Ministry of Higher Education and Scientific Research, Academic Supervision and Evaluation

Academic Program and Course Description Guide

2025

Northern Technical University Hawija Polytechnic College
Department of Office Management Technologies

Introduction

The educational program is considered a coordinated and organized package of courses that includes a set of procedures and learning experiences structured within academic subjects. Its primary objective is to develop and refine graduates' skills, enabling them to meet the requirements of the labor market. The program is reviewed and evaluated annually through internal and external auditing procedures and quality assurance programs, such as the External Examiner Program.

The Academic Program Description provides a concise summary of the program's key characteristics and its courses, highlighting the skills and competencies that students are expected to acquire in accordance with the objectives of the academic program. The importance of this description lies in its role as a fundamental requirement for obtaining program accreditation. It is prepared by the teaching staff under the supervision of the scientific committees within the academic departments.

This second edition of the guide includes an updated description of the academic program following the revision of the content and sections of the previous guide in light of recent developments and changes in the educational system in Iraq. The updated version incorporates both the traditional academic program formats (annual and semester systems) as well as the academic program description adopted in accordance with the Studies Department Circular No. T.M.3/2906 dated 03/05/2023 concerning programs that primarily follow the Bologna Process.

In this regard, we emphasize the importance of preparing academic program and course descriptions to ensure the effective implementation and continuous improvement of the educational process.

Concepts and Terminology

Academic Program Description

The Academic Program Description provides a concise overview of the program's vision, mission, and objectives, including a precise description of the intended learning outcomes in accordance with specific teaching and learning strategies.

Course Description

The Course Description provides a concise summary of the key characteristics of a course and the expected learning outcomes that students are required to achieve. It demonstrates the extent to which students have benefited from the available learning opportunities and is derived from the Academic Program Description.

Program Vision

A forward-looking and ambitious image of the future of the academic program, aiming to establish a modern, inspiring, motivating, realistic, and applicable educational program.

Program Mission

The Program Mission outlines, in a concise manner, the objectives and activities necessary to achieve them, while also defining the pathways and directions for the program's development and growth.

Program Objectives

Program Objectives are statements that describe what the academic program intends to achieve within a specified period of time. These objectives should be measurable and observable.

Curriculum Structure

The Curriculum Structure encompasses all courses and subjects included in the academic program according to the adopted learning system (course-based system), whether they are requirements of the Ministry, University, College, or Academic Department, together with the corresponding credit units.

Learning Outcomes

Learning Outcomes are an integrated set of knowledge, skills, and values acquired by students upon the successful completion of the academic program. Learning outcomes should be specified for each course in a manner that contributes to achieving the overall objectives of the program.

Teaching and Learning Strategies

Teaching and Learning Strategies refer to the approaches and methods employed by faculty members to enhance student learning and development. They consist of planned activities and procedures designed to achieve the intended learning objectives and encompass all classroom and extracurricular activities required to attain the program learning outcomes.

Academic Program Description Form

University Name: Northern Technical University

Faculty/Institute: Office Management Technologies

Scientific Department: Plant production techniques

Academic or Professional Program Name: Diploma in Office Management techniques

Final Certificate Name: Diploma in Office Management techniques

Academic System: Courses

Description Preparation Date: 2025/9/8

File Completion Date: 2025/9/8

Signature:

Head of Dept. Name: Murad Mousa Abed

Date: 2025/9/8

Signature:

Scientific Associate Name: Muhammad Ali Fares

Date: 2025/9/8

The file is checked by: Ahmed Abd Khalaf

Department of Quality Assurance and University Performance

Director of the Oualitv Assurance and University Performance Department:

Date: 2025/9/8

Signature:

Approval of the Dean

Prof. Dr. Omer Khalil Ahmed

1- vision The program

The Department of Office Management Technologies aspires to be one of the leading departments in preparing specialized technical professionals in office management and modern administrative practices, and to become the first choice for secondary school graduates by providing high-quality technical education that keeps pace with technological advancements and meets the requirements of the labor market in both the public and private sectors.

2-message The program

- To provide an advanced academic, technological, and professional environment that contributes to preparing qualified personnel possessing competence and expertise in the field of Office Management Technologies.
- To utilize the department's academic, material, and administrative resources to graduate professionals capable of employing modern technologies in office management and administrative communications.
- To adopt the latest office technologies, software applications, and electronic automation systems to ensure the quality of educational outcomes and enhance administrative performance.

3-Goals The program

- To prepare specialized technical personnel in office management and organization, executive secretarial work, electronic archiving, document management, and administrative correspondence through the effective use of modern technologies.
- To develop students' digital literacy by equipping them with skills in computer applications, office management systems, management information systems, and electronic communications.
- To provide students with the practical skills necessary to work effectively both independently and as members of multidisciplinary teams in public and private sector organizations.
- To equip students with theoretical knowledge and practical competencies in modern office management fields in a manner that aligns with the needs of institutions and organizations at the local and regional levels.

4-الاعتماد البرا

لا يوجد

5-Effects Foreign Affairs Other

presence side Shepherdess Contribute in:

1- **Linking the program to the labor market or community**
2- **Facilitating employment and practical training**
3- **Continuous guidance of the program**

6. Program structure

Program structure	Number of courses	Study unit	percentage	comments *
University requirements	09	20	%(16)	Core course
Institute requirements	04	14	%(11.2)	Essential and non-essential
Department requirements	20	91	%(72.8)	Essential and non-essential
Compliant and non-compliant	The student starts 1/7 and ends 1/9 in the first level			Compliant and non-compliant

7- Program description Level 1+2 /First Semester + Second Semester

Requirement type	Name The decision	In the language English	Number of theoretical hours	Number of practical hours	Number of units	The symbol	Course type
University requirements		Human Rights & Democracy	2	0	2	NTU 100	compulsory
		English language	2	0	2	NTU 101	compulsory
		computer Principles	1	2	3	NTU102	compulsory
		Arabic Language	2	0	2	NTU 104	compulsory
		French language	2	0	2	NTU 106	compulsory
		Sport	1	1	2	NTU 105	optional
College requirements		Management Principles	2	4	5	TIMO100	compulsory
		Statistics	1	2	3	TIMO101	optional
Departmen		Records Management	2	3	5	OMT100	compulsory
		iformation techno	2	3	5	OMT101	compulsory
		PublicRelation	2	3	5	OMT102	compulsory
		Report Writing	1	2	3	OMT103	compulsory
		Management	1	2	3	OMT104	optional

requirements		**information System**					
		Electronic records management	**2**	**3**	**5**	**OMT105**	optional
		Information systems and security	**2**	**3**	**5**	**OMT106**	compulsory
		Administrative Communications	**2**	**3**	**5**	**OMT107**	compulsory
		Ceremonies Management	**2**	**3**	**5**	**OMT108**	compulsory
		Reading English	**1**	**2**	**3**	**OMT109**	optional
		Organizational Behavior	**1**	**2**	**3**	**OMT 110**	

1. Expected learning outcomes of the program

knowledge

1- The student should be able to interpret statistical data and use appropriate statistical methods in analyzing agricultural results.
2- The student will be able to identify methods for improving soil fertility and reclaiming degraded soils. Determine the amount of fertilizers to be added and the methods and timing of .planting plants
3- The student should be able to distinguish horticultural plant species and understand their environmental requirements.
4- The student will be able to improve crop productivity using sound agricultural practices .
5- The student will be able to apply pest management strategies in environmentally friendly ways .
6- The student will be able to establish and manage nurseries to produce forest seedlings.
7- The student should be able to evaluate different environmental factors and their impact on plant production.
8- The student should be able to Use pruning, fertilization, and irrigation methods that suit the type of fruit.
9- ,The student should be able to explain the process of photosynthesis, transpiration in plants .and osmotic pressure
10- The student should be able to choose the appropriate machine for different agricultural operations
11-The student should be able to collect, classify and preserve medicinal plants
12- The student should be able to design and coordinate gardens using ornamental plants.
13- The student should be able to diagnose symptoms of nutritional deficiency.
14 The student should be able to create an orchard, a canopy, a greenhouse, a glass house, and an .apiary
15. The student must be able to: Extraction of active compounds from medicinal plants

