

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



Academic Program and Course Description Guide

2024

Introduction:

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

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

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

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

Concepts and terminology:

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

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

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

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

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

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

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

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

Academic Program Description Form

University Name: Al-Furat Al-Awsat Technical University

Faculty/InstituteAdministrative Technical College / Kufa

Scientific Department: Department of Business Administration Technologies

Academic or Professional Program Name Bachelor's degree in Business
Administration Technology

Final Certificate Name: Bachelor of Business Administration Technology

Academic System: The first, second and third stages (courses) The fourth stage
(annual)

Description Preparation Date:

File Completion Date:

Signature:

Head of Department Name:

Date:

Signature:

Scientific Associate Name:

Date:

The file is checked by:

Department of Quality Assurance and University Performance

Director of the Quality Assurance and University Performance Department:

Date:

Signature:

1. Program Vision

The Department of Business Administration Technologies aspires to be a pioneering scientific edifice at the university in the field of achieving excellence in education and scientific and academic research. To embody this vision, the department seeks to explore areas of scientific and cognitive development for administrative sciences and to keep them in line with international educational standards to ensure quality and a high academic level, as well as to encourage creative scientific research and the pursuit of To provide its requirements, to supply all the needs of society with highly qualified graduates with high capabilities to work and excel in various fields of management.

2. Program Mission

The mission of the Department of Business Administration is to provide a distinguished educational, intellectual and research environment suitable for a promising future for the management profession in Iraq by effectively contributing to the preparation of qualified graduates who have the professional and academic knowledge, capabilities and skills necessary to practice the management profession in a professional and ethical manner, capable of competing in the local and foreign labor market. In addition to encouraging scientific research through a high-quality program in accordance with international best practices that contribute to activating community partnerships..

3. Program Objectives

1- Providing an educational program in the field of management at a high level of quality and constantly developing it in line with technical developments and advanced educational systems in accordance with international education

standards and global developments.

2. Qualifying graduates with a high degree of knowledge and necessary skills in the field of management who are able to bear responsibility for the burdens of the profession in various business sectors based on the needs of society.

3. Creating a scientific, research and intellectual atmosphere in the department by encouraging research, studies, scientific sessions, graduation projects and their discussions.

4. Developing graduates' behavioural, cognitive and interactive skills to enable them to master communication skills with the business community.

5. Developing the level of teaching performance and skills in line with the vision and mission of the department through the optimal selection and training courses for teaching staff inside and outside the country.

6. Contributing to the development of the management profession in Iraq through cooperation with professional and governmental bodies interested in regulating the profession's practices.

7. Develop and enhance the student's scientific and cognitive abilities with regard to business administration sciences and in solving problems through planning, organizing, directing, controlling, evaluating, and how to set goals.

8. Improving the student's administrative skills to keep pace with modern developments, information technology, the digital economy, and project management.

9. Helping the student in a scientific manner in managing systems and decisions related to his specialty or that enable him to succeed in facing work problems.

4. Program Accreditation

Does the program have program accreditation? And from which agency? NO

5. Other external influences

Is there a sponsor for the program? NO

6. Program Structure

Program Structure	Number of Courses	Credit hours	Percentage	Reviews*
Institution Requirements	2	4		
College Requirements	4	24		
Department Requirements	30	112		
Summer Training	2	0		
Other				

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

7. Program Description

Year/Level	Course Code	Course Name	Credit Hours	
			theoretical	practical
First / Course 1		Principles of business administration/1	2	
First / Course 1		Financial Accounting/1	1	
First / Course 1		English language/1	2	
First / Course 1		Statistics for Business Administration/1	2	
First / Course 1		Computer basics/1	1	
First / Course 1		Mathematics for Business Administration	2	
First / Course 1		1	2	
First / cos 2		Human rights and democracy	2	
First / cos 2		Principles of business administration/2	1	
First / cos 2		Financial Accounting/2	2	
First / cos 2		Administrative readings	2	

First / cos 2	Applied statistics/2	1	
First / Course 2	computer applications	2	
Second / Course 1	Mathematics for Business	2	
Second / Course 1	Administration/2	1	
Second / Course 1	Operations Management/1	2	
Second / Course 1	resources management	1	
Second / Course 1	Human Resource Management	2	
Second / Course 1	Economy		
Second / Course 1	Marketing Management	1	
Second / Course 1	Systematic training	2	
Second / Course 2	Computer applications (WORD)	2	
Second / Course 2	Operations research/1	1	
Second / Course 2	Operations management/2	1	
Second / Course 2	Supply management	1	
Second / Course 2	Intellectual capital management	1	
Second / Course 2	Intermediate Accounting	1	
Second / Course 2	Market research	2	
Second / Course 2	Computer applications (Excel	2	
Third / Course 1	Operations research/2	2	
Third / Course 1	English language/2	2	
Third / Course 1	Financial Management/1	2	
Third / Course 1	Organization management	2	
Third / Course 1	International management	2	
Third / Course 1	Project evaluation	1	
Third / Course 1	Cost accounting/1	2	
Third / Course 2	Ready applications/1	2	
Third / Course 2	English	2	
Third / Course 2	Financial management/2	2	
Third / Course 2	Organizational behavior	2	
Third / Course 2	Administrative information system	2	
Third / Course 2	knowledge management	1	
Third / Course 2	Cost accounting/2	1	
Third / Course 2	Economic feasibility study		
The fourth annual	Ready applications / 2	4	
Quarterly annually	Systematic training	4	
The fourth annual	Quality management and control	5	
The fourth annual	Bank management	3	

The fourth annual		Strategic management		
The fourth annual		Risk management		
The fourth annual		research project		
The fourth annual		Project evaluation		
The fourth annual		Managerial Accounting		
		computer applications		
		English		

8. Expected learning outcomes of the program

Knowledge

Training staff in various state institutions on approved techniques in planning, organization, direction and control.	Qualifying staff capable of applying administrative knowledge
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Skills

Working in all administrative units, divisions and departments	Qualifying staff capable of organizing administrative transactions and orders in accordance with approved instructions, whether in public, private or governmental sector units.
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Ethics

Working as an administrative employee in the government sector as well as the private sector	Qualifying staff capable of improving modern and advanced methods in management techniques
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9. Teaching and Learning Strategies

1. Lectures
2. Asking questions and opening the door to discussion.
3. Computer-supported teaching and presenting the topic with a data show.
4. Assigning the student to some scientific research and reports.

10. Evaluation methods

Daily and written exams, quarterly and monthly exams, class participation, reports,

additional activities such as making posters or giving a lecture by the student.

11. Faculty

Faculty Members

Academic Rank	Specialization		Special Requirements/Skills (if applicable)		Number of the teaching staff	
	General	Special			Staff	Lecturer
Dr.. Amer Abdel Karim Al-Dahbawi	business management					
Dr.. Majid Jabbar Ghazai Al-Fatlawi	business management					
Dr.. Dargham Ali Muslim Al-Ameedi	business management					
Dr.. Durgham Hassan Abdali	business management					
Dr.. Haider Nasser Al-Muezzin	business management					
Dr.. Zaid Mutaib Al-Abbasi	business management					
Dr.. Mayada Hayawi Mahdi	business management					
Dr.. Amira Hataf Haddawi	business management					
Dr.. Baqir Khudair Abdel Abbas	business management					
Dr.. Nawras Ahmed Kazem	Public law					
Dr.. Degla Jassim Mohammed	business management					
. Jassim Ali Hussein	business management					
Hassan Fadel Saleh	business					
Kazem Thaer Younis	business					

Bashar Abdul Hussein Hassan	management					
Ali Hamza Hassan	business management					
Hani Abdel Rasoul Muhammad	Economy					
Hoda Falah Jawad						
Zahraa Muhammad Hussein						
Religions Najm Abdullah						
Maryam Fayeq Abdullah						
Karim Abdel Karim Al-Dahbawi						
Ghufran Muhammad Aziz						
Akram Jafat						

Professional Development

Mentoring new faculty members

Introducing them to teaching methods courses and entering the classroom with the subject teacher for actual learning and observation, in addition to involving them in specialized courses and workshops such as how to deal with students, approved teaching methods, and how to formulate examination questions.

Professional development of faculty members

Involving the teaching staff in specialized courses and workshops, such as how to deal with students, approved teaching methods, and how to develop and formulate exam questions, as well as making room for them to complete their graduate studies.

12. Acceptance Criterion

The student must be a graduate of preparatory studies for the literary, scientific, commercial and vocational branches, supported by certification from the General Directorate of Education.

It is not accepted centrally in any other institute or college.

Successful in the medical examination.

He is dedicated to studying, and it is not permissible to combine work and study (for morning study).

In the second grade, 20% of the top students in specialized institutes are accepted.

13. The most important sources of information about the program

Student guide, graduates working in the labor market, website.

14. Program Development Plan

Follow up on updating curricula related to administrative work according to the requirements of the labor market.

Preparing a mechanism to support researchers in the department and motivate them financially and financially.

Developing systems for teaching, testing, and evaluating students according to learning outcomes.

Adopting a specific mechanism to study the proposals submitted by students to benefit from them in the work sector.

Establishing cooperation mechanisms with reputable international colleges in the field of specialization.

Agreement with private sector organizations to attract and employ the largest number of graduates of the department.

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				Required program Learning outcomes											
Year/Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Ethics			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
The first		Arabic language	Basic	*					*				*		

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

Course Description Form

1. Course Name:

Arabic language

2. Course Code:

3. Semester / Year:

The first

4. Description Preparation Date:

2/3/2024

5. Available Attendance Forms:

Lectures

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

22 Hours/2 Units

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

Name: M. M. Adian Najem Abdullah

Email: adian.abdullah@atu.edu.iq

8. Course Objectives

Course Objectives

Providing and introducing the student to scientific and practical concepts and fields:

- Acquiring different knowledge about the foundations and methods of writing
- Introducing the student to the importance of the Arabic language and knowledge

9. Teaching and Learning Strategies

Strategy

- 1- The direct method is through lectures.
- 2- The subjective method is through preparing research papers and discussing

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2		Medium and extreme ham	Lectures	<ul style="list-style-type: none"> • Asking intellectual questions during lecture. • Taking an exam My editorial day At the end of the lecture
2	2		Writing the dā' and ḍā'	Discussions	
3	2		Noun phrase	Brainstorming	
4	2		Modal verbs		
5	2		The characters are already suspicious		
6	2		The subject and the deputy subject		
7	2		Prepositions		
8	2		Parsing signs		
9	2		Parsing the present tense verb		
10	2		Accusative nouns		
11	2		Analysis of a Qur'anic text		
12	2		A poetic text from Islamic literature and its analysis		
13	2		A poetic text from contemporary and modern literature and its analysis		
14	2		Writing the number C1		
15	2		Writing the number C2		

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11. Course Evaluation

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

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)

Main references (sources)

Summary in the Arabic language, Dr. Afrah Al-Fadhili, 2018

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

Electronic References, Websites

Course description

Financial Accounting /1

The first course for the year 2023–2024

Start Date:

09/03/2024

Form:

Weekly/mandatory

Hours (Total) / Number of Units (Total)

3 hours (1 theoretical and 2 practical) / 3 units

Lecturer's name (mention all, if more than one name)

Name: Assistant Lecturer Laith Malik Radhi

Email: laith@atu.edu.iq

- The student becomes familiar with the basic concepts of public

accounting

- The student learns the basic principles of recording financial transactions
- Identify the accounting cycle.
- Providing the student with basic experience in data entry and preparing financial statements.
- Distinguishing between evaluation methods for some items and disclosing them.

g Strategies

- Interactive lecture
- Dialogue and discussion
- Brainstorming
- Problem Solving
- Simulations and scientific presentations
- Practical application
- self-education
- Cooperative education
- Exchange experiences among colleagues

22. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation
1	3	concepts, the Accounting development of accounting, the importance of accounting relationship to other and its sciences, the relationship of accounting to business management, the relationship of accounting to economics, accounting the relationship of to law.	Accounting concepts and their relationship to other sciences	<ul style="list-style-type: none"> • Discussion and dialogue through explaining the material theoretically and practically • Various examples on the topic, theoretically and practically • Brainstorming. • Simulations and 	<ul style="list-style-type: none"> • Discussion • Short exams • Application • Duties • Practical practice
2	3	Accounting, Branches accounting theory, accounting system for information users of information Accounting	of Branches accounting		
3	3	Accounting, profession organizing accounting functions/accounting records	Accounting functions and accounting records		

4	3	Accounting, unit self- Unit entity, single entry, double entry	Accounting entries	scientific presentations • Practical application.
5	3	As a basis for the budget double-entry theory	entry Double theory	
6	3	Finance of capital - Processes capital formation, capital the reduction, capital increase money	capital	
7	3	for personal Processes withdrawals - cash withdrawals, goods withdrawals. Withdrawals Other assets	Personal withdrawals	
8	3	Revenue and Expenses capital banks - purchasing fixed assets, selling and assets Fixed, replacing financial operations for the goods	and Revenue capital expenditures	
9	3	Purchase returns Purchases and withdrawals, purchase expenses	Purchases, their returns and allowances	
10	3	sales Sales returns and the withdrawals	returns Sales, and allowances	
11	3	Accounting for Processing discounts (trade discount, cash discount, quantity discount)	Discount	
12	3	Reviewing totals and Balance balances, final accounts	Balance Trial	
3&14	6	Trading, profits and account losses	profit Trading, and loss account	
15	3	to spend And Refusal collecting check amounts	Checks	

of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, and

ng resources

1- Lieutenant of Accounting Principles

ence (scientific journals, reports...)	<ol style="list-style-type: none"> 1. Dr. Youssef Al-Adly, Dr. Muhammad Al-Azim, Dr. Sadiq Muhammad, Introduction to Financial Accounting, 1986 2. Dr. Fawzi Damian, Introduction to Financial Accounting, 1988. 3. Dr. Ahmed Nour, Financial Accounting, 1987. 4. Dr. Ahmed Nour, Introduction to Financial Accounting, 1976. 5. Khalifa Ali, Principles of Financial Accounting, 1988
s	<ol style="list-style-type: none"> 1. Dr. Safaa Al-Ani, Hakim Al-Saadi, Principles of Financial Accounting, second edition, 2018 2. Dr. Majbour Al-Nimri et al., Principles of Accounting, second edition, 2011
	Chatgpt , google scholar

