer relationship management in the field of services The development of the concept of customer relationship management	2+1	22

Oral evaluation	Lecture	Requirements for applying the customer relationship concept	Requirements for applying the customer relationship concept	2+1	23
Oral evaluation	Lecture	Customer life cycle	Customer life cycle	2+1	25+24
Oral evaluation	Lecture	Analysis of clients' investment portfolio	Analysis of clients' investment portfolio	2+1	+27+26 28
Oral evaluation	Lecture	Customer portfolio analysis models	Customer portfolio analysis models	2+1	30+29

<b>11 Course Evaluation</b>	
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	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

## Course Description Form

<b>1. Course name</b>
financial mathematics
<b>2. Course Code</b>
<b>3. Semester / Year</b>
second stage Year: First and Second semester
<b>4. Description Preparation Date:</b>
2024/12/1
<b>5. Available Attendance Forms</b>
Classrooms for theory and in the form of groups in the class

6. Number of Credit Hours (Total) / Number of Units (Total)

3\*30 = 90 Hours / 6\*30 = 180 Units

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

Name: Fateman Hakeem Sachet

Email: [fatima.sachit.ims05@atu.edu.iq](mailto:fatima.sachit.ims05@atu.edu.iq)

8. Course Objectives

- Introducing the student to the different ways of applying financial mathematics in banking

9. Teaching and Learning Strategy

(Lecture, laboratory, methodological training, summer training)

#### 10. Course structure

Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	Week
Oral evaluation	Lecture	The concept of financial mathematics and its relationship to banking - the concept of interest - forms of interest - simple interest	The concept of financial mathematics and its relationship to banking - the concept of interest - forms of interest - simple interest	2+1	2+1
Oral evaluation	Lecture	The concept of commercial interest and correct interest - the difference between interest	The concept of commercial interest and correct interest - the difference between interest	2+1	4+3
Oral evaluation	Lecture	The relationship between commercial interest and correct interest - Al-Nimr's method of calculating interest	The relationship between commercial interest and correct interest - Al-Nimr's method of calculating interest	2+1	6+5
Oral	Lecture	Equal periodic payments	Equal periodic payments	2+1	8+7

evaluation		bearing simple interest - Total regular equal periodic payments bearing simple interest - Total equal periodic payments bearing simple interest	bearing simple interest - Total regular equal periodic payments bearing simple interest - Total equal periodic payments bearing simple interest		
Oral evaluation	lecture	Adjusting the consumption of short- term loans with simple interest - discounting debts with simple interest (commercial discount)	Adjusting the consumption of short-term loans with simple interest - discounting debts with simple interest (commercial discount)	2+1	+10+9 12+11
Oral evaluation	Lecture	The real discount and its concept - the difference between the commercial discount and the real discount	The real discount and its concept - the difference between the commercial discount and the real discount	2+1	14+13
Oral evaluation	Lecture	Compound interest is its concept and the difference between it and simple interest - the nominal and real interest rates	Compound interest is its concept and the difference between it and simple interest - the nominal and real interest rates	2+1	16+15
Oral evaluation	Lecture	A total amount with compound interest - its concept and calculation - extracting a total amount with compound interest using the mixed method (compound + simple)	A total amount with compound interest - its concept and calculation - extracting a total amount with compound interest using the mixed method (compound + simple)	2+1	18+17
Oral evaluation	Lecture	Extracting a total amount with compound interest using the proportional method - Extracting a total amount with compound interest using the short- term method	Extracting a total amount with compound interest using the proportional method - Extracting a total amount with compound interest using the short-term method	2+1	20+19

Oral evaluation	Lecture	Extracting a total amount with compound interest using a proportional method if the interest rate is unknown - Total confirmed regular payments with compound interest	Extracting a total amount with compound interest using a proportional method if the interest rate is unknown - Total confirmed regular payments with compound interest	2+1	22+21
Oral evaluation	lecture	Extracting the total of confirmed regular payments with compound interest - Extracting the total of confirmed instant payments with compound interest	Extracting the total of confirmed regular payments with compound interest - Extracting the total of confirmed instant payments with compound interest	2+1	24+23
Oral evaluation	Lecture	The present value of an amount bearing compound interest - its concept and methods of calculation - extracting the present value of an amount bearing compound interest	The present value of an amount bearing compound interest - its concept and methods of calculation - extracting the present value of an amount bearing compound interest	2+1	26+25
Oral evaluation	Lecture	Extracting the current value of an amount with compound interest using the proportional method - Extracting the current value of an amount with compound interest using the short-term method	Extracting the current value of an amount with compound interest using the proportional method - Extracting the current value of an amount with compound interest using the short-term method	2+1	28+27
Oral evaluation	Lecture	The present value of regular and immediate confirmed payments - the present value of deferred payments	The present value of regular and immediate confirmed payments - the present value of deferred payments	2+1	30+29

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

## Course Description Form

<b>1. Course name</b>	
English language	
<b>2. Course Code</b>	
<b>3. Semester / Year</b>	
second stage Year: First and Second semester, academic year 2023-2024	
<b>4. Description Preparation Date:</b>	
2024/4/1	
<b>5. Available Attendance Forms</b>	
Classrooms for theory and in the form of groups in the class	
<b>6. Number of Credit Hours (Total) / Number of Units (Total)</b>	
( 60=30* 2 ) / ( 30=30*1)	
<b>7. Course administrator's name (mention all, if more than one name)</b>	
Name: Ahmed Mashaan Fleifl Ferooz	Email: :ahmed.mashaan.ism@atu.edu.iq
<b>8. Course Objectives</b>	

- General goal:  
Introducing the student to English language and how to use the language in daily life.
- Special goal:  
Enabling the student to know there are four skills of English language :writing ,speaking, reading and listening then how use them.

### 9.Strategy

Using Whiteboard and sharing to deliver the material , practical practice using data show and free discussion.

