

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



Academic Program Specification Form

2025

Introduction:

The educational program is a coordinated and organized package of courses that include procedures and experiences organized into curricular modules. The primary purpose is to build and refine graduates' skills, making them qualified to meet the demands of the labor market. The program is reviewed and evaluated annually through internal or external audit procedures and programs, such as the External Examiner Program.

The academic program description provides a brief summary of the program's main features and courses, indicating the skills students are expected to acquire based on the program's objectives. This description is important because it represents the cornerstone of program accreditation. It is written by faculty members under the supervision of academic committees in the academic departments.

This guide, in its second edition, includes a description of the academic program after updating the vocabulary and paragraphs of the previous guide in light of the latest developments in the educational system in Iraq. This included a description of the academic program in its traditional form (annual, semester), as well as adopting the academic program description circulated in accordance with the Department of Studies Circular TM 3/2906 dated May 3, 2023, regarding programs that adopt the Bologna process as the basis for their work.

In this regard, we emphasize the importance of writing descriptions of academic programs and courses to ensure the smooth running of the educational process.

Concepts and Terms:

Academic Program Description: The academic program description provides a concise summary of the program's vision, mission, and objectives, including a precise description of the intended learning outcomes based on specific learning strategies.

Course Description: Provides a concise summary of the course's key features and the learning outcomes expected of the student, demonstrating whether the student has made the most of the available learning opportunities. It is derived from the program description.

Program Vision: An ambitious vision for the future of the academic program, one that is progressive, inspiring, motivating, realistic, and applicable.

Program Mission: Briefly articulates the goals and activities required to achieve them, and outlines the program's development paths and direction.

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

Curriculum Structure: All courses/subjects included in the academic program according to the approved learning system (semester, annual,

Bologna Process), whether required by a ministry, university, college, or academic department, along with the number of credits.

Learning Outcomes: A consistent set of knowledge, skills, and values acquired by a student upon successful completion of the academic program. Learning outcomes for each course must be defined in a manner that achieves the program objectives.

Teaching and Learning Strategies: These are the strategies used by a faculty member to develop student teaching and learning. They are plans followed to achieve learning objectives. This describes all classroom and extracurricular activities to achieve the program's learning outcomes.

Academic Program Description Form

University Name: Al-Furat Al-Awsat Technical University

Faculty Name: Karbala Technical Institute

Scientific Department: Department of Tourism and Hotel Technologies

Academic or Professional Program Name: Department of Tourism and Hotel Technologies

Final Certificate Name: Technical Diploma

Academic System: Annual

Description Preparation Date: 15/1/2025

File Compilation Date: 10/3/2025

Signature:

Head of Department Name:

Dr. Layla Jawad Hussein

Signature:

Scientific Associate Name:

Assist. Prof. Dr. Mohmmmed Fadhil Nimeh

Date:

Date: 19-3-2025

The file is checked by:

Department of Quality Assurance and University Performance

Director of the Quality Assurance and University Performance Department:

Ali Neamah Hasan

Date:

Signature:

Fadhil M. Nimeh
19-6-2025
Approval of the Dean

1. Program vision

Excelling in qualifying the best specialists in the field of tourism and hotel technologies and to attract the highest scientific, research and technical competencies capable of innovation and development in the fields of tourism and hotel research, education, training and consulting.

2. Program message

The Department of Tourism and Hotel Management at Karbala Technical Institute aims to provide distinguished educational, training, and research services to students in the fields of tourism, hotel management, and tour guiding. This will prepare them practically to compete in the tourism labor market, achieve leadership in education, research, and training, and contribute efficiently to scientific, cognitive, and ethical development, environmental development, community service, and the fulfillment of the university's mission.

3. Program objectives

1. Develop the teaching and learning system and support students studying in the department.
2. Improve and develop the department's curricula, emphasizing practical applications of theoretical knowledge.
3. Enhance the efficiency of the educational process by enriching the department's students' skills through field trips, seminars, conferences, and workshops.
4. Establish effective communication with graduates and the tourism labor market in Iraq.
5. Provide distinguished community service that contributes to the development of the local community.
6. Promote positive student participation in various activities at the university and institute levels.
7. Obtain academic accreditation for quality in tourism education.

4. Program accreditation

Is the program accredited? By which agency?

5. Other external influences

1- Labor market requirements. 2- Modern scientific and technological developments.

6. Program structure/ First stage

* comments	percentage	Study unit	Number of courses	Program structure
General materials	%7	2	2	Institutional requirements
Supporting materials	%30	9	3	College requirements
Specialized materials	%63	72	4	Department requirements
				Summer training
				Other

* Notes may include whether the course is basic or optional.

7. Program Structure/Phase II

* comments	percentage	Study unit	Number of courses	Program structure
General materials	%7	2	2	Institutional requirements
Supporting materials	%30	6	2	College requirements
Specialized materials	%73	22	5	Department requirements
				Summer training
				Other

1. Program description

Year/Level	Course code	Course name	Credit hours(theoretical-practical)	
First Stage		Tourism principles	1	3
		Antiquities and history of Iraq	2	3
		Tourism Geography	2	2

		English readings	2	4
		EnglishCorrespondence	1	2

2. Expected Learning Outcomes

Knowledge and Understanding		Computer applications	1	2
	1. The ability to apply knowledge in the tourism and hotel industry and understand the importance of teamwork.	Human Rights, English language	2 1	-
	2. The ability to provide distinguished tourism services, with the capacity for innovation and creativity based on a scientific approach.	Arabic language	1	-
	3. The ability to use computers and be trained on programs in their field of specialization, and the importance of continuous learning to keep pace with developments.	Computer Reservation System	1	3
	4. The ability to distinguish between different types of tour guides and their methods.	Tour Guiding Systems and Laws	2 2	3 2
	5. The ability to understand the methods of preparing tourism programs.	EnglishReadings	2	3
	6. The ability to operate and maintain electronic reservation systems.	HospitalityIndustry	1	3
		Computer applications	1	2
		Arabic language	1	-
		Graduation project	-	2
Program Skills Objectives				
1. Acquire and train basic skills in the field of tour guide work.				
2. Understand the mechanisms of tourism sustainability in travel and tourism companies.				
3. Acquire, develop, and implement many of the tasks related to travel and tourism companies.				
Affective Objectives				

1- Monitoring community needs and considering creative ways to implement them to compete with imported products. 2- Developing and enhancing thinking skills according to the student's abilities, elevating them to a higher level of thinking.	3- Reviving traditional clothing and incorporating modernity into it with attractive, contemporary ideas. 4- Understanding professional and ethical responsibility.
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3. Teaching and Learning Strategies
1. Delivering theoretical lectures and using modern scientific methods. 2. Practical application and practice in laboratories and workshops to acquire practical skills. 2. E-learning includes: Video lectures in PDF format. 3. .Summer training 4. .Field visits
4. Evaluation methods
1. Oral tests to indicate the student's scientific background. 2. .Daily tests 3. Midterm exams (written and oral). 4. Comprehensive (final) exams (written and oral).

		Faculty .11					
		Faculty members					
Academic rank	Instructor's name	Specialization		Special requirement s/ skills (if any)		Faculty preparation	
		General	specific			Staff	External lecturer
Doctor lecturer	Laila Jawad Hussein	Tourism Sciences	Organizational behavior			1	
assistant professor	Najm Abdel-Ali Abbas	Tourism Sciences	Hotel Marketing			1	
assistant professor	Taha Mahdi Mahmoud	Tourism Sciences	Tourist guide			1	
Lecturer	Zahraa Taher Issa	English language	English Literature			1	
Doctor Lecturer	Muhammad Ali Toman	Tourism Sciences	Tourism media			1	
Doctor Lecturer	Hala Moein Sabry	Arabic	Arabic language and literature			1	

Doctor Lecturer	Janat Muhammad Rada Aziz	Geographical education	Population geography			1	
Lecturer	Abdul Hussein Musa Muhammad	Tourism Sciences	Tourist guide			1	
Assistant Professor	Rasool Taher Rasool	Tourism Sciences	Tourist guide			1	
Assistant Lecturer	Alawi Ne'ma Abdul Zahra	Tourism Sciences	Tourist guide			1	
Assistant Lecturer	Nazir Mahdi Fadab Mahdi	business management	Strategic management			1	
Assistant Lecturer	On Dhu al-Fiqar Hussein Ajja	Tourism Sciences	Tourist guide				1
Assistant Lecturer	Muhammad Ali Muhammad	Public international law	Criminal			1	
Assistant Lecturer	Ghaith Saadi Muhammad Ali	business management	Administration knowledge				1
	Professional development						
	Orientation of new faculty members						
	There are some requirements that contribute to the development process for new faculty members, including: 1- .Scientific research 2- .Teaching methods courses 3- .Validity test 4- Arabic language courses, computer courses, and others.						
	Professional development for faculty members						
	Professional development takes place in several ways. 1- .Various scientific courses 2- .Workshops 1- .Scientific seminars						

5. Admission criteria

- 1- High school graduation rate, science and literature stream, according to the Ministry of Higher Education and Scientific Research's central admissions plan.
- 2- Corresponding major from vocational education branches in Iraq (tourism and commerce).

6. The most important sources of information about the program

- 1- .Curriculum syllabus
- 2- The update allowed of the subject teacher is 20% for each teacher.
- 3- Libraries and scientific references (paperback and electronic)
- 4- .Travel and tourism companies

7. Program Development Plan

The program development plan depends mainly on two things:

- 1- Communicating with the labor market through direct meetings and ongoing surveys.
- 2- The plan depends on the legal authority to amend the curricula and obtain approvals from the relevant authorities.

Year/Level	Course code	Course name	Essential or ?optional	Required learning outcomes of the program											
				knowledge				Skills				values			
				A1	A2	A3	A4	B1	B2	B3	B4	Part 1	Part 2	Part 3	A4
First		Tourism principles	Major	*	*	*	*	*	*			*	*		
		Antiquities and history of Iraq	Major	*	*	*	*	*	*			*	*		
		Tourism Geography	Major	*	*	*	*	*	*			*	*		
		English readings	Major	*	*	*	*	*	*			*	*		
		English Correspondence	minor	*	*	*	*	*	*			*	*		
		Public Relations	Minor	*	*	*	*	*	*			*	*		
		computer applications	minor	*	*	*	*	*	*			*	*		
		human rights	General	*	*	*	*					*	*		
		English language	General	*	*	*	*					*	*		
		Arabic language	General	*	*	*	*								
Second		Computer Reservation system	Major	*	*	*	*	*	*	*	*	*	*		
		Tour guide	Major	*	*	*	*	*	*	*		*	*		
		Systems and laws	Major	*	*	*	*	*	*		*	*	*		
		English Readings	Major	*	*	*	*	*	*	*		*	*		
		Hospitality industry	Major	*	*	*	*	*	*	*			*		
		Professional conduct	Help	*	*	*	*	*	*	*	*	*	*		
		computer	Help	*	*	*	*	*	*	*	*	*	*		

		applications													
		English language	General	*	*	*	*					*	*		
		Baath Party crimes	General	*	*	*	*				*	*	*		
		Graduateproject	General	*		*	*	*	*				*		
		Arabic language	General	*	*	*	*				*	*	*		

Please tick the boxes corresponding to the individual learning outcomes of the programme being assessed.

Study materials for the first stage

Course Description Form

Course Description:

This course description provides a concise summary of the main features of the course and the learning outcomes expected of the student, demonstrating whether the student has made the most of the available learning opportunities. It must be

1.	Educational institution	Karbala Technical Institute	
2.	Scientific Department / Center	Tourism and Hotel Technologies	
3.	Course Name/Code	Principles of tourism	
4.	Available attendance forms	Principles of Tourism (theoretical and practical lectures)	
5.	semester/year	Annual/First	
6.	Number of study hours (total) / Number of units (total)	number of units 8	
7.	Course Instructor	Prof. Dr. Najm Abdel-Ali	
8.	Electronic class	https://classroom.google.c/c/NzIwNDM2MDg2MDk4?cjc=cmkrkbw_om	
9.	Date of preparation of this description	2024/9/1	
10.	Course objectives	<p>General: Introducing the student to the basics of tourism science and its principles, and explaining tourism phenomena.</p> <p>Special: Introducing the student to tourism and tourists, analyzing the main areas generating tourism, applications on tourism demand and supply, and the economic impacts of tourism activity..</p>	
11.	Course outcomes Learning and assessment methods	a-Cognitive objectives	1. Learn the most important basic principles in tourism sciences. 2. Identify the theoretical and conceptual frameworks of tourism, the tourist, its types and characteristics. 3. Learn about tourism economics, tourism development and investment. 4. Learn about the most important Iraqi tourism components.
		b-Skill goals	1. Conducting field trips to tourist attractions. 2. Presenting various reports and research in the tourism field.
		Teaching and learning methods	1..Scientific lecture 2..Discussion between students 3..Tourist trips 4..Field reports 5..Lecture reports
		Evaluation methods	1..Daily exams 2..Ask some questions 3..Giving homework

				c.Affective goals and values	1.The scientific material is useful in understanding the course of events. 2.Ability to respond to emergencies. 3.Ability to manage and provide field guidance. 4.Developing students' abilities to analyze social variables 5. To learn different skills and solve problems.	
				Teaching and learning methods	Lectures, explanations, exercises, classroom and extracurricular training, field application, field trips	
				Evaluation methods	Direct questions, daily and monthly exams, discussions, extra activities, semester exams.	
12.	Course structure					
13.	week	Hours	Required learning outcomes	Unit name	Learning method	Evaluation method
	1)	4	Understanding the lesson	Tourism, visitor, .park, recreation	Listening and asking questions	interrogation
	2)	4	Understanding the lesson	Tourist, types of tourists	Listening and asking questions	for interrogation
	3)	4	Understanding the lesson	Tourism motives, foundations and motivations	Listening and asking questions	for interrogation
	4)	4	Understanding the lesson	Tourism offer: its concept	Listening and asking questions	for interrogation
	5)	4	Understanding the lesson	Tourist offer: its components	Listening and asking questions	for interrogation
	6)	4	Understanding the lesson	Tourism demand, its characteristics	Listening and asking questions	for interrogation
	7)	4	Understanding the lesson	Seasonality	Listening and asking questions	for interrogation
	8)	4	Understanding the lesson	Demand, its determinants	Listening and asking questions	for interrogation
	9)	4	Understanding the lesson	Tourism is a complex industry	Listening and asking questions	for interrogation
	10)	4	Understanding the lesson	Its relationship with other industries Its relationship to transportation / types of transportation and roads	Listening and asking questions	for interrogation
	11)	4	Understanding the lesson	Its relationship in the accommodation industry	Listening and asking questions	for interrogation
	12)	4	Understanding the lesson	Its relationship to the food industry - its relationship to recreational activities	Listening and asking questions	for interrogation

			- its relationship to folklore industries		
13)	4	Understanding the lesson	Its relationship to shopping activities in general - the (mall) system	Listening and asking questions	for interrogation
14)	4	Understanding the lesson	The development of global tourism	Listening and asking questions	for interrogation
15)	4	Understanding the lesson	The development of global tourism	Listening and asking questions	for interrogation
16)	4	Understanding the lesson	The development of tourism in the Middle East	Listening and asking questions	for interrogation
17)	4	Understanding the lesson	The development of tourism in the Middle East	Listening and asking questions	for interrogation
18)	4	Understanding the lesson	Tourist-exporting countries in the world	Listening and asking questions	for interrogation
19)	4	Understanding the lesson	Attractions in Iraq: Natural	Listening and asking questions	for interrogation
20)	4	Understanding the lesson	:Attractions in Iraq Humanity, History, Religious, Therapeutic	Listening and asking questions	for interrogation
21)	4	Understanding the lesson	:Attractions in Iraq Business tourism	Listening and asking questions	for interrogation
22)	4	Understanding the lesson	:Attractions in Iraq Conferences and festivals	Listening and asking questions	for interrogation
23)	4	Understanding the lesson	Comprehensive Tourism Survey Plan for Iraq	Listening and asking questions	for interrogation
24)	4	Understanding the lesson	Comprehensive Tourism Survey Plan for Iraq	Listening and asking questions	for interrogation
25)	4	Understanding the lesson	The role of investments in tourism development	Listening and asking questions	for interrogation
26)	4	Understanding the lesson	The role of education and tourism training in tourism development	Listening and asking questions	for interrogation
27)	4	Understanding the lesson	The reality of tourism education and training in Iraq	Listening and asking questions	for interrogation
28)	4	Understanding the lesson	The reality of tourism education and training in Iraq	Listening and asking questions	for interrogation
29)	4	Understanding the lesson	The role of skilled labor in the tourism industry	Listening and asking questions	for interrogation
30)	4	Understanding the	The role of skilled	Listening and	for

			lesson	labor in the tourism industry	asking questions	interrogation
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14. Infrastructure	
Required textbooks -1	
Main references (sources) -2	<ul style="list-style-type: none"> • Introduction to Tourism and Hotel Sciences: Dr. Mustafa Yousef Kafi, 1st ed., Dar Al-Hamed, Amman, 2015. • Tourist Guidance: Dr. Osama Al-Faouri, 1st ed., Dar Al-Warraq, Amman, 2006. • Tourism between theory and practice: Ahmed Al-Jallad, 1st ed., Alam Al-Kutub, Cairo, 1997. • Introduction to Tourism: Ahmed Al-Jallad, 1st ed., Alam Al-Kutub, Cairo, 2000. • Principles of Tourism Industry: Hamid Abdul Nabi, 1st ed., Al-Warraq, Amman, 2009.
3- Recommended books and references (scientific journals, reports, etc.)	<ul style="list-style-type: none"> • Tourism among Arabs: Heritage and Civilization: Muhammad Farid, Vol. 1 and 2, 1st ed., Dar Al-Hilal, Beirut, 2000. • Marwan Al-Sukkar: Tourism, its Content and Effects, 1st ed., Majdalawi Publishing House, Amman, 1994. • Panorama of Tourist Life: Atiya Muhammad Shahata, 1st ed., Supreme Council of Culture, Cairo, 2002.
..Electronic references, websites -4	<ul style="list-style-type: none"> • https://ar.wikipedia.org/wiki/%D8%B3%D9%8A%D8%A7%D8%AD%D8%A9 • ... https://ar.wikipedia.org/wiki/French_Chinese • https://ar.wikipedia.org/wiki/%D8%A3%D9%86%D9%88%D8%A7%D8%B9_%D8%A7%D9%84%D8%B3%D9%8A%D8%A7%D8%AD%D8%A9#%D8%A3%D9%86%D9%88%D8%A7%D8%B9_%D8%A7%D9%84%D8%B3%D9%8A%D8%A7%D8%AD%D8%A9_%D9%85%D9%86_%D8%AD%D9%8A%D8%AB_%D8%A7%D9%84%D9%83%D9%85_%D9%88%D8%A7%D9%84%D8%B9%D8%AF%D8%AF_%D9%88%D8%A7%D9%84%D8%AC%D9%88%D8%AF%D8%A9 • https://mawdoo3.com/%D9%85%D9%82%D9%88%D9%85%D8%A7%D8%AA_%D8%A7%D9%84%D8%B3%D9%8A%D8%A7%D8%AD%D8%A9
15. Curriculum Development Plan	
<ol style="list-style-type: none"> 1. Providing academic, scientific and practical support in organizing scientific trips for specialized institutions. 2. Providing an appropriate classroom environment that enables teachers to diversify teaching strategies. 3. Providing information technology in the campus library. 4. Hosting experts from outside the institute or from the work environment for which they are preparing to benefit from their expertise in developing the course according to the actual needs of the labor market. 	

