

**Ministry of Higher Education and Scientific Research  
Scientific Supervision and Scientific Evaluation  
Apparatus  
Directorate of Quality Assurance and Academic  
Accreditation  
Accreditation material Management Department**



# **ACADEMIC PROGRAM AND COURSE DESCRIPTION GUIDE**

**2025**

## Academic Program Description Form

University Name: . Southern Technical University

Faculty/Institute: Technical Institute / Basra.

Scientific Department: Materials management techniques

Academic or Professional Program Name: Diploma

Final Certificate Name Diploma in Materials Management Technologies

Academic System: quarterly

Description Preparation Date: 11/9/2024

File Completion Date: 19/10/2024



Signature:

Head of Department Name:

Manal AbdulHameed Abdulmajeed

Date: 19/10/2024

Signature:

Scientific Associate Name:

Dr. Iman Asker Hawei

Date: 19/10/2024

The file is checked by: Iman Maki Hassen

Department of Quality Assurance and University Performance

Director of the Quality Assurance and University Performance Department:

Date: 19/10/2024

Signature:

Approval of the Dean

## **Introduction:**

**The educational program is considered a coordinated and organized package of academic courses that includes procedures and experiences structured into specific syllabi. Its primary objective is to build and refine graduates' skills, qualifying them to meet the demands of the labor market. The program is subject to annual review and evaluation through internal or external auditing mechanisms, such as the External Examiner Program.**

**The academic program description provides a concise summary of the program's main features and courses, highlighting the skills intended to be developed in students. These skills are aligned with the academic program's objectives. The importance of this description lies in its role as a fundamental requirement for obtaining program accreditation. It is collaboratively developed by the teaching staff under the supervision of scientific committees within the academic departments.**

**This second edition of the guide presents an updated version of the academic program description, reflecting revisions to the previous guide in light of recent developments and reforms in the educational system in Iraq. It includes the traditional format (annual or semester-based), in addition to the adoption of the standardized program description as outlined in the letter from the Department of Studies (Ref. No. T.M. 3/2906, dated 3/5/2023) concerning programs that adopt the Bologna Process as their operational framework.**

**In this context, we reaffirm the importance of drafting academic program and course descriptions to ensure the smooth and effective operation of the educational process.**

## **Concepts and terminology:**

### **\*Academic Program Description:**

The academic program description provides a concise summary of its vision, mission, and objectives, including a precise description of the targeted learning outcomes based on specific learning strategies.

### **\*Course Description:**

It offers a brief summary of the main characteristics of the course and the expected learning outcomes that the student should achieve, demonstrating whether the student has maximized the benefits of the available learning opportunities. It is derived from the program description.

### **\*Program Vision:**

An ambitious picture of the future of the academic program, aiming to be advanced, inspiring, motivating, realistic, and applicable.

### **\*Program Mission:**

It explains the goals and necessary activities to achieve them briefly, while also defining the development paths and directions of the program.

### **\*Program Objectives:**

Statements that describe what the academic program intends to achieve within a specific time frame and that are measurable and observable.

### **\*Curriculum Structure:**

All courses/subjects included in the academic program according to the adopted learning system (semester, yearly, Bologna process), whether they are requirements (ministry, university, college, or scientific department) along with the number of credit units.

### **\*Learning Outcomes:**

A coherent set of knowledge, skills, and values that the student acquires after successfully completing the academic program. Learning outcomes must be specified for each course in a way that achieves the program's objectives.

**\*Teaching and Learning Strategies:**

These are the strategies used by the faculty member to develop student teaching and learning. They are plans followed to achieve learning goals, describing all in-class and extracurricular activities to achieve the program's learning outcomes.

**1) Program Vision:**

The department's vision is to elevate performance levels while taking into account keeping pace with the developments witnessed by higher education advancement. This is achieved by providing the best services and equipment for teaching staff and offering training and development opportunities for technical and administrative staff. Additionally, preparing students to enter the labor market by equipping them with the necessary skills and experiences during their theoretical and practical study periods. Moreover, involving students in all activities that develop their skills and help them innovate and be creative.

**2) Program Mission:**

To graduate qualified students who possess logical scientific thinking and scientific research skills in the field of Warehouse Management. The department provides the best modern scientific techniques for educational services to students within the financial capabilities available. It works on developing skills that enable students to integrate accurately and effectively into all fields, supports scientific research activities, and promotes intellectual interaction to maintain continuous engagement with scientific and cultural developments worldwide. This meets the evolving needs of society and achieves comprehensive and sustainable human development while enabling national competitiveness.

**3) Program Objectives:**

- a. To embody the vision, mission, and objectives of the Southern Technical University and apply the best educational practices with a practical focus on ensuring and enhancing quality and performance.
- b. To prepare specialized cadres capable of serving the community and preparing for future specializations.
- c. To spread the culture of human diversity in society and transfer linguistic skills, academic research writing, and creative scientific achievement through student- and faculty-centered activities.
- d. Through communication with the university presidency, the department seeks to establish scientific and cultural cooperation agreements with counterpart

departments in various institutes to achieve best practices in education and learning.

e. To focus on the educational and ethical aspects of all its members, instilling a spirit of dedication, tolerance, commitment, and service to the homeland.

f. To focus on intellectual and cultural development by opening up to the experiences of other countries in the fields of materials and warehouse management.

g. To emphasize the educational and ethical aspects of students by instilling a spirit of dedication, tolerance, and commitment.

### Course Schedule (2023–2024)

#### **First Year**

<b>Year</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Theoretical</b>	<b>Practical</b>
First Year	N/A	Storage Techniques	2	2
First Year	N/A	Principles of Management	2	1
First Year	N/A	Purchasing Management	2	2
First Year	N/A	Materials Management	2	2
First Year	N/A	Principles of Accounting	1	2
First Year	N/A	Risk and Insurance Management	2	1
First Year	N/A	Specialized English Readings	2	1
First Year	N/A	Principles of Statistics	1	2
First Year	N/A	Human Rights	2	-
First Year	N/A	English Language	2	-
First Year	N/A	Arabic Language	2	-
First Year	N/A	Computer Applications	-	2

**Second Year**

<b>Year</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Theoretical</b>	<b>Practical</b>
Second Year	N/A	Inventory Planning and Control	2	2
Second Year	N/A	Production and Operations Management	2	2
Second Year	N/A	Marketing Management	2	2
Second Year	N/A	Inventory Accounting	2	2
Second Year	N/A	Business English Correspondence	2	1
Second Year	N/A	Inventory Systems Applications	2	1
Second Year	N/A	Computer Applications	-	2
Second Year	N/A	English Language	2	-
Second Year	N/A	Baath Party Crimes	2	-
Second Year	N/A	Research Project	-	2

**4) Program Accreditation:**

None

**5) Other External Influences:**

None

\*Notes may include whether the course is core (compulsory) or elective.

## **Expected Learning Outcomes of the Program**

### **1) Knowledge:**

#### **A) Cognitive Objectives:**

- **Knowledge and Understanding:**

Understanding the fundamental principles of inventory and materials management, as well as software programs for material requirements planning.

- **Intellectual Skills:**

Analyzing inventory data, evaluating performance, and using scientific thinking to solve problems.

#### **B) Program-Specific Skill Objectives:**

- **Professional Skills:**

Applying information systems, risk management, and supply chain management in conditions of uncertainty.

- **General Skills:**

Effective communication, teamwork, and commitment to professional ethics.

### **2) Skills:**

Developing students' abilities to share ideas:

- **Effective Communication:**

Encouraging students to clearly and directly express their opinions and ideas through presentations and discussions.

- **Critical Thinking:**

Stimulating students to analyze information and express opinions that support constructive discussions.

- **Teamwork:**



Providing opportunities for students to collaborate on group projects to enhance cooperation and idea exchange.

- **Innovation and Creativity:**

Organizing workshops to stimulate creative thinking.

### **3) Values:**

- Values related to professional ethics.

### **4) Teaching and Learning Strategies:**

The student acquires both theoretical and practical knowledge in their field of specialization and becomes qualified to perform the following roles:

1. Inventory accounting in commercial, industrial, and service institutions.
2. Financial accounting in non-profit service institutions.
3. Classification and categorization of stored materials in profit-oriented commercial, industrial, and service institutions.
4. Using the reorder point system in profit-oriented industrial institutions.
5. Risk management and handling uncertainty in institutions and insurance companies.
6. Using computers and related applications.

### **Expected Learning Outcomes of the Program:**

- **Knowledge:**  
Students become familiar with concepts related to inventory accounting, documentary credits, and inventory records.
- **Skills:**  
Expanding students' skills in inventory accounting and various pricing methods.
- **Values:**
  - Enhancing students' abilities to share ideas related to inventory accounting.
  - Increasing students' awareness of inventory accounting applications.

### **1) Teaching and Learning Strategies:**

1. Explaining the course material by reviewing inventory accounting concepts.
2. Preparing reports by students on inventory accounting topics.

3. Asking questions, encouraging discussions, and brainstorming.

## 2) Assessment Methods:

Weekly, monthly, and daily exams, in addition to the final semester exam.

## Faculty Faculty Members

### Faculty Members

No.	Academic Rank	Specialization	Specific Requirements / Skills (if any) - General	Specific Requirements / Skills (if any) - Specific	Faculty Status	Notes
1	Asst. Prof. Manal Abdelhamid Abdulmajid	Business Administration	Production and Operations Management		Full-time	Department Head
2	Assist. Lecturer Zainab Hadid Hamza	Business Administration	Production and Operations Management		Full-time	Department Coordinator
3	Assist. Lecturer Karrar Ghazi Zaidan	Business Administration	e-Human Resources Management		Full-time	Part-time PhD
4	Assist. Lecturer Samer Hasan Reda Abdulhussein	Business Administration	Human Resources Management		Full-time	
5	Assist. Lecturer Hind Ali Sabri	Operations Management	Production and Operations Management		Full-time	Maternity Leave
6	Assist. Lecturer Najla Jabbar Jafar	Accounting	Accounting		Full-time	

7	Assist. Lecturer Shams Al- Duha Ahmed Shanan	Accounting Technology	Accounting		Full- time	
8	Asst. Prof. Shahd Qais Abdulqader	English Language	Teaching Methods		Full- time	
9	Hamed Shaker Mahmoud	Operations Management	Production and Operations Management		Lecturer	

### Professional Development

- Orientation for new faculty members
- Guidance of instructors through the department council and individual meetings with instructors
- Professional development for faculty members
- Development of instructors through training courses and self-development

#### 1) Admission Criteria:

- Central Admission

#### 2) Program Description:

Academic Year / Level	Course Code	Course Title	Credit Hours
2024-2025 / Second Year	N/A	Inventory Accounting	2 Theoretical, 2 Practical

#### 3) Main Sources of Information about the Program:

- Bulletins, announcements on social media platforms, official website of the academic department.

#### 4) Program Development Plan:

##### Program Skills Framework

Year / Level	Course Code	Course Name	Basic or Optional	Required Program Learning Outcomes							
				Knowledge				Skills			
				A1	A2	A3	A4	B1	B2	B3	B4

Year / Level	Course Code	Course Name	Basic or Optional	Required Program Learning Outcomes											
				Knowledge				Skills				Ethics / Values			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
2024–2025		Principles of Accounting	Basic	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

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

### Course Description Template

1) Course Name:

Inventory Accounting

2) Course Code:

N/A

3) Semester / Year:

Semester-based

4) Date of Preparation of this Description:

20 / 9 / 2024

5) Available Attendance Modes:

In-person only

6) Total Contact Hours / Total Credit Hours:

60 hours per semester, 4 hours weekly

7) Course Coordinator(s):

Name: Assist. Lecturer Shams Al-Duha Ahmed Shanan

Email: Shams.ahmedshanan@gmail.com

8) Course Objectives:

- Introduce students to the concepts of inventory accounting.
- Introduce students to inventory pricing methods.

9) Teaching and Learning Strategies:

- Cooperative Concept Mapping Teaching Strategy.
- Brainstorming Teaching Strategy.
- Group Discussion Teaching Strategy.

10) Course Structure:

<b>Week</b>	<b>Hours</b>	<b>Required Learning Outcomes</b>	<b>Unit or Topic</b>	<b>Learning Method</b>	<b>Assessment Method</b>
1	4	Students acquire various skills in inventory accounting	Basic Concepts of Inventory Accounting	Lectures and Student Discussions	Weekly, monthly, daily, written exams and final semester exam
2	4		Incoming Inventory	=	=
3	4		External Purchases	=	=
4	4		Documents Related to Letters of Credit	=	=
5	4		Documentary Credit Expenses	=	=
6	4		Goods Receipt Cases	=	=
7	4		Accounting Treatment for Non-compliant Units	=	=
8	4		Shared Expenses	=	=
9	4		Allocation of Shared Expenses	=	=
10	4		Inventory Documents and Records	=	=
11	4		Pricing of Issued Inventory Materials	=	=
12	4		FIFO Method (First In, First Out)	=	=
13	4		Simple Average Method	=	=
14	4		Weighted	=	=

			Average Method		
15	4		Final Exam	=	=

11) Course Assessment:

- 20 marks for first month exams
- 20 marks for second month exams
- 10 marks for attendance and participation
- 50 marks for final exams

12) Learning and Teaching Resources:

- Required Textbook (if applicable):

Inventory Accounting by Karam Zaki Rizk, 1991

- Main References (Sources):

(not specified)

- Recommended Supporting Books and References (Scientific journals, reports):

(not specified)

- Electronic References, Websites:

Various internet websites

## Course Description Form

This course description provides a concise summary of the main characteristics of the course and the learning outcomes expected of the student to achieve them, demonstrating whether he has made the most of the learning opportunities available. It must be linked to the program description.

Ministry of Higher Education and Scientific Research / Southern Technical University / Technical Institute / Basra	1. Educational institution
Materials management techniques	2. Scientific Department/Center
Principles of management	3. Course Name/Code
Weekly (theoretical and practical)	4. Available attendance forms
quarterly	5. Chapter/Year
3 hours per week 1 hour theoretical + 2 hours practical	6. Number of study hours (total)
11/9/2024	7. Date of preparation of this description
8. Course objectives	
The student acquires basic concepts related to the principles and activities of business administration and their applications in various business organizations.	

