

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



Academic Program and Course Description Guide

2026-2025

introduction

The educational program is a coordinated and organized package of courses that includes procedures and experiences organized into course vocabulary. Its main purpose is to build and refine the skills of graduates, making them qualified to meet the requirements of the labor market. It is reviewed and evaluated annually through internal or external audit procedures and programs, such as the external examiner program.

The academic program description provides a brief summary of the features and courses, indicating the skills that students are working towards to acquire based on the academic program's objectives. The importance of this description is evident in that it represents the cornerstone for obtaining program accreditation, and it is written by the teaching staff under the supervision of the scientific committees in the academic departments.

This second edition of the guide includes a description of the academic program in light of the developments and changes in the educational system in Iraq, which included a description of the academic program in its traditional form (annual, semester system), as well as adopting the generalized academic program description according to the Department of Studies' letter T M3/2906 dated 3/5/2023 with regard to programs that adopt the Bologna Process as the basis for their work. In this regard, we cannot but emphasize the importance of writing descriptions of courses to ensure the smooth running of the educational academic programs.

:Concepts and terminology

Academic Program Description: The academic program description provides a concise summary of its vision, mission, and objectives, including an accurate description of the targeted learning outcomes according to specific learning strategies

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

An ambitious vision for the future of the academic program to be a :Program Vision .sophisticated, inspiring, motivating, realistic and applicable program

Briefly outlines the goals and activities necessary to achieve :Program Mission .them, and identifies the program's development paths and directions

These are statements that describe what the academic :Program objectives eriod and are measurable and program intends to achieve within a specific time p .observable

All courses/study materials included in the academic program :Curriculum structure according to the approved learning system (semester, annual, Bologna track), entific Department), with the whether required (Ministry, University, College and Sci .number of study units

A consistent set of knowledge, skills, and values acquired by :Learning outcomes the student after the successful completion of the academic program. The learning in a way that achieves the program's outcomes for each course must be defined .objectives

are the strategies used by faculty members to Teaching and learning strategies enhance student teaching and learning. They are plans followed to achieve I classroom and extracurricular learning objectives. In other words, they describe al .activities aimed at achieving the program's learning outcomes

Academic Program Description Form

University Name: Northern Technical University

College: College. Hawija Technology

Scientific Department: Department of Business Administration Techniques

Academic or Professional Program Name: Bachelor of Business Administration Technologies

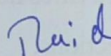
Final Certificate Name: Bachelor of Business Administration Technologies

Curriculum: Courses

Description Preparation Date: 1 / 9 / 2025

File Fill Date: 1 / 9 / 2025

Signature:



Scientific Assistant's Name: Asst. Prof.

Raed Wdallah Daoud

Date: 8 / 9 / 2025

Signature:

Head of Department: Prof. Dr. Basir

Khalaf Khazal

Date: 8 / 9 / 2025

Check the file before

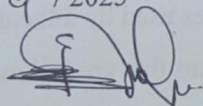
Quality Assurance and Performance Evaluation Division

Name of the Director of the Quality Assurance and Performance Evaluation

Division: Eng. Mohamed Jawad Ahmed

Date: 14 / 9 / 2025

Signature



Dean's Endorsement

Asst. Prof. Dr. Ahmed Abdullah Dhanuk

Date: 15 / 9 / 2025

1. Program Vision

Raising the academic level of the department's students in a way that leads to
.and global levels achieving scientific leadership at the local, regional

2. Program message

To equip accepted students with the necessary knowledge and skills in various
business administration sciences and technologies in order to meet the needs of
in government the labor market and obtain suitable opportunities for them
.departments and private sector institutions

3. Program objectives

- Cognitive objectives:
- Developing a deep understanding of modern management theories and concepts (marketing, finance, human resources, operations, (.etc.
- Enhancing knowledge of contemporary challenges in the business (environment (globalization, digital transformation, sustainability.
- To enable students to understand the legal and ethical framework of business.
- based objectives–Skill:
- Enhancing efficiency in the use of technological tools, financial .analysis software, and other administrative systems
- Developing the ability to analyze administrative problems and make strategic decisions.
- ommunication skillsDeveloping leadership, teamwork, and effective c

- based objectives–Value:
- Instilling values of integrity and social responsibility in administrative practices.
- Promoting awareness of business ethics and transparency in commercial transactions.
- Encouraging innovation and entrepreneurship to serve the community.
- Professional goals:
- Preparing graduates capable of competing in the labor market in its .(various sectors (private, governmental
- ith the Enhancing employment opportunities through partnerships w industrial sector.

4. Program accreditation

The department has not yet received program accreditation as of the date of this description, and is working to complete the application requirements for program .accreditation

5. influences Other external

.Government departments –1

1– .Banks

2– .Local companies

3– .Government institutions in Kirkuk or Hawija

6. Program structure				
Program structure	Number of courses	Study unit	Percentage	* comments
Institution (university) requirements	12	24	13.26	course Core
College requirements	4	15	8.29	Essential and essential-non
Department requirements	49	142	78.45	Essential and essential-non
Summer training	There is			
Other				

.course is core or elective the The notes may include whether *

7. Description Program				
Year / Level	Course code	Course name	Credit Hours	
First Year/Level One			theoretical	practical
One Chapter	NTU100	Democracy and human rights	2	0
	NTU101	English Language1	2	0
	TCH120	Principles of Management	3	1
	TCH121	Statistics Principles of	2	2
	TCH123	Principles of Economics	3	1
Chapter Two	NTU104	Arabic language 1	2	0
	NTU102	Computer Principles 1	1	1

	TCH122	Principles of Accounting	3	1
	BMT124	Administrative readings	3	1
	BMT126	Managerial Economics	2	2
Two Second Year/Level				
University requirement	NTU200	English Language 2	2	0
	NTU104	Arabic language 2	2	0
	NTU103	Computer Principles 2	1	1
	NTU201	Professional ethics	2	0
	NTU106	Baath Party Crimes/Part 1	2	0
Department Requirement	BMT221	Operations Management (1)	2	2
	BMT222	Human Resources) Management1 (	3	1
	BMT223	(Marketing Management (1	3	1
	BMT224	Intermediate Accounting (1)	2	2
	BMT225	Operations Management (2)	2	2
	BMT226	Human Resources (Management (2	3	1
	BMT227	(Marketing Management (2	3	1
	BMT228	Intermediate Accounting (2)	2	2
	BMT229	Quantitative methods (optional)	2	2
	BMT230	Knowledge Management (Optional)	2	2
	BMT231	Crisis Management	2	2

		(Optional)		
	BMT233	Supply management (optional)	2	0
	BMT234	Intellectual Capital (Optional) Management	2	0
Third Year/Level Three				
Department Requirement	BMT321	(Organization Theory (1	3	1
	BMT322	made applications –Ready) 1Excel basics (	1	2
	BMT323	Applications Ready2 Advanced Excel	1	2
	BMT324	Principles of Financial Management	3	1
	BMT325	Principles of Cost Accounting	2	2
	BMT326	Information Systems and Technology	3	0
	BMT327	Materials Management	3	0
	BMT328	(Strategic Management (1	2	2
	BMT329	(Strategic Management (2	2	2
	BMT330	(Organization Theory (2	3	1
	BMT331	Financial Advanced Management	3	1
	BMT332	Advanced Cost Accounting	2	2
	BMT333	Organizational Behavior (Optional)	3	0
	BMT334	Project management and	3	0

		(evaluation (optional		
	BMT335	Business Economics (Optional)	2	0
	BMT336	Negotiation management (optional)	2	0
	BMT337	(Strategic thinking (optional	2	0
Fourth Year/Level Four				
University requirement	NTU410	Scientific research methodology	2	0
Department Requirement	BMT420	made applications –Ready) Statistical Analysis) 3 SPSS ((	1	2
	BMT421	) made applications–Ready Access 4 (	1	2
	BMT422	Quality Management and Control	3	0
	BMT423	(Managerial Accounting (1	2	2
	BMT424	Research project	2	0
	BMT425	(Bank Management (1	2	2
	BMT426	International Management	2	2
	BMT427	(2) Managerial Accounting	2	2
	BMT428	(Bank Management (2	2	2
	BMT429	Risk management (optional)	1	2
	BMT430	Total Quality Management (Optional)	3	0
	BMT431	Financial legislation	3	0

		(optional)		
	BMT432	Government Contracts (Management (Optional	2	0
	BMT433	portfolio Investment (management (optional	3	0
	BMT434	Corporate Governance (Optional)	2	0
	BMT435	(Entrepreneurship (optional	2	0

8. Expected learning outcomes of the program
Knowledge
Cognitive learning outcomes are the expected learning results that focus on acquiring knowledge, understanding, and critical thinking skills. These outcomes include the ability to recall facts, understand concepts, apply knowledge, analyze, synthesize information evaluate, and. Overall, cognitive learning outcomes aim to develop students' ability to: .Understanding the basic concepts and definitions of management –1 - Collecting, analyzing, and interpreting data, discovering patterns, and –2 conclusions based on evidence to support the right drawing .decision - Using the knowledge he has learned to solve the problem, make the –3 .decision, and provide explanations for it - Creating something new, or providing a new interpretation based on –4 owledgeacquired kn.
Skills
Expected learning outcomes are a set of abilities and skills that a learner should

acquire after successfully completing the learning process. These skills can be intellectual skills , (practical skills (such as using a tool or performing a process solving or critical thinking), or communication skills (such as –such as problem) .(writing or speaking

based learning outcomes aim to develop students' ability to–Overall, skills:

nistrative To be able to use computer software to support admi –B1
 .processes

To be able to solve administrative problems –B2.

To be able to communicate administratively clearly –B3.

.To be able to perform tasks better and more efficiently –B4

Values

Expected learning outcomes are what a learner is expected to learn or acquire through the learning process. They are specific results that express the level of knowledge, skills, and attitudes the learner should possess after completing the sslearning proce.

aim to develop students' ability to the expected learning outcomes ,Overall:

To be able to understand administrative values and ethics –A1.

