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

Guide for the Description of the Academic Program and Course

2026

:the introduction

Therefore, the educational program provides a coordinated and organized package of courses ,that control procedures and experiences that individually organize the basic crop vocabulary including building and refining the skills of graduates, making them qualified to meet the demands of the labor market. This is reviewed and separated through internal or external procedures and .screening, such as the external examiner program

The research program description provides a brief summary of the main specialized features and its globally recognized courses of skills that are being worked on to acquire in a committed manner according to the goals of the academic program. The importance of this description is evident in its representation of the basic aspect in obtaining subject accreditation . It is written by the teaching .processes under the supervision of scientific departments in the scientific departments

This guide, in its second version, shared a description for researchers after updating the vocabulary of the successful candidates in the previous guide in light of the developments in the educational system in Iraq, which includes a description of the academic program in its traditional system form (annual, semester-based), as well as a description of the academic program that is completely generalized, as per the Department of Studies book T M3/2906 dated 3/5/2023, with .regard to the programs that rely on our path as the basis for their work

In this field, we are pleased to emphasize the importance of writing descriptions of academic .programs and courses in a way that facilitates the educational process

:Concepts and terminology

Academic Program Description: The academic program description provides a concise summary of its vision, mission, and objectives, including an accurate description of the required learning outcomes based on its .selection and specific learning objectives

The course syllabusprovides ,a concise overview of the key course characteristics and learning outcomes .demonstrating the student's ability to achieve them effectively by maximizing the available learning opportunities .This is derived from the program description

,Program vision: An ambitious vision for the student's academic future – a sophisticated, inspiring, motivating .realistic, and predictable program

The message provided is sufficient and necessary for that specific purpose, as it defines the project's paths and .directions

Program objectives: These are statements that describe what the program intends to accomplish within a specific .time period that is neither measurable nor observable

The mechanism of work: All coursework/study materials include the academic program according to a qualified education system (semester, yearly , courses , Bologna track) whether required by (Ministry, University, College .and Media Department) with the number of study units

Learning outcomes: A ready-made set of knowledge, skills, and values that the student has acquired after the completion of an effective academic program. Learning outcomes must be defined in order to fail and thus achieve .product accomplishments

In the field of education and learning : Graduates are now used by faculty members in teaching and student learning, enabling them to follow these steps to achieve learning objectives. This includes describing all .classifications and non-classical aspects of the research findings

Academic Program Description Template

University Name: Northern Technical University

College/ Hawija Polytechnic College

Academic Department: Finance and Banking Department

Academic or professional program name: Diploma in Financial and Banking Technologies

Specific Name: Technical Diploma

Study system: Courses

Description prepared on: 14/7/2026

Date the file was filled out: 14/7/2026

:Signature

Department Head's Name: Abdullah Zeidan Khalaf

2026**Date: 14/7/2026**

:Signature

:

Scientific Assistant's Name:

Dr. Muhammad Ali Faris

Date: 14/7/2026

University Quality Assurance Division

:Name of the Director of the Quality Assurance Division for University Employees

Ahmed Abdel Khalaf

2026/7/14 : **Date**

:**the signature**

Approval by the Dean of the Technical Institute
Prof. Dr. Omar Khalil Ahmed

1. Program Vision
Preparing banking personnel with the ability to perform outstanding work in management, finance, financial and banking accounts, according to modern technological requirements and the labor market, in order to develop the private sector, including serving the country and achieving economic .prosperity

2. **Program message**
Financial and banking institutions, whether in the public or private sector, are ,distinguished by human competencies that are characterized by quality ,efficiency and skill, and that have the ability to develop and innovate .including serving the labor market

3. **Program objectives**
• More preparedness for effectiveness in the field of finance, investment .management, and accounts • Graduates are required to possess diverse knowledge and skills in the field of finance .and banking • .Outstanding education revitalizes and stimulates the labor market • Providing professional services with diverse economic expertise, including .community efficiency • .Twinning with departments at the local and global levels

4. **Software Reliance**
No (program accreditation application submitted)

5. **Overseas workers**
presence Entity Shepherdess Contributes in: **1- Linking the program to the labor market or the community**

2- Financial, logistical, or training support

3- The expansion is very slight. practical

4- First of all

6. Program structure				
* comments	Percentage	Study unit	Number of courses	Program structure
Core course				University Foundation Requirements
Essential and non-essential				College requirements
Essential and non-essential				Department requirements
				Summer training
				Other

7. Program Description				
Credit Hours		Course name	Course code	Year / Level
practical	theoretical			
.All study materials are organized by academic control				

8. Learning outputs for objects
Knowledge
.A1. Analyze the details carefully .A2. Understanding dangerous concepts .A3. Acquiring knowledge of modern technologies .A4. Evaluate financial and personnel performance
skills
.B1. Developing financial analysis skills .B2. Requires risk management skills .B3. Developing communication skills in the financial environment .B4. Using tools to analyze financial data
Values
A1. To raise awareness of the importance of financial responsibilities. Part 2. Developing animal values in financial dealings. C3. Strengthening the spirit of teamwork in financial work.

C4. Stimulating ambition and commitment to professional development.

1. Reasons for education and learning

1- .Education is not available (online and in-person)
2- Scientific films and videos, scientific laboratories (computer and specialized for the practical aspect of teaching the student all documents .related to financial work), new summer training
3- .Graduation projects
4- Delivering in-person lectures through access to education
5- Scientific visits (scientific visits to work sites in private banking companies and (government financial and banking institutions

2. Assessment methods

1. Daily flow, monthly exams - end-of-level exam for each stage, weekly reports .within the subject
2. Written exams (daily and termly)
3. Mock oral exam and grade preparation
4. Student Research and Report Discussion Committees
5. Graduation projects
6. Summer training

<table>
<tr><td colspan="7">9. Faculty</td></tr>
<tr><td colspan="7">,Faculty members (list all faculty members in the academic department
(including external and internal lecturers</td></tr>
<tr><td colspan="2">Faculty transgression</td><td colspan="2">Special requirements/skills (found)</td><td colspan="2">Specialization</td><td rowspan="2">Scientific classification</td></tr>
<tr><td>lecturer</td><td>angel</td><td colspan="2"></td><td>private</td><td>general</td></tr>
<tr><td></td><td>angel</td><td></td><td></td><td>economy</td><td>economy</td><td>.Mr assistant</td></tr>
<tr><td></td><td>angel</td><td></td><td></td><td>General law</td><td>law</td><td>.Mr assistant</td></tr>
<tr><td></td><td>angel</td><td></td><td></td><td>business management</td><td>Management and Economics</td><td>Assistant teacher</td></tr>
</table>

	angel			**Finance and Banking**	**Management and Economics**	**Assistant teacher**
	angel			**accounting**	**Management and Economics**	**Assistant teacher**
						Assistant teacher

Professional Development
Contemporary faculty members
1. A course in the field of finance and banking 2. A course specializing in education and learning 3. A course on how to publish scientific research

Career development for faculty members
1. A course in the field of finance and banking 2. Developing scientific publishing skills

10. Admission standard
Graduates of preparatory studies, literary, scientific and vocational branches

11. Key sources of information about the program
Remember the importance of the resources used and approved for core .lessons in the science department

14. Program development plan
.Work on updating curricula, including the labor market Working on developing educational laboratories in the specialization Working on developing educational skills in the department

Learning outcomes required from the program															
Values				skills				Knowledge				Essential or optional	Course Name	Course code	Year / Level
Part 4	Part 3	Part 2	Part 1	B4	B 3	B2	B1	A 4	A3	A2	A1				
✓	✓	✓	✓		✓	✓	✓		✓	✓	✓	compulsory	human rights	NTU100	2025 - 2024 Level One
✓	✓		✓	✓		✓	✓	✓		✓	✓	compulsory	English Language 1	NTU101	
		✓	✓	✓		✓	✓	✓		✓	✓	compulsory	Computer 1	NTU102	
✓	✓		✓	✓	✓		✓		✓	✓	✓	compulsory	Arabic language	NTU104	
✓	✓	✓			✓	✓	✓	✓	✓		✓	compulsory	Principles of Accounting	FBT 100 Test	
✓	✓		✓		✓	✓	✓	✓		✓	✓	compulsory	Internal banking operations	FBT 101	
✓	✓	✓	✓	✓	✓		✓		✓	✓		compulsory	Principles of Management	TN101	
✓	✓	✓		✓		✓	✓	✓	✓		✓	compulsory	Principles of Law	Tax identification number 101	

	✓	✓	✓		✓	✓	✓	✓	✓	✓		compulsory	Environmental culture	Tax identification number 102	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		compulsory	Democracy	NTU105	
✓	✓	✓	✓	✓		✓	✓	✓		✓	✓	compulsory	Accounting for insurance companies	FBT 103	
	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	compulsory	Risk Management and Insurance	FBT 105	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		compulsory	Financial data	FBT 105	Level Two
✓		✓	✓		✓	✓	✓	✓		✓	✓	compulsory	Financial Management	FBT 102	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		optional	sports	NTU104	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		compulsory	count	Tax identification number 100	
✓	✓		✓	✓	✓		✓	✓	✓	✓		compulsory	Computer 2	NTU103	

✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	optional	Financial readings (optional)	FBT 107	
✓	✓	✓	✓	✓	✓	✓		✓	✓	✓		compulsory	Financial mathematics	FBT207	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		compulsory	Food Management	FBT201	
✓		✓	✓	✓		✓	✓	✓		✓	✓	compulsory	Banking Accounting 1	FBT 200	
✓	✓	✓	✓	✓	✓	✓		✓	✓	✓		compulsory	Investment assessment	FBT203	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	compulsory	Professional ethics	Tido201	
✓		✓	✓	✓	✓	✓	✓	✓	✓	✓		compulsory	Research project	Tido202	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		compulsory	financial markets	FBT202	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		compulsory	Bank management	FBT205	
✓	✓	✓	✓	✓		✓	✓		✓	✓	✓	compulsory	E-business management	Tido200	
	✓	✓		✓		✓	✓	✓	✓	✓	✓	compulsory	Marketing banking services	FBT206	
✓		✓		✓			✓			✓	✓	compulsory	english language	NTU200	
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	compulsory	Banking Accounting 2	FBT204	

✓	✓			✓	✓		✓	✓	✓	✓		option al	Irish funding (optional)	FBT209	

Course Description Form

1. Educational Institution

Hawija Polytechnic College

2. Scientific Department

Financial and Banking Technologies Department

3. Course Title / Code

English Language / _______

4. Available Attendance Modes

On-campus / Online

5. Semester / Academic Year

First Semester / 2025–2026

6. Total Credit Hours

2 Hours

7. Date of Preparing this Course Description

2/11/2026

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8. Course Objectives (General Objectives)

The course aims to:

1. **Develop Listening Skills**

- Understand everyday conversations and audio materials.
- Identify main ideas and supporting details in spoken texts.

2. **Develop Speaking Skills**

- Use English confidently in everyday situations.
- Improve pronunciation and grammatical accuracy through conversations and discussions.

3. **Develop Reading Skills**

- Read texts and comprehend both general and detailed meanings.
- Analyze paragraphs and infer meanings and vocabulary from context.

4. **Develop Writing Skills**

- Write short paragraphs and essays using correct grammatical structures.
- Use linking devices and improve writing style.

5. **Enhance Grammar and Vocabulary**

- Understand and apply fundamental English grammar rules.
- Expand vocabulary and use newly acquired words appropriately in different contexts.

6. **Develop Critical Thinking Skills**

- Analyze written texts and express opinions in English.
- Compare different viewpoints using appropriate language.

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9. Course Learning Outcomes, Teaching and Learning Strategies, and Assessment Methods

Course Learning Outcomes

Course learning outcomes are the knowledge, skills, and values that students are expected to acquire upon successful completion of the course. They provide learners with a clear understanding of what they will be able to accomplish and support curriculum design and assessment.

A. Cognitive Learning Outcomes

Students will be able to:

- Recognize basic and advanced English grammar rules.
- Understand vocabulary and grammatical structures in different contexts.
- Interpret written and spoken texts and identify main and supporting ideas.
- Distinguish rhetorical and linguistic features used in texts.
- Apply effective reading and listening strategies to comprehend language content.

Teaching and Learning Methods

- PowerPoint-supported lectures
- Classroom discussions
- Solving exercises and practice activities
- Practical assignments
- Student reports and presentations

Assessment Methods

- Oral examinations
- Written examinations
- Classroom discussions
- Quizzes

B. Skill-based Learning Outcomes

Students will be able to:

- Communicate effectively in English in everyday and academic situations.
- Write organized paragraphs and short essays using accurate language.
- Understand spoken English and identify both explicit and implicit meanings.
- Read texts efficiently and analyze their content.
- Deliver oral presentations and actively participate in classroom discussions.
- Utilize digital and online learning resources to improve language proficiency.

Teaching and Learning Methods

- PowerPoint-supported lectures
- Interactive classroom discussions
- Practical exercises
- Individual assignments
- Student reports and presentations

Assessment Methods

- Oral tests
- Written tests
- Classroom participation
- Practical assignments

C. Affective (Value-based) Learning Outcomes

Students will be able to:

- Demonstrate confidence while using English.
- Respect cultural diversity and appreciate different cultures.
- Cooperate effectively in group activities.
- Adhere to academic integrity in research and writing.
- Appreciate the importance of English as a global language for communication and employment opportunities.

Teaching and Learning Methods

- Interactive lectures
- Classroom discussions
- Practical exercises

- Group activities
- Student presentations

Assessment Methods

- Oral evaluation
- Written evaluation
- Classroom participation
- Observation of attitudes and teamwork

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10. Course Structure (Theoretical and Practical Topics)

Week	Hours	Required Learning Outcomes	Unit / Topic	Teaching Method	Assessment Method
1	2	Introduce oneself and use basic greetings	Greetings & Introductions	Lecture and interactive exercises	Short oral quiz
2	2	Use subject pronouns and the verb *to be*	Subject Pronouns & Verb To Be	Group activities	Written assignment
3	2	Express possession correctly	Possessive Adjectives	Explanation and discussion	Short quiz
4	2	Distinguish singular and plural nouns	Singular & Plural Nouns	Written exercises	Classroom activity
5	2	Use definite and indefinite articles correctly	Articles (a, an, the)	Practical examples	Worksheet
6	2	Apply the Present Simple Tense	Present Simple Tense	Conversations and language games	Short oral quiz
7	2	Use common daily expressions	Everyday Expressions	Speaking practice	Practical assessment
8	2	Construct sentences using adjectives	Adjectives & Sentence Structure	Written exercises and discussions	Homework
9	2	Describe daily routines	Daily Routines	Role-play and dialogue	Oral assessment

Week	Hours	Required Learning Outcomes	Unit / Topic	Teaching Method	Assessment Method
10	2	Form simple questions	WH-Questions & Yes/No Questions	Dialogue practice	Classroom quiz
11	2	Talk about past events	Past Simple Tense	Text analysis and exercises	Worksheet
12	2	Describe places and give directions	Places and Directions	Maps and practical activities	Interactive classroom activity
13	2	Read and comprehend short texts	Reading Comprehension	Guided reading	Reading test
14	2	Write simple paragraphs	Basic Writing Skills	Paragraph writing	Written assessment
15	2	Review all course contents	General Review	Comprehensive review	Final examination

11. Course Development Plan

The course will be continuously updated to meet labor market requirements through:

1. Developing curricula that align with labor market needs.
2. Organizing seminars and scientific conferences to support curriculum development.
3. Keeping pace with recent scientific and technological developments in the field.

12. Infrastructure

Classrooms, Laboratories, and Workshops

Available.

Required Textbooks

Available.

Main References

1. *Essential Grammar in Use* – Raymond Murphy

- **Level:** Beginner to Intermediate
- **Publisher:** Cambridge University Press
- **Features:** Clear grammar explanations with practical exercises.

2. *Oxford Word Skills* – Ruth Gairns & Stuart Redman

- **Level:** Elementary to Advanced
- **Publisher:** Oxford University Press
- **Features:** Vocabulary development through real-life topics and practical exercises.

3. *Cutting Edge* – Sarah Cunningham & Peter Moor

- **Level:** Multi-level Series
- **Features:** A communicative approach covering speaking, listening, reading, and writing.

4. *English File* – Christina Latham-Koenig & Clive Oxenden

- **Publisher:** Oxford University Press
- **Features:** Interactive course materials integrating the four language skills with audio resources.

5. *New Headway Series* – Liz Soars & John Soars

- **Publisher:** Oxford University Press
- **Features:** A well-structured series widely adopted by universities for progressive language learning.

Recommended References (Journals and Reports)

1. **ELT Journal** (Oxford University Press)
   Publishes research and practical studies on English language teaching.
2. **TESOL Quarterly** (TESOL International Association)
   One of the leading international journals in Teaching English to Speakers of Other Languages (TESOL).
3. **The Modern Language Journal** (Wiley)
   Focuses on theoretical and applied research in foreign language education.
4. **Journal of English for Academic Purposes (JEAP)** (Elsevier)
   Specializes in English for Academic Purposes (EAP), making it highly relevant for university students.

Electronic References and Websites

1. **British Council – LearnEnglish**
   https://learnenglish.britishcouncil.org
   Offers grammar, vocabulary, listening, reading, and interactive learning activities.
2. **Cambridge English**
   https://www.cambridgeenglish.org/learning-english
   Provides placement tests, learning resources, and interactive exercises.
3. **BBC Learning English**
   https://www.bbc.co.uk/learningenglish
   Features daily videos, podcasts, pronunciation lessons, vocabulary, and simplified news.
4. **Oxford Learner's Dictionaries**
   https://www.oxfordlearnersdictionaries.com
   A learner-friendly dictionary with audio pronunciation, definitions, and authentic examples.

5. **Cambridge Dictionary**
https://dictionary.cambridge.org
A comprehensive dictionary with British and American pronunciation, definitions, and translations.

ourse Description Form

1. Educational Institution

Hawija Polytechnic College

2. Scientific Department

Financial and Banking Technologies Department

3. Course Title / Code

Computer (1) / NTU102

4. Available Attendance Modes

On-campus / Online

5. Semester / Academic Year

First Semester / 2025–2026

6. Total Credit Hours

2 Credit Hours

7. Date of Preparing this Course Description

2/11/2026

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8. Course Objectives (General Objectives)

The course aims to:

1. Identify the hardware and software components of a computer and understand the function of each component.
2. Develop fundamental skills in using computers and different operating systems.
3. Enhance students' ability to use Microsoft Office applications, including:
   - Microsoft Word (Word Processing)
   - Microsoft Excel (Spreadsheets)
   - Microsoft PowerPoint (Presentations)
   - Microsoft Access (Basic Databases)
4. Understand the fundamentals of the Internet and communication technologies, including e-mail, search engines, and information security.
5. Develop keyboarding and touch-typing skills.
6. Introduce the basic principles of computer programming (where applicable).
7. Enhance awareness of the importance of computers in various fields such as education, healthcare, administration, and scientific research.
8. Develop logical thinking and problem-solving skills through computer applications.

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9. Course Learning Outcomes, Teaching and Learning Methods, and Assessment Methods

Course Learning Outcomes

Course learning outcomes are the knowledge, skills, and values that students are expected to acquire upon successful completion of the course. They provide learners with a clear understanding of what they will be able to accomplish after completing the course and support curriculum design and assessment. The learning outcomes are determined based on the objectives of the academic program to which the course belongs.

Learning Outcomes Teaching and Learning Methods Assessment Methods

A. Cognitive Learning Outcomes

Students will be able to:

1. Explain the fundamental concepts of computers, including hardware and software.
2. Differentiate among various operating systems.
3. Explain the significance of computers in different aspects of life.
4. Describe the basic principles of the Internet, computer networks, and information security.
5. Identify the basic concepts of programming (if included in the course).

Teaching and Learning Methods

- PowerPoint-supported lectures
- Classroom discussions
- Solving practical exercises
- Practical assignments
- Student reports on course topics

Assessment Methods

- Oral examinations
- Written examinations
- Classroom discussions
- Quizzes

B. Skill-based Learning Outcomes

Students will be able to:

1. Operate the operating system and manage files and applications.
2. Use Microsoft Office applications (Word, Excel, and PowerPoint) to produce professional documents.
3. Use e-mail services and search engines effectively.
4. Apply keyboarding and typing skills efficiently.
5. Utilize computers to solve simple computational and organizational problems.

Teaching and Learning Methods

- PowerPoint-supported lectures
- Interactive classroom discussions
- Practical demonstrations
- Individual assignments
- Student reports

Assessment Methods

- Oral tests
- Written tests
- Practical laboratory assessments
- Classroom participation

C. Affective (Value-based) Learning Outcomes

Students will be able to:

1. Adhere to ethical principles in the use of computers and the Internet.
2. Demonstrate responsibility in protecting data and maintaining privacy.
3. Appreciate the importance of computers in personal development and community advancement.
4. Demonstrate a willingness to engage in self-learning and continuous development through computer technologies.