Course outcomes, teaching, learning and assessment methods.10
Cognitive objectives -1  A1- The student knows the basic concepts of management. A2- The student explains the relationship between the administration and other administrations. A3- The student explains the basic concepts of administrative schools and

<p>the tasks of the director.</p> <p>A4- The student works on the concepts and methods of administrative functions and facility functions.</p> <p>A5- The student compares the production methods adopted in business organizations.</p> <p>A6- The student links information to achieve knowledge integration.</p>
<p>2-Program specific skill objectives</p> <p>B1- The student uses the calculator in his major.</p> <p>B2- The student summarizes the information to build knowledge ideas about management.</p> <p>B3- Collect samples and models</p> <p>B4- The student can use quantitative methods to help in decision-making.</p>
Teaching and learning methods
<p>1- Discussion and dialogue</p> <p>2- Electronic visual aids</p> <p>3- Use of the board</p> <p>4- Oral tests</p> <p>5- Written tests</p>
Evaluation methods
<p>1- Questionnaire</p> <p>2- Investigation/inquiry into students' understanding of the topic</p> <p>3- Oral and written tests</p>
<p>C- Emotional and value goals.</p> <p>A1- The student should learn the art of listening while the teacher is presenting the topic.</p> <p>A2- The student should appreciate the importance of calmness in receiving information.</p> <p>A3- The student should feel important and have a role in managing the lectures through his participation and discussions.</p> <p>In it</p> <p>A4- The student learns the method of teamwork (teamwork) while completing some assignments, such as:</p> <p>Preparing periodic reports or graduation research, which encourages cooperation between the team.</p>



Teaching and learning methods					
1- Discussion and dialogue 2- Simulations 3- Role play/swapping Roles					
Evaluation methods					
1- Questionnaire 2- Investigation/inquiry into students' understanding of the topic					
11. Course structure					
Evaluation method	Teaching method	Name of the unit or topic	Required learning outcomes	Watches	The week
Editorial	Theoretical	The nature of business management and the tasks of the manager The nature of management Definition of management and the manager	good student	3	1
Editorial	Theoretical	Introduction to management studies - Challenges facing contemporary management - The relationship between management and other sciences	good student	3	2
Editorial	Theoretical	Manager's tasks: administrative behavior patterns - administrative skills - sources of administrative skills - roles of the manager	good student	3	3
Editorial	Theoretical	The development of administrative thought: - The traditional (classical) school - The scientific management school - The administrative divisions school	good student	3	4
Editorial	Theoretical	Bureaucratic School - Common Features of Sub-Schools within the Traditional School	good student	3	5
Editorial	Theoretical	Humanistic school: - Hawthorne and Walton Mayo study - Volt study - Chester Bernard study -	good student	3	6

		<b>Theory and x by Douglas McCreeker</b>			
<b>Editorial</b>	<b>Theoretical</b>	<b>Contemporary Trends School: Open Systems Theory (the concept of the system, components of the organization as a system, subsystems)</b>	<b>good student</b>	<b>3</b>	<b>7</b>
<b>Editorial</b>	<b>Theoretical</b>	<b>Quantitative Management - Japanese Management (Theory- (William Augie) - Situational Management</b>	<b>good student</b>	<b>3</b>	<b>8</b>
<b>Editorial</b>	<b>Theoretical</b>	<b>Management and its environment: - Components of the public environment - Components of the private environment</b>	<b>good student</b>	<b>3</b>	<b>9</b>
<b>Editorial</b>	<b>Theoretical</b>	<b>Planning function: - Nature of planning - Types of plans - Responsibility for planning - Obstacles to planning - Dealing with planning obstacles</b>	<b>good student</b>	<b>3</b>	<b>10 - 11</b>
<b>Editorial</b>	<b>Theoretical</b>	<b>Decision making: - The concept of decision making - Types of decisions - Decision making patterns - Decision making steps</b>	<b>The student understands well</b>	<b>3</b>	<b>12</b>
<b>Editorial</b>	<b>Theoretical</b>	<b>Organizational function: - Job design (concept and methods) - Importance of the organization function - Basic forces affecting the organization - Organizational structure - Organizational patterns</b>	<b>good student</b>	<b>3</b>	<b>13-14</b>
<b>Editorial</b>	<b>Theoretical</b>	<b>Authority and responsibility: - The nature of authority - Its sources - Its types - Determinants of its acceptance - The chain of command - Delegation of authority - Centralization and decentralization</b>	<b>good student</b>	<b>3</b>	<b>15 - 16</b>
<b>Editorial</b>	<b>Theoretical</b>	<b>Internal organizational relations: horizontal relations - vertical and advisory relations - committees and councils - conflict between divisions</b>	<b>good student</b>	<b>3</b>	<b>17 - 18</b>
<b>Editorial</b>	<b>Theoretical</b>	<b>The leadership function of the manager: Leadership theories - Leadership traits - Leadership styles - Participatory</b>	<b>good student</b>	<b>3</b>	<b>19 - 20</b>

		<b>management - Management by objectives</b>			
<b>Editorial</b>	<b>Theoretical</b>	<b>Communication: Nature of communication – Communication methods – Communication channels – Obstacles to communication – Developing effective communication</b>	<b>good student</b>	<b>3</b>	<b>21</b>
<b>Editorial</b>	<b>Theoretical</b>	<b>The function of control: - The concept of control - The nature of the control process - Control tools and methods (financial control - internal and external control - other methods) - Unintended results of control - Improving the effectiveness of control</b>	<b>good student</b>	<b>3</b>	<b>22-23</b>
<b>Editorial</b>	<b>Theoretical</b>	<b>Corporate Social Responsibility: Concept - Corporate Social Responsibility - Social Responsibility of Senior Management and Board of Directors</b>	<b>good student</b>	<b>3</b>	<b>24</b>
<b>Editorial</b>	<b>Theoretical</b>	<b>Managing the organization's activities: Operations management (planning and organizing operations, selecting the project site, internal arrangement of the factory, and economic feasibility study of projects).</b>	<b>good student</b>	<b>3</b>	<b>25 - 26 27 - 28</b>
<b>Editorial</b>	<b>Theoretical</b>	<b>Supply - Operations Control - Quality Control), Marketing Management - (The Concept of Marketing Activity - Marketing Activities - Marketing Mix - Marketing Facilities)</b>	<b>good student</b>	<b>3</b>	<b>29</b>
<b>Editorial</b>	<b>Theoretical</b>	<b>Human Resources Management (HRM) (HRP planning, job and work analysis and description, selection and appointment, reward, performance evaluation and promotion), Financial Management (Financial Management Functions, Working Capital Management, Fixed Assets Management, Sources of</b>	<b>good student</b>	<b>3</b>	<b>30</b>

		<b>Financing)</b>			
Oral and written tests -3					

D- General and transferable skills (other skills related to employability and development)

(Personal).

D1- The student must answer the questions related to the subject.

D2- The student must prepare research in the field of specialization.

D3- The student should discuss the role of applying quantitative methods in decision-making.

D4- The student should compare the theoretical knowledge studied and the lived reality.

12.Infrastructure	
13	
14.Curriculum Development Plan	
Plan for the academic year2024-2025	
Anzi / 2016	
Principles of management and focus on business management Dr. Mohammed Hassan Khalil Al-Shamaa	2. Main References (Sources)
	1. Recommended books and references (scientific journals, reports, etc.)
	2. Electronic references, websites

## Course Description Form

Course Description :

This course description provides a concise summary of the main characteristics of the course and the learning outcomes expected of the student to achieve them, demonstrating whether he has made the most of the learning opportunities available. It must be linked to the program description..

Ministry of Higher Education and Scientific Research / Southern Technical University Technical Institute / Basra	1. Educational institution
Materials management techniques	2. Scientific Department/Center
Materials management	3. Course Name/Code
Weekly (theoretical and practical)	4. Available attendance forms
Quarterly	5. Chapter/Year
2 hours theory + 2 hours practical 4 hours	6. Number of study hours (total
11/9/2024	7. Date of preparation of this description
8. Course objectives	
The student is introduced to the basic concepts of materials management.	
The student compares materials management with other departments.	
The student completes scientific methods and traditional methods in selecting the quality of materials.	
The student links the relationship between materials management and the flow of materials to the requesting parties by calculating the size of the economic payment.	
The student understands the importance of materials management for the facility in terms of determining inventory levels.	
The student knows the concepts of damaged and consumed materials and how to deal with them as they are costs that must be diagnosed and disposed of.	
The student realizes the importance of determining the costs related to purchased materials and their storage, which are (purchase costs, storage costs).	
The student knows the importance and role of modern technologies in packaging materials.	

10.Course outcomes, teaching, learning and assessment methods
<p>1- Cognitive objectives</p> <p>A1- The student learns concepts about materials management.</p> <p>A2- The student understands the procedures of the storage management.</p> <p>A3- The student understands the most important functions of storage management.</p> <p>A4- The student realizes the role of the quality of the purchased materials (price, source, appropriate time)</p> <p>A5- The student understands the importance of packaging processes.</p>
<p>2- Program specific skill objectives</p> <p>B1- The Alb uses quantitative methods to extract the appropriate economic payment.</p> <p>B2- The student summarizes the appropriate storage procedures for materials of new quality and at a suitable price.</p> <p>B3- The student extracts the most important modern methods of storage.</p>
Teaching and learning methods
<p>1- Practical lectures - discussion - dialogues - visual aids</p>
Evaluation methods
<p>Oral and written tests</p>
<p>C- Emotional and value goals.</p> <p>A1- We enhance the student's ability to dialogue and discuss.</p> <p>A2- Encouraging the student to think critically and constructively</p> <p>A3- Developing the student's effectiveness in analysis and inference</p> <p>A4- The student realizes the extent of responsibility and legality towards others.</p>
Teaching and learning methods
<p>Discussions, teaching methods</p>
Evaluation methods
<p>Oral, written and practical tests and active participation in the classroom</p>

D- General and transferable skills (other skills related to employability and development)  
(Personal).

D1- Developing the student's ability to dialogue and discuss

D2- Developing the student's ability to deal with multiple media

D3- Developing the student's ability to work in a team

D4- Developing the student's ability to deal with modern methods.

## 11. Course structure

Evaluation method	Teaching method	Name of the unit or topic	Required learning outcomes	Watches	The week
Editorial Ask questions	Theoretical	Introduction to materials management, concept of importance, objectives	The student understands materials management.	4	1
Editorial	Theoretical	Purchasing and storage performance evaluation	The student understands materials management.	4	2
Editorial	Theoretical	Storage, concept, objectives Importance	The student understands materials management.	4	3
Editorial	Theoretical	Organizational affiliation of warehouse management and its relationship with other departments	The student understands materials management.	4	4
Editorial	Theoretical	Storage Policies (Central)	The student understands materials management.	4	5
Editorial	Theoretical	Storage Policies (Decentralization and Combination)	The student understands materials management.	4	6
Editorial	Theoretical	Stock levels	The student understands materials management.	4	7
Editorial	Theoretical	Stagnant items	The student understands materials management.	4	8
Editorial	Theoretical	Damaged items	The student understands	4	9

	ical		materials management.		
Editorial	Theoret ical	Stock levels	The student understands materials management.	4	10
Editorial	Theoret ical	Stagnant items	The student understands materials management.	4	11
Editorial	Theoret ical	Damaged items	The student understands materials management.	4	12
Editorial	Theoret ical	Deletion of materials and its procedures	The student understands materials management.	4	13
Editorial	Theoret ical	Treatment of stagnant and damaged materials	The student understands materials management.	4	14
Editorial	Theoret ical	Packaging, concept, importance, objectives, types	The student understands materials management.	4	15

12.Infrastructure	
1- Materials Management / Haitham Al-Zoubi, Mohammed Al-Adwan and Ali Al-Mashaqa  2- Materials Management / Omar Wasi, Monem Zumrir 2012  3- Materials Management / Abi Saeed Al-Diouji, Akram Ahmed Al-Tawil / 2002	1. Main References (Sources)
Journal of the Faculty of Management and Economics - Technical Journal	1. Recommended books and references (scientific journals, reports, etc.)
Foreign and Arab Universities - College of Administration and Economics website, University of Baghdad	2. Electronic references, websites



## Course Description Form

### Course Description:

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Ministry of Higher Education and Scientific Research / Southern Technical University Technical Institute / Basra	1. Educational institution
Materials management techniques	2. Scientific Department/Center
Purchasing Management	3. Course Name/Code
Weekly (theoretical and practical)	4. Available attendance forms
Quarterly	5. Chapter/Year
2 hours theory + 2 hours practical 4 hours	6. Number of study hours (total)
11/9/2024	7. Date of preparation of this description
8. Course objectives	
The student is introduced to the basic concepts of purchasing management.	
The student compares purchasing management with other departments.	
The student completes the scientific methods and traditional methods in selecting the quality of purchases.	
The student links the relationship of purchasing management to the flow of purchases for the requesting parties by calculating the size of the economic payment.	
The student understands the importance of purchasing management for the organization in terms of determining inventory levels.	
It shows the student the economic return achieved for the organization in terms of quality, price, time (5LIGHT) Source, Right Place	
The student knows the concepts of spoiled and consumed purchases and how to deal with them as they are costs that must be identified and disposed of.	

10. Course outcomes, teaching, learning and assessment methods

<p>1- Cognitive objectives</p> <p>A1- The student learns the concepts of purchasing management.</p> <p>A2- The student understands the procedures of the purchasing department.</p> <p>A3- The student understands the most important functions of purchasing management.</p> <p>A4- The student realizes the role of the quality of purchased goods (price, source, time) appropriately.</p>
<p>2- Program specific skill objectives</p> <p>B1- The student uses quantitative methods to extract the appropriate economic payment.</p> <p>B2- The student summarizes the appropriate purchasing procedures by providing materials of new quality and at a reasonable price.</p>
Teaching and learning methods
1- Practical lectures - discussion - dialogues - visual aids
Evaluation methods
Oral and written tests
<p>C- Emotional and value goals.</p> <p>A1- We enhance the student's ability to dialogue and discuss.</p> <p>A2- Encouraging the student to engage in constructive critical thinking.</p> <p>A3- Developing the student's effectiveness in analysis and inference</p> <p>A4- The student realizes the extent of responsibility and legality towards others.</p>
Teaching and learning methods
Discussions
Evaluation methods
Oral, written and practical tests and active participation in classrooms

D- General and transferable skills (other skills related to employability and development)

(Personal).

D1- Developing the student's ability to dialogue and discuss

D2- Developing the student's ability to deal with multiple media

D3- Developing the student's ability to work in a team

D4- Developing the student's ability to deal with modern methods.

#### 11. Course structure

Evaluation method	Teaching method	Name of the unit or topic	Required learning outcomes	Watches	The week
Editorial Ask questions	Theoretical	Introduction to purchasing management, concept of importance, objectives	The student understands purchasing management.	4	1
Editorial	Theoretical	General introduction to the purchasing function Concept, importance, objectives, Motivation	The student understands purchasing management.	4	2
Editorial	Theoretical	Various tasks of purchasing management Purchasing Management Responsibilities Choosing purchasing sources	The student understands purchasing management.	4	3 – 4
Practical exercises	Theoretical	Purchasing policies (centralized and decentralized) and combining them	The student understands purchasing management.	4	5- 6 7 - 8 – 9
Editorial	Theoretical And my application	The relationship between purchasing management and warehouse management and storage policies	The student understands purchasing management.	4	10
Editorial	Theoretical	Purchasing strategies	The student understands	4	11 - 12

	ical		purchasing management.		
Editorial	Theoret ical	Buy-as-you-go strategy	The student understands purchasing management.	4	13 – 14
Editorial	Theoret ical	Selection of supply sources	The student understands purchasing management.	4	15

12. Infrastructure	
Purchasing Management / Ghanem Finjan Musa and Mohammed Abdul Hussein Purchasing Management / Ghanem Finjan Musa and Mohamed Abdel Abbas	1. Required textbooks
Journal of the Faculty of Administration and Economics - Technical Journal	Recommended books and references (scientific journals, reports, etc.)
Foreign and Arab Universities - College of Administration and Economics website, University of Baghdad	1. Electronic references, websites

## Course Description Form

### Course Description:

This course description provides a concise summary of the main characteristics of the course and the learning outcomes expected of the student to achieve them, demonstrating whether he has made the most of the learning opportunities available. It must be linked to the program description.

Ministry of Higher Education and Scientific Research / Southern Technical University	1. Educational institution
Materials management techniques	2. Scientific Department/Center
Accounting principles	3. Course Name/Code
Weekly (theoretical and practical)	4. Available attendance forms
Annual	5. Chapter/Year
1 hour theoretical + 2 hours practical (3 hours per week)	6. Number of study hours (total)
11/9/2024	7. Date of preparation of this description
8. Course objectives	
Introducing the student to accounting rules and the various financial accounting cycles and their applications in companies.	