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Program Skills Outline															
				Required program Learning outcomes											
Year/Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Ethics			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
		Statistics	Basic	*					*				*		

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

Course Description Form

25. Course Name:					
Statistics					
26. Course Code:					
27. Semester / Year:					
First and second semester/first stage					
28. Description Preparation Date:					
1/3/2024					
29. Available Attendance Forms:					
Lectures					
30. Number of Credit Hours (Total) / Number of Units (Total)					
90 hours / 4 units					
31. Course administrator's name (mention all, if more than one name)					
Name: Assistant teacher, Maryam Faiq Abdullah Email: maryam.abdullah@atu.edu.iq					
32. Course Objectives					
Course Objectives			<p>1 Providing and introducing the student to the concepts and foundations in the following fields:</p> <ul style="list-style-type: none"> • Introducing the student to the concept of statistics. • The student learns the importance of statistics in the work space with scientific developments. • Enables the student to use statistical methods to analyze the phenomena studied, and gives him basic statistical analysis. 		
33. Teaching and Learning Strategies					
Strategy					
34. Course Structure					
Week	Hours	Required Learning	Unit or subject name	Learning method	Evaluation method

		Outcomes		
1	3		Introduction to statistics	
2	3		• Sample and its types	
3	3		• Tabular display	
			• Simple frequency distribution table, relative frequency distribution table and percentage	
			• Ascending and descending clustered frequency distribution table	
4	3		• Graphical display:	• Taking an exam
			• Unclassified data	My editorial day
			• Chart	At the end of the lecture
5	3		• Graphic circuit	
6	3		• Rectangle graph	
7	3		• Chart bars	
8	3		• Graphical display of classified data	
9	3		• Histogram	
			• Frequency curve	
			• Frequent polygon	
10	3		• Ascending and descending iterative polygon	
11	3		• Propensity measures for ungrouped data	
12	3		• Arithmetic mean	
13	3		Loom	
14	3		• Measures of relative dispersion	
15	3		• Term	
16	3		• Average deviation	
8, 17	3		• Standard deviation and variance	
20 19	3		• Measures of absolute dispersion	
1, 22	3		• Coefficient of variation	
23			• Standard score	
24			• Correlation coefficient	
25				
26				

27			• Linear correlation coefficient		
28			• Rank correlation coefficient		
29			• Correlation coefficient phi		
30			• Regression coefficient		

35. Course Evaluation

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

36. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

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Year/Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Ethics			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
		mathematics	Basic	*					*				*		

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

Course Description Form

37. Course Name:	
Mathematics	
38. Course Code:	
39. Semester / Year:	
First and second semester/first stage	
40. Description Preparation Date:	
1/3/2024	
41. Available Attendance Forms:	
Lectures	
42. Number of Credit Hours (Total) / Number of Units (Total)	
90 hours / 4 units	
43. Course administrator's name (mention all, if more than one name)	
Name: Assistant teacher, Maryam Faiq Abdullah Email: maryam.abdullah@atu.edu.iq	
44. Course Objectives	
Course Objectives	Providing and introducing the student to scientific and practical applications of mathematics in the following fields: <ul style="list-style-type: none"> • Introducing the student to the principles of mathematics and the applications of mathematics. • The student learns how important mathematics is in practical applications and keeping pace with scientific developments. • Enable the student to use mathematical concepts and apply them to solve real-world problems. The phenomena studied, and gives him basic knowledge of mathematics.
45. Teaching and Learning Strategies	
Strategy	
46. Course Structure	

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1,2,3	3 3		A general review of algebra, setting, its types and properties.		
4	3		Fractions and its operations		
5	3		Exponents and its operations		
6,7	3		Factors and their analysis		
8	3		Equations in one variable - linear equation - degrees		
9,10	3		linear equations - solving first-degree linear equations.		
11	3		Second-degree equations, method		
12	3		for solving second-degree equations,		
13	3		the square root method, the factorization method.		
14	3		Discriminant method.		
15	3		The method of solving by		
16	3		completing the		
17	3		square.		
18	3		Inequalities, types		
19	3		inequalities, period		
20	3		and their graphic		
21	3		representation, first		
22	3		order linear		
23	3		inequalities with one		
24	3		variable and the		
25	3		method of solving		
26	3		them.		
27	3				

28 29 30	3 3		<p>Quadratic inequalities in one variable and how to solve them</p> <p>First-order dual inequalities and how to solve them</p> <p>Inequalities and absolute values</p> <p>Linear equations of two variables and their graphic representation</p> <p>Equations for horizontal and vertical lines, their graphic representation, and how to find them.</p> <p>Equations for parallel and perpendicular straight lines and how to find them</p> <p>Linear equations for three variables, solving linear equations for three variables using the elimination method</p> <p>Functions and finding the range and starting point for functions</p> <p>Functions Types</p> <p>Quadratic Functions and parabolas</p> <p>Combinations of functions</p> <p>Vectors - types of vectors - algebraic</p>		
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			<p>operations on vectors.</p> <p>Matrices - types of matrices, square, zero, and diagonal</p> <p>Operations on matrices, addition and subtraction of matrices - rank and degree of the matrix</p> <p>Matrix multiplication, matrix multiplication by a constant, multiplication of two or more matrices</p> <p>Symmetric matrix, unit matrix.</p> <p>Transpose matrix</p> <p>matrix Adjoint</p> <p>Cofactor matrix</p> <p>inverse matrix</p> <p>Determinant and methods for finding their values.</p> <p>Solve linear equations using matrices.</p> <p>1- Using an inverse matrix</p> <p>2- Using Cramer's method</p>		
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47. Course Evaluation

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

48. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	
Recommended books and references	

(scientific journals, reports...)	
Electronic References, Websites	

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Year/Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Ethics			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
				*					*				*		

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

Course Description Form

49. Course Name:					
Managerial readings					
50. Course Code:					
51. Semester / Year:					
Second semester/2023-2024					
52. Description Preparation Date:					
3/3/2024					
53. Available Attendance Forms:					
Lectures					
54. Number of Credit Hours (Total) / Number of Units (Total)					
45 hours / 2 units					
55. Course administrator's name (mention all, if more than one name)					
Name: Kadhim Thaer Younus Email: kadhimalasadi1991@atu.edu.iq					
56. Course Objectives					
Course Objectives	Providing and introducing the student to the scientific and practical concepts and foundations in English that most scientific books and research and academic sources are mostly in the English language. The need of translating these sources in their educational and professional lives, and there are many administrative terms and their meanings in the English language in order to be read and understood easier for them.				
57. Teaching and Learning Strategies					
Strategy	<ul style="list-style-type: none"> • A daily test for each lecture that is explained. • Preparing a report every (5) weeks on a specific topic. • Prepare a mini-article in English not exceeding (7) pages, including sources. 				
58. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	3		Operations Management.	<ul style="list-style-type: none"> • lecture. • Discussions. • Brainstorming in the introduction to 	<ul style="list-style-type: none"> • Asking intellectual questions • Conduct a daily written exam at the end of the lecture
2	3		Operations Management.		
3	3		Management.		

4	3		Marketing.	the lecture. • Powerpoint and video display devices
5	3		Materials and inventory management.	
6			Materials and inventory management.	
7	3		Monthly exam.	
8	3		Strategic management.	
9	3		Strategic management.	
10	3		Information systems.	
11	3		Information systems.	
12	3		Human resource management.	
13			Human resource management.	
14	3		Financial management	
15	3		Monthly exam.	

59. Course Evaluation

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

60. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	1- Fred R. David, (2011). 2- Krajewski, (2016). 3- JAY HEIZER, (2017). 4- James C. Van Horne & John M. Wachowicz, (2006). 5- J. R. Tony Arnold & Stephen N. Chapman & Llo
Electronic References, Websites	

Ministry of Higher Education and Scientific Research
Supervision and Scientific Evaluation Authority
Quality Assurance and Academic Accreditation Department
Accreditation Division



Academic Program and Course

2024

Software Skills Plan

				Required Learning Outcomes from the Program												
Year / Level	Course Code	Course Name	Mandatory or Elective	Knowledge				Skills				Values				
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4	
				*					*				*			

- Please place a mark in the boxes corresponding to the individual learning outcomes from the program that are subject to assessment.

Course Description Template

61. Course name				
The course name: Principles of Management				
62. Course Code				
63. Semester / Year				
The year in which the course is taught: First and second semesters of the first year.				
64. Date of Preparation of this Description				
1- 3- 2024				
65. Available Attendance Formats				
محاضرات				
66. Total Study Hours / Total Units				
90 hours / 3 units				
67. Name of Course Coordinator (if more than one name, please specify)				
Name: Dr. Baqer Khudair Abdulabbas University Email: email]baqeralhadrawy@atu.edu.iq				
68. Course Objectives				
Course Objectives		<ul style="list-style-type: none"> • • Developing leadership and management skills among students. • • Empowering students to identify challenges and apply effective strategies to deal with them. • • Enhancing students' ability to set goals and develop strategic plans to achieve them. • • Encouraging students to think critically and innovatively regarding organizational management. 		
69. Teaching and Learning Strategies				
The Strategies		<ul style="list-style-type: none"> • • Use group discussions and debates to encourage student participation and exchange of administrative concepts and principles. • • Utilize real-life case studies to familiarize students with real managerial challenges and work on solutions. • • Stimulate critical thinking among students by posing analytical questions and challenging conclusions presented in the course. 		
70. Course Structure				
Week	Hours	Required Learning Outcomes	Unit or Topic Name	Learning Method
1	3		Introduction to Management	• Lecture.

2	3	Concept of management, managerial levels, manager, roles of the manager, manager's skills, manager's traits.	<ul style="list-style-type: none"> • Discussions. • Brainstorming at the beginning of the lecture. • PowerPoint presentations and videos.
3	3		
4	3		
5	3	Intellectual Schools in Management	
6	3	Classical School: Scientific management, administrative principles, bureaucracy.	
7	3		
8	3	Behavioral (Humanistic) School	
9	3	Human relations, needs theory.	
10	3	Modern Schools	
11	3	Systems theory management, contingency theory, Douglas McGregor.	
12	3	Organizational Environment	
13	3	Concept of environment, internal environment, external environment, environmental management.	
14	3		
15	3	Managerial Functions	
16	3		
17	3	Planning	
18	3	Concept of planning, importance of planning, stages of the planning process, planning levels, types of plans, planning methods.	
19	3		
20	3	Organizing	
21	3		
22	3	Concept of organizing, organizing principles, specialization and division of labor, authority and responsibility, principles of job grouping.	
23	3	Directing	
24	3	Concept of directing, directing tools.	
25	3		
26	3	Controlling	
27	3	Concept of control, purposes of control, types of control, stages of the control process, control tools.	
28	3		
29	3	Communications	
30	3	Concept of communications, importance of communications and its role in management, communication process, types of communications, determinants of communications and dealing with them.	

			<p>Organizational Functions</p> <p>Production and Operations Function</p> <p>Concept of production and operations, objectives of production and operations management, conversion process, production and operations decisions.</p> <p>Marketing Function</p> <p>Concept of marketing, marketing mix (product, pricing, promotion, distribution), target market.</p> <p>Human Resources Function</p> <p>Concept of human resources, strategic role of human resources, human resources functions.</p> <p>Financial Management Function</p> <p>Concept of financial management, financial planning, financial analysis, sources of finance.</p> <p>Business Ethics and Social Responsibility</p> <p>Business ethics</p> <p>Social responsibility</p> <p>Contemporary Management Challenges</p> <p>Contemporary Trends in Management</p> <p>Total quality management, knowledge management, excellence management.</p>	
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71. Course Evaluation

Grade Distribution:
 Daily preparation and daily quizzes: 20 points
 Oral assessments: 10 points
 Monthly exams (1): 20 points
 Monthly exams (2): 20 points
 Practical exam: 10 points
 Final exam: 50 points
 Total: 100 points

72. Sources of Learning and Teaching

Required Course Textbook (Methodology if applicable)	There is none
Primary References (Sources)	<ol style="list-style-type: none"> (Al-Amri, 2008). (Al-Otaibi, 2005).