### 10.Course structure.

Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hou rs	Week
Oral exam during the lecture and at the end of the lecture	Theoretical lecture And the practical aspect in the class.	Tenses . Questions .	The student should be able to recognize and know kinds of Tenses .and how do Questions.	1	first
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class.	Using a bilingual dictionary. Social expression.	The student should be able to translate by using : a bilingual dictionary and know how express Social expression.	1	The second
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class.	Present tenses • have/have got •	The student should be able to know Present tenses then how recognize three verbs have/have got.	1	The third
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class.	Collocation – daily life • Making conversation	The student must be able to do Collocation – daily life • Making conversation	1	fourth
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent	Theoretical lecture And the practical aspect in the class.	Past tenses •	The student should be able to understand Past tenses	1	Fifth

lecture					
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class.	Word formation • Time expressions	The student should be able to know and use Word formation • Time expressions.	1	sixth
	Theoretical lecture And the practical aspect in the class.	• much/many • some/any • A few, a little, a lot of •	The student should be able to understand much/many • some/any. A few, a little, a lot of	1	seventh
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class	Articles • Shopping • Prices	The student should be able to list Articles • Shopping and use Prices	1	eighth
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class.	Verb patterns • Future forms •	The student must be able to recognize Verb patterns • Future forms	1	ninth
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class.	Hot verbs • How do you feel.	The student should be able to know Hot verbs and how use the question How do you feel.	1	tenth
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class	What... like? • Comparatives and superlatives •	The student should be able to understand What... like? • Comparatives and superlatives.	1	eleventh
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class	Synonyms and antonyms • Directions	The student should be able to know Synonyms and antonyms the how use the Directions	1	twelveth
An oral test during the lecture and the end of the lecture	Theoretical lecture And the	Present Perfect • for, since •	The student should be able to know Present Perfect • for, since	1	thirteenth

and a written test at the beginning of the subsequent lecture	practical aspect in the class				
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class	Adverbs, word pairs • Short answers	The student should be able to recognize Adverbs, word pairs and how use Short answers	1	fourteenth
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class.	have (got) to • should/must •	The student should be able to know have (got) to and use the two model verbs should/must •	1	fifteenth
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class	Words that go together • At the doctor's	The student should be able to understand Words that go together and how you be At the doctor's	1	sixteen
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class.	Time clauses • if •	The student should be able to understand Time clauses • if •	1	seventeenth
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class.	Hot verbs • In a hotel	The student should be able to recognize how use Hot verbs and what express In a hotel.	1	eighteen
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class.	Verb patterns - manage to, used to •	The student should be able to understand Verb patterns and know how use manage to, used to •	1	nineteenth
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class.	-ed/-ing adjectives • Exclamations	The student should be able to understand ed/-ing adjectives and how use Exclamations.	1	Twenty

An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class.	Passives •	The student should be able to understand and use Passives.	1	twenty one
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class.	Verbs and nouns that go together • Notices	The student should be able to Verbs and nouns that go together Notices	1	twenty tow
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class.	Second conditional • might • Phrasal verbs • Social expressions 2	The student should be able to understand and recognize Second conditional • might.	1	twenty third
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class.	Phrasal verbs • Social expressions 2	. The student should be able to understand and know Phrasal verbs and how use Social expressions.	1	twenty fourth
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class.	Present Perfect Continuous • Word formation • Adverbs • Telephoning	The student should be able to understand Present Perfect Continuous	1	twenty fifth
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class	Word formation • Adverbs • Telephoning	The student should be able to know Word formation then Adverbs and how use Telephoning	1	twenty sixth
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class.	Past Perfect • Saying goodbye	The student should be able to understand future plans.	1	twenty seventh
An oral test during the lecture and the end of the lecture and a written test at the beginning of	Theoretical lecture And the practical aspect in	Reported statements	The student should be able to remember the most Vocabulary revision which was taken.	1	twenty eighth

the subsequent lecture	the class.				
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class.	Saying goodbye	The student should be able to say the greeting	1	twenty ninth
An oral test during the lecture and the end of the lecture and a written test at the beginning of the subsequent lecture	Theoretical lecture And the practical aspect in the class	Revision	The student should be able to remember the Grammar revision which was taken.	1	thirty

### 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

Main references (sources)

New Headway Pre-Intermediate

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

Only book

## 1. COURSE NAME

Computer Application / Second Stage

## 2. Course Code

## 3. Academic System (semester/year)

Annual

## 4. Course Description Preparation Date

20/2/2025

## 5. Available Attendance Forms

Attendance in the classroom and laboratory

## 6. Total Number of Study Hours

1 \* 30 = 30 hour

## Number of Units Total

30 \* 2 = 90 unit

## 7. Name of the Course Administrator (if more than one name is mentioned)

Lecture. Abeer Khadem Alyoui

Inm.ako@atu.edu.iq

## 8. Course Objectives (subject objectives)

- Use a computer for basic tasks.
- Identify and discuss the hardware components of a computer system.
- Create documents using a word processor and create presentations.

- Conduct research on the Internet.
- Introduction to artificial intelligence.

### 9. Teaching and learning strategies

Lectures are delivered using whiteboards (regular or smart), computers, presentation software such as PowerPoint.

### 10. Course structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	1 <sup>th+pr</sup>	The student should be able to know security and networks.	Security and Networking: What is a network? Types of networks. Basic network components.	presence in laboratory	Daily oral and written assessments
2	1 <sup>th+pr</sup>	The student should be able to know security and networks.	Security and Networking (Cont.): Basic network components.	presence in laboratory	Daily oral and written assessments
3	1 <sup>th+pr</sup>	The student should be able to know security and networks.	Security and Networking (Cont.): Network Security Basics. Understanding network threats. Network Troubleshooting.	presence in laboratory	Daily oral and written assessments
4	1 <sup>th+pr</sup>	The student should be able to know security and networks.	Security and Networking (Cont.): Introduction to Network Troubleshooting, Common Network Issues and Symptoms, Network Troubleshooting Tools and Utilities.	presence in laboratory	Daily oral and written assessments
5	1 <sup>th+pr</sup>	The student should be able to know security and networks.	Security and Networking (Cont.): Using Command-Line Tools for Diagnostics, Identifying and Resolving Connectivity Issues, Diagnosing Network Performance Problems.	presence in laboratory	Daily oral and written assessments
6	1 <sup>th+pr</sup>	The student should be able to know e-commerce.	E-Commerce: Concepts of Electronic banking services this include online banking: ATM and debit card services.	presence in laboratory	Daily oral and written assessments
7	1 <sup>th+pr</sup>	The student should be able to know e-commerce.	E-Commerce (Cont.): Phone banking, SMS banking, electronic alert, Mobile banking.	presence in laboratory	Daily oral and written assessments
8	1 <sup>th+pr</sup>	The student should be able to know computer troubleshooting.	Computer Troubleshooting: Introduction to Computer Troubleshooting, Common Hardware Issues and Solutions, Diagnosing Software Problems.	presence in laboratory	Daily oral and written assessments
9	1 <sup>th+pr</sup>	The student should be able to know computer	Computer Troubleshooting (Cont.): Hardware	presence in laboratory	Daily oral and written

