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

2025

I**ntroduction**:

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: 24/9/2025

Date the file was filled out: 24/9/2025

Signature:

Department Head's Name

: **Abdullah Zeidan Khalaf**

Date: 24/9/2025

Signature:

Scientific Associate Name:

Muhammad Ali Fares

Date: 24/9/2025

The file is checked by: **Ahmed Abd Khalaf**

Department of Quality Assurance and University Performance

Director of the Quality Assurance and University Performance Department:

Date: 24/9/2025

Ahmed Abdel Khalaf

Signature:

Approval of the Dean

Prof. Dr. Omer 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

9. Faculty						
,Faculty members (list all faculty members in the academic department (including external and internal lecturers						
Faculty transgression		Special requirements/skills (found)		Specialization		Scientific classification
lecturer	angel			private	general	
	angel			economy	economy	.Mr assistant
	angel			General law	law	.Mr assistant
	angel			business management	Management and Economics	Assistant teacher

	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	- 2024 2025 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 identific	

														ation 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	
✓	✓			✓	✓		✓	✓	✓	✓		optional	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:

Adescription Human Rights and Democracy Course

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

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

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

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

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

11-**Course Evaluation**

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

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

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

English Language Course Description

1. Course name

English language

2. Course code

NTU 101

3. semester/year

Level 1, First Semester 2026-2025

4. Available attendance forms

Traditional attendance (in person)2. Blended learning

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

30hours / Number of units: 2

6. Date this description was prepared

8/9/2025

7. Course supervisor name

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

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

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

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

A-Objectives cognitive

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

B - Objectives Skills Private As scheduled .

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

Methods education and learning -

Lessons theory Intense, Model Data with films Educational

Evaluation methods-

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

10-English language course structure (theoretical vocabulary)

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

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

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

11-**Course Evaluation**

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

12-**English language infrastructure**

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

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

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

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

A-Objectives cognitive

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

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

B - Objectives Skills Private As scheduled .

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

B2- Create spreadsheets and apply simple equations using Excel.

Methods education and learning -

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

Evaluation methods-

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

10-Course Structure: Computer Principles (Theoretical Vocabulary)

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

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

11-**Course Evaluation**

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

12 -Infrastructure Computer Principles

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

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

NTU 103

3. Available attendance forms

Traditional attendance (in person)2. Blended learning

4. semester/year

2026-2025 Level 1, First Semester

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

Number of units: 2 / hours 30

6. Date this description was prepared

8/9/2025

7. Course supervisor name

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

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

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

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

A-Objectives cognitive

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

A2- Distinguish between ta marbuta and ha'.

B- Objectives Skills Private As scheduled .

B1- Write an essay of ten lines.

B2- How to differentiate between the letters Dhad and Tha

Methods education and learning -

Lessons theory Intense, Model Data with films Educational

Evaluation methods-

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

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

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

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

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

11-Course Evaluation

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

12-Arabic language infrastructure

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

Sports course description

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

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

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

A-Objectives cognitive

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

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

B - Objectives Skills Private As scheduled .

B1- The number of basic skills in team sports.

B2- What are the safety rules during sports activities?

Methods education and learning -

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

Evaluation methods-

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

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

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

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

11-**Course Evaluation**

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

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

12 -Sports infrastructure

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

Management coursedescription

1. Course name

Management principles

2. Course code

OMT 101

3. Available attendance forms

Traditional attendance (in person)2. Blended learning

4. semester/year

2026-2025 Level 1, First Semester

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

75 :hours / Number of units 2

6. Date this description was prepared

8/9/2025

7. Course supervisor name

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

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

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

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

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

A. Knowledge Objectives

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

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

B. Course-Specific Skill Objectives

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

Methods education and learning -

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

Evaluation methods-

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

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

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

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

11-**Course Evaluation**

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

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

12 -Sports infrastructure

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

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

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

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

A. Knowledge Objectives

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

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

B. Course-Specific Skill Objectives

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

Methods education and learning -

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

Evaluation methods-

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

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

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

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

11-**Course Evaluation**

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

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

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

Statistics coursedescription

1. Course name

Statistics principles

2. Course code

TIMO101

3. Available attendance forms

Traditional attendance (in person)2. Blended learning

4. semester/year

2026-2025 , Level 1second Semester

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

45 :hours / Number of units 3

6. Date this description was prepared

8/9/2025

7. Course supervisor name

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

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

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

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

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

A. Knowledge Objectives

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

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

B. Course-Specific Skill Objectives

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

Methods education and learning -

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

Evaluation methods-

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

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

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

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

11-**Course Evaluation**

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

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

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

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

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

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

A. Knowledge Objectives

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

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

B. Course-Specific Skill Objectives

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

Methods education and learning -

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

Evaluation methods-

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

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

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

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

11-**Course Evaluation**

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

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

12 – resource **infrastructure**

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