

**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/Institute: Karbala Technical Institute

Scientific Department: Department of Financial and Banking Technologies

Academic or Professional Program Name: Technical diploma

Final Certificate Name: Diploma in Financial and Banking Technologies:

Academic System: Quarterly system

Description Preparation Date: 2025-2024

File Completion Date: 2024/11/18

Signature:



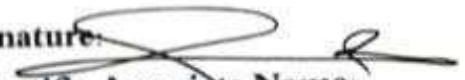
Head of Department Name:

Prof. Dr. Mohammed Fadhil

Neamha

Date:

Signature:



Scientific Associate Name:

Prof. Dr. Hassan Muhammad

Jawad

Date:

The file is checked by:



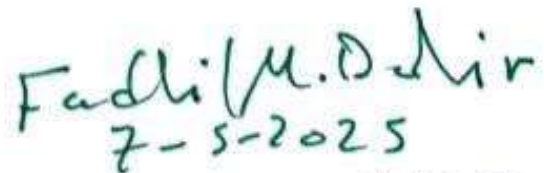
Ali Neamah H9592

Department of Quality Assurance and University Performance

Director of the Quality Assurance and University Performance Department:

Date:

Signature:



Fadhil M. D. Dir
7-5-2025

Approval of the Dean

1. Program Vision

The department seeks to provide a theoretical and practical financial and banking educational program that is distinguished by its high quality in accordance with academic, research and technical standards by following up on future indicators for the development of financial and banking sciences and the necessary methods for understanding and keeping pace with this development in automation to contribute to building a sustainable banking future and excellence in the three pillars of science (teaching, scientific research and community service).

2. Program Mission

The department's mission is to create and disseminate knowledge and develop skills and capabilities related to the financial, banking and investment sectors to meet the requirements of the local and global markets and to provide advisory and training services to serve the community.

3. Program Objectives

1. Preparing qualified technical personnel to work in the financial and banking sectors and related activities.
2. Enhancing students' analytical understanding of the modern concept of financial and banking sciences, in a sustainable financial and banking world.
3. Providing students with the skills, knowledge, and competencies required to build a prosperous professional future.
- 4- Qualifying graduating students according to the requirements of the labor market and enabling them to find a good job in the banking sector or any financial institution, whether local, regional, or international.
- 5- Preparing students to participate positively and effectively in developing and improving the country's economy.

4. Program Accreditation

Does the program have program accreditation? And from which agency?

– One of the new departments for the academic year 2024–2025.

5. Other external influences

Is there a sponsor for the program?

–Ministry of Higher Education and Scientific Research – Scientific Supervision and Evaluation Authority

6. Program Structure

Program Structure	Number of Courses	Credit hours	Percentage	Reviews*
Institution Requirements	-	-	-	-
College Requirements	14	60		-
Department Requirements	14	60		-
Summer Training	-	-	-	-
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 stage\ first semester		Bank management	1	5
First stage\ first semester		Marketing banking services	2	4
First stage\ first semester		Insurance management	2	4
First stage\ first semester		Principles of financial accounting	1	5

First stage\ first semester		Human rights and democracy	2	-
First stage\ first semester		English language	2	-
First stage\ first semester		Arabic language	2	-
First stage / second semester		banking operations	2	4
First stage / second semester		Financial management	2	4
First stage / second semester		Intermediate Accounting	2	4
First stage / second semester		E financial readings	1	2
First stage / second semester		Principles of Statistics	2	2
First stage / second semester		Financial and banking legislation	1	2
First stage / second semester		computer Fundamentals /1	1	1

8. Expected learning outcomes of the program

Knowledge	
Students acquire a wealth of knowledge in the field of finance and banking.	Learning Outcomes Statement Establishing scientific foundations within financial and banking studies that reflect on serving society efficiently.
Skills	
The student of the Department of Financial and Banking Technologies acquires the skill to understand financial and banking work according to correct scientific foundations	This approach is achieved through discussing and training students to use solid scientific methods to understand financial and banking sciences.
Ethics	
Learning Outcomes 4	Learning Outcomes Statement 4
Learning Outcomes 5	Learning Outcomes Statement 5

9. Teaching and Learning Strategies

1– The availability of scientific curricula and systematic plans for their efficient implementation:

- Brainstorming strategy to develop thinking and creativity.
- Delivering theoretical lectures, providing theoretical examples and case studies, and utilizing modern digital tools such as digital screens.

- Student group strategy for providing exercises and practical examples.
 - Report and study strategy that develops students' research and writing skills.
- 2– Using academic resources and constantly updating them to ensure students' sound understanding.
- 3– Field visits to financial and banking institutions, attending lectures, and discussing ideas.
- 4– Using visual aids and digital projectors for topics that require them.

10. Evaluation methods

- Quarterly and annual written exams
- Quick quizzes
- Homework assignments
- Evaluation of participation, contributions, and classroom discussions
- Periodic reports, their discussions, and the results of research and its scientific outcomes.

11. Faculty

Faculty Members

Academic Rank	Specialization		Special Requirements/Skills (if applicable)		Number of the teaching staff	
	General	Special			Staff	Lecturer
Asst. Prof. Dr. Hassan Mohammed Jawad Razzaq	Finance and Banking	Fiscal and Monetary Policies			Permanent staffing	
Asst. Prof. Dr. Basman Kamel Jawad	Finance and Banking	Bank Management			Permanent staffing	
Ass. Prof. Rahim Abdul Mohammed	Financial Management	Bank Management			Permanent staffing	
Lectu. Enas Nasser Oqla	Finance and Banking	Bank Management			Permanent staffing	
Asst. Lect. Asaad Rahim Mohsen,	Economics	Macroeconomics			Permanent staffing	

Asst. Lect .Sallam Eidan Marzouq	Financial Studies/Banking	Bank Management			Permanent staffing	
Asst. Lect Azhar Awini Abdul Redha	Law	Public Law			Permanent staffing	
Asst. Lect .Mona Ihsan Mohammed Baqer	Sports	Sports			Permanent staffing	
Asst. Lect. Safa Yassin Shaker	Accounting	Accounting			Permanent staffing	
Asst. Lect . Emad Nemah Hashem	Finance and Banking	Finance and Banking			Permanent staffing	
Asst. Lect . Manaf Mohammed Jalil	Finance and Banking	Finance and Banking			Permanent staffing	
Asst. Lect .Ali Faisal Kazim	Finance and Banking	Finance and Banking			Permanent staffing	
Asst. Lect .Marwa Mohammed Hadi	Economics	Economics			Permanent staffing	
Asst. Lect .Hiam Hassan Hadi	Finance and Banking	Finance and Banking			Permanent staffing	
Asst. Lect .Bilal Adel Masakh Zabaleh	Finance and Banking	Finance and Banking			Permanent staffing	
Asst. Lect .Amjad Jaafar Habib Jawad	Finance and Banking	Finance and Bankin			Permanent staffing	

Professional Development

Mentoring new faculty members

- Introducing new faculty members to the university's vision, mission, organizational structure, policies and procedures.
- Enabling new faculty members to gain a better understanding of their rights and obligations.
- Providing new faculty members with detailed information about the university's facilities and services..

Professional development of faculty members

1. The department's academic committee develops the curriculum outline, discusses it with faculty members, and explains their teaching path.
2. Encourages the publication of publications that include the curriculum agreed upon by the ministerial committee.
- 3- Writing periodic research papers within the specific specialization and discussing them within the department's plan.
- 4- Instructing instructors to use modern teaching methods.
- 5- Participating in seminars, workshops, and conferences that develop faculty.
- 6- Sending faculty members on scholarships to international universities to benefit from their

experiences.

12. Acceptance Criterion

The learner must have a preparatory school certificate (scientific, literary, or commercial)

13. The most important sources of information about the program

- The Central Library at the Karbala Technical Institute
- The Iraqi Digital Repository for University Theses and Dissertations
- The Middle Euphrates Technical University Digital Repository (ATUDR)
- The scientific researcher's website on the search engine (Scopus/Google scholar/ResearchGet)
- The Iraqi Virtual Scientific Library (IVSL)
- The electronic library of the Karbala Technical Institute.

14. Program Development Plan

- Developing the curriculum according to the annual plan to update the institute's approved curricula.
- Periodic review of the curriculum.
- Monitoring scientific conferences and the latest developments in the curriculum.
- Aligning with what is offered by similar educational institutions.
- Studying the needs of the labor market.

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
		Bank management													
		Marketing banking services													
		Insurance management													
		Principles of financial accounting													
		Human rights and democracy													
		English language													
		Arabic language													
		banking operations													
		Financial management													
		Intermediate Accounting													
		E financial readings													

		Principles of Statistics													
		Financial and banking legislation													
		computer Fundamentals /1													

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

Curriculum
First Stage / First Semester

Banking management

1. Course Name:

Banking management

2. Course Code:

Banking management

3. Semester / Year:

Chapter Two – First Stage

4. Description Preparation Date:

27/10/2024

5. Available Attendance Forms:

Weekly

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

(90) hours (6) units

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

Raheem Abed Mohammed

8. Course Objectives

Course Objectives

The general objective of banking management is to encourage the investment of capital for the purpose of building and developing the countries that join it and that need its assistance in establishing huge projects that cost a lot and help in the long term to develop the country's economy, thus enabling it to confront the permanent deficit in its balance of payments.