Course Description:

This course description provides a summary of the subject of the Archaeology and History of Iraq: It is an introductory subject and an important introduction to the knowledge of the archaeology and tourism history of Iraq, as it provides the student in the first stage with...first/ The tourism guidance branch is based on knowledge of the basic principles of Iraqi history in

1	Educational institution	Karbala Technical Institute	
2	Scientific Department / Center	Tourism and Hotel Technologies	
3	Course Name/Code	Antiquities and history of Iraq	
4	Available attendance forms	Mandatory (theoretical and practical lectures) / for the subject of Archaeology and History of Iraq	
5	semester/year	Annual/First	
6	Number of study hours (total) / Number of units (total)	number of units 10	
7	Course Instructor	Rasool Taher Rasool	
8	Online class	https://classroom.google.com/c/NzIxMDU2NzkyNDU5?cjc=pzauawi	
9	Date of preparation of this description	2024/10/1	
1	Course objectives	<p>General: Providing the student with scientific knowledge about Iraq's tourist attractions in general.</p> <p>Special: Providing the student with applied and scientific knowledge about Iraq's tourist attractions and their impact on building a scientific civilization in Iraq.</p>	
1	Course outcomes Learning and assessment methods	A. Cognitive objectives	<p>1. Learn about the most important basic principles of Iraqi history and the most important tourist attractions in the field of specialization.</p> <p>2. Learn about the ancient eras that Iraq went through, the first peoples who inhabited Iraq, and the places where their remains are located.</p> <p>3. Learn about the civilizations that were established in Iraq, and determine their history, locations, kings, and the most important monuments they left behind.</p> <p>4. Learn about the foreign eras that ruled Iraq until the Islamic liberation.</p> <p>5. Learn about the tourist attractions of Iraq in detail and divided into: (Antiquities of the northern, central and southern regions)</p>
		B. Skill goals	<p>Conducting scientific field trips to see Iraq's tourist attractions.</p> <p>Writing various reports, research papers and scientific papers on Iraq's tourist attractions.</p>
		Teaching and learning methods	<p>1. .Scientific lecture</p> <p>2. .Discussion between students</p> <p>3. .Tourist trips</p> <p>4. .Field reports</p> <p>5. .Lecture reports</p>
		Methods of Evaluation	<p>.Daily exams</p> <p>.Ask some questions</p>

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			behind, their languages		
8)	5	Understanding the lesson	The Akkadians: their origin, location, roles, characteristics, rule, languages, and their relationship with the remaining monuments	Lecture and discussion style	Interrogation
9)	5	Understanding the lesson	Early Dynastic Ages, Age of States, Dynasties of Ladash, Omar, Uruk, Kish	Lecture and discussion style	Interrogation
10)	5	Understanding the lesson	The period of the Third Dynasty of Ur and the New Sumerian period with their most important monuments and cities	Lecture and discussion style	Interrogation
11)	5	Understanding the lesson	The era of Hammurabi, its effects, explanation of the obelisk, its locations in the regions, and its fall	Lecture and discussion style	Interrogation
12)	5	Understanding the lesson	An explanation of the Gutians and Kassites and their roles in influencing the Akkadian and early Babylonian periods.	Lecture and discussion style	Interrogation
13)	5	Understanding the lesson	The Assyrians, their origin, periods, areas of distribution, characteristics, monuments, the concept of divisions of their periods, their downfall	Lecture and discussion style	Interrogation
14)	5	Understanding the lesson	The Neo-Babylonian (Chaldean) era, their kings, their flight with the Jews, their works, their recommendations, their influence and their characteristics	Lecture and discussion style	Interrogation
15)	5	Understanding the lesson	Review of the foreign eras that ruled Iraq until the Islamic liberation (Persian, Achaemenid, Macedonian, Seleucid)	Lecture and discussion style	Interrogation
16)	5	Understanding the lesson	The Parthian era, the Sassanian era until the liberation of Iraq during the reign of Caliph Omar in the Battle of al-Qadisiyah	Lecture and discussion style	Interrogation
17)	5	Understanding the lesson	A detailed explanation of the antiquities of Iraq and their division according to the country's geographical regions, with a review of drawings, diagrams and indicators thereof.	Lecture and discussion style	Interrogation
18)	5	Understanding the lesson	Antiquities of the northern region, Mosul, Assyrian sites, mosques, artifacts and important shrines (the Umayyad Revolutionary Mosque, the Prophet Yunus, the Prophet George	Lecture and discussion style	Interrogation
19)	5	Understanding the lesson	Erbil, the city, its monuments and civilizations - Samarra, the construction campaign and its prominent monuments, mosques and shrines, the lover's palace, the lover's	Lecture and discussion style	Interrogation

			palace, the caliph's palace		
20)	5	Understanding the lesson	Antiquities of the Central Region - Baghdad - Name, Building, Doors, Entrances, Cultural Symbol	Lecture and discussion style	Interrogation
21)	5	Understanding the lesson	Review and design of all the monuments in the city of Baghdad, including shrines and monuments, and return each one to the era that occupied it, with a display of drawings.	Lecture and discussion style	Interrogation
22)	5	Understanding the lesson	An explanation of the city of Akarkuf and the cities as outskirts, and a review of the antiquities of the central regions between Baghdad, Kut, and Babylon, whose antiquities and landmarks extend to this day.	Lecture and discussion style	Interrogation
23)	5	Understanding the lesson	The antiquities of the southern region/Babylon, its gates, temples, and the Hanging Cities of Ishtar, and linking them to the current reality with the development that occurred to them	Lecture and discussion style	Interrogation
24)	5	Understanding the lesson	Explaining the effects of Kufa and Wasit, as well as the religious impact of the specific sites and linking them to religious tourism.	Lecture and discussion style	Interrogation
25)	5	Understanding the lesson	Review of the ruins of Qasr al-Ukhaydir, Uruk and Ur in the south, and al-Zafira in Nasiriyah	Lecture and discussion style	Interrogation
26)	5	Understanding the lesson	Reviewing the process of linking the spiritual religious impact of the country's mosques in the center, south, and north, considering them as emirates or centers of communication between people in the past.	Lecture and discussion style	Interrogation
27)	5	Understanding the lesson	Basra, its monuments, landmarks, location.	Lecture and discussion style	Interrogation
28)	5	Understanding the lesson	Connecting Qatar with other countries.	Lecture and discussion style	Interrogation
29)	5	Understanding the lesson	Its monuments, its buildings, its mosques.	Lecture and discussion style	Interrogation
30)	5	Understanding the lesson	Islamic construction and its scientific and religious role.	Lecture and discussion style	Interrogation

14. Infrastructure	
Required textbooks -1	Principles of tourist attractions
Main references (sources) -2	.Archaeology in Iraq book -1

	2- A historical guide book about the sites of antiquities in Iraq 3- The book Archaeology in Iraq: Its Origins and Development
3- Recommended books and references (scientific journals, reports, ..)	The importance of antiquities and cultural heritage in Iraq and the effectiveness of legal procedures in protecting them
Electronic references, websites-4	/https://iraqhistory.org

15. Curriculum Development Plan

- 1. Providing academic support in organizing trips to explore Iraq's tourist attractions.**
- 2. Providing an appropriate classroom environment that enables teachers to diversify teaching strategies.**
- 3. Providing information technology in the campus library.**
- 4. Hosting experts from outside the institute or from the work environment for which they are preparing to benefit from their expertise in developing the course according to the actual needs of the labor market.**

Course Description Form

Course description:

This course description provides a brief overview of the subject of Tourism Geography, which is an introductory subject and an important introduction to the knowledge of the tourism geography of Iraq. It provides the first-year student in the Tourism Guidance branch with the necessary basic knowledge of geography in general and the geography of tourism in particular,

1.	Educational institution	Karbala Technical Institute	
2.	Scientific Department / Center	Tourism and Hotel Technologies	
3.	Course Name/Code	Tourism geography	
4.	Available attendance forms	(Theoretical and practical lectures) / for the subject Tourism geography	
5.	semester/year	Annual/First	
6.	Number of study hours (total) - Number of units (total)	number of units 8	
7.	Course instructor	Janat Reda MuhammedAziz	
8.	Electronic class	https://classroom.google.com/c/NzIwMTg2Mzk1NTY1?cjc=hc6b6k2	
9.	Date of preparation of this description	2024/9/1	
10.	Course objectives	<p>General: Analysis of different tourist attractions suitable for tourism.</p> <p>Identify the types of tourism related to the most important tourist markets.</p> <p>Specific : Introducing the student to geographical features such as rivers, mountains and plains.</p>	
11.	Course outcomes Learning and assessment methods	C. Cognitive objectives	<p>1. Understanding the relationship between people and place in the tourism context.</p> <p>2. Understand the basic concepts of tourism, types of tourism, and the geographical factors that affect tourism movement.</p> <p>3. Study tourist attractions across Iraq, analyze whether these places are attractive to tourists, and what factors make them unique.</p>
		D. Skill goals	<p>1. Study different types of tourism such as cultural, eco-tourism, and adventure tourism, and study how geography affects these types.</p> <p>2. Study of the environmental, social and economic impacts of tourism on tourist areas.</p> <p>3. Writing various reports, research papers and scientific papers in the field of tourism</p>

			geography.
		Teaching and learning methods	1. .Scientific lecture 2. .Discussion between students 3. .Field reports.andLecture reports
		Evaluation methods	1..Daily exams 2..Ask some questions 3..Giving homework
		C- Affective goals and values	1.The scientific material is useful in understanding the course of events. 2.Ability to respond to emergencies. 3.Ability to manage and provide field guidance. 4.Developing students' abilities to analyze social variables
		Teaching and learning methods	Lectures, explanations, exercises, classroom and extracurricular training, field application, field trips
		Evaluation methods	Direct questions, daily and monthly exams, discussions, extra activities, semester exams.

12. Course structure

13.	week	Hours	Required learning outcomes	Unit name	Learning method	Evaluation method
	1)	4	Understanding the course material	Introduction to tourism geography and its relationship with other branches of geography and sciences.	Presentation and discussion	interrogation
	2)	4	Understanding the course material	The importance of the geographical location in Iraq and the Arab world and its impact on tourism.	Presentation and discussion	interrogation
	3)	4	Understanding the course material	Site formation factors and their impact on tourism.	Presentation and discussion	interrogation
	4)	4	Understanding the course material	Learn about the various tourist attractions in general.	Presentation and discussion	interrogation
	5)	4	Understanding the course material	Evaluate tourist attractions in terms of their importance.	Presentation and discussion	interrogation
	6)	4	Understanding the course material	The importance of terrain	Presentation and discussion	interrogation

7)	4	Understanding the course material	And its relationship with tourist attractions such as mountains, plains and plateaus	Presentation and discussion	interrogation
8)	4	Understanding the course material	Climate conditions in Iraq	Presentation and discussion	interrogation
9)	4	Understanding the course material	Climate conditions	Presentation and discussion	interrogation
10)	4	Understanding the course material	And the factors affecting it according to the geographical distribution areas in Iraq	Presentation and discussion	interrogation
11)	4	Understanding the course material	Climatic departments in Iraq	Presentation and discussion	interrogation
12)	4	Understanding the study material	landforms, vegetation	Presentation and discussion	interrogation
13)	4	Understanding the study material	,Climate elements: air Wind, rain	Presentation and discussion	interrogation
14)	4	Understanding the study material	And its relationship to the tourist geographical areas in Iraq	Presentation and discussion	interrogation
15)	4	Understanding the study material	Climate types: marine climate, desert climate.	Presentation and discussion	interrogation
16)	4	Understanding the study material	Plains and plateaus climate	Presentation and discussion	interrogation
17)	4	Understanding the study material	The nature and impact of climate on tourists.	Presentation and discussion	interrogation
18)	4	Understanding the study material	Natural resources in tourist areas and their impact on the financial returns of tourism	Presentation and discussion	interrogation
19)	4	Understanding the study material	Natural resources in tourist areas and their impact on the financial returns of tourism	Presentation and discussion	interrogation

20)	4	Understanding the study material	water resources	Presentation and discussion	interrogation
21)	4	Understanding the study material	Water resources: groundwater, springs, wells	Presentation and discussion	interrogation
22)	4	Understanding the study material	lakes and rivers	Presentation and discussion	interrogation
23)	4	Understanding the study material	Natural minerals and natural plants	Presentation and discussion	interrogation
24)	4	Understanding the study material	Birds and wildlife in tourist areas in Iraq	Presentation and discussion	interrogation
25)	4	Understanding the study material	Tourist motives and desires	Presentation and discussion	interrogation
26)	4	Understanding the study material	Iraq's tourist regions - the northern region	Presentation and discussion	interrogation
27)	4	Understanding the study material	Upper Euphrates and Al-Jazeera region	Presentation and discussion	interrogation
28)	4	Understanding the study material	Middle Euphrates region	Presentation and discussion	interrogation
29)	4	Understanding the study material	Greater Baghdad area	Presentation and discussion	interrogation
30)	4	Understanding the study material	Southern region	Presentation and discussion	interrogation

14. Infrastructure	
Required textbooks -1	Iraq's tourist geography
Main references (sources) -2	1- The Geography of Iraq (Taha Al-Hashemi). 2- The Geography of Iraq book (Abdullah Salem Al-Maliki). 3- The book Archaeology in Iraq: Its Origins and Development
3- Recommended books and references (scientific journals, reports, ..)	The physical, demographic and economic geography of Iraq: a study in regional geography.
Electronic references, -4 ...websites	

15. Curriculum Development Plan

1. Providing academic support in organizing trips to explore Iraq's touristic geography.
2. Providing an appropriate classroom environment that enables teachers to diversify teaching

strategies.

3. Providing information technology in the campus library.

4. Hosting experts from outside the institute or from the work environment for which they are preparing to benefit from their expertise in developing the course according to the actual needs of the labor market.

Course description form:

This course description provides a brief overview of the English Readings course, which aims to enhance English reading and comprehension skills through the study of a variety of texts in various fields, such as literature, science, and history. Emphasis is placed on

1	Educational institution	Karbala Technical Institute	
2	Scientific Department / Center	Tourism and Hotel Technologies	
3	Course Name/Code	Readings in English	
4	Available attendance forms	(Theoretical and practical lectures) / for the subject Readings in English	
5	semester/year	Annual/First	
6	Number of study hours (total) - Number of units (total)	number of units 12	
7	Course Instructor	m.Zahraa Taher Issa	
8	e-class	https://classroom.google.com/c/NzI4OTAxNDcwNjly?cjc=v5xzsh6	
9	Date of preparation of this description	2024/9/1	
1	Course objectives	General : Exercises to increase vocabulary and enhance analysis and interpretation skills. specific: Teaching students how to have group discussions and write analytical reports on texts they read.	
1	Course outcomes Learning and assessment methods	E. Cognitive objectives	1.Enhance listening skills: the ability to understand main meanings and subtle details in audio texts. 2. Improve speaking skills: be able to express thoughts and feelings clearly in different social situations. 3. Developing reading skills: Enhancing the ability to read different texts (articles, stories, etc.) and understand and analyze the content.
		F. Skill goals	1.The ability to write organized and clear texts that express ideas accurately. 2.Expand the student's vocabulary and learn new words in different contexts. 3.Gain grammar skills and how to apply them correctly in writing and speaking. 4.Develop critical thinking skills by analyzing texts and interpreting meanings and ideas.
		Teaching and learning methods	1..Scientific lecture 2. .Discussion between students 3. .Field reports 4..Lecture reports
		Evaluation methods	1..Daily exams 2..Ask some questions 3..Giving homework
		C- Affective	1. The scientific material is useful in understanding

			goals and values	the course of events. 2.Ability to respond to emergencies. 3.Developing the student's ability to analyze texts and interpret meanings.			
			Teaching and learning methods	Lectures, explanations, exercises, classroom and extracurricular training, field application, field trips			
			Evaluation methods	Direct questions, daily and monthly exams, discussions, extra activities, semester exams.			
1 Course structureI							
1	week	Hours	Required learning outcomes	Name of unit or topic		Learning method	Evaluation method
				Theoretical material	Practical material		
	1)	6	to understand The lesson	a prospective Agent	C-Narration: Training For Tourism	throw Discussion	Interrogation
	2)	6	to understand The lesson	A. Conversation An Interview At ATLAS B. Vocabulary: some vocabulary used in this lesson.	D- Discussion: There are several questions that need to be answered	throw Discussion	Interrogation
	3)	6	to understand The lesson	E-Practical Exercises Progressive Substitute -1 Drills As has different -2 meanings Word Study-3	F-ASSIGNMENT Write a letter of application to ALAS Travel Agency	throw Discussion	Interrogation
	4)	6	to understand The lesson	A REGIONAL : MEETING OF ALAS A.CONVERSATION: The agency's strategy B.VOCABULARY	:C. NARRATION Growing cooperation among branches of tourism E-PRICTICE EXERCISES	throw Discussion	Interrogation
	5)	6	to understand The lesson	D-DISCUSSION There are several questions that need to be answered	F.ASSIGNMENT Write a letter to a hotel making reservations for clients	throw Discussion	Interrogation
	6)	6	to understand The lesson	THE AGENT'S ROLE A CONVERSATION: The Agents as Salesman B- Vocabulary	C.NARRATION Mr. Chem, an automobile dealer, emerged from a tourist agency	throw Discussion	Interrogation
	7)	6	to understand The lesson	D. DISCUSSION E. PRACTICE EXERCISES	F.ASSIGNMENT Write a letter to an airline company asking about your commission.	throw Discussion	Interrogation
	8)	6	to understand The lesson	TOURISM AND : GOVERNMENT A.CONVERSATION B- Vocabulary	C.NARRATION; Tourism stimulates industry	throw Discussion	interrogation
	9)	6	to understand	D. DISCUSSION E. PRACTICE	F.ASSIGNMENT: Many agencies send	throw	Interrogation

		The lesson	EXERCISES	messages by telex to hotels	Discussion	
10)	6	to understand The lesson	NINETH WEEK AND THAT ALLURES A.CONVERSATION B.VOCABULARY	C.NARRATION: Vacati on life in the West.	throw Discussion	Interrogatio n
11)	6	to understand The lesson	D.DISCUSSION E. PRACTICE EXERCISES	F. ASSIGNMENT Bring a few newspaper advertisements for tours to class. Explain which, in your opinion, is the most effective	throw Discussion	Interrogatio n
12)	6	to understand The lesson	SKIING IN SUMMER AND WINTER A. CONVERSATION: A Ski Spree B.VOCABULARY	C.NARRATION: Ski Resorts Some typical descriptions of advertising winter sports.	throw Discussion	Interrogatio n
13)	6	to understand The lesson	D.DISCUSSION E. PRACTICE EXERCISES	F.ASSIGNMENT A client, who was a member of a package skiing group, wrote that as soon as she entered home, she found that one of her new skis was badly	throw Discussion	Interrogatio n
14)	6	to understand The lesson	CRUISING IN THE CARIBBEAN A.CONVERSATION:Selli ng a Convention at Sea B.VOCABULARY	C.NARRATION: Choosing The Cruise For You	throw Discussion	Interrogatio n
15)	6	to understand The lesson	D.DISCUSSION E. PRACTICE EXERCISES	ASSIGNMENT You, as the agent, write a letter to a car rental company about an error they made. Be specific as to the type of error, giving names, dates and enclosures.	Deliverin g the discussio n	Interrogatio n
16)	6	Understandin g the lesson	MODERN SAFARIS A.CONVERSATION:An Amazon Safari B.VOCABULARY	C.NARRATION: African Safaris The Main topic in this narration is about African safari	Questions And the answers	Interrogatio n
17)	6	Understandin g the lesson	D.DISCUSSION E. PRACTICE EXERCISES	F.ASSIGNMENT ; You be the agent and answer a letter of inquiry about a tour to some area in your country.	Questions And the answers	Interrogatio n
18)	6	Understandin g the lesson	HANDLING COMPLAINS A.CONVERSATION:An Amazon Safari B.VOCABULARY	C.NARRATION: Orienting Clients The Main topic in this narration is about Orienting Clients	Questions And the answers	interrogatio n
19)	6	Understandin g the lesson	D.DISCUSSION E. PRACTICE	F.ASSIGNMENT: writing the agent's	Questions And the	Interrogatio n

			EXERCISES	letter to the hotel mentioning some complaints	answers	
20)	6	Understanding the lesson	TOUR ARRANGEMENTS A. CONVERSATION: Into the past B.VOCABULARY	C.NARRATION: To Improve Service The Main topic in this narration is about Improving Service	Questions And the answers	Interrogation
21)	6	Understanding the lesson	D.DISCUSSION E. PRACTICE EXERCISES	F. ASSIGNMENT Writing a Congratulatory letter to The general manager of the Bayside Resort Hotel	Questions And the answers	Interrogation
22)	6	Understanding the lesson	ON TOUR A.CONVERSATION B.VOCABULARY	C.NARRATION: Tourist Guides The Main topic in this narration is about A tourist guide qualifications	Questions And the answers	Interrogation
23)	6	Understanding the lesson	D.DISCUSSION E. PRACTICE EXERCISES	F.ASSIGNMENT: Writing a letter of Compensation	Questions And the answers	Interrogation
24)	6	Understanding the lesson	The curtains are open A.CONVERSATION	C.NARRATION: The Bamboo Curtain Parts	Questions And the answers	Interrogation
25)	6	Understanding the lesson	The Iron Curtain Rises B.VOCABULARY	The Main topic in this narration is about Curtain Parts	Questions And the answers	Interrogation
26)	6	Understanding the lesson	D.DISCUSSION E. PRACTICE EXERCISES	:F. ASSIGNMENT Writing An Inquiry letter asking about	Questions And the answers	Interrogation
27)	6	Understanding the lesson	Second term Exam	the arrangement for a trip to China	Questions And the answers	Interrogation
28)	6		Festival Packages A. CONVERSATION: Festivals, Fiords, and Highland flying B.VOCABULARY	C.NARRATION: Fairs, Festivals and Festivities The Main topic in this narration is about Seasonal Celebrations	Questions And the answers	Interrogation
29)	6	Understanding the lesson	D. DISCUSSION E. PRACTICE EXERCISES	F.ASSIGNMENT:Plan a window display for a festival in your country	Questions And the answers	Interrogation
30)	6	Understanding the lesson	Special Events A.CONVERSATION:An ALAS Trainee B.VOCABULARY	:C.NARRATION ALAS TRAVEL BUREAU The Main topic in this narration is about writing a letter Inquiring about “Jubilee” trip to Rome	Questions And the answers	Interrogation

14. Infrastructure	
Required textbooks -1	Special English for Tourism
Main references (sources) -2	
3- Recommended books and references (scientific journals, reports, ..)	1- English grammar books. 2- Robin Walker and Keith Harding. Oxford English for Careers: Tourism. 3- Oxford University Press
Electronic references, -4 websites	
15. Curriculum Development Plan	
1. Providing an appropriate classroom environment that enables teachers to diversify teaching strategies. 2. Providing information technology in the campus library. 3. Hosting experts from outside the institute or from the work environment for which they are preparing to benefit from their expertise in developing the course according to the actual needs of the labor market.	