		3. (Muneer & Zaid, 2007).
Recommended Books and References (Scientific Journals, Reports, etc.)	Supplementary	There is none
Electronic References, Internet Websites		There is none



وزارة التعليم العالي والبحث العلمي
 جهاز الإشراف والتقويم العلمي
 دائرة ضمان الجودة والاعتماد الأكاديمي
 قسم الاعتماد

دليل وصف البرنامج والمقرر الأكاديمي

2024

مخطط مهارات البرنامج															
مخرجات التعلم المطلوبة من البرنامج															
القيم				المهارات				المعرفة				اساسي أم اختياري	اسم المقرر	رمز المقرر	السنة / المستوى
4ج	3ج	2ج	1ج	4ب	3ب	2ب	1ب	4أ	3أ	2أ	1أ				
		*				*					*	ثانوي	اللغة الانكليزية		الاولى

● يرجى وضع اشارة في المربعات المقابلة لمخرجات التعلم الفردية من البرنامج الخاضعة للتقييم

نموذج وصف المقرر

73. اسم المقرر					
اللغة الانكليزية					
74. رمز المقرر					
75. الفصل / السنة					
الفصل الأول / السنة الاولى					
76. تاريخ إعداد هذا الوصف					
2024/3/3					
77. أشكال الحضور المتاحة					
محاضرات					
78. عدد الساعات الدراسية (الكلي)/ عدد الوحدات (الكلي)					
30 ساعة / 2 وحدات					
79. اسم مسؤول المقرر الدراسي (إذا اكثر من اسم يذكر)					
الاسم: م.م هدى فلاح جواد الأيميل : huda.falah@atu.edu.iq					
80. اهداف المقرر					
اهداف المادة الدراسية			تزويد وتعريف الطالب بالمفاهيم الأسس العلمية والعملية في اللغة الانكليزية		
81. استراتيجيات التعلم والتعليم					
الاستراتيجية					
1- الطريقة المباشرة من خلال المحاضرات.					
2- الطريقة الذاتية من خلال إعداد الأوراق البحثية ومناقشتها بشكل جماعي.					
82. بنية المقرر					
طريقة التقييم	طريقة التعلم	اسم الوحدة او الموضوع	مخرجات التعلم المطلوبة	الساعات	الأسبوع
		Hello		2	1
		Your World		2	2
		All about you		2	3

		Family and friends	2	4
		The way I live	2	5
		Every day	2	6
		My favourites	2	7
		Where I live	2	8
		Times past	2	9
		We had a great time	2	10
		I can do that	2	11
		Please and thank you	2	12
		Here and now	2	13
		It's time to go	2	15 - 14

8. تقييم المقرر

توزيع الدرجة من 100 على وفق المهام المكلف بها الطالب مثل التحضير اليومي والامتحانات اليومية والشفوية والشهرية والتحريرية والتقارير الخ	5
درجة امتحان شهري (1)	5
درجة امتحان شهري (2)	0
درجات امتحان عملي	0
درجة الامتحان النهائي	0

8. مصادر التعلم والتدريس

لا يوجد	الكتب المقررة المطلوبة (المنهجية أن وجدت)
New Headway plus / Beginner	المراجع الرئيسية (المصادر)
لا يوجد	الكتب والمراجع السان 2ي45فقتصثصضدة التي يوصى بها (الجلات العلمية، التقارير)
لا يوجد	المراجع الإلكترونية ، مواقع الانترنت



**Scientific Supervision and Scientific Evaluation Apparatus
Directorate of Quality Assurance and Academic Accreditation
Accreditation Department**

Academic Program and Course Description Guide

2024

Program Skills Outline															
				Required program Learning outcomes											
Year/Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Ethics			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
		Operations management	Basic	*					*				*		

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

Course Description Form

85. Course Name:					
Operations management					
86. Course Code:					
87. Semester / Year:					
First and second semester/ Second Year					
88. Description Preparation Date:					
2024\3\1					
89. Available Attendance Forms:					
Lectures					
90. Number of Credit Hours (Total) / Number of Units (Total)					
90 hours / 4 units					
91. Course administrator's name (mention all, if more than one name)					
Name: ALI HAMZA HASAN Email: ali.hamza@atu.edu.iq					
92. Course Objectives					
Course Objectives			1. Learn about operations management in the public and private sectors 2. Providing the student with sufficient knowledge about the importance of operations management Classifications of production systems and ways to benefit from them process 3. Learn about scheduling operational processes		
93. Teaching and Learning Strategies					
Strategy		1- The direct method is through lectures. 2- The subjective method is through preparing research papers and discussing them			
94. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method

1	3	Production and operation	Lectures	•Asking intellectual questions
2	3	function, the concept	Discussions	•Taking an exam
3	3	production and operation	Brainstorming	My editorial day
4	3	management. Types	Projectors	At the end of the lecture.
5	3	operational decision		
6	3	Challenges facing operation		
7	3	management		
8	3	Demand Forecasting: T		
9	3	Concept.		
10	3	Factors affecting demand.		
11	3	Types of predictions.		
12	3	Quantitative methods		
13	3	forecasting.		
14	3	Forecast error metrics.		
15	3	Site selection: concept		
16	3	Factors influencing s		
17	3	selection.		
18	3	Quantitative methods used		
19	3	In choosing the site.		
20	3	energy :		
21	3	The concept, types of ener		
22	3	and their standards.		
23	3	Steps to determine producti		
24	3	capacity.		
25	3	Overall planning:		
26	3	- The concept and inputs of t		
27	3	overall plan.		
28	3	- Types of alternatives used		
29	3	overall planning.		
30	3	- Overall planning strategies		
		Quantitative methods used		
		aggregate planning.		
		Scheduling:		
		- The concept.		
		- Customization form.		
		Scheduling rules.		
		Projects management :		
		- The concept and influenc		
		factors.		
		Quantitative methods used.		
		- The concept and types		

		<p>storage.</p> <ul style="list-style-type: none"> - Economic order quantity. <p>Reorder point.</p> <p>Lectures</p> <p>Discussions</p> <p>Brainstorming</p> <p>Presentation Devices • A</p> <p>intellectual questions at t</p> <p>end of the lecture.</p> <ul style="list-style-type: none"> • Taking an exam <p>My editorial day</p> <p>At the end of the lecture.</p>		
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95. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, da
exams, reports etc

- 15 marks monthly exam (1)
- 15 marks monthly exam (2)
- 10 marks for practical exam
- 60 final exam score

96. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	<p>1- Heizer.Jay & Render .Bary , 2008 , "operations management" Jersey .</p> <p>2-krajewski, lee , J.,& Ritzman, Larry, p.,& Mahhotra, Maroj,K. management" Process and supply chains , 9thed., Pearson Prentice , united States of America (U.S.A).</p>
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

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



Academic Program and Course Description Guide

2024

Program Skills Outline															
				Required program Learning outcomes											
Year/Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Ethics			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
The second		Arabic language	Basic	*					*				*		

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

Course Description Form

97. Course Name:	
Arabic language	
98. Course Code:	
99. Semester / Year:	
The second	
100. Description Preparation Date:	
2/3/2024	
101. Available Attendance Forms:	
Lectures	
102. Number of Credit Hours (Total) / Number of Units (Total)	
22 Hours/2 Units	
103. Course administrator's name (mention all, if more than one name)	
Name: M. M. Adian Najem Abdullah Email: adian.abdullah@atu.edu.iq	
104. Course Objectives	
Course Objectives	Providing and introducing the student to scientific and practical concepts and fields: <ul style="list-style-type: none"> • Acquiring different knowledge about the foundations and methods of writing • Introducing the student to the importance of the Arabic language and knowledge
105. Teaching and Learning Strategies	
Strategy	1- The direct method is through lectures. 2- The subjective method is through preparing research papers and discussing
106. Course Structure	

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2		1- Hamzat al-Wasl and Hamzat al-Qat`ah	Lectures Discussions Brainstorming	• Asking questions of the lecture. • Taking an exam
2	2		2- The marbuta ta', the open ta', the ha' and the ta'		My editorial comment
3	2		3- Soft Alif		At the end of the lecture
4	2		4- punctuation marks		
5	2		5- The verbal sentence is the construction of the past tense and its parsing		
6	2		6- Phrasal sentence, present tense verb and its parsing		
7	2		7- The verbal sentence is the structure of the imperative verb and its parsing		
8	2		8- Text from the Qur'an and its analysis		
9	2		9- The development of poetry through the ages and analysis of a text from the pre-Islamic era		
10	2		10- Poetry in the Islamic, Umayyad and Abbasid era		
11	2		11- A text of modern and contemporary Arabic poetry		
			12- Common linguistic errors in editing official books		
			13- The names of the signal		
			14- Kindness		
			15- How to detect words in Arabic dictionaries		

12	2			
13	2			
14	2			
15	2			

107. Course Evaluation

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

108. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	Summary in the Arabic language, Dr. Afrah Al-Fadhili, 2nd edition
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	



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Academic Program and Course Description Guide

2024

Program Skills Outline															
				Required program Learning outcomes											
Year/Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Ethics			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
		Supplies		*					*				*		

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

Course Description Form

109.	Course Name:Supply chain
110.	Course Code: Customer seyice and merchandise coding
111.	Semester / Year:Procesing customer requests
112.	Description Preparation Date:
113.	Available Attendance Forms:
114.	Number of Credit Hours (Total) / Number of Units (Total) Planning of materiat requirements (theoretical and practical
115.	Course administrator's name (mention all, if more than one name) Logistics and inventory evaluation
Name: Dejla Jasim Mohammed	
Email: dejla.mohammed@atu.edu.iq	
116.	Course Objectives proper quality purchasing policy: Logistics and inventory evaluation
Course Objectives	<ul style="list-style-type: none"> • • •
117.	Teaching and Learning Strategies : proper price purchasing policy:Accuracy in recording inventory entries
Strategy	
118.	Course Structure: Transport

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method

119. Course Evaluation: Reverse Logistics

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

120. Learning and Teaching Resources : Green pack

Required textbooks (curricular books, if any)	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	



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Academic Program and Course Description Guide

2024

Program Skills Outline															
				Required program Learning outcomes											
Year/Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Ethics			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
Stage two		Intellectual capital management	Basic	*					*				*		

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

Course Description Form

121. Course Name:

Intellectual capital management

122. Course Code:

123. Semester / Year:

Second semester/second stage

124. Description Preparation Date:

2024/3/1

125. Available Attendance Forms:

Lectures

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

90 hours / 3 units

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

Name: assistant teacher. Zahraa Muhammad Hussein Saeed

Email: zahraa.al-shaibani@atu.edu.iq

128. Course Objectives

Course Objectives

Providing and introducing the student to scientific and practical concepts and foundations

- **Introducing the student to the importance of managing intellectual capital.**
- **Enabling him to understand the philosophical foundations of the basics of intellectual capital**
- **Being familiar with the content of intellectual capital theory**
- **Providing him with skills and knowledge about the mechanisms of building intellectual organizations.**

129. Teaching and Learning Strategies

Strategy

- **Applied cases.**
- **Discussions.**
- **Additional lectures.**
- **Examples from real life.**
- **Guidance summaries.**

130. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation
1	3	• Introduction to intellectual capital, the historical development of intellectual		•lecture.	• Asking intellectual questions

2	3	capital.			
3	3	• Managing intellectual capital in light of the productivity of knowledge work.		• Discussions.	• Conduct a daily written exam
4	3	• Managing intellectual capital in light of managing frankness with numbers.		• Brainstorming	of the lecture.
5	3	• The concept and importance of intellectual capital - components of intellectual capital.		in the	
6	3	• The importance of intellectual capital to society and business organizations - the roles of intellectual capital.		introduction to	
7	3	• Entries to the study of intellectual capital - philosophical approaches to the study of intellectual capital.		the lecture.	
8	3	• The content of intellectual capital theory and its principles in light of perceptions of economic value.		• Power point	
9	3	• Intellectual capital and its relationship to competitive advantage.		and video display	
10	3	• Green intellectual capital and its role in organizational excellence.		devices	
11	3	• The emergence of human capital theory - principles of human capital theory.			
12	3	• Measuring investment in human capital - human capital management.			
13	3	• Analyzing the cost of human capital and its investment - diagnosing knowledge bases - distinguishing between knowledge capital.			
14	3	• Mechanisms for building intellectual capital and the foundations for measuring it - determining the requirements for developing intellectual capital - diagnosing the requirements of the intellectual capital industry.			
15	3	• The cognitive perspective of intellectual capital portfolios - the concept of the intellectual capital portfolio - the reasons for building an intellectual capital portfolio.			
		• A proposed model for studying intellectual capital in higher education institutions.			
		• Introduction to intellectual capital, the historical development of intellectual capital.			
		• Managing intellectual capital in light of the productivity of knowledge work.			
		• Managing intellectual capital in light of managing frankness with numbers.			
		• The concept and importance of intellectual capital - components of			

intellectual capital.

- **The importance of intellectual capital to society and business organizations - the roles of intellectual capital.**
- **Entries to the study of intellectual capital - philosophical approaches to the study of intellectual capital.**
- **The content of intellectual capital theory and its principles in light of perceptions of economic value.**
- **Intellectual capital and its relationship to competitive advantage.**
- **Green intellectual capital and its role in organizational excellence.**
- **The emergence of human capital theory - principles of human capital theory.**
- **Measuring investment in human capital - human capital management.**
- **Analyzing the cost of human capital and its investment - diagnosing knowledge bases - distinguishing between knowledge capital.**
- **Mechanisms for building intellectual capital and the foundations for measuring it - determining the requirements for developing intellectual capital - diagnosing the requirements of the intellectual capital industry.**
- **The cognitive perspective of intellectual capital portfolios - the concept of the intellectual capital portfolio - the reasons for building an intellectual capital portfolio.**
- **A proposed model for studying intellectual capital in higher education institutions.**

131. Course Evaluation

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

- 20 marks monthly exam (1)
- 20 marks monthly exam (2)
- 10 marks for practical exam
- 50 final exam score

132. Learning and Teaching Resources

Required textbooks (curricular books, if any)	• Intellectual capital management in business organizations, D and Dr. Ahmed Ali Saleh.
Main references (sources)	• Intellectual capital management in business organizations, D and Dr. Ahmed Ali Saleh. • Intellectual capital d. Saadoun Hamoud Al-Rubaie and Dr. Hus
Recommended books and references (scientific journals, reports...)	no thing
Electronic References, Websites	Iraqi Academy and Scientific Researcher.