9.Course outcomes, teaching, learning and assessment methods
<p>A-Cognitive objectives</p> <p>A1-The student knows the basic concepts of accounting.</p> <p>A2-The student explains the types of accounts used in the financial process.</p> <p>A3-The student solves the exercises.</p> <p>A4- The student compares accounting treatment methods.</p> <p>A5- The student identifies the parties affected by the financial transaction.</p> <p>A6- The student extracts the results of the financial statements from profit or loss and the financial position.</p>
<p>B-Program specific skill objectives</p> <p>B 1-Uses calculator to extract exercise results</p> <p>B 2-The student solves practical cases for the curriculum topics.</p> <p>B 3-Compares the processing of account types</p> <p>B4- The student analyzes the results of accounting applications.</p> <p>B5- Training the student on accounting documents and records</p>
Teaching and learning methods

1- Discussion and dialogue 2- Use of the board 3- Electronic visual aids
Evaluation methods
Oral and written tests
C- Emotional and value goals. A1-The student listens to the steps of solving the exercises. A2-The student must confirm the validity of the results to solve the exercises. A3-The student should appreciate the importance of attending the lecture. A4-The student should feel the importance of quietness in the classroom to receive and transmit information efficiently.
Teaching and learning methods
Solve the exercises
Evaluation methods
Oral, written, practical tests and questionnaire

D- General and transferable skills (other skills related to employability and development) (Personal). D1-The student solves multiple exercises. D2-To prepare reports on the accounts used. D3-The student discusses the results of accounting operations. D4- The student compares the types of accounts and their processing.
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Evaluation method	Teaching method	Name of the unit or topic	Required learning outcomes	Watch es	The week
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Editorial	Theoretical	Basic concepts of accounting	The student understands and solves exercises on the topic.	2	1 – 2
Editorial	Theoretical	Study the types of financial accounts	The student understands and solves the exercises of the topic.	2	3 - 5
Editorial	Theoretical	How to record financial transactions	The student understands and solves the exercises of the topic.	2	6 - 7
Editorial	Theoretical	Record all accounts in the journal.	The student understands and solves the exercises of the topic.	2	8 - 15
Editorial	Theoretical	Transfer to the general ledger	The student understands and solves the exercises of the topic.	2	16 - 18
Editorial	Theoretical	Preparing the trial balance	The student understands and solves the exercises of the topic.	2	19 - 20
Editorial	Theoretical	Preparing the recording settlements	The student understands and solves the exercises of the topic.	2	21-23
Editorial	Theoretical	Correcting accounting errors	The student understands and solves the exercises of the topic.	2	24-26
Editorial	Theoretical	Prepare the final accounts	The student understands and solves the exercises of the topic.	2	27 - 28
Editorial	Theoretical	Balance sheet photography	The student understands and solves the exercises of the topic.	2	29 - 30

10-Infrastructure	
Accounting Principles / Diaa Al-Qamousi	1. The Required textbooks
	2. Main References (Sources)
	أ. Recommended books and references (scientific journals, reports, etc.)
Arab and international university websites	ب. Electronic references, websites

## Course Description Form

### Course Description

This course description provides a concise summary of the main characteristics of the course and the learning outcomes expected of the student to achieve them, demonstrating whether he has made the most of the learning opportunities available..It must be linked to the program description..

Ministry of Higher Education and Scientific Research / Southern Technical University Basra Technical Institute	1-Educational institution
Materials management techniques	2-Scientific Department/Center
Computer Applications	3-Course Name/Code
Weekly (2 practical)	4-Available attendance forms
Quarterly	5-Chapter/Year
2 working hours (2 hours per week)	6-Number of study hours (total)
11/9/2024	7-Date of preparation of this description
1. Course objectives	
Providing the student with scientific knowledge and concepts in the field of computers and information technology related to his life and the needs of his society.	
Introducing the student to the components of the computer (internal and external) and its various accessories.	
Highlighting the computer as a multi-purpose tool in all aspects of life, and focusing on the characteristics of the computer and information technology such as speed, accuracy, storage capacity, etc.	
Training the student to use computer applications such as graphics programs, educational and entertainment games, and simulation games.	



10.Course outcomes, teaching, learning and assessment methods
<p>1- Cognitive objectives</p> <p>A1- The student knows what a computer is.</p> <p>A2- Understanding the field of computers and their applications as a field of knowledge and human thought that is constantly growing.</p> <p>A3- Acquiring some practical skills such as using various programs, printing tools and multiple tables.</p> <p>A4- Raising students' awareness of the importance of using computers in all areas of life.</p>
<p>2- Program specific skill objectives</p> <p>B1-He uses application programs in his studies of his specialization well.</p> <p>B2- Summarize his lectures based on different sources.</p> <p>B3- Collects different case studies in the field of computers and application programs.</p>
Teaching and learning methods
Using the data viewer dada show, using smart board
Evaluation methods
Oral and written tests and practical application on the computer
<p>C- Emotional and value goals.</p> <p>A1- The student should listen carefully to the teacher's explanation to consolidate the information mentally.</p> <p>A2- The student should support the professor's opinion regarding the necessity of relying on practical application in acquiring information.</p> <p>A3- The student should appreciate the importance of learning the various computer programs related to his specialization.</p> <p>A4- The student should feel the importance of quietness in the classroom to receive and understand information efficiently.</p>
Teaching and learning methods
simulation, discussion, lecture
Evaluation methods
Oral, written, practical tests and questionnaire

D- General and transferable skills (other skills related to employability and development)

(Personal).

D1- The student must answer questions related to the field of computers and application programs.

D2- To prepare mini-research in the field of computers and application programs.

D3- The student should discuss topics related to developing his field of specialization.

D4- The student compares the theories and principles that include the field of computers and their programs.

#### 11. Course structure

Evaluation method	Teaching method	Name of the unit or topic	Required learning outcomes	Watch es	The week
Editorial and practical	Theoretical and practical	The concept of computer and its importance	The student understands the subject well.	2	1
Editorial and practical	Theoretical and practical	Software - Definition - Types - Programming Languages	The student understands the subject well.	2	2
Editorial and practical	Theoretical and practical	Windows - Turning the device on and off - Using the mouse	The student understands the subject well.	2	3
Editorial and practical	Theoretical and practical	Icons - Keyboard - Display Settings	The student understands the subject well.	2	4
Editorial and practical	Theoretical and practical	Midwife's ListStart	The student understands the subject well.	2	5
Editorial and practical	Theoretical and practical	How to run applications and programs	The student understands the subject well.	2	6
Editorial and practical	Theoretical and practical	Recycle Bin	The student understands the subject well.	2	7
Editorial and practical	Theoretical and practical	Folders and files	The student understands the subject well.	2	8

Editorial and practical	Theoretical and practical	Accessories (calculator, notepad, notebook)	The student understands the subject well.	2	9
Editorial and practical	Theoretical and practical	Drawing program paint	The student understands the subject well.	2	10
Editorial and practical	Theoretical and practical	Entertainment programs	The student understands the subject well.	2	11
Editorial and practical	Theoretical and practical	Computer Ethics	The student understands the subject well.	2	12
Editorial and practical	Theoretical and practical	Viruses	The student understands the subject well.	2	13
Editorial and practical	Theoretical and practical	Word processor word	The student understands the subject well.	2	14
Editorial and practical	Theoretical and practical	Program tool sword	The student understands the subject well.	2	15
Editorial and practical	Theoretical and practical	Font settings, zoom in, zoom out, and change font color.	The student understands the subject well.		16
Editorial and practical	Theoretical and practical	Insert pages	The student understands the subject well.	2	17
Editorial and practical	Theoretical and practical	Illustrations	The student understands the subject well.	2	18
Editorial and practical	Theoretical and practical	Page layout	The student understands the subject well.	2	19
Editorial and practical	Theoretical and practical	Ranking	The student understands the subject well.	2	20
Editorial and practical	Theoretical and practical	table of contents	The student understands the subject well.	2	21
Editorial and practical	Theoretical and practical	References and citations	The student understands the subject well.	2	22
Editorial and practical	Theoretical and practical	Synonyms / Comments	The student understands the subject well.	2	23
Editorial and practical	Theoretical and practical	Changes	The student understands the subject well.	2	24

Editorial and practical	Theoretical and practical	Document View Methods	The student understands the subject well.	2	25
Editorial and practical	Theoretical and practical	Framework	The student understands the subject well.	2	26
Editorial and practical	Theoretical and practical	Internet	The student understands the subject well.	2	27
Editorial and practical	Theoretical and practical	Networks and their types	The student understands the subject well.	2	28
Editorial and practical	Theoretical and practical	Internet connection	The student understands the subject well.	2	29
Editorial and practical	Theoretical and practical	Favorite Pages	The student understands the subject well.	2	30

12.Infrastructure	
	1. Main References (Sources)
Computer magazines	1. Recommended books and references (scientific journals, reports, etc.)
Arab and international university websites	2. Electronic references, websites

13.Curriculum Development Plan
Plan for the academic year2024-2025

## Course Description Form

### Course Description:

This course description provides a concise summary of the main characteristics of the course and the learning outcomes expected of the student to achieve them, demonstrating whether he has made the most of the learning opportunities available. It must be linked to the program description..

Ministry of Higher Education and Scientific Research / Southern Technical University Technical Institute / Basra	1. Educational institution
Materials management techniques	2-Scientific Department/Center
Principles of Statistics	3-Course Name/Code
Weekly (theoretical and practical)	4-Available attendance forms
Quarterly	5-Chapter/Year
1 hour theoretical + 2 hours practical (3 hours)	6-Number of study hours (total)
11/9/2024	7-Date of preparation of this description
2. Course objectives	
Introducing the student to the importance and stages of the statistical method, starting from data collection to statistical analysis.	
Introducing the student to the importance of using statistical methods in various areas of management.	
Introducing the student to displaying grouped and ungrouped data graphically	
The student should become familiar with the concept of measures of central tendency and how to use them statistically.	
Introducing the student to the concept of dispersion measures and how to use them statistically	
The student should be familiar with the use of statistical software.spss And learn about the concept of correlation and rank correlation and how to use them statistically. Introducing the student to the concept and use of statistical indices Introducing the student to the concept of statistical tests (T, Z) and chi-square for	

10.Course outcomes, teaching, learning and assessment methods
<p>1- Cognitive objectives</p> <p>A1- The student knows the stages of the statistical method.</p> <p>A2- The student compares the comprehensive method and the typical method in collecting data.</p> <p>A3-The student describes the data in different ways.</p> <p>A4- The student displays the statistical data graphically.</p> <p>A5- The student calculates some statistical measures (averages, dispersion measures, correlation).</p> <p>And the decline</p>
<p>2- Program Skill Objectives</p> <p>B1- The student summarizes the statistical data in simple and double tables.</p> <p>B2- The student uses the program SPSS Displays Data Graphically</p> <p>B3- The student calculates some statistical measures using the statistical program .SPSS</p>
Teaching and learning methods
<p>1- Discussion and dialogue</p> <p>2- Electronic visual aids</p> <p>3- Electronic classes</p> <p>4- Written tests</p> <p>5- Posters</p> <p>6- Electronic calculator</p>
Evaluation methods
Oral and written tests
<p>C- Emotional and value goals.</p> <p>A1- The student learns the importance of using statistical methods in research.</p> <p>A2- The student should appreciate the importance of calmness in receiving information.</p> <p>A3- The student should appreciate the importance of using statistical</p>

<p>programs in data analysis.</p> <p>A4- The student should feel the importance of different statistical distributions.</p>					
Teaching and learning methods					
Discussion, lecture, practical application					
Evaluation methods					
Oral, written, practical tests and questionnaire					
<p>D- General and transferable skills (other skills related to employability and development) (Personal).</p> <p>D1- The student should design a simple statistical form.</p> <p>D2- To be able to choose the appropriate sample from the statistical community.</p> <p>D3- To use manual and electronic methods in displaying and analyzing data.</p>					
11. Course structure					
Evaluation method	Teaching method	Name of the unit or topic	Required learning outcomes	Watches	The week
Editorial Ask questions	Theoretical	Statistics, its importance and its relationship to other departments	The student understands the stages of the statistical method.	3	1
Editorial	Theoretical	Data collection	To distinguish between historical and field sources - to compare between the comprehensive and typical methods Statistical form	3	2
Editorial	Theoretical	Data classification and tabulation	The student displays the data in a tabular form (simple and double).	3	3
Editorial Duties	Theoretical	Ungrouped data display methods	The student displays the ungrouped data graphically.	3	4
Practical exercises	Theoretical	Classified data display methods	The student displays the recurrence function graphically.	3	5
Editorial	Theoretical And	Metrics	To practically apply the previous vocabulary using the statistical	3	6

	my application		program SPSS		
Editorial	Theoretical	Measures of central tendency	The student calculates the arithmetic mean, median and mode.	3	7- 8- 9
Editorial	Theoretical	Dispersion measures	The student calculates the standard deviation, variance and coefficient of variation.	3	10 - 11 12
Editorial	Theoretical	Link	The student calculates the simple Pearson correlation coefficient in different ways.	3	13-14
Editorial	Theoretical	Link to metadata	To calculate the rank correlation coefficient and the coupling coefficient	3	15 - 16 17
Editorial	Theoretical	Slope	The student understands the regression line using the least squares method.	3	18 - 19 21 -20
Editorial	Theoretical	Records	The student calculates the different standard numbers.	3	22-23 24
Editorial	Theoretical	Statistical tests	The student understands the distributions T, Z	3	25 – 26
Editorial	Theoretical	Statistical tests	To calculate the value of the testTavern and intermediate	3	27 – 28
Editorial	Theoretical	chi-square test	To calculate the distribution valueX2	3	29 – 30

12.Infrastructure	
Statistics for Administrative Specializations - Obaid Mahmoud Mohsen	1. Required textbooks
1- Principles of Statistics - Dr. Muhammad Subaihi Abu Saleh  2- Statistical programSPSS Dr. Dalal Al-Qadi	2. Main References (Sources)



Statistics for Administrators and Economists Dr. Dalal Al-Qadi / Dr. Sahlia Abdullah / Dr. Mahmoud Al-Bayati / for the year 2005	1. Recommended books and references (scientific journals, reports, etc.)
Statistical analysis of data using SPSS Walid Saad El-Din	2. Electronic references, websites

13. Curriculum Development Plan
Plan for the academic year 2024-2025

## Course Description Form

### Course Description:

This course description provides a concise summary of the main characteristics of the course and the learning outcomes expected of the student to achieve them, demonstrating whether he has made the most of the learning opportunities available..It must be linked to the program description..

Ministry of Higher Education and Scientific Research / Southern Technical University Technical Institute / Basra	1. Educational institution
Materials management techniques	2-Scientific Department/Center
Human rights and democracy	2. Course Name/Code
Weekly (theoretical)	3. Available attendance forms
Quarterly	4. Chapter/Year
2 hours of theory per week	5. Number of study hours (total)
11/9/2024	6. Date of preparation of this description

7. Course objectives
Introducing the student to the principles of human rights and democracy
Enabling the student to apply these principles in life to serve humanity and society.