Course description form:

This course description provides a brief overview of the English Correspondence course, which aims to enhance English writing and communication skills in formal and informal correspondence contexts. The course covers how to write emails, formal letters, personal

1	Educational institution	Karbala Technical Institute	
2	Scientific Department / Center	Tourism and Hotel Technologies	
3	Course Name/Code	English correspondence	
4	Available attendance forms	(Theoretical and practical lectures) / for the subject English correspondence	
5	semester/year	Annual/First	
6	Number of study hours(total)- Number of units (total)	number of units 6	
7	Course Instructor	Ghaith Saadi Muhammad Ali	
8	Electronic class	https://classroom.google.com/c/NzI4OTExOTM4MzM4?cjc=oqxvdy4	
9	Date of preparation of this description	2024/9/1	
1	Course objectives	<p>General objective: To provide students with the basics of English correspondence in general.</p> <p>Specific objective: To familiarize the student with and develop his ability to conduct correspondence within his specialization, especially in tourist library work.</p>	
1	Course outcomes Learning and assessment methods	A.Cognitive objectives	<ol style="list-style-type: none"> 1. Training in the appropriate writing style for each type of correspondence, with an emphasis on correct linguistic style and clarity of expression. 2. Effective communication in professional or academic settings. 3. Mastering English grammar rules related to grammatical order, use of punctuation, and checking the accuracy of content.
		B. Goals Skill	<ol style="list-style-type: none"> 1. The ability to write organized and clear texts that express ideas accurately. 2. Expand the student's vocabulary and learn new words in different contexts. 3. Study specific situations that require written communication skills, such as making requests, answering inquiries, and giving instructions or advice.
		Teaching and learning methods	<ol style="list-style-type: none"> 1. .Scientific lecture 2. .Discussion between students 3. .Field reports 4. .Lecture reports
		Evaluation methods	<ol style="list-style-type: none"> 1. .Daily exams

					2. .Ask some questions 3. .Giving homework		
				C- Affective goals and values	1. The scientific material is useful in understanding the course of events. 2. Ability to respond to emergencies. 3. Developing the student's ability to analyze texts and interpret meanings.		
				Teaching and learning methods	Lectures, explanations, exercises, classroom and extracurricular training, field application, field trips		
				Evaluation methods	Direct questions, daily and monthly exams, discussions, extra activities, semester exams.		
1 Course structure							
1	week	Hour s	Required learning outcomes	Name of unit or topic		Learning method	Evaluation method
				Theoretical material	Practical material		
	1)	3	Understandin g the lesson	a prospective Agent	C-Narration: Training For Tourism	Deliverin g the discussion	interrogatio n
	2)	3	Understandin g the lesson	A. Conversation An Interview At ATLAS B. Vocabulary: some vocabulary used in this lesson.	D- Discussion: There are several questions that need to be answered	Deliverin g the discussion	interrogatio n
	3)	3	Understandin g the lesson	E-Practical Exercises Progressive Substitute -1 Drills As has different -2 meanings Word Study-3	F-ASSIGMENT Write a letter of application to ALAS Travel Agency	Deliverin g the discussion	interrogatio n
	4)	3	Understandin g the lesson	A REGIONAL : MEETING OF ALAS A.CONVERSATION: The agency's strategy B.VOCABULARY	:C. NARRATION Growing cooperation among branches of tourism E-PRICTICE EXERCISES	Deliverin g the discussion	interrogatio n
	5)	3	Understandin g the lesson	D-DISCUSSION There are several questions that need to be answered	F.ASSIGNMENT Write a letter to a hotel making reservations for clients	Deliverin g the discussion	interrogatio n
	6)	3	Understandin g the lesson	THE AGENT'S ROLE A CONVERSATION: The Agents as Salesman B- Vocabulary	C.NARRATION Mr. Chem, an automobile dealer, emerged from a tourist agency	Deliverin g the discussion	interrogatio n
	7)	3	Understandin g the lesson	D. DISCUSSION E. PRACTICE EXERCISES	F.ASSIGNMENT Write a letter to an airline company asking about your commission.	Deliverin g the discussion	interrogatio n
	8)	3	Understandin	TOURISM AND :	C.NARRATION;	Deliverin	interrogatio

		g the lesson	GOVERNMENT A.CONVERSATION B- Vocabulary	Tourism stimulates industry	g the discussion	n
9)	3	Understandin g the lesson	D. DISCUSSION E. PRACTICE EXERCISES	F.ASSIGNMENT: Many agencies send messages by telex to hotels	Deliverin g the discussion	interrogatio n
10)	3	Understandin g the lesson	NINETH WEEK AND THAT ALLURES A.CONVERSATION B.VOCABULARY	C.NARRATION: Vacati on life in the West.	Deliverin g the discussion	interrogatio n
11)	3	Understandin g the lesson	D.DISCUSSION E. PRACTICE EXERCISES	F. ASSIGNMENT Bring a few newspaper advertisements for tours to class. Explain which, in your opinion, is the most effective	Deliverin g the discussion	interrogatio n
12)	3	Understandin g the lesson	SKIING IN SUMMER AND WINTER A. CONVERSATION: A Ski Spree B.VOCABULARY	C.NARRATION: Ski Resorts Some typical descriptions of advertising winter sports.	Deliverin g the discussion	interrogatio n
13)	3	Understandin g the lesson	D.DISCUSSION E. PRACTICE EXERCISES	F.ASSIGNMENT A client, who was a member of a package skiing group, wrote that as soon as she entered home, she found that one of her new skis was badly	Deliverin g the discussion	interrogatio n
14)	3	Understandin g the lesson	CRUISING IN THE CARIBBEAN A.CONVERSATION:Selli ng a Convention at Sea B.VOCABULARY	C.NARRATION: Choosing The Cruise For You	Deliverin g the discussion	interrogatio n
15)	3	Understandin g the lesson	D.DISCUSSION E. PRACTICE EXERCISES	ASSIGNMENT You, as the agent, write a letter to a car rental company about an error they made. Be specific as to the type of error, giving names, dates and enclosures.	Deliverin g the discussion	interrogatio n
16)	3	Understandin g the lesson	MODERN SAFARIS A.CONVERSATION:An Amazon Safari B.VOCABULARY	C.NARRATION: African Safaris The Main topic in this narration is about African safari	Questions And the answers	interrogatio n
17)	3	Understandin g the lesson	D.DISCUSSION E. PRACTICE EXERCISES	F.ASSIGNMENT ; You be the agent and answer a letter of inquiry about a tour to some area in your country.	Questions And the answers	interrogatio n
18)	3	Understandin g the lesson	HANDLING COMPLAINS A.CONVERSATION:An	C.NARRATION: Orienting Clients The Main topic in this	Questions And the	interrogatio n

			Amazon Safari B.VOCABULARY	narration is about Orienting Clients	answers	
19)	3	Understandin g the lesson	D.DISCUSSION E. PRACTICE EXERCISES	F.ASSIGNMENT: writing the agent's letter to the hotel mentioning some complaints	Questions And the answers	interrogatio n
20)	3	Understandin g the lesson	TOUR ARRANGEMENTS A. CONVERSATION: Into the past B.VOCABULARY	C.NARRATION: To Improve Service The Main topic in this narration is about Improving Service	Questions And the answers	interrogatio n
21)	3	Understandin g the lesson	D.DISCUSSION E. PRACTICE EXERCISES	F. ASSIGNMENT Writing a Congratulatory letter to The general manager of the Bayside Resort Hotel	Questions And the answers	interrogatio n
22)	3	Understandin g the lesson	ON TOUR A.CONVERSATION B.VOCABULARY	C.NARRATION: Tourist Guides The Main topic in this narration is about A tourist guide qualifications	Questions And the answers	interrogatio n
23)	3	Understandin g the lesson	D.DISCUSSION E. PRACTICE EXERCISES	F.ASSIGNMENT:Writi ng a letter of Compensation	Questions And the answers	interrogatio n
24)	3	Understandin g the lesson	The curtains are open A.CONVERSATION	C.NARRATION: The Bamboo Curtain Parts	Questions And the answers	interrogatio n
25)	3	Understandin g the lesson	The Iron Curtain Rises B.VOCABULARY	The Main topic in this narration is about Curtain Parts	Questions And the answers	interrogatio n
26)	3	Understandin g the lesson	D.DISCUSSION E. PRACTICE EXERCISES	:F. ASSIGNMENT Writing An Inquiry letter asking about	Questions And the answers	interrogatio n
27)	3	Understandin g the lesson	Second term Exam	the arrangement for a trip to China	Questions And the answers	interrogatio n
28)	3		Festival Packages A. CONVERSATION: Festivals, Fiords, and Highland flying B.VOCABULARY	C.NARRATION: Fairs, Festivals and Festivities The Main topic in this narration is about Seasonal Celebrations	Questions And the answers	interrogatio n
29)	3	Understandin g the lesson	D. DISCUSSION E. PRACTICE EXERCISES	F.ASSIGNMENT:Plan a window display for a festival in your country	Questions And the answers	interrogatio n
30)	3	Understandin g the lesson	Special Events A.CONVERSATION:An ALAS Trainee B.VOCABULARY	:C.NARRATION ALAS TRAVEL BUREAU The Main topic in this narration is	Questions And the answers	interrogatio n

					about writing a letter Inquiring about “Jubilee” trip to Rome		
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14. Infrastructure

Required textbooks -1	1. Commercial Correspondence in Arabic and English. 2. Textbook: Concise Business Terms in Arabic and English.
Main references (sources) -2	1. English grammar books.
3- Recommended books and references (scientific journals, reports, ..)	
Electronic references, -4 websites	

15. Curriculum Development Plan

- 1. Providing an appropriate classroom environment that enables teachers to diversify teaching strategies.**
- 2. Providing information technology in the campus library.**
- 3. Hosting experts from outside the institute or from the work environment for which they are preparing to benefit from their expertise in developing the course according to the actual needs of the labor market.**

Course description form:

This course description provides a brief overview of the subject of public relations, which is communication between an organization and its publics with the goal of

1.	Educational institution	Karbala Technical Institute	
2.	Scientific Department / Center	Tourism and Hotel Technologies	
3.	Course Name/Code	Public Relations	
4.	Available attendance forms	(Theoretical and practical lectures) / for the subject Public Relations	
5.	semester/year	Annual/First	
6.	Number of study hours (total) / Number of units (total)	number of units 6	
7.	Course Instructor	M.D.Muhammad Ali Toman	
8.	Electronic class	https://classroom.google.com/c/MTcxNTM0OTQ3Mzk2?cjc=zbv6qib	
9.	Date of preparation of this description	2024/9/1	
10.	Course objectives	<p>General: Introducing the student to the concepts and scientific foundations of the public relations function that contribute to formulating the organization's policies, plans and programs in a manner consistent with its direction and the demands of the general public or the organization's special audiences.</p> <p>Special: Enabling the student to understand the concept, objectives and uses of public relations in the field of administrative work and tourism and hotel work and providing him with the skills required in this field.</p>	
11.	Course outcomes Learning and assessment methods	A.Cognitive objectives	<p>1.Public relations works to clearly convey important messages between the organization and its guests, contributing to improved mutual understanding between the two parties.</p> <p>2. Disseminate accurate and informed information about the brand or organization.</p> <p>3.Ensuring that the information reaching the public is accurate, reliable, and timely.</p>
		B.Skill goals	<p>1. Develop sustainable relationships with diverse audiences through continuous and effective communication.</p> <p>2. Directing audiences toward certain ideas and behaviors through thoughtful and targeted messages.</p>
		Teaching and learning methods	<p>1. .Scientific lecture</p> <p>2. .Discussion between students</p> <p>3. .Field reports</p> <p>4..Lecture reports</p>

				Evaluation methods	1. .Daily exams 2. .Ask some questions 3. .Giving homework	
				C- Affective goals and values	1. The scientific material is useful in understanding the course of events. 2. Ability to respond to emergencies. 3. Developing the student's ability to analyze texts and interpret meanings.	
				Teaching and learning methods	Lectures, explanations, exercises, classroom and extracurricular training, field application, field trips	
				Evaluation methods	Direct questions, daily and monthly exams, discussions, extra activities, semester exams.	
	Course structure					
13.	week	Hours	Learning outcomes Required	Name of unit or topic	Learning method	Evaluation method
	1)	3	Understanding the lesson	Public Relations - Its Concept and Origins	Listening and asking questions	interrogation
	2)	3	Understanding the lesson	Its historical development, concepts synonymous with public relations and its techniques, concepts related to social interaction, concepts related to public relations techniques.	Listening and asking questions	interrogation
	3)	3	Understanding the lesson	Reasons for the emergence of public relations and the importance of public relations	Listening and asking questions	interrogation
	4)	3	Understanding the lesson	Internal organization of public relations departments.	Listening and asking questions	interrogation
	5)	3	Understanding the lesson	Centralization and decentralization In neglecting public relations	Listening and asking questions	interrogation
	6)	3	Understanding the lesson	Public relations workers	Listening and asking questions	interrogation
	7)	3	Understanding the lesson	Understanding the lesson	Listening and asking	interrogation

				questions	
8)	3	Understanding the lesson	Organizational Public Relations Specialist, Public Relations Specialist, Public Relations Manager	Listening and asking questions	interrogation
9)	3	Understanding the lesson	Scope of work of relations with the organization	Listening and asking questions	interrogation
10)	3	Understanding the lesson	Organizational audiences and general administrators - concept of audience - types of audience	Listening and asking questions	interrogation
11)	3	Understanding the lesson	The concept of public opinion - types of public opinion	Listening and asking questions	interrogation
12)	3	Understanding the lesson	The role of public relations in shaping public opinion.	Listening and asking questions	interrogation
13)	3	Understanding the lesson	Methods of measuring public opinion Methods of measuring public opinion	Listening and asking questions	interrogation
14)	3	Understanding the lesson	Planning in the field of public relations.	Listening and asking questions	interrogation
15)	3	Understanding the lesson	Public relations and its means of communication with the masses	Listening and asking questions	interrogation
16)	3	Understanding the lesson	The concept of communication and elements of the communication process.	Listening and asking questions	interrogation
17)	3	Understanding the lesson	:Media classification Formal method 2- Qualitative method	Listening and asking questions	interrogation
18)	3	Understanding the lesson	Types of communication media in the field of public relations	Listening and asking questions	interrogation
19)	3	Understanding the lesson	Public relations programs with the organization's audiences.	Listening and asking questions	interrogation
20)	3	Understanding	Public relations with	Listening and	interrogation

			the lesson	employees (internal audience)	asking questions	
21)	3	Understanding the lesson	Public relations with consumers	Listening and asking questions	interrogation	
22)	3	Understanding the lesson	Public relations with shareholders	Listening and asking questions	interrogation	
23)	3	Understanding the lesson	Public relations with suppliers Public relations with the local community.	Listening and asking questions	interrogation	
24)	3	Understanding the lesson	Public relations with educational and pedagogical institutions.	Listening and asking questions	interrogation	
25)	3	Understanding the lesson	Public relations with internal security.	Listening and asking questions	interrogation	
26)	3	Understanding the lesson	Public relations in diplomatic bodies	Listening and asking questions	interrogation	
27)	3	Understanding the lesson	Public relations in tourism bodies.	Listening and asking questions	interrogation	
28)	3		Public relations in judicial institutions.	Listening and asking questions	interrogation	
29)	3	Understanding the lesson	Public relations in health institutions.	Listening and asking questions	interrogation	
30)	3	Understanding the lesson	Public relations .activities calendar	Listening and asking questions	interrogation	

14. Infrastructure	
Required textbooks -1	Public Relations
Main references -2 (sources)	1- .Public Relations Book Relations Book for Tourism Public -2
3- Books and references that Recommended (scientific journals, reports, ..)	1- Advertising, public relations and marketing in blogs.
Electronic -4	1- https://l.facebook.com/l.php?u=https%3A%2F%2Fdrive.google.com%2Ff

...references, websites	ile%2Fd%2F 2- https://web.facebook.com/groups/mokhtari.abdnacer/permalink/298
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15. Curriculum Development Plan

- 1. Providing an appropriate classroom environment that enables teachers to diversify teaching strategies.**
- 2. Providing information technology in the campus library.**
- 3. Hosting experts from outside the institute or from the work environment for which they are preparing to benefit from their expertise in developing the course according to the actual needs of the labor market.**

Course description form:

This course description provides a summary of the Computer Applications course. Which includes developing basic and advanced skills in using computer programs to achieve high efficiency in various fields.