Teaching and Learning Methods

- PowerPoint-supported lectures
- Classroom discussions
- Practical exercises
- Individual and group assignments
- Student presentations

Assessment Methods

- Oral evaluation
- Written evaluation
- Classroom discussions
- Continuous assessment

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10. Course Structure (Theoretical and Practical Topics)

The course structure (weekly theoretical and practical topics) has not yet been provided. Once you send the table of weekly topics, I will translate it into academic English while maintaining the same format as the previous course description.

rse Structure (Theoretical and Practical Topics)

Week	Hours	Learning Outcomes	Unit / Topic	Teaching Method	Assessment Method
Week 1	2	Achieve the intended weekly knowledge and skill learning outcomes.	Introduction to Computers and Their Components	Lecture / Practical Training / Discussion	Assignment / Short Quiz / Performance Observation
Week 2	2	Achieve the intended weekly knowledge and skill learning outcomes.	Types of Software and Operating Systems	Lecture / Practical Training / Discussion	Assignment / Short Quiz / Performance Observation
Week 3	2	Achieve the intended weekly knowledge and skill learning outcomes.	File and Folder Management	Lecture / Practical Training / Discussion	Assignment / Short Quiz / Performance Observation
Week 4	2	Achieve the intended weekly knowledge and skill learning outcomes.	Word Processing Using Microsoft Word (1)	Lecture / Practical Training / Discussion	Assignment / Short Quiz / Performance Observation
Week 5	2	Achieve the intended weekly knowledge and skill learning outcomes.	Word Processing Using Microsoft Word (2)	Lecture / Practical Training / Discussion	Assignment / Short Quiz / Performance Observation
Week 6	2	Achieve the intended weekly knowledge and skill learning outcomes.	Spreadsheets Using Microsoft Excel (1)	Lecture / Practical Training / Discussion	Assignment / Short Quiz / Performance Observation
Week 7	2	Achieve the intended weekly knowledge and skill learning outcomes.	Spreadsheets Using Microsoft Excel (2)	Lecture / Practical Training / Discussion	Assignment / Short Quiz / Performance Observation
Week 8	2	Achieve the intended weekly knowledge and skill learning outcomes.	Presentation Design Using Microsoft PowerPoint (1)	Lecture / Practical Training / Discussion	Assignment / Short Quiz / Performance Observation
Week 9	2	Achieve the intended weekly knowledge and skill learning outcomes.	Presentation Design Using Microsoft PowerPoint (2)	Lecture / Practical Training / Discussion	Assignment / Short Quiz / Performance Observation

Week	Hours	Learning Outcomes	Unit / Topic	Teaching Method	Assessment Method
Week 10	2	Achieve the intended weekly knowledge and skill learning outcomes.	Internet and E-mail	Lecture / Practical Training / Discussion	Assignment / Short Quiz / Performance Observation
Week 11	2	Achieve the intended weekly knowledge and skill learning outcomes.	Fundamentals of Information Security	Lecture / Practical Training / Discussion	Assignment / Short Quiz / Performance Observation
Week 12	2	Achieve the intended weekly knowledge and skill learning outcomes.	Introduction to Programming (General Concepts)	Lecture / Practical Training / Discussion	Assignment / Short Quiz / Performance Observation
Week 13	2	Achieve the intended weekly knowledge and skill learning outcomes.	Computer Ethics	Lecture / Practical Training / Discussion	Assignment / Short Quiz / Performance Observation
Week 14	2	Achieve the intended weekly knowledge and skill learning outcomes.	Computer Applications in Practical Life	Lecture / Practical Training / Discussion	Assignment / Short Quiz / Performance Observation
Week 15	2	Achieve the intended weekly knowledge and skill learning outcomes.			

11. Course Development Plan

The curriculum will be continuously updated to keep pace with labor market developments through the efforts of the Curriculum Development Committee and the Scientific Committee, including:

1. Developing new curricula that are aligned with labor market requirements.
2. Organizing seminars and scientific conferences aimed at updating the curriculum.
3. Keeping up with scientific and technological developments in the field of specialization.

12. Infrastructure

Classrooms, Laboratories, and Workshops

Available.

1. Required Textbooks

Available.

2. Main References (Sources)

1. Introduction to Computers and Information Technology
Author: Dr. Nizar Khudair Matar
Publisher: Safaa Publishing and Distribution House
Description: An Arabic reference covering the fundamental concepts of computers, computer components, software, and operating systems.

2. Discovering Computers: Digital Technology, Data, and Devices
Author: Misty E. Vermaat et al.
Publisher: Cengage Learning
Description: A comprehensive English-language textbook that explains computer concepts in a simplified manner, suitable for beginners.

3. Introduction to Operating Systems
Author: Dr. Suhail Najm Abdullah
Publisher: Dar Al-Masirah Publishing House
Description: A simplified reference covering operating systems, their types, and their functions.

4. Microsoft Office 365 – In Practice
Author: Randy Nordell
Description: A practical guide to learning Microsoft Office applications (Word, Excel, and PowerPoint) through hands-on exercises.

5. Computer Basics – Absolute Beginner's Guide
Author: Michael Miller
Description: A highly simplified book designed for beginners in computer usage and its applications.

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3. Recommended Books and References (Scientific Journals, Reports, etc.)

Recommended Scientific Journals in the Field of Computer Science:

1. Journal of Computer Science and Information Technology (JCSIT)
Published by: Science Publishing Group
Specialization: Computer Science, Artificial Intelligence, and Information Security.

2. IEEE Access
Published by: IEEE
Specialization: All fields of Computer Science, Engineering, and Information Technology.

Note: One of the most prestigious and widely recognized scientific journals in this field.

3. International Journal of Computer Applications (IJCA)
Published by: Foundation of Computer Science (FCS), USA
Specialization: Computer Applications, Programming, Operating Systems, and Computer Networks.

4. ACM Computing Surveys (CSUR)
Published by: Association for Computing Machinery (ACM)
Specialization: Comprehensive review articles in Computer Science.

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4. Electronic References, Internet Websites, etc.

11. Course Development Plan

Item	Description
Course Development Plan	The curriculum will be continuously updated to keep pace with labor market developments through the Curriculum Development Committee and the Scientific Committee, including: **1.** Developing new curricula that are aligned with labor market requirements. **2.** Organizing seminars and scientific conferences aimed at updating the curriculum. **3.** Keeping up with scientific and technological developments in the field of specialization.

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12. Infrastructure

Item	Description
Classrooms, Laboratories, and Workshops	Available
Required Textbooks	Available
Main References (Sources)	**1. Introduction to Computers and Information Technology** **Author:** Dr. Nizar Khudair Matar **Publisher:** Safaa Publishing and Distribution House **Description:** An Arabic reference covering the fundamental concepts of computers, computer components, software, and operating systems. **2. Discovering Computers: Digital Technology, Data, and Devices** **Author:** Misty E. Vermaat et al. **Publisher:** Cengage Learning **Description:** A comprehensive English-language textbook that explains computer concepts in a simplified manner and is suitable for beginners. **3. Introduction to Operating Systems**

Item	Description
	Author: Dr. Suhail Najm Abdullah **Publisher:** Dar Al-Masirah Publishing House **Description:** A simplified reference on operating systems, their types, and functions. **4. Microsoft Office 365 – In Practice** **Author:** Randy Nordell **Description:** A practical guide for learning Microsoft Office applications (Word, Excel, and PowerPoint) through hands-on practice. **5. Computer Basics – Absolute Beginner's Guide** **Author:** Michael Miller **Description:** A simplified guide designed for beginners in computer use and applications.
Recommended Books and References (Scientific Journals, Reports, etc.)	**1. Journal of Computer Science and Information Technology (JCSIT)** **Published by:** Science Publishing Group **Specialization:** Computer Science, Artificial Intelligence, and Information Security. **2. IEEE Access** **Published by:** IEEE **Specialization:** All fields of Computer Science, Engineering, and Information Technology. **Note:** One of the most prestigious and widely recognized journals in this field. **3. International Journal of Computer Applications (IJCA)** **Published by:** Foundation of Computer Science (FCS), USA **Specialization:** Computer Applications, Programming, Operating Systems, and Networks. **4. ACM Computing Surveys (CSUR)** **Published by:** Association for Computing Machinery (ACM) **Specialization:** Comprehensive review articles in Computer Science.

Course Description Form

1. Educational Institution	**Hawija Polytechnic College**
2. Scientific Department	Financial and Banking Technologies Department
3. Course Title / Code	Principles of Accounting / FBT100
4. Available Attendance Modes	On-campus / Online
5. Semester / Academic Year	First Semester / 2025–2026
6. Total Credit Hours	6 Credit Hours
7. Date of Preparing this Course Description	2/11/2026

8. Course Objectives (General Objectives)

Course Objectives (General Objectives)
1. Provide students with the theoretical and practical foundations of financial accounting and develop their understanding of its role in economic activities.
2. Introduce students to the fundamental accounting concepts, including assets, liabilities, revenues, and expenses.
3. Enable students to prepare the basic financial statements, including the **Income Statement**, **Statement of Financial Position (Balance Sheet)**, and **Statement of Cash Flows**.
4. Teach students how to record financial transactions using the **double-entry bookkeeping system**.
5. Develop students' ability to analyze and interpret financial results in a simplified manner.
6. Enhance students' skills in using basic accounting documents and accounting records.
7. Prepare students to understand the relationship between accounting and other business disciplines, such as management, finance, and taxation.
8. Instill the principles of accuracy, reliability, integrity, and professional ethics in accounting practice.

9. Course Learning Outcomes, Teaching, Learning and Assessment Methods

Course Learning Outcomes

Definition: A set of knowledge, skills, and values that the course seeks to develop in students.

Importance: They provide learners with a clear understanding of what they will be able to accomplish upon completing the course and assist in the design and evaluation of academic courses.

How They Are Determined: Course learning outcomes are established based on the objectives of the academic program to which the course belongs.

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
Cognitive Learning Outcomes		
1. Explains the fundamental concepts of financial accounting.	PowerPoint-supported lectures. Classroom discussions. Presentation of solutions to exercises for each topic. Assigning students practical case studies. Assigning students to prepare reports on course topics.	Oral and written examinations, and classroom discussions.
2. Distinguishes between the different types of accounts (Assets, Liabilities, Revenues, Expenses, and Equity).	PowerPoint-supported lectures. Classroom discussions. Presentation of solutions to exercises for each topic. Assigning students practical case studies. Assigning students to prepare reports on course topics.	Oral and written examinations, and classroom discussions.
3. Explains the steps of the accounting cycle from recording transactions to preparing financial statements.	PowerPoint-supported lectures. Classroom discussions. Presentation of solutions to	Oral and written examinations, and classroom discussions.

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
	exercises for each topic. Assigning students practical case studies. Assigning students to prepare reports on course topics.	
4. Explains the importance of accounting in financial and managerial decision-making.	PowerPoint-supported lectures. Classroom discussions. Presentation of solutions to exercises for each topic. Assigning students practical case studies. Assigning students to prepare reports on course topics.	Oral and written examinations, and classroom discussions.

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
Skill-based Learning Outcomes		
1. Records financial transactions using the double-entry bookkeeping system.	PowerPoint-supported lectures. Classroom discussions. Presentation of solutions to exercises for each topic. Assigning students practical case studies. Assigning students to prepare reports on course topics.	Oral and written examinations, and classroom discussions.
2. Prepares the General Journal and General Ledger accurately.	PowerPoint-supported lectures. Classroom discussions. Presentation of solutions to	Oral and written examinations, and classroom discussions.

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
	exercises for each topic. Assigning students practical case studies. Assigning students to prepare reports on course topics.	
3. Prepares the Trial Balance and adjusting entries.	PowerPoint-supported lectures. Classroom discussions. Presentation of solutions to exercises for each topic. Assigning students practical case studies. Assigning students to prepare reports on course topics.	Oral and written examinations, and classroom discussions.
4. Prepares the basic financial statements (Income Statement, Statement of Financial Position (Balance Sheet), and Statement of Cash Flows).	PowerPoint-supported lectures. Classroom discussions. Presentation of solutions to exercises for each topic. Assigning students practical case studies. Assigning students to prepare reports on course topics.	Oral and written examinations, and classroom discussions.
5. Analyzes financial statements and interprets their results.	PowerPoint-supported lectures. Classroom discussions. Presentation of solutions to exercises for each topic. Assigning students practical case studies.	Oral and written examinations, and classroom discussions.

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
	Assigning students to prepare reports on course topics.	

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
Value-based (Affective) Learning Outcomes		
1. Demonstrates accuracy and integrity in recording financial information.	PowerPoint-supported lectures. Classroom discussions. Presentation of solutions to exercises for each topic. Assigning students practical case studies. Assigning students to prepare reports on course topics.	Oral and written examinations, and classroom discussions.
2. Demonstrates commitment to ethical responsibility in preparing financial reports.	PowerPoint-supported lectures. Classroom discussions. Presentation of solutions to exercises for each topic. Assigning students practical case studies. Assigning students to prepare reports on course topics.	Oral and written examinations, and classroom discussions.
3. Appreciates the role of accounting in promoting transparency and accountability within organizations.	PowerPoint-supported lectures. Classroom discussions. Presentation of solutions to exercises for each topic. Assigning students practical case studies. Assigning students to prepare reports on course topics.	Oral and written examinations, and classroom discussions.

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
4. Collaborates with colleagues in preparing case studies and practical applications.	PowerPoint-supported lectures. Classroom discussions. Presentation of solutions to exercises for each topic. Assigning students practical case studies. Assigning studen	

Course Description Form

37. Educational Institution	**Hawija Polytechnic College**
38. Scientific Department	Financial and Banking Technologies Department
39. Course Title / Code	Principles of Law
40. Available Attendance Modes	On-campus / Online
41. Semester / Academic Year	First Semester / 2025–2026
42. Total Credit Hours	2 Credit Hours
43. Date of Preparing this Course Description	2/11/2025

44. Course Objectives (General Objectives)

1. To introduce students to the concept of law, its nature, and its primary sources within the legal system.
2. To enable students to distinguish between legal rules and other social norms, such as moral and religious rules.

3. To provide students with fundamental knowledge of the branches of law (Public Law and Private Law) and their respective subdivisions.
4. To explain the origin and development of legal rules and their role in regulating relationships within society.
5. To clarify the formal sources of law and the interpretative sources, including legislation, custom, judicial decisions, and jurisprudence.
6. To enable students to understand the characteristics of legal rules in terms of generality, enforceability, and legal sanctions.
7. To introduce students to the concepts of natural persons and legal persons, their legal capacity, and the stages of acquiring legal capacity.
8. To develop students' basic legal analysis skills through the study of the principles of Civil Law, Constitutional Law, Administrative Law, and Criminal Law.

9. To enhance students' legal awareness, enabling them to understand their legal rights and obligations within society and the state.

45. Course Learning Outcomes, Teaching, Learning and Assessment Methods

Course Learning Outcomes

Definition: A set of knowledge, skills, and values that the course seeks to develop in students.

Importance: They provide learners with a clear understanding of what they will be able to accomplish upon completion of the course and assist in the design and evaluation of academic courses.

How They Are Determined: Course learning outcomes are determined based on the objectives of the academic program to which the course belongs.

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
Cognitive Learning Outcomes		

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
1. The student defines the concept of law, its nature, and its functions in society.	PowerPoint-supported lectures. Classroom discussions. Presentation of solutions to exercises for each topic. Assigning students practical case studies. Assigning students to prepare reports on course topics.	Oral and written examinations, classroom discussions.
2. The student distinguishes between the different types of legal rules and the branches of law (Public Law / Private Law).	PowerPoint-supported lectures. Classroom discussions. Presentation of solutions to exercises for each topic. Assigning students practical case studies. Assigning students to prepare reports on course topics.	Oral and written examinations, classroom discussions.
3. The student explains the primary sources of law, such as legislation, custom, and jurisprudence.	PowerPoint-supported lectures. Classroom discussions. Presentation of solutions to exercises for each topic. Assigning students practical case studies. Assigning students to prepare reports on course topics.	Oral and written examinations, classroom discussions.
4. The student identifies the characteristics of legal rules and their fields of application.	PowerPoint-supported lectures. Classroom discussions. Presentation of solutions to exercises for each topic. Assigning students practical case studies. Assigning students to prepare reports on course topics.	Oral and written examinations, classroom discussions.
5. The student understands the fundamental principles of Civil Law, Criminal Law, and Constitutional Law.	PowerPoint-supported lectures. Classroom discussions. Presentation of solutions to exercises for	Oral and written examinations, classroom discussions.

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
	each topic. Assigning students practical case studies. Assigning students to prepare reports on course topics.	

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
Skill-based Learning Outcomes		
1. The student applies general legal principles to simple cases.	PowerPoint-supported lectures. Classroom discussions. Presentation of solutions to exercises for each topic. Assigning students practical case studies. Assigning students to prepare reports on course topics.	Oral and written examinations, classroom discussions.
2. The student analyzes the differences between legal rules and other social norms.	PowerPoint-supported lectures. Classroom discussions. Presentation of solutions to exercises for each topic. Assigning students practical case studies. Assigning students to prepare reports on course topics.	Oral and written examinations, classroom discussions.
3. The student accurately uses basic legal terminology in discussions and writing.	PowerPoint-supported lectures. Classroom discussions. Presentation of solutions to exercises for each topic. Assigning students practical	Oral and written examinations, classroom discussions.

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
	case studies. Assigning students to prepare reports on course topics.	
4. The student summarizes short legal texts and extracts the main legal rule or idea.	PowerPoint-supported lectures. Classroom discussions. Presentation of solutions to exercises for each topic. Assigning students practical case studies. Assigning students to prepare reports on course topics.	Oral and written examinations, classroom discussions.
5. The student participates in legal discussions and presents his/her viewpoint in a logical and organized manner.	PowerPoint-supported lectures. Classroom discussions. Presentation of solutions to exercises for each topic. Assigning students practical case studies. Assigning students to prepare reports on course topics.	Oral and written examinations, classroom discussions.

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
Affective (Value-based) Learning Outcomes		
1. The student recognizes the importance of respecting the law as a means of achieving justice and social order.	PowerPoint-supported lectures. Classroom discussions. Presentation of solutions to exercises for each topic. Assigning students practical case studies.	Oral and written examinations, classroom discussions.

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
	Assigning students to prepare reports on course topics.	
2. The student demonstrates a sense of legal responsibility and discipline.	PowerPoint-supported lectures. Classroom discussions. Presentation of solutions to exercises for each topic. Assigning students practical case studies. Assigning students to prepare reports on course topics.	Oral and written examinations, classroom discussions.
3. The student appreciates the role of law in protecting rights and obligations within society.	PowerPoint-supported lectures. Classroom discussions. Presentation of solutions to exercises for each topic. Assigning students practical case studies. Assigning students to prepare reports on course topics.	Oral and written examinations, classroom discussions.
4. The student demonstrates honesty and integrity when discussing or analyzing legal issues.	PowerPoint-supported lectures. Classroom discussions. Presentation of solutions to exercises for each topic. Assigning students practical case studies. Assigning students to prepare reports on course topics.	Oral and written examinations, classroom discussions.

5. Banking Operations

Course Description Form

49. Educational Institution
Hawija Polytechnic College

50. Scientific Department
Department of Financial and Banking Technologies

51. Course Title / Code
Banking Operations (FBT101)

52. Available Attendance Modes
Interactive learning (Face-to-face / Online)

53. Semester / Academic Year
First Semester / 2025–2026

54. Total Study Hours
7 Hours

55. Date of Preparing this Course Description
2/11/2026

56. Course Objectives (General Objectives)

The **Banking Operations** course aims to provide students with the fundamental knowledge and practical skills required to understand and perform banking operations in accordance with modern banking standards and professional practices. Specifically, the course seeks to:

1. **Introduce students to the fundamental concepts of banking**, including the definition of a bank, its types, functions, and role within the financial system.
2. **Develop students' understanding of the organizational structure of banks**, including the responsibilities of major departments such as Accounts, Treasury, Customer Service, Credit, and Internal Audit.
3. **Equip students with the practical skills required to perform daily banking operations**, including account opening procedures, deposits, withdrawals, fund transfers, and account reconciliation.
4. **Familiarize students with internal banking procedures**, including document flow, transaction recording, and compliance with banking regulations and internal policies.
5. **Develop students' ability to use electronic banking systems and technologies** for processing and documenting banking transactions accurately and efficiently.
6. **Promote awareness of banking confidentiality and professional ethics**, emphasizing the importance of protecting customers' information and maintaining the confidentiality of banking transactions.
7. **Enhance students' ability to identify operational errors and banking risks**, and to recommend appropriate corrective measures to minimize their impact.
8. **Develop students' understanding of the organizational relationship between bank branches and the head office**, as well as internal communication and administrative coordination mechanisms.
9. **Strengthen students' teamwork and professional communication skills** within the banking environment in line with labor market requirements.
10. **Prepare students for employment in the modern banking sector** by integrating theoretical knowledge with practical applications in accordance with national and international banking standards.

57. Course Learning Outcomes, Teaching, Learning, and Assessment Methods

Course Learning Outcomes

Course Learning Outcomes (CLOs) represent the knowledge, skills, and values that students are expected to acquire upon successful completion of the course. They provide learners with a clear understanding of what they will be able to achieve by the end of the course and serve as a basis for curriculum design and assessment. The learning outcomes are aligned with the objectives of the academic program to which the course belongs.