10.Course outcomes, teaching, learning and assessment methods
<p>1- Cognitive objectives</p> <p>A1- The student completes the information related to human rights that he learned in previous years of study.</p> <p>A2- The student compares international theories and laws in the field of human rights and democracy.</p> <p>A3- The student links international theories and laws in the field of human rights and democracy.</p>
<p>2- Program specific skill objectives</p> <p>B1-He uses legal materials in his studies of his specialty well.</p> <p>B2- Summarize his lectures based on different sources.</p> <p>B3- Collects different case studies in the field of human rights and democracy.</p>
Teaching and learning methods
<p>1- Discussion and dialogue</p> <p>2- Electronic classes</p>
Evaluation methods
Oral and written tests
<p>C- Emotional and value goals.</p> <p>A1- The student should listen carefully to the teacher's explanation to consolidate the information mentally.</p> <p>A2- The student should support the professor's opinion regarding the necessity of relying on scientific methods for planning and inventory control.</p> <p>A3- The student should appreciate the importance of learning the various computer programs related to his specialization.</p> <p>A4- The student should feel the importance of quietness in the classroom to receive and understand information efficiently.</p>
Teaching and learning methods
simulation, discussion, lecture

Evaluation methods
Oral, written, practical tests and questionnaire

<p>D- General and transferable skills (other skills related to employability and development) (Personal).</p> <p>D1- The student must answer questions related to the field of human rights and democracy.</p> <p>D2- To prepare mini-research in the field of human rights and democracy.</p> <p>D3- The student should discuss topics related to developing his field of specialization.</p> <p>D4- The student compares the theories and principles that guarantee human rights and democracy.</p>
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11. Course structure					
Evaluation method	Teaching method	Name of the unit or topic	Required learning outcomes	Watch es	The week
Editorial	Theoretical	The concept of human rights and their importance, human rights in Islam	The student understands the subject well.	2	1
Editorial	Theoretical	Human rights in contemporary and modern history, regional recognition of human rights	The student understands the subject well.	2	2
Editorial	Theoretical	NGOs and Human Rights, Human Rights in Iraqi Constitutions	The student understands the subject well.	2	3
Editorial	Theoretical	The relationship between human rights and public freedoms, economic, cultural, civil and political human rights	The student understands the subject well.	2	4
Editorial	Theoretical	Modern human rights, guarantees of respect and protection of human rights at the national level	The student understands the subject well.	2	5
Editorial	Theoretical	Guarantees of respect and protection of human rights at the international level, general view of freedoms	The student understands the subject well.	2	6
Editorial	Theoretical	Organizing public freedoms, equality	The student understands the subject well.	2	7
Editorial	Theoretical	Democracy, concept and types, democracy in the third world	The student understands the subject well.	2	8

Editorial	Theoretical	Democratic systems in the world, the concept of freedoms and their classification	The student understands the subject well.	2	9
Editorial	Theoretical	Basic freedoms, freedom of security and freedom of movement	The student understands the subject well.	2	10
Editorial	Theoretical	Freedom of education, freedom of the press, freedom of assembly, freedom of association and freedom of work	The student understands the subject well.	2	11
Editorial	Theoretical	Right to own property, freedom of industry and trade	The student understands the subject well.	2	12
Editorial	Theoretical	Women's freedom, political parties and public freedoms	The student understands the subject well.	2	13
Editorial	Theoretical	Scientific and technical progress and public freedoms, the future of public freedoms	The student understands the subject well.	2	14
Editorial	Theoretical	Environmental awareness and German in Iraq, genocide crimes	The student understands the subject well.	2	15

## 12. Curriculum Development Plan

Plan for the academic year 2024-2025

## 13. Infrastructure

	1. Main References (Sources)
	1. Recommended books and references (scientific journals, reports, etc.)
Arab and international university websites	2. Electronic references, websites

## Course Description Form

### Course Description:

This course description provides a concise summary of the main characteristics of the course and the learning outcomes expected of the student to achieve them, demonstrating whether he has made the most of the learning opportunities available. It must be linked to the program description.

Ministry of Higher Education and Scientific Research / Southern Technical University Technical Institute / Basra	1-Educational institution
Materials management techniques	2-Scientific Department / The Center
Warehouse techniques	3-name / Course code
Weekly (2 theoretical and 2 practical)	4-Available attendance forms
Quarterly	5-Chapter/Year
1 hour theoretical * 4 hours practical (5 hours per week)	6-Number of study hours (total)
11/9/2024	7-Date of preparation of this description
9. Course objectives	
The student is introduced to the basic concepts of warehouse management.	
The student compares warehouse management with other departments.	
The student completes the scientific methods and traditional methods in warehouse management.	
The student links the relationship between warehouse management and the flow of materials to the requesting parties.	
The student understands the importance of warehouse management for the facility.	
The student understands the role of inventory procedures in controlling the movement of materials within a company's facility through the use of the document cycle.	
The student links the importance of interior design to its role in preserving materials and reducing storage costs.	
The student understands the importance of the role of storage equipment in	

preserving materials inside the warehouse.
The student understands the importance of the role of internal transportation and handling equipment in the speed of movement of materials within the warehouse.

9.Course outcomes, teaching, learning and assessment methods
<p>İ- Cognitive objectives</p> <p>A1-The student learns concepts about warehouses.</p> <p>A2-The student understands the procedures of warehouse work.</p> <p>A3-The student understands modern warehouse systems in discrimination.</p> <p>A4- The student learns inventory control systems such as inventory.</p> <p>A5- The student realizes the importance of storage equipment and its role in preserving stored materials.</p>
<p>Ç- Program specific skill objectives</p> <p>B 1-The student uses the documentary cycle and types of warehouse documents.</p> <p>B 2-The student applies the storage systems in coding and tabulation.</p> <p>B 3-The student applies how to use the inventory list.</p> <p>B6- Extract how to use storage energy as measured by storage buildings.</p>
Teaching and learning methods
Practical lectures, discussion, dialogues, visual aids, simulation, role-playing
Evaluation methods
Oral and written tests
<p>C- Emotional and value goals.</p> <p>A1-Enhancing the student's ability to dialogue and discuss</p> <p>A2-Encouraging students to develop constructive critical thinking skills</p> <p>A3-Developing the student's effectiveness in analysis and inference</p> <p>A4-The student realizes the extent of social and legal responsibility towards others.</p>
Teaching and learning methods
simulation, discussion, lecture
Evaluation methods
Oral, written, practical tests and questionnaire

D- General and transferable skills (other skills related to employability and development)(Personal).

D1-Developing the student's ability to dialogue and discuss

D2-Developing the student's ability to deal with multiple media

D3-Developing the student's ability to work in a team

D4- Developing the student's ability to deal with modern methods

#### 10. Course structure

Evaluation method	Teaching method	Name of the unit or topic	Required learning outcomes	Watch es	T h e w e e k
Editorial and practical	Theoretical and practical	Definition of inventory, warehouse management, concept of storage process in the facility	The student understands the subject well.	5	1-2
Editorial and practical	Theoretical and practical	Warehouse management jobs, the importance of the financial and productive storage function	The student understands the subject well.		3
Editorial and practical	Theoretical and practical	Inventory procedures, inspection, concept and inspection responsibility	The student understands the subject well.		4
Editorial and practical	Theoretical and practical	Receiving, concept, centralization and decentralization in receiving	The student understands the subject well.		5
Editorial and practical	Theoretical and practical	Material preservation, inventory protection	The student understands the subject well.		6
Editorial and practical	Theoretical and practical	Simplify and standardize materials and description methods.	The student understands the subject well.		7-8-9
Editorial and practical	Theoretical and practical	Coding, importance, principles of coding, materials guide and steps for preparing it	The student understands the subject well.		10-11

					1
Editorial and practical	Theoretical and practical	Documentary warehouse cycle, objectives, types	The student understands the subject well.		1 2- 1 3
Editorial and practical	Theoretical and practical	Inventory inventory, importance, inventory responsibility, types of inventory, inventory committees	The student understands the subject well.		1 4- 1 5
Editorial and practical	Theoretical and practical	Ownership and rental policy	The student understands the subject well.		1 6
Editorial and practical	Theoretical and practical	Geographic location of warehouses (Inside and outside) the scope of the project	The student understands the subject well.		1 7
Editorial and practical	Theoretical and practical	Planning for the establishment of warehouses and open storage	The student understands the subject well.		1 8 - 1 9 2 0 - 2 1
Editorial and practical	Theoretical and practical	Interior design of stores, factors affecting interior design	The student understands the subject well.		2 2- 2 3 2 4
Editorial and practical	Theoretical and practical	Storage equipment, importance, types	The student understands the subject well.		2 5 - 2 6
Editorial and practical	Theoretical and practical	Internal handling and transportation equipment, importance, types	The student understands the subject well.		2 7 - 2 8
Editorial and practical	Theoretical and practical	Quality stores	The student understands the subject well.		2 9- 3 0



11.Infrastructure	
Warehouse Management / Ghanem Finjan Musa and Raad Rizk Setif Scientific methods in warehouse management / Ghanem Finjan Musa	2 Required Textbooks
1- Purchasing Management / Ghanem Finjan Musa and Mohammed Abdul Hussein 2- Purchasing and Warehouse Management / Rashid Hamad Al-Ghadeer + Internet	3 Main References (Sources)
Journal of the Faculty of Management and Economics-Tech Magazine	٢. Recommended books and references (scientific journals, reports, etc.)
	٣. Electronic references, websites

12.Curriculum Development Plan
Plan for the academic year 2024-2025

## Course Description Form

### Course Description:

This course description provides a concise summary of the main characteristics of the course and the learning outcomes expected of the student to achieve them, demonstrating whether he has made the most of the learning opportunities available. It must be linked to the program description..

Ministry of Higher Education and Scientific Research / Southern Technical University	1. Educational institution
Materials management techniques	2-Scientific Department/Center
Specialized readings English	3-Course Name/Code
Weekly (theoretical and practical)	4-Available attendance forms
qurtarly	5-Chapter/Year

1 hour theoretical + 2 hours practical (3 hours per week)	6-Number of study hours (total)
11/9/2024	7-Date of preparation of this description
2. Course objectives	
This course aims to provide and improve students' English language skills in the field of materials management techniques and other specialized administrative knowledge related to this field.	

9.Course outcomes, teaching, learning and assessment methods
<p>1- Cognitive objectives</p> <p>A1- The student learns the administrative vocabulary related to materials management techniques in the English language.</p> <p>A2- The student explains the meanings of scientific and administrative terms related to materials management techniques in the English language.</p> <p>A3- The student will be trained on the correct pronunciation of scientific and administrative terms related to materials management techniques in the English language.</p> <p>A4- The student completes daily exercises and assignments related to materials management techniques in the language.</p> <p>English</p> <p>A5- The student links what he has learned in the theoretical and practical aspects in all subjects.</p> <p>Administrative and related materials management techniques in English</p>
<p>2- Program specific skill objectives</p> <p>B1- The student uses the board to practice how to write administrative scientific terms.</p> <p>Related to materials management techniques in English</p> <p>B2- Translates for the student the scientific and administrative terms related to materials management techniques into English.</p> <p>B3- The student completes the administrative topics related to materials management techniques in English.</p> <p>B4- The student speaks fluently the administrative vocabulary related to materials management techniques in English.</p>
Teaching and learning methods

Practical lectures, discussion, dialogues, visual aids, simulation, role-playing
Evaluation methods
Oral and written tests
<p>C- Emotional and value goals.</p> <p>A1- Enhancing the student's ability to dialogue, discuss and pronounce the English language correctly.</p> <p>A2- Encouraging the student to develop the skill of constructive critical thinking.</p> <p>A3- Developing the student's effectiveness in analysis and inference</p> <p>A4- The student realizes the extent of social and legal responsibility towards others.</p>
Teaching and learning methods
simulation, discussion, lecture
Evaluation methods
Oral, written, practical tests and questionnaire

D- General and transferable skills (other skills related to employability and development)  
(Personal).

D1- Developing the student's ability to dialogue and discuss

D2- Developing the student's ability to deal with multiple media

D3- Developing the student's ability to work in a team

D4- Developing the student's ability to deal with modern methods

#### 10. Course structure

Evaluation method	Teaching method	Name of the unit or topic	Required learning outcomes	Watch es	The week
Editorial and practical	Theoretical and practical	Material management	The student understands the subject well.	3	1- 2- 3
Editorial and practical	Theoretical and practical	Communication	The student understands the subject well.	3	4
Editorial and practical	Theoretical and practical	Kinds, levels, directions and importance of	The student understands the subject well.	3	5-6

		communications			
Editorial and practical	Theoretical and practical	Management (General look)	The student understands the subject well.	3	7 – 8
Editorial and practical	Theoretical and practical	Statistics in business	The student understands the subject well.	3	9-10 11
Editorial and practical	Theoretical and practical	Warehouse – Insurance	The student understands the subject well.	3	12-13
Editorial and practical	Theoretical and practical	Marketing	The student understands the subject well.	3	14-15 16
Editorial and practical	Theoretical and practical	Sales management	The student understands the subject well.	3	17-18 19
Editorial and practical	Theoretical and practical	Accounting	The student understands the subject well.	3	20 - 21 22
Editorial and practical	Theoretical and practical	Democracy and human rights	The student understands the subject well.	3	23-24 25
Editorial and practical	Theoretical and practical	Computer systems	The student understands the subject well.	3	26 - 27 28
Editorial and practical	Theoretical and practical	Review	The student understands the subject well.	3	29-30

11.Infrastructure	
Specialized English Readings Book	1. Required Textbooks
Administrative books related to the curriculum vocabulary in English such as (Principles of Materials Technology Book, Principles of Management, Communications, Warehouse Management, Insurance Management, Sales Management, Accounting Management, Production and Operations Management, Computer Applications	2. <i>Main references (Sources)</i>

Journal of Administrative Sciences in English	1. Recommended books and references (scientific journals, reports, etc.)
	2. Electronic references, websites

12. Curriculum Development Plan
Plan for the academic year 2024-2025

## Course Description Form

### Course Description

This course description provides a concise summary of the main characteristics of the course and the learning outcomes expected of the student to achieve them, demonstrating whether he has made the most of the learning opportunities available. It must be linked to the program description..

Ministry of Higher Education and Scientific Research / Southern Technical University Technical Institute / Basra	1. Educational institution
Materials management techniques	1-Scientific Department /Center
Risk Management and Insurance	2. Course Name/Code
Weekly (1 theoretical and 2 practical)	3. Available attendance forms
<b>Quarterly</b>	4. Chapter/Year
2 hours theoretical + 2 hours practical (4 hours)	5. Number of study hours (total)
11/9/2024	6. Date of preparation of this description
7. Course objectives	
The student is able to understand and apply the insurance rules and foundations to warehouse work, face various risks in his warehouse work, and choose and use the documents that serve the facility in obtaining insurance coverage that reduces the	

negative effects of the risks that occur.

#### 10-Course outcomes, teaching, learning and assessment methods

##### 1- Cognitive objectives

A1- The student is introduced to the concept of risk management, insurance and risk management.

A2- To know the basic principles of insurance.

A3- The student should know how to deal with clients in the field of risk insurance.

A4- The student knows how to prevent warehouse dangers.

A5- The student learns the pricing method and installment calculation.

A6- Identify other types of insurance documents

##### 2- Program specific skill objectives

B1- The student's knowledge of the concept of risk management and insurance

B2- Expanding the student's concepts in the field of risk management and insurance

B3- The student knows how to calculate the insurance premium

B4- Knowing the different insurance covers

#### Teaching and learning methods

1- Discussion and dialogue

2- Reports and studies

3- Use of the board

4- Student groups

#### Evaluation methods

1- Oral and written tests

2- Participate in the classroom

3- Presentation of activities

4- Learning Matrix

##### C- Emotional and value goals.

A1- Developing and enhancing thinking skills according to the child's ability and moving him to a higher level of thinking.

A2- The student should appreciate the importance of calmness in receiving information.