.To be able to think critically, solve problems, and communicate –A2

.(integrity, respect, accountability To have specific values (such as –Q3

.To be able to develop a positive attitude towards learning –Q4

9. Teaching and learning strategies

Traditional lectures, dialogues, discussions, presentations of scientific films and collecting samples and then conducting their videos related to methods of analysis and reaching tangible results that contribute to solving problems,
 .scientific visits for observation

10. Assessment methods
.term exam–of–Weekly, monthly, daily exams and end

11. Faculty						
Faculty members						
academic rank	Specialization		Special requirements/ (skills (if any		Faculty preparation	
	general	private			angel	lecturer
assistant professor	business management	Production and Operations Management			angel	
assistant professor	Business Administration	Strategic Management			angel	
assistant professor	Arabic	Rhetoric			angel	
assistant professor	Industrial Management	Production and Operations Management			angel	

		nt				
Assistant teacher	law	law			angel	
Assistant teacher	business managem ent	Marketing Manageme nt			angel	
Assistant teacher	accounting	accounting			angel	
Assistant teacher	Marketing Managem ent	Marketing Manageme nt			angel	
Assistant teacher	Agricultura l engineerin g	Gardening and Landscape Architectur e			angel	
Assistant teacher	business managem ent	Human Resources			angel	
Assistant teacher	economy	economy			angel	
Assistant teacher	business managem ent	Knowledge manageme nt			angel	
Assistant teacher	business managem ent	Marketing Manageme nt			angel	

Assistant teacher	business managem ent	Industrial Manageme nt			angel	
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Professional Development
Orienting new faculty members
Training courses in the field of administrative specialization Courses related to education and learning research Special courses on how to publish scientific
Professional development of faculty members
Training courses in the field of administrative specialization Developing scientific publishing skills

0

12. Admission standard
Education The standards adopted in central admissions by the Ministry of Higher and Scientific Research

13. Key sources of information about the program
Principles of Management, Marketing Management, Financial Management, Organizational Management, Strategic Management, Production and Operations .Management Management, Human Resources

14. Program development plan

- Work is underway to update the course content to include the latest theories
.and applications in line with the labor market
- .Work is underway to develop the classrooms in the department
- .scientific research Working to encourage
- .Supporting student activities
- Analyze the strengths and weaknesses of the program and work to address
.the weaknesses and enhance the strengths

Program Skills Plan															
				Learning outcomes required from the program											
Year / Level	Course code	Course Name	Essenti al or optional	Knowledge				Skills				Values			
				A 1	A 2	A 3	A 4	B 1	B 2	B 3	B 4	Par t 1	Par t 2	Par t 3	Q 4
Level One															
Chapter One	NTU100	Democracy and human rights	essential	*				*				*			
	NTU101	English Language1	essential	*					*			*			
	TCH120	of Principles Management	essential	*				*				*			
	TCH121	of Principles Statistics	essential		*				*				*		

	TCH12 3	Principles of Economics	essentia I		*				*				*		
Chapter Two	NTU10 4	Arabic language 1	essentia I					*				*			
	NTU10 2	Computer Principles 1	essentia I		*			*					*		
	TCH12 2	Principles of Accounting	essentia I		*			*					*		
	BMT12 4	Administrative Readings	essentia I	*				*				*			
	BMT12 6	Managerial Economics	optional		*			*							
Level Two															

University requirement	NTU200	English Language 2	essential	*						*		*			
	NTU104	Arabic language 2	essential	*							*	*			
	NTU103	Computer Principles 2	essential		*			*					*		
	NTU201	Professional ethics	essential	*					*			*			
	NTU106	Baath Party Crimes/Part 1	essential	*						*		*			
	BMT221	Operations Management (1)	essential		*				*				*		

Department Requirement	BMT22 2	Human Resources Management) 1 (	essentia l	*					*			*			
	BMT22 3	Marketing Management (1)	essentia l	*						*		*			
	BMT22 4	Intermediate (Accounting (1	essentia l		*				*				*		
	BMT22 5	Operations Management (2)	essentia l		*				*				*		

	BMT22 6	Human Resources Management (2)	essentia l	*						*		*			
	BMT22 7	Marketing Management (2)	essentia l	*					*			*			
	BMT22 8	Intermediate (Accounting (2	essentia l		*				*				*		
	BMT22 9	Quantitative methods	optional		*				*				*		
	BMT23 0	Knowledge management	optional	*					*			*			

	BMT23 1	Crisis management	optional	*						*		*			
	BMT23 3	Supply Management	optional		*				*				*		
	BMT23 4	Intellectual Capital Management	optional	*							*	*			
Level Three															
	BMT32 1	Organization (Theory (1	essentia l	*							*			*	
	BMT32 2	made –Ready) applications 1 Excel basics (	essentia l		*			*				*			

Department Requirement	BMT323	Applications Ready2 Advanced Excel	essentia l		*			*				*			
	BMT324	Principles of Financial Management	essentia l			*			*				*		
	BMT325	Principles of Cost Accounting	essentia l			*			*				*		
	BMT326	Information Systems and Technology	essentia l			*			*				*		

	BMT32 7	Materials Management	essentia l			*			*				*		
	BMT32 8	Strategic Management (1)	essentia l	*						*				*	
	BMT32 9	Strategic Management (2)	essentia l	*						*				*	
	BMT33 0	Organization (Theory (2	essentia l	*							*			*	
	BMT33 1	Advanced Financial Management	essentia l			*			*				*		

	BMT33 2	Advanced Cost Accounting	essentia l			*			*			*			
	BMT33 3	organizational behavior	optional	*						*				*	
	BMT33 4	Project Management and Evaluation	optional		*				*			*			
	BMT33 5	Business Economics	optional		*				*			*			
	BMT33 6	Negotiation Management	optional	*						*			*		
	BMT33 7	strategic thinking	optional	*					*					*	
Level Four															

	NTU410	Scientific research methodology	essential	*					*				*		
	BMT420	SPSS statistical (analysis	essential		*			*				*			
	BMT421	made –Ready) applications Access 4 (	essential		*			*				*			
	BMT422	Quality Management and Control	essential			*			*						*
	BMT423	Managerial (Accounting (1	essential			*				*		*			

Department Requirement	BMT42 4	Research project	essentia l		*				*			*			
	BMT42 5	Bank Management (1)	essentia l		*				*			*			
	BMT42 6	International Management	essentia l		*				*			*			
	BMT42 7	Managerial (Accounting (2	essentia l			*				*		*			
	BMT42 8	Bank Management (2)	essentia l		*				*			*			
	BMT42 9	Risk management	optional		*				*				*		

	BMT43 0	Total Quality Management	optional		*				*				*		
	BMT43 1	Financial legislation	optional			*				*		*			
	BMT43 2	Government Contracts Management	optional		*				*			*			
	BMT43 3	Investment Portfolio Management	optional		*				*			*			
	BMT43 4	Corporate Governance	optional		*				*			*			
	BMT43 5	Entrepreneurshi p	optional		*					*		*			

Remember all the courses according to the academic level

- Please check the boxes corresponding to the individual learning outcomes from the program that .assessed are being

Course description template

1.	Hawija Technical –Educational Institution / Northern Technical University College
2.	Scientific Department: Business Administration Technologies
3.	Course Name/Code: Crimes of the Ba'ath Regime in IraqNTU (106)
4.	Available forms of attendance / Theoretical
5.	/First Semester –Semester/Year 2025 –2026
6.	(Number of study hours (30
7.	This on description was prepared1/9/2025
8.	(Course objectives (general course objectives –1 crimes committed by the Ba'ath regime in Iraq The student's knowledge of th –2 A statement of the true social, economic, and financial situation that the Iraq people reached during the Ba'athist rule in Iraq –3 crimes Understanding the laws of the International Criminal Court regarding against humanity
9.	Course outcomes, teaching and learning methods, and assessment The course outcomes are a set of knowledge, skills, and values that the course

.aims to instill in students It provides the learner with a clear idea of what they be able to do after the course is completed, and helps in designing and will evaluating courses. The course outcomes are determined based on the objectives of the academic program to which the course belongs.		
Outputs	Teaching and learning methods	Evaluation methods
A. Knowledge The student should be able to explain –A1 the historical and political circumstances that led to the rise of the Ba'ath Party in Iraq and .Syria To analyze the Ba'athist ideology, its –2 basic principles, and its relationship to .totalitarian regimes To define the most prominent crimes –A3 committed by the Ba'ath Party (such as: genocide, ethnic cleansing, political (repression N mentions the legal classification of –A4 Baath Party crimes under international law (gainst humanity, war crimes.e.g., crimes a)	The method –1 of delivering lectures Explanation –2 Dialogue and –3 discussion Analysis of –4 specific cases	–1 Examinations of all kinds Feedback –2 from students Case study –3 analysis
Skills –B To analyze historical documents and –B1	The method –1 of delivering	–1 Examinations

records (such as: political speeches, human rights organization reports) to understand the .mechanisms of repression To gather information from diverse –B2 sources (books, documentaries, archives) to umented reportsdoc–write well To participate in dialogues on –B3 transitional justice and how to deal with the legacy of crimes	lectures Explanation –2 Dialogue and –3 discussion Analysis of –4 specific cases	of all kinds eedback F –2 from students Case study –3 analysis			
Values –C To understand the importance of legal –A1 accountability as a tool for achieving justice .and preventing the recurrence of crimes To show deep respect for the dignity of –C2 families through an the victims and their .objective analysis of the crimes To appreciate the role of activists and –Q3 organizations in uncovering the truth and .demanding justice	The method –1 of delivering lectures Explanation –2 Dialogue and –3 discussion Analysis of –4 ific casesspec	–1 Examinations of all kinds Feedback –2 from students Case study –3 analysis			
10. (theoretical and practical vocabulary) Course structure					
Week	Hours	Required learning outcomes	Unit/Topic Name	Teaching method	Evaluation Method
1	2	the Understanding lecture	Definition of crimes and their categories	theoretical	Tests and

					discussion
2		Understanding the lecture	The position of the Iraqi Criminal Court Law and the most important laws issued by it	theoretical	Tests and discussion
3	2	the Understanding lecture	Types of international crimes	theoretical	Tests and reports
4	2	Understanding the lecture	The role of the Ba'ath regime in psychological abuse and its effects	theoretical	Tests and discussion
5	2	Understanding the lecture	The role of the Ba'ath regime in social abuses and their effects	theoretical	Tests and reports

6	2	Understanding the lecture	The Ba'ath regime's stance on religion, its men, and religious institutions	theoretical	Tests and discussion
7	2	Understanding the lecture	role of the The Ba'ath regime in violating human rights laws	theoretical	Tests and reports
9&8	2	Understanding the lecture	The role of the Ba'ath regime in military and political abuses	theoretical	Tests and discussion
11&10	2	Understanding the lecture	Environmental violations by the Ba'ath regime in Iraq	theoretical	Tests and reports
13&12	2	Understanding the lecture	mass graves	theoretical	Tests and

					discussion
15&14	2	Understanding the lecture	Legal classification of mass graves during the Ba'ath regime	theoretical	Tests and reports
11. Curriculum Development Plan					
Continuously updating the curriculum to keep pace with labor market developments (Curriculum Update Committee, Scientific Committee) such as 1. labor market Developing curricula that are relevant to the 2. Holding seminars and scientific conferences aimed at updating school curricula 3. Keeping up with scientific developments in the field of specialization					
12. Infrastructure					
classrooms			Available		
1. Required textbooks			, Iraq Crimes of the Ba'athist regime in Scientific Ministry of Higher Education and Research 2023 ,Research Human Rights and Democracy, Dr. .Abidin–Ghassan Karim and Amjad Zain The crime of genocide in light of the judicial interpretation of the International .Walid–Criminal Court, by Zuwayna Al		
2. (Main references (sources					

A. Recommended books and references (scientific journals, (...reports	
B. Electronic references,,websites	official college website

1.	College Hawija Technical –Educational Institution / Northern Technical University
2.	Scientific Department / Business Administration Technologies
3.	/Professional Ethics /Course Name/CodeNTU201
4.	Available forms of attendance / Theoretical
5.	/First Semester –Semester/Year 2025 –2026