		troubleshooting.	Components: Diagnosis and Repair, Using Safe Mode for Troubleshooting.		assessments
10	1 <sup>th</sup> +pr	The student should be able to know computer troubleshooting.	Computer Troubleshooting (Cont.): Troubleshooting Operating System Issues, Identifying and Resolving Blue Screen Errors, Dealing with Slow Computer Performance.	presence in laboratory	Daily oral and written assessments
11	1 <sup>th</sup> +pr	The student should be able to know artificial intelligence.	Computer Troubleshooting (Cont.): Virus and Malware Removal Techniques, Updating Drivers and Software.	presence in laboratory	Daily oral and written assessments
12	1 <sup>th</sup> +pr	The student should be able to know artificial intelligence.	Introduction to AI: Definition of AI, History of AI, AI Techniques and Approaches.	presence in laboratory	Daily oral and written assessments
13	1 <sup>th</sup> +pr	The student should be able to know the role of artificial intelligence in modern smartphones.	Introduction to AI(Cont.): Key Characteristics of AI, Benefits of AI, Challenges and Ethical considerations.	presence in laboratory	Daily oral and written assessments
14	1 <sup>th</sup> +pr	The student should be able to know the role of artificial intelligence in modern smartphones.	Introduction to AI (Cont.): Challenges and Limitations of AI, The Role of Data in AI Systems.	presence in laboratory	Daily oral and written assessments
15	1 <sup>th</sup> +pr	The student should be able to know the role of artificial intelligence in modern smartphones.	Introduction to AI (Cont.): AI Tools and Frameworks.	presence in laboratory	Daily oral and written assessments
16	1 <sup>th</sup> +pr	The student should be able to know the applications and tools of artificial intelligence.	The Role of AI in Modern Smartphones: AI-Driven Mobile Technologies, Virtual Assistants (Siri, Google Assistant, Alexa).	presence in laboratory	Daily oral and written assessments
17	1 <sup>th</sup> +pr	The student should be able to know the applications and tools of artificial intelligence.	The Role of AI in Modern Smartphones (Cont.): Adaptive Learning, Real-Time Translation Services.	presence in laboratory	Daily oral and written assessments
18	1 <sup>th</sup> +pr	The student should be able to know the applications and tools of artificial intelligence.	The Role of AI in Modern Smartphones (Cont.): The Future of AI in Smartphone Technology, Challenges of Implementing AI in Mobile Devices.	presence in laboratory	Daily oral and written assessments
19	1 <sup>th</sup> +pr	The student should be able to know the applications and tools of artificial intelligence.	Applications and Tools of AI: Overview of AI Applications in Various Industries, Education and Healthcare.	presence in laboratory	Daily oral and written assessments
20	1 <sup>th</sup> +pr	The student should be able to know the applications and tools of artificial intelligence.	Applications and Tools of AI (Cont.): Transportation and Advertising.	presence in laboratory	Daily oral and written assessments

21	1 <sup>th</sup> +pr	The student should be able to know the applications and tools of artificial intelligence.	Applications and Tools of AI (Cont.): Finance, Robotics and Automation Technologies.	presence in laboratory	Daily oral and written assessments
22	1 <sup>th</sup> +pr	The student should be able to know the applications and tools of artificial intelligence.	Applications and Tools of AI (Cont.): AI in Marketing: Targeting and Personalization.	presence in laboratory	Daily oral and written assessments
23	1 <sup>th</sup> +pr	The student should be able to know the artificial intelligence and society.	Applications and Tools of AI (Cont.): AI in Image and Video Analysis, Smart Cities.	presence in laboratory	Daily oral and written assessments
24	1 <sup>th</sup> +pr	The student should be able to know the ethical challenges in artificial intelligence.	Applications and Tools of AI (Cont.): Future Trends in AI Applications and Tools.	presence in laboratory	Daily oral and written assessments
25	1 <sup>th</sup> +pr	The student should be able to know the future of artificial intelligence.	AI and Society: Introduction to AI and Its Societal Impact, The Role of AI in Enhancing Public Safety.	presence in laboratory	Daily oral and written assessments
26	1 <sup>th</sup> +pr	The student should be able to know security and networks.	AI and Society (Cont.): Cultural Perspectives on AI Adoption, AI and Governance: Policy Implications.	presence in laboratory	Daily oral and written assessments
27	1 <sup>th</sup> +pr	The student should be able to know security and networks.	Ethical Challenges in AI: Introduction to Ethics in AI, Transparency and Explainability of AI Systems, Privacy Concerns in AI Data Usage.	presence in laboratory	Daily oral and written assessments
28	1 <sup>th</sup> +pr	The student should be able to know security and networks.	Ethical Challenges in AI (Cont.): The Ethical Implications of Autonomous Systems, Ethics in AI-Driven Marketing and Advertising	presence in laboratory	Daily oral and written assessments
29	1 <sup>th</sup> +pr	The student should be able to know security and networks.	Ethical Challenges in AI (Cont.): Ethical Considerations in Education, Human Rights and AI Implementation	presence in laboratory	Daily oral and written assessments
30	1 <sup>th</sup> +pr	The student should be able to know security and networks.	The Future of AI: Future trends in AI, recent research and emerging technologies.	presence in laboratory	Daily oral and written assessments

### 11. Course Evaluation

10 mark for attendance, daily preparation and daily exams, 40 mark for the first and second semester exams, 50 mark for the final exam.