1.	Educational institution	Karbala Technical Institute	
2.	Scientific Department / Center	Tourism and Hotel Technologies	
3.	Course Name/Code	computer applications	
4.	Available attendance forms	(Theoretical and practical lectures) / for the subject computer applications	
5.	semester/year	Annual/First	
6.	Number of study hours (total) - Number of units (total)	2 Number of units	
7.	Course instructor	Nazir Mahdi Fadab Mahdi	
8.	Electronic class	https://classroom.google.com/c/MTcyMTc4NjM1MzA0?cjc=edvuhoz	
9.	Date of preparation of this description	2024/9/1	
10.	Course objectives	General objective: To familiarize the student with the technical aspects of how to use computers in the tourist office. Specific objective: To enable the student to acquire computer skills and use its applications in tourist offices and tourism companies, using Internet principles in the tourism field.	
11.	Course outcomes And methods of Why and evaluation	A.Cognitive objectives	1. Learn the technical aspects of how to use computers in the tourist office. 2. Learn about computer components, hardware and software. 3. Learn about the most commonly used programs in tourism companies.
		B.Skill goals	1. Learn to type quickly and accurately using software such as a word processor (e.g., Microsoft Word). 2. Learn how to search the Internet effectively, use email, and upload and download files.
		Teaching and learning methods	1. .Scientific lecture 2. .Discussion between students 3. .Field reports 4. .Lecture reports
		Evaluation methods	1. .Daily exams 2. .Ask some questions 3. .Giving homework
		Affective	1. The scientific material is useful in

			goals and values	understanding the course of events. 2. Ability to respond to emergencies. 3. Developing the student's ability to analyze texts and interpret meanings.		
			Teaching and learning methods	Lectures, explanations, exercises, classroom and extracurricular training, field application, field trips		
			Evaluation methods	Direct questions, daily and monthly exams, discussions, extra activities, semester exams.		
12.	Course structure					
13.	week	Hours	Required learning outcomes	Name of unit or topic	Learning method	Evaluation method
	1)	1	Cognitive	Computer components	Listening and asking questions	interrogation
	2)	1	Cognitive	Hardware and software components of the computer, types of computers, computer components.	Listening and asking questions	interrogation
	3)	1	Cognitive	Windows window, operating system, desktop components.	Listening and asking questions	interrogation
	4)	1	,Cognitive Skills	Practical application of the previous lecture on computers.	Listening and asking questions	interrogation
	5)	1	Cognitive, skill	Dealing with windows, minimizing and maximizing the window	Listening and asking questions	interrogation
	6)	1	Cognitive, skill	Practical application of the previous lecture on computers.	Listening and asking questions	interrogation
	7)	1	Cognitive, skill	Folders and files, learn about the most important components of Windows, such as the Recycle Bin, the computer, and more.	Listening and asking questions	interrogation
	8)	1	Cognitive And skills	Practical application of the previous theoretical lecture.	Listening and asking questions	interrogation
	9)	1	Cognitive	Additional programs (Notepad, Paint, Graphics Creation)	Listening and asking questions	interrogation
	10)	1	Cognitive And skills	Practical application of the previous theoretical lecture.	Listening and asking questions	interrogation
	11)	1	Cognitive	Screen components	Listening and asking questions	interrogation
	12)	1	Cognitive	Practical application of the	Listening	interrogation

		And skills	previous theoretical lecture.	and asking questions	tion
13)	1	Cognitive And skills	Computer ethics, installing antivirus software.	Listening and asking questions	interrogation
14)	1	Cognitive, skill	Computer security and software licensing.	Listening and asking questions	interrogation
15)	1	Cognitive, skill	Word processor (Word program), running the program, program features	Listening and asking questions	interrogation
16)	1	Cognitive, skill	Practical application of the previous theoretical lecture.	Listening and asking questions	interrogation
17)	1	Cognitive, skill	Change language, program interface, create document, write text, save text	Listening and asking questions	interrogation
18)	1	Cognitive, skill	Practical application of the previous theoretical lecture.	Listening and asking questions	interrogation
19)	1	Cognitive, skill	File, Home, References, and Toolbar tabs	Listening and asking questions	interrogation
20)	1	Cognitive, skill	Practical application of the previous theoretical lecture.	Listening and asking questions	interrogation
21)	1	Cognitive, skill	Insert tab and tab tool groups	Listening and asking questions	interrogation
22)	1	Cognitive, skill	Practical application of the previous theoretical lecture.	Listening and asking questions	interrogation
23)	1	Cognitive, skill	Page Layout Tab, References, and Tab Tool Sets	Listening and asking questions	interrogation
24)	1	Cognitive, skill	Practical application of the previous theoretical lecture.	Listening and asking questions	interrogation
25)	1	Cognitive, skill	Review, Correspondence, and Groups tabs	Listening and asking questions	interrogation
26)	1	Cognitive, skill	Practical application of the previous theoretical lecture.	Listening and asking questions	interrogation
27)	1	Cognitive, skill	Internet, the concept of networks and their types, the concept of the Internet, its operation	Listening and asking questions	interrogation
28)	1	Cognitive, skill	Description of the main screen and its components, how to connect to the World Wide Web	Listening and asking questions	interrogation
29)	1	Cognitive, skill	Benefit from search engines to find and access information	Listening and asking	interrogation

					questions	
	30)	1	Cognitive, skill	Practical application of previous theoretical lectures.	Listening and asking questions	interrogation

14. Infrastructure	
Required textbooks -1	1. Ziad, Muhammad Aboud and others, (2016), Computer Basics and its Office Applications (Part Three), 1st ed. Ministry of Higher Education and Scientific Research. 2. Artificial Intelligence, Research and Information Center, 2021.
Main references -2 (sources)	1. Abdullah Abdul Aziz's book, Introduction to Computers and the Internet. 2021.
3- Recommended books and references It includes (scientific journals, reports, ..)	
Electronic references, -4 ...websites	1- .Specialized websites 2- https://www.uobabylon.edu.iq/eprints/publication_3_1454_6032.pdf 3- https://sa-uc.edu.iq/uploads/curriculum/1656848217.pdf.

15. Curriculum Development Plan
1. Providing an appropriate classroom environment that enables teachers to diversify teaching strategies. 2. Providing information technology in the campus library. 3. Hosting experts from outside the institute or from the work environment for which they are preparing to benefit from their expertise in developing the course according to the actual needs of the labor market.

Course description form:

This course description provides a brief overview of the Human Rights and Democracy course, which aims to define and clarify the basic concepts related to human rights, as well as to enable individuals to understand these rights and promote respect for them.

1.	Educational institution	Karbala Technical Institute	
2.	Scientific Department / Center	Tourism and Hotel Technologies	
3.	Course Name/Code	human rightsand democracy	
4.	Available attendance forms	(Theoretical and practical lectures) / for the subject human rights	
5.	semester/year	Annual/First	
6.	Number of study hours (total) - Number of units (total)	2 Number of units	
7.	Course Instructor	m. Abdul Hussein Musa Muhammad	
8.	Electronic class	https://classroom.google.com/c/NzI4OTA1MjM4MDY4?cjc=qesczl2	
9.	Date of preparation of this description	2024/9/1	
10.	Course objectives	General objective of the course: General objective of the course: To familiarize the student with the nature of public freedoms and their types. Specific objective of the course: To familiarize the student with the most important legal guarantees for the concept of public freedoms, in addition to explaining the forms of democratic systems.	
11.	Course outcomes Learning and assessment methods	A.Cognitive objectives	<ol style="list-style-type: none"> 1. Raising public awareness about human rights and the importance of respecting them in various societies. 2. Explain the basic rights that every individual should enjoy, such as the right to life, liberty, security, and equality before the law.
		B.Skill goals	<ol style="list-style-type: none"> 1. Explain the basic rights that every individual should enjoy, such as the right to life, liberty, security, and equality before the law. 2. Providing individuals with knowledge about international agreements and legal standards that guarantee human rights, such as the Universal Declaration of Human Rights.
		Teaching and learning methods	<ol style="list-style-type: none"> 1. .Scientific lecture 2. .Discussion between students 3. .Field reports 4. .Lecture reports
		Evaluation methods	<ol style="list-style-type: none"> 1. .Daily exams 2. .Ask some questions

			3. .Giving homework			
		Affective goals and values	1. The scientific material is useful in understanding the course of events. 2. Ability to respond to emergencies. 3. Developing the student's ability to analyze texts and interpret meanings.			
		Teaching and learning methods	Lectures, explanations, exercises, classroom and extracurricular training, field application, field trips			
		Evaluation methods	Direct questions, daily and monthly exams, discussions, extra activities, semester exams.			
12	Course structure					
13.	Week	Hours	Required learning outcomes	Name of unit or topic	Learnin g method	Evaluat ion method
	1)	2	Understandi ng the lesson	Human rights, definition, objectives	a lecture	interrog ation
	2)	2	Understandi ng the lesson	The Roots of Human Rights and Their Development in Human History: Human Rights in Ancient and Medieval Times	Listenin g and asking questio ns	interrog ation
	3)	2	Understandi ng the lesson	Human rights in ancient civilizations, especially the civilization of Mesopotamia	a lecture	interrog ation
	4)	2	Understandi ng the lesson	Human rights in divine laws with a focus on human rights in Islam	a lecture	interrog ation
	5)	2	Understandi ng the lesson	Human Rights in the Middle Ages: Human Rights in Doctrines, Schools, and Political Theories, Human Rights in Corporations and Their Declarations, Revolutions, and Constitutions (English Documents, the American Revolution, the French Revolution, the Russian Revolution)(Listenin g and asking questio ns	interrog ation
	6)	2	Understandi ng the lesson	Human Rights in Contemporary and Modern History: International Recognition of Human Rights since World War I and the League of Nations(Listenin g and asking questio ns	interrog ation
	7)	2	Cognitive,	Regional recognition of human	Listenin	interrog

			skill	rights: European Convention on Human Rights 1950, American Convention on Human Rights 1969, African Charter on Human Rights 1981, Arab Charter on Human Rights	g and asking questions	ation
8)	2	Cognitive And skills	NGOs and human rights (ICRC, Amnesty International, Human Rights Watch)	Listenin g and asking questions	interrog ation	
9)	2	Understandi ng the lesson	National human rights organizations	a lecture	interrog ation	
10)	2	Understandi ng the lesson	Human Rights in Iraqi Constitutions: Between Theory and Reality	a lecture	interrog ation	
11)	2	Understandi ng the lesson	The relationship between human rights and public freedoms 1- In the Universal Declaration of Human Rights	a lecture	interrog ation	
12)	2	Understandi ng the lesson	2- In regional charters and national constitutions	a lecture	interrog ation	
13)	2	Understandi ng the lesson	Essential human rights and collective human rights	a lecture	interrog ation	
14)	2	Understandi ng the lesson	Economic, social and cultural human rights and civil and political human rights	Listenin g and asking questions	interrog ation	
15)	2	Understandi ng the lesson	Modern human rights: the facts in development, the right to a clean environment, the right to solidarity, the right to religion	Listenin g and asking questions	interrog ation	
16)	2	Understandi ng the lesson	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	a lecture	interrog ation	
17)	2	Understandi ng the lesson	Guarantees of constitutional oversight, guarantees of freedom of the press and public opinion, the role of non-governmental organizations in respecting and protecting human rights	Listenin g and asking questions	interrog ation	
18)	2	Understandi ng the lesson	Guarantees, respect and protection of human rights at the international level:	Listenin g and asking	interrog ation	

				The role of the United Nations and its specialized agencies in providing guarantees	questio ns	
19)	2	Understandi ng the lesson	The role of regional organizations (the Arab League, the European Union, the African Union, the Organization of American States, and the ASEAN Organization) The role of international, regional, and non-governmental organizations and public opinion in respecting and protecting human rights.	Listenin g and asking questio ns		interrog ation
20)	2	Understandi ng the lesson	The general theory of freedoms: the origin of rights and freedoms, the project’s position on declared rights and freedoms, the use of the term public freedoms.	Listenin g and asking questio ns		interrog ation
21)	2	Understandi ng the lesson	The functional nature of the concept of public liberties: philosophical considerations of functional rights, structural considerations of positive rights, structural considerations of positive rights, economic considerations and public liberties	Listenin g and asking questio ns		interrog ation
22)	2	Understandi ng the lesson	The legal basis of the rule of law	Ask questio ns		interrog ation
23)	2	Understandi ng the lesson	The legal basis of the rule of law	a lecture		interrog ation
24)	2	Understandi ng the lesson	Regulation of public freedoms by public authorities	a lecture		interrog ation
25)	2	Understandi ng the lesson	litigation or non-judicial grievance	a lecture		interrog ation
26)	2	Understandi ng the lesson	Judicial appeal, determining the state's responsibility for its legitimate actions	a lecture		interrog ation
27)	2	Understandi ng the lesson	The impact of the duality of the judiciary on public freedoms Public freedoms under administrative jurisprudence	a lecture		interrog ation
28)	2	Understandi ng the lesson	Equality: The historical development of the concept of equality	And ask questio ns		interrog ation
29)	2	Understandi ng the lesson	Modern development of the idea of equality	a lecture		interrog ation

	30)	2	Understanding the lesson	Gender equality is equality between individuals according to their beliefs and race.	a lecture	interrogation
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14. Infrastructure	
Required textbooks -1	human rights
Main references (sources) -2	1.D.Abdelkrim Bouchikhi, Human Rights: Concepts and Issues. 2. Dr.Mohammed Nour Farhat, Human Rights: Theoretical Foundations and Practical Applications.
3- Recommended books and references (scientific journals, reports, ..)	1. Dr. Maher Sabry Kazim, Human Rights, Democracy and Public Freedom.
Electronic references, -4 websites	Specialized websites. And the United Nations website.

15. Curriculum Development Plan
1. Providing an appropriate classroom environment that enables teachers to diversify teaching strategies. 2. Providing information technology in the campus library. 3. Hosting experts from outside the institute or from the work environment for which they are preparing to benefit from their expertise in developing the course according to the actual needs of the labor market.

Course description form:

This course description provides a brief overview of an English language course that aims to develop students' skills in using the English language effectively in various fields. The course typically includes a set of units that focus on core skills.

1.	Educational institution	Karbala Technical Institute	
2.	Scientific Department Center /	Tourism and Hotel Technologies	
3.	Course Name/Code	English language	
4.	Available attendance forms	(Theoretical and practical lectures) / for the subject English language	
5.	semester/year	Annual/First	
6.	Number of study hours (total) - Number of units (total)	number of units 1	
7.	Course Instructor	M. Zahraa Taher Issa	
8.	Electronic class	https://classroom.google.com/c/NzI4OTA1MDY1NjQ4?cjc=25lk3m	
9.	Date of preparation of this description	2024/9/1	
10.	Course objectives	General objective of the subject: Improve students' English language skills through a range of educational activities that cover the four aspects of the language: listening, speaking, reading, and writing.. Special objective of the article: Improve grammar and enhance the student's ability to communicate effectively in different situations.	
11.	Course outcomes Learning and assessment methods	A.Cognitive objectives	1. Listening: Improve students' ability to understand and respond to oral texts. 2. Reading: Developing the skill of reading literary and scientific texts and understanding their contents. 3. Writing: Enabling students to express their ideas in written form and in English accurately and organized. 4. Conversation: Developing the ability to speak fluently with others
		B.Skill goals	1. Vocabulary development: Expanding students' vocabulary, helping them use it in a variety of life situations. 2. Understanding Grammar: Understanding and using basic grammar rules such as tenses, verbs, pronouns, and sentence construction. 3. Translation Proficiency: Enhancing translation skills between English and the mother tongue.
		Teaching	1. .Scientific lecture

		and learning methods	2. .Discussion between students 3. .Field reports			
		Evaluation methods	1. Daily exams. Ask some questions. 2. .Giving homework			
		C- Affective goals and values	1. The scientific material is useful in understanding the course of events. 2. Ability to respond to emergencies. 3. Developing the student's ability to analyze texts and interpret meanings.			
		Teaching and learning methods	Lectures, explanations, exercises, classroom and extracurricular training, field application, field trips			
		Evaluation methods	Direct questions, daily and monthly exams, discussions, extra activities, semester exams.			
12.	Course structure					
13.	Week	Hours	Required learning outcomes	Name of unit or topic	Learning method	Evaluation method
	1)	1	Understanding the lesson	Hello! I am.. My name...	recitation (The lecture)	interrogation
	2)	1	Understanding the lesson	Exercises	Presentation and application	interrogation
	3)	1	Understanding the lesson	Your World He/she/they, his, her	recitation (The lecture)	interrogation
	4)	1	Understanding the lesson	Exercises	recitation (The lecture)	interrogation
	5)	1	Understanding the lesson	All About You Am/are/is...	Presentation and application	interrogation
	6)	1	Understanding the lesson	Exercises	Explanation and application and discussion	interrogation
	7)	1	Understanding the lesson	Family and friends My, your, our, their	recitation (The lecture)	interrogation
	8)	1	Understanding the lesson	Exercises	recitation (The lecture)	interrogation

9)	1	Understanding the lesson	Possessive adjectives Has/have Adjective + noun	recitation and discussion And the explanation	interrogation
10)	1	Understanding the lesson	The Way I Live I/you/we/they	Dialogue	interrogation
11)	1	Understanding the lesson	Present Simple A and an	Presentation and discussion	interrogation
12)	1	Understanding the lesson	Every day Present Simple He/She	Discussion	interrogation
13)	1	Understanding the lesson	Frequency Adverbs Always, never, often...	recitation and discussion	interrogation
14)	1	Understanding the lesson	My Favorites Question words (who, where, why, how..)	throw (The lecture)	interrogation
15)			Pronouns Subject/Object/Possessive		
16)	1	Understanding the lesson	Reading and Speaking Where are they from?	Discussion method And the casting	interrogation
17)	1	Understanding the lesson	Reading and Listening Personal information	recitation (The lecture)	interrogation
18)	1	Understanding the lesson	Where I Live There is/are	Discussion	interrogation
19)	1	Understanding the lesson	Prepositions (in, on, under, next to)	recitation and discussion	interrogation
20)	1	Understanding the lesson	Reading and Speaking Countries	recitation (The lecture)	interrogation
21)	1	Understanding the lesson	Reading and listening Describing a friend	Dialogue	interrogation
22)	1	Understanding the lesson	Times Past Was/were born	recitation and discussion	interrogation
23)	1	Understanding the lesson	Irregular verbs	Discussion	interrogation
24)	1	Understanding	Requests and offers	Discussion	interrog

			ding the lesson	Can/can't		ation
	25)	1	Understan ding the lesson	Please and Thank You I'd like.. Some and any	Dialogue	interrog ation
	26)	1	Understan ding the lesson	Numbers 1-10 and plurals	Discussion	interrog ation
	27)	1	Understan ding the lesson	Here and now Present continuous (v.+ing)	Lecture	interrog ation
	28)	1	Understan ding the lesson	Present simple and present continuous	Lecture	interrog ation
	29)	1	Understan ding the lesson	Reading and Listening Languages and Nationalities	Lecture	interrog ation
	30)	1	Understan ding the lesson	Review	Lecture	interrog ation

14. Infrastructure	
Required textbooks -1	1.John and Liz Soars. New Headway Plus Beginner. Oxford University Press
Main references (sources) -2	
3- Recommended books and references (scientific journals, reports, ..)	
Electronic references, -4 websites	1- /https://www.online-literature.com 2- /https://www.readprint.com 3- /http://www.powerpoetry.org

15. Curriculum Development Plan
<ol style="list-style-type: none"> 1. Providing an appropriate classroom environment that enables teachers to diversify teaching strategies. 2. Providing information technology in the campus library. 3. Hosting experts from outside the institute or from the work environment for which they are preparing to benefit from their expertise in developing the course according to the actual needs of the labor market.