9. Teaching and Learning Strategies

Strategy

- Lecture delivery strategy.
- Student groups strategy.
- Reports and studies strategy.
- Strategy of using visual aids and digital display devices for topics that require it.

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
first	6	Add learning	- The concept of banks	1- Method of giving	1- Exams of all kinds.

		outcomes	- The emergence and development of the banking system - Types of banks	lectures 2- Student groups 3- Reports and studies	2- Feedback from students. 3- Method of expression with faces. 4- Reports and studies.
Second	6	Add learning outcomes	- Commercial Banking Functions - The emergence and development of the banking system in Iraq	1- Method of giving lectures 2- Student groups 3- Reports and studies	1- Exams of all kinds. 2- Feedback from students. 3- Method of expression with faces. 4- Reports and studies.
third and Fourth	12	Add learning outcomes	- Commercial Bank budget Components of the commercial bank budget - Performance indicators of commercial banks (liquidity - profitability - ease)	1- Method of giving lectures 2- Student groups 3- Reports and studies	1- Exams of all kinds. 2- Feedback from students. 3- Method of expression with faces. 4- Reports and studies.
Fifth	6	Add learning outcomes	- Creating money and credit - Electronic banks	1- Method of giving lectures 2- Student groups 3- Reports and studies	1- Exams of all kinds. 2- Feedback from students. 3- Method of expression with faces. 4- Reports and studies.
Sixth	6	Add learning outcomes	Islamic Banks - The emergence of Islamic banks - The importance of Islamic banks - Characteristics and objectives of Islamic banks	1- Method of giving lectures 2- Student groups 3- Reports and studies	1- Exams of all kinds. 2- Feedback from students. 3- Method of expression with faces. 4- Reports and studies.
Seventh	6	Add learning outcomes	- Interest Rate - Interest Rate Measurement	1- Method of giving lectures 2- Student groups 3- Reports and studies	1- Exams of all kinds. 2- Feedback from students. 3- Method of expression with faces. 4- Reports and studies.
Eighth and ninth	12	Add learning outcomes	Central Bank and Monetary Policy -Basic Functions of the Central Bank -Functions of Monetary Policy	1- Method of giving lectures 2- Student groups 3- Reports and studies	1- Exams of all kinds. 2- Feedback from students. 3- Method of expression with faces. 4- Reports and studies.
Tenth	6	Add learning outcomes	Monetary Inflation - Theories Explaining Inflation - How to Treat Inflation	1- Method of giving lectures 2- Student groups 3- Reports and studies	1- Exams of all kinds. 2- Feedback from students. 3- Method of expression with faces. 4- Reports and studies.
eleventh	6	Add learning outcomes	The concept of economic recession - The results and effects of recession - How to deal with recession	1- Method of giving lectures 2- Student groups 3- Reports and studies	1- Exams of all kinds. 2- Feedback from students. 3- Method of expression with faces. 4- Reports and studies.
twelfth	6	Add learning outcomes	The concept of the monetary system - Components of the monetary system - Characteristics of the monetary system - Objectives and types of monetary systems	1- Method of giving lectures 2- Student groups 3- Reports and studies	1- Exams of all kinds. 2- Feedback from students. 3- Method of expression with faces. 4- Reports and studies.
thirteenth	6	Add learning outcomes	Cash Issuance Concept - Cash Issuance Systems	1- Method of giving lectures 2- Student groups 3- Reports and studies	1- Exams of all kinds. 2- Feedback from students. 3- Method of expression with faces. 4- Reports and studies.

Fourteenth	6	Add learning outcomes	<ul style="list-style-type: none"> - Concept of the financial system - Concept of financial markets - Elements or components of the financial market - Structure of financial Markets 	1- Method of giving lectures 2- Student groups 3- Reports and studies	1- Exams of all kinds. 2- Feedback from students. 3- Method of expression with faces. 4- Reports and studies.
fifteenth	6	Add learning outcomes	Exchange rate <ul style="list-style-type: none"> - Monetary systems for determining the exchange rate - International monetary and financial institutions 	1- Method of giving lectures 2- Student groups 3- Reports and studies	1- Exams of all kinds. 2- Feedback from students. 3- Method of expression with faces. 4- Reports and studies.

11. Course Evaluation

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

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Banking Management / Reda Saheb Abu Ahmed
Main references (sources)	Banking Management and the Privacy of Banking Work / Dr. Abdul Salam Lafta Saeed
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Banking services marketing

1. Course Name:

Banking services marketing

2. Course Code:

3. Semester / Year:

First semester 2024-2025

4. Description Preparation Date:

26/10/2024

5. Available Attendance Forms:

My presence

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

90 hours, 6 hours per week, 3 hours practical and 3 hours theoretical

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

Basman Kamel Jawad

8. Course Objectives

Providing students with scientific information and knowledge in marketing and its development stages.

- Introducing students to marketing mix techniques in banks.
- Enabling students to understand scientific methods for dealing with customers.

Objectives of the study subject

9. Teaching and Learning Strategies

Strategy

- Brainstorming strategy to develop thinking and creativity
- Delivering theoretical lectures with theoretical examples and case studies, utilizing modern digital tools such as digital screens
- Student group strategy to discuss practical cases
- Reports and studies strategy to develop students' research and writing skills
- Using visual aids and digital projectors for topics that require them.

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
First	3	Developing financial knowledge, understanding and awareness	Developing financial knowledge, understanding and awareness	Lecture	Discussion
Second	3	Developing financial knowledge, understanding and awareness	- Banking services and their marketing characteristics.	Lecture	discussion
Third	3	Developing financial knowledge,	- Consumer behavior and banking services	a lecture	Daily Tests and Oral

		understanding and awareness			Questions
Fourth	3	Developing financial knowledge, understanding and awareness	- Quality of banking service.	a lecture	Written test
Fifth	3	Developing financial knowledge, understanding and awareness	- Segmentation of the banking services market	a lecture	Questions, discussion, solutions, examples and exercises
Sixth	3	Developing financial knowledge, understanding and awareness	Marketing environment for banking services	a lecture	Questions, discussion, solutions, examples and exercises
Seven	3	Developing financial knowledge, understanding and awareness	- Marketing information system and banking marketing research.	a lecture	Questions, discussion, solutions, examples and exercises
Eighth	3	Developing financial knowledge, understanding and awareness	- Banking product.	a lecture	Oral and written test
Ninth	3	Developing financial knowledge, understanding and awareness	- Pricing of banking services.	Lecture	Questions, discussion and exercise solutions
Ten	3	Developing financial knowledge, understanding and awareness	Distribution of banking services.	Lecture	Questions, discussion and exercise solutions
Eleventh	3	Developing financial knowledge, understanding and awareness	- Promoting banking services.	Lecture	Questions, discussion and exercise solutions
Twelfth	3	Developing financial knowledge, understanding and awareness	- Advertising and communications.	Lecture	Questions, discussion and exercise solutions

Thirteenth	3	Developing financial knowledge, understanding and awareness	- Banking services marketing strategies	Lecture	Questions, discussion and exercise solutions
Fourteenth	3	Developing financial knowledge, understanding and awareness	- Banking and customer service providers.	Lecture	Questions, discussion and exercise solutions
Fifteenth	3	Developing financial knowledge, understanding and awareness	- Overview of the public and private banking sector (field visits)	Lecture	Questions, discussion and exercise solutions

Course Evaluation

11. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Distribution: First Edition 2008. Safih Sadiq, Bank Marketing and Consumer Behavior, University Culture Foundation, 2013.
Main references (sources)	2. Mustafa Youssef Kafi, Banking Marketing, Alpha Documents, 2016.
Recommended supporting books and references (scientific journals, reports...)	3. Ihab Nazmy Ibrahim, Banking Marketing, University Book House, 2014.
Electronic references, websites	4. Al-Kaswani, Muhammad Khalil, Banking Marketing, Dar Al-Ibtikar for Publishing and Distribution, 2018.