### 12. Learning and teaching resources

Required textbooks:

- Graham Brown, David Watson, "Cambridge IGCSE Information and Communication Technology", 3rd Edition (2020).
- Alan Evans, Kendall Martin, Mary Anne Poatsy, "Technology In Action Complete", 16th Edition (2020).

	<ul style="list-style-type: none"> <li>• Ahmed Banafa, "Introduction to Artificial Intelligence (AI)", 1st Edition (2024).</li> <li>• Microsoft Office 2019 Step by Step 1st Edition by Curtis Frye &amp; Joan Lambert.</li> <li>• Dr. Adel Abdel Nour, "Introduction to the World of Artificial Intelligence" 2005.</li> <li>• Al-Khader Ali Al-Khader, "Computer Basics" 2016.</li> </ul>
Main references (sources):	
Supporting books and references:	
Electronic references, Internet sites:	

### Course Description Form

<b>1. Course name</b>
Financial Legislation
<b>2. Course code</b>
<b>3. Chapter/Year</b>
Second year
<b>4. Date of preparation of this description</b>
2024/1/12
<b>5. Available attendance forms</b>
department My presence as a
<b>6. number Watches total ) Academic) / number Units( total)</b>
(120=30*4) / (60=30*2)
<b>7. name responsible The decision Academic)) if more from name It is mentioned(</b>

Name: M.M. Haider Jawad Kazim

[Hayder.mukhit@atu.edu.iq](mailto:Hayder.mukhit@atu.edu.iq)

#### 8. Course objectives

- Teaching the student the most important laws related to banks
- Learn about banking control methods
- Learn about money laundering and how to eliminate it
- Get to know the Iraq Stock Exchange

#### 9. Teaching and learning strategies

(Lecture, laboratory, methodological training, summer training)

#### 10. Course structure

The week	Watches	Required learning outcomes	Unit name/topic	Teaching method	Evaluation method
1	s2	Getting to know the introduction to legislation	the Introduction to nature of legislation, regulations and instructions	Theoretical and practical	Oral evaluation
2	s2	Learn how to do banking	-Banking Management Rules for Practicing -Banking Activity General Banking Principles	Theoretical and practical	Oral evaluation
3	s2	Learn about banking supervision	-Banking Supervision Financial Services Tribunal	Theoretical and practical	Short exam
4	s2	Learn about the general rules governing banks	General provisions of -the Banking Law General principles of Granting - banking work licenses to establish	Theoretical and practical	Short exam

			banks		
6+5	s2	Learn about the general provisions of the Central Bank Law	General provisions of -the Central Bank Law Objectives of the Powers -Central Bank and functions of the -ank Central B Confidentiality and exchange of Central Bank information	<b>Theoretical and practical</b>	<b>Short exam</b>
7	s2	Learn about banking activities	-Banking activities -Prohibited activities Precautionary Banking -requirements secrecy	<b>Theoretical and practical</b>	<b>rt examSho</b>
8	s2	Learn about control and inspection	Supervision and -Inspection Administrative Penalties Illegal Banking -	<b>Theoretical and practical</b>	<b>Short exam</b>
6	s2	Learn about guardianship and bank liquidation	-Guardianship -Liquidation of banks -y liquidation Voluntar -Forced liquidation Judicial custody of banks	<b>Theoretical and practical</b>	<b>Short exam</b>
11+10	s2	Learn about the general provisions of the Commercial Code	General provisions of - the Commercial Law -Commercial papers Commercial transfer	<b>etical Theor and practical</b>	<b>Short exam</b>
12	s2	Recognize endorsement	Endorsement	<b>Theoretical and practical</b>	<b>Short exam</b>
13	s2	Recognize the equivalent of fulfillment	In exchange for acceptance-fulfillment	<b>Theoretical and practical</b>	<b>Short exam</b>
14	s2	warranty Get to know the	- Entitlement-Warranty Fulfillment	<b>Theoretical and practical</b>	<b>Short exam</b>

15	s2	Identifying money laundering activities	-Intervention-Back -Images-Copy Critics-Distortion	<b>Theoretical and practical</b>	<b>Short exam</b>
17+16	s2	Recognize the promissory bill of exchange	Promissory note bill of check-exchange	<b>Theoretical and practical</b>	<b>Short exam</b>
18	s2	Learn about common rules in commercial papers	Common provisions in commercial papers	<b>Theoretical and practical</b>	<b>Short exam</b>
19	s2	Learn about the general provisions of the Securities and Exchange Commission Act	- Stock Market Law Objectives of the Stock Transactions in -Market the Stock Market	<b>Theoretical and practical</b>	<b>Short exam</b>
20	s2	Get to know the broker	-Broker Terms -Broker Broker Duties and Powers	<b>Theoretical and practical</b>	<b>Short exam</b>
21	s2	Learn about market management	-Market Management -Market Finance Market Operations, Supervision and Control	<b>Theoretical and practical</b>	<b>Short exam</b>
22	s2	Learn about disciplinary procedures in the market	Market Disciplinary Arbitration -es Procedur	<b>Theoretical and practical</b>	<b>Short exam</b>
23	s2	Learn about the types of insurance	General provisions in -insurance legislation -concept of insurance types of insurance	<b>Theoretical and practical</b>	<b>Short exam</b>
24	s2	Learn about insurance practice	Insurance business Obligations of -practice Obligations of -insurers foreign insurers	<b>Theoretical and practical</b>	<b>Short exam</b>
25	s2	Learn about the supervision	- Supervision of Insurers	<b>tical Theore</b>	<b>Short exam</b>

		of believers	Ownership and Liquidation of Insurance Disputes	and practical	
30-26	s2	Understanding Criminal Liability in the Penal Code	Criminal Liability in the Penal Code and Laws Related to Financial Transactions	Theoretical and practical	Short exam

<b>Course Evaluation 11</b>	
uted as follows (First semester exam 20 points / Second semester exam The grade is distrib points / Daily assessment 10 points including "scientific reports, scientific interaction, 20 actual attendance, oral exam, short test" / Final exam 50 points Total 100 points	
<b>ng and Learning ResourcesTeachi 12</b>	
(Main references (sources -2	Vocabulary approved by the university sector committee
) Recommended books and references -A ( Reports .scientific journals	
Electronic references, Internet sites -B	