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
First: Knowledge and Understanding		
1. Define the different types of banks and their primary functions.	PowerPoint lectures, classroom discussions, presentation of exercise solutions, practical case assignments, and report writing.	Oral and written examinations, classroom discussions, quizzes, and assignments.
2. Explain the functions and responsibilities of the major departments within a bank.	PowerPoint lectures, classroom discussions, presentation of exercise solutions, practical case assignments, and report writing.	Oral and written examinations, classroom discussions, quizzes, and assignments.
3. Differentiate between the various types of bank accounts and the procedures associated with each.	PowerPoint lectures, classroom discussions, presentation of exercise solutions, practical case assignments, and report writing.	Oral and written examinations, classroom discussions, quizzes, and assignments.
Second: Intellectual Skills		
4. Analyze the procedures involved in daily banking operations such as deposits, withdrawals, and fund transfers.	PowerPoint lectures, classroom discussions, presentation of exercise solutions, practical case assignments, and report writing.	Oral and written examinations, classroom discussions, case analysis, and quizzes.
5. Evaluate the importance of internal control and auditing in the banking environment.	PowerPoint lectures, classroom discussions, presentation of exercise solutions, practical case assignments, and report writing.	Oral and written examinations, assignments, classroom discussions, and quizzes.
6. Identify common operational errors and propose appropriate corrective actions.	PowerPoint lectures, classroom discussions, presentation of exercise solutions, practical case assignments, and report writing.	Oral and written examinations, assignments, reports, and classroom discussions.
Third: Practical and Professional Skills		
7. Perform bank account opening procedures accurately and professionally.	PowerPoint lectures, practical training, classroom discussions, case studies, and report preparation.	Practical assessment, oral examination, written examination, and observation.
8. Properly use banking forms and operational records.	PowerPoint lectures, practical exercises, classroom discussions, and case studies.	Practical assessment, written examination, and assignments.
9. Operate computerized banking systems used in banking operations.	Computer laboratory sessions, practical applications, simulations, and classroom discussions.	Practical examination, laboratory assessment, assignments, and reports.

58. Course Structure (Theoretical and Practical Syllabus)

Week	Theoretical Hours	Practical Hours	Unit / Topic	Learning Outcomes	Teaching Method	Assessment Method
1	2	4	Introduction to Banking Operations	Recognize the concept and importance of banking.	Lecture, discussion	Diagnostic quiz, participation
2	2	4	Types and Functions of Banks	Distinguish between different types of banks and their functions.	Lecture, workshop	Written assignment
3	2	4	Organizational Structure of Banks	Identify the major banking departments.	Discussion, presentation	Short quiz
4	2	4	Types of Bank Accounts	Explain the characteristics of different bank accounts.	Lecture, practical examples	Written exercises
5	2	4	Account Opening Procedures	Perform account opening procedures accurately.	Practical training, real forms	Practical assessment
6	2	4	Cash Deposit and Withdrawal Operations	Execute deposit and withdrawal transactions.	Simulation, practical training	Performance observation
7	2	4	Internal Fund Transfers	Apply internal transfer procedures.	Electronic banking system training	Practical examination
8	2	4	Cheque Operations	Process different types of cheques.	Case studies, simulation	Practical exercises
9	2	4	Accounting Reconciliations	Perform bank reconciliations accurately.	Lecture, workshop	Practical test
10	2	4	Treasury and Cash Management	Explain treasury operations and cash management procedures.	Virtual field visits	Practical report
11	2	4	Computerized Banking Systems	Use electronic banking systems efficiently.	Computer applications	Practical assignment

Week	Theoretical Hours	Practical Hours	Unit / Topic	Learning Outcomes	Teaching Method	Assessment Method
12	2	4	Internal Control	Analyze the importance of internal control.	Group discussions	Written examination
13	2	4	Banking Ethics	Demonstrate professional ethics and banking confidentiality.	Case presentations	Presentation
14	2	4	Banking Problems and Solutions	Propose solutions to operational banking problems.	Problem analysis	Mini project
15	2	4	Comprehensive Review and Final Examination	Review course concepts and prepare for the final examination.	Review session, interactive activities	Final examination

59. Course Development Plan

No.	Development Activity
1	Continuously update the course curriculum in line with developments in the banking sector and labor market requirements through the Curriculum Development Committee and the Scientific Committee.
2	Introduce new course topics that meet the needs of the labor market and developments in banking technologies.
3	Organize scientific seminars, workshops, and conferences aimed at continuously improving and updating the curriculum.
4	Monitor recent scientific and technological developments in banking operations, financial technology (FinTech), and electronic banking services.

60. Infrastructure

Item	Availability / Details
Classrooms, laboratories, and workshops	Available
Required textbooks	Available

Main References

Reference
Omar, M. A. H. (2018). *Basic Banking Operations*. Dar Al-Fikr Al-Arabi, Cairo.
Mustafa, H. (2019). *Commercial Banks: Operations and Management*. Alexandria University Press, Alexandria.
Hussein, Z. A. (2020). *Bank Management*. Anglo Egyptian Bookshop, Cairo.
Al-Dakhil, A. A. (2017). *Comprehensive Banking Operations*. Institute of Public Administration, Riyadh.
Banking Studies Center. (2021). *Comprehensive Banking Guide: Central Bank and Commercial Banks*.
El-Sayed, A. (2016). *Electronic Systems in Banks*. Dar Al-Safaa Publishing, Amman.
Official Website of the Central Bank of Iraq.
Peer-reviewed journals in banking, finance, and management.

Recommended Books and References

Title / Source	Description
Basic Banking Operations – Dr. Mohammed Abdul Halim Omar (2018)	Covers the fundamentals of banking, including deposits, withdrawals, and account opening procedures.
Commercial Banks: Operations and Management – Dr. Hassan Mustafa (2019)	Explains bank organizational structures, departmental functions, and internal control mechanisms.
Arab Administrative Development Journal	Publishes research on banking management, governance, and institutional development.
International Journal of Islamic Economics	Covers Islamic banking and compares Islamic and conventional banking operations.
Journal of Financial and Banking Research	Focuses on commercial banking, banking supervision, and financial risk management.

Title / Source	Description
Iraqi Journal of Administrative Sciences	Includes research on Iraq's banking system and regulatory developments.
Journal of Banking Studies	Published by the Banking Studies Center of the Central Bank of Iraq, focusing on payment systems, settlements, transfers, and banking legislation.

Electronic References and Internet Resources

Website / Organization	Description
Iraqi Islamic Commercial Bank	Provides electronic banking services, including transfers, account statements, cheque book requests, and electronic clearing services.
Industrial Bank of Iraq	Offers online banking services, including transfers, balance inquiries, and payroll services.
First Iraqi Bank (FIB)	Provides secure electronic payment services and online banking facilities.
Central Bank of Iraq – Electronic Payment Services	Provides information on Iraq's electronic payment systems, including RTGS, electronic clearing, and settlement systems.
Central Bank of Iraq – Payment Systems	Provides details on payment systems such as the Internal Bank Clearing System (IBCS), Real-Time Gross Settlement (RTGS), and the Central Securities Depository (CSD).

Course Description Form

Item	Description
61. Educational Institution	Hawija Polytechnic College
62. Scientific Department	Department of Financial and Banking Technologies
63. Course Title / Code	**Principles of Management (TIH101)**
64. Available Attendance Modes	Interactive Learning (Face-to-Face / Online)
65. Semester / Academic Year	First Semester / 2025–2026
66. Total Study Hours	3 Hours
67. Date of Preparing this Course Description	2/11/2026

68. Course Objectives (General Objectives)

No.	Course Objectives
1	Introduce students to the fundamental concepts of management, including its origin and historical development.
2	Provide students with a comprehensive understanding of the four core management functions: planning, organizing, leading, and controlling.
3	Enable students to recognize the importance of management in the business environment and its role in achieving organizational success.
4	Explain the relationship between management and the organization's internal and external environments.
5	Familiarize students with different management approaches and leadership styles, and enable them to compare their characteristics and applications.
6	Develop students' analytical, organizational, and problem-solving skills within a managerial context.
7	Enhance students' understanding of the roles, responsibilities, leadership qualities, and decision-making functions of managers.
8	Prepare students for advanced studies in specialized management fields, such as Human Resource Management, Operations Management, Strategic Management, and related disciplines.

59. Course Development Plan

No.	Development Activity
1	Continuously update the course curriculum in line with developments in the banking sector and labor market requirements through the Curriculum Development Committee and the Scientific Committee.
2	Introduce new course topics that meet the needs of the labor market and developments in banking technologies.
3	Organize scientific seminars, workshops, and conferences aimed at continuously improving and updating the curriculum.
4	Monitor recent scientific and technological developments in banking operations, financial technology (FinTech), and electronic banking services.

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60. Infrastructure

Item	Availability / Details
Classrooms, laboratories, and workshops	Available
Required textbooks	Available

Main References

Reference
Omar, M. A. H. (2018). *Basic Banking Operations*. Dar Al-Fikr Al-Arabi, Cairo.
Mustafa, H. (2019). *Commercial Banks: Operations and Management*. Alexandria University Press, Alexandria.
Hussein, Z. A. (2020). *Bank Management*. Anglo Egyptian Bookshop, Cairo.
Al-Dakhil, A. A. (2017). *Comprehensive Banking Operations*. Institute of Public Administration, Riyadh.
Banking Studies Center. (2021). *Comprehensive Banking Guide: Central Bank and Commercial Banks*.

Reference

El-Sayed, A. (2016). *Electronic Systems in Banks*. Dar Al-Safaa Publishing, Amman.

Official Website of the Central Bank of Iraq.

Peer-reviewed journals in banking, finance, and management.

Recommended Books and References

Title / Source	Description
Basic Banking Operations – Dr. Mohammed Abdul Halim Omar (2018)	Covers the fundamentals of banking, including deposits, withdrawals, and account opening procedures.
Commercial Banks: Operations and Management – Dr. Hassan Mustafa (2019)	Explains bank organizational structures, departmental functions, and internal control mechanisms.
Arab Administrative Development Journal	Publishes research on banking management, governance, and institutional development.
International Journal of Islamic Economics	Covers Islamic banking and compares Islamic and conventional banking operations.
Journal of Financial and Banking Research	Focuses on commercial banking, banking supervision, and financial risk management.
Iraqi Journal of Administrative Sciences	Includes research on Iraq's banking system and regulatory developments.
Journal of Banking Studies	Published by the Banking Studies Center of the Central Bank of Iraq, focusing on payment systems, settlements, transfers, and banking legislation.

Electronic References and Internet Resources

Website / Organization	Description
Iraqi Islamic Commercial Bank	Provides electronic banking services, including transfers, account statements, cheque book requests, and electronic clearing services.
Industrial Bank of Iraq	Offers online banking services, including transfers, balance inquiries, and payroll services.

Website / Organization	Description
First Iraqi Bank (FIB)	Provides secure electronic payment services and online banking facilities.
Central Bank of Iraq – Electronic Payment Services	Provides information on Iraq's electronic payment systems, including RTGS, electronic clearing, and settlement systems.
Central Bank of Iraq – Payment Systems	Provides details on payment systems such as the Internal Bank Clearing System (IBCS), Real-Time Gross Settlement (RTGS), and the Central Securities Depository (CSD).

Today 12:52 PM

/ اسم / رمز المقرر مبادىء ادارة .63القسم العلمي تقنيات المالية والمصرفية .62المؤسسة التعليمية كلية البوليتكنك الحويجة .61مبادئ ادارة نموذج وصف المقرر -
تاريخ .67 3عدد الساعات الدراسية (الكلي) .66الفصل / السنة الفصل الاول / 2025-2026 .65أشكال الحضور المتاحة تفاعلي حضوري/ الكتروني .64 TIH101
تزويد الطالب بفهم .2 .تعريف الطالب بمفاهيم الإدارة الأساسية ونشأتها وتطورها التاريخي. 1اهداف المقرر (الاهداف العامة للمقرر) .68 2/11/2025إعداد هذا الوصف
توضيح علاقة .4 .تمكين الطالب من إدراك أهمية الإدارة في بيئة الأعمال وعلاقتها بالنجاح المؤسسي .3 .شامل لوظائف الإدارة الأربعة: التخطيط، التنظيم، التوجيه، والرقابة
تنمية مهارات التفكير التحليلي والتنظيمي لدى الطالب .6 .تعريف الطالب بالأنماط والأساليب الإدارية المختلفة والمقارنة بينها .5 .الإدارة بالبيئة الداخلية والخارجية للمنظمة
تمهيد الطريق للطالب للتعمق في تخصصات الإدارة الأخرى مثل إدارة الموارد .8 .تعزيز الفهم بأدوار المدير وصفاته القيادية وأثره في اتخاذ القرار .7 .في إطار إداري
بشكل جدول .البشرية، إدارة العمليات، الإدارة الاستراتيجية، وغيرها

Course Description Form

Item	Description
61. Educational Institution	Hawija Polytechnic College
62. Scientific Department	Department of Financial and Banking Technologies
63. Course Title / Code	**Principles of Management (TIH101)**
64. Available Attendance Modes	Interactive Learning (Face-to-Face / Online)
65. Semester / Academic Year	First Semester / 2025–2026
66. Total Study Hours	3 Hours
67. Date of Preparing this Course Description	2/11/2025

68. Course Objectives (General Objectives)

No.	Course Objectives
1	Introduce students to the fundamental concepts of management, including its origin and historical development.

No.	Course Objectives
2	Provide students with a comprehensive understanding of the four core management functions: planning, organizing, leading, and controlling.
3	Enable students to recognize the importance of management in the business environment and its role in achieving organizational success.
4	Explain the relationship between management and the organization's internal and external environments.
5	Familiarize students with different management approaches and leadership styles, and enable them to compare their characteristics and applications.
6	Develop students' analytical, organizational, and problem-solving skills within a managerial context.
7	Enhance students' understanding of the roles, responsibilities, leadership qualities, and decision-making functions of managers.
8	Prepare students for advanced studies in specialized management fields, such as Human Resource Management, Operations Management, Strategic Management, and related disciplines.

Today 12:54 PM

.هي مجموعة من المعارف والمهارات والقيم التي يسعى المقرر إلى تحقيقها لدى الطلاب :مخرجات المقرر وطرائق التعليم والتعلم والتقييم مخرجات المقرر تعريف .69
يتم تحديد مخرجات المقرر بناءً :كيف يتم تحديدها .أهميتها: توفر للمتعلم فكرة واضحة عما سيتمكن من فعله بعد انتهاء المقرر، وتساعد في تصميم المقررات الدراسية وتقييمها
يشرح المفاهيم الأساسية . 1 :(Knowledge) المخرجات طرق التعليم والتعلم طرق التقييم أولاً: المجال المعرفي .على أهداف البرنامج الأكاديمي الذي ينتمي إليه المقرر
. 4 .يوضح العلاقة بين الإدارة والبيئة الداخلية والخارجية للمنظمة . 3 .يميز بين وظائف الإدارة الأساسية (التخطيط، التنظيم، التوجيه، الرقابة) . 2 .للإدارة وتطورها التاريخي
المحاضرة باستخدام البور بوينت المناقشة مع الطلبة عرض حلول التمارين لكل موضوع تكليف الطلبة بوظائف للحالات العملية .يعرف الأنماط والأساليب الإدارية المختلفة
تكاليف الطلبة باعداد تقارير عن موضوعات المقرر اسئلة شفهية وتحريرية والمناقشات اسئلة شفهية وتحريرية والمناقشات اسئلة شفهية وتحريرية والمناقشات اسئلة شفهية
يطبق مفاهيم الإدارة في مواقف ومشكلات . 2 .يحلل المشكلات الإدارية باستخدام منهجية علمية . 1 :(Cognitive Skills) وتحريرية والمناقشات ثانيًا: المجال المهاري
يستخدم أدوات التخطيط والتنظيم في إعداد خطط أولية أو هياكل تنظيمية . 4 .يقارن بين الأساليب الإدارية المختلفة ويختار الأنسب منها حسب السياق . 3 .إدارية واقعية
المحاضرة باستخدام البور بوينت المناقشة مع الطلبة عرض حلول التمارين لكل موضوع تكليف الطلبة بوظائف للحالات العملية تكاليف الطلبة باعداد تقارير عن .بسيطة
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يعمل بفعالية ضمن فريق في تحليل ودراسة حالات . 2 .يُظهر التزامًا بأخلاقيات العمل والسلوك الإداري المسؤول . 1 :(Values and Responsibility) القيمي والسلوكي
.يلتزم بالانضباط والشفافية في المواقف التعليمية والتدريبية ذات الطابع الإداري . 4 .يتحمل المسؤولية في إبداء الرأي واتخاذ قرارات مبدئية في مواقف إدارية . 3 .إدارية
المحاضرة باستخدام البور بوينت المناقشة مع الطلبة عرض حلول التمارين لكل موضوع تكليف الطلبة بوظائف للحالات العملية تكاليف الطلبة باعداد تقارير عن موضوعات
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تمييز مفهوم التخطيط 1 / 2 4شرح وظائف الإدارة وظائف الإدارة الأربعة محاضرة – مناقشة تحليلية اختبار قصير 1 / 2 3ومهامها عرض – أمثلة تطبيقية تمرين فردي
فهم خطوات التخطيط مراحل وخطوات التخطيط تمثيل أدوار – عصف ذهني عرض 1 / 2 5وأنواعه التخطيط – الأهداف – الأنواع تمارين تطبيقية – حالات واجب كتابي
التعرف على أنواع الهياكل التنظيمية الهياكل 1 / 2 7شرح مفهوم التنظيم الإداري مبادئ التنظيم – الهيكل التنظيمي رسم هيكلي – تحليل حالات ورقة عمل 1 / 2 6مصغر

شرح التوجيه كوظيفة إدارية التوجيه – التحفيز – القيادة محاضرة – نقاش جماعي اختبار منتصف 1 / 2 8التنظيمية (الوظيفي، القطاعي..) مقارنة جماعية مهمة تحليلية
شرح الرقابة وأنواعها الرقابة الإدارية – 1 / 2 10تمييز أساليب القيادة الإدارية أنماط القيادة – سمات القائد عرض تقديمي – نشاط تطبيقي مشاركة صفية 1 / 2 9الفصل
1 / 2 12فهم أدوات وأساليب الرقابة المعايير والمؤشرات – التغذية الراجعة عرض حالات عملية مناقشة صفية 1 / 2 11مراحلها محاضرة – تمارين جماعية ورقة تحليلية
فهم بيئة الإدارة البيئة الداخلية والخارجية تحليل 1 / 2 13تطبيق مهارات إدارية أساسية اتخاذ القرار – حل المشكلات ورشة عمل – تطبيق عملي ورقة عمل – أداء جماعي
مراجعة شاملة 1 / 2 15الربط بين النظرية والتطبيق مراجعة حالات إدارية شاملة نقاش مفتوح – أمثلة واقعية اختبار تطبيقي 1 / 2 14تمرين جماعي SWOT – بيئي
خطة تطوير المقرر الدراسي تحديث المنهج بشكل مستمر بما يواكب تطورات سوق العمل (لجنة .71للمقرر مراجعة وتقييم نهائي مراجعة – أسئلة تفاعلية الاختبار النهائي
متابعة -18عقد ندوات ومؤتمرات علمية تستهدف تحديث المناهج الدراسية -17استحداث مناهج دراسية ملائمة مع سوق العمل -16تحديث المناهج، اللجنة العلمية) مثل
المراجع الرئيسية -12الكتب المقررة المطلوبة متوفرة -11البنية التحتية القاعات الدراسية و المختبرات و الورش متوفرة .72التطورات العلمية في مجال التخصص
(المصادر)1- Robbins, Stephen P., & Coulter, Mary. Management الطبعة الخامسة عشرة (15th Edition), Pearson Education, 2023. ISBN: 9780135581940 2. Koontz, Harold, & Weihrich, Heinz. Essentials of Management الطبعة التاسعة، McGraw-Hill Education, 2015.. 3- العتيبي، محمد .1الكتب والمراجع التي يوصى بها (المجلات العلمية ،التقارير ،.....) (ز 4 OpenStax – Principles of Management مبادئ الإدارة – الطبعة الثالثة
دار صفاء للنشر، عمان، 2021 .أساسيات الإدارة الحديثة .د. أحمد حلمي .2 .الطبعة الثالثة، دار الميمان للنشر، الرياض، 2022 .مبادئ الإدارة: المدخل الشمولي .بن عبدالله.
3. Robbins, Stephen P., & Coulter, Mary. Management. 15th Edition, Pearson Education, 2023. ISBN: 9780135581940 (س المراجع
McGraw-Hill وPearson توفر الوصول إلى كتب الإدارة من https://sdl.edu.sa 🔗 (SDL) المكتبة الرقمية السعودية 1. .....الالكترونية ،مواقع الانترنيت ،
(لطلاب الجامعات السعودية) وغيرها .2. OpenStax – Principles of Management 🔗 https://openstax.org/books/principles-management/pages/1-introduction كتاب مجاني باللغة الإنجليزية يغطي أساسيات الإدارة الحديثة. 3. موقع Coursera – دورة مبادئ الإدارة 🔗 https://www.cour اريد الترجمة على شكل جداول

69. Course Learning Outcomes, Teaching, Learning and Assessment Methods

Course Learning Outcomes

Course Learning Outcomes (CLOs) represent the knowledge, skills, and values that students are expected to acquire upon successful completion of the course. They provide learners with a clear understanding of what they will be able to accomplish by the end of the course and serve as the basis for curriculum design and student assessment. The learning outcomes are aligned with the objectives of the academic program to which the course belongs.

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
First: Knowledge Domain		
1. Explain the fundamental concepts of management and its historical development.	PowerPoint lectures, classroom discussions, presentation of exercise solutions, practical case assignments, and report writing.	Oral examinations, written examinations, classroom discussions, quizzes, and assignments.