Property Insurance(theoretical)

1. Course Name:					
Property Insurance					
2. Course Code:					
3. Semester / Year:					
2025					
4. Description Preparation Date:					
30/10/2024					
5. Available Attendance Forms:					
My presence					
6. Number of Credit Hours (Total) / Number of Units (Total)					
60 hours, 4 hours per week					
7. Course administrator's name (mention all, if more than one name)					
Ali Faisal Kazem					
8. Course Objectives					
1- Enabling the student to understand and apply insurance rules and foundations in his professional work 2- Acquires the necessary knowledge related to the most important branches of property insurance 3- Selects and uses documents that serve the facility to obtain insurance coverage that reduces the negative effects of the risks incurred.					Objectives of the student subject
9. Teaching and Learning Strategies					
Strategy					
10. Course Structure					
Week	Hou rs	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
First	4	Definition and concepts	Insurance: its meaning/benefits/economic functions The insurance contract: its parties, its characteristics, its elements	Lecture	Self-evaluation
Second	4	Definition and concepts	Basic principles in insurance 1- The principle of good faith (its importance is its continuity and the commitment of both parties to it) the new circumstances (its meaning and its conditions) 2- The principle of the insurance interest (its	Lecture	Oral exams

			definition, its sources, its transmission, its limits, and the consequences of its absence)		
Third	4	Presentation and analysis	The principle of compensation: its definition, its limits, its conditions, its calculation in various insurance cases, the wasted loss.	a lecture	Oral exams
Fourth	4	Presentation and analysis	4- The principle of solutions (its types, its pillars, its limits, its causes, its goals, the result of its impossibility) 5- The principle of participation, its concept, its conditions, and its application in various insurance cases. 6- The principle of direct causation (its concept, its importance, its conditions)	a lecture	Homework
Fifth	4	Presentation and analysis	Insurance procedures: - Insurance application form - Detection and its types - Temporary coverage memorandum - Pricing and calculating installments, charges, and discounts - Issuance and registration	a lecture	Oral exams
Sixth	4	Presentation and analysis	The insurance document (its sections, appendices, endorsements, amendment, renewal, cancellation, termination) Compensation } The concept } Sources □ Types □ Procedures { Rate conditions { Recovery { Obligations of the two parties to the contract {	a test	
Seven	4	View and analyze	Insurance against the risk of fire: The concept of fire, its elements, its sources, and its causes.	a lecture	Self-evaluation
Eighth	4	View and analyze	Requesting insurance against fire risk (Contents of the form) - Examination: its benefits, types, steps, examination report.	a lecture	Homework
Ninth	4	View and analyze	Fire risk insurance policy: its sections, conditions, and exclusions.	a lecture	Oral exams
Ten	4	View and analyze	Other types of insurance	a lecture	Homework

			documents against fire risk (Replacement / value / first tranche / monthly statements)		
Eleventh	4	View and analyze	Insurance against additional risks - Reasons for excluding some risks, reasons and basis for re including them. - Additional types of hazards chemical, social, natural, and miscellaneous.	Lecture	Oral exams
Twelfth	4	View and analyze	Insurance against the risk of theft (the concept of theft legally and in insurance / type of theft) Contents of the insurance application form against the risk of theft	Lecture	Homework
Thirteenth and Fourteenth	4	View and analyze	Fidelity guarantee insurance types of guarantees - An insurance document guaranteeing the safety of employees and users - General conditions of the document - Exceptions - Other forms of insurance documents to guarantee fidel - (Individual document □ Group document Floating document Mixed document Open document Functional document	A test	
Fifteenth	4	Definition and concepts	Marine insurance (its importance / history / development in the Iraqi market) Its branches: goods, structure aviation - Marine insurance document the floating policy, the open cover, the total policy.	Lecture	Oral exams

11. Course Evaluation

Written and semester exams -Rapid exams (quizzes). -Homework - Participate in the lecture

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Abu Bakr, Abd Ahmed and Walid Ismail Al-Sayfo, (Risk Insurance Management), Dar Al-Bazouri, Cairo Operation 2009.
Main references (sources)	Al-Wardi, Salim Ali (Risk and Insurance Management), Baghdad 1999 Saleh, Basri Muhammad and others (Insurance in wareho management), Technical Institutes Authority, Baghdad 1991.

Internal Banking Operations (practical)

13. Course Name:					
Internal Banking Operations					
14. Course Code:					
15. Semester / Year:					
2025					
16. Description Preparation Date:					
30/10/2024					
17. Available Attendance Forms:					
My presence					
18. Number of Credit Hours (Total) / Number of Units (Total)					
60 hours, 5 hours per week/6					
19. Course administrator's name (mention all, if more than one name)					
Ali Faisal Kazem					
20. Course Objectives					
<p>1- Enabling the student to understand and apply insurance rules and foundations in his professional work</p> <p>2- Acquires the necessary knowledge related to the most important branches of property insurance</p> <p>3- Selects and uses documents that serve the facility to obtain insurance coverage that reduces the negative effects of the risks incurred.</p>					<p>Objectives of the student subject</p>
21. Teaching and Learning Strategies					
Strategy					
22. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method

The first week.	4	Definitions and Concepts	"Introducing the student to the current account opening form. Introducing the student to the supporting documents that must be attached with the current account opening request form."	Lecture	Self-assessment
The second week.	4	Definitions and Concepts	"Practical cases on how to perform a deposit transaction in a current account as well as a withdrawal."	Lecture	Lecture
The third week.	4	Definitions and Concepts	"Introducing the student to how to perform the endorsement of a check in its various types, as well as the process of crossing checks."	Lecture and Participation	Oral exams
The fourth week.	4	Presentation and Analysis	Take the students to the clearing center for a practical tour to understand how the center conducts the clearing procedures.	Lecture and Participation	Self-assessment
The fifth week.	4	Presentation and Analysis	"Introducing the student to how to organize a certified check and how to organize a bill of exchange. Conducting practical cases on holding amounts in accounts via phone."	Lecture	Homework

First Month Test

The seventh week.	4	Presentation and Analysis	Here is the translation of the practical cases explaining how to close a current account and calculate interest on an overdrawn current account:	Lecture	Oral exams
The eighth week.	4	Presentation and Analysis	Introduction to the Savings Account Opening Form, Savings Book, and How to Perform Withdrawal and Deposit Operations in a Savings Account	Lecture	Self-assessment
The ninth week.	4	Presentation and Analysis	Practical Cases on How to Prepare Balances, Calculate Interest on a Savings Account, and Close It	Lecture	Homework
The tenth week.	4	Presentation and Analysis	The definition of a commercial paper (bill of exchange) and practical cases on how to discount it.	Lecture	Oral exams
The eleventh week.	4	Presentation and Analysis	Introducing the student to filling out the fixed deposit form and practical cases on how to calculate interest, pledge, and withdrawal of the deposit.	Lecture	Self-assessment
The twelfth week.					

Second Month Exam

"Thirteenth Week"	4	Presentation and Analysis	Introducing the student to the forms and documents required for issuing domestic transfers, along with practical cases on how to apply them.	Lecture	Self-assessment
"Fourteenth Week"	4	Presentation and Analysis	illustrative diagram of the parties involved in letters of credit Presentation of models for primary and secondary letters of credit Applications of the SWIFT system	Lecture	Homework
"Fifteenth Week"	4	Presentation and Analysis	Introducing the student to the forms and documents required for issuing letters of guarantee, along with practical cases on how to issue letters of guarantee.	Lecture	Oral exams

23.Course Evaluation

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

24.Learning and Teaching Resources

Required textbooks (curricular books, any)	<ol style="list-style-type: none"> 1. Al-Rawi, Khaled Waheeb, "Foreign Banking Operations", Dar Al-Manhaj for Publishing and Distribution, Amman, Jordan, 2000. 2. Al-Zoghbi, Akram Ibrahim Hamdan, "The Responsibility of the Issuing Bank in Documentary Credits, A Comparative Study According to the Provisions of Circular 500", Dar Wael for Publishing, Amman, Jordan, 2000. 3. Al-Naiman, Faisal Mahmoud Mustafa, "The Responsibility of the Bank in Accepting Documents in the Documentary Credit System", Dar Wael for Publishing and Distribution, Amman, Jordan, 2005. 4. Ameen, Salahuddin Mohammad, and Mithal Marhoon Mubarak, "Current and Savings Accounts", Baghdad, Technical Education Authority, First Edition, 2002. 5. "Banking Instructions Issued by Rafidain Bank."
Main references (sources)	<ul style="list-style-type: none"> • Commercial Law No. 30 of the Year. • Khawaliya, Moayad Hassan Mohammed, "Check Accounts and Bank's Responsibility (Checks), Distinguishing Between Checks and Current Accounts," 2004. • Abdullah, Khaled Ameen and Ismail Ibrahim Al-Tarad, "Management of Banking Operations (Domestic and International)."

Principles of financial accounting

1. Course Name:

Principles of financial accounting

2. Course Code:

3. Semester / Year:

2024-2025

4. Description Preparation Date:

30/10/2024

5. Available Attendance Forms:

My presence

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

15 hours of gardening, 1 hour per week / number of units 6

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

Safa yassen shaker

8. Course Objectives

-Providing the student with basic information about accounting principles.

- Enabling the student to deal with various accounting records.

- Extract results for a limited period of time.

- Dealing with software for accounting work

Objectives of the
study subject

9. Teaching and Learning Strategies

Strategy

- Managing the lecture according to the descriptive approach to vocabulary presented by Ministry
- Managing the lecture according to the applied approach
- Assigning students to daily assignments and tests
- Using modern methods of learning such as (Al-Sarraj System)
- Power point presentation or video lecture on Zoom.