### Course Description Form

1. Course Name:
Crimes of the defunct Baath Party
2. Course Code:
3. Semester / Year:
First and second semester / second year
4. Description Preparation Date:
1/12/2024
5. Available Attendance Forms:
Attend a lecture

6. Number of Credit Hours (Total) / Number of Units (Total):

1 hr / 2 units

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

Name: Haider Jawad Kazem                      Email: hayder@atu.edu.iq

8. Course Objectives

**Course Objectives**     Studying the Crimes of the defunct Baath Party

9. Teaching and Learning Strategies

<b>Strategy</b>	<ol style="list-style-type: none"> <li>1. Identify the political regimes that ruled Iraq during the past ten decades</li> <li>2. Identify and understand the deviant ideas adopted by the Baath in state administration</li> <li>3. That the student will be able to identify the repressive policies followed by the Baathist regime</li> <li>4. The student should understand the impact of the deviant behaviors of the Baath Party on the social life of individuals</li> <li>5. To learn about the crimes committed by the Baath during its time in power</li> </ol>
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10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	1	Identify A brief overview of the political systems in Iraq (1921-2003) “The monarchy, the Republican era (1958-1968), the Republican era (Baathist 1968-2003)	A brief overview of the political systems in Iraq (1921-2003) “The monarchy, the Republican era (1958-1968), the Republican era (Baathist 1968-2003)	lecture	Written tests Quarterly exams final exams Daily evaluation
2	1	A brief overview of the political systems in Iraq (1921-2003) “The monarchy, the Republican era (1958-1968), the Republican era (Baathist 1968-2003)	A brief overview of the political systems in Iraq (1921-2003) “The monarchy, the Republican era (1958-1968), the Republican era (Baathist 1968-2003)	lecture	Written tests Quarterly exams final exams Daily evaluation
3	1	The Baathist regime’s violations of public rights and freedoms “violation of intellectual rights and public	The Baathist regime’s violations of public rights and freedoms “violation of intellectual rights and public freedoms,	lecture	Written tests Quarterly exams final exams Daily evaluation

		freedoms, violation of intellectual rights, violation of public freedoms, violation of the right to party pluralism.”	violation of intellectual rights, violation of public freedoms, violation of the right to party pluralism.”		
<b>4</b>	<b>1</b>	Identify The Baathist regime’s violations of public rights and freedoms “violation of intellectual rights and public freedoms, violation of intellectual rights, violation of public freedoms, violation of the right to party pluralism.”	The Baathist regime’s violations of public rights and freedoms “violation of intellectual rights and public freedoms, violation of intellectual rights, violation of public freedoms, violation of the right to party pluralism.”	lecture	Written tests Quarterly exams final exams Daily evaluation
<b>5</b>	<b>1</b>	Identify The Baathist regime’s violations of public rights and freedoms “violation of intellectual rights and public freedoms, violation of intellectual rights, violation of public freedoms, violation of the right to party pluralism.”	The Baathist regime’s violations of public rights and freedoms “violation of intellectual rights and public freedoms, violation of intellectual rights, violation of public freedoms, violation of the right to party pluralism.”	lecture	Written tests Quarterly exams final exams Daily evaluation
<b>6</b>	<b>1</b>	Violations of social, political and cultural rights, violation of freedom of opinion, revocation of citizenship, other social rights, violation of cultural rights and freedoms, violation of international law, the first and second Gulf wars, the international blockade on Iraq due to the invasion of Kuwait.	Violations of social, political and cultural rights, violation of freedom of opinion, revocation of citizenship, other social rights, violation of cultural rights and freedoms, violation of international law, the first and second Gulf wars, the international blockade on Iraq due to the invasion of Kuwait.	lecture	Written tests Quarterly exams final exams Daily evaluation
<b>7</b>	<b>1</b>	Identify Violations of social, political and cultural rights, violation of freedom of opinion,	Violations of social, political and cultural rights, violation of freedom of opinion, revocation of	lecture	Written tests Quarterly exams final exams Daily evaluation

		<p>revocation of citizenship, other social rights, violation of cultural rights and freedoms, violation of international law, the first and second Gulf wars, the international blockade on Iraq due to the invasion of Kuwait.</p>	<p>citizenship, other social rights, violation of cultural rights and freedoms, violation of international law, the first and second Gulf wars, the international blockade on Iraq due to the invasion of Kuwait.</p>		
<b>8</b>	<b>1</b>	<p>Identify Violations of social, political and cultural rights, violation of freedom of opinion, revocation of citizenship, other social rights, violation of cultural rights and freedoms, violation of international law, the first and second Gulf wars, the international blockade on Iraq due to the invasion of Kuwait.</p>	<p>Violations of social, political and cultural rights, violation of freedom of opinion, revocation of citizenship, other social rights, violation of cultural rights and freedoms, violation of international law, the first and second Gulf wars, the international blockade on Iraq due to the invasion of Kuwait.</p>	lecture	<p>Written tests Quarterly exams final exams Daily evaluation</p>
<b>9</b>	<b>1</b>	<p>Identify The impact of the Baathist regime's behavior on society and its control over the state: random arrests, torture of prisoners, and executions, arbitrary arrest of suspects and torture of prisoners, execution of soldiers and civilians.</p>	<p>The impact of the Baathist regime's behavior on society and its control over the state: random arrests, torture of prisoners, and executions, arbitrary arrest of suspects and torture of prisoners, execution of soldiers and civilians. ‘</p>	lecture	<p>Written tests Quarterly exams final exams Daily evaluation</p>
<b>10</b>	<b>1</b>	<p>Identify The impact of the Baathist regime's behavior on society and its control over the state: random arrests, torture of prisoners, and executions, arbitrary</p>	<p>‘ The impact of the Baathist regime's behavior on society and its control over the state: random arrests, torture of prisoners, and executions, arbitrary arrest of suspects and torture of prisoners,</p>	lecture	<p>Written tests Quarterly exams final exams Daily evaluation</p>