Skills

1- Practical skills: The ability to apply modern technologies in the cultivation and production of medicinal plants with high efficiency, taking into account .sustainable agricultural practices
2- Intellectual skills: Ability to analyze agricultural problems related to medicinal .plant production and propose innovative and effective solutions
3- Scientific research: The ability to design and implement applied scientific ,research aimed at improving the quality and productivity of medicinal plants .analyze data, and draw scientific conclusions
4- Use of technology: Ability to use modern tools and technologies to monitor and ,improve plant and medicinal plant production, such as smart irrigation systems .pest control, and biotechnology
5- Communication skills: Ability to communicate effectively scientifically, prepare technical reports, and work within multidisciplinary teams in the fields of plant .production and medicinal plants
6- Professional and ethical awareness: Commitment to professional and ethical standards in the field of plant production and the use of medicinal plants, while .respecting relevant laws and regulations

The importance of skill learning outcomes:

1- Preparing graduates for the labor market: The practical and technical skills students ,acquire make them more capable of performing tasks required in the workplace .increasing their employment opportunities and making them more competitive
2- Enhancing efficiency and productivity: Specialized skills help graduates perform tasks efficiently, reduce errors, and improve production quality, especially in the agricultural .and medical fields
3- Enabling innovation and problem solving: Developing practical skills enhances students' ability to think critically and innovate, enabling them to address plant .production challenges and find innovative solutions
4- Adapting to technological developments: The world is changing rapidly, and skills-based learning outcomes help students keep up with new technologies and business .tools, thus staying relevant
5- 'Promote self-learning and continuous development: Skill acquisition supports students .ability to continuously learn and develop themselves independently after graduation
6- Achieving Sustainable Development Goals: With the right skills, graduates can contribute to the development of sustainable agricultural practices that preserve the .environment and support food security

How can skill learning outcomes be achieved

1- Intensive practical training: Providing ongoing practical training opportunities in laboratories and agricultural fields, allowing students to apply what they have learned .theoretically and gain real-world experience
2- Practical and applied projects: Involving students in research or applied projects that .address real-life problems in the field of plant production and medicinal plants
3- Workshops and training courses: Organizing specialized workshops and courses focusing on technical skills such as the use of modern equipment, precision agriculture .techniques, and pest control methods
4- Field and cooperative training: Establish partnerships with farms, agricultural companies, or research centers to provide field training that allows students to .experience a real-world work environment

values

Values that can be learned from the subject of achieving the learning outcomes of skills in plant production: innovation and creativity, cooperation and partnership, i.e. the exchange of knowledge and experiences between individuals and institutions, practical application, encouraging learners to work on practical applied projects, and sustainability, encouraging learners to apply agricultural .practices that preserve the environment and natural resources

Determine the expected learning outcomes:

1- Information:.The ability to grow plants properly

2- Skills:Skills in irrigation, fertilization and plant care

3- Positions: Understanding professional ethics in dealing with farmers, plants and the environment

The importance of expected learning outcomes:

1- Preparing graduateswho are able to improve agricultural productivity through the application of modern agricultural practices.

2- Quality measurement: The expected outputs can lead to improving the quality of agricultural products through the application of

Food quality and safety standards, increasing consumer satisfaction with agricultural products .

3- Planning: Preparing a curriculum that is compatible with the labor market by using modern educational methods.

Expected learning outcomes (knowledge, skills, attitude)

1- In the field of knowledge: The student should be able to understand the classification of medicinal plants through special classification keys, He can explain the theory of water He can plan an . ascent into the plant, and the mechanism of opening and closin the stomata experiment

2- Field or laboratory experiments through the application of the laws of agricultural experiment design and analysis

3- In the field of skills: will be able to combat weeds and insects or analyze The student nutrients in the soil Water and the student should be able to communicate with agricultural departments

4- In the field of attitudes: the student must be able to convey a positive image of the university, institute and department and be loyal In his work

Values Outcomes Professional Learning

1- The student will be able to conduct laboratory testing of plants

2- The student will be able to conduct soil and water tests

3- The student will be able to extract oils from seeds

2. Teaching and learning strategies

1- Theoretical learning: lectures, textbooks

2- Practical learning: field and laboratory training, practical workshops.

3- Project-based learning: applied projects in plant production, scientific research, and encouraging students to conduct scientific research.

4- Collaborative learning: Encourage students to work together on graduation projects and group discussions.

5- Use of technology: Use of e-learning platforms

6- Vocational training: Providing opportunities for vocational training using modern technologies.

7- Continuous assessment: periodic assessment of students to measure their progress and provide feedback to improve their performance.

8- Learning through experience: scientific experiments, learning from mistakes and improving their performance.

3. Evaluation methods

(Weekly exams, homework, monthly and daily technical reports, discussions, field training, and end-of-course exam)

4. Faculty

Faculty members

Academic rank	Specialization		Special requirements/skills if) (any		Faculty preparation	
	general	private			angel	lecturer
Assistant professor	Management information system	Management information system			angel	
Assistant professor 3	Administration of business	Administration of business			angel	
Teacher	Administration of business	Administration of business			angel	
Assistant teacher 5	Administration of business	Administration of business			angel	
Assistant teacher	gardening	fruit trees			angel	
Assistant teacher	Management information system	Management information system			angel	
Technical staff						
Bachelor 6	Administration of business				angel	

Bachelor's	law	angel	
Bachelor's 2	computers	angel	
Diploma 5	Office management	angel	
Supporting staff of the institute			
Assistant professor	law	angel	
Assistant professor	Arabic language	angel	
Assistant professor	Communications and Computer Networks	angel	
Assistant teacher	law	angel	

5. Professional development

Orientation of new faculty members

- Training courses, workshops and seminars in the field of Office management
- Courses, workshops and seminars on education and learning
- Courses, workshops and seminars on laboratory equipment
- Courses, workshops and seminars on how to publish scientific research

Professional development for faculty members

- Training courses, workshops and seminars in the field of Office management
- Developing scientific publishing skills in the agricultural field

6. Acceptance criteria

The approved criteria for central admission of the Ministry of Higher Education and Scientific Research

7. The most important sources of information about the program

National Qualifications Framework(NQF)
Academic accreditation standards
Vision and Mission of the Educational Institution Previous Curricula
Faculty opinions and comments
Student and graduate opinions
Feedback from employers
Similar programs at local and international universities
Local and international labor market needs

8. Program Development 0f Office management

- **Working on updating curricula to keep pace with the labor market**
- **Working on developing educational laboratories in the department**
- **Working on developing the shade, greenhouses and educational fields in the department**

Program Skills Map

Program Skills Outline for Level 1

year/Level	code The decision	name The decision	Basic or optional	Outputs learning Required from The program											
				knowledge				Skills				values			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
The first level of the two semesters	NTU100	Human Rights & Democracy	compulsory	√		√		√	√					√	√
	NTU101	English language	compulsory	√	√	√		√	√	√					
	NTU102	computer Principles	compulsory	√			√	√	√						
	NTU103	Arabic Language	compulsory	√	√			√	√			√	√		
	NTU104	French language	compulsory	√	√			√	√			√		√	
	TIMO100	Sport	compulsory	√	√	√	√	√	√	√					
	TIMO101	Management Principles	compulsory	√	√	√	√		√	√					
	OMT100	Statistics	optional	√	√	√	√	√	√						
	OMT101	Records Management	optional	√	√			√	√	√	√				
	OMT102	iformation techno	compulsory	√	√	√	√	√	√	√	√				
	OMT103	PublicRelation	compulsory	√	√	√	√	√	√	√	√	√	√	√	√
	OMT104	Report Writing	compulsory	√	√	√		√	√	√	√	√	√	√	
	OMT105	Management information System	compulsory	√	√			√		√	√	√			
	OMT106	Electronic records management	optional	√	√	√		√	√	√	√	√	√	√	√
	OMT107	Information systems and security	compulsory	√	√	√	√	√	√	√	√	√	√	√	√
	OMT108	Administrative Communications	optional	√	√	√	√	√	√	√	√	√	√	√	√
	OMT109	Ceremonies Management	compulsory	√	√	√		√	√			√	√		√
	OMT 110	Reading English	compulsory	√	√	√		√	√	√		√			
	OMT 111	Organizational Behavior													