6. (Number of study hours (30		
7. This on description was prepared1/9/2025		
8. (Course objectives (general course objectives		
1- .Introduction to the Professional Ethics course 2- .Understanding the definition of ethics, both linguistically and technically 3- .ethics Understanding the sources of professional 4- .Understanding the importance of professional ethics for the individual and society 5- Understanding social responsibility		
9. Course outcomes, teaching and learning methods, and assessment that the course aims to The course outcomes are a set of knowledge, skills, and values .instill in students It provides the learner with a clear idea of what they will be able to do after the course is completed, and helps in designing and evaluating courses. The course of the academic program to which the outcomes are determined based on the objectives course belongs.		
Outputs	Teaching and learning methods	Evaluation methods
B. Knowledge The student should define the concept of –A1 professional ethics and distinguish it from similar .(manners concepts (such as professional To analyze the extent to which these theories are –2 .reflected in professional practices To explain the penalties for violating –A3	Lecture –1 method Explanation –2 Dialogue and –3 discussion Progressive –4 presentations	–1 Examinations of all kinds Feedback –2 from students Discussion–3 Progressive –4 presentations

professional ethics according to local laws To explain the relationship between professional –A4 .corporate social responsibility ethics and					
Skills –B life case –theories to real To apply ethical –B1 .studies To follow systematic steps to solve ethical –B2 .problems To discuss professional ethical issues –B3 .objectively and respectfully			Lecture –1 method Explanation –2 Dialogue and –3 discussion Progressive –4 presentations	–1 Examinations of all kinds Feedback –2 from students Discussion–3 Progressive –4 presentations	
Values –C To demonstrate a commitment to the principles –A1 .of transparency and integrity in all situations To understand the importance of taking –C2 .responsibility for professional decisions . To show respect for cultural diversity in work –C3 .environments			Lecture –1 method Explanation –2 Dialogue and –3 discussion Progressive –4 presentations	–1 Examinations of all kinds Feedback –2 from students iscussonD–3 Progressive –4 presentations	
10. (Course structure (theoretical and practical vocabulary					
Week	Hours	Required learning outcomes	Unit/Topic Name	Teaching method	Evaluation Method
2&1	2	Knowledge and Application practical	Definition of professional ethics, linguistically and technically	theoretical	Tests and

					discussion
3	2	Knowledge and Application practical	The importance of professional ethics for the individual and society	theoretical	Tests and reports
4	2	Knowledge and Application practical	Sources of professional ethics	theoretical	Tests and discussion
5	2	Knowledge and Application practical	Distinguishing between professional ethics and rules of professional conduct	theoretical	Tests and reports
6	2	Knowledge and Application practical	Accuracy in setting instructions	theoretical	Tests and discussion
7	2	Knowledge and Application practical	First month exam	theoretical	Tests

					and reports
9&8	2	Knowledge and Application practical	Integrity	theoretical	Tests and discussion
11&10	2	Knowledge and Application practical	Methods of establishing professional ethics	theoretical	Tests and reports
13&12	2	Knowledge and Application practical	Challenges and their effects	theoretical	Tests and discussion
15&14	2	Knowledge and Application practical	The moral flaw of responsibility Second month exam	theoretical	Tests and reports
11. Curriculum Development Plan					
Continuously updating the curriculum to keep pace with labor market developments					

Committee) such as Curriculum Update Committee, Scientific)	
4. Developing curricula that are relevant to the labor market	
5. Holding seminars and scientific conferences aimed at updating school curricula	
6. Keeping up with scientific developments in the field of specialization	
12. Infrastructure	
laboratories, and workshops ,classrooms	Available
3. Required textbooks	Ethics of Management in the Public Sector and its Applications in the Kingdom of Saudi Arabia. Prof. Dr. Fahd Othaimin–Al
4. (Main references (sources	–Work Ethics by Dr. Bilal Khalaf Al Sakarna
C.) Recommended books and references ,scientific journals, reportsetc. (	
D.,Electronic references, websites	official college website

1. Hawija Technical –Educational Institution / Northern Technical University College
2. Business Administration Technologies :Scientific Department
3. /(Course Name/Code: Operations Management (2BMT221
4. Available forms of attendance / Theoretical

5. /First Semester –Semester/Year 2025 –2026		
6. (Number of study hours (30		
7. This on description was prepared1/9/2025		
8. (Course objectives (general course objectives		
1– Understanding the areas of benefit from production and processes in management practices Developing a general understanding of mathematical applications in the field of –2 production and operations quantitative operational areas that contribute –Developing awareness regarding non – to improving administrative practices		
9. Course outcomes, teaching and learning methods, and assessment the course The course outcomes are a set of knowledge, skills, and values that .aims to instill in students It provides the learner with a clear idea of what they will be able to do after the course is completed, and helps in designing and evaluating e courses. The course outcomes are determined based on the objectives of th academic program to which the course belongs.		
Outputs	Teaching and learning methods	Evaluation methods
C. Knowledge The student should define the concept of –A1 operations management and its importance in	The method –1 of delivering lectures Explanation –2	–1 Examinations of all kinds Feedback –2

.organizations between To explain the difference -2 .manufacturing processes and services To analyze methods of forecasting -A3 .demand To analyze quality control tools such as -A4) statistical chartsControl Charts and Pareto (.column	Dialogue and -3 discussion Problems -4 and exercises	from students Surprise -3 tests Solving -4 problems and exercises
Skills -B To analyze operational data using -B1 .quantitative methods research models in To apply operations -B2 .solving operations problems To compare process improvement -B3 .alternatives based on cost and quality criteria	The method -1 of delivering lectures Explanation -2 Dialogue and -3 discussion Problems -4 and exercises	-1 Examinations all kinds of Feedback -2 from students Surprise -3 tests Solving -4 problems and exercises
Values -C To demonstrate a commitment to quality -A1 .standards in process analysis To demonstrate the ability to work within -C2 .teams to analyze processes understand the environmental and To -C3 .social impacts of operational decisions	The method -1 of delivering lectures Explanation -2 Dialogue and -3 discussion Problems -4 and exercises	-1 Examinations of all kinds Feedback -2 from students Surprise -3 tests -4 Solving

					problems and exercises
10. (Course structure (theoretical and practical vocabulary					
Week	Hours	Required learning outcomes	Unit/Topic Name	Teaching method	Evaluation Method
2&1	2	Knowledge and Application practical	Demand estimation + General features of The + forecasting difference between forecasting and planning	theoretical	Tests and discussion
3	2	Knowledge and Application practical	Patterns of change in Types of + demand prediction:	theoretical	,Tests discussion s, and assignments
4	2	Knowledge and Application practical	Qualitative methods	theoretical	Tests, discussion ns, and assignme

					nts
5	2	Knowledge and practical applicat	+ Demand estimation quantitative methods	Practical + Theoretical	,Tests discussio ns, and assignme nts
6	2	Knowledge and practical applicat	The Moving Average Smoothing Method + Exponential) (Smoothing	Practical + Theoretical	Tests , discussio ns, and assignme nts
7	2	Knowledge and practical applicat	First month exam	Practical + Theoretical	Tests, discussio ns, and assignme nts

9&8	2	Knowledge and practical applicat	Choosing the location of the institution	theoretical	Tests, discussions, and assignments
11&10	2	Knowledge and practical applicat	Qualitative + Site 2 Factors Method (Qualitative Analysis)) Factor Ranking) Method)	Practical + Theoretical	Tests, discussions, and assignments
13&12	2	Knowledge and practical applicat	February exam	Practical + Theoretical	Tests, discussions , and assignments

15&14	2	Knowledge and practical applicat	Transportation	Practical + Theoretical	Tests, discussions, and assignments
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11. Curriculum Development Plan

Continuously updating the curriculum to keep pace with labor market developments (Curriculum Committee, Scientific Committee) such as Curriculum Update)

7. Developing curricula that are relevant to the labor market
8. Holding seminars and scientific conferences aimed at updating school curricula
9. Keeping up with scientific developments in the field of specialization

12. Infrastructure

classrooms, laboratories, and workshops	Available
5. Required textbooks	Production and Operations Management Concepts, Fundamentals, Processes, and (Practical Examples Najjar and Dr. Abdul –Dr. Sabah Majeed Karim Mohsen
6. (sources) Main references	–Operations and Production Management Suwaidan–Dr. Tariq Al
E. Recommended books and (...references (scientific journals, reports	

F.,Electronic references, websites	official college website
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1.	Hawija Technical College –Technical University Educational Institution / Northern
2.	Scientific Department / Business Administration Technologies
3.	/Human Resource Management /Course Name/Course CodeNTU226
4.	Available forms of attendance / Theoretical
5.	/First Semester –Semester/Year 2025 –2026
6.	(Number of study hours (30
7.	This on description was prepared1/9/2025

8. (Course objectives (general course objectives		
1– Understanding the concept of human resource management 2– Knowledge of human resource management and its objectives 3– .Knowledge of specialized administrative functions in human resources		
9. Course outcomes, teaching and learning methods, and assessment The course outcomes are a set of knowledge, skills, and values that the course aims to .instill in students e learner with a clear idea of what they will be able to do It provides th after the course is completed, and helps in designing and evaluating courses. The course outcomes are determined based on the objectives of the academic program to which the course belongs.		
Outputs	Teaching and learning methods	Evaluation methods
D. Knowledge To explain the difference between traditional –A1 .and modern human resource management To describe the recruitment and selection –2 .(processes (job description, interviews, tests analyze the types of training programs To –A3 .(job training–the–traditional, electronic, on)	The method of –1 delivering lectures Visits to –2 institutions Dialogue and –3 discussion Presentations –4	–1 Examinations of all kinds Feedback –2 from students king As –3 questions Discussion –4 of the progress presentations
Skills –B To design an effective job advertisement – B1 according to the standards of attraction and .inclusiveness To apply performance evaluation methods – B2	The method of –1 delivering lectures Visits to –2 institutions Dialogue and –3	–1 Examinations of all kinds Feedback –2 from students

the graded degree method or—such as the 360 .scale To prepare clear and written human –B3 .resources policies and procedures	discussion Presentations –4	Asking –3 questions Discussion –4 of the progress presentations
Values –C To demonstrate a commitment to the –A1 discrimination in –principles of equality and non .employment practices To show an understanding of the –C2 of psychological and professional needs .employees To demonstrate a willingness to adopt modern –C3 .practices in human resource management	The method of –1 delivering lectures Visits to –2 institutions Dialogue and –3 discussion Presentations –4	–1 Examinations of all kinds Feedback –2 students from Asking –3 questions Discussion –4 of the progress presentations

10. (Course structure (theoretical and practical vocabulary

Week	Hours	Required learning outcomes	Unit/Topic Name	Teaching method	Evaluation Method
1	4	Knowledge Practical application	Historical development and concept of human resource management + Scientific management Human resources strategies and objectives	Practical + Theoretical	Tests and discussion

2	4	Knowledge Practical application	Administrative processes in human resources management + activities and functions of human resources management	Practical + Theoretical	Tests and reports
3	4	Knowledge Practical application	Job analysis, description, and design	Practical + Theoretical	Tests and reports
4	4	Knowledge Practical application	The concept and importance of human resource planning + methods for assessing human needs	Practical + Theoretical	Tests and discussio n
5	4	Knowledge Practical application	Polarization and selection	Practical + Theoretical	Tests and reports
6	4	Knowledge Practical application	Appointment and initial setup	Practical + Theoretical	Tests and discussio n

7	4	Knowledge Practical application	Performance evaluation	Practical + Theoretical	Tests and reports
8	4	Knowledge Practical application	Training	Practical + Theoretical	Tests and reports
9	4	Knowledge Practical application	Administrative development and manager training	Practical + Theoretical	Tests and reports
10	4	Knowledge and practical application	Organizational development	+ Practical Theoretical	Tests and reports
11	4	Knowledge and practical application	Job evaluation and salary system	Practical + Theoretical	Tests and discussi on