A4- Developing the student's ability to dialogue and discuss

Teaching and learning methods
1- Thinking strategy according to the student's ability 2- High Thinking Skill Strategy 3- Fat storm
Evaluation methods
1- Oral and written tests 2- Active participation in the classroom 3- Commitment to the deadline for submitting assignments and research
D- General and transferable skills (other skills related to employability and development) (Personal). D1- Developing the student's ability to dialogue and discuss D2- Teamwork D3- Developing the student's ability to deal with multiple media D4- Developing the student's ability to deal with technical means D5- Planning and organization

#### 10. Course structure

Evaluation method	Teaching method	Name of the unit or topic	Required learning outcomes	Watches	The week
Exams of all kinds, participation in electronic classes and the learning matrix	1- Method of delivery 2- Student groups 3- Reports and studies 4- Workshops	General background on risk management and insurance	Add learning outcomes	12	Weekly
Exams of all kinds, participation in electronic classes and the learning matrix	1- Method of delivery 2- Student groups 3- Reports and studies 4- Workshops	Insurance management, organization and marketing	Add learning outcomes	8	Weekly
Exams of all kinds, participation in	1- Method of delivery 2- Student	Fire insurance	Add learning outcomes	8	Weekly

electronic classes and the learning matrix	groups 3- Reports and studies 4- Workshops				
Exams of all kinds, participation in electronic classes and the learning matrix	1- Method of delivery 2- Student groups 3- Reports and studies 4- Workshops	Marine Insurance	Add learning outcomes	8	Weekly
Exams of all kinds, participation in electronic classes and the learning matrix	1- Method of delivery 2- Student groups 3- Reports and studies 4- Workshops	Insurance rates	Add learning outcomes	8	Weekly
Exams of all kinds, participation in electronic classes and the learning matrix	1- Method of delivery 2- Student groups 3- Reports and studies 4- Workshops	Insurance Covers	Add learning outcomes	8	Weekly
Exams of all kinds, participation in electronic classes and the learning matrix	1- Method of delivery 2- Student groups 3- Reports and studies 4- Workshops	Liability insurance	Add learning outcomes	8	Weekly
Exams of all kinds, participation in electronic classes and the learning matrix	1- Method of delivery 2- Student groups 3- Reports and studies 4- Workshops	Theft insurance	Add learning outcomes	8	Weekly
Exams of all kinds, participation in electronic classes and the learning matrix	1- Method of delivery 2- Student groups 3- Reports and studies 4- Workshops	Warehouse safety guarantee	Add learning outcomes	8	Weekly

## 11.Infrastructure



<b>Risk Management and Insurance - Dr. Salah Abdel Rahim</b>	1. Required textbooks
<b>Scientific journals in administrative, insurance and risk specializations</b>	2. Main References (Sources)
<b>Specialized websites 2005</b>	1. Recommended books and references (scientific journals, reports, etc.)
<b>Statistical analysis of data using SPSS Walled Sad El-Din</b>	2. Electronic references, websites

<b>12. Curriculum Development Plan</b>
<b>Plan for the academic year 2024-2025</b>

## Course Description Form

<b>1. Course Title</b>					
: English Language					
<b>2. Course Code:</b>					
No					
<b>3. Semester / Year: First</b>					
Quarterly					
<b>4. Date of preparation of this description:</b>					
11- 9-2024					
<b>5. Available Forms of Attendance:</b>					
My presence only					
<b>6. Number of Credit Hours (Total) / Number of Units (Total):</b>					
2 hours theoretical per week.					
<b>7. Course administrator's name (if more than one name)</b>					
DR. Shahad .Q .abdulkader					
<b>8. Course Objectives</b>					
Providing students with basic concepts related to the administrative activities practiced by the organization and its applications.					
<b>1. Teaching and Learning Strategies</b>					
Enables the student to understand the concept of modern management in the field of work and secretarial and to acquire information to work in this field.					<b>Strategy</b>
<b>2. Course Structure</b>					
<b>Evaluation method</b>	<b>Learning method</b>	<b>Unit or subject name</b>	<b>Required Learning Outcomes</b>	<b>Hours</b>	<b>The week</b>
<b>Weekly monthly , daily, written and end-of- year</b>	Theoretical and practical lectures and some practical cases		Unit one: hello Am /are / is , my /your This is with practice in work		The first

<b>exams.</b>					
<b>Weekly, monthly , daily, written and end-of- year exams.</b>	Theoretical and practical lectures and some practical cases		Unit two : your world He / she / they , his /her Questions		Second
<b>Weekly, monthly , daily, written and end-of- year exams.</b>	Theoretical and practical lectures and some practical cases		Unit three : all about Negatives and questions ,personal information ,social expressions		Third
<b>Weekly, monthly , daily, written and end-of- year exams.</b>	Theoretical and practical lectures and some practical cases		Unit four : family and friends Possessive s Has / have Adjective + noun		Fourth

<b>Weekly, monthly , daily, written and end-of- year exams.</b>	Theoretical and practical lectures and some practical cases		Unit five : the way I live Sports / food / drinks		V
<b>Weekly, monthly , daily, written and end-of- year exams.</b>	Theoretical and practical lectures and some practical cases		Unit six : every day The time /Present simple he / she Questions and negatives Adverbs of frequency		Sixth and seventh
<b>Weekly, monthly , daily, written and end-of- year exams.</b>	Theoretical and practical lectures and some practical cases		Unit seven : my favorites Question words Pronouns , this and that		Eighth and ninth
<b>Weekly,</b>	Theoretical and practical		Unit eight : where I live There is / are		Tenth and eleventh

<b>monthly , daily, written and end-of- year exams.</b>	lectures and some practical cases				
<b>Weekly, monthly , daily, written and end-of- year exams.</b>	Theoretical and practical lectures and some practical cases		Unit nine : times past Was/ were born Past simple – irregular verbs		Twelfth
<b>Weekly, monthly , daily, written and end-of- year exams.</b>	Theoretical and practical lectures and some practical cases		Unit ten : we had a great a time ! Past simple – regular & irregular		Thirteenth

<b>Weekly, monthly , daily, written and end-of- year exams.</b>	Theoretical and practical lectures and some practical cases		Unit eleven : I can do that ! Can / cant Adverbs Requests		Fourteenth
<b>Weekly, monthly , daily, written and end-of- year exams.</b>	Theoretical and practical lectures and some practical cases		Unit twelve : please and thank you Id like..... Some and any Like and would like		Fifteenth

### **Academic Program Description**

**This academic program description provides a concise summary of the main features of the program and the learning outcomes expected of the student, demonstrating whether he has made the most of the opportunities available. It is accompanied by a description of each course within the program.**

Southern Technical University	1. Educational institution
Materials management techniques	14-Scientific Department/Center

Materials management	2. Name of academic or professional program
Technical Diploma	3. Final Certificate Name
Quarterly	4. Academic system (annual/courses/others)
(AACSB) For administrative majors,	5. Accredited Certification Program
There is a close relationship with the labor market that receives our graduates, as the opinion of the labor market was taken into account regarding the curricula.	6. Other external influences
11/9/2024	7. Description preparation date
8. Academic program objectives (remember the objectives of the scientific department)	
<b>The department aims to prepare qualified technical personnel to practice activities related to purchasing, storage, marketing and supply management (logistics) in the organization, whether in government departments or the private sector.</b>	

9. Required program outcomes, teaching, learning and assessment methods
1- Cognitive objectives  A1- Preparing qualified technical staff to practice A For activities related to purchasing, storage and marketing. A2- Framing the department's outputs with modern scientific and technical frameworks that are compatible with the requirements of the work environment. A3- Seeking to create human capital capable of excellence and creativity and building cognitive capabilities to achieve outstanding performance.
2- Program specific skill objectives  B1- Works in purchasing and storage activities in all economic institutions. B2- Organizing all records and documents related to warehouse work. B3- Performs the work and activities related to warehouse system applications.
Teaching and learning methods

Lecture, workshop, laboratory, methodical training, summer training
Evaluation methods
Oral exams, written exams, semester exams, final exams, daily assessment
<p>C- Emotional and value goals.</p> <p>A1- Performs the work and activities related to warehouse system applications.</p> <p>A2- Enabling the graduate to develop warehouse work and innovate work methods.</p> <p>A3- Assisting the graduate in applying the integration and coordination method in the supply chain (logistics supply) after graduation.</p> <p>A4- Assisting the graduate in innovation in the field of supply chain (supply system, suppliers, supply system, supplier relationship management, and customer relationship management) in a manner that is compatible with the current reality of the labor market.</p>
Teaching and learning methods
Lecture, workshop, laboratory, methodical training, summer training
Evaluation methods
Oral exams, written exams, semester exams, final exams, daily assessment

<p>D- General and transferable skills (other skills related to employability and personal development).</p> <p>D1- Enabling students to work in the field of marketing, purchasing and inventory accounting.</p> <p>D2- Keeping pace with scientific developments.</p> <p>D3- Using computers and the Internet in the field of warehouse operations.</p>				
Teaching and learning methods				
(Lecture, workshop, laboratory, systematic training, summer training)				
Evaluation methods				
(Oral exams, written exams, semester exams, final exams, daily assessment)				
10. Program structure				
Credit hours		Course name	Course code	Academic stage
Practical	Theoretical			
		Scientific Department Name		Academic year ←



Program Skills Chart															
Required learning outcomes of the program															
Values				Skills				Knowledge				Essential or optional?	Course name	Course code	Year/Level
A4	A3	A2	A1	B4	B3	B2	B1	A4	A3	A2	A1				
	—					—					—	essential	Inventory accountin g		2024 _ 2025

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

1. Program Description				
semester/Level	Course Code	Course Name	Credit Hours	
2024/2025, second stage		inventory accounting	theoretical	Practical

2. Expected learning outcomes of the program	
<b>Knowledge</b>	
To acquaint students with the concepts related to inventory accounting, documentary credit and inventory records.	
<b>Skills</b>	
Expanding the skills of the order by accounting for inventory and its different pricing methods	
<b>Ethics</b>	
Develop students' abilities to share ideas related to inventory accounting. Increase students' awareness of inventory accounting applications	

3. Teaching and Learning Strategies
1. Explaining the scientific material by reviewing the concepts of inventory accounting. 2. Preparing reports by students on inventory accounting. 3. Asking questions and discussing, brainstorming.

4. Evaluation methods
-----------------------

Weekly, monthly, daily and end of semester exams.

## 5. Faculty

### Faculty Members

Academic Rank	Specialization		Special Requirements/Skills (if applicable)		Number of the teaching staff	
	General	Special			Staff	Lecturer
Assistant Lecturer	Accounting Techniques	Accounting Techniques			Staff	

### Professional Development

#### Mentoring new faculty members

Orienting new teaching staff through the department council and individual meetings with teaching staff

#### Professional development of faculty members

Developing teachers through training courses and self-development.

## 6. Acceptance Criterion

### Central admission

## 7. The most important sources of information about the program

Bulletins, advertising within mass communication media, the official website of the college, the official website of the scientific department.

## 8. Program Development Plan

Program Skills Outline															
				Required program Learning outcomes											
Year/Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Ethics			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4



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

## Course Description Form

<b>Ministry of Higher Education and Scientific Research / South university</b>	<b>Educational institution</b>	<b>1</b>
Materials management techniques	Scientific Department / Center	<b>2</b>
inventory accounting	Course Name/Code	<b>3</b>
Weekly (theoretical and practical)	Available attendance forms	<b>4</b>
Quarterly	Chapter/Year	<b>5</b>
4 hours (2 theoretical + 2 practical)	Total number of study hours	<b>6</b>
2-5-2024	Date of preparation of this description	<b>7</b>
course aims to introduce students to the concepts of inventory accounting. The course aims to introduce students to inventory pricing methods.		<b>8</b>

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	4 hours	Students acquire various skills in inventory accounting.	Basic concepts in inventory accounting	Explanation of the scientific material Discussions between students	Weekly, monthly, daily, written and end-of-semester tests.
2	4 hours		Incoming Stock Materials		
3	4 hours		External Purchases		
4	4 hours		Documents for Credits		
5	4 hours		Documentary Credit Expenses		
6	4 hours		Goods Receipt Cases		
7	4 hours		Accounting treatment of non-standard units		
8	4 hours		Shared expenses		
9	4 hours		Distribution of shared expenses		
10	4 hours		Inventory documents and records		

11	4 hours		Pricing of outgoing inventory materials		
12	4 hours		Last in, first out method		
13	4 hours		Simple average method		
14	4 hours		Weighted average method		
15	4 hours		End of semester exam		
1. Course Evaluation					
<b>First test 20% ,Second test 20% ,Attendance and participation 5% ,Quizzes 5% ,End of semester exam 50%</b>					
2. Learning and Teaching Resources					
Required textbooks (curricular books, if any)			Inventory accounting by Karam Zaki Rizk 1991		
Main references (sources)					
Recommended books and references (scientific journals, reports...)					
Electronic References, Websites			Various sites on the Internet		

## Course Description Form

### Course Description

This course description provides a concise summary of the main characteristics of the course and the learning outcomes expected of the student to achieve them, demonstrating whether he or she has made the most of the learning opportunities available. It must be linked to the programmer description.

<b>Ministry of Higher Education and Scientific Research / South university</b>	<b>Educational institution</b>	<b>1</b>
Materials management techniques	Scientific Department / Center	<b>2</b>
Production and Operations Management	Course Name/Code	<b>3</b>
Weekly (theoretical and practical)	Available attendance forms	<b>4</b>
Quarterly	Chapter/Year	<b>5</b>
4 hours (2 theoretical + 2 practical)	Total number of study hours	<b>6</b>
2-5-2024	Date of preparation of this description	<b>7</b>
<p>Course objectives:</p> <p>Providing students with theoretical and practical skills in production and operations management in industrial facilities in the field of planning, organizing and controlling industrial operations and using quantitative methods in making decisions related to various aspects of production work activity in business organizations, and introducing students to the concept of strategic planning for operations, competitive priorities and the most important modern methods in decision-making.</p> <p>To provide the student with the ability to use quantitative methods in break-even analysis, forecasting sales and demand, and using linear programming, operations research, and sensitivity analysis in the field of operations and production management in business organizations.</p> <p>Teaching the student to use quantitative methods in the field of allocation, transportation problems, production planning and maintenance control, motion and time study, and the method of sequencing precedence in the field of business organizations.</p> <p>Providing students with the latest contemporary concepts State-Of-The-Art and quantitative tools and applications in the field of production and operations, which qualifies them to work in various production and operations management jobs, or to become production managers in the future. And to help students realize the complementary relationship between the production function and the marketing and finance functions and other functions in the company. And to introduce students to how to produce goods and provide services in the company, and to the systems</p>		<b>8</b>

and methods of planning and controlling production and to the importance of the production and operations function in organizations, especially business organizations, as it is the department responsible for creating the goods and services that the members of society need.

The student should become familiar with the concept of quality management, quality systems and the specifications of each. The student should become familiar with the concept of total quality management and become familiar with the methods and tools of total quality management. The student should be able to apply total quality management plans.