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Academic Program and Course Description Guide

2024

Program Skills Outline															
				Required program Learning outcomes											
Year/Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Ethics			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
Stage two		Human resources management	Basic	*					*				*		

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

Course Description Form

133. Course Name:

Human resources management

134. Course Code:

135. Semester / Year:

First semester/second stage

136. Description Preparation Date:

1/3/2024

137. Available Attendance Forms:

Lectures

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

90 hours / 3 units

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

Name: assistant teacher. Amer abed kareem

Email: ak.amer@atu.edu.iq

140. Course Objectives

Course Objectives

Providing and introducing the student to scientific and practical concepts and foundations in the following fields:

- **Introducing the student to the importance of human resources management, its policies and procedures.**
- **Providing the student with the skills and practical and applied aspects of human resources management policies at the organization level.**
- **Identify the role of human resources management in achieving the organization's goals.**

141. Teaching and Learning Strategies

Strategy

- **Applied cases.**
- **Field visits .**
- **Discussions.**
- **Laboratories.**

142. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	3	<ul style="list-style-type: none"> • Introductions to human resources development and management • The concept of human resources and 		<ul style="list-style-type: none"> • lecture. 	<ul style="list-style-type: none"> • Asking intellectual questions
2	3		<ul style="list-style-type: none"> • Discussions. 	<ul style="list-style-type: none"> • Conduct a daily written exam 	

3	3	its determinants.	<ul style="list-style-type: none"> • Brainstorming <p>in the</p> <p>introduction to</p> <p>the lecture.</p> <ul style="list-style-type: none"> • Power point and video display devices 	end of the lecture.
4	3	• The philosophical position on human resources,		
5	3	Human development in developing		
6	3	and industrialized countries, the		
7	3	concept of human resources		
8	3	management, the importance of		
9	3	human resources management, the		
10	3	main and advisory functions of human		
11	3	resources management, the		
12	3	components of human resources		
13	3	management, challenges and crises in		
14	3	human resources management.		
15	3	• Human resources planning		
		Strategic planning for human		
		resources, the importance of human		
		resources planning, the basic model		
		for human resources planning		
		• Analysis of demand for human		
		resources, factors affecting demand,		
		methods of forecasting employment,		
		methods based on experience,		
		methods based on labor ratios,		
		production, sales, and workload.		
		• Analysis of labor supply, analysis		
		methods, labor lists, time series		
		• Skills inventory, promotion and		
		replacement maps, career growth		
		maps,		
		• Leaving service, turnover, absence,		
		surplus and deficit in human resources		
		and how to deal with it.		
		• Analyzing, describing and designing		
		jobs and jobs, the concept of job		
		analysis and its objectives, steps of job		
		analysis		
		• Data and information necessary for		
		analysis, job design, concept and		
		elements of job description.		
		• Job occupant specifications,		
		estimated and statistical methods of		
		identification, and necessary		
		conditions for the success of the		
		description process.		
		• Attracting, selecting and employing		
		human resources, the concept of		

recruitment and selection, steps of attracting and selecting human resources.

- **Sources of recruitment and selection, objective criteria in selecting human resources**
- **Practical selection procedures, costs associated with recruitment, selection, and appointment.**
- **Designing the wages and incentives system, general concepts, wages, salary, gross wages, net wages, cash wages, real wages, in-kind wages.**

143. Course Evaluation

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

15 marks monthly exam (1)

15 marks monthly exam (2)

10 marks for practical exam

60 final exam score

144. Learning and Teaching Resources

Required textbooks (curricular books, if any)	A book chosen by the subject teacher and approved by the Department
Main references (sources)	A book chosen by the subject teacher and approved by the Department
Recommended books and references (scientific journals, reports...)	no thing
Electronic References, Websites	Iraqi Academy and Scientific Researcher.

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Accreditation Department**



Academic Program and Course Description Guide

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Program Skills Outline															
				Required program Learning outcomes											
Year/Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Ethics			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
		Principles of Economics	Basic	*					*				*		

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

Course Description Form

145. Course Name:	
Principles of Economics	
146. Course Code:	
147. Semester / Year:	
First course	
148. Description Preparation Date:	
1/3/2024	
149. Available Attendance Forms:	
Lectures	
150. Number of Credit Hours (Total) / Number of Units (Total)	
45 hours / 4 units	
151. Course administrator's name (mention all, if more than one name)	
Name:(Lecturer assistant) : Hani Abdel Rasoul Muhammad	
Email: hani.abdelrasoul@atu.edu.iq	
152. Course Objectives	
Course Objectives	<ul style="list-style-type: none"> • • Providing the student with the nature of the economic problem and production possibilities • • Providing the student with economic systems and solving the economic problem • • Providing the student with supply and demand mechanisms and the price system • • Providing the student with the concepts of price and income elasticity of demand and supply • • Providing the student with the theory of consumer behavior • • Providing the student with a theory of product behavior • • Learn how to employ microeconomic theory, use the economic tools necessary for administrative decision-making, and how to achieve the optimal allocation of specified economic resources to alternative and competing uses. • • Identify the use of economic theory concepts in solving administrative problems and drawing up administrative and economic policies at the enterprise level
153. Teaching and Learning Strategies	
Strategy	1- The direct method is through preparing lectures, developing students' skills, urging them to acquire the necessary basic information through app

mathematical examples.

2- The subjective method is through preparing research reports related to academic subject, discussing them collectively, and exchanging ideas among students.

154. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	3		<ul style="list-style-type: none"> 1-Introduction to economics 2- Definition of economics 3-The purpose of his study 4- Economic analysis 5-Microeconomic analysis and macroeconomic analysis 6-Static analysis and kinetic analysis 7-Scientific research methods in economics 8-Stages of economic analysis 9-Some basic economic concepts Economic resources (allocation and distribution 10- 11-Productivity capacity and the factors affecting it. 	<ul style="list-style-type: none"> • Asking intelligent questions at the end of the lecture. • Conduct a daily written exam for 15 minutes at the end of the lecture. 	
2	3		<ul style="list-style-type: none"> 1-Definition of the economic problem and its components 2-Scarcity 3-The production possibilities curve, choice, sacrifice and substitution, the number of human needs, their development and increase. . 4-How to confront the economic problem in 	<ul style="list-style-type: none"> • 	

some economic systems
5-The capitalist system
6-The socialist system
7-The Islamic economic system.

- **1-Consumer behavior theory 2- The concept of demand**

3- Law of demand 4- Demand schedule 5- Demand curve
6-Individual demand and market demand
7-Factors affecting individuals' demand
8-The demand function
9-Change in demand and change in quantity demanded

- **1-Elasticity of demand 2- Price elasticity of demand**

3-Income elasticity of demand 4- Elasticity of demand (cross)
5-Determinants of elasticity of demand (factors affecting elasticity of demand(
6-Using the concept of flexibility in economic policy.

- **1-Consumer equilibrium theory 2- The concept of benefit**

3-Utility theory 4- Consumer equilibrium and utility survey
5-Criticisms of utility theory 6- Consumer surplus
7-Indifference curve theory 8- Indifference curve
9-Marginal Rate of Substitution (MRS) 10- Price line
11-Consumer equilibrium using indifference curves.

- **Supply theory**

1-Presentation concept 2- Opportunity cost 3- The law of supply
4-Presentation schedule 5- Supply curve 6- Inverse supply curve
7-Factors affecting supply 8- The supply function in economics
9- Shift of the supply curve 10- Flexibility of supply
11-Factors affecting the elasticity of supply.

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9/8	3/3		<ul style="list-style-type: none"> • Market equilibrium theory 1-The concept of balance 2- Corresponding the supply curve and the demand curve and determining the equilibrium price 3- Achieving market balance mathematically 4-The change in the equilibrium price resulting from changes in supply and demand (equilibrium and the effects of changing demand) and (equilibrium and the effects of changing supply) 5-Official pricing processes. • Production theory 1-The concept of production 2- The production process 3- Factors of production (land, labor, capital, organization) 4- Production function 5- Output concepts 6- The law of diminishing returns (stages of production) 7-Marginal rate of technical substitution (labor and capital) 8-Isometric output curve 9- Product indifference map (cost line and product balance) * Costs and revenues - Costs 1-The concept of costs 2- Definition of cost 3- Factors that affect costs 4-Types of production costs 4- The apparent costs 5- Implicit costs 6-Costs in the short term 7- Fixed costs 8- Variable costs 10-Total costs 11- Average costs 12- Average fixed costs 13- Average variable costs 14- Average total costs 15- Costs in the long term 16- Reasons for shifting cost curves -Revenues 1-Total revenue 2- Average revenue 3- Marginal revenue •Equilibrium of the enterprise in different markets 	c t i o n t o t h e	
11/10	3/3			l e c t u r e .	
12/13	3/3			• P o w e r p o i n t	
				a n d v i d	

14	3	<p>1-Market theory 2- Market concept 3-Market elements 4- Market functions 5- Types of markets 6- Perfect competition market 7- Monopoly market 8- Monopolistic competition market 9- Oligopoly market</p> <ul style="list-style-type: none"> 1- Fiscal policy 2- Fiscal policy tools 3- The effectiveness of fiscal policy in addressing economic problems 	e o d i s p l a y d e v i c e s
15	3		
155. 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			
15 marks monthly exam (1)			
15 marks monthly exam (2)			
10 marks for practical exam			
60 final exam score			
156. Learning and Teaching Resources			
Required textbooks (curricular books, if any)		1- Principles of Economics (Dr. Kamel Alawi Fatlawi and Dr. Hassan Latif Kazem Al-Zubairi)	
Main references (sources)		1- Principles of Economics/ Dr. Karim Mahdi Hasnawi 2- Microeconomics/ Dr. Mahmoud Muham. Dagher	
Recommended books and references (scientific			

journals, reports...)

There are no

Electronic References, Websites

<https://www.kutub-pdf.net>

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Academic Program and Course Description Guide

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Program Skills Outline															
				Required program Learning outcomes											
Year/Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Ethics			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
		Operatio Research	Basic	*					*				*		

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

Course Description Form

157. Course Name: Operations Research					
158. Course Code:					
159. Semester / Year: 2024					
160. Description Preparation Date:					
161. Available Attendance Forms:					
162. Number of Credit Hours (Total) / Number of Units (Total)					
163. Course administrator's name (mention all, if more than one name)					
Name: Hasan Fadel Saleh					
Email: hasan.fadhilsalihmahdi@atu.edu.iq					
164. Course Objectives					
Course Objectives			The direct method is through lectures. The subjective method is through preparing research papers and discussing them collectively.		
165. Teaching and Learning Strategies					
Strategy		1. The direct method is through lectures. 2. The subjective method is through preparing research papers and discussing them collectively.			
166. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
			• The concept	• lectur	• Ask

			<p>of operatio research, comparison the histori developmen of operatio research, t importance operations research, t goals operations research, methods applying operations research, t benefit operations research, us of operatio research,</p> <p>Linear programm problems Solve problems using drawi Solve problems using simple Solve transportati issues Vogel's method Make decisio Business networks Macro</p>	<ul style="list-style-type: none"> • Discussion • Brainstormi in t introduction to the lectur • Powerpo and vid display devices 	<p>intellect question at the e of t lecture. • Condu a da written exam 15 minutes the end the lectu</p>
--	--	--	--	--	---

			analysis Northwest corner method Normal a standard distribution table		
--	--	--	--	--	--

167. 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.