		arrest of suspects and torture of prisoners, execution of soldiers and civilians.	execution of soldiers and civilians.		
<b>11</b>	<b>1</b>	Limiting the three powers in the hands of the Baathist regime: separation of powers, ruling powers under the system (executive, legislative and judicial), partisan requirements for limiting power, tyranny in corrupting morals and fighting scholars.	Limiting the three powers in the hands of the Baathist regime: separation of powers, ruling powers under the system (executive, legislative and judicial), partisan requirements for limiting power, tyranny in corrupting morals and fighting scholars.	lecture	Written tests Quarterly exams final exams Daily evaluation
<b>12</b>	<b>1</b>	Limiting the three powers in the hands of the Baathist regime: separation of powers, ruling powers under the system (executive, legislative and judicial), partisan requirements for limiting power, tyranny in corrupting morals and fighting scholars.	Limiting the three powers in the hands of the Baathist regime: separation of powers, ruling powers under the system (executive, legislative and judicial), partisan requirements for limiting power, tyranny in corrupting morals and fighting scholars.	lecture	Written tests Quarterly exams final exams Daily evaluation
<b>13</b>	<b>1</b>	The impact of the transitional period in combating authoritarian politics: The concept of transitional justice and the mechanisms for achieving it. "The concept of transitional justice and its advantages, the goals of transitional justice."	The impact of the transitional period in combating authoritarian politics: The concept of transitional justice and the mechanisms for achieving it. "The concept of transitional justice and its advantages, the goals of transitional justice."	lecture	Written tests Quarterly exams final exams Daily evaluation
<b>14</b>	<b>1</b>	The impact of the transitional period in combating	The impact of the transitional period in combating authoritarian	lecture	Written tests Quarterly exams final exams

		authoritarian politics: The concept of transitional justice and the mechanisms for achieving it. “The concept of transitional justice and its advantages, the goals of transitional justice.”	politics: The concept of transitional justice and the mechanisms for achieving it. “The concept of transitional justice and its advantages, the goals of transitional justice.”		Daily evaluation
<b>15</b>	<b>1</b>	The psychological field: The psychological and social mechanisms used by the previous regime: the phenomenon of scarcity and scarcity, the phenomenon of distraction, the mechanism of terror and intimidation, the mechanism of psychological pressure and punishment, ethnic cleansing, scientific and cultural impoverishment.	The psychological field: The psychological and social mechanisms used by the previous regime: the phenomenon of scarcity and scarcity, the phenomenon of distraction, the mechanism of terror and intimidation, the mechanism of psychological pressure and punishment, ethnic cleansing, scientific and cultural impoverishment.	lecture	Written tests Quarterly exams final exams Daily evaluation
<b>16</b>	<b>1</b>	Identify The psychological field: The psychological and social mechanisms used by the previous regime: the phenomenon of scarcity and scarcity, the phenomenon of distraction, the mechanism of terror and intimidation, the mechanism of psychological pressure and punishment, ethnic cleansing, scientific and cultural impoverishment.	The psychological field: The psychological and social mechanisms used by the previous regime: the phenomenon of scarcity and scarcity, the phenomenon of distraction, the mechanism of terror and intimidation, the mechanism of psychological pressure and punishment, ethnic cleansing, scientific and cultural impoverishment.	lecture	Written tests Quarterly exams final exams Daily evaluation
<b>17</b>	<b>1</b>	The psychological field: The psychological and	The psychological field: The psychological and	lecture	Written tests Quarterly exams final exams

		social mechanisms used by the previous regime: the phenomenon of scarcity and scarcity, the phenomenon of distraction, the mechanism of terror and intimidation, the mechanism of psychological pressure and punishment, ethnic cleansing, scientific and cultural impoverishment.	social mechanisms used by the previous regime: the phenomenon of scarcity and scarcity, the phenomenon of distraction, the mechanism of terror and intimidation, the mechanism of psychological pressure and punishment, ethnic cleansing, scientific and cultural impoverishment.		Daily evaluation
<b>18</b>	<b>1</b>	Family rule and the reduction of the nation to the personality of the ruler, the dialectic of the ruler and the citizen between hypocrisy and injustice and the promotion of a culture	Family rule and the reduction of the nation to the personality of the ruler, the dialectic of the ruler and the citizen between hypocrisy and injustice and the promotion of a culture	lecture	Written tests Quarterly exams final exams Daily evaluation
<b>19</b>	<b>1</b>	Family rule and the reduction of the nation to the personality of the ruler, the dialectic of the ruler and the citizen between hypocrisy and injustice and the promotion of a culture	Family rule and the reduction of the nation to the personality of the ruler, the dialectic of the ruler and the citizen between hypocrisy and injustice and the promotion of a culture	lecture	Written tests Quarterly exams final exams Daily evaluation
<b>20</b>	<b>1</b>	Religion and the State: Crimes of preventing the dissemination of religious teachings and confiscating science and knowledge. Crimes of preventing the dissemination of religious teachings and confiscating science and knowledge. Crimes of killing scholars	Religion and the State: Crimes of preventing the dissemination of religious teachings and confiscating science and knowledge. Crimes of preventing the dissemination of religious teachings and confiscating science and knowledge. Crimes of killing scholars and religious youth and banning religious parties. Religious	lecture	Written tests Quarterly exams final exams Daily evaluation

		and religious youth and banning religious parties. Religious authority and the religious seminary. Banning parties in general and religious parties in particular.	authority and the religious seminary. Banning parties in general and religious parties in particular.		
<b>21</b>	<b>1</b>	Religion and the State: Crimes of preventing the dissemination of religious teachings and confiscating science and knowledge. Crimes of preventing the dissemination of religious teachings and confiscating science and knowledge. Crimes of killing scholars and religious youth and banning religious parties. Religious authority and the religious seminary. Banning parties in general and religious parties in particular.	Religion and the State: Crimes of preventing the dissemination of religious teachings and confiscating science and knowledge. Crimes of preventing the dissemination of religious teachings and confiscating science and knowledge. Crimes of killing scholars and religious youth and banning religious parties. Religious authority and the religious seminary. Banning parties in general and religious parties in particular.	lecture	Written tests Quarterly exams final exams Daily evaluation
<b>22</b>	<b>1</b>	Religion and the State: Crimes of preventing the dissemination of religious teachings and confiscating science and knowledge. Crimes of preventing the dissemination of religious teachings and confiscating science and knowledge. Crimes of killing scholars and religious youth and banning religious parties. Religious authority and the religious seminary. Banning	Religion and the State: Crimes of preventing the dissemination of religious teachings and confiscating science and knowledge. Crimes of preventing the dissemination of religious teachings and confiscating science and knowledge. Crimes of killing scholars and religious youth and banning religious parties. Religious authority and the religious seminary. Banning parties in general and religious parties in particular.	lecture	Written tests Quarterly exams final exams Daily evaluation