<b>Course outcomes, teaching, learning and assessment methods:</b>	<b>9</b>
<p>1- Cognitive objectives:-</p> <ul style="list-style-type: none"> <li>- The student knows what operations and production management is.</li> <li>- The student explains the relationship between operations management and other departments in business organizations.</li> <li>- The student explains the reasons affecting the quality of products and the costs associated with them.</li> <li>- The student works on applying the quantitative methods adopted in operations management.</li> <li>- The student compares the production methods adopted in business organizations.</li> <li>- The student links information to achieve knowledge integration.</li> </ul>	
<p>2- Program specific skill objectives:-</p> <ul style="list-style-type: none"> <li>- The student uses the calculator in his major.</li> <li>- The student summarizes information to build knowledge about operations management.</li> <li>- Collects samples and models.</li> <li>- The student can adopt quantitative methods to assist in decision making.</li> </ul>	
<p>3- Teaching and learning methods:-</p> <ul style="list-style-type: none"> <li>- Discussion and dialogue.</li> <li>- Electronic visual aids.</li> <li>- Use the board.</li> <li>- Oral tests.</li> <li>- Written tests.</li> </ul>	
<p>4- Evaluation methods:-</p> <ul style="list-style-type: none"> <li>- Questionnaire.</li> <li>- Investigating/enquiring about students' understanding of the topic.</li> </ul>	



-	Oral and written tests.	
5-	Emotional and value goals: <ul style="list-style-type: none"> <li>- The student learns the art of listening while the teacher is presenting the topic.</li> <li>- The student should appreciate the importance of calmness in receiving information.</li> <li>- The student feels important and has a role in managing the lectures through his participation and discussions.</li> <li>- The student learns the method of teamwork (work team) while completing some assignments such as: preparing periodic reports or graduation research, which encourages cooperation among the team.</li> </ul>	
6-	Teaching and learning methods:- <ul style="list-style-type: none"> <li>- Discussion and dialogue.</li> <li>- Simulations.</li> <li>- Role playing / role exchange.</li> </ul>	
7-	Evaluation methods:- <ul style="list-style-type: none"> <li>- Questionnaire.</li> <li>- Investigating/inquiring about students' understanding of the topic.</li> <li>- Oral and written pre- and post-tests.</li> <li>- Realizing the extent of students' understanding of the topic by presenting practical cases and giving them the opportunity to express their own opinions about the practical case and how to link it to the topic of the lesson.</li> </ul>	
8-	General and transferable skills (other skills related to employability and personal development):- <ul style="list-style-type: none"> <li>- The student must answer questions related to the subject.</li> <li>- The student must prepare research in the field of specialization.</li> <li>- The student will discuss the role of applying quantitative methods in decision-making.</li> <li>- The student compares the theoretical study with the lived reality.</li> </ul>	

10- Course structure:-

Evaluation method	Teaching method	Name of the unit or topic	Required learning outcomes	Watches	The week
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Editorial	Theoretical + practical	Introduction to production and operations management, production system, production and operations management activities in the organization	Introducing the student to the concept of production and operations management	4	1
Editorial	Theoretical + practical	Formal organization of production and operations management, production and operations management in manufacturing and service organizations, measurement of production and productivity	Introducing the student to the position of operations management in the organizational structure of the organization, and efficiency and effectiveness.	4	2
Editorial	Theoretical + practical	Strategic Operations Planning, Operations Strategy	Introducing the student to operations management strategies, the scope of strategic planning, strategic levels, and competitive advantage.	4	3
Editorial	Theoretical + practical	Strategic Operations Planning, Operations Strategy	Competitive priorities, operations as a competitive weapon, strategic decisions in operations,	4	4

			strategy formulation and development, international operations strategy		
Editorial	Theoretical + practical	Demand forecasting	General considerations on demand forecasting, time dimensions of demand forecasting, forecasting and product life cycle, types of forecasting, steps of demand forecasting, elements of demand, factors affecting demand	4	5
Editorial	Theoretical + practical	Demand forecasting	Demand forecasting methods, qualitative methods and quantitative methods	4	6
Editorial	Theoretical + practical	Energy planning, types of energy plans	Identify production capacity levels - Ability to find different capacity levels quantitatively, calculate number of machines, economies of scale	4	7
Editorial	Theoretical + practical	Factory site selection, modern trends in factory	Introducing the student to the importance of the	4	8

		site selection	location of the industrial project, so that the student is able to compare between locations and choose the best location using a quantitative method.		
Editorial	Theoretical + practical	Internal arrangement of the factory	Interior layout planning, strategic importance of interior layout, types of interior layout	4	9
Editorial	Theoretical + practical	Product/Service Planning and Development	New product planning and development, new product introduction strategies, product life cycle and its relationship to the new product development process, new product design and development tools, decision-making tools in selecting a new product	4	10-11
Editorial	Theoretical + practical	Total production planning	The concept of aggregate production planning, aggregate production planning strategies, energy planning settlement, costs	4	12

			associated with aggregate production planning, aggregate production planning methods		
Editorial	Theoretical + practical	Transportation and handling, transportation management in industrial facilities, methods used to solve transportation problems	Introducing the student to transportation means, tools and equipment and the characteristics of each one. The student should be able to use quantitative methods to solve transportation problems.	4	13-14
Editorial	Theoretical + practical	Resource Requirements Planning MRP	Definition of resource planning system, independent and dependent demand, system inputsMRP, MRP Processing Logic, Batch Sizing Policies, ERP	4	15-16
Editorial	Theoretical + practical	Critical Path - Concept – Applications	The student will understand what is meant by the critical path and learn quantitative application methods.	4	17-18
Editorial	Theoretical + practical	Just-in-time production systems JIT and Agile	Just-in-time production concept and philosophyJIT and	4	19-20

			lean production, types of loss and waste, S5 practices and applications, lean production characteristics		
Editorial	Theoretical + practical	Operational scheduling	Scheduling, on-demand production scheduling, scheduling evaluation criteria, work sequence, theory of constraints	4	21-22
Editorial	Theoretical + practical	Quality Management - Its Systems and Specifications	The student should be familiar with the concept of quality management, quality systems and the specifications of each.	4	23-24
Editorial	Theoretical + practical	Applications in Total Quality Management Schemes	The student should be able to apply total quality management plans.	4	25-26
Editorial	Theoretical + practical	Maintenance and its strategic importance	The student should be familiar with the concept of maintenance, maintenance systems and their types. The student should be able to apply quantitative methods in determining	4	27-28

			maintenance costs.		
Editorial	Theoretical + practical	Reliability	Reliability measures, total productive maintenance, replacement	4	29
Editorial	Theoretical	General review	The student should be able to link all the components of the curriculum throughout the year to reach a comprehensive and integrated idea about operations management and its role in the success of business organizations and its developmental impact on society.	4	30

#### 11- Course infrastructure:-

Production and Operations Management Authored by Associate Professor Dr. Abdul Karim Mohsen, Prof. Dr. Sabah Majeed Al-Najjar, Fourth Edition 2012	Required textbook	1
1- Production Management, written by Dr. Muhammad Abdul Wahhab Al-Azzawi, Thaer Ahmed Saadoun Al-Samman, 1992. 2- Total Quality Management and ISO: A Contemporary Introduction, written by Dr. Samir Kamel Al-Khatib, 2008.	Main References (Sources)	2

3- Krajewski, L.J., & L.P. Ritzman, Operations Management: Strategy and Analysis, 5th ed., Addison Wesley, New York, 1999.		
Production and Operations Management Authored by Associate Professor Dr. Abdul Karim Mohsen, Prof. Dr. Sabah Majeed Al-Najjar, Fourth Edition 2012	Recommended books and references	3
All references available on the Internet, in websites and electronic libraries	Electronic references and websites	4

12- Curriculum development plan:-

1- Updating information by adopting new approaches.

2- Trimming overlapping topics from other disciplines, for example: statistical methods taught in the Principles of Statistics course, and the topic of resource requirements planning taught in the Inventory Planning and Control course.

3- Keeping pace with the needs of the labor market and the possibility of actually applying the curriculum components locally and globally.

4- Benefit from practical cases and international experiences in the subject of production management and from the data, information and knowledge available on the Internet related to the subject of production and operations management.



## Course Description Form

### Course Description

This course description provides a concise summary of the main characteristics of the course and the learning outcomes expected of the student to achieve them, demonstrating whether he or she has made the most of the learning opportunities .Available. It must be linked to the program description.

Ministry of Higher Education and Scientific Research / Southern Technical University	10. Educational institution
Materials management techniques	11. Scientific Department/Center
Inventory planning and control	12. Course Name/Code
Weekly (theoretical and practical)	13. Available attendance forms
Quarterly	14. Chapter/Year
2 hours theoretical + 2 hours practical (4 hours per week)	15. Number of study hours (total)
2/5/2024	16. Date of preparation of this description
17. Course objectives	
Introducing the student to the basic concepts of inventory control	
Enabling the student to use scientific methods to control inventory	
2 Course outcomes, teaching, learning and assessment methods	
A-Cognitive objectives	
A1- The student completes the information related to inventory control that he learned from the previous year.	
A2- The student compares scientific methods in planning and controlling inventory.	

- 
- A3- The student links mathematical equations to the study of the actual reality of warehouse control.
- A4- The student knows the concept of inventory control and its various methods.
- A5- The student interprets the mathematical results of equations and converts them into administrative decisions.
- 

B- Program specific skill objectives

- B1- The student uses the calculator in his specialization.
- B2- The student summarizes information to build knowledge ideas based on different sources.
- B3- Collects different case studies in the field of inventory planning and control.
- 

Teaching and learning methods

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- 4- Discussion and dialogue
  - 5- Electronic visual aids
  - 6- Use of the board
  - 7- Oral tests
  - 8- Written tests
- 

Evaluation methods

---

- 1- Questionnaire
  - 2- Investigation/inquiry into students' understanding of the topic
  - 3- Oral and written tests
- 

C- Emotional and value goals.

- A1- The student should listen to the teacher's explanation in a new way to consolidate the information mentally.
- A2- The student should support the professor's opinion regarding the necessity of relying on scientific methods for planning.
- And warehouse control
- A3- The student should appreciate the importance of learning the various computer programs related to his specialization.
- A4- The student should feel the importance of quietness in the classroom to receive and receive information efficiently.
- 

Teaching and learning methods

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- 1- Discussion and dialogue
  - 2- Simulations
-

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### 3- Role playing / role exchange

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#### Evaluation methods

---

- 1- Questionnaire
  - 2- Investigation/inquiry into students' understanding of the topic
  - 3- Oral and written tests
- 

D- General and transferable skills (other skills related to employability and development)

(Personal).

D1- The student must answer questions related to the subject.

D2- The student must prepare research in the field of specialization.

D3- The student should discuss the role of applying quantitative methods in decision-making.

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### 3 Course structure

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Evaluation method	Teaching method	Name of the unit or topic	Required learning outcomes	Watches	The week
Editorial	Theoretical	The concept and importance of inventory	The student understands the subject well.	5	1
Editorial	Theoretical	Material storage strategy	The student understands the subject well.	5	2
Editorial	Theoretical	The concept and importance of inventory control	The student understands the subject well.	5	3
Editorial	Theoretical	storage cost	The student understands the subject well.	5	4
Editorial	Theoretical	Quantitative methods of	The student understands the	5	5 – 6

		inventory control for regular consumption situations	subject well.		
Editorial	Theoretical	Economic Order Quantity System	The student understands the subject well.	5	7 – 8
Editorial	Theoretical	Total annual inventory cost	The student understands the subject well.	5	9
Editorial	Theoretical	Quality and storage systems	The student understands the subject well.	5	10 - 11 12
Editorial	Theoretical	Quality and inspection costs	The student understands the subject well.	5	13
Editorial	Theoretical	Stock levels	The student understands the subject well.	5	14
Editorial	Theoretical	Stock control for irregular consumption	The student understands the subject well.	5	15
Editorial	Theoretical	Using statistical distributions to control inventory in cases of variable consumption	The student understands the subject well.	5	16
Editorial	Theoretical	Reserve stock to meet supply fluctuations	The student understands the subject well.	5	17
Editorial	Theoretical	Reserve stock to cope with waiting period fluctuations	The student understands the subject well.	5	18
Editorial	Theoretical	Determine the reserve stock using the probability model	The student understands the subject well.	5	19- 20
Editorial	Theoretical	Material Requirements Planning System	The student understands the subject well.	5	21, 22 23

Editorial	Theoretical	Fixed time system	The student understands the subject well.	5	24 – 25
Editorial	Theoretical	Control of spare parts	The student understands the subject well.	5	26
Editorial	Theoretical	Control of production residues and waste	The student understands the subject well.	5	27
Editorial	Theoretical	Cash budget	The student understands the subject well.	5	28
Editorial	Theoretical	Use of automated system to control inventory	The student understands the subject well.	5	29 – 30

D4- The student should compare scientific theories and methods with the reality of planning and warehouse control in organizations.

#### 4Infrastructure

Inventory Planning and Control Book Written by: Sabah Majeed Al-Najjar, 2012	3. Required textbooks
	4. Main References (Sources)
1- Heizer, Joy & Rerder, Barry 2- Operaton management upper Soid river, Neny Jersey, 2001	ج. Recommended books and references (scientific journals, reports, etc.)
Arab and international university websites	ح. Electronic references, websites

#### 5Curriculum Development Plan

Schedule for the academic year 2023-2024

### 1. Program vision

The Technical and Administrative Institute - Basra seeks to be one of the leading higher education institutions in university Technology. In the field of modern education and scientific research through its scientific, research and administrative activities, it also works to provide an integrated path for its students and professors to make them active and creative in serving the community.

### 2. Program message

Working to prepare and graduate pioneering scientific and leadership competencies in languages, their sciences and literature, and in developing the knowledge base in the field of scientific research to serve the local, regional and international community, in addition to training and refining the minds of students scientifically and cognitively, emphasizing social and cultural values and responding to the requirements of the local market.

### 3. Program objectives

1. Embodying the vision, mission and objectives of the Southern Technical University, and applying the best educational practices with a focus on ensuring and enhancing quality and performance.
2. Preparing specialized cadres capable of serving the community and preparing for future specializations.
3. Disseminating the culture of human diversity in society, transferring knowledge and linguistic skills, writing academic research and creative scientific achievement through activities that focus on the student and the teacher.
4. The college seeks to conclude scientific and cultural cooperation agreements with similar colleges and departments in different colleges to achieve the best practices in the fields of teaching, learning and translation.
5. Focusing on the educational and moral aspects of all its members and spreading the spirit of dedication, tolerance, commitment and work to serve the nation.
6. Focusing on intellectual and cultural development through openness to the experiences of other countries in the fields of languages, literature and

translation.

Focus on the educational and moral side of the student and instill a spirit of dedication, tolerance and commitment.

4. Program accreditation

Nothing

5. Other external influences

nothing

6. Program Structure

comments *	Percentage	Study unit	Number of courses	Program Structure
Basic course		120	120	Institutional Requirements
			Yes	College Requirements
			Yes	Department Requirements
			nothing	Summer training
				Other

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

7. Program Description

Credit hours		Course name	Course code	Year/Level
Practical	Theoretical	Marketing Management		2023-2024 / Second
2	2			

8. Expected learning outcomes of the program

Knowledge

	The course aims to introduce students to the basic principles of marketing such as the marketing mix (product, price, place, and promotion), market analysis, market segmentation, and identifying the target audience..
Skills	
	<input type="checkbox"/> Market Analysis: Develop students' ability to analyze market data, including identifying target market segments and studying consumer behavior. <input type="checkbox"/> Competitor Analysis: Learn how to conduct a detailed competitor analysis, discover potential market opportunities, and deal with competitive threats.
Values	
	Developing students' ability to share ideas

9. Teaching and learning strategies
<p>There are a number of methods used to facilitate the teaching and learning process.:1</p> <p>1- Oral dialogue 2- Questions and answers 3- Television presentation using projectors</p> <p>4- Workshops</p>



10. Evaluation methods
Weekly, monthly, daily and end of year exams.

11. Faculty						
Faculty members						
Faculty preparation		Special requirements/skills (if any)		Specialization		Academic Rank
lecturer	Angel			private	general	
lecturer				Production management techniques	Business Administration	Assistant Professor

Professional development
Orientation of new faculty members
Professional development for faculty members

12. Acceptance Criteria

13. The most important sources of information about the program
Al-Diouji, Abu Saeed, The State's Contribution to Marketing Activities between Participation and Administrative Organization, The Fifth Scientific Conference of the College of Administration and Economics, University of Baghdad, 1992.