20 marks monthly exam (1)

20 marks monthly exam (2)

10 marks for practical exam

50 final exam marks

168. Learning and Teaching Resources

Required textbooks (curricular books
any)

Main references (sources)

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

Electronic References, Websites

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Academic Program and Course Description Guide

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Program Skills Outline															
				Required program Learning outcomes											
Year/Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Ethics			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
		Materials Management		*					*				*		

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

Course Description Form

169.	Course Name:	Basic concepts of materials management / the concept and nature of materials management / the importance of materials management
170.	Course Code:	A general introduction to the purchasing function / the concept and importance of the purchasing function / objectives and motivations of the purchasing function
171.	Semester / Year:	Purchase Methods
172.	Description Preparation Date:	internal organization of purchasing management
173.	Available Attendance Forms:	Needs assessment
174.	Number of Credit Hours (Total) / Number of Units (Total)	personal needs of a total material
175.	Course administrator's name (mention all, if more than one name)	personal needs and practical
	Name:	DIJLA JASIM AOHAMMED
	Email:	dejil.mohammed@atu.edu.ig
176.	Course Objectives :	purchasing policies
	Course Objectives	<ol style="list-style-type: none"> 1. Introducing the student to subject management in the public and private sector 2. Providing the student with knowledge of the importance and role of purchasing 3. Making administrative decisions <p>Learn how to set up various materials management</p> <ul style="list-style-type: none"> • •
177.	Teaching and Learning Strategies :	purchasing policy for the appropriate college in the
	Strategy	

178. Course Structure : Appropriate compassionate purchasing policy

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method

179. Course Evaluation: Mukhalasia time purchase policy / price purchase policy

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

180. Learning and Teaching Resources / purchasing policy from Egypt AL-Maknasiya villages and

Required textbooks (curricular books, if any)	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

مخطط مهارات البرنامج

مخرجات التعلم المطلوبة من البرنامج												اساسي أم اختياري	اسم المقرر	رمز المقرر	السنة / المستوى	
القيم				المهارات				المعرفة								
ج4	ج3	ج2	ج1	ب4	ب3	ب2	ب1	أ4	أ3	أ2	أ1					
		*				*						*	ثانوي	اللغة الانكليزية		الثانية

● يرجى وضع اشارة في المربعات المقابلة لمخرجات التعلم الفردية من البرنامج الخاضعة للتقييم

نموذج وصف المقرر

181. اسم المقرر					
اللغة الانكليزية					
182. رمز المقرر					
183. الفصل / السنة					
الفصل الثاني/ السنة الثانية					
184. تاريخ إعداد هذا الوصف					
2024/3/3					
185. أشكال الحضور المتاحة					
محاضرات					
186. عدد الساعات الدراسية (الكلي) / عدد الوحدات (الكلي)					
60 ساعة / 2 وحدات					
187. اسم مسؤول المقرر الدراسي (إذا اكثر من اسم يذكر)					
الاسم: م.م هدى فلاح جواد الأيميل : huda.falah@atu.edu.iq					
188. اهداف المقرر					
اهداف المادة الدراسية			تزويد وتعريف الطالب بالمفاهيم الأسس العلمية والعملية في اللغة الانكليزية		
189. استراتيجيات التعلم والتعليم					
الاستراتيجية					
1- الطريقة المباشرة من خلال المحاضرات.					
2- الطريقة الذاتية من خلال إعداد الأوراق البحثية ومناقشتها بشكل جماعي.					
190. بنية المقرر					
الأسبوع	الساعات	مخرجات التعلم المطلوبة	اسم الوحدة او الموضوع	طريقة التعلم	طريقة التقييم
1	2		Getting to know you		
2	2		The way we live		
3	2		It all went wrong		

		Let's go shopping	2	4
		What do you want to do?	2	5
		Tell me! What's it like?	2	6
		Fame	2	7
		Do's and don'ts	2	8
		Going places	2	9
		Scared to death	2	10
		Things that changed the world	2	12-11
		Dreams and reality	2	13
		Earning a living	2	14
		Family ties	2	15

19. تقييم المقرر

توزيع الدرجة من 100 على وفق المهام المكلف بها الطالب مثل التحضير اليومي والامتحانات اليومية والشفوية والشهرية والتحريرية والتقارير ... الخ	5
درجة امتحان شهري (1)	5
درجة امتحان شهري (2)	0
درجات امتحان عملي	0
درجة الامتحان النهائي	0

19. مصادر التعلم والتدريس

لا يوجد	الكتب المقررة المطلوبة (المنهجية أن وجدت)
New Headway plus – pre-intermediate	المراجع الرئيسية (المصادر)
	الكتب والمراجع الساندة التي يوصى بها (المجلات العلمية، التقارير....)
لا يوجد	المراجع الإلكترونية ، مواقع الانترنت



**Scientific Supervision and Scientific Evaluation Apparatus
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Accreditation Department**

Academic Program and Course Description Guide

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Program Skills Outline															
				Required program Learning outcomes											
Year/Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Ethics			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
second		intermediate Accounting	Basic	*					*				*		

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

Course Description Form

193. Course Name:	
intermediate Accounting	
194. Course Code:	
195. Semester / Year:	
Second semester/second year	
196. Description Preparation Date:	
2024/3/1	
197. Available Attendance Forms:	
Lectures	
198. Number of Credit Hours (Total) / Number of Units (Total)	
45 hours / 4 units	
199. Course administrator's name (mention all, if more than one name)	
Name: Assistant teacher Bashar Abdel Hussein Hassan Email: bashar.hasan@atu.edu.iq	
200. Course Objectives	
Course Objectives	<ol style="list-style-type: none"> 1. Introducing the student to the principles of intermediate accounting in various companies 2. Introducing the student to the final accounts in commercial companies And industrial. 3. Preparing the student to acquire the basic skills necessary to enable him 4. Preparing the balance sheet and income statement in various companies
201. Teaching and Learning Strategies	
Strategy	<ol style="list-style-type: none"> 1- The direct method is through lectures. 2- The subjective method is through preparing research papers and discussing them collectively.

202. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	3	The overall objective: introduce student to the natural of intermediate Accounting		For lectures Discussions Brainstorming Projectors	<ul style="list-style-type: none"> • Asking intellectual questions during lecture. • Taking an exam
2	3	The special objective : providing student with the skills in intermediate Accounting treatment of inventory assessment methods (FIFO, LIFO, simple average method.			My editorial day At the end of the lecture
3					
4					
5	3	the conceptual framework accounting (concept , assumption principles).			
6	3				
7					
8		financial accounting (closing accounts) in commercial installation , trading account. the profit and loss account , and the balance sheet.			
9	3				
10	3				
	3				
	3	financial accounting (closing accounts) in industrial facilities trading account. the profit and loss account , and the balance sheet.			
11	3				
	3	Debtors, Debtors definition, show debtors in the financial statement , a provision for doubtful debts, , the accounting treatment of debts , . Clients agents account (sales credit), notes receivable and accounting treatments related assignments.			
12					
13	3				
14	3				

15	3 3	<p>inventory, defined , is shown in financial statement , method registration (pricing) inventory accounting books (periodic inventory system, continues inventory system</p> <p>inventory assessment methods(FIFO LIFO).</p> <p>inventory assessment methods (simple average method, the weighted average method.</p>		
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203. Course Evaluation

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

15 marks monthly exam (1)

15 marks monthly exam (2)

10 marks for practical exam

60 final exam score

204. Learning and Teaching Resources

Required textbooks (curricular books, if any)	nothing
Main references (sources)	1. Intermediate accounting (contemporary vision)
Recommended books and references (scientific journals, reports...)	nothing
Electronic References, Websites	nothing

**Ministry of Higher Education and Scientific Research
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2024

Program Skills Outline															
				Required program Learning outcomes											
Year/Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Ethics			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
Second		Marketing Research	Basic	*					*				*		

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

Course Description Form

205. Course Name:

Marketing Research

206. Course Code:

207. Semester / Year:

Second semester/ Second year

208. Description Preparation Date:

2024/3/1

209. Available Attendance Forms:

Lectures

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

30 hours / 2 units

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

Name: **Dr.Dhargam Ali Muslim**

Email: **dr.dhrgam.ameedi.cku@atu.edu.iq**

212. Course Objectives

Course Objectives

Providing students with new knowledge about modern marketing

213. Teaching and Learning Strategies

Strategy

**1- Direct method through lectures.
2- The subjective method is through preparing research papers and discussing**

214. Course Structure

Week	Hou rs	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2		-Basic concepts of marketing research - The importance of marketing research	Lectures Discussions	• Asking intellectual questions a • Taking an exam
2	2		-Objectives of marketing research - Stages of marketing research - Marketing research tasks and	Brainstorming Display devices	My editorial day At the end of the lecture

3	2	<ul style="list-style-type: none"> functions - Scope of marketing research - Marketing research ethics - Steps to design marketing research 		
4	2	<ul style="list-style-type: none"> - Mistakes in marketing research - Types of marketing research - Marketing research methods 		
5	2	<ul style="list-style-type: none"> -Marketing information systems -Development of marketing information systems 		
6	2	<ul style="list-style-type: none"> -Elements of marketing information systems - Criteria for evaluating the quality of marketing information 		
7	2	<ul style="list-style-type: none"> -The relationship of marketing research to marketing information systems -Organizing marketing research 		
8	2	<ul style="list-style-type: none"> First Exam -Steps of marketing research -Primary data sources 		
9	2	<ul style="list-style-type: none"> -Methods of collecting primary data -Data analysis methods -Secondary data axis 		
10	2	<ul style="list-style-type: none"> -Criteria associated with secondary data -Secondary data sources -Preparing and designing the questionnaire form 		
11	2	<ul style="list-style-type: none"> -Methods of collecting data using a questionnaire form -Selection of samples -Large samples and marketing research 		
12	2	<ul style="list-style-type: none"> -Types of samples -Methods of displaying data -Data analysis methods 		
13	2	<ul style="list-style-type: none"> -the final report -The concept of international marketing research 		
14	2	<ul style="list-style-type: none"> -The importance of international marketing research -Aspects related to the study of international markets 		
15	2	<ul style="list-style-type: none"> -Sources of data and information on international markets -Practical steps to study international markets Areas of interest in international marketing research Second Exam 		

215. Course Evaluation

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

10 marks monthly exam (1)
10 marks monthly exam (2)

20 marks for other activities
60 final exam score

216. Learning and Teaching Resources

Required textbooks (curricular books
any)

Main references (sources)

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

Electronic References, Websites



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Accreditation Department

Academic program and course description guide

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Program skills chart															
Learning outcomes required from the programme												Essential or optional?	Course Name	Course Code	Year/level
Value				Skills				Knowledge							
4ج	3ج	2ج	1ج	4ب	3ب	2ب	1ب	4أ	3أ	2أ	1أ				
		*				*					*	Essential	knowledge management		Third

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Course description form

Course name . 217					
knowledge management					
Course code .218					
Semester/year .219					
Second/third year					
The date this description was prepared .4 .220					
2024/3/2					
Available forms of attendance .221					
Lectures					
(Number of study hours (total)/number of units (total) .222					
90 ساعة / 4 وحدات					
(Name of the course administrator (if more than one name is mentioned) .7 .223					
amira.hataf@atu.edu.iq : الأيميل Assistant Professor Dr: amira.hataf					
Course objectives .224					
learn about managerial accounting in the public and private sectors.1 ent with knowledge of the importance and role of the management .2 accountant Making administrative decisions Learn how to prepare different budgets.3			Objectives of the study subject		
Teaching and learning strategies .9					
.The direct method is through lectures -1 e method is through preparing research papers and discussing them collectively -2				ching and .9 arning strategies	
Course structure .225					
Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	hours	weeks
questions at the end of the .lecture	Lectures	knowledge is conceptual		3	1
	Discussions	ming and theoretical starting		3	2
	brainstorming	points		3	3

Taking an exam • My editorial day	Display devices	Characteristics and types of (knowledge (tacit, explicit	3 3 3	3
.At the end of the lecture		Introductions to knowledge (learning and its theories	3 3	4
		Entrances to knowledge . (perception, thinking	3 3	5
		The relationship between (data, (information, knowledge	3 3	6
		knowledge management, basic concepts, origin and	3 3	7
		development Knowledge management	3 3	8
		pyramid and creating learning organizations	3 3	9
		Knowledge management processes (diagnosis,	3 3	10
		generation, storage, retrieval Knowledge management	3 3	11
		resources	3 3	12
		The basic elements of knowledge management, its	3 3	13
		strategy and metrics Objectives and importance of	3 3	14
		knowledge management, factors of success and failure in	3 3	15
		knowledge management	3 3	16
		Knowledge management models	3 3	17
		Knowledge management and knowledge economy	3 3	18
		Justifications for the shift towards knowledge	3 3	19
		management, challenges of implementing knowledge	3 3	20

management

Course evaluation .226

Grade out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, ()
written exams, reports, etc
(marks monthly exam (1) 0
(monthly exam score (2) 0
marks for practical exam 0
final exam score 50

Learning and teaching resources . 1

nothing

(Required textbooks (methodology, if any

1), 2. Dalkir K(2005) (Main references (sources

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

nothing

Electronic references, Internet sites



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**Academic program and course description
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Program skills chart															
Learning outcomes required from the programme												Essential or optional?	Course Name	Course Code	Year/level
Value				Skills				Knowledge							
4ج	3ج	2ج	1ج	4ب	3ب	2ب	1ب	4أ	3أ	2أ	1أ				
		*				*					*	Essential	Organized management	Third	

• يرجى وضع اشارة في المربعات المقابلة لمخرجات التعلم الفردية من البرنامج الخاضعة للتقييم

Course description form

Course name . .227					
Organized management					
Course code .228					
Semester/year .229					
first/third year					
The date this description was prepared .4 .230					
2024/3/16					
Available forms of attendance .231					
Lectures					
(Number of study hours (total)/number of units (total) .232					
90 ساعة / 4 وحدات					
(Name of the course administrator (if more than one name is mentioned) .7 .233					
amira.hataf@atu.edu.iq : الأيميل Assistant Professor Dr: amira.hataf					
Course objectives .234					
Introducing the student to the basic aspects of organization theory .1 Techniques for designing organizational structures and groups .2 Models of leadership, decision-making, and methods of managing contemporary organizations			Objectives of the study subject		
Teaching and learning strategies .9					
.The direct method is through lectures -1 The indirect method is through preparing research papers and discussing them collectively -2				Teaching and learning strategies	
Course structure .235					
Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	hours	weeks
Questions at the end of	Lectures	Concept of the organization, the importance of the organization, types of organization The intellectual development of organization theory,		3	1