Program Skills Outline Level 2

year/Level	code The decision	name The decision	Basic or optional	Outputs learning Required from The program											
				knowledge				Skills				values			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
Second level of the two semesters	NTU201	English language	compulsory	√						√	√				√
	NTU202	Profession Ethics	compulsory	√				√	√					√	
	NTU204	Crimes of the Ba'ath Regime in Iraq	compulsory									√	√	√	√
	TIMO200	computer Principles	compulsory	√	√						√			√	
	TIMO201	Electronic business management	compulsory	√				√	√						√
	TIMO202	Project Management	compulsory	√	√			√			√			√	
	TIMO212	Quality Management	compulsory	√	√						√			√	√
	OMT 211	Human Resources Management	compulsory	√			√	√			√	√			
	OMT212	Service Legislation	optional	√	√				√			√			
	OMT213	Correspondence in English	optional	√			√	√	√	√	√				√
	OMT214	Time Management	compulsory	√	√	√	√	√	√	√	√		√	√	√
	OMT215	Organizational of the Office	compulsory	√			√	√	√				√		
	OMT216	Correspondence in Arabic	compulsory	√			√	√							√
	OMT217	Organization Delevopement	compulsory	√	√						√				√
	OMT218	Contemporary human resource management	compulsory	√	√			√	√					√	√
	OMT219	Public office laws	compulsory	√			√	√	√	√	√				√
	OMT220	Business correspondence	compulsory	√	√	√	√	√	√	√	√		√	√	√

	OMT221	**Manage meeting time**	**compulsory**	√			√	√	√				√		
	OMT222	**Office automation**	**compulsory**	√			√	√							√
	OMT223	**scientific research project**	**compulsory**	√	√						√				√
	OMT224	**Knowledge Management**		√	√			√	√					√	√

Adescription Human Rights and Democracy Course

1. Course name
Human rights and democracy
2. Course code
NTU 100
3. semester/year
2026-2025 Level 1, First Semester
4. Available attendance forms
blended learning , Traditional attendance (face-to-face)
5. Number of study hours (total) / Number of total units
30hours / Units 2
6. Date this description was prepared
8/9/2025
7. Course supervisor name
:Nam: Ahmed Omer Ali . :Email ahmedomr-haw@ntu.edu.iq
8-(Goals Course (Objectives) Public For the decision maker Introducing the student to the basic concepts of human rights and democracy. Promoting awareness of human values, justice, and freedom. Understanding the legal and international legitimacy foundations of human rights. .Linking the principles of democracy to the practices of public and institutional life

9-Outputs The decision and methods education and learning and evaluation
A-Objectives cognitive **A1- Understand the basic concepts related to human rights and democracy.** **A3- Analyze legal texts related to public rights and freedoms.**
B - Objectives Skills Private As scheduled . **B1- Discuss human rights issues from a legal and humanitarian perspective.** **B2- Evaluate different democratic practices within the local and international context.**
C-Objectives emotional and the value **C3- Promoting human values, tolerance, and acceptance of others.** **C4- Developing a sense of responsibility toward respecting rights and community participation.**
Methods education and learning - **Lessons theory Intense, Model Data with films Educational**
Evaluation methods- **Commitment And perseverance on the audience, reports , homework and exams Daily And monthly, exam end the chapter**

10- **Course Structure: Human Rights and Democracy (Theoretical Vocabulary)**					
week	**watches**	**Required learning outcomes**	**Unit name/topic**	**Teaching method**	**Evaluation method**
1	**2**	**The student should define the concept of human rights and explain their basic objectives.**	**,Human rights ,definition objectives.**	**theoretical**	**Monthly exams and a final exam**
2	**2**	**The student should explain the historical development of the idea of rights throughout the ages.**	**The roots of human rights and their development in ,human history human rights in ancient and medieval times.**	**theoretical**	**Monthly exams and a final exam**
3	**2**	**The student should explain how human rights principles appeared in ancient societies.**	**Human rights in the civilization of Mesopotamia.**	**theoretical**	**Monthly exams and a final exam**
4	**2**	**The student should mention examples of ancient texts and laws (such as the Code of (Hammurabi that dealt with human rights.**	**Human Rights ,in Divine Laws a special study of human rights in Islam.**	**theoretical**	**Monthly exams and a final exam**
5	**2**	**To explain how the heavenly religions dealt with human ,rights especially in Islam.**	**Human rights in the Middle Ages, rights in ,doctrines ,schools ,theories ,corporations their declarations and constitutions.**	**theoretical**	**Monthly exams and a final exam**
6	**2**	**The student should describe how philosophies and schools of thought have dealt with rights.**	**Human rights in contemporary and modern ,history international recognition of human rights in the League of Nations.**	**theoretical**	**Monthly exams and a final exam**
7	**2**	**To learn about**	**Regional**	**theoretical**	**Monthly exams**

		the role of the League of Nations and the United Nations in recognizing .human rights	**recognition of ,human rights European Convention on Human Rights American ,1950 Convention 1969.**		**and a final exam**
8	**2**	**- The student should be able to distinguish between a democratic and a non-democratic .system - To learn about the characteristics of the democratic .system**	**Introduction to Democracy - Definition of democracy - The difference between democratic and non-democratic systems**	**theoretical**	**Monthly exams and a final exam**
9	**2**	**- To identify the types of democracy and .their examples - To explain the difference .between them**	**Types of democracy - Direct democracy Representative** democracy ** Participatory - democracy**	**theoretical**	**Monthly exams and a final exam**
10	**2**	**- The student should explain the basic principles of any democratic .system - To link principles to .human values**	**Basic principles of democracy Majority**rule ** - Rule of law Respect for - rights and freedoms**	**theoretical**	**Monthly exams and a final exam**
11	**2**	**The student should realize his role as a citizen - To express the importance of participation in public life**	**Active citizenship - The concept of citizenship - The duties and rights of the citizen - Participation in public life**	**theoretical**	**Monthly exams and a final exam**
12	**2**	**To link democracy and guaranteeing rights - To analyze the importance of freedom of opinion in democratic systems**	**Democracy and human rights - The relationship between democracy and the protection of rights - freedom of ,expression assembly and**	**theoretical**	**Monthly exams and a final exam**

			organization		
13	**2**	**To explain the functions of each institution - To understand the balance between powers**	**Institutions of the democratic system - Parliament - Judiciary - Media - Civil society organizations**	**theoretical**	**Monthly exams and a final exam**
14-15	**2**	**To explain the functions of .each institution - To discuss the obstacles to building a democratic .system**	**Institutions of the democratic system Challenges facing democracy**	**theoretical**	**Monthly exams and a final exam**

11-**Course Evaluation**

T	Evaluation methods	Calendar appointment (week)	degree	Relative weight %
1	Report 1	First and second week	2.5	2.5
2	Discussion	The third and fourth week	2.5	2.5
3	Short Test (1) Quiz	Fifth and sixth weeks	2	2
4	Short Test (2) Quiz	The seventh and eighth weeks	2	2
5	Report 2	Weeks 9 and 10	1	1
6	Midterm Exam (1)	Eleventh and twelfth week	7.5	7.5
7	Midterm Exam (2)	Weeks 13-14-15	7.5	7.5
8	striving	striving	40	40
9	Final theoretical exam	Final semester exams	60	60
	The total	100	%100	%100

12-**Infrastructure, human rights and democracy**

Classrooms	Available
Required textbooks	
Main references (sources)	
Recommended books and references (.Scientific journals, reports, etc)	Dr. Muhammad Nour ,The Human Rights Book Farhat Introduction to Human Rights , Dr. Mahmoud Sharif Bassiouni Democracy and Human Rights , Dr. Abdel-Ilah Belqaziz
Electronic references, Internet sites	

English Language Course Description

1. Course name

English language

2. Course code

NTU 101

3. semester/year

Level 1, First Semester 2026-2025

4. Available attendance forms

Traditional attendance (in person)2. Blended learning

5. Number of study hours (total) / Number of units

30hours / Number of units: 2

6. Date this description was prepared

8/9/2025

7. Course supervisor name

The name: Dr. Ahmed Ibrahim Khalaf
Email: ahmedibrahim.haw@ntu.edu.iq

8-(Goals Course (Objectives) Public For the decision maker

Develop basic English language skills: listening, speaking, reading, and writing.
Enhancing the student's ability to use the English language in daily and professional situations.
Introducing the student to the English terms related to his major.

9. .OutputsThe decision and methods education and learning and evaluation

A-Objectives cognitive

A1- Identify basic vocabulary and terms related to daily life and their professional specialty.
A2- Distinguish between different tenses and use them in correct sentences.
A3- Distinguish between English sentences in terms of subject, verb, and object.