12	4	Knowledge and practical application	Job movement management: promotions, transfers, termination of service, resignations, .retirement	Practical + Theoretical	Tests and reports
13	4	Knowledge and practical application	Definition of Human Resource Management: Concepts, Strategies, and Objectives	Practical + Theoretical	Tests and discussion
13	4	Knowledge and practical application	Definition of Human Resource Management: Concepts, Strategies, and Objectives	Practical + Theoretical	Tests and discussion
14	4	Knowledge and practical application	Job analysis, description, and design + Human planning + resource Human needs planning	Practical + Theoretical	Tests and reports
15	4	Knowledge and practical application	Review of polarization, selection, assignment, and orientation	Practical + Theoretical	Tests and

					reports
11. Curriculum Development Plan					
Continuously updating the curriculum to keep pace with labor market developments Curriculum Update Committee, Scientific Committee) such as)					
10. Developing curricula that are relevant to the labor market 11. updating Holding seminars and scientific conferences aimed at school curricula 12. Keeping up with scientific developments in the field of specialization					
12. Infrastructure					
classrooms, laboratories, and workshops				Available	
7. Required textbooks				Human Resources Management. Dr. Sami Boudabous	
8. (sources) Main references				Human Resources Management. Dr. Sami Boudabous	
G. Recommended books and references ,scientific journals, reports)etc. (					
H.,Electronic references, websites				official college website	

1. Hawija Technical – Educational Institution / Northern Technical University College
2. Scientific Department: Business Administration Technologies

3. /Course Name/Code: Marketing Management 2BMT223		
4. Available forms of attendance / Theoretical		
5. /First Semester –Semester/Year 2025 –2026		
6. (hours (30 Number of study		
7. This description was prepared on1/9/2025		
8. (Course objectives (general course objectives		
To introduce the student to the scientific foundations of marketing management –1 .and its basic functions basic concepts, principles and To enable the student to understand the –2 .management of marketing To introduce the student to the most important contemporary issues in the field of .modern marketing management and international trade		
9. ntCourse outcomes, teaching and learning methods, and assessme The course outcomes are a set of knowledge, skills, and values that the course .aims to instill in students It provides the learner with a clear idea of what they will be able to do after the course is completed, and helps in designing and urses. The course outcomes are determined based on the evaluating co objectives of the academic program to which the course belongs.		
Outputs	Teaching and learning methods	Evaluation methods

E. Knowledge The student should be able to define – A1 and its importance the concept of marketing .profit organizations–profit and non–in for To describe the elements of the classic –A2 marketing mix (product, price, distribution, (promotion To analyze the steps of the marketing –A3 .research process	The method –1 of delivering tureslec Explanation –2 Dialogue and –3 discussion Critical and –4 analytical thinking	–1 Examinations of all kinds Feedback –2 from students Asking –3 marketing questions Market –4 environment analysis
Skills –B To prepare a comprehensive marketing – B1 plan for a product or service It can handle problems related to –B2 .marketing activities To interpret the results of marketing –B3 .research and draw up recommendations	The method –1 of delivering lectures Explanation –2 Dialogue and –3 discussion ritical and Cr –4 analytical thinking	–1 Examinations of all kinds Feedback –2 from students Asking –3 marketing questions Market –4 environment analysis
Values –C To demonstrate a commitment to –A1 .marketing ethics and responsible practices willingness to adopt To show a –Part 2 innovative marketing ideas	The method –1 of delivering lectures Explanation –2 Dialogue and –3	–1 ions Examinat of all kinds Feedback –2 from students

To appreciate the importance of social responsibility in marketing decisions –Q3	discussion Critical and analytical thinking –4	Asking –3 marketing questions Market –4 environment analysis
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10. (Course structure (theoretical and practical vocabulary

Week	Hours	Required learning outcomes	Unit/Topic Name	Teaching method	Evaluation Method
1	2	Add outputs Learning	Concept, objectives, and methods of pricing	Practical + Theoretical	Tests and discussion
2	2	Add outputs Learning	Factors affecting price determination	Practical + Theoretical	Tests and reports
3	2	Add outputs Learning	strategies Pricing	Practical + Theoretical	Tests and discussion

4	2	Add outputs Learning	Concept, importance, and objectives of promotion	Practical + Theoretical	Tests and reports
5	2	Add outputs Learning	elements of the promotional mix	Practical + Theoretical	Tests and discussion
6	2	Add outputs Learning	Factors affecting the promotional mix	Practical + Theoretical	Tests and reports
7	2	Add outputs Learning	Concept and objectives of distribution	Practical + Theoretical	Tests and discussio n
8	2	Add outputs Learning	Direct and indirect distribution policies	Practical + Theoretical	Tests and reports
9	2	Add outputs Learning	Types of distribution	Practical + Theoretical	Tests and

			channels		discussion
10	2	Add outputs Learning	Factors influencing the of the selection appropriate distribution channel	Practical + Theoretical	Tests and reports
11	2	Add outputs Learning	Marketing research and its types	Practical + Theoretical	Tests and reports
12	2	Add outputs Learning	Digital Marketing	Practical + Theoretical	Tests and reports
13	2	Add outputs Learning	The concept and –importance of e commerce	Practical + Theoretical	Tests and reports
14	2	Add outputs Learning	The difference between traditional and digital marketing	Practical + Theoretical	Tests and

					reports
15			monthly exam		
11. Curriculum Development Plan					
Continuously updating the curriculum to keep pace with labor market developments (Curriculum Update Committee, Scientific Committee) such as					
13. Developing curricula that are relevant to the labor market					
14. Holding seminars and scientific conferences aimed at updating school curricula					
15. Keeping up with scientific developments in the field of specialization					
12. Infrastructure					
classrooms, laboratories, and workshops			Available		
9. Required textbooks			of Marketing The Modern Concept Management Author Diwaji–Abu Saeed Al :Publisher Hamid for Publishing –Dar A and Distribution, 2000		
10. (Main references (sources			Philip Kotler		
I. Recommended books and references (scientific journals, reports, (.etc					
J. ,Electronic references,websites			official college website		

1.	Hawija Technical –Educational Institution / Northern Technical University College
2.	Scientific Department: Business Administration Technologies
3.	/Course Name/Code: Intermediate Accounting 2BMT223
4.	Available forms of attendance / Theoretical
5.	/First Semester –Semester/Year 2025 –2026
6.	(Number of study hours (30
7.	This on description was prepared1/9/2025
8.	(Course objectives (general course objectives
	–1 accounting concepts Deepening understanding of –2 Preparing financial statements: Teaching how to prepare and present key ,financial statements such as the income statement, balance sheet –3 Analysis of accounting transactions: Developing skills in analyzing and .entry bookkeeping system–financial transactions using the double recording –4 Preparing inventory adjustments: Teaching how to make accounting adjustments at the end of the financial period to ensure the accuracy of financial .reports –5 accounting issues: Reviewing recent developments in Identifying contempor .accounting standards and their impact on financial reports

9. Course outcomes, teaching and learning methods, and assessment

The course outcomes are a set of knowledge, skills, and values that the course aims to instill in students. It provides the learner with a clear idea of what they will be able to do after the course is completed, and helps in designing and evaluating courses. The course outcomes are determined based on the program to which the course belongs and the objectives of the academic.

Outputs	Teaching and learning methods	Evaluation methods
F. Knowledge Understanding intermediate accounting –A1 .concepts and principles Understanding the accounting for –2 .investments, stocks, and bonds Knowledge of how to process – A3 .specialized accounting operations	The method –1 of delivering lectures Explanation –2 Dialogue and –3 discussion Problems –4 and exercises	–1 Examinations of all kinds Feedback –2 from students Surprise –3 tests Solving –4 problems and exercises
Skills –B The ability to record accounting entries – B1 .for intermediate transactions Inventory adjustments (stock, accrued –B2 (expenses, deferred revenues Restrictions on asset depreciation –B3 straight line using the declining balance or .method	The method –1 of delivering lectures Explanation –2 Dialogue and –3 discussion Problems –4 and exercises	–1 Examinations of all kinds Feedback –2 from students Surprise –3 tests Solving –4 problems and

					exercises
Values –C Adherence to ethical accounting –A1 manipulation of financial –principles and non .data Adherence to accounting standards –A2 .when preparing financial reports Maintaining objectivity and impartiality –C3 .when analyzing financial transactions				The method –1 delivering of lectures Explanation –2 Dialogue and –3 discussion Problems –4 and exercises	–1 Examinations of all kinds Feedback –2 from students Surprise –3 tests Solving –4 problems and exercises
10. (Course structure (theoretical and practical vocabulary					
Week	Hours	Required learning outcomes	Unit/Topic Name	Teaching method	Evaluation Method
2&1	4	Accounting for debtors	1– The concept of debtors Creating an –2 allowance for doubtful debts Comprehensive –3 examples Bad debts –4 Dealing with –5	Practical + Theoretical	Tests and discussio n

			bad debts		
3	4	Accounting for debtors	1. Direct download method 2. Indirect download method 3. Comprehensive examples Processing the allowed discount	Practical + Theoretical	Tests and reports
4	4	Accounting for debtors	1- Cash discount Comprehensive examples	Practical + Theoretical	Tests and discussion
5	4	merchandise inventory	1- The concept of merchandise inventory 2- Periodic inventory 3- Continuous inventory Comprehensive examples	Practical + Theoretical	Tests and reports

6	4	merchandise inventory	1- -in, first-First out(FIFO) 2- What arrives last goes first (LIFO) 3- Comprehensive examples Weighted average	Practical + Theoretical	Tests and discussion
7	4	merchandise inventory	1- Profit margin on sales Comprehensive examples	+ Practical Theoretical	Tests and reports
9&8	4	term -long investments	1- The concept term -of long investments: bonds 2- Buying bonds 3- Comprehensive examples	Practical + Theoretical	Tests and discussion
11&10	4	term -long investments	1- Selling bonds 2- Sell the before bonds in full the maturity date	Practical + Theoretical	Tests and

			Comprehensive examples		reports
13&12	4	Intangible assets	Definition of assets intangible and their types	Practical + Theoretical	Tests and discussion
15&14	4	Intangible assets	1- Cost of purchasing intangible assets Depletion of intangible assets	Practical + Theoretical	Tests and reports
11. Curriculum Development Plan					
Continuously updating the curriculum to keep pace with labor market such as (developments (Curriculum Update Committee, Scientific Committee					
16. Developing curricula that are relevant to the labor market 17. Holding seminars and scientific conferences aimed at updating school curricula 18. Keeping up with scientific developments in the field of specialization					
12. Infrastructure					
laboratories, and ,classrooms workshops			Available		
4. Required textbooks			A) gnitnuoccA etaidemretnl •		

	Contemporary Perspective) by Dr. Saud Jaid Mashkour, Dr. Ali Naeem Jassim, and Dr. Nazem Hassan Abdul .Sayed, First Edition 2012
5. (Main references (sources	Accounting (Intermediate Financial Level) According to International Financial Reporting Standards, by Dr. Jajawi and Dr. –Talal Mohammed Ali Al Masoudi, First Arabic –Haider Ali Al Edition 2018
K. Recommended books and references (scientific journals, reports, (.etc	

13. Hawija Technical –Educational Institution / Northern Technical University College
14. Department of Business Administration Technologies
15. /Course Name/Code: Knowledge ManagementBMT230
16. Available forms of attendance / Theoretical
17. /First Semester –Semester/Year 2025 –2026