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
2. Differentiate among the four basic management functions (planning, organizing, leading, and controlling).	PowerPoint lectures, classroom discussions, presentation of exercise solutions, practical case assignments, and report writing.	Oral and written examinations, quizzes, and classroom discussions.
3. Explain the relationship between management and the organization's internal and external environments.	PowerPoint lectures, classroom discussions, presentation of exercise solutions, practical case assignments, and report writing.	Oral and written examinations, assignments, and classroom discussions.
4. Identify different managerial approaches and management styles.	PowerPoint lectures, classroom discussions, practical activities, and report preparation.	Written examinations, oral examinations, and assignments.
Second: Cognitive Skills		
1. Analyze managerial problems using a scientific approach.	Lectures, discussions, case studies, and problem-solving activities.	Written examinations, case analysis, and classroom discussions.
2. Apply management concepts to real administrative situations and problems.	Practical exercises, case studies, and group activities.	Practical assignments, reports, and written examinations.
3. Compare different management approaches and select the most appropriate one according to the situation.	Classroom discussions, comparative analysis, and workshops.	Assignments, presentations, and quizzes.
4. Use planning and organizing tools to prepare preliminary plans and simple organizational structures.	Workshops, practical exercises, and project-based learning.	Practical assessment, reports, and classroom participation.
Third: Values and Responsibility		
1. Demonstrate commitment to professional ethics and responsible managerial behavior.	Lectures, discussions, and real-life case studies.	Observation, classroom participation, and oral examinations.
2. Work effectively as a member of a team in analyzing and discussing managerial cases.	Cooperative learning, group discussions, and workshops.	Group assessment, presentations, and participation.
3. Show responsibility in expressing opinions and making preliminary managerial decisions.	Interactive discussions, case analysis, and practical activities.	Oral examinations, participation, and assignments.

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
4. Demonstrate discipline and transparency during educational and training activities related to management.	Lectures, discussions, and practical activities.	Continuous assessment, classroom observation, and participation.

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70. Course Structure (Theoretical and Practical Syllabus)

Week	Hours (Theory / Practical)	Learning Outcomes	Unit / Topic	Teaching Method	Assessment Method
1	2 Theory / 1 Practical	Understand the concept and evolution of management.	Introduction to Management: Definition and Historical Development	Lecture, discussion, educational video	Oral quiz
2	2 / 1	Identify management levels.	Management Levels and Their Responsibilities	Presentation, practical examples	Individual assignment
3	2 / 1	Explain the basic management functions.	The Four Functions of Management	Lecture, analytical discussion	Short quiz
4	2 / 1	Distinguish planning concepts and types.	Planning: Objectives and Types	Practical exercises, case studies	Written assignment
5	2 / 1	Understand the planning process.	Planning Process and Steps	Role-playing, brainstorming	Short presentation
6	2 / 1	Explain organizational principles.	Organizational Principles and Organizational Structure	Organizational chart design, case analysis	Worksheet
7	2 / 1	Identify different organizational structures.	Types of Organizational Structures	Group comparison	Analytical assignment
8	2 / 1	Explain directing as a management function.	Directing, Motivation, and Leadership	Lecture, group discussion	Midterm examination
9	2 / 1	Distinguish leadership styles.	Leadership Styles and Leadership Traits	Student presentation, practical activity	Class participation

Week	Hours (Theory / Practical)	Learning Outcomes	Unit / Topic	Teaching Method	Assessment Method
10	2 / 1	Explain administrative control.	Administrative Control and Its Stages	Lecture, group exercises	Analytical worksheet
11	2 / 1	Understand control tools and techniques.	Performance Standards, Indicators, and Feedback	Practical case analysis	Classroom discussion
12	2 / 1	Apply basic managerial skills.	Decision-Making and Problem Solving	Workshop, practical application	Worksheet and group performance
13	2 / 1	Understand the management environment.	Internal and External Organizational Environment	Environmental analysis (SWOT)	Group exercise
14	2 / 1	Integrate theory with practice.	Comprehensive Management Case Studies	Open discussion, real-life examples	Practical test
15	2 / 1	Review all course concepts.	Comprehensive Review and Final Evaluation	Review session, interactive questions	Final Examination

71. Course Development Plan

No.	Development Plan
1	Continuously update the curriculum to keep pace with labor market requirements through the Curriculum Development Committee and the Scientific Committee.
2	Introduce new course topics that meet current labor market needs.
3	Organize scientific seminars, workshops, and conferences aimed at updating and improving the curriculum.
4	Follow recent scientific and technological developments in the field of management.

72. Infrastructure

Item	Availability / Details
Classrooms, laboratories, and workshops	Available
Required textbooks	Available

Main References

Reference
Robbins, S. P., & Coulter, M. (2023). *Management* (15th ed.). Pearson Education. ISBN: 9780135581940.
Koontz, H., & Weihrich, H. (2015). *Essentials of Management* (9th ed.). McGraw-Hill Education.
Principles of Management (3rd ed.) (Arabic Edition).
OpenStax. *Principles of Management*.

Recommended Books and References

Reference	Description
Al-Otaibi, M. A. (2022). *Principles of Management: A Comprehensive Approach* (3rd ed.). Dar Al-Maiman Publishing, Riyadh.	A comprehensive reference covering modern management principles and practices.
Helmy, A. (2021). *Fundamentals of Modern Management*. Dar Safaa Publishing, Amman.	Covers the foundations and applications of contemporary management.
Robbins, S. P., & Coulter, M. (2023). *Management* (15th ed.). Pearson Education.	One of the leading international textbooks in management.

Electronic References and Internet Resources

Website / Resource	Description
Saudi Digital Library (SDL)	Provides access to management books from Pearson, McGraw-Hill, and other academic publishers.

Website / Resource	Description
https://sdl.edu.sa	
OpenStax – *Principles of Management*	Free online textbook covering the fundamentals of modern management.
https://openstax.org/books/principles-management/pages/1-introduction	
Coursera – Principles of Management	Online courses covering the fundamentals of management and leadership offered by internationally recognized universities.
https://www.coursera.org	

7. Environmental Culture

Course Description Form

Item	Description
73. Educational Institution	Hawija Polytechnic College
74. Scientific Department	Department of Financial and Banking Technologies
75. Course Title / Code	**Environmental Culture (TIH103)**

Item	Description
76. Available Attendance Modes	Interactive Learning / Online
77. Semester / Academic Year	Second Semester / 2025–2026
78. Total Study Hours	2 Hours
79. Date of Preparing this Course Description	2/11/2026

80. Course Objectives (General Objectives)

No.	Course Objectives
1	Develop students' environmental awareness and emphasize the importance of protecting natural resources.
2	Explain the relationship between humans and the environment and the impact of human activities on environmental balance.
3	Introduce students to contemporary environmental issues, including pollution, desertification, and climate change.
4	Promote the values of environmental citizenship and encourage sustainable environmental practices and responsible behavior.
5	Enable students to analyze environmental phenomena and propose practical and sustainable solutions to environmental challenges.

81. Course Learning Outcomes, Teaching, Learning and Assessment Methods

Course Learning Outcomes

Course Learning Outcomes (CLOs) represent the knowledge, skills, and values that students are expected to acquire upon successful completion of the course. They provide learners with a clear understanding of what they will be able to achieve by the end of the course and serve as the basis for curriculum design and assessment. The learning outcomes are aligned with the objectives of the academic program to which the course belongs.

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
A. Knowledge		
1. Explain the fundamental concepts of the environment and sustainable development.	PowerPoint lectures, classroom discussions, presentation of exercise solutions, practical case assignments, and report writing.	Oral examinations, written examinations, classroom discussions, quizzes, and assignments.
2. Differentiate between the various types of pollution and explain their impacts on human health and the environment.	PowerPoint lectures, classroom discussions, practical examples, and report preparation.	Oral and written examinations, classroom discussions, quizzes, and assignments.
B. Skills Domain		
1. Analyze local and global environmental problems using scientific methods.	Lectures, classroom discussions, case studies, practical activities, and report writing.	Oral and written examinations, case analysis, classroom discussions, and assignments.
2. Propose practical environmental solutions that can be implemented at both individual and community levels.	Workshops, practical exercises, group discussions, and project-based learning.	Practical assignments, reports, presentations, and classroom participation.
C. Values Domain		
1. Demonstrate responsible environmental behavior and commitment to environmental protection.	Lectures, discussions, awareness activities, and practical exercises.	Observation, participation, oral examinations, and reports.
2. Participate effectively in environmental awareness activities inside or outside the university campus.	Group projects, awareness campaigns, classroom discussions, and workshops.	Participation, project evaluation, presentations, and classroom observation.

82. Course Structure (Theoretical and Practical Syllabus)

Week	Hours (Theory / Practical)	Learning Outcomes	Unit / Topic	Teaching Method	Assessment Method
1	2 Theory / 1 Practical	Recognize the basic environmental concepts.	Introduction to Environmental Culture	Lecture, discussion, educational video	Oral quiz

Week	Hours (Theory / Practical)	Learning Outcomes	Unit / Topic	Teaching Method	Assessment Method
2	2 / 1	Explain the components of ecosystems.	Ecosystems and Their Components	Lecture, presentation	Homework assignment
3	2 / 1	Classify natural resources.	Natural Resources (Water, Air, Soil)	Discussion, workshop	Short quiz
4	2 / 1	Identify the types and causes of environmental pollution.	Types of Environmental Pollution	Lecture, practical examples	Short essay
5	2 / 1	Explain the concept of climate change.	Global Warming and Climate Change	Multimedia presentation, group discussion	Mini presentation
6	2 / 1	Understand environmental waste management.	Consumption and Waste Management	Workshop, practical exercise	Practical report
7	2 / 1	Analyze the impact of human activities on the environment.	Human Activities and the Environment	Case study	Critical analysis
8	2 / 1	Evaluate desertification and its causes.	Desertification in the Arab World	Lecture, environmental applications	Midterm examination
9	2 / 1	Propose solutions to environmental problems.	Sustainable Environmental Solutions	Group project	Worksheet
10	2 / 1	Identify the roles of individuals and society in environmental protection.	Environmental Responsibility	Role-playing, student activities	Performance observation
11	2 / 1	Understand national environmental regulations.	Environmental Policies and Legislation	Critical reading, dialogue	Written examination
12	2 / 1	Identify international and local environmental organizations.	International and National Environmental Organizations	Research presentation, concept mapping	Presentation
13	2 / 1	Understand the concept of ecotourism.	Sustainable Tourism	Discussion, practical application	Group participation
14	2 / 1	Design an environmental awareness campaign.	Environmental Education and Awareness	Practical project, awareness campaigns	Project presentation

Week	Hours (Theory / Practical)	Learning Outcomes	Unit / Topic	Teaching Method	Assessment Method
15	2 / 1	Review environmental concepts comprehensively.	Comprehensive Review	Review session, interactive questions	Final Examination

83. Course Development Plan

No.	Development Plan
1	Continuously update the curriculum to keep pace with labor market requirements through the Curriculum Development Committee and the Scientific Committee.
2	Introduce new course topics that address current environmental issues and sustainable development practices.
3	Organize scientific seminars, workshops, and conferences to support curriculum development and environmental awareness.
4	Keep up to date with recent scientific developments in environmental science and sustainability.

84. Infrastructure

Item	Availability / Details
Classrooms, laboratories, and workshops	Available
Required textbooks	Available

Main References

Reference
Appropriate reference(s) to be specified by the course instructor.

Recommended Books and References

Reference	Description
Abdulaziz, M. (2022). *Environment and Sustainable Development*. Dar Al-Fikr Al-Arabi.	Covers environmental concepts, sustainability principles, and environmental protection.
Cunningham, W. P., & Saigo, B. W. (2019). *Environmental Science: A Global Concern*. McGraw-Hill Education.	An internationally recognized reference covering global environmental issues and sustainable development.

Electronic References and Internet Resources

Website / Organization	Description
National Center for Meteorology (Saudi Arabia) **Website:** https://ncm.gov.sa	Provides environmental, meteorological, and climate-related information.
United Nations Environment Programme (UNEP) **Website:** https://www.unep.org	Offers global reports, publications, and resources on environmental protection and sustainable development.
Wikipedia (General Reference) **Website:** https://www.wikipedia.org	May be used for introductory concepts after verifying the information through reliable academic sources.

8. Arabic Language

Course Description Form

85–92. General Course Information

Item	Description
85. Educational Institution	Hawija Polytechnic College
86. Scientific Department	Department of Financial and Banking Technologies
87. Course Title / Code	**Arabic Language (NTU103)**
88. Available Attendance Modes	Face-to-face classroom attendance
89. Semester / Academic Year	Second Semester / 2025–2026
90. Total Study Hours	2 Hours
91. Date of Preparing this Course Description	2/11/2026

92. Course Objectives (General Objectives)

No.	Course Objectives
1	Enhance students' ability to comprehend and linguistically analyze texts related to economics and finance.
2	Enable students to use Modern Standard Arabic in preparing and drafting reports and official correspondence in the banking and financial sectors.
3	Develop students' academic writing skills in accordance with the requirements of their specialization and scientific research.
4	Improve students' oral communication skills in Arabic to support professional interaction within financial institutions.
5	Develop students' ability to use Arabic financial and banking terminology accurately in different contexts.
6	Strengthen students' understanding of essential Arabic grammar, morphology, and spelling rules that enhance the quality of professional writing.
7	Foster students' appreciation of the Arabic language as a means of communication, critical thinking, and professional expression.
8	Develop students' oral presentation skills in academic and professional settings using proper Arabic.

No.	Course Objectives
9	Enable students to perform basic and accurate translation of simple financial texts between Arabic and other languages.
10	Promote awareness of the importance of the Arabic language in strengthening graduates' professional and cultural identity within the financial work environment.

93. Course Learning Outcomes, Teaching, Learning and Assessment Methods

Course Learning Outcomes

Course Learning Outcomes (CLOs) represent the knowledge, skills, and values that students are expected to acquire upon successful completion of the course. They provide learners with a clear understanding of what they will be able to achieve by the end of the course and serve as the basis for curriculum design and assessment. The learning outcomes are aligned with the objectives of the academic program to which the course belongs.

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
A. Cognitive (Knowledge) Outcomes		
Explain the fundamental rules of Arabic grammar, morphology, and spelling required for academic and professional communication.	PowerPoint presentations, classroom lectures, discussions, presentation of exercise solutions, practical assignments, and report writing.	Oral examinations, written examinations, quizzes, and classroom discussions.
Differentiate among various styles of Arabic expression (functional, literary, and official).	PowerPoint presentations, classroom discussions, practical exercises, and report preparation.	Oral and written examinations, assignments, and discussions.
Interpret Arabic financial and banking terminology accurately.	Lectures, discussions, terminology exercises, and practical activities.	Written examinations, oral examinations, and quizzes.
Identify the linguistic characteristics of financial and administrative writing.	Lectures, discussions, practical examples, and report writing.	Written examinations, assignments, and classroom discussions.

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
B. Practical (Procedural) Skills		
Use Arabic correctly when writing banking and financial reports and official correspondence.	Practical writing exercises, classroom discussions, and case studies.	Practical assessment, written examinations, and assignments.
Draft official professional documents such as letters, announcements, and internal memoranda.	Workshops, practical applications, and writing activities.	Practical assignments, reports, and presentations.
Deliver oral presentations on financial topics using accurate Modern Standard Arabic.	Student presentations, classroom discussions, and speaking activities.	Oral presentations, participation, and observation.
Prepare academic summaries and research reports related to the student's field of specialization in Arabic.	Research assignments, workshops, and guided writing.	Reports, written examinations, and presentations.
C. Values (Affective and Behavioral Outcomes)		
Demonstrate commitment to using Modern Standard Arabic in academic and professional contexts.	Lectures, discussions, and classroom activities.	Observation, participation, and oral assessment.
Appreciate the role of the Arabic language in strengthening national and professional identity.	Discussions, seminars, and awareness activities.	Participation, reports, and classroom discussions.
Demonstrate responsibility and accuracy in written and spoken communication, especially in official documents.	Practical writing exercises and classroom activities.	Practical assessment and observation.
Interact respectfully and openly with classmates during discussions related to language and texts.	Cooperative learning, discussions, and group activities.	Classroom observation and participation.

94. Course Structure (Theoretical and Practical Syllabus)

Week	Theory Hours	Unit	Topic	Teaching Method	Assessment Method	Learning Outcomes
1	2	Arabic Alphabet	Recognition and pronunciation of Arabic letters	Visual presentation and group repetition	Oral reading and visual recognition	Recognize Arabic letters
2	2	Auditory and Visual Discrimination	Distinguishing similar Arabic sounds	Audio games and pronunciation exercises	Listening and visual test	Differentiate similar letters
3	2	Word Formation	Building words from letters	Reading and word-building activities	Written and oral test	Form simple words
4	2	Pronouns	Singular, dual, and plural pronouns	Role-playing and dialogue	Dialogue and written activity	Use pronouns correctly
5	2	Nominal Sentence	Definition and structure of nominal sentences	Word arrangement and interactive exercises	Sentence writing and analysis	Distinguish nominal sentences
6	2	Verbal Sentence	Definition and structure of verbal sentences	Real-life examples	Written examination	Distinguish verbal sentences
7	2	Singular, Dual, and Plural Forms	Number rules and applications	Images and group exercises	Conversion exercises	Apply number forms correctly
8	2	Verb Tenses	Past and present tense verbs	Examples and narrative exercises	Written examination	Distinguish verb tenses
9	2	Interrogative Tools	Forming questions	Discussions and educational games	Oral and written questions	Use interrogative tools correctly
10	2	Adjectives and Nouns	Definition and function of adjectives	Pictures and descriptive exercises	Matching activity	Use adjectives correctly
11	2	Subject and Object	Components of verbal sentences	Text analysis	Identification test	Understand sentence structure
12	2	Arabic Spelling Rules	Hamzah and spelling rules	Dictation and writing exercises	Spelling test	Write words accurately
13	2	Oral Expression	Describing pictures and situations	Open discussion and picture description	Oral presentation	Speak in connected sentences

Week	Theory Hours	Unit	Topic	Teaching Method	Assessment Method	Learning Outcomes
14	2	Written Expression	Writing a short paragraph	Guided writing and individual exercises	Paragraph assessment	Write coherent paragraphs
15	2	Review and Final Assessment	Comprehensive course review	Review session and comprehensive exercises	Written and oral final examination	Achieve all course learning outcomes

95. Course Development Plan

No.	Development Plan
1	Continuously update the curriculum to meet labor market requirements through the Curriculum Development Committee and the Scientific Committee.
2	Introduce new learning materials aligned with current educational and professional needs.
3	Organize seminars, workshops, and scientific conferences aimed at curriculum development.
4	Keep pace with recent developments in Arabic language education and applied linguistics.

96. Infrastructure

Item	Availability / Details
Classrooms, laboratories, and workshops	Available
Required textbooks	Available

Main References

Reference
The Holy Qur'an – An authentic linguistic source for Arabic vocabulary and rhetorical styles.
Ibn Aqil's Commentary on Ibn Malik's Alfiyyah, edited by Muhammad Muhyi Al-Din Abdul Hamid.
Fadil Salih Al-Samarrai. *Arabic Grammar: Rules and Applications.*
Tammam Hassan. *Linguistic Styles in Arabic Expression.*
Arabic Language Lessons for Non-Native Speakers, Islamic University of Madinah.
Tammam Hassan. *Arabic Language: Its Meaning and Structure.*

Recommended Books and References

Reference	Description
The Holy Qur'an	A primary linguistic source rich in vocabulary, grammar, and rhetorical styles.
Ibn Aqil's Commentary on Ibn Malik's Alfiyyah	A classical reference on Arabic grammar and morphology.
Fadil Salih Al-Samarrai. *Arabic Grammar: Rules and Applications.*	Provides simplified explanations with practical examples.
Tammam Hassan. *Linguistic Styles in Arabic Expression.*	A key reference for understanding Arabic linguistic structures and styles.
Arabic Language Lessons for Non-Native Speakers	A valuable resource for vocabulary building and sentence structure.
Tammam Hassan. *Arabic Language: Its Meaning and Structure.*	An analytical study of the structural functions of the Arabic language.

Electronic References and Internet Resources

Website / Resource	Description
Arabic Language Academy websites	Resources on Arabic grammar, linguistics, and terminology.

Website / Resource	Description
Iraqi Virtual Library and university digital libraries	Academic references and Arabic language research.
Open educational resources for Arabic language learning	Interactive learning materials and language exercises

9. Statistics

Course Description Form

97–104. General Course Information

Item	Description
97. Educational Institution	Hawija Polytechnic College
98. Scientific Department	Department of Financial and Banking Technologies
99. Course Title / Code	**Statistics (TIN100)**
100. Available Attendance Modes	Face-to-Face / Online
101. Semester / Academic Year	Second Semester / 2025–2026
102. Total Study Hours	3 Hours
103. Date of Preparing this Course Description	2/11/2026

104. Course Objectives (General Objectives)

No.	Course Objectives
1	Introduce students to the fundamental concepts and terminology of statistics.
2	Enable students to distinguish between different types of data (qualitative/quantitative, discrete/continuous).
3	Develop students' skills in collecting, organizing, and presenting data using appropriate data collection tools such as questionnaires, interviews, and experiments.
4	Enable students to organize data in statistical tables and present them using charts and graphical representations.
5	Develop students' ability to analyze descriptive data by calculating measures of central tendency (mean, median, and mode).
6	Enable students to calculate measures of dispersion, including range, variance, and standard deviation.
7	Develop students' understanding of probability concepts and probability distributions, including the Normal, Binomial, and Poisson distributions.
8	Introduce students to sampling methods and sampling distributions used in statistical analysis.
9	Enable students to interpret statistical analysis results through hypothesis testing using statistical tests such as the **t-test** and **Chi-square test**.