<p>.the lecture Taking an exam • My editorial day the end of the lecture</p>	<p>discussions brainstorming Display devices</p>	<p>traditional (classical) theories, behavioral theories, and modern theories</p>	<p>3</p>	<p>2</p>
		<p>Organizational structure, concept of organizational structure, dimensions of organizational structures, types of organizational structure, organization design</p>	<p>3</p>	<p>3</p>
		<p>The concept of organizational structure, dimensions of organizational structures, types of organizational structure</p>	<p>3</p>	<p>4</p>
		<p>Organization design, design concept, parts of the organization, design options, factors influencing the design</p>	<p>3</p>	<p>5</p>
		<p>Technology and the organization, the concept of technology, types of technology, the impact of technology on the behavior of the organization, managing creativity and innovation</p>	<p>3</p>	<p>6</p>
		<p>The concept of creativity and innovation, elements of creativity, theories of creativity, components and determinants of creativity</p>	<p>3</p>	<p>7</p>
		<p>Organization growth and development, the concept of growth, drivers and determinants of growth, growth trends, the life cycle of the organization</p>	<p>3</p>	<p>8</p>
		<p>Organization growth and development, the concept of growth, drivers and determinants of growth, growth trends, the life cycle of the organization</p>	<p>3</p>	<p>9</p>
		<p>Change management, the concept of change, motives for change, resistance to change, change strategies, stages of change</p>	<p>3</p>	<p>10</p>
		<p>Organizational culture, the concept of organizational culture, elements of organizational culture, characteristics of organizational culture, multiple cultures</p>	<p>3</p>	<p>11</p>
		<p>Organizational learning, the concept of organizational learning, levels of organizational learning, types of organizational learning</p>	<p>3</p>	<p>12</p>
		<p>Power, influence and conflict, the concept of power and influence, sources of power and influence, the concept of conflict, causes of conflict, mechanisms for dealing with conflict</p>	<p>3</p>	<p>13</p>
		<p>Groups and work teams, the concept of the group, types of groups, the influence of the group on individual and organizational behavior, the group and work teams</p>	<p>3</p>	<p>14</p>
		<p>Organizations of the future, problems of contemporary organizations, future trends, models of contemporary organizations</p>	<p>3</p>	<p>15</p>

Course evaluation .236				
de out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, () .written exams, reports, etc (marks monthly exam (1) 0 (monthly exam score (2) 0 marks for practical exam 0 final exam score 51				
Learning and teaching resources . 1				
nothing		(Required textbooks (methodology, if any		
		(Main references (sources		
		Recommended supporting books and references (...(scientific journals, reports		
nothing		Electronic references, Internet sites		

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Accreditation Department



Academic Program and Course Description Guide

2024

Program Skills Outline															
				Required program Learning outcomes											
Year/Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Ethics			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
		International management	Basic	*					*				*		

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

Course Description Form

237. Course Name:

International management

238. Course Code:

239. Semester / Year:

First semester/third stage

240. Description Preparation Date:

1/3/2024

241. Available Attendance Forms:

Lectures

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

45 hours / 3 units

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

Name: Jassim Ali Hassan

Email: ah.jasim@atu.edu.iq

244. Course Objectives

Course Objectives

- Make the student familiar with the basic concepts of international management, its focus on its goals, approaches, environment, strategies, risks, and work ethics.
- Preparing the student to be able to work in various international organizations, understand the work requirements therein, in a way that is consistent with the needs and tasks of this type of requirement.....

245. Teaching and Learning Strategies

Strategy

- The direct method is through lectures.
- The subjective method is through preparing research papers and discussing them.

246. Course Structure

Week	Hours	Required Learning	Unit or subject name	Learning method	Evaluation method
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		Outcomes			
1	3		<ul style="list-style-type: none"> • Introduction international management: concept 	lecture.	<ul style="list-style-type: none"> • Asking intellectual
2	3			Discussion	lecture.
3	3		<ul style="list-style-type: none"> • international management, roots 	The men stick is	<ul style="list-style-type: none"> • Conduct a daily modification of the
4	3			the	minutes at the end of the
5	3		<ul style="list-style-type: none"> • international management : its development 	the introduction	
6	3			to	
7	3		<ul style="list-style-type: none"> • The nature : scope 	lecture.	
8	3			Powerpoint	
9	3		<ul style="list-style-type: none"> • international business and difference between 	and video	
10	3			display	
11	3		<ul style="list-style-type: none"> • international management : international business. 	devices	
12	3				
13	3		<ul style="list-style-type: none"> • Objectives international management, reasons companies undertaking international business. 		
14	3				
15	3		<ul style="list-style-type: none"> • Factors affect the emergence and development of international administration 		
			<ul style="list-style-type: none"> • International management process 		
			<ul style="list-style-type: none"> • The roles : skills international managers, 		
			<ul style="list-style-type: none"> • International manager planning organizing. 		
			<ul style="list-style-type: none"> • International manager functions: leadership control. 		
			<ul style="list-style-type: none"> • International 		

			<p>business companies ; multinational companies: concept, development ; characteristics</p> <ul style="list-style-type: none"> • The role international business companies in global econom • Types international business • Reasons contemporary international growth. • Globalization: concept, manifestations and effects globalization business organizations. • International business environment: political environment ; legal environment • International business environment: economic environment, technical environment • Cultural dimensions international management, concept elements culture. 		
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247. Course Evaluation

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

1- 15 marks monthly exam
 2- 15 marks monthly exam
 10 marks for practical exam
 60 final exam score

248. Learning and Teaching Resources

Required textbooks (curricular books, if any)	1- Al-Abadi, Samir and Ghanem Jamal (2008) International Management 2-Yassin Saad. Ghalib (2006) International Management
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	Some of them are from the Internet

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Academic Program and Course Description Guide

2024

Program Skills Outline															
				Required program Learning outcomes											
Year/Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Ethics			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
		Economic Feasibility Study	Basic	*					*				*		

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

Course Description Form

249. Course Name:					
Economic Feasibility Study					
250. Course Code:					
251. Semester / Year:					
Second course/third year					
252. Description Preparation Date:					
2024/3/1					
253. Available Attendance Forms:					
Lectures					
254. Number of Credit Hours (Total) / Number of Units (Total)					
45 hours / 3 units					
255. Course administrator's name (mention all, if more than one name)					
Name: :(Lecturer assistant) : Hani Abdel Rasoul Muhammad					
Email: hani.abdelrasoul@atu.edu.iq					
256. Course Objectives					
Course Objectives	<ul style="list-style-type: none"> * Building a broad knowledge and intellectual base for students within the field of business and economics, and understanding the nature of economic feasibility studies, their role, directions, and applications in the field. * Explaining all the variables and elements affecting the preparation of economic feasibility studies, and their relationship with the negative and positive aspects of various investment projects. * Adopting modern quantitative scientific methods to analyze investment projects and their economic performance and competencies. 				
257. Teaching and Learning Strategies					
Strategy	<p>1- The direct method is through preparing lectures, developing students' skills, and acquiring the necessary basic information through applied mathematical examples.</p> <p>2- The subjective method is through preparing research reports related to the academic field, and discussing them collectively, and exchanging ideas among students.</p>				
258. Course Structure					
Week	Hours	Required	Unit or subject name	Learning	Evaluation method

		Learning Outcomes		method	
1	3		<ul style="list-style-type: none"> • Basic concepts about the nature of investment 1- The concept of investment 2- Definition of the investment or economic project 3- The importance of investment 4- The goals of investment in the business sector 5- Types of investment 6- Investment environment 7- Investment determinants 8- Objectives of the investment project 9- Investment risks 10- Foundations and principles of investment decision making. 		
2-3	3-3		<ul style="list-style-type: none"> • Study the economic feasibility of investment projects 1- The concept of economic feasibility study: 2- The importance of studying the economic feasibility of the project 3- Objectives of the economic feasibility study: 4- Types of economic feasibility studies 5- Stages of the economic feasibility study of the project 6- Analytical approaches to economic feasibility studies 7- Applied fields of economic feasibility study 8- Difficulties and problems in conducting an economic feasibility study. 		
4	3		<ul style="list-style-type: none"> • Study the legal feasibility of the investment project 1- What is the legal feasibility study? 2- Objectives of the legal feasibility study 3- Evaluate the state's position on the proposed project 4- Legal forms of investment projects 5- Determinants of choosing the legal 		

5	3		<p>form of the investment project.</p> <ul style="list-style-type: none"> • Environmental feasibility study for the investment project <ol style="list-style-type: none"> 1. What is an environmental feasibility study? 2. The importance of the environmental feasibility study 3. Objectives of the environmental feasibility study 4. Stages of preparing an environmental feasibility study 5. The role of environmental analysis in the decision to compare investment ideas 6. Cost-benefit analysis and environmental impact assessment <p>The impact of the environment on the investment project.</p>		
6-7	3-3		<ul style="list-style-type: none"> • Study the marketing feasibility of the project <ol style="list-style-type: none"> 1- The concept and objectives of the marketing feasibility study 2- The marketing feasibility study is the backbone of economic feasibility studies 3- Study and estimate the demand for the goods that the project will produce 4- The statistical data required to study the application 5- Forecasting future demand for investment project goods 6- Methods for estimating the volume of demand for investment project goods (non-quantitative methods for forecasting and estimating the volume of demand for a commodity - quantitative methods for forecasting the volume of demand for a commodity) 7- Market study 8- Price policy and determining the best prices for selling the project's products. 		
8	3		<ul style="list-style-type: none"> • Technical feasibility study of the investment project <ol style="list-style-type: none"> 1- What is the technical feasibility study? 		

			<p>2- Stages of the technical feasibility study</p> <p>3- Determine the size of production and production capacity</p> <p>4- Determine the size of the project</p> <p>5- Choosing the project location</p> <p>6- Determine the production method, production processes and approved technology</p> <p>7- Internal planning of the project</p> <p>8- Selection of production machines and equipment</p> <p>9- Estimating the project's needs for production supplies and elements</p>		
10-9	3-3		<ul style="list-style-type: none"> • Study the financial feasibility of the investment project <p>1- The financial structure of the project (Short-term financing sources - and long-term financing sources)</p> <p>2- Estimating the cash flows of the investment project</p> <p>3- Determine and analyze project costs</p> <p>4- Financial and economic evaluation of the project</p> <p>5- Problems of using the cost of funds to represent the minimum acceptable investment proposal</p> <p>6- The impact of inflation on the evaluation of investment proposals</p> <p>7- Using sensitivity analysis in evaluating investment projects.</p>		
11	3		<ul style="list-style-type: none"> • Social feasibility study of the project <p>1- The concept of the social (national) feasibility study for the project</p> <p>2- The difference between social profits and commercial profits</p> <p>3- The suitability of shadow prices for analyzing profitability on the national economy</p>		
12	3		<p>4- Criteria for evaluation and comparison of social profitability</p> <ul style="list-style-type: none"> • Measuring the risks of investment proposals and managing temporary investments 		

13	3	<p>1- Definition of risks</p> <p>2- Risk classification</p> <p>-Systemic risks - Unsystematic risks</p> <p>3- Methods of measuring risks</p> <p>- Graphical method for measuring investment risks</p> <p>- Quantitative method of measurement Investment risks</p> <p>4- Managing temporary investments</p> <ul style="list-style-type: none"> • Predicting the performance of the existing project <p>Follow up on project performance</p> <p>Methods for monitoring project performance</p> <p>Comparing project performance with similar projects.</p> <ul style="list-style-type: none"> • Addressing failed projects <p>1- Reasons for project failure</p> <p>2- Project development</p> <p>3- Project inputs</p> <p>4- Rescheduling project inputs as one of the most important means of developing the project.</p> <p>5- Administrative analysis of the project</p> <p>6- Liquidation of the project</p> <p>- Reasons for liquidating the project - duties of the liquidator</p> <ul style="list-style-type: none"> • Practical cases for preliminary feasibility studies for some projects <p>1- A project to produce fragile dough sheets</p> <p>2- Olive pickling project.</p>
14	3	
15	3	

259. Course Evaluation

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

15 marks monthly exam (1)

15 marks monthly exam (2)

10 marks for practical exam

60 final exam score

260. Learning and Teaching Resources

Required textbooks (curricular books, if any)	There is no
Main references (sources)	1- Thaer Mahmoud Rashid Al-Ani, (Preparing studies and evaluating the performance of i

	<p>edition 2018.</p> <p>2-Abdul Aziz Mustafa Abd al-Karim and ... (Evaluating Economic Projects: A Study in the Feasibility and Performance Efficiency), second edition</p> <p>3-Kazem Al-Issawi, (economic feasibility studies and ...)</p> <p>4- Dr. Shaqiri Nouri Moussa and Dr. Osama ... feasibility studies and evaluation of investment projects</p>
Recommended books and references (scientific journals, reports...)	There is no
Electronic References, Websites	There is no

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Academic Program and Course Description Guide

2024

Program Skills Outline															
				Required program Learning outcomes											
Year/Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Ethics			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
the third		Evaluation of projects	Basic	*					*				*		

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

Course Description Form

261. Course Name:

Evaluation of projects

262. Course Code:

263. Semester / Year:

First course/third year

264. Description Preparation Date:

2024/3/1

265. Available Attendance Forms:

Lectures

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

45 hours / 4 units

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

Name: :(Lecturer assistant) : Hani Abdel Rasoul Muhammad

Email: hani.abdelrasoul@atu.edu.iq

268. Course Objectives

Course Objectives

- 1- The student will be familiar with the nature of investment affecting project evaluation.
- 2- The student acquires the necessary skills in calculating projects, how to calculate investment costs and revenues, and standards used in the evaluation process and choosing the best

269. Teaching and Learning Strategies

Strategy

- 1- The direct method is through preparing lectures, developing students' acquire the necessary basic information through applied mathematical examples
- 2- The self-method is through preparing research reports related to the area them collectively, and exchanging ideas among students.