Course Description Form:

This course description provides a concise overview of the Arabic language curriculum, designed to develop students' skills in understanding and using the Arabic language in writing, reading, listening, and speaking. The course includes the study of grammar and morphology, as well as rhetorical techniques and literary

1.	Educational institution	Karbala Technical Institute	
2.	Scientific Department / Center	Tourism and Hotel Technologies	
3.	Course Name/Code	Arabic	
4.	Available attendance forms	(Theoretical and practical lectures) / Arabic Language	
5.	semester/year	annual/First	
6.	Number of study hours (total) - Number of units (total)	2units	
7.	Course Instructor	Dr. Hala Moein Sabry	
8.	Electronic class	https://classroom.google.com/c/NzI4OTIzNzkzMDEw?cjc=5u66jna	
9.	Date of preparation of this description	2024/9/1	
10	Course objectives	General objective of the subject: Improving students' language skills in Arabic. Special objective of the article: Enabling students to understand and use grammatical and morphological rules correctly.	
11	Course outcomes Learning and assessment methods	G.Cognitive objectives	1. Enhancing the ability to analyze literary texts and literary criticism. 2. Developing the ability to communicate effectively in both written and spoken languages.
		H.Skill goals	1. Developing the ability to communicate effectively in both written and spoken languages. 2. Writing articles, written expression, and formatting literary texts
		Teaching and learning methods	1. .Scientific lecture 2..Discussion between students 3..Tourist trips 4. .Field reports 5. .Lecture reports
		Evaluation methods	1. .Daily exams 2. .Ask some questions 3. .Giving homework
		C- Affective goals and values	1. Study of various types of Arabic literature such as Arabic poetry, short stories, novels, and literary criticism.. 2. ATo focus on rhetorical devices in the Arabic language such as metaphor, simile, and alliteration.
		Teaching and	Lectures, explanations, exercises, classroom

				learning methods	and extracurricular training, field application, field trips	
				Evaluation methods	Direct questions, daily and monthly exams, discussions, extra activities, semester exams.	
Course structure						
11	week	Hours	Required learning outcomes	Unit name	Learning method	Evaluation method
	1)	1	Understanding the plot	Introduction to the Arabic language, why we study the Arabic language, and other names for the Arabic language	brainstorming	interrogation
	2)	1	Understanding the plot	What are the most important sciences of the Arabic language, and what distinguishes it from other languages?	brainstorming	interrogation
	3)	1	Understanding the plot	Errors in the Arabic language (linguistic, spelling and grammatical) explaining them and showing their locations	brainstorming	interrogation
	4)	1	Understanding the plot	Practical examples of linguistic errors	brainstorming	interrogation
	5)	1	Understanding the plot	The letters Dhad and Tha, the difference between them, and why the Arabic language is called the language of Dhad	brainstorming	interrogation
	6)	1	Understanding the plot	Parts of speech (nouns, verbs, and letters)	brainstorming	interrogation
	7)	1	Understanding the plot	Types of verbs in terms of (form, tense and structure)	brainstorming	interrogation
	8)	1	Understanding the plot	Past tense and construction marks. Practical examples of the past tense.	brainstorming	interrogation

9)	1	Understanding the plot	Present tense verb (nominative, accusative, subjunctive)	brainstorming	interrogation
10)	1	Understanding the plot	Practical examples of the present tense verb	brainstorming	interrogation
11)	1	Understanding the plot	Features of administrative speech, its steps, writing a model for an administrative speech)	brainstorming	interrogation
12)	1	Understanding the plot	Badr Shakir al-Sayyab, his life, his poetry, his collections, analysis of the poem (Rain Anthem)	brainstorming	interrogation
13)	1	Understanding the plot	Nominal and verbal sentences are examples of this.	brainstorming	interrogation
14)	1	Understanding the plot	Subject and predicate (predicate and its types)	brainstorming	interrogation
15)	1	Understanding the plot	The agent (its types - its rules)	brainstorming	interrogation
16)	1	Understanding the plot	Subject	brainstorming	interrogation
17)	1	Understanding the plot	Subject	brainstorming	interrogation
18)	1	Understanding the plot	Subject	brainstorming	interrogation
19)	1	Understanding the plot	The five verbs (nominative, accusative, and subjunctive)	brainstorming	interrogation
20)	1	Understanding the plot	Building the present tense verb	brainstorming	interrogation
21)	1	Understanding the plot	The Five Nouns (Applied Examples)	brainstorming	interrogation
22)	1	Understanding the plot	Sound and defective verbs	brainstorming	interrogation
23)	1	Understanding the plot	Indefinite and definite nouns and the difference between them	brainstorming	interrogation
24)	1	Understanding the plot	Discrimination (its types	brainstorming	interrogation
25)	1	Understanding the plot	(The state - the adjective) the difference between them	brainstorming	interrogation
26)	1	Understanding the plot	Original and secondary diacritical marks	brainstorming	interrogation
27)	1	Understanding	Punctuation marks	brainstorming	interrogation

		the plot	(application texts)		
28)	1	Understanding the plot	(sound feminine plural) (sound masculine plural)	brainstorming	interrogation
29)	1	Understanding the plot	plural of brokenness	brainstorming	interrogation
30)	1		Dual nouns: their case endings (nominative, accusative, genitive)	brainstorming	interrogation

Infrastructure .12

Required textbooks -1	<ol style="list-style-type: none"> 1. Alfiyyah of Ibn Malik, written by Muhammad ibn Ahmad al-Hawari al-Maliki, explained by Muhammad ibn Salih al-Uthaymeen, printed by the Sheikh Muhammad ibn Salih Foundation, Al-Rushd Library 2. Al-Usul by Ibn al-Sarraj, authored by Abu Bakr ibn Muhammad al-Sarraj, edited by Abdul Hussein al-Fatli, published and distributed by Al-Risala Foundation, Beirut. 3. Secrets of Arabic by Al-Anbari, authored by Sheikh Kamal Al-Din Abi Al-Barakat, edited by Youssef Haboud, published by the Arab Scientific Academy / Damascus
Main references (sources) -2	
3- Recommended books and references (scientific journals, reports, ..)	
Electronic references, -4 websites	

Curriculum Development Plan .13

1. Providing an appropriate classroom environment that enables teachers to diversify teaching strategies.
2. Providing information technology in the campus library.
3. Hosting experts from outside the institute or from the work environment for which they are preparing to benefit from their expertise in developing the course according to the actual needs of the labor market.

Second Stage Course Description Form

Course description form:

This course description provides a concise summary of the course's key features and expected learning outcomes, demonstrating whether the student has made the most of the available learning opportunities. It must be linked to the program description.

1.	Educational institution	Karbala Technical Institute	
2.	Scientific Department / Center	Tourism and Hotel Technologies	
3.	Course Name/Code	Computer Reservation System	
4.	Available attendance forms	Lectures	
5.	semester/year	Annual/second	
6.	Number of study hours(Total) - Number of units (Total)	units 8	
7.	Course Leader	M.M. Alawi Ne'ma Abdul Zahra	
8.	Electronic class	https://classroom.google.com/c/NzE5NjYxNDY5Njk0?cjc=oggcufuj	
9.	Date of preparation of this description	2024/9/1	
10.	Course objectives	<p>General objective: To familiarize the student with the technical aspects of how to establish a tourism office and how to make the necessary decisions to open and operate it.</p> <p>Specific objective: To enable the student to work in the technical and administrative aspects of tourism offices, companies, and travel agents, to organize scheduled tourist trips, and to familiarize him with the electronic reservation system and its uses.</p>	
11.	Course outcomes Learning and assessment methods	A.Cognitive objectives	<p>1. Introducing students to the importance of online booking and how to use modern technologies to organize and implement online booking processes.</p> <p>2. Study different reservation systems such as tourism, airline, and hotel reservation systems, and learn how to use them.</p>
		B.Skill goals	<p>1. Teaching students how to interact with websites. And applications dedicated to electronic booking and understanding how they work.</p> <p>2. Develop students' skills in managing and organizing online reservation processes across multiple platforms.</p>
		Teaching and learning methods	<p>1. Adopting scientific methods in electronic reservation techniques.</p> <p>2. Familiarity with electronic reservation systems in terms of types .Scope and services</p> <p>3. Understanding airline ticket sales policies.</p> <p>4. Understanding international tourism</p>

			.organizations			
		Evaluation methods	1. .Daily exams 2. .Ask some questions 3. .Giving homework			
		Affective goals and values	1. The scientific material is useful in understanding the course of events. 2. Ability to respond to emergencies. 3. Ability to manage and provide field guidance.			
		Teaching and learning methods	Lectures, explanations, exercises, classroom and extracurricular training, field application, field trips			
		Evaluation methods	Direct questions, daily and monthly exams, discussions, extra activities, semester exams.			
12.	Course structure					
13.	week	Hours	Required learning outcomes	Unit name	Learning method	Evaluation method
	1)	4	The student will have the ability to know the tourist office	Definition of a tourist office - the legal structure of travel and tourism companies	a lecture	Tribal questions Post-practical application
	2)	4	The student will have the ability to Know the tourist office	Types of tourism companies -Transportation agency -Travel tourism	Lecture + Board blackboard	=
	3)	4	He will have the ability to identify travel agents.	Travel agents - tour operators	Show + Panel	=
	4)	4	The student will have the ability to know the steps to establish a tourism office.	Decision making - Location - Equipment - Staff - Action plan	=	=
	5)	4	The student will have the ability to know the steps to establish a tourism office.	Budget - Advertising Opening -	+ Show A board	Practical application
	6)	4	He will have the ability to understand the construction. Administrative for travel agents	Definition of reservation-elements-policies	a lecture	=
	7)	4	He will have the ability to understand the services provided by tourism companies.	Traditional Booking-Transportation-Accounts-Sales	a lecture	=
	8)	4	He will have an awareness of the importance of tourism programs.	Meaning of travel - How to prepare and organize travel programs - Program	a lecture	=

			pricing		
9)	4	He will have knowledge of tourism organizations.	Concept - Importance - Nature of Work	a lecture	=
10)	4	He will have knowledge of tourism organizations.	Concept - Importance - Nature of Work	a lecture	=
11)	4	He will have the ability to know. Concepts, Terminology and Reservation System	Concepts - Travel Brochures - CRS - Global Distribution System (GDS)	Show + Panel	=
12)	4	He will have the ability to know. Concepts, Terminology and Reservation System	Concepts - Travel Brochures - CRS - Global Distribution System (GDS)	Show + Panel	=
13)	4	He will have the ability to know. Concepts, Terminology and Reservation System	Concepts - Travel Brochures - CRS - Global Distribution System (GDS)	Show + Panel	=
14)	4	He will have the ability to know. Concepts, Terminology and Reservation System	Concepts - Travel Brochures - CRS - Global Distribution System (GDS)	Show + Panel	=
15)	4	He will have the ability to know. Concepts, Terminology and Reservation System	Concepts - Travel Brochures - CRS - Global Distribution System (GDS)	Show + Panel	=
16)	4	He will have the ability to know. Concepts, Terminology and Reservation System	Concepts - Travel Brochures - CRS - Global Distribution System (GDS)	Amadeus reservation system	=
17)	4	He will have the ability to know the performance of the reservation systems.	Reservation system performance - its uses - methods of collecting information from suppliers - cost calculation - profits - risks of reservation systems - practical examples -	Amadeus reservation system	=
18)	4	He will have the ability to know the performance of the reservation systems.	International Air Transport Association (ICAO) codes	Amadeus reservation system	=
19)	4	He will have the ability to know the performance of the reservation systems.	Reservation system performance - its uses - methods of collecting information from suppliers - cost calculation - profits -	Amadeus reservation system	=

			risks of reservation systems - practical examples -		
20)	4	He will have the ability to know the performance of the reservation systems.	International Air Transport Association (ICAO) codes	Amadeus reservation system	=
21)	4	He will have the ability to book through the Amadeus system and the sales policies for airline tickets.	Practical reservation system for one person - system	Display + Panel + Booking System	=
22)	4	He will have the ability to book through the Amadeus system and the sales policies for airline tickets.	Family Practical Booking - Booking System	Display + Panel + Booking System	=
23)	4	He will have the ability to book through the Amadeus system and the sales policies for airline tickets.	Practical Group Pricing Methods	Display + Panel + Booking System	=
24)	4	He will have the ability to book through the Amadeus system and the sales policies for airline tickets.	Enter information-	Display + Panel + Booking System	=
25)	4	He will have the ability to book through the Amadeus system and the sales policies for airline tickets.	Practical reservation system for one person - system	Display + Panel + Booking System	=
26)	4	He will have the ability to book through the Amadeus system and the sales policies for airline tickets.	Family Practical Booking - Booking System	Display + Panel + Booking System	=
27)	4	He will have the ability to book through the Amadeus system and the sales policies for airline tickets.	Practical Group Pricing Methods	Display + Panel + Booking System	=
28)	4	He will have the ability to book through the Amadeus system and the sales policies for airline tickets.	Family Practical Booking - Booking System	Display + Panel + Booking System	=
29)	4	He will have the ability to book through the Amadeus system and the sales policies for airline tickets.	Family Practical Booking - Booking System	Display + Panel + Booking System	=

	30)	4	He will have the ability to book through the Amadeus system and the sales policies for airline tickets.	Family Practical Booking - Booking System	Reservation + system	=
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Infrastructure	
Required textbooks -1	1. Mustafa Naguib Shawish, Office and Business Administration Computer Reservation System. 2. Saim Boutros Jada, Principles of Managing Tourism and Travel Offices,
Main references (sources) -2	1. Amadeus Pricing and Ticketing Book, author: Saleh Bin Kaddah,2009.
3- Recommended books and references (scientific journals, reports, ..)	
Electronic references, websites-4	

Curriculum Development Plan
1. Providing an appropriate classroom environment that enables teachers to diversify teaching strategies. 2. Providing information technology in the campus library. 3. Hosting experts from outside the institute or from the work environment for which they are preparing to benefit from their expertise in developing the course according to the actual needs of the labor market.

Course Description Form

Course description form:

This course description provides a brief overview of the subject of Tourist Guidance, which is an introductory subject and an important introduction to the profession of tour guide. It provides the student in the second stage/Tourist and Hotel Guidance branch with the necessary amount of basic principles of guidance in general and tour guide in particular, so that he can begin his first steps in a sound manner to study the concepts and systems of tour guide, as it is the foundation upon which the legal structure of the guide profession is based.

1.	Educational institution	Karbala Technical Institute	
2.	Scientific Department / Center	Tourism and Hotel Technologies	
3.	Course Name/Code	Tourist guidance	
4.	Available attendance forms	(Theoretical and practical lectures) / for the subject Tour guiding	
5.	semester/year	Annual/second	
6.	Number of study hours (total)- Number of units (total)	number of units 10	
7.	Course Instructor	Mr. Abdul Hussein Musa Muhammad	
8.	Electronic class	https://classroom.google.com/c/ODE3MzgXNTY2MDIa?cjc=hngkk42	
9.	Date of preparation of this description	2024/9/1	
10.	Course objectives	General: Introducing the student to the importance of tourist guidance related to the general tourism aspect. Special: Defining the role of the tour guide in tourist trips	
9.	Course outcomes Learning and assessment methods	A. Cognitive objectives	1. Learn the most important basic principles of the tourist guide profession and the most important guidance methods. 2. Identify the theoretical and conceptual frameworks of tourist guidance, its types, and the main systems that regulate its work. 3. Identify the types of guidance and the bodies working on it. 4. Learn about guidance throughout history. 5. Learn about the most important types of guides in the tourism field.
		B.Skill goals	1. Conducting field trips to see the most important tourist sites and the role of the guide in them. 2. Writing various reports, research papers and scientific papers in the field of tourist guidance.
		Teaching and learning methods	1. .Scientific lecture 2. .Discussion between students 3. .Tourist trips 4. .Field reports 5. .Lecture reports
		Evaluation	1. .Daily exams

				methods	2. .Ask some questions 3. .Giving homework	
				Affective goals and values	1. The scientific material is useful in understanding the course of events. 2. Ability to respond to emergencies. 3. Ability to manage and provide field guidance. 4. Developing the student's ability to analyze social variables to identify different skills and solve problems. 5. The ability to deeply and accurately understand the most important concepts	
				Teaching and learning methods	Lectures, explanations, exercises, classroom and extracurricular training, field application, field trips	
				Evaluation methods	Direct questions, daily and monthly exams, discussions, extra activities, semester exams.	
10.	Course structure					
11.	week	Hours	Learning outcomes Required	Unit name	Learning method	Evaluation method
	1)	5	Understanding the lesson	Introduction to general concepts (introduction, concept of guidance and tourist guidance)	a lecture	interrogation
	2)	5	Understanding the lesson	Goals, importance, elements of tourist guidance	a lecture	interrogation
	3)	5	Understanding the lesson	Types of tourist guidance	Listening and asking questions	interrogation
	4)	5	Understanding the lesson	Characteristics of guidance	a lecture	interrogation
	5)	5	Understanding the lesson	Counseling Skills (Introduction)	a lecture	interrogation
	6)	5	Understanding the lesson	How the mentor introduces himself to the group	a lecture	interrogation
	7)	5	Understanding the lesson	The Art of Guidance (Introduction, The Art of Using the Microphone on the Bus)	Listening and asking questions	interrogation
	8)	5	Understanding the lesson	The art of using the microphone in the hall, the art of using the microphone on site	Listening and asking questions	interrogation
	9)	5	Understanding	Tourism legislation in Iraq First and second legislation	discussion	interrogation

		the lesson			
10)	5	Understanding the lesson	The Art of Using and Controlling Sound, a Practical Application of the Arts	Discussion, practical	interrogation
11)	5	Understanding the lesson	Ways in which the guidance process is carried out	discussion	interrogation
12)	5	Understanding the lesson	direct method	a lecture	interrogation
13)	5	Understanding the lesson	indirect method	Dialogue and discussion	interrogation
14)	5	Understanding the lesson	Historical development guidance	a lecture	interrogation
15)	5	Understanding the lesson	Tourist guide, guide concept	a lecture	interrogation
16)	5	Understanding the lesson	Types of fence guides	a lecture	interrogation
17)	5	Understanding the lesson	Basic principles of a tourist guide	discussion	interrogation
18)	5	Understanding the lesson	Personal characteristics of the guide	Listening and asking questions	interrogation
19)	5	Understanding the lesson	Tour guide duties	discussion	interrogation
20)	5	Understanding the lesson	The role of the guide	a lecture	interrogation
21)	5	Understanding	General characteristics of a guide	Lecture and critique	interrogation

			the lesson			
	22)	5	Understanding the lesson	Duties of a Tour Guide (Introduction)	Listening and asking questions	interrogation
	23)	5	Understanding the lesson	Tour guide duties before the group arrives	Discussion, listening and asking questions	interrogation
	24)	5	Understanding the lesson	Tour guide duties at the first meeting	Listening and asking questions	interrogation
	25)	5	Understanding the lesson	Tour guide duties at the start of the program	a lecture	interrogation
	26)	5	Understanding the lesson	Tour guide duties at the end of the program	Discussion, listening and asking questions	interrogation
	27)	5	Understanding the lesson	Guidance during tourist trips, hiking trips	a lecture	interrogation
	28)	5	Understanding the lesson	Trips to nature reserves and natural sites	a lecture	interrogation
	29)	5	Understanding the lesson	Student Trips, How to Deal with the Driver	Listening discussion and asking questions	interrogation
	30)	4	Understanding the lesson	Field reports (tourist trips)	a lecture	interrogation

14. Infrastructure	
Required textbooks -1	
Main references (sources) -2	1. Dr. Hamad Al-Taie: Principles of Guidance, 1st ed., Dar Al-Kut, Egypt, 2013. 2. Dr. Al-Sabbak: Guidance and Tourist Guidance, 1st ed., Dar Al-Nahda Al-Arabiya for Publishing and Distribution, Egypt, 1995.

	<p>3. Muthanna Taha: Tourist Guidance, 1st ed., Dar Al-Halam, Iraq, 2016.</p> <p>4. Dr. Muhammad Mahmoud Hassan: Introduction to the Study of Tourism Sciences, 1st ed., Dar Al Fikr Al Jami'i, Beirut, 2008.</p> <p>5. Nabil Abdul Rahman Hayawi: Tourism Industry, 1st ed., Al-Atik Book Industry, Lebanon, 2016.</p>
3- Recommended books and references (scientific journals, reports, ..)	<p>6. Tourism Legislation: Dr. Miftah Khalifa, 1st ed., University Publications House, Alexandria, 2012.</p> <p>7. Safety Commitment for Hotel and Tourist Village Guests, Dr. Rasha Mustafa, 1st ed., University Publications House, Alexandria, 2007.</p>
Electronic references, -4 ...websites	<p>8. https://www.moj.gov.iq/iraqmag</p> <p>9. http://iraql.d.hjc.iq:8080/free_search.aspx</p> <p>10. https://manshurat.org/node/218</p> <p>11. https://www.slideshare.net/hanyatef/ss-78575106</p>

Curriculum Development Plan

1. Providing academic support in organizing trips to learn about Tourist guidance.
 2. Providing an appropriate classroom environment that enables teachers to diversify teaching strategies.
 3. Providing information technology in the campus library.
- Hosting experts from outside the institute or from the work environment for which they are preparing to benefit from their expertise in developing the course according to the actual needs of the labor market.

Course Description Form

Course Description:

This course description provides a summary of the Tourism Regulations and Laws course, which is an introductory course and an important introduction to knowledge of tourism legislation. It provides the student in the second stage/tourism guidance branch with the necessary amount of basic principles of law in general and tourism regulations in particular, through which he can start his first steps in a sound manner to study the laws and regulations of tourism institutions and organizations, as it is the basis upon which the legal structure of tourism is based..