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105. Course Learning Outcomes, Teaching, Learning and Assessment Methods

Course Learning Outcomes

Course Learning Outcomes (CLOs) represent the knowledge, skills, and values that students are expected to acquire upon successful completion of the course. They provide learners with a clear understanding of what they will be able to accomplish by the end of the course and serve as the basis for curriculum design and assessment. The learning outcomes are aligned with the objectives of the academic program to which the course belongs.

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
A. Knowledge		

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
1. Define the fundamental concepts of statistics.	PowerPoint lectures, classroom discussions, presentation of exercise solutions, practical case assignments, and report preparation.	Oral examinations, written examinations, quizzes, classroom discussions, and assignments.
2. Distinguish between different types of data and data collection methods.	Lectures, discussions, practical exercises, and report writing.	Oral and written examinations, assignments, and discussions.
3. Explain the difference between descriptive and inferential statistics.	Lectures, classroom discussions, and practical examples.	Written examinations, quizzes, and assignments.
4. Explain the application of probability distributions in statistical analysis.	Lectures, discussions, and problem-solving activities.	Written examinations, oral examinations, and quizzes.
5. Identify the steps involved in hypothesis testing and its application in data analysis.	Lectures, practical exercises, and case studies.	Written examinations, practical assessment, and classroom discussions.
B. Practical Skills		
1. Organize statistical data using tables and graphical presentations.	Practical exercises, workshops, and classroom activities.	Practical assessment, assignments, and reports.
2. Calculate measures of central tendency and dispersion manually and electronically.	Practical training using examples and statistical software.	Practical examination and written tests.
3. Select appropriate statistical techniques for data analysis.	Lectures, workshops, and case studies.	Assignments, reports, and presentations.
4. Use statistical software such as **Microsoft Excel** and **SPSS** for data analysis.	Computer laboratory sessions and practical applications.	Practical examination and laboratory assessment.
5. Interpret statistical analysis results and apply them to solve real-world problems.	Case studies, project-based learning, and classroom discussions.	Reports, presentations, and written examinations.

106. Course Structure (Theoretical and Practical Syllabus)

Week	Hours	Expected Learning Outcomes	Unit / Topic	Teaching Method	Assessment Method
1	4	Recognize the concept and objectives of statistics.	Introduction to Statistics	Lecture and discussion	Diagnostic test
2	4	Classify data types and data collection methods.	Types of Data and Data Collection Methods	Presentation and practical applications	Homework
3	4	Represent data using tables and charts.	Frequency Tables and Graphical Presentation	Classroom exercises	Short quiz
4	4	Calculate measures of central tendency.	Mean, Median, and Mode	Lecture and practical training	Examination
5	4	Analyze data using measures of dispersion.	Range, Variance, and Standard Deviation	Examples and problem solving	Assignment
6	4	Calculate percentiles, deciles, and quartile deviation.	Positional Measures	Lecture and applications	Oral presentation
7	4	Analyze the shape of statistical distributions.	Skewness and Kurtosis	Lecture and data analysis	Midterm examination
8	4	Understand the basic concepts of probability.	Probability and Basic Principles	Group discussion	Individual quiz
9	4	Apply joint and conditional probability rules.	Probability Rules	Practical problem solving	Group exercise
10	4	Understand probability distributions.	Binomial and Poisson Distributions	Presentation and exercises	Assignment
11	4	Explain the characteristics of the normal distribution.	Normal Distribution and Applications	Lecture and graphical analysis	Examination
12	4	Distinguish between population and sample.	Sampling and Sampling Techniques	Lecture and discussion	Short quiz

Week	Hours	Expected Learning Outcomes	Unit / Topic	Teaching Method	Assessment Method
13	4	Apply hypothesis testing procedures.	Hypothesis Testing for Mean and Variance	Practical application using Microsoft Excel	Mini report
14	4	Apply significance tests using statistical tables.	t-Test and Chi-Square Test	Solving practical problems	Group presentation
15	4	Review statistical concepts comprehensively.	Comprehensive Review and Applied Case Studies	Interactive learning activities	Final Examination

107. Course Development Plan

No.	Development Plan
1	Continuously update the curriculum to keep pace with labor market requirements through the Curriculum Development Committee and the Scientific Committee.
2	Introduce new statistical topics and analytical techniques relevant to business, finance, and banking.
3	Organize seminars, workshops, and scientific conferences aimed at improving and updating the curriculum.
4	Follow recent scientific developments in statistics, data analysis, and statistical software applications.

108. Infrastructure

Item	Availability / Details
Classrooms, laboratories, and workshops	Available
Required textbooks	Available

Main References

Reference
Shoman, A. *Applied Statistics*.
Abdul Majeed, M. S. *Statistics and Statistical Analysis Methods*.
Madi, S. *Introduction to Statistics*.
Abdul Hamid, K. *Introduction to Statistics and Probability*.

Recommended Books and References

Reference	Description
Journal of the American Statistical Association (JASA)	One of the world's leading journals in statistical theory and applications.
The Annals of Statistics	A leading journal focusing on advanced theoretical research in statistics.
Biometrika	An internationally recognized journal specializing in biostatistics and biological and medical data analysis.

Electronic References and Internet Resources

Website / Resource	Description
Journal of the American Statistical Association (JASA)	https://www.tandfonline.com/journals/uasa20
The Annals of Statistics	https://projecteuclid.org/journals/annals-of-statistics
Biometrika	https://academic.oup.com/biometrika

9. Statistics

Course Description Form

97–104. General Course Information

Item	Description
97. Educational Institution	Hawija Polytechnic College
98. Scientific Department	Department of Financial and Banking Technologies
99. Course Title / Code	**Statistics (TIN100)**
100. Available Attendance Modes	Face-to-Face / Online
101. Semester / Academic Year	Second Semester / 2025–2026
102. Total Study Hours	3 Hours
103. Date of Preparing this Course Description	2/11/2026

104. Course Objectives (General Objectives)

No.	Course Objectives
1	Introduce students to the fundamental concepts and terminology of statistics.
2	Enable students to distinguish between different types of data (qualitative/quantitative, discrete/continuous).
3	Develop students' skills in collecting, organizing, and presenting data using appropriate data collection tools such as questionnaires, interviews, and experiments.
4	Enable students to organize data in statistical tables and present them using charts and graphical representations.
5	Develop students' ability to analyze descriptive data by calculating measures of central tendency (mean, median, and mode).
6	Enable students to calculate measures of dispersion, including range, variance, and standard deviation.

No.	Course Objectives
7	Develop students' understanding of probability concepts and probability distributions, including the Normal, Binomial, and Poisson distributions.
8	Introduce students to sampling methods and sampling distributions used in statistical analysis.
9	Enable students to interpret statistical analysis results through hypothesis testing using statistical tests such as the **t-test** and **Chi-square test**.

105. Course Learning Outcomes, Teaching, Learning and Assessment Methods

Course Learning Outcomes

Course Learning Outcomes (CLOs) represent the knowledge, skills, and values that students are expected to acquire upon successful completion of the course. They provide learners with a clear understanding of what they will be able to accomplish by the end of the course and serve as the basis for curriculum design and assessment. The learning outcomes are aligned with the objectives of the academic program to which the course belongs.

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
A. Knowledge		
1. Define the fundamental concepts of statistics.	PowerPoint lectures, classroom discussions, presentation of exercise solutions, practical case assignments, and report preparation.	Oral examinations, written examinations, quizzes, classroom discussions, and assignments.
2. Distinguish between different types of data and data collection methods.	Lectures, discussions, practical exercises, and report writing.	Oral and written examinations, assignments, and discussions.
3. Explain the difference between descriptive and inferential statistics.	Lectures, classroom discussions, and practical examples.	Written examinations, quizzes, and assignments.

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
4. Explain the application of probability distributions in statistical analysis.	Lectures, discussions, and problem-solving activities.	Written examinations, oral examinations, and quizzes.
5. Identify the steps involved in hypothesis testing and its application in data analysis.	Lectures, practical exercises, and case studies.	Written examinations, practical assessment, and classroom discussions.
B. Practical Skills		
1. Organize statistical data using tables and graphical presentations.	Practical exercises, workshops, and classroom activities.	Practical assessment, assignments, and reports.
2. Calculate measures of central tendency and dispersion manually and electronically.	Practical training using examples and statistical software.	Practical examination and written tests.
3. Select appropriate statistical techniques for data analysis.	Lectures, workshops, and case studies.	Assignments, reports, and presentations.
4. Use statistical software such as **Microsoft Excel** and **SPSS** for data analysis.	Computer laboratory sessions and practical applications.	Practical examination and laboratory assessment.
5. Interpret statistical analysis results and apply them to solve real-world problems.	Case studies, project-based learning, and classroom discussions.	Reports, presentations, and written examinations.

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106. Course Structure (Theoretical and Practical Syllabus)

Week	Hours	Expected Learning Outcomes	Unit / Topic	Teaching Method	Assessment Method
1	4	Recognize the concept and objectives of statistics.	Introduction to Statistics	Lecture and discussion	Diagnostic test

Week	Hours	Expected Learning Outcomes	Unit / Topic	Teaching Method	Assessment Method
2	4	Classify data types and data collection methods.	Types of Data and Data Collection Methods	Presentation and practical applications	Homework
3	4	Represent data using tables and charts.	Frequency Tables and Graphical Presentation	Classroom exercises	Short quiz
4	4	Calculate measures of central tendency.	Mean, Median, and Mode	Lecture and practical training	Examination
5	4	Analyze data using measures of dispersion.	Range, Variance, and Standard Deviation	Examples and problem solving	Assignment
6	4	Calculate percentiles, deciles, and quartile deviation.	Positional Measures	Lecture and applications	Oral presentation
7	4	Analyze the shape of statistical distributions.	Skewness and Kurtosis	Lecture and data analysis	Midterm examination
8	4	Understand the basic concepts of probability.	Probability and Basic Principles	Group discussion	Individual quiz
9	4	Apply joint and conditional probability rules.	Probability Rules	Practical problem solving	Group exercise
10	4	Understand probability distributions.	Binomial and Poisson Distributions	Presentation and exercises	Assignment
11	4	Explain the characteristics of the normal distribution.	Normal Distribution and Applications	Lecture and graphical analysis	Examination
12	4	Distinguish between population and sample.	Sampling and Sampling Techniques	Lecture and discussion	Short quiz
13	4	Apply hypothesis testing procedures.	Hypothesis Testing for Mean and Variance	Practical application using Microsoft Excel	Mini report
14	4	Apply significance tests using statistical tables.	t-Test and Chi-Square Test	Solving practical problems	Group presentation
15	4	Review statistical concepts comprehensively.	Comprehensive Review and Applied Case Studies	Interactive learning activities	Final Examination

107. Course Development Plan

No.	Development Plan
1	Continuously update the curriculum to keep pace with labor market requirements through the Curriculum Development Committee and the Scientific Committee.
2	Introduce new statistical topics and analytical techniques relevant to business, finance, and banking.
3	Organize seminars, workshops, and scientific conferences aimed at improving and updating the curriculum.
4	Follow recent scientific developments in statistics, data analysis, and statistical software applications.

108. Infrastructure

Item	Availability / Details
Classrooms, laboratories, and workshops	Available
Required textbooks	Available

Main References

Reference
Shoman, A. *Applied Statistics*.
Abdul Majeed, M. S. *Statistics and Statistical Analysis Methods*.
Madi, S. *Introduction to Statistics*.
Abdul Hamid, K. *Introduction to Statistics and Probability*.

Recommended Books and References

Reference	Description
Journal of the American Statistical Association (JASA)	One of the world's leading journals in statistical theory and applications.
The Annals of Statistics	A leading journal focusing on advanced theoretical research in statistics.
Biometrika	An internationally recognized journal specializing in biostatistics and biological and medical data analysis.

Electronic References and Internet Resources

Website / Resource	Description
Journal of the American Statistical Association (JASA)	https://www.tandfonline.com/journals/uasa20
The Annals of Statistics	https://projecteuclid.org/journals/annals-of-statistics
Biometrika	https://academic.oup.com/biometrika

11. Financial Readings

Course Description Form

121–128. General Course Information

Item	Description
121. Educational Institution	Hawija Polytechnic College
122. Scientific Department	Department of Financial and Banking Technologies
123. Course Title / Code	**Financial Readings**
124. Available Attendance Modes	Face-to-Face / Online
125. Semester / Academic Year	Second Semester / 2025–2026
126. Total Study Hours	3 Hours
127. Date of Preparing this Course Description	2/11/2026

128. Course Objectives (General Objectives)

No.	Course Objectives
1	Develop students' ability to read and analyze financial texts in English, including reports, financial news, and specialized financial articles.
2	Enable students to acquire essential and advanced financial terminology used in financial markets, accounting, banking, and investment.
3	Enhance students' critical reading comprehension skills through exposure to a variety of financial and economic texts in real-world contexts.
4	Enable students to extract information from financial texts and correctly interpret financial indicators and data within their proper context.

No.	Course Objectives
5	Connect reading materials with practical applications through the analysis of authentic financial reports and economic publications.
6	Develop students' writing and summarizing skills by assigning tasks that focus on paraphrasing and summarizing specialized financial articles.
7	Prepare students for academic and professional communication using financial English in commercial and administrative contexts.

129. Course Learning Outcomes, Teaching, Learning and Assessment Methods

Course Learning Outcomes

Course Learning Outcomes (CLOs) represent the knowledge, skills, and values that students are expected to acquire upon successful completion of the course. They provide learners with a clear understanding of what they will be able to accomplish by the end of the course and serve as the basis for curriculum design and assessment. The learning outcomes are aligned with the objectives of the academic program to which the course belongs.

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
A. Knowledge Outcomes		
1. Distinguish between different types of financial texts (reports, articles, and economic news bulletins).	PowerPoint lectures, classroom discussions, presentation of exercise solutions, practical assignments, and report writing.	Oral examinations, written examinations, quizzes, classroom discussions, and assignments.
2. Explain the fundamental financial concepts and terminology used in reading materials.	Lectures, discussions, and practical exercises.	Oral and written examinations, assignments, and participation.

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
3. Understand the economic contexts in which financial vocabulary and expressions are used.	Lectures, text analysis, and guided discussions.	Quizzes, written examinations, and classroom participation.
B. Skill Outcomes		
1. Analyze financial texts and accurately interpret their content.	Guided reading, text analysis, and group discussions.	Practical assignments, reports, and written examinations.
2. Extract financial information and data from written texts.	Practical reading exercises and case studies.	Written assignments and classroom activities.
3. Paraphrase financial texts using clear academic language.	Writing workshops and supervised practice.	Written assignments and reports.
4. Summarize financial articles and texts accurately and systematically.	Individual and group activities.	Summary assignments and presentations.
5. Use dictionaries and specialized references to understand unfamiliar financial terminology.	Practical exercises using financial dictionaries and online resources.	Practical assessment and classroom participation.
C. Values (Affective Outcomes)		
1. Demonstrate interest in following reliable economic news and financial publications.	Classroom discussions, news analysis, and report preparation.	Participation, presentations, and written reports.
2. Appreciate the importance of specialized English in the financial labor market.	Lectures, seminars, and case studies.	Discussions and reflective assignments.
3. Demonstrate academic integrity when using financial texts and information sources.	Research assignments and classroom guidance.	Reports, presentations, and observation.

130–131. Course Structure (Theoretical and Practical Syllabus)

Week	Hours	Learning Outcomes	Unit / Topic	Teaching Method	Assessment Method
1	2	Understand basic financial concepts.	Introduction to Financial Readings	Lecture and individual exercises	Diagnostic test
2	2	Distinguish between different financial institutions.	Types of Financial Institutions	Analytical discussion	Analytical assignment
3	2	Analyze the components of the balance sheet.	Balance Sheet	Practical explanation	Written exercise
4	2	Understand the elements of the income statement.	Income Statement	Group reading	Short quiz
5	2	Interpret cash flow information.	Cash and Cash Flows	Case study presentation	Classroom discussion
6	2	Apply financial report analysis tools.	Financial Report Analysis	Group activity	Presentation
7	2	Understand financial market concepts.	Financial Markets	Video presentation and discussion	Homework
8	2	Apply personal finance concepts.	Personal Finance	Practical applications	Practical examination
9	2	Relate general economic concepts to finance.	Macroeconomics and Finance	Lecture and text analysis	Worksheet
10	2	Understand everyday banking terminology.	Banking Terminology	Role-playing activities	Oral examination
11	2	Analyze the relationship between risk and return.	Investment and Risk Management	Mini project	Group presentation
12	2	Explain financial derivative instruments.	Financial Derivatives	Lecture and discussion	Analytical exercise
13	2	Identify the principles of Islamic finance.	Islamic Finance	Selected readings	Written summary
14	2	Analyze an authentic financial report.	Case Study: Financial Report Analysis	Practical activities	Open discussion

Week	Hours	Learning Outcomes	Unit / Topic	Teaching Method	Assessment Method
15	2	Review course concepts and prepare for the final examination.	Comprehensive Review and Mock Examination	Interactive review	Mock Final Examination

132. Course Development Plan

No.	Development Plan
1	Continuously update the curriculum to meet labor market developments through the Curriculum Development Committee and the Scientific Committee.
2	Introduce new learning materials that reflect current financial and banking practices.
3	Organize seminars, workshops, and scientific conferences aimed at updating course content.
4	Keep pace with recent developments in financial English and business communication.

133. Infrastructure

Item	Availability / Details
Classrooms, laboratories, and workshops	Available
Required textbooks	Available

Main References

Reference	Description
MacKenzie, Ian. *English for the Financial Sector*. Cambridge University Press.	One of the leading textbooks for learning English for finance.

Reference	Description
MacKenzie, Ian. *Financial English*. Market Leader Series.	Contains authentic vocabulary and exercises from the world of finance and business.
Falvey, David et al. *Market Leader: Accounting and Finance*.	Designed for business and accounting students with authentic texts and case studies.
Oxford Dictionary of Finance and Banking.	A comprehensive dictionary of financial and banking terminology suitable for translation and advanced reading.
Mascull, Bill. *Business Vocabulary in Use: Advanced*. Cambridge University Press.	Provides advanced financial and business vocabulary appropriate for university-level learners.

Recommended Books and References

Reference	Description
TESOL International Association Publications	Focus on teaching English for Specific Purposes (ESP), including financial and academic English.
English for Specific Purposes (ESP Journal) *(Elsevier)*	A leading journal specializing in English for business, finance, medicine, and other professional fields.
Journal of English for Academic Purposes (JEAP) *(Elsevier)*	Covers English language teaching and learning in academic contexts, including financial texts and terminology.
The Asian ESP Journal	Publishes research on English for Specific Purposes with emphasis on business and finance.
RELC Journal *(SAGE Publications)*	Focuses on innovative approaches to English language teaching for professional and academic purposes.
The ESPecialist	An international journal dedicated to professional English, particularly in business, economics, and finance.
International Journal of English Language Teaching	Covers a wide range of English language teaching topics, including professional reading and terminology.

Electronic References and Internet Resources

Website / Resource	Purpose
Cambridge English – https://www.cambridgeenglish.org	Financial and Business English learning resources.
Oxford Learner's Dictionaries – https://www.oxfordlearnersdictionaries.com	Definitions and usage of business and financial terminology.
Investopedia – https://www.investopedia.com	Comprehensive explanations of financial concepts and terminology.
Financial Times – https://www.ft.com	Authentic financial news, reports, and articles for reading practice.
The Economist – https://www.economist.com	Economic and financial articles suitable for developing analytical reading skills

12. Insurance Companies Accounting

Course Description Form

134–141. General Course Information

Item	Description
134. Educational Institution	Hawija Polytechnic College
135. Scientific Department	Department of Financial and Banking Technologies
136. Course Title / Code	**Insurance Companies Accounting / FBT**
137. Available Attendance Modes	Face-to-Face / Online
138. Semester / Academic Year	Second Semester / 2025–2026
139. Total Study Hours	4 Hours
140. Date of Preparing this Course Description	2/11/2026

141. Course Objectives (General Objectives)

No.	Course Objectives
1	Develop students' understanding of the nature, functions, and economic role of insurance companies.
2	Enable students to understand the accounting principles specific to insurance companies, including premium recognition, claims accounting, and technical reserves.
3	Develop students' ability to analyze the financial statements of insurance companies, including the statement of financial position, income statement, and cash flow statement.
4	Introduce students to international accounting standards related to insurance contracts, particularly **IFRS 17**, and their impact on financial reporting.
5	Develop students' understanding of financial risk assessment and risk management in insurance companies.
6	Enable students to apply insurance accounting procedures through practical case studies and financial statement analysis.

142. Course Learning Outcomes, Teaching, Learning and Assessment Methods

Course Learning Outcomes

Course Learning Outcomes (CLOs) represent the knowledge, skills, and values that students are expected to acquire upon successful completion of the course. They provide learners with a clear understanding of what they will be able to accomplish by the end of the course and serve as the basis for curriculum design and assessment. The learning outcomes are aligned with the objectives of the academic program to which the course belongs.