B - Objectives Skills Private As scheduled .

B1- Construct correct sentences.
B2- Pronounce English words and terms correctly and clearly.
B3- Write a paragraph or short letter using correct language.

Methods education and learning -

Lessons theory Intense, Model Data with films Educational

Evaluation methods-

Commitment And perseverance on the audience, reports , homework and exams Daily And monthly, exam end the chapter

10-English language course structure (theoretical vocabulary)

week	watches	Required learning outcomes	Unit name/topic	Teaching method	Evaluation method
1	2	Unit one: hello Am/are/is, my/your This is with practice at work	Identify and use the verb am/are/is correctly in simple sentences. Use the pronouns my/ your to describe basic personal information.	theoretical	Monthly exams and a final exam

2	**2**	Unit two :your world He/she /they, his/her Questions	Use subject pronouns he/she/they and possessive adjectives his/her accurately. Form and answer basic yes/no and wh - questions using “to be ”.	**theoretical**	**Monthly exams and a final exam**
3	**2**	Unit three: all about	Provide simple personal information (eg, age, nationality, likes/dislikes). Respond to personal questions using correct sentence structures .	**theoretical**	**Monthly exams and a final exam**
4	**2**	Unit four:family and friends Possessive adjectives Possessive's Has/have Adjective+ noun	Use possessive adjectives and possessive's to talk about relationships and belongings. Use has/have correctly with singular and plural nouns .	**theoretical**	**Monthly exams and a final exam**
5	**2**	Unit Five: the way I live Present simple l/you /we /they A and an Adjective + noun	Use the present simple tense with I/you/we/they to describe routines. Use articles a/ an correctly. Create descriptive phrases using adjective + noun structure	**theoretical**	**Monthly exams and a final exam**
6	**2**	Unit six: every day Present simple he/she Questions and negatives Adverbs of frequency	Use the present simple tense with he/she and form questions and negatives. Use adverbs of frequency (eg, always, usually, never) to describe daily habits.	**theoretical**	**Monthly exams and a final exam**
7	**2**	Unit seven: my favorite Question words Pronouns This and that	Use question words (eg, what, who, where) to ask for specific information. Distinguish between subject and object pronouns. Use this/that to refer to objects near or far .	**theoretical**	**Monthly exams and a final exam**
8	**2**	Unit eight :where I live There is /are... Prepositions	Describe a place using There is/There are and common prepositions of place. Talk about furniture, rooms, and locations using basic vocabulary .	**theoretical**	**Monthly exams and a final exam**
9	**2**	Unit nine: Times past Was /were born Past simple - irregu lar verbs	Use was/were born to describe personal history. Recognize and use common irregular verbs in the past simple tense .	**theoretical**	**Monthly exams and a final exam**
10	**2**	Unit ten: we had a great time! Past simple - regular & irregular Question Negatives Ago	Use past simple tense for both regular and irregular verbs to describe past events. Form questions and negatives in the past tense. Use the time expression ago to talk about past events .	**theoretical**	**Monthly exams and a final exam**
11	**2**	Unit eleven: I can do thatl Can /can't Adverbs Requests	Use can/can't to express ability and permission.	**theoretical**	**Monthly exams and a final**

			Use adverbs to describe how something is done (eg, quickly, well). Make and respond to simple requests .		**exam**
12	**2**	Unit twelve: Please I'd like... Some and any Like and would like and thank you	Use some/any in affirmative and negative sentences. Express preferences using like and would like. Practice polite expressions such as thank you, please, I'd like ...	**theoretical**	**Monthly exams and a final exam**
13	**2**	Unit thirteen: here and now Present continuous Present simple & present continuous	Use the present continuous tense to describe current actions. Distinguish between present simple and present continuous in context .	**theoretical**	**Monthly exams and a final exam**
14-15	**2**	It's time to go! Future plans Revision writing email and informant letter	Make and talk about future plans using simple future expressions (eg, going to). Review and consolidate key grammar and vocabulary from previous units. Write an email and an informal letter using appropriate format and language .	**theoretical**	**Monthly exams and a final exam**

11-**Course Evaluation**

T	Evaluation methods	Calendar appointment (week)	degree	Relative % weight
1	Report 1	First and second week	2.5	2.5
2	Report 2	The third and fourth week	2.5	2.5
3	Short Test Quiz (1)	Fifth and sixth weeks	2	2
4	Short Test Quiz (2)	The seventh and eighth weeks	2	2
5	Short Test Quiz (3)	Weeks 9 and 10	1	1
6	Midterm Exam (1)	Eleventh and twelfth week	7.5	7.5
7	Midterm Exam (2)	Weeks 13-14-15	7.5	7.5
8	striving	striving	40	40
9	Final theoretical exam	Final semester exams	60	60
	The total	100	%100	%100

12-**English language infrastructure**

Classrooms, laboratories and workshops	Available
Required textbooks	
Main references (sources) 2	

Recommended books and references (.Scientific journals, reports, etc)	**New Headway (Beginner to Pre-Intermediate)** Liz and John Soars - Oxford **Cutting Edge** Longman/Pearson
Electronic references, Internet sites	https://learnenglish.britishcouncil.org

Computer Fundamentals Course Description
1. Course name
Computer Principles
2. Course code
NTU 102
3. semester/year
2026-2025 Level 1, First Semester
4. Available attendance forms
Traditional attendance (in person)2. Blended learning
5. Number of study hours (total) / Number of units
30hours / Number of units: 2
6. Date this description was prepared
8/9/2025
7. Course supervisor name
Name: Abdulsalam Habib Hasan Email: abdalslamhabib5432-hwj@ntu.edu.iq
8-(Goals Course (Objectives) Public For the decision maker This course aims to provide students with basic knowledge in the field of computers and information technology and enable them to use computers and their basic applications in their academic and professional life.

9-Outputs The decision and methods education and learning and evaluation

A-Objectives cognitive

A1- Distinguish between different types of software (operating systems, applications, antivirus).

A4- Explain the steps for using the basic office suite programs: Word, Excel, and PowerPoint.

B - Objectives Skills Private As scheduled .

B1- Edit documents using Microsoft Word in a professional format.

B2- Create spreadsheets and apply simple equations using Excel.

Methods education and learning -

Lessons theory Intense, Model Data with films Educational practical lessons in the computer lab

Evaluation methods-

Commitment And perseverance on the audience, reports , homework and exams Daily And monthly, exam end the chapter

10-Course Structure: Computer Principles (Theoretical Vocabulary)

week	watches	Required learning outcomes	Unit name/topic	Teaching method	Evaluation method
1	2	Introduction to Computer	Learn about the basic components of a computer and its importance in daily and professional life.	Theoretical practical	Diagnostic -Formative - Final
2	2	Types of software	Distinguish between application software and system software.	Theoretical practical	Diagnostic -Formative - Final
3	2	Operating systems	Explains the function of operating systems and compares their different types.	Theoretical practical	Diagnostic -Formative - Final
4	2	Word processing (Microsoft Word)	Creates and edits documents using word processing software.	Theoretical practical	Diagnostic -Formative - Final
5	2	Spreadsheets (Microsoft Excel)	Uses spreadsheets to perform simple calculations.	Theoretical practical	Diagnostic -Formative - Final
6	2	Presentations (Microsoft PowerPoint)	Designs a presentation using various software tools.	Theoretical practical	Diagnostic -Formative - Final
7	2	Internet and email	Use the Internet and email effectively and safely.	Theoretical practical	Diagnostic -Formative - Final
8	2	File handling	Learn how to organize files and folders on the computer.	Theoretical practical	Diagnostic -Formative - Final
9	2	Cybersecurity	Learn the basics of information protection and securing devices and data.	Theoretical practical	Diagnostic -Formative - Final
10	2	Basic programming	Acquires basic programming concepts using a simple language such asScratch orPython.	Theoretical practical	Diagnostic -Formative - Final
11	2	Databases	Explains database concepts and how to work with them.	Theoretical practical	Diagnostic -Formative - Final
12	2	Input and	Learn about the types of input and output	Theoretical	Diagnostic

		output devices	devices and their functions.	practical	-Formative - Final
13	**2**	Printing and Settings	Learn how to prepare a document for printing and adjust printer settings.	Theoretical practical	Diagnostic -Formative - Final
14	**2**	Applied project	Apply acquired skills in preparing a simple computer project.	Theoretical practical	Diagnostic -Formative - Final
15	**2**	Review and final exam	Review concepts and skills and prepare for the final exam.	Theoretical practical	Diagnostic -Formative - Final