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
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First	1	Definition and concepts	Introduction to accounting - definition of accounting - financial period - accounting cycle - types of accounts	Lecture - Mind Maps	Self-evaluation
second Third	2	Definition and concepts	Book group - Documentary group Types of accounts Double entry theory	Lecture - concept maps	Oral exams
Fourth	1	Definition and concepts	How to record general daily entries	a lecture	Homework
Fifth and sixth	2	View and analyze	Accounting restrictions - capital formation - budgeting as a basis of the double entry theory.	a lecture	Self-evaluation
Seventh	1	First month test			
Eighth and ninth	2	View and analyze	General Journal Record - Planning the General Journal Record - Recording in the General Journal Record General ledger record - General ledger record planning - Posting - Balancing	a lecture	Oral exams
Ten and eleven	2	View and analyze	Commercial operations (opening entry - purchases - purchase returns - allowance sales - sales returns -	Lecture - Mind Maps	Homework
twelfth	1	Second month test			
Thirteenth	1	Definition and concepts	Sales permits - purchase and sale of fixed assets - insurance	a lecture	Self-evaluation
Fourteenth and fifteenth	2	Definition and concepts	Trial balance - Preparing the trial balance using the totals method - Preparing the trial balance using the balances method	Lecture - Mind Maps	Oral exams

11. Course Evaluation

- Written and semester exams
- Quizzes
- Homework
- Participation in the lecture.

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Vocabulary determined by the sectoral committee at the university
Main references (sources)	Book (Egyptian Marketing: A Strategic, Quantitative, Analytical Introduction)
Recommended books and references (scientific journals, reports...)	For the year 2005, Dar Al-Mahraj for Publishing and Distribution Book (Banking Marketing) for the year 2004, Dar Al-Hamid Publishing and Distribution. Book (Banking Marketing between Theory and Practice) for year 2008, Dar Wael for Publishing and Distribution).
Electronic References, Websites	https://www.scribd.com Basics of accounting principles.

Human rights and democracy

1. Course Name:	
Human rights and democracy	
2. Course Code:	
3. Semester / Year:	
First Semester/2024–2025	
4. Description Preparation Date:	
October 30, 2024	
5. Available Attendance Forms:	
In-person	
6. Number of Credit Hours (Total) / Number of Units (Total)	
(30) Theoretical / (2) hours per week - Number of units (2)	
7. Course administrator's name (mention all, if more than one name)	
Assistant Professor Azhar Awini Abdul-Ridha Al-Hamdani azhar.reda@stu.edu.iq	
8. Course Objectives	
Course Objectives	<ul style="list-style-type: none"> The student will learn about the principles of human rights, democracy, and public freedoms. The student will learn about the articles of the Universal Declaration of Human Rights issued by the United Nations in 1948. The student will learn about Iraqi constitutions and the human rights they include for Iraqi people. The student will learn about constitutional, judicial, and political guarantees. The student will learn about the nature of democracy and its types, as well as the nature, types, and controls of public freedoms. The student will learn about democratic practices, including elections and nomination and the rights and duties associated with them.
9. Teaching and Learning Strategies	
Strategy	<ul style="list-style-type: none"> A descriptive lecture based on the thematic vocabulary presented and approved by the Ministry. The lecture is conducted in a practical manner, connected to daily life, to engage the student in the subject matter, without straying from the core topic, ensuring the material is flexible and amenable to understanding and analysis. A percentage of the grade is allocated to daily assignments and tests. Assigning students to certain group activities and assignments.

- Using modern learning methods, including distance learning (the Siraj system).
- Using websites, especially those of United Nations human rights organizations, to benefit from reports on international and regional human rights.
- A PowerPoint presentation; a video lecture (Zoom/meeting)

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
First second	3	Developing cognitive understanding	Human rights: definition and objectives. Human rights in ancient civilization especially Mesopotamia.	Lecture	General Questions and Discussion
Third	3	Developing cognitive understanding	Human rights in divine laws, with a focus on human rights in Islam.	Lecture	General Questions and Discussion
Fourth	3	Developing cognitive understanding	Human rights in contemporary and modern history: International recognition of human rights since World War I and the League of Nations.	Lecture	General Questions and Discussion
Fifth	3	Developing cognitive understanding	Regional recognition of human rights: European Convention on Human Rights 1950, American Convention on Human Rights 1969, African Charter on Human Rights 1981, Arab Charter on Human Rights 1994.	Lecture	instant exam
sixth	3	Developing cognitive understanding	NGOs and human rights (International Committee of the Red Cross, Amnesty International, Human Rights Watch, national human rights organizations).	Lecture	General Questions and Discussion
Seventh	3	Developing cognitive understanding	Human Rights in Iraqi Constitution Between Theory and Reality.	Lecture	General Questions and Discussion
Eighth	3	Developing cognitive understanding	The Relationship between Human Rights and Public Freedoms: 1- In the Universal Declaration of Human Rights. 2- In regional conventions and national constitutions	Lecture	instant exam
ninth	3	Developing	Modern human rights: the right to	Lecture	General Questions

		cognitive understanding	development, the right to a clean environment, the right to solidarity, the right to religion.		and Discussion
Ten	3	Developing cognitive understanding	Guarantees of respect for and protection of human rights at the national level, guarantees in the constitution and laws, guarantees in the principle of the rule of law. Guarantees in constitutional oversight, guarantees in freedom of the press and public opinion, the role of non-governmental organizations in respecting and protecting human rights.	Lecture	General Questions and Discussion
eleven	3	Developing cognitive understanding	Guarantees, respect, and protection of human rights at the international level: - The role of the United Nations and its specialized agencies in providing guarantees. - The role of regional organizations (the Arab League, the European Union, the African Union, the Organization of American States, and the Association of Southeast Asian Nations). - The role of international, regional and non-governmental organizations and public opinion in respecting and protecting human rights.	Lecture	instant exam
Twelfth	3	Developing cognitive understanding	- The general theory of freedoms: The origin of rights and freedoms, the legislator's position on declaring rights and freedoms, and the use of the term "public freedoms."	Lecture	General Questions and Discussion
Thirteenth	3	Developing cognitive understanding	The legal basis of the legal state	Lecture	Discussion in daily preparation
Fourteen	3	Developing cognitive understanding	The regulation of public freedoms by public authorities	Lecture	General Questions and Discussion
fifteenth	3	Developing cognitive understanding	Equality: The historical development of the concept of equality. The modern development of the idea of equality. - Gender equality - Equality between	Lecture	Research discussion

			individuals according to their beliefs and race.		
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11. Course Evaluation

- Quarterly and annual written exams
- Quick quizzes
- Homework
- Active participation in lectures demonstrates the student's commitment and responsibility
- Adherence to the deadline for submitting assignments and research.

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	None.
Main references (sources)	References and books written in the fields of human rights and democracy.
Recommended books and references (scientific journals, reports...)	1- A joint book authored by the course instructor and several professors in the field (human rights and public freedoms). 2- Riyadh Aziz Hadi, Human Rights, College of Political Science, University of Baghdad, 2005. 3- Written lectures by the course instructor based on relevant sources.
Electronic References, Websites	Internet.

English language (1)

1.Course Name: People insurance
English language (1)
2.Course Code:
3. Semester / Year: Second year/annual
First I
4.Description Preparation Date:
8/12/2024
25. Available Attendance Forms:
Actual attendance
26. Number of Credit Hours (Total) / Number of Units (Total)
30 hours and the number of units is 2
27. Course administrator's name (mention all, if more than one name)
Name: Rania Ali Hamoody Email: rania.hamoody.ikr1@atu.edu.iq
28. Course Objectives
Lectures and scientific - Giving lectures that rely on scientific sources - Discussing and asking scientific questions at the end of each chapter - Presentation of practical and applied cases and requirements of the subject Use specialized literature in the required ways
29. Teaching and Learning Strategies
Enabling the student to know the basic principles of life insurance

A2- Enabling the student to know the technical aspects of life insurance

A3- Enable the student to classify risks in life insurance

A4- Enabling the student to know the compensation procedures in life insurance

A5- Enabling the student to know the assessment of risk

Informing the student in the field about risk reporting cases through training in insurance companies

B2 - The student gains experience in the importance of life insurance in reviving the economy

B3 - Practical practice in issuing life insurance policies

30. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
First	2	Introduction	Give an introduction about the syllabus and course topics, and introduction about the English language aspects and the need for the electrical techniques students	1-Method of giving lectures 2- Student group studies 3- Reports and studies	1-Exams of various types 2- Feedback from students 3-The method of expression with faces 4- Reports and studies
Second - Seventh	12	Active Voice Verb Tenses	Present, Past and Future tenses which each of them is divided into simple, continuous, perfect and perfect continuous tense	1-Method of giving lectures 2- Student group studies 3- Reports and studies	1-Exams of various types 2- Feedback from students 3-The method of expression with faces 4- Reports and studies
Eighth and Ninth	4	Passive Voice Verb Tenses	Present, Past and Future tenses which each of them is divided into simple, continuous, perfect and perfect continuous tense	1-Method of giving lectures 2- Student group studies 3- Reports and studies	1-Exams of various types 2- Feedback from students 3-The method of expression with faces 4- Reports and studies
Tenth	2	Coordinating Conjunctions	The use of the Coordinating Conjunctions in combining two independent sentences	1-Method of giving lectures 2- Student group studies 3- Reports and studies	1-Exams of various types 2- Feedback from students 3-The method of expression with faces

				studies	4- Reports and studies
Eleventh	2	Punctuation	The use of the punctuation marks accurately	1-Method of giving lectures 2- Student group studies 3- Reports and studies	1-Exams of various types 2- Feedback from students 3-The method of expression with faces 4- Reports and studies
Twelfth	2	Vocabulary and pronunciation	The lightning mechanism. Lightning surges for testing. Switching surge test voltage characteristics. Insulation coordination.	1-Method of giving lectures 2- Student group studies 3- Reports and studies	1-Exams of various types 2- Feedback from students 3-The method of expression with faces 4- Reports and studies
Thirteen - Fifteenth	6	Writing skills	Introducing the professional writing style and skills	1-Method of giving lectures 2- Student group studies 3- Reports and studies	1-Exams of various types 2- Feedback from students 3-The method of expression with faces 4- Reports and studies