		parties in general and religious parties in particular.			
23	1	Culture, media, and the militarization of society: the militarization of the educational institution, the militarization of media discourse, the militarization of literature and art.	Culture, media, and the militarization of society: the militarization of the educational institution, the militarization of media discourse, the militarization of literature and art.	lecture	Written tests Quarterly exams final exams Daily evaluation
24	1	Culture, media, and the militarization of society: the militarization of the educational institution, the militarization of media discourse, the militarization of literature and art.	Culture, media, and the militarization of society: the militarization of the educational institution, the militarization of media discourse, the militarization of literature and art.	lecture	Written tests Quarterly exams final exams Daily evaluation
25	1	The impact of oppression and wars on the environment and the population: the use of internationally prohibited weapons and environmental pollution” Halabja - Basra	The impact of oppression and wars on the environment and the population: the use of internationally prohibited weapons and environmental pollution” Halabja - Basra	lecture	Written tests Quarterly exams final exams Daily evaluation
26	1	Scorched Earth Policy: The Battle of the Jassim River and its effects on the environment, burning oil wells, minefields and war remnants, bombing Iraqi cities.	Scorched Earth Policy: The Battle of the Jassim River and its effects on the environment, burning oil wells, minefields and war remnants, bombing Iraqi cities.	lecture	Written tests Quarterly exams final exams Daily evaluation
27	1	Drying the marshes and straw migration: concept and importance, the role of the former regime in drying the marshes, the effects of drying the marshes,	Drying the marshes and straw migration: concept and importance, the role of the former regime in drying the marshes, the effects of drying the marshes,	lecture	Written tests Quarterly exams final exams Daily evaluation
28	1	Destruction of the agricultural and animal environment	Destruction of the agricultural and animal environment and	lecture	Written tests Quarterly exams final exams

		and radioactive contamination: Dujail, bulldozing palm groves, Basra,	radioactive contamination: Dujail, bulldozing palm groves, Basra,		Daily evaluation
29	1	Destruction of the agricultural and animal environment and radioactive contamination: Dujail, bulldozing palm groves, Basra,	Destruction of the agricultural and animal environment and radioactive contamination: Dujail, bulldozing palm groves, Basra,	lecture	Written tests Quarterly exams final exams Daily evaluation
30	1	Mass graves and bombing of places of worship	Mass graves and bombing of places of worship	lecture	Written tests Quarterly exams final exams Daily evaluation

### 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)	Human rights book
Main references (sources)	Human rights book
Recommended books and references (scientific journals, reports...)	A collection of books in the field of Human rights book
Electronic References, Websites	Check out websites in this field

## Course description form (second stage)

1. NAME OF THE COURSE
Arabic language subject
2. Course code
3. Semester/year
Annual – monthly
The date this description was prepared
2024/10/1
5. Available forms of attendance
My presence inside the classroom
6. (Number of study hours (total)/number of units (total
30*4
7. (Name of the course administrator (if more than one name is mentioned
Name: Asst.L.: Hadeel Yas Abdul Hamza Mohsen Email: <a href="mailto:hadeel.alhmza.ims07@atu.edu.iq">hadeel.alhmza.ims07@atu.edu.iq</a>

8. Course objectives

<b>Objectives of the study material</b>	<p><b>General objective: It aims to provide the student .with the rules of grammar and morphology</b></p> <p><b>Specific goal: To provide the student with the ability to ....control Arabic words rrectly and learn about the beauties of the Arabic language...</b></p>
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9. Teaching and learning strategies

**Strategy**

ecture using the whiteboard, display screen, and various sources

10. Course structure

week	Hours	Required learning outcomes	Name of the unit or topic	Learnin g method	Evaluation method
<b>First</b>	<b>2 th</b>	For the student to become familiar with the Qur’anic expression	Quranic Expression	<b>attend a Lecture</b>	<b>Daily evaluation note answer Answering questions during the .lecture</b>
<b>second</b>	2 th	For the student to recognize Quranic expression and distinguish grammatical structures	Quranic expression grammatically in terms of sentence and text structure	attend a Lecture	<b>Daily evaluation .note answer Answering questions during the .lecture</b>
<b>third</b>	2 th	For the student to recognize Quranic expression and distinguish grammatical structures	Quranic expression rhetorically in terms of artistic effect	attend a Lecture	<b>Daily evaluation .note answer Answering questions during the .lecture</b>

<b>Fourth</b>	2 th	For the student to become familiar with free poetry and know the pioneer of this poetry	Poet Badr Shakir al-Sayyab	attend a Lecture	<b>Daily evaluation</b> <b>.note answer</b> <b>Answering questions during the .lecture</b>
<b>fifth</b>	2 th	Analysis of Ahmed Matar's poetry	Poet Ahmad Matar	attend a Lecture	<b>Daily evaluation</b> <b>.note answer</b> <b>Answering questions during the .lecture</b>
<b>sixth</b>	2 th	Analysis of Ahmed Matar's poetry Learn about the importance of the dhaad, how the dhaad language was linked to the Arabic language, and why it was given this name	The letters Dad and Dhad	attend a Lecture	<b>Daily evaluation</b> <b>.note answer</b> <b>Answering questions during the .lecture</b>
<b>Seventh</b>	2 th	Differentiating between the hamza and its types: hamzat al-qat` and hamzat al-wasl	Writing the Hamza	attend a Lecture	<b>Daily evaluation</b> <b>.note answer</b> <b>Answering questions during the .lecture</b>
<b>Eighth</b>	2 th	Definition of punctuation marks and what is the benefit of writing these marks in administrative speech or official books	Punctuation marks	attend a Lecture	<b>Daily evaluation</b> <b>.note answer</b> <b>Answering questions during the .lecture</b>
<b>Ninth</b>	2 th	Recognizing Fatha, Kasra, and Damma	Original case markers	attend a Lecture	<b>Daily evaluation</b> <b>.note answer</b> <b>Answering questions during the .lecture</b>