11-**Course Evaluation**

T	Evaluation methods	Calendar appointment (week)	degree	Relative % weight
1	Report 1	First and second week	2.5	2.5
2	Report 2	The third and fourth week	2.5	2.5
3	Short Test Quiz (1)	Fifth and sixth weeks	2	2
4	Short Test Quiz (2)	The seventh and eighth weeks	2	2
5	Short Test Quiz (3)	Weeks 9 and 10	1	1
6	Midterm Exam (1)	Eleventh and twelfth week	7.5	7.5
7	Midterm Exam (2)	Weeks 13-14-15	7.5	7.5
8	striving	striving	40	40
9	Final theoretical exam	Final semester exams	60	60
	The total	100	%100	%100

12 -Infrastructure Computer Principles

Classrooms, laboratories and workshops	Available
Required textbooks	Computer Basics Computer Fundamentals , Dr. Ismail Abdullah Hamid Computer Principles - Moatasem Mohamed El Nour
Main references (sources)	Computer Basics Qais Al-Hadi Babiker Al-Hadi -
- Recommended books and references ,Scientific journals) (.reports, etc	
,Electronic references Internet sites	

Arabic language course description
1. Course name
Arabic
2. Course code

NTU 103

3. Available attendance forms

Traditional attendance (in person)2. Blended learning

4. semester/year

2026-2025 Level 1, First Semester

5. Number of study hours (total) / Number of total units

Number of units: 2 / hours 30

6. Date this description was prepared

8/9/2025

7. Course supervisor name

.Name: Asst. Prof. Dr.salaam Husain Ali
Email: salamha-hti@ntu.edu.iq

8-(Goals Course (Objectives) Public For the decision maker

This course aims to develop students' language skills in understanding, expression, and writing in Modern Standard Arabic, enabling them to use the language correctly in academic and professional contexts, with a focus on written and oral communication skills in the workplace.

9-Outputs The decision and methods education and learning and evaluation

A-Objectives cognitive

A1- Give five examples of hamzat al-wasl and hamzat al-qata'.

A2- Distinguish between ta marbuta and ha'.

B- Objectives Skills Private As scheduled .

B1- Write an essay of ten lines.

B2- How to differentiate between the letters Dhad and Tha

Methods education and learning -

Lessons theory Intense, Model Data with films Educational

Evaluation methods-

Commitment And perseverance on the audience, reports , homework and exams Daily And monthly, exam end the chapter

10-The structure of the Arabic language course (theoretical vocabulary)

week	watches	Required learning outcomes	Unit name/topic	Teaching method	Evaluation method
1	2	,Distinguish between the closed taa the open taa, and the long taa in terms of form and function. Corrects common mistakes in using different ta's in Arabic words.	Introduction to Grammatical Mistakes - The Closed Taa, The Long Taa, and The Open Taa	theoretical	My formation and conclusion
2	2	Distinguish between the extended alif (a) and the shortened alif (i) in terms	Rules for writing the extended and	theoretical	My formation

		of written usage. It applies the rules for writing the letter Alif according to its position and linguistic origin.	- shortened alif solar and lunar letters		and conclusion
3	**2**	Defines the solar and lunar letters. The definite article "al" is used correctly depending on the type of the .first letter in the word	Dad and Tha	theoretical	My formation and conclusion
4	**2**	Distinguish between the sounds of Dad and Tha in terms of pronunciation and usage. Corrects common mistakes in writing words that contain one of the two .letters	Writing the hamza	theoretical	My formation and conclusion
5	**2**	He recognizes the types of hamzas ,disconnected, connected, medial) (extreme. Apply the correct spelling rules for writing the hamza in its various .positions	punctuation marks	theoretical	My formation and conclusion
6	**2**	Identify the types of punctuation marks and their uses. Use punctuation accurately in writing to improve clarity of meaning.	Noun, verb, and the difference between them	theoretical	My formation and conclusion
7	**2**	Distinguish between noun and verb in terms of meaning and structure. Classifies words in sentences according to their type: noun, verb, or .particle	Effects	theoretical	My formation and conclusion
8	**2**	Explains the types of objects and their functions in the sentence. Analyze sentences to extract different objects	Number	theoretical	My formation and conclusion
9	**2**	Distinguish between numbers in ,terms of type (singular, compound conjoined) and agreement. Uses number and countable rules .correctly in different contexts	Common language errors applications	theoretical	My formation and conclusion
10	**2**	Identify the most common linguistic errors in writing and expression. Corrects common language errors through practical activities and .models	Noon and - Tanween Meanings of Prepositions	theoretical	My formation and conclusion
11	**2**	Distinguish between the letter noon and tanween in terms of pronunciation and function. Explains the meanings of prepositions in different contexts	Formal aspects of administrative discourse	theoretical	My formation and conclusion
12	**2**	Learn the basic formal components of administrative letters. Adhere to the formal elements when writing an administrative letter .(.header, address, date, signature, etc)	Language of administrative discourse	theoretical	My formation and conclusion
13-14	**2**	Uses formal and direct language that is appropriate to the nature of administrative discourse. Avoid slang and grammatical errors	Introduction to Grammatical Mistakes - The Closed Taa, The	theoretical	My formation and conclusion

		.when writing formal letters	Long Taa, and The Open Taa		
15	**2**	Analyzes various forms of administrative correspondence (.request, complaint, report, etc). Writes administrative correspondence forms in a correct manner in terms of .form and content	Examples of administrative correspondence	theoretical	My formation and conclusion

11-Course Evaluation

T	Evaluation methods	Calendar appointment (week)	degree	Relative % weight
1	Report 1	First and second week	2.5	2.5
2	Report 2	The third and fourth week	2.5	2.5
3	Short Test (1) Quiz	Fifth and sixth weeks	2	2
4	Short Test (2) Quiz	The seventh and eighth weeks	2	2
5	Short Test (3) Quiz	Weeks 9 and 10	1	1
6	Midterm Exam (1)	Eleventh and twelfth week	7.5	7.5
7	Midterm Exam (2)	Weeks 13-14-15	7.5	7.5
8	striving	striving	40	40
9	Final theoretical exam	Final semester exams	60	60
	The total	100	%100	%100

12-Arabic language infrastructure

Classrooms, laboratories and workshops	Available
Required textbooks	1- Clear Dictation: Abdul Majeed Al-Naimi, Daham Al-Kayyal, Dar Al-Mutanabbi Library, Baghdad, 6th ed., 1987 2- Lessons in Language, Grammar, and Spelling for State Employees: Ismail Hamoud Atwan and others, Ministry of Education Press No. (3), Baghdad, 2nd ed., 1984 3- Arabic Language for the Third Intermediate Grade: Fatima Nazim Al-Attabi and others, 1st ed., 2018 4- General Arabic Language for Non-Specialization Departments: Abdul Qadir Hassan Amin and others, Ministry of Higher Education and Scientific Research, 2nd ed., 2000 5- Inspired by Arabic Literature: Haqal Muhammad Amin, Al-Saadoun Press, Baghdad
Main references (sources)	
Recommended books and references ,Scientific journals) (.reports, etc	
,Electronic references Internet sites	

Sports course description

1. Course name
Sports
2. Course code
NTU 104
3. Available attendance forms
Traditional attendance (in person)2. Blended learning

4. semester/year
2026-2025 Level 1, First Semester
5. Number of study hours (total) / Number of units
30hours / Number of units: 2
6. Date this description was prepared
8/9/2025
7. Course supervisor name
.Name: M.M Khalil Ahmed Sakran Email: khalilalahmdy@ntu.edu.iq
8-(Goals Course (Objectives) Public For the decision maker .Learn about the human body's kinetic mechanism and the common injuries that occur in the human body Applying basic skills for some individual and group games. .Learn about the most important sports laws and regulations and how to manage sports tournaments and competitions

9-Outputs The decision and methods education and learning and evaluation

A-Objectives cognitive

A1- Define the concepts of physical fitness, health, sports training, and nutrition.

A2- Explain the importance of physical education in disease prevention and promoting a healthy lifestyle

B - Objectives Skills Private As scheduled .

B1- The number of basic skills in team sports.

B2- What are the safety rules during sports activities?