31. Course Evaluation

Daily preparation	3
Daily exams	5
Extracurricular activities	2
First semester exam / theoretical - 1	20
Second semester exam / theoretical - 2	20
Final exam / theoretical	50

32. Learning and Teaching Resources

Required textbooks (curricular books, if any)	<ul style="list-style-type: none"> Progress in English through relevant activities (Al-shrafa radi). English Program (Ian axelesson).
Main references (sources)	Liz and John Soars, New Headway Beginner, Oxford University, 2002.
Recommended books and references (scientific journals, reports...)	UNIVERSITY PRESS
Electronic References, Websites	www.oup.com/elt

Arabic language

1. Course Name:	
Arabic language	
2. Course Code:	
3. Semester / Year:	
First semester 2024-2025	
4. Description Preparation Date:	
30/10/2024	
5. Available Attendance Forms:	
My presence	
6. Number of Credit Hours (Total) / Number of Units (Total)	
(30) Theoretical / (2) hours per week – Number of units (2)	
7. Course administrator's name (mention all, if more than one name)	
Athmar Hamza Turki	
8. Course Objectives	
<p>After completing the lecture, the student should be able to:</p> <ul style="list-style-type: none"> Distinguish between the closed taa and the open taa. Mention some words ending with a closed taa and others ending with an open taa. Distinguish between the extended alif and the short alif. Distinguish between the lunar and solar lam. Distinguish between the letters Ḍād and Ẓād. Recognize the hamzat al-qata' and hamzat al-wasl. Identify the positions of the hamzat al-qata' in nouns, verbs, and letters. Identify the positions of the hamzat al-wasl in nouns, verbs, and letters. Define the medial and final hamza. Explain why the medial hamza is written on alif, waw, and ya'. Use punctuation. Identify word division. Identify noun markers. Distinguish between nouns, verbs, and particles. Extract objects from sentences. Know the types of numbers. Determine the rules for matching numbers and counted objects according to their type. Understand the language of administrative discourse. Know the meanings of prepositions. Mention the positions of the distinguishing alif. 	<p>Objectives of the student subject</p>
9. Teaching and Learning Strategies	
<p>Strategy</p>	<ul style="list-style-type: none"> Lecture delivery method. Discussion method. Error detection method. Assigning students to prepare brief reports. Allocating a percentage of the grade for daily assignments and tests. Using modern learning methods, including distance learning (the Siraj system). Using software technologies such as PowerPoint.

10. Course Structure					
Week	Hou rs	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
First and Second	2	Cognitive Comprehensi	The concept of linguistic errors, rules for writing the closed taa and the open taa	Lecture	Daily Tests and Oral Questions
Third	2	Cognitive understanding	The extended alif and the short alif, solar and lunar letters	Lecture	Daily Tests and Oral Questions
Fourth	4	Cognitive understanding	Dad and Tha	a lecture	Daily Tests and Oral Questions
Sixth Fifth an	2	Cognitive understanding	Hamzat al-Wasl and Hamzat al-Qat`	a lecture	Daily Tests and Oral Questions
Seven	2	Cognitive understanding	The medial and extreme hamza	a lecture	Daily Tests and Oral Questions
Eighth and Ninth	2	Cognitive understanding	punctuation marks	a lecture	Daily Tests and Oral Questions
Ten and Eleventh	4	Cognitive understanding	number	a lecture	Daily Tests and Oral Questions
Twelfth	4	Cognitive understanding	Effects	a lecture	Daily Tests and Oral Questions
Thirteenth	2	Cognitive understanding	The language of administrative discourse	Lecture	Daily Tests and Oral Questions
Fourteenth Fifteenth	2	Cognitive understanding	Meanings of prepositions, the rule of the distinguishing alif, the nun, and the tanween	Lecture	Daily Tests and Oral Questions
Course Evaluation					
Written and semester exams Rapid exams Homework assignments Participate in the lecture					
11. Learning and Teaching Resources					
Required textbooks (curricular books, if an			Clear Dictation: Abdul Majeed Al-Naimi, Lessons in Language, Grammar, and Spelling, Ismail Hamoud Atwan,		
Main references (sources)			Applied Grammar: Khaled Abdel Aziz		

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Curriculum
First Stage / The second Semester

Banking operations

1. Course Name:					
Banking operations					
2. Course Code:					
3. Semester / Year:					
First stage/first semester					
4. Description Preparation Date:					
2024/11/1					
5. Available Attendance Forms:					
My presence as a department					
6. Number of Credit Hours (Total) / Number of Units (Total)					
Theoretical hours (2*15=30 hours)					
7. Course administrator's name (mention all, if more than one name)					
M.M. Salam Edan Marzouq					
8. Course Objectives					
Course Objectives					
9. Teaching and Learning Strategies					
Strategy					
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
First and second	4	The student should be able to know: - Types of internal banking operations The concept of a current account - Advantages of a current account, - Characteristics of a current account contract - Types of accounts General conditions for a current account contract - Conditions that must be met by a natural person when opening a current account and the documents that must be submitted - Conditions that must be met by a legal person and the documents that must be submitted - Procedures for opening a current account	Types of internal banking operations The concept of current account - Advantages of a current account, - Characteristics of a current account contract - Types of accounts General conditions for a current account contract - Conditions that must be met by a natural person when opening a current account and the documents that must be submitted - Conditions that must be met by a legal person and the documents that must be submitted - Procedures for opening a	Lecture N+A	

			current account		
Third	2	The student will be able to know: Current account operations, deposit / returned checks Fueling the current account from the savings account / withdrawal / legal and banking conditions Modern methods of withdrawal and deposit, statute of limitations, endorsement of the check, types of endorsement, its provisions and effects crossing the check, its types, provisions and effects	Current account operation deposit / returned checks Fueling the current account from the savings account / withdrawal / legal and banking conditions Modern methods of withdrawal and deposit, statute of limitations, endorsement of the check, types of endorsement, its provisions and effects / crossing the check, its types, provisions and effects	Lecture N+A	
Fourth	2	The student should be able to identify the accounts available in the Current Accounts Department, approved check accounts, bills of exchange, accounts of amounts withheld by telephone, non-moving (dormant) current account investigation and declaration of unclaimed deposits, payment of unclaimed amounts.	the accounts available in the Current Accounts Department, approved check accounts, bills of exchange, accounts of amounts withheld by telephone, non-moving (dormant) current account investigation and declaration of unclaimed deposits, payment of unclaimed amounts.	Lecture N+A	
Fifth and sixth	4	The student should be able to know: Clearing, Clearing Center tasks, Daily reconciliations and balances of current accounts Statements, how to send statements, State Department statements and budgets, Current account reservation, types, Practical procedures for implementing reservation, Closing the current account, Reasons for closure, Calculating interest on debit current accounts	Clearing, Clearing Center tasks, Daily reconciliations and balances of current accounts Statements, how to send statements, State Department statements and budgets, Current account reservation, its types, Practical procedures for implementing reservation Closing the current account, Reasons for closure, Calculating interest on debit current accounts	Lecture N+A	
Seventh	2	The student should be able to know: Savings accounts, general conditions for opening a savings account, procedures for opening a savings account, deposit procedures, withdrawal procedures, mortgaging a savings account.	Savings accounts, general conditions for opening a savings account, procedures for opening a savings account, deposit procedures, withdrawal procedures, mortgaging a savings account.	Lecture N+A	
Eighth	4	The student should be able to know	Deposit, withdrawal and		