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
A. Knowledge		
1. Develop a comprehensive understanding of the conceptual framework of insurance companies.	PowerPoint lectures, classroom discussions, presentation of solved exercises, practical assignments, and report preparation.	Oral examinations, written examinations, quizzes, and classroom discussions.
2. Explain the accounting treatments applicable to insurance companies.	Lectures, discussions, and practical exercises.	Written and oral examinations, assignments, and discussions.
3. Understand insurance accounting procedures, including premium collection and policy accounting.	Practical examples and classroom discussions.	Quizzes, written tests, and assignments.
4. Prepare the final accounts and financial statements of insurance companies.	Practical accounting applications and case studies.	Practical examinations and written assessments.
B. Skills		
1. Record journal entries related to insurance company transactions accurately.	Practical accounting exercises and workshops.	Practical assessment and assignments.
2. Apply accounting procedures specific to insurance companies.	Practical applications and case studies.	Written and practical examinations.

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
3. Perform accounting treatments for insurance operations in accordance with accounting standards.	Lectures and accounting software demonstrations.	Practical tests and reports.
4. Prepare closing accounts and financial statements for insurance companies.	Workshops and practical accounting exercises.	Practical examination and project evaluation.
C. Values		
1. Demonstrate responsibility in recording insurance company transactions accurately.	Practical training and supervised exercises.	Observation and practical assessment.
2. Apply ethical accounting practices when preparing accounting records.	Classroom discussions and case studies.	Reports and classroom participation.
3. Demonstrate accuracy and integrity in preparing final accounts.	Practical exercises and financial statement preparation.	Practical examination and final project.

143. Course Structure (Theoretical and Practical Syllabus)

Week	Hours	Expected Learning Outcomes	Unit / Topic	Teaching Method	Assessment Method
1	4	Understand the concept and nature of insurance companies.	Introduction to Insurance Companies	Lecture and presentation	Written and oral examination
2	4	Explain the concept and importance of insurance activities.	Insurance Concepts and Insurance Contracts	Lecture, discussion, and case studies	Written examination
3	4	Identify insurance revenues, expenses, and administrative organization.	Revenues, Expenses, and Insurance Company Operations	Lecture and practical application	Practical and written examination
4	4	Understand life insurance accounting principles.	Life Insurance Accounting	Lecture and practical exercises	Practical assessment

Week	Hours	Expected Learning Outcomes	Unit / Topic	Teaching Method	Assessment Method
5	4	Record transactions using the journal under the double-entry system.	Journal Entries and Double-Entry Bookkeeping	Practical accounting exercises	Practical examination
6	4	Post journal entries to the ledger and prepare account balances.	General Ledger and Posting Procedures	Lecture and practical exercises	Practical assessment
7	4	Record commercial transactions in accounting records.	Recording Commercial Transactions	Lecture and practical application	Written and practical examination
8	4	Understand loan accounting and interest calculations.	Loans and Interest Accounting	Lecture and case studies	Practical examination
9	4	Record purchases and purchase returns.	Purchases and Purchase Returns	Practical accounting exercises	Written assignment
10	4	Distinguish between cash discounts and trade discounts.	Purchase Discounts	Lecture and practical exercises	Practical examination
11	4	Record sales and sales returns.	Sales and Sales Returns	Practical applications	Written examination
12	4	Apply accounting treatments for sales discounts.	Sales Discounts	Lecture and practical exercises	Practical assessment
13	4	Account for fixed assets and depreciation.	Fixed Assets and Depreciation	Practical exercises	Assignment
14	4	Prepare trial balances using totals and balances methods.	Trial Balance Preparation	Lecture and practical exercises	Practical examination
15	4	Prepare final accounts and financial statements.	Trading Account, Profit and Loss Account, and Statement of Financial Position	Comprehensive review and practical applications	Final Examination

144. Course Development Plan

No.	Development Plan
1	Continuously update the curriculum to reflect labor market requirements through the Curriculum Development Committee and the Scientific Committee.
2	Introduce modern accounting topics relevant to insurance companies and financial reporting standards.
3	Organize seminars and scientific conferences to support curriculum development.
4	Follow recent developments in insurance accounting standards and professional practices, particularly IFRS.

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145. Infrastructure

Item	Availability / Details
Classrooms, laboratories, and workshops	Available
Required textbooks	Available

Main References

Reference
Kieso, D. E., Weygandt, J. J., & Warfield, T. D. **Intermediate Accounting**. John Wiley & Sons, 2010.

Recommended Books and References

Reference	Description
Abdul, Omar Abdul Karim & Hadi, Alaa Abdul Karim (2020). **Human Capital and Its Role in Achieving Underwriting Policy: An Applied Study in the National Insurance Company.** *Journal of Accounting and Financial Studies*, Vol. 15, No. 52, University of Baghdad, Iraq.	

Electronic References and Internet Resources

Website / Resource	Purpose
International Financial Reporting Standards (IFRS Foundation)	https://www.ifrs.org
International Association of Insurance Supervisors (IAIS)	https://www.iaisweb.org
Iraqi Insurance Diwan (where applicable)	Insurance regulations and local insurance sector information
Iraqi Ministry of Finance	Insurance legislation and financial regulations
Insurance accounting and IFRS educational resources	Online references for insurance accounting practices and IFRS 17 guidance

13. Course Information

Item	Description
Educational Institution	Hawija Polytechnic College
Scientific Department	Financial and Banking Technologies
Course Title / Code	Financial Management / FBT102
Available Attendance Modes	Interactive (Face-to-Face / Online)
Semester / Academic Year	First Semester / 2025–2026
Total Study Hours	3 Hours
Date of Preparing the Course Description	02/11/2026

2. Course Objectives (General Objectives)

No.	Course Objective
1	**Maximizing Firm Value:** Enable students to understand that maximizing the market value of the organization is the primary objective of financial management through sound investment decisions that generate sustainable financial returns.
2	**Achieving Profitability:** Develop students' understanding of how financial managers improve resource utilization to increase profitability and achieve organizational financial goals.
3	**Ensuring Liquidity:** Enable students to understand the importance of maintaining sufficient liquidity to meet short-term financial obligations and ensure business continuity.
4	**Financial Risk Management:** Develop students' ability to identify, assess, and manage financial risks such as market fluctuations and interest rate changes through appropriate financial strategies.
5	**Balancing Profitability and Liquidity:** Explain the importance of maintaining an appropriate balance between profitability and liquidity to support the organization's long-term sustainability.
6	**Achieving Financial Efficiency:** Enable students to utilize available financial resources efficiently to improve organizational performance and support future growth and expansion.

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3. Course Learning Outcomes, Teaching, Learning and Assessment Methods

Course Learning Outcomes

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
A. Cognitive and Knowledge Outcomes		
1. Explain the fundamental concepts of financial management, including capital, profitability, liquidity, and financial risk.	PowerPoint lectures, classroom discussions, problem-solving sessions, practical assignments, student reports	Oral examinations, written examinations, classroom discussions

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
2. Analyze financial statements including the income statement, balance sheet, and cash flow statement.	Same methods	Oral and written examinations
3. Apply investment appraisal techniques such as Net Present Value (NPV), Internal Rate of Return (IRR), and Payback Period.	Same methods	Written tests and practical exercises
B. Practical and Professional Skills		
1. Prepare financial budgets for planning and control purposes.	PowerPoint lectures, practical applications, case studies, assignments	Practical tests, written examinations
2. Evaluate alternative financing sources and recommend appropriate financing decisions.	Same methods	Case study analysis and discussions
3. Manage working capital components to ensure operational liquidity.	Same methods	Practical assignments and reports
4. Identify and analyze financial risks and recommend mitigation strategies.	Same methods	Written and oral assessments
C. Values and Professional Attitudes		
1. Demonstrate commitment to professional ethics, transparency, and integrity in financial decision-making.	Interactive lectures, discussions, case studies	Observation, discussions, participation
2. Appreciate the importance of social responsibility and sustainable financial practices.	Same methods	Reports and presentations
3. Work effectively within multidisciplinary teams.	Group activities and collaborative learning	Group projects
4. Demonstrate commitment to lifelong learning and continuous professional development.	Research assignments and presentations	Research reports and presentations
5. Prepare transparent and accountable financial reports.	Practical exercises and case studies	Practical assessment

4. Course Structure (Theoretical and Practical Contents)

Week	Unit / Topic	Theoretical Content (1 Hour)	Practical Content (2 Hours)	Learning Outcomes	Teaching Method	Assessment Method
1	Course Introduction	Course description and objectives	Student orientation and team formation	Understand course objectives	Lecture, Discussion	Attendance, Participation
2	Basic Financial Concepts	Introduction to financial management concepts	Group activities	Distinguish key concepts	Presentation, Workshop	Quiz
3	Financial Management Tools	Financial management tools	Practical applications	Apply financial tools correctly	Practical training	Practical assessment
4	Financial Management Process	Steps of financial decision-making	Practical model implementation	Execute financial procedures	Guided practice	Observation
5	Essential Financial Skills	Financial analysis techniques	Practical exercises	Develop essential financial skills	Practical training	Individual assessment
6	Financial Planning and Budgeting	Financial planning theories	Budget preparation	Develop financial plans	Group work	Report
7	Financial Risk Management	Financial risk concepts	Risk assessment exercises	Apply risk management procedures	Simulation	Practical examination
8	Mid-Course Review	Review of previous topics	Comprehensive practical review	Reinforce learning outcomes	Review activities	Midterm examination
9	Case Studies	Financial case analysis	Practical case solutions	Analyze financial situations	Group discussion	Worksheet
10	Problem Solving	Financial decision strategies	Practical problem-solving	Apply critical thinking	Group work	Performance report
11	Time Management	Financial time management	Practical activities	Organize financial tasks	Practical exercises	Short quiz
12	Self-Assessment	Performance evaluation concepts	Self-evaluation activities	Improve personal performance	Discussion & Survey	Performance analysis
13	Teamwork	Collaborative financial management	Group project	Develop teamwork skills	Collaborative learning	Group assessment

Week	Unit / Topic	Theoretical Content (1 Hour)	Practical Content (2 Hours)	Learning Outcomes	Teaching Method	Assessment Method
14	Final Project	Project guidelines	Project implementation	Integrate acquired skills	Supervision	Comprehensive evaluation
15	Project Presentation	Presentation of final project	Discussion and evaluation	Demonstrate learning outcomes	Oral presentation	Final assessment

5. Course Development Plan

Course Development Activities
Continuous curriculum updating to meet labor market requirements through the Curriculum Development Committee and Scientific Committee.
Developing new courses aligned with labor market needs.
Organizing seminars and scientific conferences to update curricula.
Following recent scientific developments in the field of specialization.

6. Infrastructure

Item	Description
Classrooms, Laboratories and Workshops	Available
Required Textbooks	Available

Primary References

Reference
Addas, A. *Foundations of Education*. Dar Al-Fikr, 2018.

Reference
Qasim, M. *Introduction to Modern Management*. Anglo Egyptian Bookshop, 2020.
Badawi, A. Z. *Principles of Educational Psychology*, 4th Edition, Dar Al-Shorouk.

Recommended References

Reference
Journal of Educational Sciences – King Saud University.
Arab Journal of Education – ALECSO.
Public Administration Journal – Institute of Public Administration, Riyadh.

Electronic References and Websites

Website	Purpose
UNESCO	Educational resources and publications
Springer Database	Scientific books and journals
Noor Digital Library	Arabic academic books and references

Course Description Form

14-Financial Legislation Course

No.	Item	Description
158	Educational Institution	Hawija Polytechnic College
159	Scientific Department	Department of Financial and Banking Technologies
160	Course Name / Code	Financial Legislation / FBT105
161	Available Attendance Forms	Interactive Attendance / Electronic Learning
162	Semester / Academic Year	First Semester / 2025–2026
163	Total Study Hours	2 Hours
164	Date of Preparation of this Description	2/11/2026

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165. Course Objectives (General Objectives)

No.	Course Objectives
1	To introduce students to the legal framework of financial systems in the state and understand the general principles governing financial legislation.
2	To interpret legal and legislative texts related to public revenues, public expenditures, and the state general budget.
3	To analyze financial policies and their impact on economic performance through understanding laws regulating taxes and fees.
4	To recognize the relationship between financial legislation and financial and administrative planning in both public and private sectors.
5	To develop the ability to read and analyze public budget documents and apply relevant laws.
6	To prepare students to deal with financial laws and employ them legally and ethically in their professional practices.

No.	Course Objectives
7	To understand the role of regulatory authorities (such as audit institutions and financial bodies) in implementing legislation and monitoring financial performance.

166. Course Learning Outcomes, Teaching Methods, and Assessment Methods

A. Knowledge Outcomes

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
The student explains the basic legal concepts related to financial legislation.	Lectures using PowerPoint presentations, student discussions, practical examples, assignments, and reports.	Oral and written questions and discussions.
The student distinguishes between types of public revenues and expenditures and sources of budget financing.	Lectures, discussions, and practical applications.	Oral and written questions and discussions.
The student explains laws related to taxes, fees, and penalties.	Lectures, legal analysis, and case studies.	Oral and written questions and discussions.
The student analyzes the relationship between financial legislation and economic development.	Lectures, discussions, and analytical tasks.	Oral and written questions and discussions.

B. Skills Outcomes (Procedural Skills)

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
The student applies financial laws to realistic practical cases.	Lectures, discussions, practical cases, and student assignments.	Oral and written questions and discussions.
The student analyzes public budget documents and interprets their components.	PowerPoint lectures, document analysis, and practical exercises.	Reports and written assessments.
The student uses official legal sources (such as official gazettes and constitutions) in analyzing legal texts.	Legal analysis activities and discussions.	Written legal analysis.
The student prepares legal reports regarding compliance with financial legislation in institutions.	Assignments and research reports.	Evaluation of submitted reports.

C. Values Outcomes (Affective and Behavioral Skills)

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
The student demonstrates commitment to professional ethics and transparency in dealing with financial information.	Lectures, discussions, and practical cases.	Oral and written questions and discussions.
The student appreciates the importance of financial control in combating administrative and financial corruption.	Lectures, discussions, and case studies.	Discussions and assignments.
The student assumes legal responsibility when analyzing and applying financial texts.	Analytical lectures and practical activities.	Written and oral evaluation.
The student demonstrates teamwork and cooperation in discussing and solving legal problems.	Group discussions and collaborative activities.	Group evaluation and discussions.

167. Course Structure (Theoretical and Practical Contents)

Week	Unit / Topic Title	Learning Outcomes	Teaching Method	Assessment Method	No. of Theoretical Hours
1	Introduction to Financial Legislation	Understands the concept, importance, and sources of financial legislation.	Lecture – Discussion	Participation – Oral questions	2
2	General Framework of Financial Legislation	Explains constitutional principles governing financial legislation.	Lecture – Legal text analysis	Short quiz	2
3	Public Revenues	Distinguishes between types and sources of public revenues.	Lecture – Applied examples	Written test	2
4	Taxes: Concept and Characteristics	Explains tax characteristics and objectives and compares them with fees.	Presentation – Discussion	Worksheet	2
5	Types of Taxes	Classifies types of taxes and analyzes their effects.	Lecture – Case studies	Written test	2
6	National Tax Legislation	Interprets national tax laws and applies them.	Legal analysis – Discussion	Written legal analysis	2
7	Public Expenditures	Understands the concept and types of public expenditures.	Lecture – Analytical exercises	Short quiz	2
8	State General Budget	Explains stages of budget preparation and implementation.	Presentation – Budget document study	Budget analysis report	2
9	Public Finance Control	Distinguishes types of financial control and their importance.	Group discussion – Practical examples	Oral test	2
10	Regulatory Institutions	Analyzes the role of audit institutions and parliament in financial control.	Lecture – Case study	Analytical report	2
11	Laws Regulating the Budget	Explains laws governing budget preparation and execution.	Legal reading – Discussion	Written test	2
12	Financial Violations and Penalties	Identifies violations and penalties stipulated in financial laws.	Lecture – Case analysis	Group discussion	2
13	Financial Legislation in the Public Sector	Describes accounting and control systems in the public sector.	Presentation – Discussion	Short quiz	2

Week	Unit / Topic Title	Learning Outcomes	Teaching Method	Assessment Method	No. of Theoretical Hours
14	Financial and Legislative Reforms	Discusses governance and transparency concepts in financial reform.	Seminar – Analytical lecture	Critical essay	2
15	General Review and Trial Examination	Reviews concepts and analyzes applied questions.	Review – Training questions	Comprehensive trial exam	

168. Course Development Plan

No.	Development Plan
1	Continuous updating of the course curriculum to keep pace with labor market developments through the Curriculum Updating Committee and the Scientific Committee.
2	Introducing academic curricula that are appropriate to labor market requirements.
3	Organizing seminars and scientific conferences aimed at updating and developing academic curricula.
4	Following up scientific developments in the field of specialization.

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169. Infrastructure

Item	Availability
Classrooms, laboratories, and workshops	Available
Required textbooks	Available

Main References (Textbooks)

No.	Reference
1	Abdul Rahman Adas, *Public Financial Legislation*, Dar Al-Fikr, 2018.
2	Ahmed Yousif, *Financial Law and Tax System*, Dar Al-Thaqafa Publishing, 2020.
3	Jamal Fouda, *Public Finance and Financial Legislation*, Anglo Egyptian Bookshop, 2021.

Recommended Books and References (Scientific Journals, Reports, etc.)

No.	Recommended Reference
1	Peer-reviewed scientific journals.
2	*Journal of Legal Sciences* – University of Baghdad.
3	*Arab Journal of Administrative Sciences* – League of Arab States.
4	*Journal of Financial and Economic Research* – Cairo University.

Electronic References and Websites

No.	Website / Electronic Reference
1	International Monetary Fund (IMF) – Official Website: https://www.imf.org
2	Ministry of Finance – Egypt: https://www.mof.gov.eg
3	Saudi Legal Portal (Bureau of Experts at the Council of Ministers): https://laws.boe.gov.sa

15-Risk Management and Insurance Course

No.	Item	Description
182	Educational Institution	Hawija Polytechnic College
183	Scientific Department	Department of Financial and Banking Technologies
184	Course Name / Code	Risk Management and Insurance / FBT104
185	Available Attendance Forms	Actual Attendance in Classroom
186	Semester / Academic Year	Second Semester / 2025–2026
187	Total Study Hours	3 Hours
188	Date of Preparation of this Description	2/11/2026

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189. Course Objectives (General Objectives)

No.	Course Objectives
1	To introduce students to the concepts of risk and insurance, their types, and the relationship between them in the economic environment.
2	To explain the role of risk management in organizations as a means of prevention, loss reduction, and improving operational efficiency.
3	To provide students with knowledge of the fundamentals of the insurance industry, including its legal and financial principles.
4	To clarify the different types of insurance (life insurance, property insurance, liability insurance, health insurance, and others).
5	To provide students with the skills required to analyze and evaluate risks, and methods of forecasting and measuring them.
6	To develop students' ability to make strategic decisions related to risk management within organizations.
7	To introduce students to the regulatory and legal environment of the insurance industry locally and internationally.
8	To develop awareness of the importance of insurance as a tool for protecting individuals and institutions and enhancing economic stability.

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190. Course Learning Outcomes, Teaching Methods, and Assessment Methods

A. Knowledge Outcomes

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
Explain the basic concepts of risk and insurance and their types.	PowerPoint lectures, discussions with students, practical examples, assignments, and course reports.	Oral and written questions and discussions.
Explain the relationship between risk management and achieving financial stability for institutions.	Lectures, discussions, and applied cases.	Oral and written questions and discussions.
Distinguish between different types of insurance (life, property, liability, and health insurance).	Presentations, discussions, and practical applications.	Oral and written questions and discussions.
Describe the basic legal and contractual principles of the insurance industry.	Lectures, contract analysis, and practical exercises.	Oral and written questions and discussions.

B. Cognitive and Practical Skills Outcomes

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
Analyze potential risks in different work environments and suggest strategies to reduce them.	PowerPoint lectures, discussions, practical cases, and assignments.	Oral and written questions and discussions.
Compare available insurance alternatives and select the most appropriate option for institutions or individuals.	Lectures, case studies, and problem-solving activities.	Oral and written questions and discussions.
Apply basic risk management concepts and models in real-life situations.	Practical training and applied exercises.	Reports and discussions.
Evaluate different insurance policies in terms of costs, risks, and benefits.	Analytical discussions and case studies.	Oral and written assessments.

C. Values, Autonomy, and Responsibility Outcomes

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
Demonstrate commitment to professional ethics when dealing with risk and insurance issues.	Lectures, discussions, and practical cases.	Oral and written questions and discussions.
Work effectively within a team to analyze real cases related to risk management.	Group discussions and collaborative activities.	Group evaluation and discussions.
Take responsibility for making informed insurance decisions when analyzing risks.	Practical applications and case studies.	Oral and written evaluation.
Commit to transparency and neutrality when evaluating and providing insurance solutions for individuals or institutions.	Discussions, assignments, and reports.	Oral and written questions and discussions.