18. (Number of study hours (30		
19. This description was prepared on 2025/9/1		
20. (Course objectives (general course objectives		
.1 Understanding the concept of knowledge / Basic concepts of knowledge -1 Identifying sources of knowledge/sources of knowledge -2 Understanding knowledge management processes -1 Identifying the types of knowledge management strategies -2 Identifying the challenges of knowledge management		
21. ng methods, and assessmentCourse outcomes, teaching and learning methods, and assessment The course outcomes are a set of knowledge, skills, and values that the course aims to instill in students. It provides the learner with a clear idea of what they will be able to do after the course is completed, and helps in designing and evaluating courses. The course outcomes are determined based on the long objectives of the academic program to which the course belongs.		
Outputs	Teaching and learning methods	Evaluation methods
G. Knowledge Understanding the definitions of -A1 knowledge management and distinguishing .between data, information, and knowledge Identifying the stages of the knowledge -2 discovery, storage, sharing,) lifecycle .(application Understanding the role of leadership in -A3	The method -1 of delivering lectures Explanation -2 Dialogue and -3 discussion Critical -4 thinking	-1 Examinations kinds of all Feedback -2 from students Oral -3 participation Analyzing -4

promoting a culture of knowledge .management				cognitive problems	
Skills –B Analyzing knowledge needs within the – B1 .organization Developing strategies for transferring –B2 .knowledge between individuals and teams solutions to facilitate the flow Creating –B3 .of knowledge within the organization			The method –1 of delivering lectures Explanation –2 Dialogue and –3 discussion Critical –4 thinking	–1 Examinations of all kinds Feedback –2 from students Oral –3 participation Analyzing –4 cognitive problems	
Values –C Promoting the value of knowledge –A1 .sharing instead of monopolization Encouraging an open work environment –C2 that allows for the confident sharing of .knowledge Adherence to the ethics of using –C3 .d not exploiting it illegallyknowledge an			The method –1 of delivering lectures Explanation –2 Dialogue and –3 discussion Critical –4 thinking	–1 Examinations of all kinds Feedback –2 from students Oral –3 participation Analyzing –4 cognitive problems	
22. (structure (theoretical and practical vocabulary Course					
Week	Hours	Required learning outcomes	Unit/Topic Name	Teaching method	Evaluation Method

1&2	8	Knowledge and Application practical	Basic concepts of knowledge	Practical + Theoretical	Tests and discussion
3	4	Knowledge and Application practical	of Sources knowledge	Practical + Theoretical	Tests and reports
4	4	Knowledge and Application practical	Knowledge management processes diagnosis, goal) setting, generation, (storage	Practical + Theoretical	Tests and discussion
5	4	Knowledge and Application practical	Knowledge management processes distribution,) application, organization, retrieval, (maintenance	Practical + Theoretical	Tests and reports

6	4	Knowledge and Application practical	The essential elements of knowledge management strategy and) (people	Practical + Theoretical	Tests and discussion
7	4	Knowledge and Application practical	First month exam	Practical + Theoretical	Tests and reports
8&9	8	Knowledge and Application practical	Key elements of knowledge management and) (Technology) / (operations Knowledge management strategies concept,) importance, (objectives	Practical + Theoretical	Tests and discussion
10&11	8	Knowledge and Application practical	knowledge management / strategies	Practical + Theoretical	Tests and

			Challenges facing the building of knowledge societies		reports
12&13	8	Knowledge and Application practical	knowledge / management Identifying who is responsible for knowledge management	Practical + Theoretical	Tests and discussion
14&15	8	Knowledge and Application practical	Factors contributing to success and failure knowledge in . management	Practical + Theoretical	Tests and reports
23. Curriculum Development Plan					
pace with labor market Continuously updating the curriculum to keep developments (Curriculum Update Committee, Scientific Committee) such as 19. Developing curricula that are relevant to the labor market 20. Holding seminars and scientific conferences aimed at updating school curricula 21. scientific developments in the field of Keeping up with specialization					

24. Infrastructure	
classrooms, laboratories, and workshops	Available
6. Required textbooks	–The recommended textbook: Al Barzanji, Ahmed Mohammed Saeed Introduction to Bank ,(2018) Operations, Management and Banking Duktur for –Baghdad, Dar Al Administrative and Economic Sciences
7. (Main references (sources	Tard –Abdullah, Khalid Amin, and Al Ismail Ibrahim, (2000), "Management of Local and International Banking "Operations
L. Recommended books and scientific journals,) references (...reports	
M. Electronic references,,websites	official college website

1.	Hawija Technical –Educational Institution / Northern Technical University College
2.	Technologies Scientific Department / Business Administration
3.	Strategic Management /Course Name/Code
4.	Available forms of attendance / Theoretical
5.	/First Semester –Semester/Year 2025–2026
6.	(Number of study hours (45
7.	This description was preparedon 2025/9/1
8.	(course objectives Course objectives (general

2. Enabling student from to understand environment Business Analysis Its elements Interior Foreign Affairs. 3. Strengthening thinking Strategic and drafting Goals far away The range . 4. building capacity student on Taking decisions strategy Effective. 5. identification student How to to implement strategy And its evaluation. 6. to lift efficiency student in application tools Analysis Strategic Such as SWOT ,PESTEL , and the forces competitiveness Porter.		
9. methods, and assessment Course outcomes, teaching and learning The course outcomes are a set of knowledge, skills, and values that the .course aims to instill in students It provides the learner with a clear idea of what they will be able to do after the course is completed, and helps in designing and evaluating courses. The course outcomes are determined based on the objectives of the academic program to which the course elongsb.		
Outputs	Teaching and learning methods	Evaluation methods
Knowledge –A H. Introducing the student to the basic concepts of strategic management I. Understanding the scientific stages of strategic .management J. Understanding the realities of the contemporary business	▪ .Lectures ▪ .Homework ▪ .studies Case ▪ Discussion .panels ▪ .playing–Role	▪ Daily participation . ▪ Monthly .exams ▪ Assignments and case study .solutions

environment and how to deal .with them K. Understanding the purpose, reason, and underlying factors behind adopting a strategic approach in business .organization practices		▪ Midterm exam
Skills –B ▪ A vision and mission statement for business .organizations ▪ Developing the student's strategic skills in the field of .analysis ▪ Enabling students to prepare strategic plans and annual operational plans	▪ .Lectures ▪ .Homework ▪ .Case studies ▪ Discussion .panels	▪ Daily participation . ▪ Monthly .exams ▪ Assignment s and case study .solutions ▪ Midterm exam
Values –C ▪ Developing analytical thinking skills ▪ Developing creative .thinking skills	▪ .Lectures ▪ .Homework ▪ .Case studies ▪ Discussion .panels	▪ Daily participation . ▪ Monthly .exams ▪ Assignment s and case study

					.solutions ▪ Midterm exam
10. (practical vocabulary Course structure (theoretical and					
Week	Hours	Required learning outcomes	Unit/Topic Name	Teaching method	Evaluation Method
1	3	Understanding the basics strategy	Strategic management concepts	Lectures	Daily participation and monthly exam
2	3	The ability to formulate Vision and Mission Goals	Strategic Direction	Lectures cases Study	Daily participation and monthly exam
3	3	Diagnosis of components External	Strategic analysis of the	+ Lectures	Daily participation

		environment	external environme nt	homework	n and monthly exam
4	3	Knowledge of field Basics of the environment Interior	Strategic analysis of the internal environme nt	Lectures homework	Daily participatio n and monthly exam
5	3	The ability to diagnose strengths weaknesses, opportunities, and threats	Strategic situation analysis	+ Lecture Homework	Daily participatio n and monthly exam
6	3	How to use Business models	strategic choice	a lecture	Daily participatio n and monthly

					exam
7	3	Getting to know Scope of the strategy Comprehensive	Organizational strategy	a lecture + condition Study practical	Daily participation and monthly exam
8	3	Having knowledge Methods of competition Building the feature competitiveness	Business level –unit strategy	a lecture	Daily participation and monthly exam
9	3	Diagnosing areas Implementing the strategy	–Functional level strategy	a lecture	Daily participation and monthly

					exam
10	3	Formulating strategic plans and operational plans	Strategic Implementation	a lecture Homework	Daily participation and monthly exam
11	3	Developing indicators Performance evaluation criteria	Strategic control	a lecture	Daily participation and monthly exam
12	3	Understanding the basics strategy	Strategic management concepts	Lectures	Daily participation and monthly exam
13	3	The ability to formulate a vision and mission Goals	Strategic Direction	Lectures + Cases Study	Daily participation and monthly exam

14		Diagnosis of components External environment	Strategic analysis of the external environment	a lecture Homework	Daily participation and monthly exam
15	3	Knowledge of field Basics of the environment Interior	Strategic analysis of the internal environment	a lecture Homework	Daily participation and monthly exam
11. Curriculum Development Plan					
12.					
the curriculum to keep pace with labor market Continuously updating developments (Curriculum Update Committee, Scientific Committee) such as					
22. Developing curricula that are relevant to the labor market					
23. Holding seminars and scientific conferences aimed at updating school curricula					
24. Keeping up with scientific developments in the field of specialization					
13. Infrastructure					
classrooms, laboratories, and workshops			Available		
8. Required textbooks			Douri (2009) –Zakaria Mutlaq Al Strategic Management: Concepts and "		

	Jordan ,Case Studies" Amman
9. (Main references (sources	Willen and Henker (2015) "Strategic Management" International Publishing .and Distribution House, Beirut, Lebanon
N. Recommended books and scientific journals,) references (reports.. (.	Harvard Business School
O. references, Electronic,websites	The official college website and the website of Arab universities In order to analyze its strategic direction) (and the plans it adopts

14. Hawija Technical College –Educational Institution / Northern Technical University
15. Scientific Department / Business Administration Technologies

16.	/Principles of Financial Management /Course Name/Course CodeNTU
17.	Practical–Available attendance formats: Theoretical
18.	2026–First Semester / Year / 2025
19.	(Number of study hours (30
20.	This description was preparedon 2025/9/1
21.	(Course objectives (general course objectives
	1. Understanding the role of the financial manager: This course aims to introduce the planning, main tasks and responsibilities of the financial manager, such as financial .making, and financing decisions–investment decision 2. Learning Financial Analysis Tools: The course focuses on how to use various financial analysis tools such as financial ratios (liquidity, profitability, and activity mpany's financial performanceratios) to evaluate a co. 3. Understanding the Time Value of Money: The course covers the concept of the time value of money, which is one of the most important concepts in financial management, and how it is used in evaluating investment projects. 4. Investment Decision Making: The course helps learn how to evaluate different investment projects using criteria such as Net Present Value(NPV) and Internal Rate of Return(IRR).

5. Course outcomes, teaching and learning methods, and assessment

course outcomes are a set of knowledge, skills, and values that the course aims to instill in the students. It provides the learner with a clear idea of what they will be able to do after the course is completed, and helps in designing and evaluating courses. The course outcomes are determined based on the objectives of the academic program to which the course belongs.