and ninth		Deposit, withdrawal and transfer of savings accounts through bank branches, daily reconciliation and preparation of budgets, closing a savings account, reasons for calculating interest Discounting commercial papers, definition of commercial paper, meaning of discounting commercial papers, types of discount, bank conditions for discounting bills, collection of papers. Fixed deposits account, its types, its conditions Calculating interest, mortgaging and withdrawing the deposit, pricing the deposit	transfer of savings accounts through bank branches, daily reconciliation and preparation of budgets, closing savings account, reasons for calculating interest Discounting commercial papers, definition of commercial paper, meaning of discounting commercial papers, types of discount, bank conditions for discounting bills, collection of papers. Fixed deposits account, its types, its conditions	Lecture N+A	
Ten and eleven	4	The student should be able to know Deposit boxes, definition of safe management, conditions that must be met by the safe tenant, steps to complete the transaction, obligations of the tenant, responsibility of the bank, review to open the safe, mandatory opening of the safe Bank transfers (domestic and foreign), definition of the transfer, parties to the transfer, types of transfers, foreign trade concept and importance	Deposit boxes, definition of safe management, conditions that must be met by the safe tenant, steps to complete the transaction, obligations of the tenant, responsibility of the bank, review to open the safe, mandatory opening of the safe Bank transfers (domestic and foreign), definition of the transfer, parties to the transfer, types of transfers, foreign trade, concept and importance	Lecture N+A	
twelfth	2	The student should be able to know - Documentary credits, types of credits - Know the documentary credit and its role in foreign trade - Parties to the credit - Pillars of the credit	- Documentary credits, types of credits Credits - Know the documentary credit and its role in foreign trade - Parties to the credit - Pillars of the credit	Lecture N+A	
Thirteenth	2	The student should be able to know the obligations and responsibilities of banks, the general conditions for opening letters of credit, the primary and secondary documents for letters of credit, methods of payment by letters of credit, steps for implementing letters of credit, and international sales.	the obligations and responsibilities of banks, the general conditions for opening letters of credit, primary and secondary documents for letters of credit, methods of payment by letters of credit, steps for implementing letters of credit, and international sales.	Lecture N+A	
Fourteenth and fifteenth	4	The student should be able to know Amendments and settlements on credits using external transfer (SWIFT) its concept, importance,	Amendments and settlements on credits using external transfer (SWIFT) its		

		control, electronic transfer operation of remittances using the (SWIFT) system External letters of guarantee The concept, parties to the letter Types of letters Settlement of letters Bank guarantees (letter of guarantee) The general concept of guarantee requests, parties to letters of guarantee, objective and banking conditions, types of internal letters of guarantee Procedures for issuing letters of guarantee, its implementation, renewal, and termination	concept, importance, control, electronic transfer operations of remittance using the (SWIFT) system External letters of guarantee The concept, parties to the letter Types of letters Settlement of letters Bank guarantees (letter of guarantee) The general concept of guarantee requests, parties to letters of guarantee, objective and banking conditions, types of internal letters of guarantee Procedures for issuing letters of guarantee, its implementation, renewal and termination	Lecture N+A	
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11. Course Evaluation

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

12. Learning and Teaching Resources

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

Financial risks

1. Course Name:					
Financial risks					
2. Course Code:					
3. Semester / Year:					
2nd- First Stage					
4. Description Preparation Date:					
1/3/2025					
5. Available Attendance Forms:					
Weekly					
6. Number of Credit Hours (Total) / Number of Units (Total)					
(60) hours (4) units					
7. Course administrator's name (mention all, if more than one name)					
Emad Neama Hashem					
8. Course Objectives					
Course Objectives					
9. Teaching and Learning Strategies					
Strategy	This course aims to achieve the following: 1- Protect banks as a whole as well as employees from unexpected financial impacts. 2- Realizing the usual potential risks makes it easier to take the necessary steps to av them. 3- Being aware of potential risks enables management to develop an action p through which the negative impacts of risks are less.				
10. Course Structure					
Week	Hou rs	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
First and second	8	Add learning outcomes	1-Introductory introduction 2-Concept and types of risk	1- Lecture method 2- Student groups 3- Reports and studies	1- Exams of all kinds 2- Feedback from students 3- Method of expression with faces 4- Reports and studies
Third	4	Add learning outcomes	Internal and external factors affecting risk	1- Lecture method 2- Student groups 3- Reports and studie	1- Exams of all kinds 2- Feedback from students 3- Method of expression with faces 4- Reports and studies
Fourth	4	Add learning outcomes	The concept and importance of ris management	1- Lecture method 2- Student groups 3- Reports and studie	1- Exams of all kinds 2- Feedback from students 3- Method of expression with faces 4- Reports and studies
Fifth and	8	Add learning	1- Structure and	1- Lecture method	1- Exams of all kinds

sixth		outcomes	organization of risk management 2- Description and report of risk	2- Student groups 3- Reports and studies	2- Feedback from students 3- Method of expression with faces 4- Reports and studies
Seventh	4	Add learning outcomes	Risk Analysis	1- Lecture method 2- Student groups 3- Reports and studies	1- Exams of all kinds 2- Feedback from students 3- Method of expression with faces 4- Reports and studies
Eighth and ninth	8	Add learning outcomes	1-Measuring Risk 2-Facing Risk	1- Lecture method 2- Student groups 3- Reports and studies	1- Exams of all kinds 2- Feedback from students 3- Method of expression with faces 4- Reports and studies
Ten and eleven	8	Add learning outcomes	1- The concept and specificity of investment risks 2- Types of investment risks	1- Lecture method 2- Student groups 3- Reports and studies	1- Exams of all kinds 2- Feedback from students 3- Method of expression with faces 4- Reports and studies
twelfth	4	Add learning outcomes	Standard deviation is a measure of investment risk.	1- Lecture method 2- Student groups 3- Reports and studies	1- Exams of all kinds 2- Feedback from students 3- Method of expression with faces 4- Reports and studies
Thirteenth	4	Add learning outcomes	Coefficient of variation for measuring investment risk	1- Lecture method 2- Student groups 3- Reports and studies	1- Exams of all kinds 2- Feedback from students 3- Method of expression with faces 4- Reports and studies
Fourteenth and fifteenth	8	Add learning outcomes	1- Beta coefficient to measure investment risks 2- Methods of facing investment risks	1- Lecture method 2- Student groups 3- Reports and studies	1- Exams of all kinds 2- Feedback from students 3- Method of expression with faces 4- Reports and studies

11. Course Evaluation

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

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	1- Shaqiri Nouri Musa and others 2- Mahmoud Ibrahim Nour 3- Waseem Mohammed Al-Haddad 4- Suzan Samir Dheeb
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Intermediate accounting

1. Course Name:					
Intermediate accounting					
2. Course Code:					
3. Semester / Year:					
2024-2025					
4. Description Preparation Date:					
30/10/2024					
5. Available Attendance Forms:					
My presence					
6. Number of Credit Hours (Total) / Number of Units (Total)					
15 hours of gardening, 1 hour per week / number of units 6					
7. Course administrator's name (mention all, if more than one name)					
Safa yassen shaker					
8. Course Objectives					
-Providing the student with basic information about accounting principles. - Enabling the student to deal with various accounting records. - Extract results for a limited period of time. - Dealing with software for accounting work					Objectives of the student subject
9. Teaching and Learning Strategies					
Strategy	- Managing the lecture according to the descriptive approach to vocabulary presented by the Ministry - Managing the lecture according to the applied approach - Assigning students to daily assignments and tests - Using modern methods of learning such as (Al-Sarraj System) - Power point presentation or video lecture on Zoom.				
10. Course Structure					
Week	Hours	Required Learning	Unit or subject name	Learning method	Evaluation method

		Outcomes			
First	1	Definition and concepts	Introduction to accounting - definition of accounting - financial period - accounting cycle - types of accounts	Lecture - Mind Maps	Self-evaluation
second Third	2	Definition and concepts	Book group - Documentary group - Types of accounts Double entry theory	Lecture - concept map	Oral exams
Fourth	1	Definition and concepts	How to record general daily entries	a lecture	Homework
Fifth and sixth	2	View and analyze	Accounting restrictions - capital formation - budgeting as a basis for the double entry theory.	a lecture	Self-evaluation
Seventh	1	First month test			
Eighth and ninth	2	View and analyze	General Journal Record Planning the General Journal Record - Recording in the General Journal Record General ledger record - General ledger record planning - Posting - Balancing	a lecture	Oral exams
Ten and eleven	2	View and analyze	Commercial operations (opening entry - purchases - purchase returns - allowances - sales - sales returns -	Lecture - Mind Maps	Homework
twelfth	1	Second month test			
Thirteenth	1	Definition and concepts	Sales permits - purchase and sale of fixed assets - insurance	a lecture	Self-evaluation
Fourteen and fifteenth	2	Definition and concepts	Trial balance - Preparing the trial balance using the totals method - Preparing the trial balance using the balances method	Lecture - Mind Maps	Oral exams
11.Course Evaluation					
<ul style="list-style-type: none"> - Written and semester exams -Quizzes - Homework - Participation in the lecture. 					

12.Learning and Teaching Resources	
Required textbooks (curricular books if any)	Vocabulary determined by the sectoral committee at university.
Main references (sources)	Book (Egyptian Marketing: A Strategic, Quantitative Analytical Introduction)
Recommended books and references (scientific journals, reports...)	For the year 2005, Dar Al-Mahraj for Publishing and Distribution . Book (Banking Marketing) for the year 2004, Dar Al-Hamid for Publishing and Distribution. Book (Banking Marketing between Theory and Practice) for the year 2008, Dar Wael for Publishing and Distribution).
Electronic References, Websites	https://www.scribd.com Basics of accounting principles.