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191. Course Structure (Theoretical and Practical Contents)

Week	Hours (Theory/Practical)	Unit / Topic	Learning Outcomes	Teaching Method	Assessment Method
1	1 Theory / 2 Practical	Introduction to Risk	Explain the concept and types of risk	Lecture – Discussion – Case Study	Short Quiz – Participation
2	1 Theory / 2 Practical	Types of Risks	Classify risks and methods of dealing with them	Presentation – Practical Exercise	Homework – Participation
3	1 Theory / 2 Practical	Insurable Risk	Distinguish between insurable and non-insurable risks	Lecture – Case Analysis	Diagnostic Test
4	1 Theory / 2 Practical	Concept of Insurance	Understand the concept and functions of insurance	Interactive Lecture – Workshop	Written Test
5	1 Theory / 2 Practical	Elements of Insurance Contract	Identify elements of insurance contracts	Lecture – Practical Contract Training	Individual Assignment

Week	Hours (Theory/Practical)	Unit / Topic	Learning Outcomes	Teaching Method	Assessment Method
6	1 Theory / 2 Practical	Types of Insurance	Distinguish different types of insurance	Presentation – Discussion – Real Examples	Presentation
7	1 Theory / 2 Practical	Insurance Policy Analysis	Analyze actual insurance documents	Workshop – Case Studies	Document Analysis
8	1 Theory / 2 Practical	Principles of Insurance	Understand insurance principles and foundations	Presentation – Group Discussion	Midterm Exam
9	1 Theory / 2 Practical	Reinsurance	Explain reinsurance and its importance	Lecture – Practical Comparison	Short Research Paper
10	1 Theory / 2 Practical	Insurance Regulatory Environment	Identify insurance regulatory authorities	Lecture – Group Application	Small Project
11	1 Theory / 2 Practical	Institutional Risk Management	Apply risk management steps	Practical Training – Case Analysis	Practical Report
12	1 Theory / 2 Practical	Risk Management Applications	Develop a plan for managing a specific risk	Group Project	Project Presentation
13	1 Theory / 2 Practical	Relationship between Risk Management and Insurance	Explain the relationship between the two concepts	Open Discussion – Case Study	Participation and Oral Evaluation
14	1 Theory / 2 Practical	Analysis of Insurance Programs	Evaluate different insurance programs	Simulation – Critical Evaluation	Applied Test
15	1 Theory / 2 Practical	Review and Final Project Presentation	Summarize concepts and present final projects	Review – Final Presentation	Final Exam – Project Presentation

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192. Course Development Plan

No.	Development Plan
1	Continuous updating of the course curriculum to keep pace with labor market developments through the Curriculum Updating Committee and the Scientific Committee.
2	Introducing academic curricula that are compatible with labor market requirements.
3	Organizing seminars and scientific conferences aimed at updating and developing academic curricula.
4	Following up scientific developments in the field of specialization.

193. Infrastructure

Item	Availability
Classrooms, laboratories, and workshops	Available
Required textbooks	Available

Main References (Textbooks)

No.	Reference
1	Al-Sahli, Abdullah bin Mohammed. *Risk Management and Insurance*. Latest Edition, Dar Al-Mayman Publishing, Riyadh, Kingdom of Saudi Arabia.
2	Rejda, George E. *Principles of Risk Management and Insurance*. 13th Edition, Pearson Education, 2021. ISBN: 9780134082578.
3	Rejda, George E., & McNamara, Michael. *Risk Management and Insurance*. Pearson Series in Finance. A globally recognized reference used in universities for modern insurance and risk management concepts.

Recommended Books and References (Scientific Journals, Reports, etc.)

No.	Recommended Reference
1	Al-Sahli, Abdullah bin Mohammed. *Risk Management and Insurance*. Latest Edition, Dar Al-Mayman Publishing, Riyadh, Kingdom of Saudi Arabia. (A basic reference in Saudi universities).
2	Al-Fatehi, Mohammed. *Insurance and Risk Management*. Dar Safaa Publishing and Distribution, Amman, Jordan.
3	Zahran, Helmy. *Principles of Insurance and Risk Management*. Dar Al-Fikr Al-Arabi, Cairo, Egypt.

Electronic References and Websites

No.	Website / Electronic Reference	Description
1	Saudi Digital Library (SDL) https://sdl.edu.sa	Provides access to electronic books and Arabic and English academic journals.
2	American College of Sports Medicine (ACSM) https://www.acsm.org	Provides specialized articles related to risks associated with sports activities and insurance.
3	Insurance Information Institute (III) https://www.iii.org	Provides data and practical examples from the insurance market.
4	PubMed https://pubmed.ncbi.nlm.nih.gov	Database for health-related research and risk management studies.
5	ERIC (Education Resources Information Center) https://eric.ed.gov	

Course Description Form

Investment Decision Evaluation Course

No.	Item	Description
375	Educational Institution	Hawija Technical Institute
376	Scientific Department	Financial and Banking Technologies
377	Course Name / Code	Investment Decision Evaluation / FBT2003
378	Available Attendance Forms	Classroom Attendance / Electronic Learning
379	Semester / Academic Year	First Semester / 2025–2026
380	Total Study Hours	4 Hours
381	Date of Preparation of this Description	1/10/2026

382. Course Objectives (General Objectives)

No.	Course Objectives
1	**Understanding the Theoretical Foundations of Investment:** • Define the concept of investment and its types. • Distinguish between short-term and long-term investment decisions.
2	**Analyzing the Investment Environment:** • Evaluate economic and financial factors affecting investment decisions. • Study the relationship between risk and return.
3	**Using Financial Evaluation Tools:** • Apply financial analysis tools such as Net Present Value (NPV), Internal Rate of Return (IRR), and Payback Period. • Analyze financial aspects of investment projects.
4	**Making Rational Investment Decisions:** • Differentiate between alternative investment opportunities and select the most appropriate one. • Integrate quantitative and qualitative aspects in decision-making.
5	**Analyzing Investment Feasibility:** • Prepare financial feasibility studies for projects. • Evaluate the financial and economic impact of investments.
6	**Using Financial Software and Spreadsheets:** • Develop skills in using computers and programs such as Excel for investment evaluation.
7	**Understanding Investment Behavior in Financial Markets:** • Study investment strategies in different markets (stocks, bonds, and derivatives).
8	**Estimating the Impact of Financing on Investment Decisions:** • Understand the relationship between financing structure and investment decisions. • Distinguish between debt financing and equity financing and their impact on projects.

383. Course Learning Outcomes, Teaching Methods, and Assessment Methods

A. Cognitive Learning Outcomes

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
Explain the basic concepts of investment, such as risk, return, and types of investments.	PowerPoint lectures, student discussions, solving exercises, practical case assignments, and course reports.	Oral and written questions and discussions.
Interpret investment evaluation tools such as Net Present Value (NPV) and Internal Rate of Return (IRR).	Lectures, examples, and practical exercises.	Oral and written questions and discussions.
Analyze financial data of investment projects to determine economic feasibility.	Case studies and analytical exercises.	Oral and written questions and discussions.
Evaluate investment alternatives under different economic conditions.	Discussions and applied problems.	Oral and written questions and discussions.
Explain the relationship between financing sources, capital structure, and their impact on investment decisions.	Lectures and analytical discussions.	Oral and written questions and discussions.

B. Psychomotor Learning Outcomes

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
Use computer programs (such as Excel) or financial calculators to analyze and evaluate investments.	Practical applications, computer exercises, and demonstrations.	Practical tests and discussions.

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
Prepare investment analysis reports including accurate financial data and recommendations.	Assignments and report preparation.	Evaluation of reports.
Apply different evaluation models to real or hypothetical case studies.	Practical exercises and case analysis.	Applied assessments.
Present presentations related to feasibility studies and investment analysis.	Student presentations and discussions.	Presentation evaluation.
Work within a team to analyze an investment project and present its results.	Cooperative learning and group projects.	Group project evaluation.

C. Affective Learning Outcomes

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
Demonstrate commitment to neutrality and objectivity when making investment decisions.	Lectures, discussions, and practical cases.	Oral and written questions and discussions.
Appreciate the importance of making investment decisions based on accurate data and analysis.	Discussions and applied examples.	Discussions and assignments.
Adopt ethical responsibility when dealing with sensitive financial information.	Lectures and professional case studies.	Evaluation of participation.
Demonstrate initiative and continuous learning in the field of investment.	Research activities and discussions.	Reports and presentations.
Interact positively with colleagues’ opinions during investment decision discussions.	Group discussions and teamwork activities.	Participation assessment.

384. Course Structure (Theoretical and Practical Contents)

Week	Hours	Learning Outcomes	Unit / Topic	Teaching Method	Assessment Method
1	4	Recognize the concept and importance of investment decisions	Introduction to Investment Decision Evaluation	Interactive lecture and classroom discussion	Pre-test and classroom participation
2	4	Distinguish types of investment decisions	Types of Investment Decisions	Presentation and discussion	Short questions and applied exercises
3	4	Analyze stages of investment decision-making	Investment Decision-Making Process	Cooperative learning and case analysis	Analytical assignment
4	4	Apply risk and return analysis methods	Relationship Between Risk and Return	Lecture and practical examples	Short quiz
5	4	Understand the concept of time value of money	Time Value of Money	Explanation and calculation exercises	Applied exercise
6	4	Use methods for evaluating investment alternatives	Investment Alternatives Evaluation Methods	Lecture and practical exercises	Practical test
7	4	Distinguish financial indicators used in evaluation	Financial Indicators (NPV, Payback Period, etc.)	Real case presentations	Written test
8	4	Apply the Net Present Value method	Net Present Value (NPV) Method	Learning by practice	Evaluation exercise
9	4	Apply the Internal Rate of Return method	Internal Rate of Return (IRR) Method	Explanation and example analysis	Analytical test
10	4	Evaluate multiple investment alternatives	Comparison Between Investment Alternatives	Group discussion and case study	Individual assignment
11	4	Identify factors affecting investment decisions	Economic and Market Factors	Lecture and discussion	Short quiz
12	4	Analyze the impact of financial and monetary policies	Economic Policies and Their Impact on Decisions	Research-based learning and article review	Research report
13	4	Apply evaluation principles to real cases	Case Study Analysis	Student presentation and discussion	Oral presentation
14	4	Analyze common investment decision errors	Common Errors and How to Avoid Them	Interactive discussion	Classroom discussion

Week	Hours	Learning Outcomes	Unit / Topic	Teaching Method	Assessment Method
15	4	Review concepts and conduct final evaluation	General Course Review	Comprehensive review and exercises	Final examinatio

385. Course Development Plan

No.	Development Plan
1	Continuous updating of the course curriculum to keep pace with labor market developments through the Curriculum Updating Committee and the Scientific Committee.
2	Introducing academic curricula that are compatible with labor market requirements.
3	Organizing seminars and scientific conferences aimed at updating and developing academic curricula.
4	Following up scientific developments in the field of specialization.

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386. Infrastructure

Item	Availability
Classrooms, laboratories, and workshops	Available
Required textbooks	Available

Main References (Textbooks)

No.	Reference
1	**Investment Analysis and Portfolio Management** – Cambridge University Press. This reference covers the fundamental components of investment project evaluation, including identifying and estimating cash flows, risk analysis, and Monte Carlo simulation techniques.
2	**Investment Decisions and the Logic of Valuation: Linking Finance, Accounting, and Engineering** – Carlo Alberto Magni, 2020. Provides an integrated approach linking finance, accounting, and engineering for evaluating capital investment decisions, supported by numerous practical examples.
3	**Long-Term Investments: Project Planning and Appraisal** – Srinivasan Su. Focuses on long-term project investments, covering strategic planning aspects and investment appraisal methods.

Recommended Books and References (Scientific Journals, Reports, etc.)

No.	Reference
1	**Investment Valuation and Appraisal: Theory and Practice** – Kay Poggensee & Jannis Poggensee (2021). A modern reference covering theoretical and practical aspects of investment evaluation.
2	**The Capital Budgeting Decision: Economic Analysis of Investment Projects** – Harold Bierman Jr. & Seymour Smidt. A classic reference in investment project analysis, covering time value of money, real options, and other evaluation methods.
3	**Capital Budgeting: Financial Appraisal of Investment Projects** – Don Dayananda, Richard Irons, Steve Harrison, et al. Covers investment project evaluation from cash flow estimation to risk analysis and simulation techniques.
4	**Investment Appraisal: Methods and Models** – Uwe Götze, Deryl Northcott, Peter Schuster (2015). Presents various investment evaluation methods and models with examples, exercises, and solutions.
5	**Long-Term Investments: Project Planning and Appraisal** – Srinivasan Su (2009). Focuses on long-term investments from planning and strategic perspectives and is considered a valuable reference for long-term investment studies.

Electronic References and Websites

No.	Electronic Reference / Website	Description
1	**International Federation of Accountants (IFAC)** Project and Investment Appraisal for Sustainable Value Creation	A free guideline that helps organizations improve investment decisions and evaluation while considering sustainability aspects.
2	**Association for Project Management (APM)** *What is Investment Appraisal and Project Funding?*	An introductory guide explaining investment appraisal and project financing concepts.
3	**Massachusetts Institute of Technology (MIT) OpenCourseWare** *Project Appraisal in Developing Countries*	Provides downloadable educational materials, PDF files, exercises, and applied articles related to project evaluation.
4	**Research Paper: “NPV, IRR, PI, PP, and DPP: A Unified View”**	An academic paper discussing different investment profitability measures and their analysis.
5	**Impact Assessment and Project Appraisal Journal**	A scientific journal publishing research related to project evaluation and investment impact assessment.

Course Description Form

Financial Institutions Management Course

No.	Item	Description
1	Educational Institution	Hawija Polytechnic College
2	Scientific Department	Financial and Banking Technologies
3	Course Name / Code	Financial Institutions Management / FBT201
4	Available Attendance Forms	Classroom Attendance / Electronic Learning
5	Semester / Academic Year	First Semester / 2025–2026
6	Total Study Hours	5 Hours
7	Date of Preparation of this Description	20/10/2026

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8. Course Objectives (General Objectives)

No.	Course Objectives
1	Understand the basic concepts of financial institutions and their functions.
2	Identify different types of financial institutions and their role in the economy.
3	Analyze financial operations and manage cash resources within institutions.
4	Evaluate financial risks and make appropriate decisions for managing them.
5	Apply financial planning methods and budgeting techniques within financial institutions.
6	Study investment and financing policies of institutions and make strategic decisions.
7	Understand laws and regulations governing the operation of financial institutions.
8	Develop skills in analyzing financial performance and making data-based decisions.

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9. Course Learning Outcomes, Teaching Methods, and Assessment Methods

A. Cognitive Outcomes

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
Understand the basic concepts of financial institutions and their functions.	PowerPoint lectures, discussions, solving exercises, practical case assignments, and course reports.	Oral and written questions and discussions.
Identify different types of financial institutions and their role in the economy.	Lectures and presentations.	Oral and written questions and discussions.
Analyze organizational structures and financial operations within institutions.	Case studies and practical exercises.	Oral and written questions and discussions.
Understand financial and financing policies adopted by institutions.	Lectures and applied exercises.	Oral and written questions and discussions.
Understand laws and regulations governing financial institutions.	Discussions and legal analysis.	Oral and written questions and discussions.

B. Skill Outcomes

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
Prepare and analyze financial statements of institutions.	PowerPoint lectures, practical exercises, and assignments.	Oral and written questions and discussions.
Apply financial planning methods and budgeting techniques.	Lectures and practical applications.	Oral and written questions and discussions.
Evaluate financial risks and make appropriate decisions.	Case studies and analytical exercises.	Oral and written questions and discussions.
Use financial analysis tools to make investment and financing decisions.	Practical training and problem solving.	Oral and written questions and discussions.
Develop strategies for improving financial performance of institutions.	Group activities and reports.	Oral and written questions and discussions.

C. Affective / Values Outcomes

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
Adopt professional and ethical practices in managing financial institutions.	PowerPoint lectures, discussions, and practical cases.	Oral and written questions and discussions.
Enhance responsibility and transparency in financial decision-making.	Discussions and case studies.	Oral and written questions and discussions.
Respect applicable financial regulations and systems.	Lectures and practical applications.	Oral and written questions and discussions.
Promote teamwork and cooperation within institutional environments.	Group discussions and activities.	Oral and written questions and discussions.
Adopt financial and social sustainability values in decision-making.	Reports and applied cases.	Oral and written questions and discussions.

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10. Course Structure (Theoretical and Practical Contents)

Week	Hours	Learning Outcomes	Unit / Topic	Teaching Method	Assessment Method
1	2	Understand concepts and functions of financial institutions	Introduction to Financial Institutions Management	Interactive Lecture	Pre-test
2	2	Identify types of financial institutions and their economic role	Types of Financial Institutions	Presentation and Discussion	Short Questions
3	2	Analyze financial operations within institutions	Organizational Structure and Financial Operations	Case Study	Applied Exercise
4	2	Understand financial and financing policies	Financial and Financing Policies	Lecture and Practical Exercises	Short Test
5	2	Evaluate financial risks and make appropriate decisions	Financial Risk Management	Group Discussion and Exercises	Analytical Assignment

Week	Hours	Learning Outcomes	Unit / Topic	Teaching Method	Assessment Method
6	2	Use financial analysis tools for decision-making	Financial Analysis Tools	Learning by Practice	Applied Exercise
7	2	Apply financial planning and budgeting methods	Financial Planning and Budget Preparation	Lecture and Practical Exercises	Practical Test
8	2	Evaluate financial performance of institutions	Financial Performance Analysis	Practical Case Study	Individual Report
9	2	Understand financial policies and regulations	Laws and Regulations Governing Institutions	Presentation and Discussion	Short Test
10	2	Develop strategies for improving financial performance	Financial Management Strategies	Group Workshop	Small Project
11	2	Enhance transparency and ethical practices	Professional Ethics in Financial Institutions	Interactive Discussion	Classroom Participation
12	2	Promote teamwork and cooperation	Financial Team Management	Group Exercises	Group Performance Evaluation
13	2	Analyze investment and financing decisions	Investment and Financing in Financial Institutions	Lecture and Applied Exercises	Analytical Test
14	2	Apply principles of financial and social sustainability	Sustainability and Institutional Values	Discussion and Case Study	Group Report
15	2	Comprehensive review and final evaluation	General Course Review	Review and Comprehensive Exercises	Final Examination

11. Course Development Plan

No.	Development Plan
1	Continuous updating of the course curriculum to keep pace with labor market developments through the Curriculum Updating Committee and the Scientific Committee.
2	Introducing academic curricula that are compatible with labor market requirements.
3	Organizing seminars and scientific conferences aimed at updating and developing academic curricula.

No.	Development Plan
4	Following up scientific developments in the field of specialization.

12. Infrastructure

Item	Availability
Classrooms, laboratories, and workshops	Available
Required textbooks	Available

Main References (Textbooks)

A. Arabic References

No.	Reference
1	**Financial Institutions Management** Author: Dr. Abdul Sattar Mohammed Abdul Jabbar Publisher: Wael Publishing House – Amman, Jordan. This book discusses the basic concepts of financial institutions, their role in the financial system, and the management of risks, liquidity, and profitability.
2	**Banking and Financial Institutions Management** Author: Dr. Abdul Ghani Ahmed Al-Nabulsi Publisher: Wael Publishing House, 2016. Includes chapters on credit management, banking supervision, monetary policies, and portfolio management.
3	**Financial Markets and Institutions** Author: Dr. Mohammed Saleh Al-Hinnawi Publisher: Dar Al-Marikh Publishing – Riyadh. A comprehensive reference linking financial markets and banking institutions and explaining their role in the economy.

No.	Reference
4	**Risk Management in Financial Institutions** Author: Dr. Mohammed Abdul Hamid Mohammed Publisher: Dar Al-Fikr Al-Jami'i – Alexandria. Focuses on types of risks facing banks (credit risk, market risk, operational risk, etc.) and methods of managing them.

B. Foreign References (Core University Textbooks)

No.	Reference
1	**Saunders, Anthony & Cornett, Marcia Millon (2020)** *Financial Institutions Management: A Risk Management Approach* McGraw-Hill Education. A widely used international textbook focusing on risk management and types of financial institutions (banks, insurance companies, investment funds, etc.).
2	**Mishkin, Frederic S. & Eakins, Stanley G. (2018)** *Financial Markets and Institutions* Pearson Education. A comprehensive reference connecting financial institutions with markets, monetary policies, and economic developments.
3	**Rose, Peter S. & Hudgins, Sylvia C. (2019)** *Bank Management & Financial Services* McGraw-Hill Education. A valuable book for understanding modern banking management, capital management, liquidity, and risks.
4	**Fabozzi, Frank J. (2021)** *Foundations of Financial Markets and Institutions* Pearson. Provides analytical explanations of the relationship between financial markets and different types of institutions.

Recommended Books and References (Scientific Journals, Reports, etc.)

No.	Journal / Reference	Description
1	**Journal of Banking & Finance**	A peer-reviewed journal publishing theoretical and empirical research covering major areas of banking and finance.
2	**Journal of Risk and Financial Management**	An open-access journal focusing on risk management and finance, highly relevant to financial institutions management.
3	**International Journal of Financial Services Management**	Publishes applied research on financial services management, including governance, technology, innovation, and regulation.
4	**Journal of Risk Management in Financial Institutions**	Focuses specifically on risk management issues within financial institutions.
5	**Financial Management**	A broad finance journal containing research related to financial institutions management from financial and strategic perspectives.

Electronic References and Websites

No.	Electronic Reference / Website
1	**Saunders, Anthony & Cornett, Marcia Millon (2021).** *Financial Institutions Management: A Risk Management Approach (10th ed.).* McGraw-Hill Education.
2	**Rose, Peter S. & Hudgins, Sylvia C. (2012).** *Bank Management & Financial Services (9th ed.).* McGraw-Hill Education.
3	**Fabozzi, Frank J.; Modigliani, Franco; Jones, Frank J. (2013).** *Foundations of Financial Markets and Institutions (4th ed.).* Pearson Education.