Methods education and learning -

Lessons theory Intense, Model Data with films Educational practical lessons in stadiums and sports halls

Evaluation methods-

Commitment And perseverance on the audience, Reports and exams Daily And monthly, exam end the chapter

10-Structure of the sports curriculum (theoretical and practical vocabulary)

week	watches	Required learning outcomes	Unit name/topic	Teaching method	Evaluation method
1	**2**	To introduce the student to the concept of sports and its .health and social importance	,Sports: definition importance and types	Theoretical practical	Written and skill tests
2	**2**	To explain to the student the basic principles of anatomy and muscle movement.	Mechanism of human body movement	Theoretical practical	Written and skill tests
3	**2**	The student must identify the ,types of injuries (tears (.bruises, fractures, etc.	Common sports injuries	Theoretical practical	Written and skill tests
4	**2**	To learn the names of basic ,skills (passing, dribbling (shooting, tackling.	Basic basketball skills	Theoretical practical	Written and skill tests
5	**2**	To explain the official international rules (number ,of players, playing time (fouls, scoring.	International Basketball Laws	Theoretical practical	Written and skill tests

6	**2**	To learn the skills of the ,game (sending, receiving (hitting.	Basic table tennis skills and international rules	Theoretical practical	Written and skill tests
7	**2**	To list the skills of the game ,sending, passing, wall) (setting.	Basic skills of volleyball and its international laws	Theoretical practical	Written and skill tests
8	**2**	To learn the types of ,swimming (freestyle ,breaststroke, backstroke (butterfly.	Swimming	Theoretical practical	Written and skill tests
9	**2**	To determine the basics of the game and the rules (serve, points, errors).	Basic skills of tennis and its international rules	Theoretical practical	Written and skill tests
10	**2**	To introduce the student to ,the basic rules of the game the number of players and the field.	Basic handball skills	Theoretical practical	Written and skill tests
11	**2**	To learn about the types of ,athletics (running, jumping (throwing.	International Handball Laws	Theoretical practical	Written and skill tests
12	**2**	,To define skills (passing (shooting, control, covering.	Track and field games typesinternational game) (law	Theoretical practical	Written and skill tests
13	**2**	To explain the types of ,competitions (elimination (...league, group.	Basic football skills	Theoretical practical	Written and skill tests
14	**2**	To implement the regulatory procedures in organizing sporting events.	Management of sports competitions and competitions	Theoretical practical	Written and skill tests
15	**2**	To understand sports laws and regulations	Sports laws and regulations	Theoretical practical	Written and skill tests

11-**Course Evaluation**

T	Evaluation methods	Calendar appointment (week)	degree	Relative % weight
1	Report 1	Fourth week	2.5	2.5
2	Report 2	Fifth week	2.5	2.5
3	Short Test Quiz (1)	Week 6	2	2
4	Short Test Quiz (2)	Fourteenth week	2	2
5	Short Test Quiz (3)	The fifteenth week	1	1
6	Midterm Exam (1)	Week 6	7.5	7.5
7	Midterm Exam (2)	The eleventh week	7.5	7.5
8	Final theoretical exam	Final semester exams	50	50
9	Practical field project	The fifteenth week	5	5
10	Field evaluation	The third and fifth week	2	2
11	Practical Short Test Quiz (1)	First week	1	1
12	Practical	Fourth week	0.5	0.5

	Short Test Quiz (2)			
13	Practical Short Test Quiz (3)	Fourteenth week	1	1
14	Direct questions and homework	Weeks 6, 8, 9, 10, 11, 12, and 13	5.5	5.5
15	Final practical exam	Final semester exams	10	10
	the total	100	100%	100%

12 -Sports infrastructure

Classrooms and playgrounds	Available
Required textbooks	**Foundations of Physical Education and Sports Sciences** authored by: Professor Dr. Mahmoud Dawood Al-Rubaie **Educational Curricula and Physical Education Curricula** Authored by: Professor Dr. Munther Hashem Al-Khatib
Main references (sources)	
- Recommended books and references ,Scientific journals) (.reports, etc	Comprehensive Sports Library Educational Science Library - Arab International Academy
,Electronic references Internet sites	

Management coursedescription

1. Course name

Management principles

2. Course code

OMT 101

3. Available attendance forms

Traditional attendance (in person)2. Blended learning

4. semester/year

2026-2025 Level 1, First Semester

5. Number of study hours (total) / Number of units

75 :hours / Number of units 2

6. Date this description was prepared

8/9/2025

7. Course supervisor name

:Name Dr. Murad Mousa Abed
Email: Muradmusa_hwj@ntu.edu.iq

8-(Goals Course (Objectives) Public For the decision maker

- To introduce students to the concept of management and its importance in modern organizations.
- To familiarize students with the fundamental management functions, including planning, organizing, directing, and controlling.
- To develop students' ability to understand and apply management principles in the office work environment.
- To introduce students to decision-making techniques and administrative problem-solving methods.

- To enhance students' communication and teamwork skills within organizations.

9-Outputs The decision and methods education and learning and evaluation

A. Knowledge Objectives

A1. To introduce students to the concept of management, the evolution of management thought, and its significance within organizations.

A2. To explain the fundamental functions of management and their role in achieving organizational objectives.

B. Course-Specific Skill Objectives

B1. To apply the principles of planning and organizing in various administrative situations.
B2. To develop skills in decision-making, problem-solving, and effective administrative communication.

Methods education and learning -

- Lectures and theoretical instruction.
- Classroom discussions and interactive participation.
- Presentations using modern educational and audiovisual technologies.
- Administrative case studies and practical applications.
- Cooperative learning and classroom-based activities.

Evaluation methods-

Commitment And perseverance on the audience, Reports and exams Daily And monthly, exam end the chapter

10-Structure of the sports curriculum (theoretical and practical vocabulary)

week	watches	Required learning outcomes	Unit name/topic	Teaching method	Evaluation method
1	5	• **Introduction to the Semester and Course Regulations**	• **Introduction to the Semester and Course Regulations**	Theoretical practical	Written and skill tests
2	5	• **Introduction to the Concept and Importance of Management**	• **Introduction to the Concept and Importance of Management**	Theoretical practical	Written and skill tests
3	5	• **Evolution of Management Thought**	• **Evolution of Management Thought**	Theoretical practical	Written and skill tests
4	5	• **Fundamental Functions of Management**	• **Fundamental Functions of Management**	Theoretical practical	Written and skill tests

5	**5**	• **Planning and Its Types**	• **Planning and Its Types**	Theoretical practical	Written and skill tests
6	**5**	• **Administrative Organization**	• **Administrative Organization**	Theoretical practical	Written and skill tests
7	**5**	• **Direction and Leadership**	• **Direction and Leadership**	Theoretical practical	Written and skill tests
8	**5**	• **Administrative Communication**	• **Administrative Communication**	Theoretical practical	Written and skill tests
9	**5**	• **Administrative Decision-Making**	• **Administrative Decision-Making**	Theoretical practical	Written and skill tests
10	**5**	• **Administrative Control**	• **Administrative Control**	Theoretical practical	Written and skill tests
11	**5**	• **Time Management**	• **Time Management**	Theoretical practical	Written and skill tests
12	**5**	• **Work Teams and Team Building**	• **Work Teams and Team Building**	Theoretical practical	Written and skill tests
13	**5**	• **Ethics of Administrative Work**	• **Ethics of Administrative Work**	Theoretical practical	Written and skill tests
14	**5**	• **Modern Management and Digital Transformation**	• **Modern Management and Digital Transformation**	Theoretical practical	Written and skill tests
15	**5**	• **General Review of the Course**	• **General Review of the Course**	Theoretical practical	Written and skill tests

11-**Course Evaluation**

T	Evaluation methods	Calendar appointment (week)	degree	Relative % weight
1	Report 1	Fourth week	2.5	2.5
2	Report 2	Fifth week	2.5	2.5
3	Short Test Quiz (1)	Week 6	2	2
4	Short Test Quiz (2)	Fourteenth week	2	2
5	Short Test Quiz (3)	The fifteenth week	1	1
6	Midterm Exam (1)	Week 6	7.5	7.5
7	Midterm Exam (2)	The eleventh week	7.5	7.5
8	Final theoretical exam	Final semester exams	50	50
9	Practical field project	The fifteenth week	5	5
10	Field	The third and fifth week	2	2

	evaluation			
11	Practical Short Test Quiz (1)	First week	1	1
12	Practical Short Test Quiz (2)	Fourth week	0.5	0.5
13	Practical Short Test Quiz (3)	Fourteenth week	1	1
14	Direct questions and homework	Weeks 6, 8, 9, 10, 11, 12, and 13	5.5	5.5
15	Final practical exam	Final semester exams	10	10
	the total	100	100%	100%

12 -Sports infrastructure

Classrooms and playgrounds	Available
Required textbooks	
Main references (sources)	
- Recommended books and references ,Scientific journals) (.reports, etc	
Electronic references, Internet sites	

Management coursedescription
1. Course name
Management principles
2. Course code
OMT 101
3. Available attendance forms
Traditional attendance (in person)2. Blended learning
4. semester/year
2026-2025 Level 1, First Semester
5. Number of study hours (total) / Number of units
75 :hours / Number of units 5
6. Date this description was prepared
8/9/2025
7. Course supervisor name
:Name Dr. Murad Mousa Abed Email: Muradmusa_hwj@ntu.edu.iq
8-(Goals Course (Objectives) Public For the decision maker • To introduce students to the concept of management and its importance in modern organizations. • To familiarize students with the fundamental management functions, including planning, organizing, directing, and controlling.