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14. Program development plan
<ul style="list-style-type: none"> <li>• <b>Introducing modern marketing concepts:</b> Such as digital marketing, influencer marketing, and artificial intelligence in marketing, so that students can understand the latest trends in the field.</li> <li>• <b>Real-life case studies:</b> Integrating recent and real-life case studies from local and international companies to analyze their marketing strategies.</li> <li>• <b>Alignment with market requirements</b> Focus on skills that employers need in today's job market, such as digital marketing and data analysis.</li> </ul>

Program Skills Chart															
Required learning outcomes of the program															
Values				Skills				Knowledge				Essential or optional?	Course name	Course code	Year/Level
A4	A3	A2	A1	B4	B3	B2	B1	A4	A3	A2	A1				
	—					—					—	essential	Marketing Management		2023-2024

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

## Course Description Form

1. Course name:	
Marketing Management	
2. Course code:	
3. Semester/Year: Semester	
Quarterly	
4. Date this description was prepared: 8/10/2024	
5. Available attendance forms:	
In-person only	
6. Number of study hours (total) / Number of units (total):	
120 hours per year.4 hours per week	
7. Name of the course administrator (if more than one name is mentioned)	
the name: Mr. Hammed Shaker Mahmoud Salman Email:hsmahmood@stu.edu.iq	
8. Course objectives	
<ul style="list-style-type: none"> <li>● .....</li> <li>● .....</li> <li>● .....</li> </ul>	<div style="margin-bottom: 10px;"> <input type="checkbox"/> Understanding the basic concepts of marketing: The course aims to introduce students to the basic concepts of marketing, such as product planning, pricing, distribution, and promotion, and how to use these tools to achieve organizational goals.         </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Consumer Behavior Analysis: The course will help students understand and analyze consumer behavior and identify different market needs, enabling them to develop marketing strategies that effectively meet those needs.         </div> <div> <input type="checkbox"/> Developing marketing strategies: Students learn how to design and implement integrated marketing strategies that fit the company's market objectives, whether at the level of products, services, or target markets.         </div>

	☐ Measuring and Evaluating Marketing Performance: The course helps students develop skills in measuring the performance of marketing campaigns and analyzing their impact on sales and customer satisfaction, which helps in making future data-based decisions.				
9. Teaching and learning strategies					
1-Education strategy planning collaborative concept. 2-Brainstorming teaching strategy. 3-Education Strategy Notes Series					Strategy
10. Course structure					
Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Weekly, monthly, daily, written and end-of-year exams.	Explaining the scientific material through theoretical and practical lectures. 2- Write a review paper for each summarizing the most important ideas of thinkers in marketing management that were	Marketing Management	A holistic view of marketing	4 hours	1
			Marketing mix		2
			concept		3
			Marketing environment		4
			Consumer Behavior		5
			Market segmentation		6
			Market segmentation		7
			Product		8
			Product		9
			Packaging distribution		10
			distribution		11
			Wholesalers		12
			Single Dealers		13
			Physical		14
			Distribution		15
			Physical		16
			Distribution		17
			Marketing		18
					19
					20
					21
					22
					23

	presented during the lectures. 3- Taking students' critical opinions.		Communication Advertisement Advertisement Sales promotion Personal selling Pricing Pricing Services Marketing Marketing Information Systems Marketing Information Systems Direct Marketing  Marketing in Nonprofit Organizations Marketing Considerations Green Marketing	24 25 26 27 28 29 30
11. Course Evaluation				
distributionAs follows: 50 marks for monthly and daily exams for the first semester. 50 marks for final exams.				
12. Learning and teaching resources				
Marketing Management by Dr. Thamer A Bakri		Required textbooks (methodology if any)		
Al-Diouji, Abu Saeed, The State's Contribution to Marketing Activities between Participation and Administrative Organization, The Fifth Scientific Conference of the College of Administration and Economics, University of Baghdad, 1992.		Main References (Sources)		
...		Recommended supporting books and references (scientific journals, reports, etc.)		
		Electronic references, websites		

## Academic Program Description

This academic program description provides a concise summary of the main features of the program and the learning outcomes expected of the student, demonstrating whether he has made the most of the opportunities available. It is accompanied by a description of each course within the program.

Southern Technical University	1. Educational institution
Technical Institute - Basra - Department of Medical Laboratory Technology	2. Scientific Department / Center
Crimes of the Baath regime in Iraq	3. Name of academic or professional program
Diploma /material management	4. Final Certificate Name
Quarterly	5. Academic system
Southern Technical University / Technical Institute	6. Accredited Certification Program
Ministry of Higher Education and Scientific Research / Southern Technical University / Technical Institute	7. Other external influences
	8. Description preparation date 5-7-2024
9. Academic Program Objectives	
Learn the general concepts of the course on the crimes of the dissolved Baath Party in Iraq	
The student learns about the heinous crimes committed during the previous Baath regime.	
Learn about the concept of crime, its types and divisions	

10. Required program outcomes, teaching, learning and assessment methods

### Cognitive objectives

- 1- Achieving justice for the families of the victims of the dissolved Baath regime
- 2- Introducing new generations to the extent of the destruction caused by the Baath in Iraq
- 3- Study of the genocides suffered by Iraqis at the hands of the Baath Party

### Specific skill goals

- 1- Introducing the student to crimes, their types, divisions, and the penalties prescribed for them.
- 2- Introducing the student to the subjection of rulers and the ruled to the law

### Teaching and learning methods

- 1- Lectures.
- 2- Library.
- 3- Visual display media.
- 5- E-learning
- 6- Research, thinking and discussion

### Evaluation methods

- 1- Surprise tests.
- 2- Extracurricular activities.
- 3- Semester exams.
- 4- Final exams.
- 5- Extent of commitment

### C- Emotional and value goals

- 1- Preparing students on how to think
- 2- They practice the spirit of responsibility and challenge, and are able to handle it.
- 4- Fights everything that aims to ignore, undermine or infringe upon rights.

### Teaching and learning methods



- 1- Lectures, reports and discussions
- 2- Requesting the writing of research papers on crimes and their prescribed penalties.

#### Evaluation methods

- 1-Oral tests
- 2- Surprise and written exams
- 3- Daily activity

D - General and transferable skills (other skills related to employability and personal development).

- 1- Awareness of national and international crimes
- 2- Guarantees for the rights of victims' families

#### Teaching and learning methods

- 1- Explanation and clarification using various illustrative means.
- 2-Theoretical lectures
- 3- Application of theoretical topics
- 5- Community activities such as aid campaigns for affected families.

#### Evaluation methods

- 1-Theoretical tests
- 2- Reports and homework

12.Certificates and credit hours	11.Program structure			
	Credit hours	Course name	Course code	Level/Year
Diploma	2 hours theoretical	Crimes of the Baath regime in Iraq		Second

### 13.Planning for personal development

- 1- Encouraging students to consult sources, books and magazines as a source of information.
- 2- Providing scientific references
- 3- Organizing workshops and courses

### 14.Admission Criteria (Setting regulations for admission to a college or institute)

- 1- The department receives graduates of preparatory studies and morning and evening studies.
- 2- The rates are determined according to the requirements of the Ministry of Higher Education and Scientific Research as a minimum.
- 3-Desire.
- 4- Department capacity
- 5- Approval of medical examinations and interviews...etc.

### 15.The most important sources of information about the program

- 1- Ministry of Higher Education and Scientific Research
- 2- Southern Technical University / Technical Institute
- 3- Textbooks and scientific sources

Curriculum Skills Chart																			
Please tick the boxes corresponding to the individual learning outcomes of the programme being assessed.																			
Required learning outcomes of the program																			
General and transferable skills (or) other skills related to employability and personal development				Thinking skills				Subject-specific skills				knowledge and understanding				essential Or optional	Course name	Course code	Year/Level
D4	D3	D2	D1	A4	A3	A2	A1	B4	B3	B2	B1	A4	A3	A2	A1				
	√	√	√		√	√	√	√	√	√	√	√	√	√	√	essential	Crimes of the Baath regime in Iraq		

## Course Description Form

### Course Description

This course description provides a concise summary of the main characteristics of the course and the learning outcomes expected of the student to achieve them, demonstrating whether he has made the most of the learning opportunities available. It must be linked to the program description.

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Ministry of Higher Education and Scientific Research / Southern Technical University Technical Institute / Basra	18. Educational institution
Materials management techniques	19. Scientific Department/Center
Computer Applications	20. Course Name/Code
Weekly (practical)	21. Available attendance forms
Quarterly	22. Chapter/Year
2 hours practical (2 hours)	23. Number of study hours (total)
2/5/2024	24. Date of preparation of this description
25. Course objectives	
Providing the student with knowledge and scientific concepts in the field of computers and information technology related to his life and the needs of his community.	
Introducing the student to the components of the computer (internal and external) and its various accessories	
Highlighting the computer as a multi-purpose tool in all aspects of life and focusing on the characteristics of the computer and information technology such as speed, accuracy, storage capacity, etc.	
Training the student to use computer applications such as printing programs, drawing programs, educational and entertainment games programs, and simulation games.	

.....Page.....1

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## 6 Course outcomes, teaching, learning and assessment methods

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### أ- Cognitive objectives

A1- The student knows what a computer is.

A2- The student's understanding of the field of computers and their applications as a field of knowledge and human thought that is constantly growing.

A3- Acquiring some practical skills such as using various programs, printing tools and multiple tables.

A4- Raising students' awareness of the importance of using computers in all areas of life.

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### B-program specific skill objectives

B1- The student uses the calculator well in his major.

B2- The student summarizes his lectures based on different sources.

B3- Collects different case studies in the field of computers and software.

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## Teaching and learning methods

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9- Using the data viewer data show

10- Using the smart board

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## Evaluation methods

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4- Written tests

5- Practical application on the computer

C- Emotional and value goals.

A1- The student should listen to the explanation while the professor is mentally presenting the topic.

A2- The student should support the professor's opinion regarding the necessity of relying on practical application in acquiring information.

A3- The student should appreciate the importance of learning the various computer programs related to his specialization.

A4- The student should feel the importance of learning the various computer programs related to his specialization.

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## 7 Course structure

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Evaluation	Teaching	Name of the unit	Required learning	Watches	The week
------------	----------	------------------	-------------------	---------	----------

method	method	or topic	outcomes		
Theoretical practical	Theoretical Practical	Internet + Email Email addresses	The student understands well	2	1 2 3
Theoretical practical	Theoretical Practical	Internet browser + address book	The student understands well	2	4 5 6
Theoretical practical	Theoretical Practical	Presentationspower point Create presentations + save presentations + recall presentations + add motion effects	The student understands well	2	7 8 9
Theoretical practical	Theoretical Practical	ApplicationExcel + Home + Insert + Page Layout + Formulas + Data + Review ApplicationAccess + App Features + Categories of the spiral	The student understands well	2	10 11 12
Theoretical practical	Theoretical Practical	Tables Table templates + saved imports, projects by specialty	The student understands well	2	13 14 15

Teaching and learning methods

Use of computer and electronic classes

Evaluation methods

Written and practical tests

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D- General and transferable skills (other skills related to employability and development)

(Personal).

D1- The student must answer the questions related to the subject in the field of computers.

D2- The student must prepare research in the field of specialization.

D3- The student should discuss the role of applying quantitative methods in decision-making.

D4- The student should compare the theoretical knowledge studied and the lived reality.

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#### 8Infrastructure

	5. Required textbooks
	6. Main References (Sources)
Computer magazines	Recommended books and references (scientific journals, reports, etc.)
Arab and international university websites	Electronic references, websites

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#### 9Curriculum Development Plan

Plan for the academic year 2016-2017

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## Course Description

He provides This course description is a concise summary of the most important characteristics of the course and the learning outcomes expected of the student to achieve them, demonstrating whether he has made the most of the available learning opportunities. It must be linked to the program description.

Ministry Higher Education and Scientific Research/Southern Technical University The Institute Technical/Basra	The institution Educational .1
Techniques Materials management	Section Scientific/Center .2
Applications Inventory systems	name/Course code .3
Weekly Theoretical and practical(	Shapes Available attendance .4
My class	the chapter /year .5
1My watch+ 2My working hours3)Hours per week(	numberStudy hours(Total) .6
2024 /5 2	DatePrepare this description .7
.8 Course objectives	
Identification The student is aware of the importance of applying modern storage systems and software in production projects and large warehouses and how to Use it In warehouse operations	
Supply The student will learn how to use ready-made technical applications in managing, planning and controlling warehouse operations. And gain it Skills to work on such applications	

.10 Outputs Syllabus, teaching, learning and assessment methods
<p>A- Cognitive objectives</p> <p>A-1 knows Student: What are storage systems and how to use modern programs in managing them? -2Explains Student The relationship between the development of information technology and inventory and accounting operations A-3 Explain Student: The reasons leading to poor management of inventory and accounting operations in large organizations</p>



A-4 compare Student software applications for the subject Study in local and foreign organizations
<p>for-Program specific skill objectives</p> <p>for -1 is used Student calculator, technologies and electronic devices available in-2 Summarize The student learns the techniques and knowledge specific to the subject.</p> <p>for -3 collects The student obtains as much information as possible regarding the practical aspect of the subject through what the external environment of study provides.</p> <p>for 4-The student practices a set of programs related to the subject of study through models.</p> <p>From Multiple uses in organizations and units that make up the study environment</p>

<b>Methods Education and Learning</b>
<p>There A set of tools used to facilitate the teaching and learning process.:-1Discussion and dialogue with daily lesson preparation</p> <p>-2PowerPoint presentation using projectors-3 workshops</p> <p>-4Practical application using computers and related software</p> <p>-5</p>
<b>Methods Evaluation</b>
<p>There A set of methods to evaluate the effectiveness of the educational process, including:-1 Curricular and daily exams (Quizat)</p> <p>-2Practical application using computers and related software</p>
<p><b>G-Emotional and value goals.</b></p> <p>G -1Developing the right values and behaviors in the student</p> <p>G -2Raising the spirit of cooperation among students and encouraging teamwork</p> <p>G -3Preparing the student psychologically and practically to work in fields in which he can apply and develop what he has learned.Knowledge during the study period</p> <p>G -4Helping students to identify the various software used in developed countries, which raises their level of awareness and knowledge in how to deal with such programs.</p>
Methods Education and Learning
Methods Evaluation

D-General and transferable skills Other related to employability and personal development.(

D -1The student must answer questions related to the subject.-2 that The student prepares research in the field of specialization.

D -3The student discusses the role of applying quantitative methods in decision-making.

D -4The student compares scientific theories and methods with the reality of planning and warehouse control in organizations.

.11Course structure					
Road Evaluation	Road education	Name of the unit or topic	Output sL earning Required	Watch es	The week

Editorial	theoretical + Practical	Systems Administrative information	The student understands well	3	2-1
Editorial	theoretical + Practical	Systems Information The warehouse and Accounting	The student Understand well	3	4-3
Editorial	theoretical + Practical	Secretary Program Quick books	The student Understand well	3	5
Editorial	theoretical + Practical	Virtual Organization	The student Understand well	3	7-6 8
Editorial	theoretical + Practical	Guide Tree of accounts	The student Understand well	3	10 - 9 11
Editorial	theoretical + Practical	Accountant roles	The student Understand well	3	12
Editorial	theoretical + Practical	The cycle Accounting	The student Understand well	3	14- 13
Editorial	theoretical + Practical	Stocktaking	The student Understand well	3	16 - 15
Editorial	theoretical + Practical	Barcode	The student Understand well	3	18 - 17

Editorial	theoretical + Practical	Categories Stock	The student Understand well	3	20 - 19
Editorial	theoretical + Practical	customers	The student Understand well	3	22 - 21 23
Editorial	theoretical + Practical	Suppliers	The student under stands well	3	25 - 24 27 - 26
Editorial	theoretical + Practical	Registration Operations in the notebook Mail	The student Understand well	3	28
Editorial	theoretical + Practical	Jobs Other for the program	The student Understand well	3	30 - 29

12.StructureInfra structure	
	1.Required textbooks
	2.Main References (Sources)
	Books References Recommended Magazines Scientific, Reports , (.....