Financial Readings

1. Course Name:					
Financial Readings					
2. Course Code:					
3. Semester / Year:					
first Year					
4. Description Preparation Date:					
2025/2/14					
5. Available Attendance Forms:					
Actual presence					
6. Number of Credit Hours (Total) / Number of Units (Total)					
30 hours annually					
7. Course administrator's name (mention all, if more than one name)					
Name: Dr,Amjad jaafar habeeb & Enass Nasser Oklah. Email: Amjedbahraluloom@gmail.com enass.oqla@atu.edu.iq					
8. Course Objectives					
Course Objective		After the student finishes studying the subject, he will be able to: <ul style="list-style-type: none"> ● bankrupt. 			
9. Teaching & Learning Strategies					
Strategy		- Giving a theoretical introduction to each topic & using applied examples that explain how to employ the theoretical material in practical life. - Daily duties. - 2. Quizzes. - 3. Quarterly & annual exams.			
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	4	Cognitive outcomes	Introduction to business transaction : Enquiry , offers , order , invoice	Theoretical presentation on questions and answers	Theoretical presentation questions and answers

2	4	Cognitive outcomes	Terms of payment	The offer	The offer
3	4	Cognitive outcomes	Business of banking : definition and functions Methods of payment through banking system	Theoretical and	Theoretical and
4	4	Cognitive outcomes	Cheques – crossed Cheques – the types and specimens- Ban Bill of exchange : advantages – procedure for acceptance A bill of exchange k draft-	Practical assignments	Practical assignments
5	4	Cognitive & emotional outcomes	Letter of credit. Types of credit – procedure for use of documentary L / C - Other methods of payment : credit cards Standing order , direct debit system Clearing payment - Electronic banking - Letter of guarantee	Daily	Daily
6	4	Cognitive & skills	Lending , loans and over draft - Banker's transfer	the offer	the offer
7	4	Cognitive, skills, & values	Risk and insurance Definition of risk , peril , hazard and insurance policy - Kind of risk	Role playing	Role playing
8	4	Cognitive.	Control of risk - risk reduction - risk avoidance - risk assumption - risk financing - loss prevention	Discuss a case study	Discuss a case study
9	4	Cognitive & skills	Insurance control Parties to the contract - Terms of insurance contract – subject matter	a lecture	a lecture
10	4	Cognitive & skills	The principle of insurance - insurable interest - utmost good faith - indemnity - Proximate cause.	Lecture, criticism, and questioning	Lecture, criticism, and questioning
11	4	Cognitive, skillful, emotional	Kind of insurance 1- life insurance 2-2 – marine insurance 3- Fire and accident insurance 4- Other types of insurance	Work groups	Work groups
12	4	Skillful	Reinsurance treaty	Discussing and listening working groups	Discussing and listening working groups
13	4	Cognitive	1- quota share treaty 2- facultative reinsurance 3 surplus treaty 4- excess of loss treaty 5- stop loss treaty	Mini lesson	Mini lesson

14	4	Cognitive.	Procedures , proposal , checking , evaluating , rating	Discussing, listening and asking questions	Discussing, listening and asking questions
15	4	Cognitive, skillful.	Procedures , proposal , checking – evaluating	Lecture and critique of a case study	Lecture and critique of a case study

11. Course Evaluation

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

12. Learning & Teaching Resources

Required textbooks (curricular books, if any)	1. Corporate Accounting Book by Bushra Al-Mashhadani
Main references (sources)	2. Journal of Administrative and Economic Sciences. 1993.
Recommended books & references (scientific journals, reports...)	Arab Accountant website, https://www.youtube.com/watch?v=fxku2wxJ-Rc https://maktbah.net
Electronic References, Websites	https://www.youtube.com/watch?v=fxku2wxJ-Rc

Principles of statistics

1. Course Name:					
Principles of statistics					
2. Course Code:					
3. Semester / Year:					
First year, second semester					
4. Description Preparation Date:					
25/2/2025					
5. Available Attendance Forms:					
Actual presence					
6. Number of Credit Hours (Total) / Number of Units (Total)					
60 hours, 4 hours per week, 2 hours practical and 2 hours theoretical					
7. Course administrator's name (mention all, if more than one name)					
Asaad Rahem Muhsen					
8. Course Objectives					
Course Objectives		<ul style="list-style-type: none"> Introducing the student to the importance of statistical applications and benefiting from them in the fields of accounting and financial work. Developing knowledge of how to use statistical measures in research and accounting work The student acquires the scientific skills to work on these standards in several fields, such as statistical analysis. Promoting creative thinking by consolidating the importance of statistics in all areas of professional and practical life. 			
9. Teaching and Learning Strategies					
Strategy		<ul style="list-style-type: none"> Lecture strategy Student group strategy Strategy reports and studies Strategy for using illustrations and digital display devices for topics that require it. Enables the student to access the required statistical information, as well as learn about the characteristics of the sample taken from the community, and also gives the ability to make a statistical distribution of the data in the sample, which helps in forming a hypothesis based on statistical estimation and statistical hypotheses. 			
10. Course Structure					
Week	Hou	Required	Unit or subject name	Learning	Evaluation

	rs	Learning Outcomes		method	method
First	3	Cognitive outcomes	Statistics - Definition - Relationship with other sciences - Scientific method of research - Data collection, data classification - Data presentation - Data analysis	A theoretical lecture with some examples	Ask questions
second	3	Cognitive outcomes	Data sources - Methods of obtaining data - Comprehensive registration - Samples - Questionnaires - Their conditions - Conducting them	A theoretical lecture with some practical examples	Oral and written questions
Third	3	Cognitive outcomes	Data Distribution Display - Tabular Data Display - Frequency Distribution - Double Frequency Distribution	A theoretical lecture with some practical examples	Listen and ask questions
Fourth and Fifth and sixth	3	Cognitive outcomes	Graphical display of ungrouped data -Line graph -Bar graph -Circle graph -Rectangle graph Graphical display of grouped data -Histogram -Curve graph -Polygon graph -Ascending and descending cumulative graph	A theoretical lecture with some practical examples	Listen and ask questions
Seventh and Eighth and ninth	3	Cognitive and skills outcomes	Measures of central tendency: arithmetic mean - mode - median - relationship between averages	A theoretical lecture with some practical examples	Case studies and teaching tests
Ten and eleven and twelfth	3	Cognitive and skills outcomes	Measures of dispersion: range - standard deviation and variance - coefficient of variation - standard score	A theoretical lecture with some practical examples	Case studies and written tests
Thirteenth and Fourteenth and fifteenth	3	Cognitive and skills outcomes	Simple linear correlation: its concept - method of calculating it for ungrouped data - correlation coefficient for grouped data, rank correlation, Spearman's rank correlation, modified Spearman's correlation	A theoretical lecture with some practical examples	Cognitive and sk outcomes
11. twenty-ninth					
Daily preparation 4 Daily exams 4 Extracurricular activities 2 Semi-final exam 30					
51					

Final exam for semester 60

12. Course Evaluation

Learning and Teaching Resources

Required textbooks (curricular books, if any)

Methodical books:

- Methodological book - statistician Obaid Mohsen, 1999.

Main references (sources)

- Principles of Statistics, Jaafar Salman Youssef, 1990

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

- Dominick salvatore ,Derrick regale ,theory and problems of statistics and econometrics ,2nd edition ,2002

Electronic References, Websites

Financial and banking legislation

1. Course Name:					
Financial and banking legislation					
2. Course Code:					
3. Semester / Year:					
2025–2024 / the first					
4. Description Preparation Date:					
2024/10/30					
5. Available Attendance Forms:					
In presence					
6. Number of Credit Hours (Total) / Number of Units (Total)					
(30) 1n+2p / (3) hour					
7. Course administrator's name (mention all, if more than one name)					
Aizhar Aowini Abdul Reda			azhr.reda@atu.edu.iq		
8. Course Objectives					
Course Objectives	1- Providing the student with information and general provisions of financial and banking legislation 2- A statement of the legal rules that create the student's legal background to enable him to deal with this legislation				
9. Teaching and Learning Strategies					
Strategy	1- The descriptive lecture according to the topical vocabulary presented and approved by the Ministry 2- Modern methods of learning, including distance learning. 3- Use some websites, especially the Iraqi Legislation Base websites and the website of The official report of the Central Bank of Iraq and some banks to benefit from special reports its activities and protection.. 4- Power point 5- Managing the lecture in an applied manner related to the reality of daily life to attract the student to the topic of the lesson without moving away from the core of the topic that the material is flexible and capable of understanding and analysis 6- Allocate a percentage of the grade for daily assignments and tests 7- Assigning the student some group activities and duties				
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	1n+2p	Develop cognitive comprehension	Introduction to the nature of legislation, regulations and instructions - legislation regulating banking business - their sources - characteristics of the rules regulating banking business	Lecture theory	General questions and discussion
2	1n+2p	Develop cognitive	International legislation regulating banking business (Basel Convention - FATCA Law - International Monetary Fund Law - World Bank Law)	Lecture Theory	General questions and discussion