<b>Tenth</b>	2 th	Recognizing Fatha, Kasra, and Damma	Secondary case markers	attend a Lecture	<b>Daily evaluation</b> <b>.note answer</b> <b>Answering questions during the .lecture</b>
<b>eleventh</b>	2 th	Explaining the objects and distinguishing between each type according to its uses, such as the object, the direct object, the absolute object, and the direct object.	The patterns	attend a Lecture	<b>Daily evaluation</b> <b>.note answer</b> <b>Answering questions during the .lecture</b>
<b>Twelfth</b>	2 th	Explaining the objects and distinguishing between each type according to its uses, such as the direct object, the direct object, the absolute object, and the direct object.	The patterns	attend a Lecture	<b>Daily evaluation</b> <b>.note answer</b> <b>Answering questions during the .lecture</b>
<b>Thirteenth</b>	2 th	Make the student possess the ability to distinguish between when a number differs from its number in the singular and in the dual	Numbers	attend a Lecture	<b>Daily evaluation</b> <b>.note answer</b> <b>Answering questions during the .lecture</b>
<b>Fourteenth</b>	2 th	Make the student possess the ability to distinguish between when a number differs from its number in the singular and in the dual	Numbers	attend a Lecture	<b>Daily evaluation</b> <b>.note answer</b> <b>Answering questions during the .lecture</b>
<b>Fifteenth</b>	2 th	Practical application in how to formulate a speech free of common linguistic errors	Common linguistic applications	attend a Lecture	<b>Daily evaluation</b> <b>.note answer</b> <b>Answering questions during the .lecture</b>

<b>sixteenth</b>	2 Th	To distinguish between the Khan rings and the methods of employing them	Kan and its sisters	attend a Lecture	<b>Daily evaluation</b> <b>.note answer</b> <b>Answering questions during the .lecture</b>
<b>Seventeenth</b>	2 th	To recognize nominal sentences	The subject and the predicate	attend a Lecture	<b>Daily evaluation</b> <b>.note answer</b> <b>Answering questions during the .lecture</b>
<b>Eighteenth</b>	2 th	The ability to differentiate when to write tanween and when to write nun	and tanween ∪ The letter	attend a Lecture	<b>Daily evaluation</b> <b>.note answer</b> <b>Answering questions during the .lecture</b>
<b>Nineteenth</b>	2 th	The ability to differentiate when to write tanween and when to write nun	and tanween ∪ The letter	attend a Lecture	<b>Daily evaluation</b> <b>.note answer</b> <b>Answering questions during the .lecture</b>
<b>Twenty</b>	2 th	Recognizing the prepositions: from, on, to, in, etc. and the meaning of each letter and its uses	Meanings of prepositions	attend a Lecture	<b>Daily evaluation</b> <b>.note answer</b> <b>Answering questions during the .lecture</b>
<b>Twenty one</b>	2 th	<b>To recognize the " and ∪ student on " its two forms.</b>	INNA and its sisters	attend a Lecture	<b>Daily evaluation</b> <b>.note answer</b> <b>Answering questions during the .lecture</b>
<b>Twenty two</b>	2 th	To recognize the five verbs.	The five verbs	attend a Lecture	<b>Daily evaluation</b> <b>.note answer</b> <b>Answering questions</b>

					<b>during the .lecture</b>
<b>Twenty three</b>	2 th	To recognize the formal aspects of the letter and to consider the sequence of margins, topics, writing the body, greeting, number, date, and the logo of the institution and the university.	The formal aspects of administrative discourse	attend a Lecture	<b>Daily evaluation .note answer Answering questions during the .lecture</b>
<b>Twenty four</b>	2 th	To recognize the formal aspects of the letter and to consider the sequence of margins, topics, writing the body, greeting, number, date, and the logo of the institution and the university.	The formal aspects of administrative discourse	attend a Lecture	<b>Daily evaluation .note answer Answering questions during the .lecture</b>
<b>Twenty five</b>	2 th	To recognize how to write a letter in Modern Standard Arabic free of linguistic, grammatical, and spelling errors.	The language of administrative discourse	attend a Lecture	<b>Daily evaluation .note answer Answering questions during the .lecture</b>
<b>Twenty six</b>	2 th	The student should learn to write a letter in Modern Standard Arabic free of linguistic, grammatical, and spelling errors.	The language of administrative discourse	attend a Lecture	<b>Daily evaluation .note answer Answering questions during the .lecture</b>
<b>Twenty seven</b>	2 th	What is the subject and what is the predicate?	The subject and the predicate	attend a Lecture	<b>Daily evaluation .note answer Answering questions during the .lecture</b>
<b>Twenty eight</b>	2 th	The student should learn to write a letter in Modern Standard Arabic free of linguistic, grammatical,	Examples of administrative correspondence	attend a Lecture	<b>Daily evaluation .note answer Answering questions</b>

		and spelling errors.			<b>during the .lecture</b>
<b>Twenty nine</b>	2 th		The noun and the verb and the distinction between them	attend a Lecture	<b>Daily evaluation .note answer Answering questions during the .lecture</b>
<b>Thirty</b>	2 th	Practical application of what has been mentioned.	- Examples of official letters	attend a Lecture	<b>Daily evaluation .note answer Answering questions during the .lecture</b>

## 11. COURSE EVALUATION

10 marks for attendance, daily preparation, and daily exams

20 marks for the first semester exam

20 marks for the second semester exam

50 marks for the final exam

## 12. Learning and teaching resources

Required textbooks (methodology, if any)	Ministry of Higher Education curriculum General Arabic language for universities and technical institutes Prepared by Dr. Safaa Kazem / Dr. Luma Muhammad
Main references (sources)	Alfiyya Ibn Malik Applied grammar / Dr. Khaled Abdel Aziz Meanings of grammar / Dr. Fadel Al-Samarrai
Recommended supporting books and references (scientific journals, reports....)	awaa Magazine, Journal of the College of Education for Human Sciences, University of Babylon, Iraqi Scientific Academy
Electronic references, Internet sites	Al-Fasih Forum Archive