- To develop students' ability to understand and apply management principles in the office work environment.
- To introduce students to decision-making techniques and administrative problem-solving methods.
- To enhance students' communication and teamwork skills within organizations.

9-Outputs The decision and methods education and learning and evaluation

A. Knowledge Objectives

A1. To introduce students to the concept of management, the evolution of management thought, and its significance within organizations.

A2. To explain the fundamental functions of management and their role in achieving organizational objectives.

B. Course-Specific Skill Objectives

B1. To apply the principles of planning and organizing in various administrative situations.
B2. To develop skills in decision-making, problem-solving, and effective administrative communication.

Methods education and learning -

- Lectures and theoretical instruction.
- Classroom discussions and interactive participation.
- Presentations using modern educational and audiovisual technologies.
- Administrative case studies and practical applications.
- Cooperative learning and classroom-based activities.

Evaluation methods-

Commitment And perseverance on the audience, Reports and exams Daily And monthly, exam end the chapter

10-Structure of the sports curriculum (theoretical and practical vocabulary)

week	watches	Required learning outcomes	Unit name/topic	Teaching method	Evaluation method
1	5	• **Introduction to the Semester and Course Regulations**	• **Introduction to the Semester and Course Regulations**	Theoretical practical	Written and skill tests
2	5	• **Introduction to the Concept and Importance of Management**	• **Introduction to the Concept and Importance of Management**	Theoretical practical	Written and skill tests
3	5	• **Evolution of Management Thought**	• **Evolution of Management Thought**	Theoretical practical	Written and skill tests
4	5	• **Fundamental Functions of Management**	• **Fundamental Functions of Management**	Theoretical practical	Written and skill tests

5	**5**	• **Planning and Its Types**	• **Planning and Its Types**	Theoretical practical	Written and skill tests
6	**5**	• **Administrative Organization**	• **Administrative Organization**	Theoretical practical	Written and skill tests
7	**5**	• **Direction and Leadership**	• **Direction and Leadership**	Theoretical practical	Written and skill tests
8	**5**	• **Administrative Communication**	• **Administrative Communication**	Theoretical practical	Written and skill tests
9	**5**	• **Administrative Decision-Making**	• **Administrative Decision-Making**	Theoretical practical	Written and skill tests
10	**5**	• **Administrative Control**	• **Administrative Control**	Theoretical practical	Written and skill tests
11	**5**	• **Time Management**	• **Time Management**	Theoretical practical	Written and skill tests
12	**5**	• **Work Teams and Team Building**	• **Work Teams and Team Building**	Theoretical practical	Written and skill tests
13	**5**	• **Ethics of Administrative Work**	• **Ethics of Administrative Work**	Theoretical practical	Written and skill tests
14	**5**	• **Modern Management and Digital Transformation**	• **Modern Management and Digital Transformation**	Theoretical practical	Written and skill tests
15	**5**	• **General Review of the Course**	• **General Review of the Course**	Theoretical practical	Written and skill tests

11-**Course Evaluation**

T	Evaluation methods	Calendar appointment (week)	degree	Relative % weight
1	Report 1	Fourth week	2.5	2.5
2	Report 2	Fifth week	2.5	2.5
3	Short Test Quiz (1)	Week 6	2	2
4	Short Test Quiz (2)	Fourteenth week	2	2
5	Short Test Quiz (3)	The fifteenth week	1	1
6	Midterm Exam (1)	Week 6	7.5	7.5
7	Midterm Exam (2)	The eleventh week	7.5	7.5
8	Final theoretical exam	Final semester exams	50	50
9	Practical field project	The fifteenth week	5	5
10	Field	The third and fifth week	2	2

	evaluation			
11	Practical Short Test Quiz (1)	First week	1	1
12	Practical Short Test Quiz (2)	Fourth week	0.5	0.5
13	Practical Short Test Quiz (3)	Fourteenth week	1	1
14	Direct questions and homework	Weeks 6, 8, 9, 10, 11, 12, and 13	5.5	5.5
15	Final practical exam	Final semester exams	10	10
	the total	100	100%	100%

12 - resource **infrastructure**	
Classrooms and playgrounds	Available
Required textbooks	
Main references (sources)	
- Recommended books and references ,Scientific journals) (.reports, etc	
Electronic references, Internet sites	

Statistics coursedescription

1. Course name

Statistics principles

2. Course code

TIMO101

3. Available attendance forms

Traditional attendance (in person)2. Blended learning

4. semester/year

2026-2025 , Level 1second Semester

5. Number of study hours (total) / Number of units

45 :hours / Number of units 3

6. Date this description was prepared

8/9/2025

7. Course supervisor name

:Name Dr. Murad Mousa Abed
Email: Muradmusa_hwj@ntu.edu.iq

8-(Goals Course (Objectives) Public For the decision maker

- To introduce students to the concept of management and its importance in modern organizations.
- To familiarize students with the fundamental management functions, including planning, organizing, directing, and controlling.

- To develop students' ability to understand and apply management principles in the office work environment.
- To introduce students to decision-making techniques and administrative problem-solving methods.
- To enhance students' communication and teamwork skills within organizations.

9-Outputs The decision and methods education and learning and evaluation

A. Knowledge Objectives

A1. To introduce students to the concept of management, the evolution of management thought, and its significance within organizations.

A2. To explain the fundamental functions of management and their role in achieving organizational objectives.

B. Course-Specific Skill Objectives

B1. To apply the principles of planning and organizing in various administrative situations.
B2. To develop skills in decision-making, problem-solving, and effective administrative communication.

Methods education and learning -

- Lectures and theoretical instruction.
- Classroom discussions and interactive participation.
- Presentations using modern educational and audiovisual technologies.
- Administrative case studies and practical applications.
- Cooperative learning and classroom-based activities.

Evaluation methods-

Commitment And perseverance on the audience, Reports and exams Daily And monthly, exam end the chapter

10-Structure of the sports curriculum (theoretical and practical vocabulary)

week	watches	Required learning outcomes	Unit name/topic	Teaching method	Evaluation method
1	3	• **Introduction to Statistics and Its Importance in Management and Business**	• **Introduction to Statistics and Its Importance in Management and Business**	Theoretical practical	Written and skill tests
2	3	• **Population, Sample, and Sampling Methods**	• **Population, Sample, and Sampling Methods**	Theoretical practical	Written and skill tests
3	3	• **Data Collection, Classification, and Organization**	• **Data Collection, Classification, and Organization**	Theoretical practical	Written and skill tests
4	3	• **Statistical Tables and Frequency Distributions**	• **Statistical Tables and Frequency Distributions**	Theoretical practical	Written and skill tests