1.	Educational institution	Karbala Technical Institute	
	Scientific Department / Center	Tourism and Hotel Technologies	
	Course Name/Code	Regulations and laws	
	Available attendance forms	(Theoretical and practical lectures) / for the subject of Regulations and Laws	
	semester/year	Annual/second	
	Number of study hours (total) - Number of units (total)	number of units 8	
	Course instructor	M. Taha Mahdi Mahmoud	
	Electronic class	https://classroom.google.com/c/NzIwMTkzODg2NjE1?cjc=i6vbazw	
	Date of preparation of this description	2024/9/1	
	Course objectives	General: Introducing the student to the Systems and Laws related to the general tourism aspect. Special: Introduction to travel regulations, opening travel and tourism companies, labor laws, banking regulations, hotels and restaurants, and civil aviation operating regulations.	
	Course outcomes Learning and assessment methods	Cognitive objectives	1. Learn the most important basic principles of tourism legislation and the most important Iraqi Systems and Laws in the field of specialization. 2. Identify the theoretical and conceptual frameworks of jurisprudence and law, their types, and the main systems that govern their work. 3. Understanding the concept of the legislator, its characteristics, types of legislation, its interpretation, and the bodies working on it. 4. Learn about Iraqi tourism legislation throughout history. 5. Learn about the most important organizations working in the tourism sector.
		Skill goals	Conducting field trips to learn about the legal and administrative structure of tourism institutions and organizations and their operating mechanisms in

			accordance with applicable laws and regulations.				
		Teaching and learning methods	1. .Scientific lecture 2. .Discussion between students 3. .Tourist trips 4. .Field reports.andLecture reports				
		Evaluati on methods	1. .Daily exams 2. .Ask some questions 3. .Giving homework				
		C- Affective goals and values	1. The scientific material is useful in understanding the course of events. 2. Ability to respond to emergencies. 3. Ability to manage and provide field guidance. 4. Developing the student's ability to analyze social variables to identify different skills and solve problems. 5. The ability to deeply and accurately understand the most important laws and ways to improve them.				
		Teaching and learning methods	Lectures, explanations, exercises, classroom and extracurricular training, field application, field trips				
		Evaluati on methods	Direct questions, daily and monthly exams, discussions, extra activities, semester exams.				
12.	Course structure						
13.	week	Hours	Outputs Learning required	Unit name	Learning method	Evaluation method	
	1)	4	Understand ing the lesson	General concepts (jurisprudence, its sources and knowledge of the jurist, legislation, its interpretation)	Listening and asking questions	Interrogation	
	2)	4	Understand ing the lesson	Characteristics of legislation, advantages, disadvantages	Listening and asking questions	for interrogation	
	3)	4	Understand ing the lesson	Types of legislation	Listening and asking questions	for interrogation	
	4)	4	Understand ing the lesson	Law: Definition and Branches	Listening and asking questions	for interrogation	
	5)	4	Understand ing the lesson	Distinguishing between the state and other concepts	Listening and asking questions	for interrogation	
	6)	4	Understand ing the lesson	State authority bodies	Listening and asking questions	for interrogation	

7)	4	Understand ing the lesson	Tourism legislation	Listening and asking questions	for interrogation
8)	4	Understand ing the lesson	Field reports	Listening and asking questions	for interrogation
9)	4	Understand ing the lesson	Tourism legislation in Iraq First and second legislation	Listening and asking questions	for interrogation
10)	4	Understand ing the lesson	Tourism legislation in Iraq The third and fourth legislation	Listening and asking questions	for interrogation
11)	4	Understand ing the lesson	Tourism legislation in Iraq Fifth legislation	Listening and asking questions	for interrogation
12)	4	Understand ing the lesson	Corporate concept	Listening and asking questions	for interrogation
13)	4	Understand ing the lesson	Types of companies	Listening and asking questions	for interrogation
14)	4	Understand ing the lesson	Objective elements of the company contract	Listening and asking questions	for interrogation
15)	4	Understand ing the lesson	Reasons for the dissolution of companies	Listening and asking questions	for interrogation
16)	4	Understand ing the lesson	Travel and tourism companies and offices Concept and sections	Listening and asking questions	for interrogation
17)	4	Understand ing the lesson	Source of income for travel companies and agencies	Listening and asking questions	for interrogation
18)	4	Understand ing the lesson	Legislation for Iraqi travel and tourism companies, offices and agencies	Listening and asking questions	for interrogation
19)	4	Understand ing the lesson	The first, second and third laws	Listening and asking questions	for interrogation
20)	4	Understand ing the lesson	Car Rental Offices Law for Tourists	Listening and asking questions	for interrogation
21)	4	Understand ing the lesson	Supporting Systems and Laws Residence Law	Listening and asking questions	for interrogation
22)	4	Understand ing the lesson	Supporting Systems and Laws Traffic Law	Listening and asking questions	for interrogation
23)	4	Understand	Supporting Systems and	Listening and	for

		ing the lesson	Laws Labor and Social Insurance Law	asking questions	interrogation
24)	4	Understand ing the lesson	Supporting Systems and Laws Operating Instructions for Tourist Facilities and Establishments	Listening and asking questions	for interrogation
25)	4	Understand ing the lesson	Supporting Systems and Laws Banking and foreign currency buying and selling instructions	Listening and asking questions	for interrogation
26)	4	Understand ing the lesson	international tourism organizations International Air Transport Association (IATA)	Listening and asking questions	for interrogation
27)	4	Understand ing the lesson	international tourism organizations Civil Aviation	Listening and asking questions	for interrogation
28)	4	Understand ing the lesson	international tourism organizations International Civil Aviation Organization (ICAO)	Listening and asking questions	for interrogation
29)	4	Understand ing the lesson	international tourism organizations Freedoms of Flight	Listening and asking questions	for interrogation
30)	4	Understand ing the lesson	Field reports	Listening and asking questions	for interrogation

14. Infrastructure	
Required textbooks -1	
(Main references (sources -2	<ol style="list-style-type: none"> 1. Dr. Ahmed Al-Saeed Al-Zaqard: Principles of Legal Sciences, 1st ed., Dar Al-Kotob Al-Qanuniyah, Egypt, 2013. 2. Dr. Salah El-Din Fawzy: The Ocean of Political Systems and Constitutional Law, 1st ed., Dar Al-Nahda Al-Arabiya for Publishing and Distribution, Egypt, 1995. 3. Sabah Al-Mufti: Traffic Law No. 86 of 2004 as amended, 3rd ed., Legal Library, Iraq, 2016. 4. Dr. Muhammad Mahmoud Hassan: Introduction to the Study of Legal Sciences (Legal Theory), 1st ed., Dar Al Fikr Al Jami'i, Egypt, 2008. 5. Nabil Abdul Rahman Hayawi: Labor Law No. 37 of 2015, 1st ed., Al-Atik Book Industry, Lebanon, 2016.
3- Recommended books and references (scientific journals, reports, ..)	6. Legislation to Regulate Tourism Activity: Dr. Miftah Khalifa, 1st ed., University Publications House, Alexandria, 2012.

	<p>7. Safety Commitment for Hotel and Tourist Village Guests, Dr. Rasha Mustafa, 1st ed., University Publications House, Alexandria, 2007.</p> <p>8. Tourism Legislation in Iraq: Taha Mahdi Mahmoud, 1st ed., Dar Al-Ayyam, Amman, 2019.</p>
Electronic references, -4 ...websites	<p>1. /https://www.moj.gov.iq/iraqmag</p> <p>2. http://iraql.d.hjc.iq:8080/free_search.aspx</p> <p>3. https://manshurat.org/node/218</p> <p>4. https://www.slideshare.net/hanyatef/ss-78575106</p>

15. Curriculum Development Plan

1. Providing academic support in organizing trips to learn about the legal structure of tourism establishments.
2. Providing an appropriate classroom environment that enables teachers to diversify teaching strategies.
3. Providing information technology in the campus library.
4. Hosting experts from outside the institute or from the work environment for which they are preparing to benefit from their expertise in developing the course according to the actual needs of the labor market.

Course Description Form

Course description form:

This course description provides a brief overview of the English Readings course, which aims to enhance English reading and comprehension skills through the study of a variety of texts in various fields, such as literature, science, and history. Emphasis is placed on developing the ability to understand complex texts and extract meanings and main ideas from them.

1	Educational institution	Karbala Technical Institute	
2	Scientific Department / Center	Tourism and Hotel Technologies	
3	Course Name/Code	Readings in English	
4	Available attendance forms	(Theoretical and practical lectures) / for the subject Readings in English	
5	semester/year	Annual/second	
6	Number of study hours (total) - Number of units (total)	number of units 12	
7	Course instructor	Dr. Janat Reda Mohammed	
8	Electronic class	https://classroom.google.com/c/NjI2OTUwNjAyMDg4?cjc=wx5xwv4	
9	Date of preparation of this description	2024/9/1	
1	Course objectives	General : Exercises to increase vocabulary and enhance analysis and interpretation skills. specific: Teaching students how to have group discussions and write analytical reports on texts they read.	
1	Course outcomes Learning and assessment methods	A.Cognitive objectives	1. Enhance listening skills: the ability to understand main meanings and subtle details in audio texts. 2. Improve speaking skills: be able to express thoughts and feelings clearly in different social situations. 3. Developing reading skills: Enhancing the ability to read different texts (articles, stories, etc.) and understand and analyze the content.
		B.Skill goals	1. The ability to write organized and clear texts that express ideas accurately. 2. Expand the student's vocabulary and learn new words in different contexts. 3. Gain grammar skills and how to apply them correctly in writing and speaking. 4. Develop critical thinking skills by analyzing texts and interpreting meanings and ideas.
		Teaching and learning methods	1. .Scientific lecture 2. .Discussion between students 3. .Field reports 4. .Lecture reports
		Evaluation methods	1. .Daily exams 2. .Ask some questions 3. .Giving homework

			C- Affective goals and values	1. The scientific material is useful in understanding the course of events. 2. Ability to respond to emergencies. 3. Developing the student's ability to analyze texts and interpret meanings.			
			Teaching and learning methods	Lectures, explanations, exercises, classroom and extracurricular training, field application, field trips			
			Evaluation methods	Direct questions, daily and monthly exams, discussions, extra activities, semester exams.			
1 Course structure							
1 week	Hours	Required learning outcomes	Name of unit or topic		Learning method	Evaluation method	
			Theoretical material	Practical material			
31)	6	to understand The lesson	a prospective Agent	C-Narration: Training For Tourism	throw Discussion	interrogation	
32)	6	to understand The lesson	A. Conversation An Interview At ATLAS B. Vocabulary: some vocabulary used in this lesson.	D- Discussion: There are several questions that need to be answered	throw Discussion	interrogation	
33)	6	to understand The lesson	E-Practical Exercises Progressive -1 Substitute Drills As has different -2 meanings Word Study-3	F-ASSIGNMENT Write a letter of application to ALAS Travel Agency	throw Discussion	interrogation	
34)	6	to understand The lesson	A REGIONAL : MEETING OF ALAS A.CONVERSATION: The agency's strategy B.VOCABULARY	:C. NARRATION Growing cooperation among branches of tourism E-PRICTICE EXERCISES	throw Discussion	interrogation	
35)	6	to understand The lesson	D-DISCUSSION There are several questions that need to be answered	F.ASSIGNMENT Write a letter to a hotel making reservations for clients	throw Discussion	interrogation	
36)	6	to understand The lesson	THE AGENT'S ROLE A CONVERSATION: The Agents as Salesman B- Vocabulary	C.NARRATION Mr. Chem, an automobile dealer, emerged from a tourist agency	throw Discussion	interrogation	
37)	6	to understand The lesson	D. DISCUSSION E. PRACTICE EXERCISES	F.ASSIGNMENT Write a letter to an airline company asking about your commission.	throw Discussion	interrogation	
38)	6	to understand The lesson	Bob's first customers.	C.NARRATION; Tourism stimulates industry	throw Discussion	interrogation	

39)	6	to understand The lesson	Inauguration of the fiesta room.	F.ASSIGNMENT: Many agencies send messages by telex to hotels	throw Discussion	interrogatio n
40)	6	to understand The lesson	Behind the views of a buffet.	C.NARRATION: Vacatio n life in the West.	throw Discussion	interrogatio n
41)	6	to understand The lesson	A business luncheon in the French salon.	F. ASSIGNMENT Bring a few newspaper advertisements for tours to class. Explain which, in your opinion, is the most effective	throw Discussion	interrogatio n
42)	6	to understand The lesson	A business luncheon	C.NARRATION: Ski Resorts Some typical descriptions of advertising winter sports.	throw Discussion	interrogatio n
43)	6	to understand The lesson	The ladies dine early	F.ASSIGNMENT A client, who was a member of a package skiing group, wrote that as soon as she entered home, she found that one of her new skis was badly	throw Discussion	interrogatio n
44)	6	to understand The lesson	Mr. Jones at the Bar	C.NARRATION: Choosing The Cruise For You	throw Discussion	interrogatio n
45)	6	to understand The lesson	A champagne farewell	ASSIGNMENT You, as the agent, write a letter to a car rental company about an error they made. Be specific as to the type of error, giving names, dates and enclosures.	Delivering the discussion	interrogatio n
46)	6	Understanding the lesson	Thanksgiving dinner at a restaurant.	C.NARRATION: African Safaris The Main topic in this narration is about African safari	Questions And the answers	interrogatio n
47)	6	Understanding the lesson	Good service with room service	F.ASSIGNMENT ; You be the agent and answer a letter of inquiry about a tour to some area in your country.	Questions And the answers	interrogatio n
48)	6	Understanding the lesson	Bartenders troubles	C.NARRATION: Orienting Clients The Main topic in this narration is about Orienting Clients	Questions And the answers	interrogatio n
49)	6	Understanding the lesson	The general at the night club.	F.ASSIGNMENT: writing the agent's letter to the hotel mentioning some complaints	Questions And the answers	interrogatio n

50)	6	Understanding the lesson	The waiters problems are so	C.NARRATION: To Improve Service The Main topic in this narration is about Improving Service	Questions And the answers	interrogation
51)	6	Understanding the lesson	The formal banquet of the convention	F. ASSIGNMENT Writing a Congratulatory letter to The general manager of the Bayside Resort Hotel	Questions And the answers	interrogation
52)	6	Understanding the lesson	General review	C.NARRATION: Tourist Guides The Main topic in this narration is about A tourist guide qualifications	Questions And the answers	interrogation
53)	6	Understanding the lesson	Utensils and equipment	F.ASSIGNMENT:Writing a letter of Compensation	Questions And the answers	interrogation
54)	6	Understanding the lesson	The curtains are open A.CONVERSATION	C.NARRATION: The Bamboo Curtain Parts	Questions And the answers	interrogation
55)	6	Understanding the lesson	Utensils and equipment	The Main topic in this narration is about Curtain Parts	Questions And the answers	interrogation
56)	6	Understanding the lesson	Vocabulary of foods beverages.	:F. ASSIGNMENT Writing An Inquiry letter asking about	Questions And the answers	interrogation
57)	6	Understanding the lesson	Sample menus.	the arrangement for a trip to China	Questions And the answers	interrogation
58)	6		Key to Written practice.	C.NARRATION: Fairs, Festivals and Festivities The Main topic in this narration is about Seasonal Celebrations	Questions And the answers	interrogation
59)	6	Understanding the lesson	Glossary	F.ASSIGNMENT:Plan a window display for a festival in your country	Questions And the answers	interrogation
60)	6	Understanding the lesson	Common French Expressions Index to Basic Structures.	C.NARRATION: ALAS TRAVEL BUREAU The Main topic in this narration is about writing a letter Inquiring about “Jubilee” trip to Rome	Questions And the answers	interrogation

14.Infrastructure	
Required textbooks -1	Special English for Tourism
Main references (sources) -2	

3- Recommended books and references (scientific journals, reports, ..)	English grammar books
Electronic references, -4 websites	

15. Curriculum Development Plan

- 4. Providing an appropriate classroom environment that enables teachers to diversify teaching strategies.**
- 5. Providing information technology in the campus library.**
- 6. Hosting experts from outside the institute or from the work environment for which they are preparing to benefit from their expertise in developing the course according to the actual needs of the labor market.**

Course Description Form

Course Description:

This course description provides a brief overview of the hospitality industry and aims to provide students with the knowledge and skills necessary to understand and manage the hospitality industry effectively.

1.	Educational institution	Karbala Technical Institute	
2.	Scientific Department / Center	Tourism and Hotel Technologies	
3.	Course Name/Code	Hospitality industry	
4.	Available attendance forms	(Theoretical and practical lectures) / for the subject Hospitality industry	
5.	semester/year	Annual/second	
6.	Number of study hours(total)- Number of units (total)	Number of units 6	
7.	Course Instructor	M.M. Shabr Abd Muslim	
8.	Electronic class	https://classroom.google.com/c/NzIxMDQ4OTI0NTUx?cjc=s624rud	
9.	Date of preparation of this description	2024/9/1	
10	Course objectives	General : Study a range of topics related to hospitality services, such as hotel management, restaurants, and customer services. Specific: To focus on aspects of general management, marketing, event planning, and innovation in service delivery.	
9.	Course outcomes Learning and assessment methods	A.Cognitive objectives	1. Sustainability issues and their impact on the hospitality industry are reviewed.. 2. In addition to analyzing current trends in this field..
		B.Skill goals	1. Students learn how to deal with the challenges of this industry.. 2. Using technology to improve operations.
		C-Teaching and learning methods	1. .Scientific lecture 2. .Discussion between students 3. .Tourist trips 4. .Field reports 5. .Lecture reports
		D-Evaluation methods	1. .Daily exams 2. .Ask some questions 3. .Giving homework
		C- Affective goals and values	1. The scientific material is useful in understanding the course of events. 2. Ability to respond to emergencies. 3. Ability to manage and provide field guidance. 4. Developing the student's ability to analyze social variables to identify different skills and solve problems.

			5. The ability to deeply and accurately understand the most important concepts
		H-Teaching and learning methods	Lectures, explanations, exercises, classroom and extracurricular training, field application, field trips
		Evaluation methods	Direct questions, daily and monthly exams, discussions, extra activities, semester exams.

Course structure.10							
11	week	Hours	Required learning outcomes	Name of unit or topic		Learning method	Evaluation method
				Theoretical material	Practical material		
	1)	3	more Terminology and vocabulary tourism In the language English	Type of Accommodation. Language study: (A) giving opinions. Expressing Like and Dislike Word study: Accommodation. Reading: Where to stay in Yosemite park	listening :guests preference Exercise (1) work book consist of descriptions of three hotels, Exercises (2,3,4) work book making sentences to express like and dislike p.	to explain And display	interrogation
	2)	3	more Terminology and vocabulary tourism In the language English	- Speaking: Dealing with inquiries about accommodation - Reading: Brochure Description	Activity: Choosing a Hotel Activity: Describing beach resort hotels Vocabulary Study	to explain And display	interrogation
	3)	3	more Terminology and vocabulary tourism In the language English	Hotel Facilities Word study: guide book Symbols Listening:- At the Hoteliers conference, 3-language study: (A) Describing past time, using present perfect and simple past.) (B) Making Comparison, we study the ways of comparing things.	Exercises: (1) work book p (10) . Exercises: (2,3,4,5) work book p (11,12,13).. Exercises: (6,7,8) work book p. 914,15).	to explain And display	interrogation

4)	3	more Terminology and vocabularytourism In the languageEnglish	5- Listening ; Room Description ; listening to the phone calls between a respective guests and the information desk at three different hotels.	6- speaking: Describing Room 7- Word study: Special facilities 8- Reading: Tall Story, What problems do tall people face in hotels?	to explain And display	interrogation
5)	3	Understanding the lesson	5- Activity: comprising Hotels, Guide book for three different hotels in Edinburgh 10-Activity: Prioritizing alteration work on a hotel	11- An Informal Letter Recommending Hotels 12- Studying the Vocabulary	to explain And display	interrogation
6)	3	Understanding the lesson	:Staffing and Internal Organization Listening :Hotel staff Hierarchy, simplified staff tree of a medium-sized hotel.	Language study: Obligation. Exercises: (1,2) work book p (16,17). Word study: Adjectives and nouns Describing Personality. Exercises (3,4,5)work book p (18,19,20)	to explain And display	interrogation
7)	3	Understanding the lesson	-Reading: A family hotel in the Dordogne. Speaking: Running a small hotel	Exercises: (6,7) work book p (21) Listening: The job of a concierge.	to explain	interrogation
8)	3	Understanding the lesson	Activity: Careers in Housekeeping and Maintenance. Writing: A Job Application	Activity: Appointing a Concierge Vocabulary Study.	And display	interrogation
9)	3	Understanding the lesson	Reservation and Check-in Word study:- Hotel Document Language study: (A)Pronunciation of letters, (B) short answers, (C)Tag questions, the way we use tag questions to ask for information,).	Listening: Telephone Reservation Exercises: (1,2)work book p(22) 3 Exercises (3,4) work book p (23) Exercises (5) work book p(24). Reading: Reservations and	to explain	interrogation