Outputs	Teaching and learning methods	Evaluation methods
Applying basic concepts: The ability to apply financial management concepts such as the time value of money, internal rate of return (IRR) and net present value (NPV) in solving financial problems. Financial analysis: the ability to analyze companies' financial data using various financial ratios to evaluate their performance. Decision-making: The ability to make sound decisions based on financial investment and financing decisions by analysis. Understanding the role of the financial manager: Recognizing the main tasks of the financial manager and his role in maximizing the value of the company. Effective communication: The ability to present and reports clearly and convincingly analyze financial.	Theoretical .1 lectures: Explanation of the basic concepts and principles in financial management. .2 Case Studies: life –Analyzing real cases of different companies to make financial decisions based on available information. Exercises .3 –and problem solving: Applying theoretical	Periodic exams .1: to measure the extent of understanding of theoretical concepts and the ability to solve problems. .2 Homework: Usually includes practical problems to reinforce skills in analysis and application. Projects and .3 presentations: To assess the ability to work in a team, apply concepts to practical cases,

	concepts to numerical problems to enhance practical understanding. Group .4 : projects working as part of a team on a project that combines financial analysis –and decision making. Classroom .5 discussions: exchanging ideas and opinions on various financial topics.	and present results professionally. Classroom .4 participation: To assess the level of interaction and discussion on the issues raised.
Understanding the relationship between risk and return: The ability to identify and understand the basic relationship between risk and return in investments, and how investors and companies can balance them to achieve their goals.	Interactive .6 : lecturesThese are conducted by presenting practical	Practical exams .5 : These include mathematical problems that require evaluating a

.2 r value of financial assetsDetermining the fair value of financial assets such as stocks and bonds to determine their fair value based on expected future cash flows and appropriate discount rates. .3 Understanding dividend policies: Gaining knowledge about dividend distribution to shareholders, and what factors influence these policies, such as the company's financing needs and financial position. Awareness of the economic and legal environment .4 : The ability to understand how macroeconomic factors (such as inflation and interest rates) and the legal environment affect corporate financial decisions . Using technology in financial management .5: Learning how to use financial software and spreadsheets (such as Excel) to solve financial problems, conduct analyses, and prepare financial models.	examples from real life. .7 Workshops: Using programs such as Excel to build simple models for evaluating stocks and bonds. 8. Financial statement analysis: Studying and comparing the dividend distribution policies of companies listed on the stock exchange. Guided .9 discussions: Discussing the impact of financial decisions to retain or distribute profits on	financial asset such as a bond or stock), or making an investment decision based on data analysis. Research .6 projects: These require conducting research on the dividend distribution policies of different companies and analyzing the factors affecting them. .7 Presentations: You are tasked with giving a presentation about a particular investment situation, and providing commendations based on your analysis.
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	investors and the value of the company. News Current .10 and Events : Students are with tasked following economic news and its impact on companies' financial decisions . Practical .11 exercises: Designing exercises that uire the use of req functions and specialized software in .financial analysis	Practical .8 homework assignments: Require the use of financial analysis software and spreadsheets to solve complex problems.
.6 Understanding working capital policies: The ability to effectively analyze and manage the components of working capital, including inventory	Practical .12 Projects: To apply working	Applied Exams .9: Instead of just theoretical

management, receivables (accounts due), and creditors (accounts payable), to ensure the availability of the necessary liquidity for daily operations. apital structure analysisC .7: The ability to understand how to determine the optimal capital structure for a company, i.e., the ideal ratio between debt and equity, and how this structure affects the cost of financing and the value of the company. .8 making skills under conditions of –Decision uncertainty: Learn how to make critical financial decisions in an uncertain environment, by using tools such as sensitivity analysis and scenario analysis to assess the impact of future changes on investment ectspoj. .9 Understanding Financial Governance and Ethics: Gaining knowledge about the importance of sound financial governance and the ethical responsibilities of the financial manager, and its role in building trust with investors and stakeholders.	capital management concepts, students can work on projects that involve analyzing the financial statements of real companies and proposing solutions to improve their liquidity and manage their cashflows . Advanced .13 Analytical Exercises: To learn how to make decisions under conditions of uncertainty, exercises are used that require building simple financial models on programs such	questions, exams can include questions that requiresolving complex practical problems or analyzing a financial situation to make a decision. .10 Analytical tsRepor: To assess understanding of capital structure, a report may be requested that analyzes the financial structure of a particular company and provides recommendations for its improvement . Individual or .11 group presentations : To assess the
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	asExcel and , conducting sensitivity analysis to assess the impact of g different changin factors on investment decisions. .14 Guided Discussions: To discuss financial governance and ethics, case studies involving ethical dilemmas of specific companies can be presented, encouraging students to think critically and develop their derstanding of un professional .responsibility	ability to understand and discuss governance and financial ethics, a presentation explaining a particular ethical issue and how to deal with it may be requested. .12 Guided classroom participation: The level of student contribution to classroom discussions relating to ethical issues and complex financial decisions is assessed.
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6. (Course structure (theoretical and practical vocabulary					
Week	Hours	Required learning outcomes	Unit/Topic Name	Teaching method	Evaluation Method
1:3-Weeks The Basics of Financial Management concepts and Essential	4	Knowledge Practical application	Introduction to Financial Management and the Role of the Financial Manager in the Modern Business Environment.	Practical + Theoretical	1 . Theoretical assessment: A short test(quiz) on basic financial management definitions and concepts. .2 Practical assessment: None.
2	4	Knowledge Practical application	The concept of the time value of money: its present and future value, and its practical applications.	Practical + Theoretical	.1 Theoretical assessment : Short questions at

					the end of the lecture about the time value of money. Practical .2 assessment : Homework involving 7–solving 5 simple arithmetic problems on present and future value .
3	4	Knowledge and practical application	Financial data analysis: basic financial statements and financial ratios (liquidity, profitability,)	Practical + Theoretical	.1 Theoretical assessment: Homework that requires the

			(activity ratios. Practical aspect: Assignments requiring the solving of mathematical problems on the time value of money		student to analyze a simplified financial report for a company and identify the key financial ratios. .2 Practical assessment: None
:7-Weeks Asset and investment valuation	4	Knowledge and practical application	Bond valuation: its characteristics and how to calculate its fair value.	Practical + Theoretical	.1 Theoretical assessment: A short test on the characteristics of bonds and methods of evaluating them . Practical .2 assessment: Homework involving calculating the

					fair value of different bonds.
5	4	Knowledge Practical application	Stock valuation: its characteristics and how to calculate its fair value.	Practical + Theoretical	.1 Theoretical assessment: None. .2 Practical assessment: Homework that requires calculating the fair value of two different stocks using the discount model .
6	4	Knowledge Practical application	Capital budgeting: Investment project evaluation criteria(NPV, IRR).	Practical + Theoretical	.1 Theoretical assessment: None. .2 Practical assessment:

					Homework involving a comparison of 3 investment projects using NPV and IRR criteria.
7	4	Knowledge Practical application	Risk and return: Measuring risk (standard deviation) and the relationship between risk and return. Practical aspect: - Practical project: Applying capital budgeting criteria to evaluate a hypothetical investment project. - Midterm exam: covers basic concepts and assessment.	Practical + Theoretical	.1 Theoretical assessment: term –The mid test covers all concepts from week 1 to week 7. .2 Practical evaluation: Delivery of the practical project that requires the evaluation of a hypothetical investment project.

-Weeks 8 Head :11 structure Money and Finance	4	Knowledge and practical application	Cost of capital: How to calculate the cost of different sources of (financing (debt, equity.	Practical + Theoretical	.1 Theoretical assessment: Short questions about the components of the cost of capital. .2 Practical assessment: Homework involving calculating the weighted average cost of capital(WACC) for virtual . companies
9	4	Knowledge and practical application	Optimal capital structure: Theories and factors influencing the decision on the financial structure.	+ Practical Theoretical	.1 Theoretical assessment: A classroom discussion about the factors that influence the decision on the

					financing structure. .2 Practical assessment: None.
10	4	Knowledge and practical application	term –Sources of long financing: common and preferred stocks and bonds.	Practical + Theoretical	.1 Theoretical assessment: A short test on the characteristics term –of long financing sources. .2 Practical assessment: None.
11	4	Knowledge and practical application	term –Sources of short financing: bank and commercial debt. Practical aspect:	Practical + Theoretical	.1 Theoretical assessment: None. .2 Practical

			- Workshop: Using Excel To calculate the weighted average cost of capital(WACC). - Case study: Analysis of the capital structure of a particular company.		assessment: A case study that requires the student to analyze the capital structure of a real company and provide recommendations.
-Weeks 12 Working :1 Capital Management 4 And the topics Advanced		Knowledge Practical application	Working capital management: managing cash, receivables, inventory, and creditors.	Practical + Theoretical	.3 Theoretical assessment: Homework requires the student to prepare a simplified cash budget. .4 Practical assessment: None.

13	4	Knowledge Practical application	Dividend distribution policies: their types and the factors affecting the decision.	Practical + Theoretical	.1 Theoretical assessment: Homework assignment that requires the student to write a short report on the dividend distribution policies of a particular company. .2 Practical assessment: None.
14	4	Knowledge and practical application	Financial governance and ethics: their role in achieving company goals.	Practical + Theoretical	.1 Theoretical assessment: None. .2 Practical assessment: Group discussion on an ethical dilemma in

					financial management.
15	4	Knowledge and practical application	A comprehensive review of the basic concepts and preparation for the final exam. Practical aspect: - Final project: Preparing a comprehensive financial report for a real company that includes financial analysis, investment evaluation, and capital structure analysis. : Final exam It covers all topics in the course.	Practical + Theoretical	.1 Theoretical assessment: The comprehensive final exam for the course. .2 Practical assessment: Delivery of the final, integrated project.
7. Curriculum Development Plan					

.1 Updating and improving the content

- Digital content: Converting part of the theoretical lectures into short videos and interactive online lectures.
 - Behavioral Finance: Adding a full week to discuss behavioral finance, and how decision-making of investors and management-psychological factors affect the financial decision.
 - Financial Technologies(FinTech): Integrating topics about modern financial technologies such as digital currencies, crowdfunding, and their impact on the financial management sector.
 - Advanced financial models: Use specialized financial software(such as Bloomberg or Eikon) in some practical applications, if possible.
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Teaching and learning methods: towards interactivity .2

- world projects-Real: Instead of virtual projects, coordination can be made with local companies in Iraq, or even in Kirkuk, for students to analyze real financial data and provide the company with recommendations.
 - Market simulation: Using virtual simulation platforms to trade stocks and bonds, so that students can learn how to make investment decisions in a realistic environment.
 - Workshops: Organizing periodic workshops to teach the use of financial analysis tools and software.
 - learning-fSel: Encouraging students to use additional online learning resources(such as Coursera or EdX) and giving them extra points for it.
-

Assessment: Focus on practical skills .3

- Changing the assessment ratios: objects and case Increasing the weight of practical pr

studies in the final assessment, and reducing reliance on theoretical exams.

- Programmed tests: Using an electronic testing system that instantly assesses students' ability to solve financial problems.
- Continuous assessment: a continuous assessment system that includes Introducing weekly assignments and active participation in classroom discussions.
- Portfolio: Creating an electronic portfolio for each student, which includes all the projects and reports he completed during the semester, which he can later present to employers.

8. Infrastructure

classrooms, laboratories, and workshops

Available

10. textbooks Required

(First: Foreign references (basic books

- Principles of Managerial Finance by Lawrence J. Gitman
- Fundamentals of Financial Management by Eugene F. Brigham and Joel F. Houston
- Corporate Finance by Stephen A. Ross, Randolph W. Westerfield, and Jeffrey Jaffe:
- Managerial Finance by James C. Van Horne

Second: Arabic references

- Principles of Financial Management by

	Hindi–Dr. Munir Al • Financial Management by Dr. Muhammad Matar: It is used as a primary reference in many Arab universities. • Contemporary Financial Management by Dr. Abdul Ghaffar Hanafi. Third: Other sources and references (websites) To integrate the practical and modern :aspects into the development plan I and business news websitesFinancia: such asBloomberg ,Reuters andFinancial Times to track news and analyze its impact on , financial markets. • Online learning platforms: such as Coursera ,EdX andKhan Academy , which provide specialized courses and videos explaining financial concepts. • Educational YouTube channels: such as"Wall Street Prep" and"CFI – Corporate Finance Institute" which provide practical explanations of financial analysis.
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| | <ul style="list-style-type: none">• Market analysis websites: such as Investing.com and Yahoo Finance , which provide financial data and company reports that can be used in case studies. |
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9.	Hawija Technical College –Educational Institution / Northern Technical University
10.	Scientific Department / Business Administration Technologies
11.	/Organization Theory /Course Name/Course CodeNTU226
12.	Available forms of attendance / Theoretical
13.	2026–First Semester/2025 –Semester/Year
14.	(Number of study hours (30
15.	on 1/9/2025 This description was prepared
16.	(Course objectives (general course objectives
1–	Understanding the concept of organizational theory
2–	Understanding organizational theory and objectives
3–	.Knowledge of specialized functions within the organization
17.	Course outcomes, teaching and learning methods, and assessment
The course outcomes are a set of knowledge, skills, and values that the course aims to .instill in students It provides the learner with a clear idea of what they will be able to do course is completed, and helps in designing and evaluating courses. The after the c	

course outcomes are determined based on the objectives of the academic program to which the course belongs.