5	**3**	• **Data Presentation Using Graphs and Charts**	• **Data Presentation Using Graphs and Charts**	Theoretical practical	Written and skill tests
6	**3**	• **Measures of Central Tendency (Mean, Median, and Mode)**	• **Measures of Central Tendency (Mean, Median, and Mode)**	Theoretical practical	Written and skill tests
7	**3**	• **Measures of Dispersion (Range, Variance, and Standard Deviation)**	• **Measures of Dispersion (Range, Variance, and Standard Deviation)**	Theoretical practical	Written and skill tests
8	**3**	• **Measures of Relative Position (Quartiles, Deciles, and Percentiles)**	• **Measures of Relative Position (Quartiles, Deciles, and Percentiles)**	Theoretical practical	Written and skill tests
9	**3**	• **Skewness and Kurtosis in Statistical Distributions**	• **Skewness and Kurtosis in Statistical Distributions**	Theoretical practical	Written and skill tests
10	**3**	• **Correlation: Types and Methods of Measurement**	• **Correlation: Types and Methods of Measurement**	Theoretical practical	Written and skill tests
11	**3**	• **Simple Linear Regression and Its Applications**	• **Simple Linear Regression and Its Applications**	Theoretical practical	Written and skill tests
12	**3**	• **Principles of Probability and Their Statistical Applications**	• **Principles of Probability and Their Statistical Applications**	Theoretical practical	Written and skill tests
13	**3**	• **The Normal Distribution and Its Characteristics**	• **The Normal Distribution and Its Characteristics**	Theoretical practical	Written and skill tests
14	**3**	• **Using Computers and Statistical Software for Data Analysis**	• **Using Computers and Statistical Software for Data Analysis**	Theoretical practical	Written and skill tests
15	**3**	• **Statistical Applications in Office Management Technologies and**	• **Statistical Applications in Office Management Technologies and Administrative Decision-Making**	Theoretical practical	Written and skill tests

11-**Course Evaluation**

T	Evaluation methods	Calendar appointment (week)	degree	Relative % weight
1	Report 1	Fourth week	2.5	2.5
2	Report 2	Fifth week	2.5	2.5
3	Short Test Quiz (1)	Week 6	2	2
4	Short Test Quiz (2)	Fourteenth week	2	2
5	Short Test Quiz (3)	The fifteenth week	1	1
6	Midterm Exam (1)	Week 6	7.5	7.5
7	Midterm Exam (2)	The eleventh week	7.5	7.5
8	Final theoretical	Final semester exams	50	50

	exam			
9	Practical field project	The fifteenth week	5	5
10	Field evaluation	The third and fifth week	2	2
11	Practical Short Test Quiz (1)	First week	1	1
12	Practical Short Test Quiz (2)	Fourth week	0.5	0.5
13	Practical Short Test Quiz (3)	Fourteenth week	1	1
14	Direct questions and homework	Weeks 6, 8, 9, 10, 11, 12, and 13	5.5	5.5
15	Final practical exam	Final semester exams	10	10
	the total	100	100%	100%

12 - resource **infrastructure**	
Classrooms and playgrounds	Available
Required textbooks	• Introduction to Statistical Analysis Dixon, W. J. & Massey, F. J. *Introduction to Statistical Analysis*. McGraw-Hill. • Statistics for Business and Economics Anderson, D. R., Sweeney, D. J., & Williams, T. A. *Statistics for Business and Economics*. Cengage Learning.

English Correspondence course description
1. Course name
English Correspondence
2. Course code
OMT213
3. Available attendance forms
Traditional attendance (in person)2. Blended learning
4. semester/year
2026-2025 Level 1, First Semester
5. Number of study hours (total) / Number of units
75 :hours / Number of units 5
6. Date this description was prepared
8/9/2025
7. Course supervisor name
:Name Dr. Murad Mousa Abed Email: Muradmusa_hwj@ntu.edu.iq
8-(Goals Course (Objectives) Public For the decision maker • To introduce students to the concept of management and its importance in modern organizations.

- To familiarize students with the fundamental management functions, including planning, organizing, directing, and controlling.
- To develop students' ability to understand and apply management principles in the office work environment.
- To introduce students to decision-making techniques and administrative problem-solving methods.
- To enhance students' communication and teamwork skills within organizations.

9-Outputs The decision and methods education and learning and evaluation

A. Knowledge Objectives

A1. To introduce students to the concept of management, the evolution of management thought, and its significance within organizations.

A2. To explain the fundamental functions of management and their role in achieving organizational objectives.

B. Course-Specific Skill Objectives

B1. To apply the principles of planning and organizing in various administrative situations.
B2. To develop skills in decision-making, problem-solving, and effective administrative communication.

Methods education and learning -

- Lectures and theoretical instruction.
- Classroom discussions and interactive participation.
- Presentations using modern educational and audiovisual technologies.
- Administrative case studies and practical applications.
- Cooperative learning and classroom-based activities.

Evaluation methods-

Commitment And perseverance on the audience, Reports and exams Daily And monthly, exam end the chapter

10-Structure of the sports curriculum (theoretical and practical vocabulary)

week	watches	Required learning outcomes	Unit name/topic	Teaching method	Evaluation method
1	5	Introduction to Business Correspondence	Understanding Introduction to Business Correspondence	Theoretical practical	Written and skill tests
2	5	Principles of Effective Business Communication	Understanding Principles of Effective Business Communication	Theoretical practical	Written and skill tests
3	5	Parts and Layout of a Business Letter	Understanding Parts and Layout of a Business Letter	Theoretical practical	Written and skill tests
4	5	Types of Business Letters	Understanding Types of Business Letters	Theoretical practical	Written and skill tests
5	5	Inquiry Letters	Understanding Inquiry Letters	Theoretical practical	Written and skill tests

6	**5**	Reply to Inquiry Letters	Understanding Reply to Inquiry Letters	Theoretical practical	Written and skill tests
7	**5**	Order and Purchase Letters	Understanding Order and Purchase Letters	Theoretical practical	Written and skill tests
8	**5**	Complaint Letters and Adjustment Letters	Understanding Complaint Letters and Adjustment Letters	Theoretical practical	Written and skill tests
9	**5**	Sales and Promotional Letters	Understanding Sales and Promotional Letters	Theoretical practical	Written and skill tests
10	**5**	Job Application Letters and Curriculum Vitae (CV)	Understanding Job Application Letters and Curriculum Vitae (CV)	Theoretical practical	Written and skill tests
11	**5**	Internal Office Correspondence and Memoranda	Understanding Internal Office Correspondence and Memoranda	Theoretical practical	Written and skill tests
12	**5**	Email Communication in Business	Understanding Email Communication in Business	Theoretical practical	Written and skill tests
13	**5**	Writing Business Reports	Understanding Writing Business Reports	Theoretical practical	Written and skill tests
14	**5**	Preparing Meeting Invitations and Minutes	Understanding Preparing Meeting Invitations and Minutes	Theoretical practical	Written and skill tests
15	**5**	Modern Electronic Correspondence and Office Communication Systems	Understanding Modern Electronic Correspondence and Office Communication Systems	Theoretical practical	Written and skill tests

11-**Course Evaluation**

T	Evaluation methods	Calendar appointment (week)	degree	Relative % weight
1	Report 1	Fourth week	2.5	2.5
2	Report 2	Fifth week	2.5	2.5
3	Short Test Quiz (1)	Week 6	2	2
4	Short Test Quiz (2)	Fourteenth week	2	2
5	Short Test Quiz (3)	The fifteenth week	1	1
6	Midterm Exam (1)	Week 6	7.5	7.5
7	Midterm Exam (2)	The eleventh week	7.5	7.5
8	Final theoretical exam	Final semester exams	50	50
9	Practical field project	The fifteenth week	5	5
10	Field evaluation	The third and fifth week	2	2
11	Practical	First week	1	1

	Short Test Quiz (1)			
12	Practical Short Test Quiz (2)	Fourth week	0.5	0.5
13	Practical Short Test Quiz (3)	Fourteenth week	1	1
14	Direct questions and homework	Weeks 6, 8, 9, 10, 11, 12, and 13	5.5	5.5
15	Final practical exam	Final semester exams	10	10
	the total	100	100%	100%

12 – resource **infrastructure**

Classrooms and playgrounds	• Essentials of Business Communication Guffey, M. E. & Loewy, D. *Essentials of Business Communication*. Cengage Learning. • Business Communication Today Bovee, C. L. & Thill, J. V. *Business Communication Today*. Pearson Education. • English for Business Communication Sweeney, Simon. *English for Business Communication*. Cambridge University Press.
Required textbooks	• Commercial Correspondence and Office Practice Sharma, R. C. & Mohan, Krishna. *Commercial Correspondence and Office Practice*. Tata McGraw-Hill Publishing. • Business Correspondence and Report Writing Sharma, R. C. & Mohan, Krishna. *Business Correspondence and Report Writing*. Tata McGraw-Hill.