				Front Office Computer Systems,		
10)	3	Understanding the lesson	Speaking: Reservation Procedure, flow-chart showing the procedure that hotel should follow when dealing with a reservation. Writing: Confirming a Reservation by a fax	Exercises (6) work book p (24) the students should choose the correct option from the word in italics. Exercises (7) work book p(25) the students should	And display	interrogation
11)	3	Understanding the lesson	Reading: Fax Reservation .An example of fax reservation then we should complete the chart. -Activity: Buying a Computer System.	Listening: Check-in Procedure Speaking Check – in Allocating Room Vocabulary Study.	to explain	interrogation
12)	3	Understanding the lesson	Hotel and Restaurant Service Word study: American and British Exercises (1,2) work book p (28-29) - Reading Hotel Notice And Information Sheets	-Reading: Menus. Exercises (3,4) work book p (29-30) Listening: Ordering a meal Language Study: Intentions and Spontaneous Decisions Exercises (5,6) work book p (31-	Delivering the discussion	interrogation
13)	3	Understanding the lesson	Activity: Categorizing job in the food and beverage cycle Activity: Separating Jumbled Orders	Listening: Calling Reception Writing: taking Telephone Message Vocabulary Study	Delivering the discussion	interrogation
14)	3	Understanding the lesson	Money Matters Reading: Bill form the Royal York Hotel Language Study: (A) Using Number Exercises (1,2,3) work book p (334-35) (B) The Passive Exercise (4) workbook p (36) Listening: Tree Financial Transaction	Word study: (A) Financial Terms (B) Guest accounting Exercise (5) work book p (37) Exercises (6) work book p (38-39) Speaking: Checking out, dialogue between receptionist and a guest, who is checking out.	Delivering the discussion	interrogation
15)	3	Understanding the		Exercises (6) work	Delivering	interrogation

		lesson	<p>Reading: A memo Staff, A memo explaining the Grand Hotel policy on room rates</p> <p>Writing: A Letter Presenting A special. rate, possible reservation for three rooms for two nights for the weekend reservation</p>	<p>book p (38-39)</p> <p>Activity: Exchanging Foreign Currency.A</p> <p>set of buying and selling rates for each currency, and decide whether you are going to charge commission</p> <p>Activity:A comparison of tipping in three countries</p> <p>11- Vocabulary Study</p>	the discussion	
16)	3	Understanding the lesson	<p>dealing with complaints</p> <p>Language study: present perfect passive</p> <p>Reading: There is a fly in my software</p>	<p>Exercise (1) work book p (40,41)</p> <p>Listening: a guest complains</p> <p>Exercise (2) work book p (42).</p>	Questions And the answers	interrogation
17)	3	Understanding the lesson	<p>Word study: Intensifying adverb.</p> <p>Reading: Letters of complaints.</p> <p>Writing: Replying to a latter complaints</p> <p>9- Listening: A Disastrous experience</p>	<p>6- Speaking: Dealing with complaints.</p> <p>Exercise (4) work book p (44)</p> <p>Exercise (3) work book p (43)</p>	Questions And the answers	interrogation
18)	3	Understanding the lesson	<p>10-Activity: Restaurant role play</p> <p>11-Activity: Assessing guests feedback Unit (8)</p> <p>Site services: Reading Off – Site services.</p>	<p>Exercise (5): workbook P(45)</p> <p>Vocabulary</p> <p>2- Listening: Excursion on Crete</p> <p>Exercise (1) workbook p (46)</p>	Questions And the answers	interrogation
19)	3	Understanding the lesson	<p>3- Language study: First conditional.</p> <p>Word study: Entertainment</p> <p>Reading: Car Hire Information</p>	<p>4- Speaking: Local attractions</p> <p>Exercise(2,3) work book p (48).</p> <p>Exercise(4) work book p (49).</p>	Questions And the answers	interrogation
20)	3	Understanding the lesson	<p>7- Speaking: car hire information, As a representative of a car hire company working at hotel desk.</p> <p>Activity: Reading a</p>	<p>Listening: guided tour.</p> <p>Exercise (5) work book p (50).</p> <p>Exercise (6) workbook p (51)</p> <p>Writing: Writing a</p>	Questions And the answers	interrogation

			bout full-day coach tour to Leeds Castle Activity: Making a list of attractions and local facilities which might interest a visitor.	leaflet describing the attractions. Vocabulary study.		
21)	3	Understanding the lesson	the Business Traveler. Listening: Looking after important people. Language Study: Present Perfect Continuous. Reading: Hotel Business facilities.	Word study: Comparison and contrast Exercise (1) work book p (52). Listening: An interview Exercise (2,3) work book p (53,54)	Questions And the answers	interrogation
22)	3	Understanding the lesson	Speaking: cultural differences Reading: The Business traveler. - Writing: A leaflet for the conference hotel. Listening: Changing Conference Programmer.	Writing: A welcome letter. Exercise (4,5) workbook p (54,55). Activity- Activity. Exercise (6,7) work book p (56,57) Writing: A leaflet for the conference hotel. Vocabulary study.	Questions And the answers	interrogation
23)	3	Understanding the lesson	: Conferences 1-reading: A letter of Inquiry 2- Word study: conferences and meetings 4-Language study: Describing Use 6- Reading: The Abela Hotel	-Inspecting a Conference suite Exercise (1) workbook p (59) 5- Speaking: Conference facilities Exercise (2,3) work book p (59-60)	Questions And the answers	interrogation
24)	3	Understanding the lesson	7- Listening: Changing Conference Programme 10- Writing: A leaflet for the Conference Hotel 11-Vocabulary Study	Exercise(4,5) work book p (61-63) 9-Activity Exercise (6) workbook p (63) Exercise (6,7) work book p (56,57)	Questions And the answers	interrogation
25)	3	Understanding the lesson	Tour Operation – Planning Listening: Explaining fame trips. Language study: Future Continuous Word	Reading: Five tour operators. Speaking: Arranging an itinerary. Listening: Choosing a Hotel Reading: A letter	Questions And the answers	interrogation

			study:Prepositional phrase	form a managing director.		
26)	3	Understanding the lesson	Writing:A letter to a tour operator Speaking: tour-planning Activity :tour-operation planning Vocabulary study.	Exercise(4) workbook p (69) Activity:The business of tourism	Questions And the answers	interrogation
27)	3	Understanding the lesson	Tour Operation-execution Speaking: Assessing tour group needs Reading: A welcome letter and itinerary for special	Listening: Checking a group. Listening study: Second conditional. Listening in rates. Exercise(1) work book p (71).	Questions And the answers	interrogation
28)	3		Revision	Different external exercises	Questions And the answers	interrogation
29)	3	Understanding the lesson	Hotel Facilities Word study: guide book Symbols Listening: At the Hoteliers conference, 3-language study: (A) Describing past time, using present perfect and simple past.) (B) Making Comparison, we study the ways of comparing things.	Exercises: (1) work book p (10) . Exercises: (2,3,4,5) work book p (11,12,13). Exercises: (6,7,8) work book p. 914,15)	Questions And the answers	interrogation
30)	3	Understanding the lesson	5- Listening ; Room Description ; listening to the phone calls between a respective guests and the information desk at three different hotels	6- speaking: Describing Room 7- Word study: Special facilities 8- Reading: Tall Story, What problems do tall people face in hotels?	Questions And the answers	interrogation

14. Infrastructure

Required textbooks -1	1. TOURISM AND HOSPITALITY STUDIES Introduction to Hospitality By Authors 2. Dr Benny Chan Hong Kong Community College The Hong Kong Polytechnic University Consultant 3. Mr Tony Tse School of Hotel &Tourism Management The Hong Kong Polytechnic University
Main references (sources) -2	
3- Recommended books and references (scientific journals, reports, ..)	
Electronic references, websites-4	

15. Curriculum Development Plan
1. Providing an appropriate classroom environment that enables teachers to diversify teaching strategies.
2. Providing information technology in the campus library.
3. Hosting experts from outside the institute or from the work environment for which they are preparing to benefit from their expertise in developing the course according to the actual needs of the labor market.

Course Description Form

Course Description:

This course description provides a brief overview of the Professional Behavior course, which aims to provide students with the knowledge and skills necessary to engage positively and professionally in the workplace. The course covers a range of fundamental topics related to professional behavior.

1.	Educational institution	Karbala Technical Institute	
2.	Scientific Department / Center	Tourism and Hotel Technologies	
3.	Course Name/Code	Professional conduct	
4.	Available attendance forms	(Theoretical and practical lectures) / for the subject Professional conduct	
5.	semester/year	Annual/second	
6.	Number of study hours(total)- Number of units (total)	Number of units 6	
7.	Course Instructor	Dr. Laila Jawad Hussein Al-Masoudi	
8.	Electronic class	https://classroom.google.com/c/Njg2NjQ5NTA5OTU4?cjc=sjmibxs	
9.	Date of preparation of this description	2024/9/1	
10.	Course objectives	General: to understand the concept, objectives and use of professional behavior in the field of tourism. Specific: To introduce the student to the functions and objectives of behavior and its relationship to the organization, the concept of the public and public opinion, the mutual relationship with employees and communication with them, and various organizations..	
11.	Course outcomes Learning and assessment methods	A.Cognitive objectives	1. Reminding of information, facts, concepts and instructions related to professional conduct.
		B.Skill goals	-Student acquisitionskills Verbal or motor behavior. - Acquire behavioral skills in positive dealing.
		Teaching and learning methods	1. .Scientific lecture 2. .Discussion between students 3. .Tourist trips 4. .Field reports 5. .Lecture reports
		Evaluation methods	1. .Daily exams 2. .Ask some questions 3. .Giving homework
		C- Affective goals and values	1. The scientific material is useful in understanding the course of events. 2. Ability to respond to emergencies. 3. Ability to manage and provide field guidance. 4. Developing the student's ability to

					analyze social variables to identify different skills and solve problems. 5. The ability to deeply and accurately understand the most important concepts	
				Teaching and learning methods	Lectures, explanations, exercises, classroom and extracurricular training, field application, field trips	
				Evaluation methods	Direct questions, daily and monthly exams, discussions, extra activities, semester exams.	
12.	Course structure					
13.	week	Hours	Learning outcomes Required	Unit name	Learning method	Evaluation method
	1)	3	Recognition of proper professional conduct	Behavioral Sciences: .Sociology, Psychology	Presentation and discussion	interrogation
	2)	3	Recognition of proper professional conduct	.Trends, The concept	Presentation and discussion	interrogation
	3)	3	Recognition of proper professional conduct	concept of trends	Presentation and discussion	interrogation
	4)	3	Recognition of proper professional conduct	Trends, Types of Trends	Presentation and discussion	interrogation
	5)	3	Recognition of proper professional conduct	The main dimensions that determine The nature of trends.	Presentation and discussion	interrogation
	6)	3	Recognition of proper professional conduct	application	Presentation and discussion	interrogation
	7)	3	Recognition of proper professional conduct	Perception: its meaning Types of perception Factors affecting perception, aspects of perception.	Presentation and discussion	interrogation

8)	3	Recognition on behavior Professional Correct	Personality, personality conceptFunctional construction of personality.And its determinants.	Presentation and discussion	interrogation
9)	3	Recognition on behavior Professional Correct	Theoriescharacter	Presentation and discussion	interrogation
10)	3	Recognition on behavior Professional Correct	Motivations:The meaning of motivesThe importance of motivesThe relationship between motivation and incentives, motivation and behavior.	Presentation and discussion	interrogation
11)	3	Recognition on behavior Professional Correct	relationshipMotives and behavior	Presentation and discussion	interrogation
12)	3	Recognition on behavior Professional Correct	Maslow's hierarchy, concept, importance	Presentation and discussion	interrogation
13)	3	Recognition on behavior Professional Correct	Group, group concept small groups.	Presentation and discussion	interrogation
14)	3	Recognition on behavior Professional Correct	small groups	Presentation and discussion	interrogation
15)	3	Recognition on behavior Professional Correct	Leadership theories	Presentation and discussion	interrogation
16)	3	Recognition on behavior Professional Correct	Leadership people	Presentation and discussion	interrogation
17)	3	Recognition on behavior Professional Correct	Contact, meaning of contact	Presentation and discussion	interrogation
18)	3	Recognition on behavior Professional Correct	Types of communication	Presentation and discussion	interrogation
19)	3	Recognition on behavior Professional Correct	Contact Trends	Presentation and discussion	interrogation
20)	3	Recognition on behavior Professional Correct	Communication tools: effective communication, commandments of effective speech	Presentation and discussion	interrogation
21)	3	Recognition on behavior Professional Correct	Transfer of information	Presentation and discussion	interrogation
22)	3	Recognition on behavior Professional Correct	Determine the type and size of information	Presentation and discussion	interrogation
23)	3	Recognition on	Summarize the	Presentation	interrogation

		behavior Professional Correct	information	and discussion	ion
24)	3	Recognition on behavior Professional Correct	Display information	Presentation and discussion	interrogation
25)	3	Recognition on behavior Professional Correct	How to deal with emergency situations	Presentation and discussion	interrogation
26)	3	Recognition on behavior Professional Correct	How to deal with officials and delegations	Presentation and discussion	interrogation
27)	3	Recognition on behavior Professional Correct	How to deal with officials and delegations	Presentation and discussion	interrogation
28)	3	Recognition on behavior Professional Correct	How to receive	Presentation and discussion	interrogation
29)	3	Recognition on behavior Professional Correct	How to receive	Listening discussion and asking questions	interrogation
30)	3	Recognition on behavior Professional Correct	How to deal with emergency situations	a lecture	interrogation

14. Infrastructure	
Required textbooks -1	Professional conduct
Main references (sources) -2	1. Organizational Behavior (2020), Nafisa Muhammad Bashri, Scientific Studies and Research House. 2. Organizational Behavior (2022), Saad Fouad Hababa, Dar Al-Ibtikar for Publishing and Distribution,
3- Recommended books and references (scientific journals, reports, ..)	
Electronic references, -4 websites	https://www.noor-book.com/%D9%83%D8%AA%D8%A7%D8%A8-D8%A7%D9%84%D8%B3%D9%84%D9%88%D9%83-%D8%A7%D9%84%D8%AA%D9%86%D8%B8%D9%8A%D9%85%D9%8

15. Curriculum Development Plan
<ol style="list-style-type: none"> 1. Providing academic support in organizing trips to learn about Professional conduct. 2. Providing an appropriate classroom environment that enables teachers to diversify teaching strategies. 3. Providing information technology in the campus library. 4. Hosting experts from outside the institute or from the work environment for which they are preparing to benefit from their expertise in developing the course according to the actual needs of the labor market.

Course Description Form

Course Description:

This course description provides a brief introduction to the computer applications course and an introduction to the hardware and software components of a computer.

1.	Educational institution	Karbala Technical Institute	
2.	Scientific Department / Center	Tourism and Hotel Technologies	
3.	Course Name/Code	computer applications	
4.	Available attendance forms	(Theoretical and practical lectures) / for the subject computer applications,	
5.	semester/year	Annual/second	
6.	Number of study hours- Number of units (total)	2 units	
7.	Course Instructor	M.M. Nazir Mahdi Fadel	
8.	Electronic class	https://classroom.google.com/c/NzI4OTE2MTUyNTky?cjc=btrguli	
9.	Date of preparation of this description	2024/9/1	
10.	Course objectives	General : Enable students to understand and use basic computer applications used in practical and academic life. specific: Gain the skills necessary to efficiently navigate modern technology, both in school and at work, and prepare them to face the digital challenges of the future.	
11.	Course outcomes Learning and assessment methods	A. Cognitive objectives	Learn about the types of computers.- Recognition of computer systems - Learn about the importance of the Internet and methods of connecting and browsing..
		B.Skill goals	-Ability to acquire technical skills in computer science.
		Teaching and learning methods	1.Scientific lecture. 2.Discussion between students. 3. .Tourist trips 4. .Field reports 5. .Lecture reports
		Evaluation methods	.Daily exams.1 .Ask some questions.2 .Giving homework.3
		C-Affective goals and values	1.The scientific material is useful in understanding the course of events. 2.Ability to respond to emergencies. 3.Ability to manage and provide field guidance. 4.Developing students' abilities to analyze social variables 5.To learn different skills and solve problems. 6.The ability to deeply and accurately understand the most important concepts

				Methods Educati on and Learnin g	Lectures, explanations, exercises, classroom and extracurricular training, field application, field trips	
				Evaluati on methods	Direct questions, daily and monthly exams, discussions, extra activities, semester exams.	
10.	Course structure					
11.	week	Hours	Learning outcomes Required	Unit name	Learning method	Evaluatio n method
	1)	1	Recognition of proper professional conduct	Computer concept	Presentati on and discussion	interrogat ion
	2)	1	Recognition of proper professional conduct	Networking concept	Presentati on and discussion	interrogat ion
	3)	1	Recognition of proper professional conduct	Types of networks: local, regional, wide area networks, storage networks	Presentati on and discussion	interrogat ion
	4)	1	Recognition of proper professional conduct	Introduction to Artificial Intelligence	Presentati on and discussion	interrogat ion
	5)	1	Recognition of proper professional conduct	Artificial intelligence in our daily lives	Presentati on and discussion	interrogat ion
	6)	1	Recognition of proper professional conduct	Artificial intelligence applications	Presentati on and discussion	interrogat ion
	7)	1	Recognition of proper professional conduct	Artificial Intelligence and Society	Presentati on and discussion	interrogat ion
	8)	1	Recognition of proper professional conduct	Ethical challenges in artificial intelligence	Presentati on and discussion	interrogat ion
	9)	1	Recognition of proper	The future of artificial intelligence	Presentati on and	interrogat ion

			professional conduct		discussion	
	10)	1	Recognition of proper professional conduct	Artificial Intelligence Approaches	Presentation and discussion	interrogation
	11)	1	Recognition of proper professional conduct	Email	Presentation and discussion	interrogation
	12)	1	Recognition of proper professional conduct	General explanation of the Google Chrome browser	Presentation and discussion	interrogation
	13)	1	Recognition of proper professional conduct	Google search engine applications and services	Presentation and discussion	interrogation
	14)	1	Recognition of proper professional conduct	Smartphones and virtual assistants like Google Chrom	Presentation and discussion	interrogation
	15)	1	Recognition of proper professional conduct	Advertising and marketing applications	Presentation and discussion	interrogation
	16)	1	Recognition of proper professional conduct	Advertising and marketing applications	Presentation and discussion	interrogation
	17)	1	Recognition of proper professional conduct	Advertising and marketing applications	Presentation and discussion	interrogation
	18)	1	Recognition of proper professional conduct	Advertising and marketing applications	Presentation and discussion	interrogation
	19)	1	Recognition of proper professional conduct	Advertising and marketing applications	Presentation and discussion	interrogation
	20)	1	Recognition of proper professional conduct	The future of artificial intelligence	Presentation and discussion	interrogation
	21)	1	Recognition of proper	The future of artificial intelligence	Presentation and	interrogation

			professional conduct		discussion	
	22)	1	Recognition of proper professional conduct	Artificial Intelligence ApproachesEmail	Presentation and discussion	interrogation
	23)	1	Recognition of proper professional conduct	Artificial Intelligence ApproachesEmail	Presentation and discussion	interrogation
	24)	1	Recognition of proper professional conduct	Google search engine applications and services	Presentation and discussion	interrogation
	25)	1	Recognition of proper professional conduct	General explanation of the Google Chrome browser	Presentation and discussion	interrogation
	26)	1	Recognition of proper professional conduct	Excel applications	Presentation and discussion	interrogation
	27)	1	Recognition of proper professional conduct	Excel applications	Presentation and discussion	interrogation
	28)	1	Recognition of proper professional conduct	Advertising and marketing applications	Presentation and discussion	interrogation
	29)	1	Recognition of proper professional conduct	Advertising and marketing applications	Listening discussion and asking questions	interrogation
	30)	1	Recognition of proper professional conduct	Advertising and marketing applications	a lecture	interrogation

14. Infrastructure	
Required textbooks -1	Microsoft Office
Main references (sources) -2	/External sourcesAndand websites
3- Recommended books and references (scientific journals, reports, ..)	1..External reports and research 2.Sites that include explanations of the basics Computer, hardware and programming

Electronic references, -4 websites	1. https://uti.stu.edu.iq/wp 2. https://taleemdeny.edu.iq/images/
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15. Curriculum Development Plan

1. Providing an appropriate classroom environment that enables teachers to diversify teaching strategies.
2. Providing information technology in the campus library.
3. Hosting experts from outside the institute or from the work environment for which they are preparing to benefit from their expertise in developing the course according to the actual needs of the labor market.

Course Description Form

Course Description:

This course description provides a summary of the Arabic language course, which is an introductory course and an important introduction to the knowledge of the Arabic language and the extent of its knowledge of the styles and developments of the Arabic language, its linguistic, grammatical and spelling aspects, and the most prominent linguistic rules that must be known, and introducing the student to its authenticity and cultural and historical heritage, as it provides the student in the second stage with the necessary amount of information about the Arabic language as the language of the Holy Quran in general, and tourist guidance in particular, so that he can take his first steps in a sound manner, the basis that qualifies him to understand the civilization of his country and the foundation upon which the legal structure of the guide profession depends.