Outputs	Teaching and learning methods	Evaluation methods
L. Knowledge explain the theory of organization and to know the types of organizations and their elements To -A1	-1 The method of delivering lectures -2 Visits to institutions -3 Dialogue and discussion -4 Presentations	-1 Examinations of all kinds -2 Feedback from students -3 Asking questions -4 Discussing the progress reports
Skills -B Knowing how to create an organization and .what the best types of organizations are To apply performance evaluation methods in organizations procedures for To prepare policies and .establishing the organization - B1 - B2 - 3	The method of delivering lectures -1 Visits to institutions -2 Dialogue and discussion -3 Presentations -4	-1 Examinations of all kinds Feedback from students -2 Asking questions -3 Discussion -4

		progress of the presentations
Values –C To demonstrate a commitment to the –A1 discrimination in –principles of equality and non .employment practices To show understanding of the psychological –C2 .and professional needs of employees adopt modern To show a willingness to –C3 .practices in establishing organizations	The method of –1 delivering lectures Visits to –2 institutions Dialogue and –3 discussion –4 Presentations	–1 Examinations of all kinds Feedback –2 from students Asking –3 questions –4 e Discussing th progress reports

18. (Course structure (theoretical and practical vocabulary

Week	Hours	Required learning outcomes	Unit/Topic Name	Teaching method	Evaluation Method
1	4	Knowledge Practical application	The concept of an organization, its and characteristics elements	theoretical	Tests and discussion
2	4	Knowledge Practical application	Introduction to the study of the organization and its basic elements	theoretical	Tests and

					reports
3	4	Knowledge Practical application	Organization classification main challenges and its	theoretical	Tests and reports
4	4	Knowledge Practical application	Environmental challenges affecting the work of organizations	theoretical	Tests and discussio n
5	4	Knowledge Practical application	Organization theory	theoretical	Tests and reports
6	4	Knowledge Practical application	Sources for the development and study of organizational theory	theoretical	Tests and discussio n
7	4	Knowledge Practical	The evolution of organizational thought	theoretical	Tests

		application			and reports
8	4	Knowledge Practical application	Schools of Management Thought	theoretical	Tests and reports
9	4	Knowledge Practical application		theoretical	Tests and reports
10	4	Knowledge Practical application	Theories of the human relations school	theoretical	and Tests reports
11	4	Knowledge Practical application	Types of organizations and how Bernard explained them	theoretical	Tests and discussio n
12	4	Knowledge Practical application	–Elements of the decision making process	theoretical	Tests and reports

13	4	Knowledge and Application practical	Nature and requirements of organizational structure design	theoretical	Tests and discussion
14	4	Knowledge Practical application	Organizational life cycle	theoretical	Tests and reports
15	4	Knowledge Practical application	change Organizational	theoretical	Tests and reports

19. Curriculum Development Plan

Continuously updating the curriculum to keep pace with labor market developments

Curriculum Update Committee, Scientific Committee) such as)

25. that are relevant to the labor market Developing curricula

26. Holding seminars and scientific conferences aimed at updating school curricula

27. Keeping up with scientific developments in the field of specialization

20. Infrastructure

classrooms, laboratories, and workshops	Available
11. Required textbooks	Organization Theory by M.M. Haitham Ahmed Yaqoub
12. (Main references (sources	Organization Theory by M.M. Haitham Ahmed Yaqoub

P.) Recommended books and references (... scientific journals, reports	
Q.,Electronic references, websites	official college website

13. Hawija Technical College –Educational Institution / Northern Technical University
14. Scientific Department / Business Administration Technologies
15. Information Systems and Technology /Course Name/Code
16. attendance / Theoretical Available forms of
17. 2026 – 2025 /First Semester –Semester/Year
18. (Number of study hours (30
19. This descriptionwas preparedon 2025/9/1

20. (Course objectives (general course objectives		
.systems and technology To introduce the student to the concepts of information .1 .Enabling him to understand the types of systems and their role in institutions .2 .Equipping him with the skills to use and analyze modern technological systems .3 ethical and legal Enhancing his awareness of information security issues and their .4 dimensions		
21. Course outcomes, teaching and learning methods, and assessment		
The course outcomes are a set of knowledge, skills, and values that the course aims to .instill in students It provides the learner with a clear idea of what they will be able to do after the course is completed, and helps in designing and evaluating courses. The course outcomes are determined based on the objectives of the academic program to elongswhich the course b.		
Outputs	Teaching and learning methods	Evaluation methods
A. Knowledge By the end of the course, the student will be able :to Explanation of the components of information – 1 .systems and technology Distinguishing between types of information –2 .systems .Analyzing the needs of technical institutions –3 Applying the concepts of governance and –4 information security	The method of –1 delivering lectures Visits to –2 institutions Dialogue and –3 discussion Presentations –4	–1 Examinations ds of all kin Feedback –2 from students Asking –3 questions Discussion –4 of the progress presentations
Skills –B Skills in –Analytical and logical thinking skills.	The method of –1 delivering lectures	–1 Examinations

using information systems tools and technologies. practical Skills in finding technical solutions to – Teamwork and communication skills in –problems. Skills in dealing with –technical environments. Skills in applying –databases and networks. .information security principles	Visits to –2 institutions ogue and Dial –3 discussion Presentations –4	of all kinds Feedback –2 from students Asking –3 questions Discussion –4 of the progress presentations			
Values –C To demonstrate a commitment to the –A1 discrimination in–principles of equality and non .employment practices To show understanding of the psychological –C2 .and professional needs of employees To show a willingness to adopt modern –C3 .practices in human resource management	The method of –1 delivering lectures Visits to –2 institutions alogue and Di –3 discussion Presentations –4	–1 Examinations of all kinds Feedback –2 from students Asking –3 questions Discussion –4 of the progress presentations			
22. (Course structure (theoretical and practical vocabulary					
Week	Hours	Required learning outcomes	Unit/Topic Name	Teaching method	Evaluation Method
1	4	Knowledge and practical application	Systems Theory Public	theoretical	Tests and discussio n

2	4	Knowledge and practical application	Information systems	theoretical	Tests and reports
3	4	Knowledge practical and application	What is Management ?Information Systems	theoretical	Tests and reports
4	4	Knowledge and practical application	Management Information Systems in Business Organizations	Practical + Theoretical	Tests and discussion
5	4	Knowledge practical and application	The strategic role of management information systems	Practical + Theoretical	Tests and reports
6	4	Knowledge and practical application	facing Challenges management information systems in the organization	Practical + Theoretical	Tests and discussion

7	4	Knowledge and practical application	Information systems and administrative decisions	theoretical	Tests and reports
8	4	Knowledge and practical application	Factors influencing the –administrative decision making process	theoretical	Tests and reports
9	4	Knowledge and practical application	Decision support systems	theoretical	Tests and reports
10	4	Knowledge and practical application	Characteristics of a decision support system	theoretical	Tests and reports
11	4	Knowledge practical and application	Functional Information Systems	theoretical	Tests and discussion

12	4	Knowledge and practical application	Financial Information Systems	theoretical	Tests and reports
13	4	Knowledge and practical application	Production Information Systems	theoretical	Tests and discussion
14	4	Knowledge and practical application	Marketing Information Systems	theoretical	Tests and discussion

23. Curriculum Development Plan

market developments Continuously updating the curriculum to keep pace with labor
Curriculum Update Committee, Scientific Committee) such as)

1. Developing curricula that are relevant to the labor market
2. Holding seminars and scientific conferences aimed at updating school

curricula	
3. developments in the field of specialization Keeping up with scientific	
24. Infrastructure	
classrooms, laboratories, and workshops	Available
11. Required textbooks	Technology Information Systems and
12. (Main references (sources	Technology Information Systems and
A. references Recommended books and (...scientific journals, reports)	
B.,Electronic references, websites	official college website

21. Hawija Technical College –Educational Institution / Northern Technical University
22. Technologies Scientific Department / Business Administration
23. Information Systems and Technology /Course Name/Code

24. Available forms of attendance / Theoretical		
25. 2026–2025 / First Semester –Year / Chapter		
26. (Number of study hours (30		
27. 1 Date this description was prepared 2025/9		
28. (objectives (general course objectives Course		
.To introduce the student to the concepts of information systems and technology .1 .Enabling him to understand the types of systems and their role in institutions .2 .analyze modern technological systems Equipping him with the skills to use and .3 Enhancing his awareness of information security issues and their ethical and legal .4 dimensions		
29. Course outcomes, teaching and learning methods, and assessment		
values that the course aims to The course outcomes are a set of knowledge, skills, and .instill in students It provides the learner with a clear idea of what they will be able to do after the course is completed, and helps in designing and evaluating courses . The ectives of the academic program to course outcomes are determined based on the obj which the course belongs.		
Outputs	Teaching and learning methods	Evaluation methods
B. Knowledge	The method of –1	–1
By the end of the course, the student will be able	delivering lectures	Examinations

:to Explanation of the components of information – 1 .technology systems and Distinguishing between types of information –2 .systems .Analyzing the needs of technical institutions –3 Applying the concepts of governance and –4 information security	Visits to –2 institutions and Dialogue –3 discussion Presentations –4	of all kinds Feedback –2 from students Asking –3 questions Discussion –4 of the progress presentations
Skills –B Skills in –Analytical and logical thinking skills. technologies. using information systems tools and Skills in finding technical solutions to practical – Teamwork and communication skills in –problems. Skills in dealing with –technical environments. Skills in applying –databases and networks. .information security principles	of The method –1 delivering lectures Visits to –2 institutions Dialogue and –3 discussion Presentations –4	–1 Examinations of all kinds Feedback –2 from students Asking –3 questions Discussion –4 of the progress presentations
Values –C to the To demonstrate a commitment –A1 discrimination in –principles of equality and non .employment practices To show understanding of the psychological –C2 .and professional needs of employees To show a willingness to adopt modern –C3 .practices in human resource management	method of The –1 delivering lectures Visits to –2 institutions Dialogue and –3 discussion Presentations –4	–1 Examinations of all kinds Feedback –2 from students Asking –3 questions Discussion –4 of the progress

					presentations
30. (practical vocabulary Course structure (theoretical and					
Week	Hours	Required learning outcomes	Unit/Topic Name	Teaching method	Evaluation Method
1	4	Knowledge Practical application	Systems Theory Public	theoretical	Tests and discussion
2	4	Knowledge Practical application	systems Information	theoretical	Tests and reports
3	4	Knowledge Practical application	What is Management ?Information Systems	theoretical	Tests and reports
4	4	Knowledge Practical application	Management Information Systems in Business Organizations	+ Practical Theoretical	Tests and discussion

					n
5	4	Knowledge Practical application	The strategic role of management information systems	Practical + Theoretical	Tests and reports
6	4	Knowledge Practical application	facing Challenges management information the organization systems in	Practical + Theoretical	Tests and discussio n
7	4	Knowledge Practical application	Information systems and administrative decisions	theoretical	Tests and reports
8	4	Knowledge Practical application	Factors influencing the –decision administrative making process	theoretical	Tests and reports
9	4	Knowledge Practical application	Decision support systems	theoretical	Tests and reports
10	4	Knowledge Practical application	Characteristics of a decision support system	theoretical	Tests and

					reports
11	4	Knowledge Practical application	Functional Information Systems	theoretical	Tests and discussio n
12	4	Knowledge Practical application	Financial Information Systems	theoretical	Tests and reports
13	4	Knowledge Practical application	Information Production Systems	theoretical	Tests and discussio n
14	4	Knowledge Practical application	Marketing Information Systems	theoretical	Tests and discussion