270. Course Structure

Week	Hours	Required	Unit or subject name	Learning	Evaluation method

		Learning Outcomes		method	
1	3		<ul style="list-style-type: none"> • (The concept, nature and importance of the project evaluation process) <p>The concept of the project evaluation process</p> <p>The importance of evaluating projects</p> <p>Objectives of the project evaluation process</p> <p>Foundations and principles of the project evaluation process - (stages of the project evaluation process) - (project standards) - (the concept of the invested extinction reserve) - (the concept of discount)</p>	<p>Lectures</p> <p>Discussions</p> <p>Brainstorming</p> <p>Projectors</p>	<ul style="list-style-type: none"> • Ask thinking questions • Conduct an examination <p>My day is editorial</p> <p>At the end of the lecture</p>
2	3		<p>- (choosing the discount rate).</p> <ul style="list-style-type: none"> • Analysis of costs, returns and prices in the field of project evaluation <p>Cost concept</p> <p>Differential costs of alternatives</p> <p>Investment costs</p> <p>Ongoing costs</p> <p>Operating costs</p> <p>The concept of revenues - prices (shadow prices and market prices - alternative opportunities).</p>		
3	3		<ul style="list-style-type: none"> • Project evaluation methods <p>Organization for Economic Co-operation and Development (OECD) approach</p> <p>United Nations Industrial Development Organization (UNIDO) curriculum</p> <p>The World Bank's approach to project evaluation</p>		
4	3		<p>The Iraqi approach to project evaluation.</p> <ul style="list-style-type: none"> • Measures of business profitability under conditions of uncertainty <p>Analyzing the phenomenon of uncertainty, determining the break-even point</p> <p>Decision tree analysis method</p> <p>The concept of decision tree</p> <p>Components of a decision tree</p> <p>Decision tree analysis</p>		
5-6	3-3		<p>Sensitivity analysis method.</p> <ul style="list-style-type: none"> • Methods of comparison between projects and technological alternatives <p>The importance of comparing projects and alternatives</p> <p>Stages of comparison between projects</p>		

7-8	3-3		<p>Economic methods (technical methods) (financial methods).</p> <ul style="list-style-type: none"> • Financial and economic evaluation concepts and differences <p>Economic evaluation of the project, partial criteria and macro criteria, concepts and disadvantages of each criterion</p>		
9	3		<p>Financial evaluation concepts and drawbacks of each standard.</p> <ul style="list-style-type: none"> • General evaluation criteria <p>Recovery period standard (time standard)</p> <p>Average rate of return standard (accounting standard)</p> <p>Present value criterion - internal rate of return criterion</p>		
10-11	3		<ul style="list-style-type: none"> • Criteria for measuring national or social profitability <p>The extent to which the proposed project contributes to providing job opportunities</p> <p>The extent to which the project contributes to creating added value</p> <p>The extent to which the project contributes to improving the balance of payments situation</p> <p>The extent to which the project contributes to increasing labor productivity at the national level</p> <p>The project's negative impacts on the environment</p> <p>Other criteria</p> <p>Factor density criterion - project size criterion</p>		
12	3		<p>Mathematical examples</p> <ul style="list-style-type: none"> • Foundations and standards for efficient performance in projects <p>The concept and importance of evaluating performance efficiency</p> <p>Functions of the performance appraisal process</p> <p>Foundations, stages and performance evaluation</p>		
13	3		<p>Standard production capacity and its types</p> <ul style="list-style-type: none"> • Methods of measuring productivity <p>Measuring labor productivity</p> <p>Factors affecting labor</p>		

14-15	3	productivity Methods and procedures leading to increased productivity. • Net value added standard Standard production program plan Standard return on invested capital Value transfer standard Mathematical examples		
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271. Course Evaluation

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

15 marks monthly exam (1)

15 marks monthly exam (2)

10 marks for practical exam

60 final exam score

272. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Dr. Abdel Wahab Al-Dahri (Project Evaluation and F Edition 1991
Main references (sources)	1- Thaer Mahmoud Rashid Al-Ani, (Preparing and studies and evaluating the performance of investr edition 2018. 2- Abdel Aziz Mustafa Abdel Karim and Talal (Evaluating Economic Projects: A Study in the Ar Feasibility and Performance Efficiency), second editi 3- Kazem Jassim Al-Issawi, (economic feasibility stud evaluation), 2011
Recommended books and references (scientific journals, reports...)	There is no
Electronic References, Websites	There is no

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Academic Program and Course Description Guide

2024

Program Skills Outline															
				Required program Learning outcomes											
Year/Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Ethics			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
The third \		organizational behavior	basic	*					*				*		

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

Course Description Form

273. Course Name:					
organizational behavior					
274. Course Code:					
275. Semester / Year:					
Second semester/third year					
276. Description Preparation Date:					
1/3/2024					
277. Available Attendance Forms:					
Lectures					
278. Number of Credit Hours (Total) / Number of Units (Total)					
45 hours / 4 units					
279. Course administrator's name (mention all, if more than one name)					
Name: Prof. Mayada Hayawi Mahdi Al-Lahibi Email: dr.mayada16@atu.edu.iq					
280. Course Objectives					
Course Objectives			Providing and introducing the student to scientific concepts and foundations in the following fields: • Introducing the student to the concept of organization introducing the student to the importance of behavior how to employ it in all areas of life		
281. Teaching and Learning Strategies					
Strategy		1-The direct method is through lectures. 2- The subjective method is through preparing research papers and discussing			
282. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1		The nature of organizationa		Lectur	• Asking intellectual al qu

2	3	Individual behavior		Discussions	lecture.
3	3	Organization theories		ons	• Taking an exam
4	3	directione		Brains	My editorial day
5	3	Personal		rmimg	At the end of the lecture
6	3	Groups and work teams in the organization		Project	
7	3	Organizational effectiveness		rs	
8	3	Organizational affiliation			
9	3	Renewal and change			
10	3	Leadership			
11	3	Ethical organizational behavior			
12	3	Postmodern organizational behavior			
13	3	Psychological stress at work			
14	3	Behavioral skills			
15	3	:Conflict and organizational conflict			
		Effective communications			

283. Course Evaluation

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

15 marks monthly exam (1)
 15 marks monthly exam (2)
 10 marks for practical exam
 60 final exam score

284. Learning and Teaching Resources

Required textbooks (curricular books, if any)	no
Main references (sources)	Ambrose, M. L., & Schminke (2022)
Recommended books and references (scientific journals, reports...)	no
Electronic References, Websites	no



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Academic Program and Course Description Guide

2024

Program Skills Outline															
				Required program Learning outcomes											
Year/Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Ethics			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
		Administrative information system	Basic	*					*				*		

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

Course Description Form

285. Course Name:

Administrative information system

286. Course Code:

287. Semester / Year:

Second semester/third stage

288. Description Preparation Date:

1/3/2024

289. Available Attendance Forms:

Lectures

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

45 hours / 3 units

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

Name: Jassim Ali Hassan

Email: ah.jasim@atu.edu.iq

292. Course Objectives

Course Objectives

- Introducing the student to the basic concepts and methods of its management and its importance in contemporary organizations
- Enabling the student to practice activities related to information systems and how to use its different techniques

293. Teaching and Learning Strategies

Strategy

1- The direct method is through lectures.

2- The subjective method is through preparing research papers and discussing them

294. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
	3		• System concept		

1
1
1
1
1
1

3
3
3
3
3
3
3
3
3
3
3
3
3

system component
system classification

- The concept information technology - the role of information technology in business organizations
- The concept of data information, knowledge, and mutual relationships between them
- Characteristics information quality (time dimension, content, form)
- The concept information system the benefits management information system
- Management information system resources (human material)
- Management information system resources (software, data, networks and communications)
- Components management information system (data, process information)
- Components management information system (feedback, environment)
- Types of management information system (strategic level)
- Types of management information system (tactical level, operational level)
- Knowledge management system (knowledge, knowledge)

			<p>management, knowledge management processes)</p> <ul style="list-style-type: none"> • Transaction processing systems (concept, objectives and features transaction processing systems) • Decision support systems (concepts, types of decision support systems, components decision support) • Management information systems and decision making (stages of decision making, types of decisions, the role of the management information system in decision making) 	
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295. Course Evaluation

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

- 1- 15 marks monthly exam
- 2- 15 marks monthly exam
- 10 marks for practical exam
- 60 final exam score

296. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	<ol style="list-style-type: none"> 1. Al-Najjar, Fayez Jumaa ((Management Information Systems)) 2- Haider Abdullah ((Management Information Systems))
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

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



Academic Program and Course Description Guide

2024

Program Skills Outline															
				Required program Learning outcomes											
Year/Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Ethics			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
third		cost Accounting	Basic	*					*				*		

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

Course Description Form

297. Course Name:	
Cost Accounting	
298. Course Code:	
299. Semester / Year:	
First and second semester/third year	
300. Description Preparation Date:	
2024/3/1	
301. Available Attendance Forms:	
Lectures	
302. Number of Credit Hours (Total) / Number of Units (Total)	
90 hours / 4 units	
303. Course administrator's name (mention all, if more than one name)	
Name: Assistant teacher Bashar Abdel Hussein Hassan Email: bashar.hasan@atu.edu.iq	
304. Course Objectives	
Course Objectives	<ol style="list-style-type: none"> 1. Learn about cost accounting in the public and private sectors 2. Introducing the student to the principles of cost accounting and their importance in controlling cost elements in order to determine the costs of products and services. 3. Preparing the student to acquire the basic skills necessary to enable him <p>Calculating product costs by identifying and counting cost elements</p> <p>Materials, wages and expenses.</p>
305. Teaching and Learning Strategies	
Strategy	<ol style="list-style-type: none"> 1- The direct method is through lectures. 2- The subjective method is through preparing research papers and discussing them collectively.

306. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	3	Definition of cost, definition of cost accounting, cost elements		For lectures Discussions	• Asking intellectual questions during lecture.
2	3	Initial cost, additional costs, cost steps, types of cost,		Brainstorming Projectors	• Taking an exam My editorial day At the end of the lecture
3	3	Nature of cost, cost tabulation, cost centers, cost unit, basic documents			
4	3	Objectives of cost accounting and the relationship of cost accounting to accounting			
5	3	Finance, its relationship with management accounting and its relationship with engineering			
6	3	Industrial, its relationship to operations research and the development of cost management			
7	3	In the organizational structure, the relationship between cost management and other departments			
8	3	Administrative organization to manage costs and the functions of its employees			
9	3	Steps to be followed			
10	3	To develop a cost system, the cost concept for the purpose of measuring the cost of finished production and valuing inventory, cost concepts used for control purposes, cost concepts for planning and decision-making purposes.			
11	3				
12	3				
13	3	Cost elements - wages,			

		expenses)			
14	3	Cost elements tab, depending on the nature of the item, tab			
15	3	Functional based on its relationship to product			
16	3	unit based Its relationship to			
17	3	production volumes, cost- bearing theories, a comparison between the four theories			
18	3	Cost centers and cost units			
19	3	Accounting for the cost of materials, the importance of the material element, purchasing it			
20	3	The documentary cycle - to account for the cost of purchasing, storing			
21	3	materials, documents and warehouse records			
22	3	Material disbursement, pricing, documentary cycle pricing methods			
23	3	To account for the cost of materials spent Inventory of materials, accounting entries for the material cycle in the facility			
24	3	Industrial: The importance of the work component in cost and the role of personnel			
25	3	management in control On the work item Methods of paying wages, methods of classifying and measuring the cost of work			
26	3	The documentary cycle of control and accounting for the cost of work. Accounting restrictions for the cycle			
27	3	Wages, expenses for services provided by			

28	3	<p>others, installments Depreciation of fixed assets and accounting restrictions for expenses Indirect industrial costs, inventory and identification of elements Indirect industrial costs in each production or service center, distributing the costs of service centers among centers</p>			
29	3	<p>Production, charging the costs of production centers on the units produced, indirect marketing costs, classifying them, inventorying and</p>			
30	3	<p>identifying the elements of marketing costs to charge them on the units sold. Inventorying and identifying the elements of marketing costs for cost centers Marketing, administrative and financial services costs Production order costs Costs of production stages Construction contract costs - cost accounting procedures Contracting, accounting for work approved in contract</p>			

307. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily exams, reports etc
 20 marks monthly exam (1)
 20 marks monthly exam (2)

10 marks for practical exam
50 final exam score

308. Learning and Teaching Resources

Required textbooks (curricular books, if any)	nothing
Main references (sources)	3. Garison (2002) 4. Kisso (2022)
Recommended books and references (scientific journals, reports...)	nothing
Electronic References, Websites	nothing



وزارة التعليم العالي والبحث العلمي
جهاز الإشراف والتقويم العلمي
دائرة ضمان الجودة والاعتماد الأكاديمي
قسم الاعتماد

دليل وصف البرنامج
والمقرر الأكاديمي

2024

مخطط مهارات البرنامج

مخرجات التعلم المطلوبة من البرنامج												اساسي أم اختياري	اسم المقرر	رمز المقرر	السنة / المستوى
القيم				المهارات				المعرفة							
4ج	3ج	2ج	1ج	4ب	3ب	2ب	1ب	4أ	3أ	2أ	1أ				
		*				*					*	اساسي	الادارة المالية		الثالثة

● يرجى وضع اشارة في المربعات المقابلة لمخرجات التعلم الفردية من البرنامج الخاضعة للتقييم

309. Name of the Course			
Financial Management I			
310. Code of the Course			
311. Semester / year			
First semester / third year			
312. Date of preparation of this description			
1/3/2024			
313. Available forms of attendance			
Lectures			
314. Number of study hours (total)/number of units (total)			
45 hours / 2 units			
315. Name of the Course administrator (if more than one name is mentioned)			
Name: Assistant Professor Zaid M. Alabassi Email: zaid.alabassi@atu.edu.iq			
316. Course objectives			
1.the general goal: to provide the student with the philosophy of financial management in companies		Objectives of the study subject	
2.Special objective: to introduce the student to the basic concepts of financial management in companies.			
317. Teaching and learning strategies			
1.scientific lectures. 2.design thinking. 1-teamwork. 4-design a virtual work environment.			
10. Course structure			
Evaluation method	Learning method	Name of the unit or subject	Required learning outcomes
-Ask intellectual questions at the end of lecture.	For lectures Discussions Brainstorming Projectors	-Introduction to financial management (goals, areas). - The functions of the financial management and its relationship with other managements. -Financial management environment (corporate law, financial markets, transparency and disclosure).	