.13 plan Curriculum development	
the plan Schedule for the academic year 2024 - 2023	
	the reviewer Electronic ,Websites

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

Program Skills Outline															
				Required program Learning outcomes											
Year/Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Ethics			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
2024-2024		Business correspondence													

## Course Description Form

<b>Course Name :</b>	
Business correspondence	
<b>Course Code :</b>	
<b>Semester / Year :</b>	
Quarterly	
<b>Description Preparation Date :</b>	
11-9-2024	
<b>Available Attendance Forms :</b>	
Attendance	
<b>Number of Credit Hours (Total) / Number of Units (Total) :</b>	
3 hours –weekly-- (1 theoretical hour + 2 practical hours)	
<b>Course administrator's name (mention all, if more than one name) :</b>	
Name: ali altabi	
Email:	
<b>Course Objectives :</b>	
<b>Course Objectives</b>	The student acquires the skills of organized correspondence with international institutions and companies and in various topics related to the management, storage and control of materials
<b>Teaching and Learning Strategies :</b>	
<b>Strategy</b>	General and transferable skills (other skills related to employability and development)  The student should answer the questions related to the subject

## Course Structure

Evaluation method	Method of education	Unit or subject name	Required Learning Outcomes	hours	week
Editorial	Theoretical	Communication and correspondence	The student understands the subject well	3	2-1
Editorial	Theoretical	A letter of enquiry	The student understands the subject well	3	4-3
Editorial	Theoretical	How to writ an enquiry	The student understands the subject well	3	5
Editorial	Theoretical	Quotation	The student understands the subject well	3	7-6
Editorial	Theoretical	A letter of offer	The student understands the subject well	3	8
Editorial	Theoretical	A letter of rejection of offer	The student understands the subject well	3	10-9
Editorial	Theoretical	A letter of demand	The student understands the subject well	3	12-11
Editorial	Theoretical	Terms of payment and terms of delivery	The student understands the subject well	3	13
Editorial	Theoretical	The different styles of writing business letters	The student understands the	3	14

Editorial	Theoretical	The invoice	subject well The student understands the	3	16- 15
Editorial	Theoretical	A letter of complaints	subject well The student understands the	3	18- 17
Editorial	Theoretical	A letter of reply to the complaints	subject well The student understands the	3	20- 19
Editorial	Theoretical	Effective business communication	subject well The student understands the	3	22- 21
Editorial	Theoretical	The use of computer system	subject well The student understands the	3	24- 23
Editorial	Theoretical	The inter-net	subject well The student understands the	3	26- 25
Editorial	Theoretical	The common mistakes in the use of computer and the other communications	subject well The student understands the	3	28- 27
Editorial	Theoretical	Lists of some important commercial terms	subject well The student understands	3	29
Editorial	Theoretical	Review to some important	subject well The student understands the	3	30
3. Course Evaluation					
The grades are distributed on the monthly and quarterly exam - practical and theoretical					



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

## PROGRAMME SPECIFICATION

This Program Specification provides a concise summary of the main features of the program and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. It is supported by a specification for each course that contributes to the program.

1. Teaching Institution	Southern Tech. University
2. University Department/Centre	Basra Tech. Institute.
3. Program Title	The head way (Elementary) student's Book/ Fourth edition
4. Title of Final Award	Material Management Diploma
5. Modes of Attendance offered	One course
6. Accreditation	IAC- Iraq Accreditation Council
7. Other external influences	N/A
8. Date of production/revision of this specification	2/5/2024
9. Aims of the Program	
1-The learning outcomes in the English Language program are in line with the National Qualifications Framework and the European Qualifications Framework for higher education..	
2-Consequently, knowledge, skills, practice, and responsibilities are the main points on which our results and expectations are based	

3-With this in mind, students are first expected to gain knowledge in the main aspects of English Language Studies and related fields and to be able to use this knowledge to achieve the required results.

4- Establishing viable applied research that generates knowledge for local and foreign users

5- Improve the academic abilities of the faculty and attracting high skilled.

6- Improve the teaching and administrative activities to meet international.

## 10. Learning Outcomes, Teaching, Learning and Assessment Methods

### A. Knowledge and Understanding

A1. The most important thing is to learn how to use the grammar in the right way.

A2. reading and writing

A3. How to write a simple sentence

A4. Read a paragraph and know the meaning and answer the questions regarded.

A5. Put all the ideas together and think how to solve a questions

A6. Make them know the important of the team work

### B. Subject-specific skills

The course knowledge can be used to communicate with foreign people also in jobs like reading and writing an emails and other skills that need English language.

### Teaching and Learning Methods

**1- Lectures.**

**2- Educational programs.**

**3- Duties and tasks.**

### Assessment methods

Making quiz for the students, homework then make the final exam to ensure they understand all the material that required.

C. Thinking Skills	
C1. Suggest different problems and their suitable solutions. C2. Test the students with the variety types of questions and assignments. C3. Work out together to find out the suitable answers for the questions.	
Teaching and Learning Methods	
1- Lectures. 2- Educational programs. 3- Duties and tasks.	
Assessment methods	

D. General and Transferable Skills (other skills relevant to employability and personal development) D1. Ability to carry out independent study to take notes, to carry out background reading. D2. problem solving based on understanding. D3. Ability to learn and remember key facts. D4. Dedication, self- discipline, and self-motivation.	
Teaching and Learning Methods	
1- Lectures 2- Homework and assignments 3- Tests and examinations 4- In-class questions and discussions	
Assessment Methods	
11. Program Structure	12. Awards and

Level/Year	Course or Module Code	Course or Module Title	Credit rating	Credits
Second		Verb to be		Bachelor Degree Requires ( x ) credits
Second		Possessive adjectives		
Second		Present simple		
Second		Questions and negatives		
Second		Adverb of frequency		
Second		Past simple		
Second		Time expressions		

### 13. Personal Development Planning

- 1- Add more lessons for listening and reading
- 2- A lab provided with so many computers and headphone to practice more English
- 3- Make the students aware of how the English language is so important for them in the practical life
- 4- Data show very useful for them to play the lesson to make the students interact with the lesson and the lecturer .

### 14. Admission criteria.

- 1- The students should have an Iraq secondary school certificate, or it's equivalent, and majored in natural or technological sciences.
- 2- Also included a plan to accept the top students from technical institutes Foundation and the outstanding employees from state institutions and ministries.
- 3- The number of students accepted is limited to the seats available as decided by the college council, the capacity about 40-50 students.
- 4- The applicant must submit the required documents within a specific period.

### 15. Key sources of information about the program

- 1- Material management section

Curriculum Skills Map																			
please tick in the relevant boxes where individual Program Learning Outcomes are being assessed																			
Program Learning Outcomes																			
Year / Level	Course Code	C o u r s e T i t l e	Core (C) Title or Option (O)	Knowledge and understanding				Subject-specific Skills				Thinking Skills				General and Transferable Skills (or) Other skills relevant to employability and personal development			
	Verb to be			A2	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4	D1	D2	D3	D4
Second	Present simple he/she/it		C	✓					✓								✓		
	Present simple																		
Second	There is/are		C			✓				✓							✓		
	Can/can't																		
Second	Past simple		C				✓			✓							✓		
	Past simple /time expression s																		
Second	Count and uncount		C					✓		✓							✓		

	nouns																	
Second	Comparative and superlative adjectives	C			✓				✓							✓		
	How much /how many																	
second	Would like	C														✓		
	Present continuous																	
Second	Something /nothing	C														✓		
	Going to and present continuous	C				✓										✓		
Second	Present perfect	C					✓									✓		
	Past simple and present perfect	C			✓											✓		
Second	Indefinite time	C	✓													✓		
	Prepositions	C		✓												✓		

1. Faculty						
Faculty members						
Scientific rank	Special requirements/skills (if any(		Specialization		Faculty preparation	
			private	Public	lecturer	angel
Assistant teacher			Criminal law	law	lecturer	Angel

Professional development
Orientation of new faculty members
Professional development

.Acceptance criteria

1. The most important sources of information about the program
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2. Program development plan

Program skills chart													
Required learning outcomes of the program													
Values				Skill				Knowledge				Essential or optional?	Course name
4ج	3ج	2ج	1ج	4ب	3ب	2ب	1ب	4أ	3أ	2أ	1أ		Course code
	—						✓		✓	✓	✓	Essential	Arabic language

- Please tick the boxes corresponding to the individual learning outcomes of the program being evaluated.



## نموذج وصف المقرر

<b>1</b>	<b>Course name</b>
<b>2.</b>	Arabic language
<b>3.</b>	Semester/Year:
	Sacand Semester 2024L2025
<b>3.</b>	Date this description was prepared:
	11/9/2024
<b>3.</b>	Available forms of attendance:
	My presence – electronic
<b>.3</b>	Number of study hours (total) / Number of units (total):
	2 hours per week 30 for the second semester
<b>.3</b>	Name of the course administrator (if more than one name is mentioned)
	Mahmud kassm lfta mohammed.q.mohammed.u@stu.edu.iq
<b>3.</b>	Course objectives
<p style="text-align: center;">Specific objectives:</p> <p>The student will be able to avoid spelling errors when writing .</p> <p>The student will be able to distinguish between (t closed and open ta', the dhad and the dad, the so and lunar lam, the collective waw and the original waw, the extended alif and the shortened alif.(</p> <p>The student will be able to write numbers in the Arabic language .</p> <p>To identify the correct positions for writing the hamza .</p> <p>To differentiate between the different types of har</p> <p>To become familiar with the language administrative discourse and how to w</p> <p>administrative correspondence.</p>	<p style="text-align: center;">General objectives:</p> <p>To enable the student to communicate with their native language.</p> <p>To familiarize the student with correct reading and writing and avoid common mistakes.</p>

4. Teaching and learning strategies					
strategies	<b>StrMethods and Approaches:</b> In-person, online, interactive, question-taking, discussion, collaborative, brainstorming, self-paced, reading and listening <b>Assessment Methods:</b> Daily activities and assignments (paper and online) - Summative Exam (midterm – final <b>Media Tools Used:</b> Paper and pens, projector, video lectures, online classroom Classroom, and Google Forms. YouTube				
5 .Course structure					
week	hour	Required learning outcomes	Name of the unit or topic	Learning method	Evaluation method
1	2hour Theoretical	The student will be able to: Define linguistic errors and understand their importance when writing. Distinguish between the closed taa and the open taa. Apply the rules for using the open and closed taa in writing correct sentences. Acquire the ability to correct errors related to the types of taa in written texts	The concept of linguistic errors, the difference between the closed taa and the open taa	Reading, listening interactive learning/discussion. In person	Activities

2	<b>2hour</b> Theoretical	<p>Distinguish between the extended and shortened alifs in terms of form and usage.</p> <p>As well as between the solar and lunar lams.</p> <p>Apply the rules for using the extended and shortened alifs in writing correct sentences.</p> <p>Determine when to use the extended or shortened alif, and when to use the solar</p>	<p>The extended and shortened alif</p> <p>The solar and lunar lam.</p>	<p>Reading and Listening</p> <p>Ask Questions</p> <p>Self-Learning</p> <p>Interactive</p>	Feedback /Activities
3	<b>2hour</b> Theoretical	<p>or lunar lam, based on grammar rules.</p> <p>Writing skills improve by reducing grammatical errors related to these rules</p> <p>Distinguish between the letters Ḍā (ظ) ' and Ḍād (Ḍād) in terms of writing and pronunciation.</p> <p>Understand the rules for writing hamzat al-wasl and hamzat al-qata.'</p> <p>Apply the rules for writing Ḍā' and Ḍād, as well as hamzat al-wasl and hamzat</p>	<p>The difference between the letters Ḍā' and Ḍād</p> <p>Rules for writing the hamzat al-wasl and hamzat al-qat</p>	<p>Self-paced learning</p> <p>Collaborative learning</p> <p>Brainstorming</p> <p>Blended learning</p>	Electronic feedback/activities/ta

4	2hour Theoretical	al-qata', in written texts	Rules for writing the medial hamza and the final hamza.	Reading and Listening Interactive Discussion Self-paced Integrated	Electronic and paper activities and tasks
5	2hour Theoretical	Distinguish between the positions of medial and extreme hamzas in words accurately, based on grammar. Analyze words containing medial and extreme hamzas and identify the correct type of hamza.			
6	2hour theoretical	The student expresses his or her ideas about the importance of the hamza in Arabic writing and participates in discussions about its impact on meaning.	punctuation marks	Self-Interactive	Electronic and paper activities and tasks
7	2houer Theoretical	Defining different punctuation marks Applying the rules for using punctuation marks correctly in writing texts	Mid-term assessment	My presence	Objectivity-essay
	2houer	-----	Noun, verb, and the difference between them	Ask questions Interactive In-person	Activities and tasks

8	Theoretic	Distinguishing between nouns and verbs and distinguishing between them in terms of tense and usage. Analyzing sentences and identifying nouns and verbs. The student will be able to write complete sentences that reflect their understanding of nouns and verbs	Number	Reading and Listening Brainstorming Discussion Interactive Embedded	Feedback Activities Tasks
9	2houer Theoretic	Recognize numbers and countable objects in Arabic. Write numbers in written texts. Parse numbers and countable objects. Understand the agreement between numbers and countable objects in terms of gender (masculine and feminine) and number (singular and plural	Common language errors applications	Reading and Listening Self-paced Interactive Electronic	Feedback Activities
10	2houer Theoretic	The student will notice an improvement in their writing skills by identifying errors and	The rule of the distinguishing alif The rule of the nun and tanween	In-person Reading and	Task Activates

11	2houer Theoretic	<p>working to avoid them in future texts.</p> <p>Understand the meaning of the distinguishing alif.</p> <p>Use the distinguishing alif in appropriate words and when needed.</p>	Meanings of prepositions and how to write them when using the interrogative "ma"	<p>Listening Discussion Self-paced</p>	
12	2houer Theoretic	<p>Distinguish between nun and tanween and their uses.</p> <p>Correct errors related to the rules of the distinguishing alif, nun, and tanween in written texts</p>	Formal aspects of administrative discourse	<p>In-person Reading and Listening Discussion Ask Questions</p>	Feedback Activities and Tasks
13	2houer Theoretic	<p>Know the meanings of prepositions in the Arabic language.</p>	The language of administrative discourse	<p>Discussion Interactive Ask questions</p>	Activities and tasks
14	2houer Theoretic	<p>Understand how the interrogative "ma" affects prepositions.</p>	My presence	<p>Reading and Listening Interactive Discussion</p>	Activities and tasks
15	2houer Theoretic	<p>Write correct sentences that include prepositions and the interrogative "ma".</p> <p>Write a comprehensive administrative letter according to approved formal rules.</p> <p>Understands the</p>		<p>Reading and Listening Interactive Discussion</p>	Objectivity and essayism

		<p>importance of formality in administrative letters.</p> <p>Writing administrative letters using administrative language.</p> <p>Correcting linguistic and grammatical errors in administrative texts.</p> <p>Acquire the ability to apply administrative discourse in correspondence</p> <p>Acquire the ability to apply administrative discourse language in correspondence</p> <p>The language of administrative discourse</p> <p>final Exam</p>			
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					.6
<b>Electronic references, websites</b>			<a href="https://www.youtube.com/watch?v=VjF3OsfZbAQ">https://www.youtube.com/watch?v=VjF3OsfZbAQ</a> <a href="https://www.youtube.com/watch?v=vHPeOCqHq3E">https://www.youtube.com/watch?v=vHPeOCqHq3E</a>		