		comprehensio			
3	1n+2p	Develop cognitive comprehensio	General provisions in the Central Bank Law <ul style="list-style-type: none"> • The legal principles that govern the central bank - its legal capacity - its functions - its objectives. • Management of the Central Bank - powers and authorities - decisions - the relationship of the Central Bank with the government 	Lecture theory	General questions and discussion
4	1n+2p	Develop cognitive comprehensio	<ul style="list-style-type: none"> • General provisions for legal violations - counterfeiting and counterfeiting currency - possession and promotion - withdrawal and disposal - confiscation - administrative penalties 	Lecture theory	i's exam
5	1n+2p	Develop cognitive comprehensio	<ul style="list-style-type: none"> • General provisions of the Financial Services Court 	Lecture theory	General questions and discussion
6	1n+2p	Develop cognitive comprehensio	General provisions in the banking law <ul style="list-style-type: none"> • General principles for practicing banking business - granting licenses or permits to practice banking business and canceling them • Rules for practicing banking activity - general banking principles - banking activities 	Lecture theory	General questions and discussion
7	1n+2p	Develop cognitive comprehensio	<ul style="list-style-type: none"> • Bank secrecy • Supervision and inspection - administrative penalties - illegal banking activities 	Lecture theory	i's exam
8	1n+2p	Develop cognitive comprehensio	<ul style="list-style-type: none"> • Guardianship • Liquidation of banks - • Judicial receivership of banks 	Lecture theory	General questions and discussion
9	1n+2p	Develop cognitive comprehensio	General provisions in commercial law <ul style="list-style-type: none"> • What commercial papers are - the difference between them and banknotes and securities 	Lecture theory	General questions and discussion
10	1n+2p	Develop cognitive comprehensio	<ul style="list-style-type: none"> • Commercial transfer (bill of exchange) • Endorsement. • In exchange for fulfillment - acceptance - guarantee - entitlement - fulfillment 	Lecture theory	Discussion in the daily preparation
11	1n+2p	Develop cognitive comprehensio	<ul style="list-style-type: none"> • Instrument (check) • Promissory note (bill of exchange) • Common provisions between commercial papers 	Lecture theory	i's exam
12	1n+2p	Develop cognitive comprehensio	General provisions in the securities market law <ul style="list-style-type: none"> • Transactions in the stock market • General Authority - intermediaries - original bondholders and control transactions • Disciplinary measures in the market (Disciplinary Committee) - Disciplinary penalties – Arbitration 	Lecture theory	General questions and discussion
13	1n+2p	Develop cognitive comprehensio	General provisions in the law regulating insurance business <ul style="list-style-type: none"> • Getting to know the Insurance Bureau - approving, canceling and suspending the practice of insurance business 	Lecture theory	Discussion in the daily preparation

			<ul style="list-style-type: none"> • Insureds and their obligations - Obligations of the foreign insured - Insurance control Alternative solutions to insurance disputes - punitive provisions 		
14	1n+2p	Develop cognitive comprehension	Criminal liability in the Penal Code - the crime of disclosing banking secret	Lecture theory	General questions and discussion
15	1n+2p	Develop cognitive comprehension	Criminal liability in the laws related to financial transactions - the crime of money laundering - activities related to money laundering (recourse - interference - copying images - distortion - counterfeiting) - money laundering in insurance activities Article 35	Lecture theory	research discussion

11.Course Evaluation

- 1-Quarterly and annual written exams
- 2- Quick Quizzes
- 3- Homework

12.Learning and Teaching Resources

Required textbooks (curricular books, if any)	Vocabulary determined by the sectoral committee at the university
Main references (sources)	<ul style="list-style-type: none"> - Book of Commercial Law and Commercial Papers, Fawzi Muhammad Sami; Dr. Faiq Mahmoud Al-Shamir, 1992, printed at the expense of the University of Baghdad - The book (Banking Laws) issued by the Legal Department of the Central Bank of Iraq, Deposit No. 30 of 2019 in the Iraqi Books and Documents House
Recommended books and references (scientific journals, reports...)	Iraqi scientific academic journals
Electronic References, Websites	https://iraql.d.e-sjc-services.iq Iraqi legislative base

Computer Course

1. Course Name:

Computer Course

2. Course Code:

3. Semester / Year:

First year – Second Semester

4. Description Preparation Date:

26/2/2025

5. Available Attendance Forms:

Actual presence

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

45 ours, 3 hours per week, 2 hours practical and One hour theoretical

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

Dr.Hassan Mohammed Jwad

Prog.Noor Abd Al-Rudha Jawdet

8. Course Objectives

Course Objectives

- Students can be able to Utilize the computer for fundamental tasks.
- Identify and discuss the hardware components of the computer system.
- Creating documents using a word processor and creating presentations.
- Conducting research on the Internet.
- An introduction to Artificial Intelligence (AI).

9. Teaching and Learning Strategies

Strategy

- Lecture strategy
- Student group strategy
- Strategy reports and studies
- Strategy for using illustrations and digital display devices for topics that require it.
- Enables the student to access the required statistical information, as well as learn about the characteristics of the sample taken from the community, and also gives the ability to make a statistical distribution of the data in the sample, which helps in forming a hypothesis based on statistical estimation and statistical hypotheses.

13. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	3	Cognitive outcomes	Introduction to Computer: Concepts of Hardware and Software with their components, Concept of Computing, Data and Information; Connecting input/output devices and peripherals to CPU.	A theoretical lecture with some examples	Ask questions
2	3	Cognitive outcomes	Computer Components: Computer Portions, Hardware Ports, I/O Units, Memory Types.	A theoretical lecture with	Oral and written questions

				some practical examples	
3	3	Cognitive outcomes	Computer Components (Cont.): Basic CPU Components, Computer Ports, Personal Computer, Personal Computer (Features and Types)	A theoretical lecture with some practical examples	Listen and ask questions
4 – 5	6	Cognitive outcomes	Operating System and Graphical user Interface(GUI): Operating System(OS), Basics of Common Operating Systems; The User Interface, Using Mouse Techniques. -OS and GUI: Use of Common Icons, Status Bar, Using Menu and Menu selection -Concept of Folders and Directions -Opening and Closing of different Windows; -Creating Short cuts.	A theoretical lecture with some practical examples	Test on compu
6 – 7	6	Cognitive and skills outcomes	Word Processing: Word Processing Basics; Basic Features of Word Processors -Opening and Closing of documents, Text creation and Manipulation; -Formatting Text and Paragraphs, Using Templates for Documents Creation. - Word Processing(Cont.):Creating and Managing Tables, Utilizing Styles and Themes, Spell Check and Grammar Tools, Using Header and Footers.	A theoretical lecture with some practical examples	Presentation Software
8 - 9	6	Cognitive and skills outcomes	Spread Sheet: Introduction to Spreadsheet Software, Creating and Formatting Worksheets. -Sorting and Filtering Data, Using Formulas and Functions. -Spread Sheet (Cont.):Using Formulas and Functions, Using Pivot Tables for Data Analysis, Data Validation and Error Checking, Data Visualization: Creating Charts and Graphs.	A theoretical lecture with some practical examples	Case studies an written tests
10-11	6	Cognitive and skills outcomes	Presentation Software: Introduction, Overview of Popular Presentation Tools, creating a New Presentation, Using templates and Themes, Inserting and Formatting Text and Images -Transition and Animation Effects. - Presentation Software (Cont.): Using Speaker Notes and Timers, Advanced	A theoretical lecture with some practical examples	Case studies an teaching tests

			Features, Hyperlinks and Action Buttons -Troubleshooting Common Presentation Issues -Future Trends in Presentation Technology.		
12 - 13	6	Cognitive and skills outcomes	- Introduction to Internet and Web Browsers: Computer network Basic; LAN,WAN; Concept of Internet and its Applications: connecting to internet. -World Wide Web: Web Browsing software's, Search Engines; Understanding URL; Domain name; IP Address.	A theoretical lecture with some practical examples	Case studies and teaching tests
14	3	Cognitive and skills outcomes	Communications and Emails: Basics of electronic mail; Getting an email account; Sending and receiving emails; -Accessing sent emails; Using Emails; -Document collaboration.	A theoretical lecture with some practical examples	Presentation Software
15	3	Cognitive and skills outcomes	- Introduction to Cloud Computing and Services Definition of Cloud Computing and its concept, Cloud-Based Office Suites(Office 365 and Google Workspace), Google Docs, Google Sheets, Google Drive, Google Meet	A theoretical lecture with some practical examples	Case studies and teaching tests

11.Course Evaluation

Daily preparation 4
Daily exams 4
Extracurricular activities 2
Semi-final exam 40
Final exam for semester 50

Learning and Teaching Resources

Required textbooks (curricular books, if any)	Graham Brown David Watson, “ Cambridge IGCSE Information and Communication Technology”, 3 rd Edition (2020)
Main references (sources)	Alan Evans, Kendall Martin, Mary Anne Poatsy, “Technology In Action Complete”, 16 th Edition (2020).
Recommended books and references (scientific journals, reports...)	Ahmed Banafa, “Introduction to Artificial Intelligence (AI)”, 1 st Edition (2024).
Electronic References, Websites	الخصر علي الخصر, "اساسيات الحاسوب" 2016
Main references (sources)	الدكتور عادل عبدالنور, " مدخل الى عالم الذكاء الاصطناعي " 2005