No.	Electronic Reference / Website
4	**Al-Obaidi, Raed Abdul Khaliq & Al-Mashhadani, Khalid Ahmed Farhan (2013).** *Financial and Banking Institutions Management.* Dar Al-Ayyam Publishing and Distribution, Amman.
5	**Al-Quds Open University Library (2006).** *Financial Institutions.* Amman: Al-Quds Open University.

ourse Description Form

Banking Accounting Course

No.	Item	Description
399	Educational Institution	Hawija Polytechnic College
400	Scientific Department	Financial and Banking Technologies
401	Course Name / Code	Banking Accounting 1 / FBT200
402	Available Attendance Forms	Classroom Attendance / Electronic Learning
403	Semester / Academic Year	First Semester / 2025–2026
404	Total Study Hours	5 Hours
405	Date of Preparation of this Description	20/10/2026

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406. Course Objectives (General Objectives)

No.	Course Objectives
1	Develop a comprehensive understanding of the nature and objectives of the banking system and the role of banks in the national and global economy.
2	Provide students with knowledge of accounting principles and foundations applied in banking institutions according to local and international standards.
3	Introduce students to basic banking operations such as deposits, loans, documentary credits, and transfers, and their accounting treatments.
4	Enable students to prepare and interpret banks' financial statements (Statement of Financial Position, Income Statement, Cash Flow Statement, and Additional Disclosures).
5	Enhance students' ability to analyze banks' financial performance and use financial indicators for evaluation and comparison.
6	Explain accounting methods related to investment and financing in banks, including financial instruments, provisions, and credit risks.

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407. Course Learning Outcomes, Teaching Methods, and Assessment Methods

A. Knowledge Outcomes

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
Define the basic concepts of banking accounting, its objectives, and functions.	1. Theoretical lectures 2. Group discussions 3. Case studies	1. Theoretical examinations 2. Practical performance evaluation 3. Classroom participation 4. Research reports
Distinguish between types of banks (commercial, investment, Islamic) and their accounting differences.	Lectures and discussions	Written and oral assessments

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
Explain the nature of different banking operations (deposits, loans, documentary credits, transfers).	Lectures and applied examples	Tests and assignments
Explain the principles of preparing banks' financial statements according to international accounting standards.	Lectures and financial statement analysis	Reports and examinations
Explain the concept of internal control in banks and its role in protecting banking assets.	Case studies and discussions	Evaluation of participation and reports

B. Skills Outcomes

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
Record and process daily banking transactions accurately according to accounting systems.	1. Interactive lectures 2. Real case studies 3. Field visits to institutions	1. Short and final examinations 2. Practical training evaluation 3. Applied projects 4. Field visit reports
Prepare financial statements for commercial banks using modern accounting models.	Practical applications and exercises	Practical evaluation
Apply accounting methods for processing revenues, expenses, interest, and reserves.	Practical training	Applied assignments
Use accounting software to analyze banking data and prepare financial reports.	Computer applications and training	Practical projects
Evaluate the efficiency of accounting and control systems in banking institutions.	Case studies and analysis	Reports and presentations

C. Values and Attitudes Outcomes

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
Commit to ethical and professional principles in accounting and banking work.	Interaction and practical applications	Continuous assessment
Respect banking confidentiality and handle financial data responsibly.	Modern technologies and group learning	Practical performance evaluation
Develop teamwork and cooperation skills in the banking work environment.	Collaborative learning	Group assessment
Recognize the importance of transparency and disclosure in financial reports.	Discussions and applications	Final evaluation
Adopt critical and independent thinking in analyzing banking statements and making decisions.	Analytical activities	Field reports and assignments

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408. Course Structure (Theoretical and Practical Contents)

Week	Hours	Unit / Topic	Learning Outcomes	Teaching Method	Assessment Method
1	3	Introduction to Banking Accounting and Banking System Nature	Define banking accounting concepts and the role of banks in the economy	Lecture – Discussion	Oral questions and short exercises
2	3	Types of Banks and Their Functions	Distinguish between commercial and specialized banks	Lecture – Presentation	Short assignment
3	3	Current Accounts and Deposits	Explain opening accounts and recording related accounting transactions	Lecture – Case Study	Applied exercise

Week	Hours	Unit / Topic	Learning Outcomes	Teaching Method	Assessment Method
4	3	Time Deposits and Saving Deposits	Apply accounting treatments for different types of deposits	Lecture – Practical Application	Short test
5	3	Loans and Advances	Explain principles of granting loans and recording them in accounting books	Lecture – Example Analysis	Accounting exercise
6	3	Interest and Banking Revenues	Identify methods of calculating interest and recording revenues	Lecture – Calculation Training	Short written test
7	3	Expenses and Provisions in Banks	Explain types of provisions and their formation	Lecture – Group Discussion	Homework
8	3	Midterm Examination and Comprehensive Review	Measure understanding of previous concepts	Review – Examination	Midterm Exam
9	3	Documentary Credits and Bank Guarantees	Explain accounting treatment of credits and guarantees	Lecture – Case Study	Applied Exercise
10	3	Bank Transfers and Electronic Services	Explain recording electronic banking transactions	Lecture – Discussion – Video Presentation	Practical Exercise
11	3	Banking Investments and Securities	Identify methods of recording investments and their revenues	Lecture – Financial Data Analysis	Applied Assignment
12	3	International Accounting Standards for Banks (IFRS)	Explain the impact of international standards on banking reports	Lecture – Workshop	Short Test
13	3	Preparation of Banks' Financial Statements	Apply procedures for preparing final financial statements	Practical Application – Group Exercise	Practical Evaluation
14	3	Analysis of Banks' Financial Statements	Interpret financial analysis results and banking indicators	Lecture – Analytical Exercise	Analytical Assignment
15	3	General Review and Final Examination	Integrate acquired knowledge to interpret bank performance	Review – Examination	Final Examination

409. Course Development Plan

No.	Development Plan
1	Continuous updating of the course curriculum to keep pace with labor market developments through the Curriculum Updating Committee and the Scientific Committee.
2	Introducing academic curricula that are compatible with labor market requirements.
3	Organizing seminars and scientific conferences aimed at updating and developing academic curricula.
4	Following up scientific developments in the field of specialization.

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410. Infrastructure

Item	Availability
Classrooms, laboratories, and workshops	Available
Required textbooks	Available

Main References (Textbooks)

A. Arabic References

No.	Reference
1	**Al-Zoubi, Mohammed Saeed (2020).** *Banking Accounting.* Amman: Wael Publishing House. Comprehensive reference explaining banking operations from an accounting perspective with practical examples.

No.	Reference
2	**Al-Sarhan, Ahmed Abdul Rahman (2018).** *Accounting in Commercial Banks.* Riyadh: Obeikan Library. Focuses on accounting treatments of deposits, loans, investments, and preparation of banks' financial statements.
3	**Abdul Moneim, Hassan Mohammed (2019).** *Banking Accounting: Principles and Practical Applications.* Cairo: Dar Al-Jamea Al-Jadida Publishing. Deals with practical applications for preparing financial statements according to International Financial Reporting Standards (IFRS).

B. Foreign References

No.	Reference
1	**Rose, Peter S., & Hudgins, Sylvia C. (2020).** *Bank Management & Financial Services (10th ed.).* New York: McGraw-Hill Education. A global reference covering financial and accounting aspects of bank management, including financial analysis and risk management.
2	**Heffernan, Shelagh (2021).** *Modern Banking.* Wiley-Blackwell. Provides a comprehensive analytical overview of the banking system and modern banking operations.

Recommended Books and References

(Scientific Journals, Reports, etc.)

No.	Reference	Description
1	**Present and Future Principles of Banking and Finance – Moorad Choudhry**	Covers important banking concepts including asset and liability management, banking risks, and banking governance. Suitable for students and professionals in the banking sector.
2	**Handbook of Banking and Finance in the MENA Region** Editors: Khaled Hussainey & Tamanna Dalwai	Focuses on banking and finance in the Middle East and North Africa (MENA) region, including banking systems, financing, risks, and innovation.
3	**The Principles of Banking – Moorad Choudhry**	Discusses banking principles, asset and liability management, liquidity, banking risks, and the banking business model.
4	**An Introduction to Banking: Principles, Strategy and Risk Management – Moorad Choudhry**	Covers banking strategies and risk management, linking topics such as loans, provisions, and banking risks.
5	**Money, Banking & Financial Markets – Stephen Cecchetti & Kermit Schoenholtz**	Provides theoretical foundations explaining the relationship between money, banks, and financial markets.

Electronic References and Websites

No.	Website / Electronic Reference	Description
1	**World Bank** https://www.worldbank.org	Provides global financial and banking reports and statistics on banking systems. Useful for understanding the role of banks in economic development and following modern banking trends.
2	**IFRS Foundation** https://www.ifrs.org	The official source for International Financial Reporting Standards (IFRS) adopted by banks in preparing financial statements.
3	**Bank for International Settlements (BIS)** https://www.bis.org	Covers banking risk issues, regulatory capital, and Basel Accords standards.
4	**Arab Monetary Fund (AMF)** https://www.amf.org.ae	Provides Arabic studies and research papers related to Arab banking systems, financial development, and monetary policies.

Course Description Form

Electronic Business Management / TIH200

No.	Item	Description
1	Educational Institution	Hawija Polytechnic College
2	Scientific Department	Financial and Banking Technologies
3	Course Name / Code	Electronic Business Management / TIH200
4	Available Attendance Forms	Face-to-face / Electronic
5	Semester / Year	First Semester / 2025-2026
6	Total Study Hours	3 Hours
7	Date of Preparation	20/10/2026

Course Objectives (General Objectives)

No.	Course Objectives
1	Understanding the basic concepts of electronic business and distinguishing it from electronic commerce.
2	Identifying digital infrastructure and technologies used in electronic business management.
3	Analyzing and applying business strategies in the electronic environment.
4	Understanding the legal and security aspects related to online business activities.
5	Developing practical skills that enable students to deal with digital business environments and modern labor markets.

Course Learning Outcomes, Teaching Methods, and Assessment Methods

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
Cognitive Learning Outcomes		
1. Understand the basic concepts of electronic business management and differentiate it from traditional management in terms of tools, processes, and business models.	PowerPoint lectures, discussions, practical examples, case studies, student reports.	Oral and written questions, discussions, assignments.
2. Distinguish between types of electronic businesses such as e-commerce, electronic customer relationship management (e-CRM), and digital supply chains.	PowerPoint lectures, group discussions, practical applications.	Written tests, discussions, reports.
3. Understand the role of modern technology in supporting decision-making processes and improving operational efficiency.	Interactive lectures, problem solving, case analysis.	Quizzes, assignments, discussions.
4. Analyze digital transformation strategies and their role in achieving sustainable competitive advantage.	Presentations, research assignments, case studies.	Analytical reports and presentations.
5. Apply cybersecurity principles and digital work ethics to protect data and information.	Lectures, practical examples, discussions.	Written exams and practical evaluation.

Skill Learning Outcomes

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
1. Use electronic platforms and applications to perform administrative activities such as planning, organizing, and monitoring.	PowerPoint lectures, practical training, demonstrations.	Practical assignments and discussions.
2. Design and implement electronic business models supporting digital transformation.	Case studies, teamwork, applied projects.	Project evaluation and presentations.
3. Analyze electronic data and information for accurate managerial decision-making.	Practical exercises and data analysis activities.	Reports and practical tests.
4. Develop electronic communication skills and manage virtual teams using online collaboration tools.	Interactive learning and group activities.	Participation evaluation and assignments.
5. Apply cybersecurity skills and ethical information management practices.	Lectures, discussions, practical applications.	Written and practical assessment.

Values and Attitudes Learning Outcomes

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
1. Adopt professional and ethical practices in electronic business management.	Lectures, discussions, teamwork.	Continuous assessment.
2. Promote responsibility and transparency in managerial decision-making.	Case studies and group discussions.	Participation and reports.
3. Respect electronic regulations and applicable laws.	Lectures and legal case analysis.	Written assessment.
4. Encourage teamwork and cooperation in organizational environments.	Collaborative learning activities.	Group evaluation.
5. Adopt sustainable digital and social values in decision-making.	Discussions and applied cases.	Reports and presentations.

Course Structure (Theoretical and Practical Contents)

Week	Hours	Learning Outcomes	Unit / Topic	Teaching Method	Assessment Method
1	2	Understand general concepts of electronic business, examples, importance, and applications.	Introduction to Electronic Business Management	Interactive lecture	Preliminary test
2	2	Understand electronic management concepts, elements, importance, objectives, and functions.	Electronic Management: Concepts and Functions	Presentation and discussion	Short questions
3	2	Explain concepts and applications of electronic management.	Electronic Management Applications	Case study	Practical exercise
4	2	Understand requirements for implementing electronic management.	Requirements of Electronic Management Implementation	Lecture and practical exercises	Short test
5	2	Understand organizational and administrative effects of electronic management.	Organizational Effects of Electronic Management	Group discussion and exercises	Analytical assignment
6	2	Apply electronic management concepts practically.	Practical Applications of Electronic Management	Learning by practice	Practical exercise
7	2	Identify barriers to electronic management implementation.	Challenges of Electronic Management	Lecture and exercises	Practical test
8	2	Analyze electronic management obstacles through real cases.	Electronic Management Obstacles	Case study	Individual report
9	2	Understand e-government concepts, characteristics, requirements, and benefits.	Electronic Government (E-Government)	Presentation and discussion	Short test
10	2	Analyze success factors and challenges of e-government.	E-Government Applications	Group workshop	Small project
11	2	Understand concepts, types, advantages, and challenges of e-commerce.	Electronic Commerce	Interactive discussion	Class participation
12	2	Apply e-commerce concepts in practical situations.	E-Commerce Applications	Group exercises	Group evaluation
13	2	Understand electronic markets, functions, and components.	Electronic Markets	Lecture and practical exercises	Analytical test

Week	Hours	Learning Outcomes	Unit / Topic	Teaching Method	Assessment Method
14	2	Explain steps of creating electronic markets and success factors.	Electronic Market Development	Discussion and case study	Group report
15	2	Understand electronic payment systems and electronic stores.	Electronic Payment Systems and Online Stores	Review and comprehensive exercises	Final examination

Course Development Plan

No.	Development Activities
1	Developing curricula that meet labor market requirements.
2	Organizing seminars and scientific conferences to update course contents.
3	Following scientific and technological developments in the specialization field.

Infrastructure

Item	Availability
Classrooms, laboratories, and workshops	Available
Required textbooks	Available

Main References

No.	Reference
1	Dave Chaffey, *E-Business and E-Commerce Management: Strategy, Implementation and Practice*, Pearson Education.
2	Electronic Business Management references and digital transformation studies.

Recommended References (Journals, Reports, etc.)

No.	Reference
1	Academic journals related to electronic business, digital transformation, and information systems.
2	Research reports on e-commerce and digital economy development.

Electronic References and Websites

No.	Website	Purpose
1	Pearson Education – E-Business and E-Commerce Management	Electronic textbook and academic resources.
2	https://www.pearson.com	Educational resources related to electronic business management.

Course Description Form

Computer / NTU201

No.	Item	Description
1	Educational Institution	Hawija Polytechnic College / Technical Institute Hawija
2	Scientific Department	Financial and Banking Technologies
3	Course Name / Code	Computer / NTU201
4	Available Attendance Forms	Face-to-face and Electronic
5	Semester / Year	Second Semester / 2025-2026
6	Total Study Hours	2 Hours
7	Date of Preparation	01/02/2026

Course Objectives (General Objectives)

No.	Course Objectives
1	Introduce students to basic computer concepts, hardware and software components, and their functions.
2	Explain the role of computers in daily life, education, business, management, and scientific fields.
3	Develop students' skills in using operating systems, especially common systems such as Windows or Linux, for managing files and folders.
4	Teach students the basics of application software including Word Processing, Excel, PowerPoint, and Access databases.
5	Introduce students to computer networks, Internet communication mechanisms, and secure information exchange.

Learning Outcomes, Teaching Methods, and Assessment Methods

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
First: Cognitive Learning Outcomes (Knowledge Outcomes)		
1. Define the basic concepts of computers and their hardware and software components.	PowerPoint lectures, discussions, practical examples, assignments.	Oral and written questions, discussions.
2. Distinguish between different types of computers and operating systems and their functions.	Interactive lectures and practical demonstrations.	Written tests and discussions.
3. Explain the concepts of application software and their importance in education and workplace environments.	Lectures, practical exercises, reports.	Assignments and evaluations.
4. Explain the principles of computer networks and Internet connectivity.	Lectures and practical applications.	Quizzes and discussions.
5. Identify information security concepts, data protection, and digital privacy.	Lectures, case studies, practical activities.	Written exams and reports.

Skill Learning Outcomes (Skills Outcomes)

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
Mental and Analytical Skills		
1. Apply logical thinking to solve simple technical problems.	PowerPoint lectures, discussions, practical exercises.	Oral and written questions.
2. Analyze user needs to select appropriate tools and software.	Practical activities and case studies.	Assignments and discussions.
3. Apply basic computer operation and maintenance procedures correctly.	Laboratory training and demonstrations.	Practical evaluation.

Values and Attitudes Learning Outcomes

Learning Outcomes	Teaching and Learning Methods	Assessment Methods
1. Demonstrate commitment to ethical use of computers and the Internet.	Lectures, discussions, practical examples.	Continuous assessment.
2. Cooperate with colleagues in digital work environments.	Group learning activities.	Group evaluation.
3. Appreciate the importance of intellectual property rights when using software and digital content.	Discussions and awareness activities.	Reports and participation.
4. Take responsibility for maintaining devices and protecting personal data.	Practical training.	Practical evaluation.
5. Adopt self-learning to keep pace with continuous technological developments.	Self-learning activities and assignments.	Reports.
6. Enhance creativity and innovation in using computer applications.	Applied projects.	Project evaluation.

Course Structure (Theoretical and Practical Contents)

Week	Hours	Learning Outcomes	Unit / Topic	Teaching Method	Assessment Method
1	2	Define computer concepts and hardware/software components.	Introduction to Computers and Components	Interactive lecture – Slides	Pre-test – Discussion
2	2	Explain operating system functions and file management.	Operating Systems	Practical lecture – Laboratory training	Practical assignment
3	2	Apply file and folder organization skills.	File and Folder Management	Practical application – Direct guidance	Practical evaluation
4	2	Create and edit professional documents using Word.	Word Processing Program	Practical training – Exercises	Short practical test
5	2	Format texts and tables professionally.	Formatting Text and Tables in Word	Practical activities	Practical evaluation
6	2	Enter data and perform calculations using Excel.	Excel Basics	Practical lecture – Workshop	Practical test

Week	Hours	Learning Outcomes	Unit / Topic	Teaching Method	Assessment Method
7	2	Apply formulas and logical functions in Excel.	Excel Formulas and Functions	Laboratory training	Practical evaluation
8	2	Create organized and attractive presentations.	PowerPoint Basics	Applied lecture – Group activity	Midterm examination
9	2	Insert media and apply good presentation design.	Multimedia and Design in PowerPoint	Practical application	Practical presentation
10	2	Understand Internet operation and use e-mail effectively.	Internet and Electronic Mail	Interactive lecture	Practical evaluation
11	2	Use search engines to access reliable information.	Search Engines and Online Research	Laboratory training	Research assignment
12	2	Understand cybersecurity principles and digital ethics.	Information Security and Computer Ethics	Practical training	Short test
13	2	Explain database concepts and applications.	Introduction to Databases	Practical exercises	Practical assignment
14	2	Apply acquired skills in an integrated Office project.	Integrated Practical Project	Practical activities	Project evaluation
15	2	Review concepts and demonstrate practical skills.	Final Review and Evaluation	Workshop – Practical review	Final examination

Course Development Plan

No.	Development Activities
1	Developing course contents according to labor market requirements.
2	Organizing seminars and scientific conferences to update course materials.
3	Following scientific and technological developments in the specialization field.

Infrastructure

Item	Availability
Classrooms, laboratories, and workshops	Available
Required textbooks	Available

Main References

No.	Reference
1	Shelly, G. B., & Vermaat, M. E. (2021). *Discovering Computers: Digital Technology, Data, and Devices*. Cengage Learning.
2	Morley, D., & Parker, C. (2020). *Understanding Computers: Today and Tomorrow*. Cengage Learning, 17th Edition.
3	Norton, P. (2019). *Introduction to Computers*. Pearson Education.
4	O'Leary, T. J., & O'Leary, L. I. (2018). *Computing Essentials*. McGraw-Hill Education.
5	Microsoft Official Academic Course (2021). *Microsoft Office Specialist (MOS) Certification Guide*. Wiley.

Recommended References (Journals, Reports, etc.)

No.	Reference
1	Shelly, G. B., & Vermaat, M. E. (2021). *Discovering Computers: Digital Technology, Data, and Devices*.
2	Morley, D., & Parker, C. (2020). *Understanding Computers: Today and Tomorrow*.
3	Norton, P. (2019). *Introduction to Computers*.
4	O'Leary, T. J., & O'Leary, L. I. (2018). *Computing Essentials*.
5	Microsoft Office Specialist (MOS) Certification Guide, Wiley (2021).

Electronic References and Websites

No.	Website / Reference	Purpose
1	Microsoft Official Website – https://www.microsoft.com	Learning resources for Windows and Microsoft Office applications.
2	Microsoft Learn – https://learn.microsoft.com	Tutorials and educational materials for computer applications.
3	Cisco Networking Academy – https://www.netacad.com	Resources related to computer networks and cybersecurity.
4	Computer Hope – https://www.computerhope.com	Basic computer concepts and troubleshooting resources.
5	W3Schools – https://www.w3schools.com	Educational resources for digital technologies and programming basic