		<p>-Basics of analyzing companies financial statements and evaluating financial performance</p> <p>-Break-even analysis (assumptions, methods of break even analysis).</p> <p>-Analysis of financial leverage and operating leverage.</p> <p>-Financial forecasting (financial forecasting methods).</p>	
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10–Evaluation of the course

Distribute the grade out of 100 according to the tasks assigned by the student such as daily preparation, daily written exams and reports Etc

15monthly exam score (1)

15monthly exam score (2)

10practical exam grades and daily activity.

The final exam score is 60.

11– Learning and teaching resources

<p>5. Roos (2022)</p> <p>6. Brealey (2020)</p> <p>7. Brigham (2019)</p> <p>8. Akan (2020)</p>	Main references (sources)
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Sample course description

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

Program Skills Outline															
				Required program Learning outcomes											
Year/Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Ethics			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
Stage four		Risk management and insurance	Basic	*					*				*		

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

Course Description Form

318. Course Name:

Risk management and insurance

319. Course Code:

320. Semester / Year:

First and second semester – fourth stage.

321. Description Preparation Date:

2024/3/1

322. Available Attendance Forms:

Lectures

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

90 hours / 3 units

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

Name: Assistant Professor Dr. Amar Abdel Karim Al-Dhahabawi

Email:

325. Course Objectives

Course Objectives

The general goal: – To make the student familiar with the basic concepts of risk management (operational) risks and how to confront them, with a focus on insurance as the main method of confrontation.

Specific objective: – To prepare students capable of protecting activities related to risk management matters in industrial facilities in particular and various organizations in general and how to prepare insurance documents.

326. Teaching and Learning Strategies

Strategy

1- Direct method through lectures.
2- The subjective method is through preparing research papers and discussing them.

327. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation
1	3	• Introduction to risk: the concept of risk, characteristics of risk, and some concepts related to risk.		•lecture.	• Asking intellectual questions during the lecture.
2	3			• Discussions.	
3	3	• Classification of risks, probability and risk, measurement of risk and its cost.		•	
4	3				

5 3 • Philosophical interpretation of danger, psychological interpretation of danger, perception of danger.

6 3

7 3 • Risk management: the concept of risk management, the risk management process, critical success factors for risk management.

8 3

9 3 • Risk management: The main requirements for risk management, risk management standards.

10 3

11 3 • Risk manager decisions: organization's objectives related to risk management, cost-benefit analysis.

12 3

13 3 • Risk management strategies: avoiding risk, reducing risk, retaining risk.

14 3 • Risk management strategies: risk transfer, risk allocation.

15 3 • Operational risk management: concept, importance, goals, benefits, principles.

16 3 • Operational risk management: sources, requirements, steps, responsibility for operational risk management.

17 3

18 3 • Risk Management Information System (RIMS): concept, general characteristics, objectives, functions.

19 3

20 3 • Improving value through Rims, risk measurement methodologies, and system outputs.

21 3

22 3 • Organizational aspects of risk management: the location of risk management within the organizational structure, problems of introducing risk management into the organization, centralization and decentralization in risk management.

23 3

24 3 • Risk manager: his tasks and duties, problems directed by the risk manager.

25 3

26 3 • Applied aspects of risk management: crisis management, disaster and emergency planning

27 3

28 3 • Risk management in international companies, environmental pollution risk management, computer notification management.

29 3

30 3 • Introduction to insurance, the concept of insurance, the origins of insurance, its development and its importance.

• Insurance functions: primary functions, secondary functions.

• Insurance contract: its elements and parties.

• Characteristics of the insurance contract.

Brainstorming
in the
introduction
to the lecture.

• Power point ;
video display devi

- Principles of the insurance contract: the principle of insurable interest, the principle of compensation, the principle of participation.
- Principles of the insurance contract: the principle of subrogation, the principle of good faith, the principle of proximate cause.
- The insurance process: promoting the insurance product, requesting insurance.
- The insurance process: underwriting and pricing.
- The insurance process: the insurance document, its details, annexes, and renewal.
- Insurance process: compensation settlement.
- Insurance branches: Money insurance branches (fire, marine, automobile).
- Branches of money insurance (aviation, engineering, agricultural, theft).
- Branches of personal insurance (life insurance, health insurance, personal accidents).
- Liability insurance.

328. Course Evaluation

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

20 marks monthly exam (1)

20 marks monthly exam (2)

10 marks for practical exam

50 final exam score

329. Learning and Teaching Resources

Required textbooks (curricular books, if any)	no thing
Main references (sources)	<p>Dr. Kamal Mahmoud Jabra, insurance and risk management. (2015) / Academic Publishing and Distribution, first edition, Amman/Jordan.</p> <p>Dr.. Tariq Nabil Al-Mohamed Al-Desouki, Risk and Crisis Management (2015) / Academic Publishing and Distribution, first edition, Cairo/Egypt.</p> <p>Dr.. Zaid Munir Abboud, Insurance and Risk Management, (2006), Dar Al-Farabi Publishing and Distribution, first edition, Amman/Jordan.</p>
Recommended books and references (scientific journals, reports...)	no thing
Electronic References, Websites	no thing

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Scientific Supervision and Scientific Evaluation Apparatus
Directorate of Quality Assurance and Academic Accreditation
Accreditation Department**



Academic Program and Course Description Guide

2024

Program Skills Outline															
				Required program Learning outcomes											
Year/Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Ethics			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
		Project evaluation		*					*				*		

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

Course Description Form

330. Course Name:					
Project evaluation					
331. Course Code:					
332. Semester / Year:					
First and second semester/fourth year					
333. Description Preparation Date:					
2024\3\1					
334. Available Attendance Forms:					
Lectures					
335. Number of Credit Hours (Total) / Number of Units (Total)					
90 hours / 4 units					
336. Course administrator's name (mention all, if more than one name)					
Name: ALI HAMZA HASAN Email: ali.hamza@atu.edu.iq					
337. Course Objectives					
Course Objectives			1- Learn about project evaluation in the public and private sectors 2- Providing the student with sufficient knowledge about the importance of projects, their types, and ways to benefit from them in evaluating investment opportunities 3- Learn about the financial evaluation criteria for projects		
338. Teaching and Learning Strategies					
Strategy		1- The direct method is through lectures. 2- The subjective method is through preparing research papers and discussing them			
339. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method

1	3	The concept of the project	Lectures	•Asking intellectual questions
2	3	what is the project, the concept	Discussions	lecture.
3	3	of evaluation	Brainstorming	•Taking an exam
4	3	The concept of extinction	Projectors	My editorial day
5	3	reserve, the concept		At the end of the lecture.
6	3	discount, the discount rate		
7	3	Cost-benefit analysis		
8	3	evaluation		
9	3	Revenues, prices (shadow		
10	3	price and market price)		
11	3	Evaluation methods (OECD		
12	3	UNIDO method),		
13	3	The World Bank's approach		
14	3	evaluation and the Iranian		
15	3	country's approach		
16	3	Investment analysis and		
17	3	planning, investment		
18	3	standards		
19	3	For project selection, project		
20	3	creation and investment		
21	3	decision		
22	3			
23	3	Stages of studying and		
24	3	evaluating projects, models		
25	3	determining investment		
26	3	Pre-feasibility study, financial		
27	3	feasibility study,		
28	3	Project Evaluation		
29	3	Demand study, market study		
30	3	the importance of estimating		
		demand		
		Methods used in forecasting		
		estimate the volume		
		demand		
		And how to use each method		
		Technical and economic studies		
		determining the project size		
		and location		
		The economic study includes		
		the results of the market study		
		employment size, and		

estimation of operating costs
 Analysis of the phenomenon
 uncertainty - the break-even
 point - the mathematical
 method
 Sensitivity analysis - the
 concept of sensitivity - analysis
 requirements
 Probability analysis
 Financial and economic
 evaluation - capital turnover
 rate - profitability ratio
 criterion
 Economic evaluation - part
 criteria - macro criteria
 The impact of project
 implementation on the
 national economy - the impact
 on income

 General evaluation criteria
 recovery period criteria
 Standard rate of return and
 average return on investment

 Present value standard

 Internal rate of return
 standard
 Foundations of performance
 efficiency standards - the
 concept of performance
 efficiency - the importance
 evaluating performance
 efficiency - production capacity
 standard and its types
 The concept of productivity
 and productive efficiency
 analysis of productivity and
 productive forms - total and
 partial

			<p>Methods of measuring productivity - factors affecting productivity - methods and procedures leading to productivity</p> <p>Production efficiency standards - measurement indicators and evaluation of performance efficiency</p> <p>Net value added standard production program plan standard</p> <p>Return on capital standard value analysis standard</p>		
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340. Course Evaluation

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

20 marks monthly exam (1)
20 marks monthly exam (2)
10 marks for practical exam
50 final exam score

341. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	Dr.. Abdel Wahab (1993)
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

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Academic Program and Course Description Guide

2024

Program Skills Outline															
				Required program Learning outcomes											
Year/Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Ethics			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
Fourth		Managerial Accounting	Basic	*					*				*		

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

Course Description Form

342.	Course Name:
Managerial Accounting	
343.	Course Code:
344.	Semester / Year:
First and second semester/fourth year	
345.	Description Preparation Date:
2024/3/1	
346.	Available Attendance Forms:
Lectures	
347.	Number of Credit Hours (Total) / Number of Units (Total)
90 hours / 4 units	
348.	Course administrator's name (mention all, if more than one name)

Name: Assistant teacher Bashar Abdel Hussein Hassan
 Email: bashar.hasan@atu.edu.iq

349. Course Objectives

Course Objectives	1.Learn about managerial accounting in the public and private sectors 2. Providing the student with knowledge of the importance and role of the management accountant.Making administrative decisions 3.Learn how to prepare different budgets
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350. Teaching and Learning Strategies

Strategy	1- The direct method is through lectures. 2- The subjective method is through preparing research papers and discussing them collectively.
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351. Course Structure

Week	Hours	Required Learning	Unit or subject	Learning	Evaluation method
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		Outcomes	name	method	
1	3	The concept of		For lectures	<ul style="list-style-type: none"> • Asking intellectual questions at the end of the lecture. • Taking an exam My editorial day At the end of the lecture
2	3	managerial accounting,		Discussions	
3	3	comparison between		Brainstorming	
4	3	managerial and financial		Projectors	
5	3	accounting, ethics and			
6	3	behavior of the profession			
7	3	The relationship of			
8	3	management accounting			
9	3	to the first branches of			
10	3	knowledge			
11	3	. Some terminology of			
12	3	costs: differential cost,			
13	3	differential cost,			
14	3	alternative			
15	3	recommendation cost			
	3	Actual cost determined in			
	3	advance, difference			
	3	between cost and loss.			
	3	The relationship between			
	3	cost - volume - profit.			
	3	Analyzing the relationship			
	3	between cost drivers and			

16	3	revenue, hypotheses			
17	3	analyzing the relationship			
18	3	between cost - volume -			
19	3	profit. The concept of			
20	3	contribution margin,			
21	3	methods of calculating the			
22	3	break-even size, the effect			
23	3	of changing some factors			
24	3	on the break-even size.			
25	3	Uses of break-even			
26	3	analysis, comparing			
27	3	alternatives.			
28	3	Break-even analysis			
		graphically, branch map,			
		break-even analysis in			
		light of multiple products			
		Appropriate costs,			
		decision making, the			
		meaning of			
		appropriateness, costs that			
		are important in decision			
		making such as			
		differential, differential.			

29				
30	<p>Types of short-term decisions: the decision to accept an order, the decision to purchase or make the decision to add or exclude a product line, the pricing decision. Scarce resources, decisions to allocate scarce resources, the decision to sell a good at a certain point or to continue production. Estimated budgets, their concept, the importance of budgets, the principles adopted in preparing budgets in monitoring and evaluating performance. Operating budgets, sales budget, production budget, materials required for production budget,</p>			

	<p>raw material purchases budget.</p> <p>Flexible balancers, their concept, and how to prepare them.</p> <p>Cash budget</p> <p>Capital budgets, their importance, methods of preparing them, the concept and importance of investments,</p> <p>investment law in Iraq</p> <p>Methods of evaluating investments, payback period, rate of return, inverse of the payback period, net present value, internal rate of return, profitability index.</p> <p>Evaluating investments with supply taxes.</p> <p>Responsibility accounting, its concept,</p>			
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		importance, components of responsibility accounting, performance evaluation using the responsibility accounting system.			
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352. 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
 20 marks monthly exam (1)
 20 marks monthly exam (2)
 10 marks for practical exam
 50 final exam score

353. Learning and Teaching Resources

Required textbooks (curricular books, if any)	nothing
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Main references (sources)	9. Garison (2002) 10. Kisso (2022)
Recommended books and references (scientific journals, reports...)	nothing
Electronic References, Websites	nothing