1.	Educational institution	Karbala Technical Institute
2.	Scientific Department / Center	Tourism and Hotel Technologies
3.	Course Name/Code	Arabic language

4.	Available attendance forms	(Theoretical and practical lectures) / for the subject Arabic language	
5.	semester/year	Annual/second	
6.	Number of study hours (total) - Number of units (total)	2Number of units	
7.	Course Instructor	Dr.Hala Moein Sabry	
8.	Electronic class	https://classroom.google.com/c/NTgxNzc2NTM1ODQy?cjc=wy2sowm	
9.	Date of preparation of this description	2024/9/1	
10.	Course objectives	<p>Year: Introducing the student to the importance of the Arabic language as the language of the Holy Qur'an and the miracle of the Prophet Muhammad (PBUH).</p> <p>Special: Defining the importance of controlling the Arabic language grammatically, linguistically, and orthographically</p>	
11.	Course outcomes Learning and assessment methods	A. Cognitive objectives	<p>1.Introducing the student to the authenticity and history of the Arabic language, the developments that have occurred in the Arabic language and its ability to cope with various circumstances, and understanding its cultural and historical value.</p> <p>2.Learn the theoretical and conceptual frameworks of the Arabic language.</p> <p>3.Learn the most important grammatical, linguistic and spelling rules.</p>
		B.Skill goals	<p>1.Conducting field trips to see the most important libraries that deal with linguistic heritage and manuscripts, and the cultural and linguistic legacy they contain, and visiting the monuments of poets.</p> <p>2.Writing various reports, research papers and scientific papers in the field of the Arabic language.</p>
		Teaching and learning methods	<p>1.Scientific lecture.</p> <p>2.Discussion between students.</p> <p>3.Reports.</p> <p>4.Lecture reports.</p>
		Evaluation methods	<p>1.Daily exams.</p> <p>2.Ask some questions.</p> <p>3.Giving homework.</p>
		C-Affective goals and values	<p>1.The scientific material is useful in understanding the course of events.</p> <p>2.Ability to respond to emergencies.</p> <p>3.Ability to manage and provide field guidance.</p>

					4.Developing students' abilities to analyze social variables4.To learn different skills and solve problems.	
				Teachin g and learning methods	Lectures, explanations, exercises, classroom and extracurricular training, field application, field trips	
				Evaluati on methods	Direct questions, daily and monthly exams, discussions, extra activities, semester exams.	
12.	Course structure					
13.	week	Hours	Required learning outcomes	Unit name	Learning method	Evaluatio n method
	1)	1	Cognitive	Introduction to the Arabic language, why do we study the Arabic language, and what are the other names for the Arabic language?	Presentati on and discussion	interrogat ion
	2)	1	Cognitive	What are the most important sciences of the Arabic language, and what distinguishes it from other languages?	Presentati on and discussion	interrogat ion
	3)	1	Cognitive	Errors in the Arabic language (linguistic, spelling and grammatical) explaining them and showing their locations	Presentati on and discussion	interrogat ion
	4)	1	Cognitive, emotional	Practical examples of linguistic errors	Presentati on and discussion	interrogat ion
	5)	1	Cognitive, skill	The letters Dhad and Tha, the difference between them, and why the Arabic language is called the language of Dhad	Presentati on and discussion	interrogat ion
	6)	1	Cognitive, skill	Parts of speech (nouns, verbs, and letters)	Presentati on and discussion	interrogat ion
	7)	1	Cognitive	Types of verbs in terms of (form, tense and structure)	Presentati on and discussion	interrogat ion
	8)	1	Cognitive	Past tense and construction marks. Practical examples of the past tense.	Presentati on and discussion	interrogat ion
	9)	1	Cognitive	Present tense verb (nominative, accusative,	Presentati on and	interrogat ion

				subjunctive)	discussion	
10)	1	Cognitive	Practical examples of the present tense verb	Presentati on and discussion	interrogat ion	
11)	1	Cognitive	Features of administrative speech, its steps, writing a model for an administrative speech)	Presentati on and discussion	interrogat ion	
12)	1	Cognitive	Badr Shakir al-Sayyab, his life, his poetry, his collections, analysis of the poem (Rain Anthem)	Presentati on and discussion	interrogat ion	
13)	1	Cognitive, skill	Nominal and verbal sentences are examples of this.	Presentati on and discussion	interrogat ion	
14)	1	,Cognitive	Subject and predicate (predicate and its types)	Presentati on and discussion	interrogat ion	
15)	1	Cognitive, skill	The agent (its types - its rules) showing examples from the Holy Quran.	Presentati on and discussion	interrogat ion	
16)	1	,Cognitive	Subject	Presentati on and discussion	interrogat ion	
17)	1	Cognitive	The five verbs (nominative, accusative, and subjunctive)	Presentati on and discussion	interrogat ion	
18)	1	Cognitive, skill	Building the present tense verb, presenting practical examples from real life.	Presentati on and discussion	interrogat ion	
19)	1	Cognitive	The Five Nouns (Applied Examples)	Presentati on and discussion	interrogat ion	
20)	1	Cognitive	Sound and defective verbs	Presentati on and discussion	interrogat ion	
21)	1	Cognitive, skill And emotional	Indefinite and definite nouns and the difference between them, with application to real-life examples	Presentati on and discussion	interrogat ion	
22)	1	Cognitive, skill And emotional	Discrimination (its types)	Presentati on and discussion	interrogat ion	
23)	1	Cognitive, skill And emotional	(The state - the adjective) The difference between them and its application to the texts and noble hadiths	Presentati on and discussion	interrogat ion	

				of the Prophet		
	24)	1	,Cognitive	Original and secondary diacritical marks	Presentati on and discussion	interrogat ion
	25)	1	Cognitive, skill, affective	Punctuation marks (application texts)	Presentati on and discussion	interrogat ion
	26)	1	Cognitive, skill, affective	(Sound feminine plural) with practical texts from reality	Presentati on and discussion	interrogat ion
	27)	1	Cognitive, skill, affective	(Sound masculine plural) with application texts.	Presentati on and discussion	interrogat ion
	28)	1	Cognitive	plural of brokenness	Presentati on and discussion	interrogat ion
	29)	1	Cognitive	Dual nouns: their case endings (nominative, accusative, genitive)	Listening discussion and asking questions	interrogat ion
	30)	1	Cognitive, skill	The emergence of Arabic literature (poetry, prose) across different eras and how it was affected by political, social and economic events.	a lecture	interrogat ion

14.Infrastructure	
Required textbooks -1	<ol style="list-style-type: none"> 1. Ibn Aqil's Commentary on Ibn Malik's Alfiyyah, Chief Justice Baha' al-Din Abdullah Ibn Aqil, Muhammad Muhyi al-Din Abd al-Hamid, 20th Edition, 1400 AH, 1980 AD, published and distributed by Dar al-Turath, Cairo, Dar Misr Printing House. 2. Common Grammatical, Morphological and Spelling Mistakes, Fahd Khalil Zayed, Al-Yazouri Scientific House, Jordan, 2013 AD. 3. Grammar Tools, Zahir Shawkat Al-Bayati, First Edition 1425 AH, 2005 AD, Majd University Foundation for Studies, Publishing and Distribution, Beirut, Al-Hamra. 4. History of Arabic Literature, Shawqi Dayf, Dar Al-Maaref, Egypt, first edition, 1960 AD, 1995 AD.
Main references (sources) -2	Al-Bayan wa al-Tabyin, by Abu Uthman Umar ibn Bahr al-Jahiz - 150-255 AH, edited and explained by Abd al-Salam Muhammad Harun, Cairo PressAuthorship, Translation and Publication Committee, 1368 AH, 1949 AD.
3- Recommended books and references (scientific journals, reports, ..)	External reports and research /

Electronic references, -4 websites	Sites that include explanations of the basics Computer, hardware and programming
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15. Curriculum Development Plan

1. Providing an appropriate classroom environment that enables teachers to diversify teaching strategies.
2. Providing information technology in the campus library.
3. Hosting experts from outside the institute or from the work environment for which they are preparing to benefit from their expertise in developing the course according to the actual needs of the labor market.

Course Description Form

Course Description:

This course description provides a summary of the Arabic language course, which is an introductory course and an important introduction to the knowledge of the Arabic language and the extent of its knowledge of the styles and developments of the Arabic language, its linguistic, grammatical and spelling aspects, and the most prominent linguistic rules that must be known, and introducing the student to its authenticity and cultural and historical heritage, as it provides the student in the second stage with the necessary amount of information about the Arabic language as the language of the Holy Quran in general, and tourist guidance in particular, so that he can take his first steps in a sound manner, the basis that qualifies him to understand the civilization of his country and the foundation upon which the legal structure of the guide profession depends.

1.	Educational institution	Karbala Technical Institute
2.	Scientific Department / Center	Tourism and Hotel Technologies
3.	Course Name/Code	English language
4.	Available attendance forms	(Theoretical and practical lectures) / for the subject English language
5.	semester/year	Annual/second
6.	Number of study hours (total) - Number of units (total)	2Number of units
7.	Course Instructor	Zahraa Taher Issa
8.	Electronic class	https://classroom.google.com/c/NzE2OTM2OTc4MDA3?cjc=pzbfeey
9.	Date of preparation of this description	2024/9/1

10.	Course objectives	<p>General objective: Developing students' communication skills in English and enhancing their linguistic proficiency in tourism terminology.</p> <p>Specific objectives: the goalIntroducing students to reading and writing correctly in English.</p> <p>Introducing students to the correct pronunciation of English words.</p>	
11.	Course outcomes Learning and assessment methods	A. Cognitive objectives	<p>1.Learn the correct writing techniques.</p> <p>2.Improve communication and speaking skills.</p> <p>3.Convert shapes and tables into understandable texts.</p> <p>4.Increase your vocabulary with new words.</p>
		B.Skill goals	<p>1.Developing students' ability to access acceptable language.</p> <p>2.Providing students with English conversation skills.</p> <p>3.Enabling students to comprehend English texts.</p> <p>4.Providing students with the skill of avoiding common mistakes.</p>
		Teaching and learning methods	<p>1.Scientific lecture.</p> <p>2.Discussion between students.</p> <p>.Reports.andLecture reports.3</p>
		Evaluation methods	<p>1.Daily exams.</p> <p>2.Ask some questions.</p> <p>.Giving homework.3</p>
		Affective goals and values	<p>1.The scientific material is useful in understanding the course of events.</p> <p>2.Ability to respond to emergencies.</p> <p>3.Ability to manage and provide field guidance.</p> <p>4.Developing students' abilities to analyze social variables5.To learn different skills and solve problems.</p>
		Methods Education and Learning	<p>Lectures, explanations, exercises, classroom and extracurricular training, field application, field trips</p>
		Evaluation methods	<p>Direct questions, daily and monthly exams, discussions, extra activities, semester exams.</p>
10.	Course structure		

11.	week	Hours	Required learning outcomes	Unit name	Learning method	Evaluation method
	1)	1	Cognitive	Getting to know you Tenses and Questions	Presentation and discussion	interrogation
	2)	1	Cognitive	The way we live p 14 Present simple Present Continuous	Presentation and discussion	interrogation
	3)	1	Cognitive	Exercise	Presentation and discussion	interrogation
	4)	1	Cognitive, emotional	It all went wrong p22 Past tense	Presentation and discussion	interrogation
	5)	1	Cognitive, skill	Let's go shopping! P.30 Quantity Articles	Presentation and discussion	interrogation
	6)	1	Cognitive, skill	Exercises	Presentation and discussion	interrogation
	7)	1	Cognitive	What do you want to do?P38 Future Intentions	Presentation and discussion	interrogation
	8)	1	Cognitive	Exercises	Presentation and discussion	interrogation
	9)	1	Cognitive	Tell me! Whats it like?P.45 Comparative and superlative	Presentation and discussion	interrogation
	10)	1	Cognitive	Describing places	Presentation and discussion	interrogation
	11)	1	Cognitive	Exercises	Presentation and discussion	interrogation
	12)	1	Cognitive	Famous Couples p.54 Present Perfect and Past Simple	Presentation and discussion	interrogation
	13)	1	Cognitive, skill	For and since Tense revision	Presentation and discussion	interrogation
	14)	1	,Cognitive	Exercises	Presentation and discussion	interrogation
	15)	1	Cognitive, skill	Dos and Dents .52 Have(got) to	Presentation and discussion	interrogation

16)	1	,Cognitive	Should and must	Presentati on and discussion	interrogat ion
17)	1	Cognitive	Exercises	Presentati on and discussion	interrogat ion
18)	1	Cognitive, skill	Going places p70 Time and conditional clauses	Presentati on and discussion	interrogat ion
19)	1	Cognitive	...What if	Presentati on and discussion	interrogat ion
20)	1	Cognitive	Scared to death .p78	Presentati on and discussion	interrogat ion
21)	1	Cognitive, skill And emotional	Infinitives	Presentati on and discussion	interrogat ion
22)	1	Cognitive, skill And emotional	Exercises	Presentati on and discussion	interrogat ion
23)	1	Cognitive, skill And emotional	Things and reality.p94	Presentati on and discussion	interrogat ion
24)	1	,Cognitive	Passive voice	Presentati on and discussion	interrogat ion
25)	1	Cognitive, skill, affective	Exercises	Presentati on and discussion	interrogat ion
26)	1	Cognitive, skill, affective	Earning a living. p. 102	Presentati on and discussion	interrogat ion
27)	1	Cognitive, skill, affective	Present perfect continuous	Presentati on and discussion	interrogat ion
28)	1	Cognitive	Exercises	Presentati on and discussion	interrogat ion
29)	1	Cognitive	Family ties. P 110	Listening discussion and asking questions	interrogat ion
30)	1	Cognitive, skill	Past perfect	a lecture	interrogat ion

14. Infrastructure	
Required textbooks -1	
Main references (sources) -2	/External sources Andand websites
3- Recommended books and references (scientific journals, reports, ..)	
Electronic references, -4 websites	<ol style="list-style-type: none"> 1. John and Liz Soars. New Headway Pre-intermediate. 2. Oxford University Press. 3. Headway / pre-intermediate.

15. Curriculum Development Plan
<ol style="list-style-type: none"> 1. Providing an appropriate classroom environment that enables teachers to diversify teaching strategies. 2. Providing information technology in the campus library. 3. Hosting experts from outside the institute or from the work environment for which they are preparing to benefit from their expertise in developing the course according to the actual needs of the labor market.

Course Description Form

Course Description

This course description provides a summary of the material Baath regime crimes in Iraq. Introducing the student to the Baath regime in Iraq, its method of governing the country, and the crimes it committed during its rule.

1.	Educational institution	Karbala Technical Institute	
2.	Scientific Department / Center	Tourism and Hotel Technologies	
3.	Course Name/Code	Baath regime crimes in Iraq	
4.	Available forms of attendance	Lectures	
5.	semester/year	Annual/second	
6.	Number of study hours (total) - Number of units (total)	units 2	
7.	Course Instructor	Muhammad Ali Toman	
8.	Electronic class	https://classroom.google.com/c/NzI4OTIyOTk3MTU2?cjc=qpvxuib	
9.	Date of preparation of this description	2024/9/1	
10.	Course objectives	<p>General Objective: The Baath regime in Iraq, the way it ran the country, and the crimes it committed during its rule.</p> <p>Specific objective: Introducing the student to the crimes of genocide, the militarization of society, and the radioactive and environmental pollution that were widespread during the regime's time, as well as its draining of the marshes and the destruction of the country's animal and plant wealth.</p>	
11.	Course outcomes Learning and assessment methods	a) Cognitive objectives	<p>1.Learn about the organizational structure of the Baath Party</p> <p>2.Analysis of legal dimensions and human rights violations</p> <p>3.Understanding repressive policies and crimes committed</p>
		b) Skillobjectives	<p>1- Providing students with the related cognitive concept of the crimes of the Baath regime</p> <p>2- Providing students with scientific knowledge of the State ruling methods.</p>
		Teaching and learning methods	<p>1.Scientific lecture.</p> <p>2.Discussion between students.</p> <p>.Reports.3</p>
		Evaluation methods	<p>1.Daily exams.</p> <p>2.Ask some questions.</p> <p>.Giving homework.3</p>
		Emotional and value goals	<p>1.The scientific material is useful in understanding the course of events.</p>

					2.Ability to respond to emergencies. 3.Ability to manage and provide field guidance. 4.Developing students' abilities to analyze social variables 5. learn different skills and solve problems.	
				Methods of Education and Learning	Lectures, explanations, exercises, classroom and extracurricular training, field application.	
				Evaluation methods	Direct questions, daily and monthly exams, discussions, extra activities, semester exams.	
12.	Course structure					
13.	week	Hours	Required learning outcomes	Unittitle	Learning method	Evaluation method
	1)	2	Cognitive	Violations of rights and freedoms-violation of rights	a lecture	Ask questions
	2)	2	Cognitive	Violations of rights and freedoms-violation of rights	a lecture	Case studies and educational tests
	3)	2	Cognitive	A descriptive overview of the political systems in Iraq (1921 to 2023)	Case study	Case studies and educational tests
	4)	2	Cognitive, emotional	A descriptive overview of the political systems in Iraq (1921 to 2023)	Small discussion groups	Listen and ask questions
	5)	2	Cognitive, skill	The Baath regime's violations of public rights and freedoms	a lecture	Ask questions
	6)	2	Cognitive, skill	The Baath regime's violations of public rights and freedoms	Case study	Case studies and educational tests
	7)	2	Cognitive	The Baath regime's violations of public rights and freedoms	Small discussion groups	Listen and ask questions
	8)	2	Cognitive	The impact of the Baath regime's behavior on public rights and freedoms	a lecture	Ask questions
	9)	2	Cognitive	The impact of the Baath regime's behavior on public rights and freedoms	Case study	Case studies and educational tests
	10)	2	Cognitive	The impact of the Baath	Small	Listen and

				regime's behavior on society and its control over the state	discussion groups	ask questions
11)	2	Cognitive		The impact of the Baath regime's behavior on society and its control over the state	a lecture	Listen and ask questions
12)	2	Cognitive		The impact of the transitional phase in combating authoritarian politics	Case study	Case studies and educational tests
13)	2	Cognitive, skill		The Baath regime and its psychological repercussions	Small discussion groups	Listen and ask questions
14)	2	,Cognitive		The Baath regime and its impact on the social field	a lecture	Ask questions
15)	2	Cognitive, skill		Religion and State	Case study	Case studies and educational tests
16)	2	,Cognitive		Culture and Media	Small discussion groups	Listen and ask questions
17)	2	Cognitive		militarization of society	a lecture	Ask questions
18)	2	Cognitive, skill		militarization of society	Case study	Case studies and Tests educational
19)	2	Cognitive		The impact of oppression and wars on the environment and population	Small discussion groups	Listen and ask questions
20)	2	Cognitive		The impact of oppression and wars on the environment and population	a lecture	Case study and educational tests
21)	2	Cognitive, skill And emotional		The use of internationally prohibited weapons and environmental pollution	a lecture	Ask questions
22)	2	Cognitive, skill And emotional		scorched earth policy	a lecture	Case studies and educational tests
23)	2	Cognitive, skill And emotional		Draining the marshes and for migration	Case study	Case studies and educational tests
24)	2	,Cognitive		Destruction of the agricultural environment	Small discussion groups	Listen and ask questions
25)	2	Cognitive, skill, affective		destruction of the animal environment	a lecture	Ask questions
26)	2	Cognitive,		destruction of the animal environment	Case study	Case studies and

			skill, affective			educational tests
	27)	2	Cognitive, skill, affective	radioactive contamination	Small discussion groups	Listen and ask questions
	28)	2	Cognitive	mass graves	a lecture	Ask questions
	29)	2	Cognitive	mass graves	Case study	Case studies and educational tests
	30)	2	Cognitive, skill	bombing of places of worship	Small discussion groups	Listen and ask questions

14. Infrastructure	
Required textbooks -1	The textbook for the subject "Crimes of the Ba'ath Regime in Iraq"
Main references (sources) -2	External sources /and websites
3- Recommended books and references (scientific journals, reports, ..)	"The Cognitive Foundation for Studying the Crimes of the Ba'ath Party Iraq"
Electronic references, websites-4	

15. Curriculum Development Plan
<p>4. Providing an appropriate classroom environment that enables teachers to diversify teaching strategies.</p> <p>5. Providing information technology in the campus library.</p> <p>6. Hosting experts from outside the institute or from the work environment for which they are preparing to benefit from their expertise in developing the course according to the actual needs of the labor market.</p>