31. Curriculum Development Plan					
labor market developments Continuously updating the curriculum to keep pace with Curriculum Update Committee, Scientific Committee) such as)					
4. Developing curricula that are relevant to the labor market					
5. Holding seminars and scientific conferences aimed at updating school curricula					
6. developments in the field of specialization Keeping up with scientific					
32. Infrastructure					
classrooms, laboratories, and workshops				Available	
13. Required textbooks				Technology Information Systems and	
14. (Main references (sources				Technology Information Systems and	
C. references Recommended books and (...scientific journals, reports)					
D.,Electronic references, websites				official college website	

33.	Hawija Technical College –Educational Institution / Northern Technical University
34.	Technologies Scientific Department / Business Administration
35.	/Principles of Cost Accounting /Course Name/CodeBMT325
36.	Available attendance formats / Weekly
37.	2026–First Semester/2025 –Semester/Year
38.	(Number of study hours (60
39.	2025/9/1 : this description was prepared Date
40.	(general course objectives) Course objectives
4–	To provide students with a deep understanding of how costs are calculated and allocated
5–	making–Developing cost analysis skills to support managerial decision
6–	processes and increase Enabling management to improve the efficiency of producti profitability

7– Enhancing the ability to control material and wage costs		
41. Course outcomes, teaching and learning methods, and assessment		
This is a study on how to collect, record, classify and analyze direct : Outcomes Course and indirect cost information for the production process, with the aim of helping management make informed decisions regarding production, pricing, cost control and management, through understanding the basic concepts of costs, and profitability enhance methods of calculating them such as material costs, wages and additional costs, in addition to applying different systems such as standard costs, variance analysis and activity-based cost groupings.		
Outputs	Teaching and learning methods	Evaluation methods
A. . Behavioral objectives or learning outcomes - Introducing the student to the principles and objectives of cost accounting - Introducing the student to the elements classifying and methods of costs .them - Introducing the student to the stages of .cost collection methods	The method of –1 delivering lectures Visits to –2 institutions Dialogue and –3 discussion Presentations –4	–1 Examinations of all kinds Feedback –2 from students Asking –3 questions Discussion –4 of the progress presentations
General and transferable qualification skills (– . (skills related to cost accounting principles other Generating knowledge from the –1 .information they have accumulated	The method of –1 delivering lectures Visits to –2 institutions –3 Dialogue and discussion	–1 Examinations of all kinds Feedback –2 students from Asking –3

Utilizing their knowledge and the knowledge of others in implementing the accounting system -2	Presentations -4	questions Discussion -4 of the progress presentations
.Giving lectures1 .Using presentations -2 .Preparing reports -3 .Raising some questions outside the topic - 4	The method of delivering lectures -1 Visits to institutions -2 Dialogue and discussion -3 Presentations -4	-1 Examinations of all kinds Feedback -2 from students Asking -3 questions Discussion -4 of the progress presentations

42. (Course structure (theoretical and practical vocabulary

Week	Hours	Required learning outcomes	Unit/Topic Name	Teaching method	Evaluation Method
1	4	Principles of Cost Accounting	Introduction to the Principles of Cost Accounting The concept of cost accounting -1 Objectives of cost accounting -2	theoretical	Tests and discussion

			Uses of cost accounting –3		
2	4	Principles of Cost Accounting	Introduction to the Principles of Cost Accounting The relationship .1 between cost accounting and financial accounting The relationship .2 between cost accounting and finance Differences .3 between cost and accounting financial accounting	theoretical	Tests and reports
3	4	Principles of Cost Accounting	concepts and Cost element classification Distinguishing .1 , between cost, expense	theoretical	Tests and reports

			and loss 2- Actual cost and standard cost		
4	4	Principles of Cost Accounting	concepts and Cost element classification elements are Cost :categorized based on 4– Natural classification أ– Materials cost element ب–Wage cost element ج– Expense cost element	theoretical	Tests and discussion
5	4	Principles of Cost Accounting	cost elements Tabulating :basis on 5– Job classification أ– Industrial cost elements ب–Marketing cost elements	theoretical	Tests and reports

6	4	Principles of Cost Accounting	concepts and Cost element classification Comprehensive examples	Theoretical Practical/	Tests and discussion
7	4	Principles of Cost Accounting	A comprehensive exam for both semesters	Theoretical Practical/	Tests and reports
8	4	Principles of Cost Accounting	cost allocation (total) 3– Characteristics of the macro theory 4– Criticisms of the holistic theory	theoretical	Tests and reports
9	4	Principles of Cost Accounting	cost allocation (total) Comprehensive examples of this theory	Theoretical Practical/	Tests and reports

10	4	Principles of Cost Accounting	cost allocation (variable) 1– Characteristics of variable theory 2– Criticisms of the variable theory	theoretical	Tests and reports
11	4	Principles of Cost Accounting	cost allocation (variable) Comprehensive examples theory of this	Theoretical Practical/	Tests and discussion
12	4	Principles of Cost Accounting	Comprehensive exam	Theoretical Practical/	Tests and reports
13	4	Principles of Cost Accounting	even point –or break) Point (1– The equilibrium size and in quantities values 2– and The volume	Theoretical Practical/	Tests and discussion

			that value of sales generate a certain profit		
14	4	Principles of Cost Accounting	even point –or break) Point (2– Profit margin based on quantities 3– Profit margin in values	Theoretical Practical/	Tests and reports
15	4	Principles of Cost Accounting	Comprehensive exam	Theoretical Practical/	Tests and reports
43. Curriculum Development Plan					
Continuously updating the curriculum to keep pace with labor market developments (Committee, Scientific Committee) such as Curriculum Update) 7. Developing curricula that are relevant to the labor market 8. Holding seminars and scientific conferences aimed at updating school curricula 9. Keeping up with scientific developments in the field of specialization					
44. Infrastructure					
classrooms, laboratories, and workshops				Available	

15. Required textbooks	A : Cost Accounting Principles of and Practical Theoretical Study .Procedures My book) .Ahmed Mohammed Ali Year of Publication 1987 (Methodology ,Kutub and Publishing Library–Dar Al of Mosul University
16. (Main references (sources	All publications on financial management that can be used to strengthen lectures
E.) Recommended books and references (... scientific journals, reports	–by Nassif Jassim Al Cost Accounting Janabi –Khaliq Al–Jubouri and Abdul Supplementary Book), published in 2018, is available in the libraries of the College of .Administration and Economics
F.,Electronic references, websites	websites Financial market

25. Hawija –Educational Institution / Northern Technical University Technical College
26. Scientific Department / Business Administration Technologies
27. Strategic Management /Course Name/Code
28. Available forms of attendance / Theoretical
29. 2026–First Semester/2025 –Semester/Year
30. (Number of study hours (45
31. 2025/9/1 : this description was prepared Date
32. (Course objectives (general course objectives
1. Enabling student from to understand environment Business Analysis Its elements Interior Foreign Affairs. 2. Strengthening thinking Strategic and drafting Goals far away The range. 3. building capacity student on Taking decisions strategy Effective. 4. identification student How to to implement strategy And its evaluation. 5. to lift cyefficien student in application tools Analysis Strategic Such as

SWOT ,PESTEL , and the forces competitiveness Porter.

33. Course outcomes, teaching and learning methods, and assessment

The course outcomes are a set of knowledge, skills, and values that the .course aims to instill in students It provides the learner with a clear idea of what they will be able to do after the course is completed, and helps in es. The course outcomes are determined based designing and evaluating cours on the objectives of the academic program to which the course belongs.

Outputs	Teaching and learning methods	Evaluation methods
Knowledge –A . Introducing the student to the basic concepts of management strategic A. Understanding the scientific stages of strategic .management B. Understanding the realities of the contemporary business environment and .how to deal with them C. Understanding the purpose, reason, and underlying factors behind adopting a proach in strategic ap	▪ .Lectures ▪ .Homework ▪ .Case studies ▪ .Discussion panels ▪ .playing–Role	▪ Daily participation ▪ Monthly .exams ▪ Assignments and case study .solutions ▪ Midterm exam

business organization .practices		
Skills –B ▪ A vision and mission business statement for .organizations ▪ Developing the student's skills in the field of .strategic analysis ▪ Enabling students to prepare strategic plans and annual operational plans	▪ .Lectures ▪ .Homework ▪ .Case studies ▪ .Discussion panels	▪ Daily participation . ▪ Monthly .exams ▪ Assignments and case study .solutions ▪ Midterm exam
Values –C ▪ Developing analytical thinking skills ▪ Developing creative .thinking skills	▪ .Lectures ▪ .Homework ▪ .Case studies ▪ .Discussion panels	▪ Daily participation . ▪ Monthly .exams ▪ Assignments case and study .solutions ▪ Midterm

					exam
34. (Course structure (theoretical and practical vocabulary					
Week	Hours	Required learning outcomes	Unit/Topic Name	Teaching method	Evaluation Method
1	3	Understanding the fundamentals of strategic management	Strategic management concepts	Lectures	Daily participation and monthly exam
2	3	The ability to formulate a vision and mission Goals	Strategic Direction	Lectures cases + Study	Daily participation and monthly exam
3	3	Diagnosis of components External environment	Strategic analysis of the external environment	Lectures + Homework	Daily participation and

					monthly exam
4	3	Understanding the basic areas of the environment Interior	Strategic analysis of the internal environment	Lectures + Homework	Daily participation and monthly exam
5	3	The ability to diagnose strengths, weaknesses, opportunities, and threats	Strategic situation analysis	Lecture + Homework	Daily participation and monthly exam
6	3	How to use Business models	strategic choice	a lecture	Daily participation and monthly exam

7	3	Identifying the scope of the overall strategy	Organizational strategy	+Lecture practical case study	Daily participation and monthly exam
8	3	Having knowledge Methods of competition Building the feature competitiveness	–Business unit level strategy	a lecture	Daily participation and monthly exam
9	3	Diagnosing areas Implementing the strategy	–Functional level strategy	a lecture	Daily participation and monthly exam
10	3	Formulating strategic plans and operational	Strategic Implementation	Lecture + Homework	Daily participation

		plans			and monthly exam
11	3	Developing performance evaluation indicators and standards	Strategic control	a lecture	Daily participation and monthly exam
12	3	Understanding the fundamentals strategic of management	Strategic management concepts	Lectures	Daily participation and monthly exam
13	3	The ability to formulate a vision and mission Goals	Strategic Direction	Lectures + Cases Study	Daily participation and monthly

					exam
14		Diagnosis of components External environment	Strategic analysis of the external environment	Lectures + Homework	Daily participation and monthly exam
15	3	Understanding the basic areas of the environment Interior	Strategic analysis of the internal environment	+ Lectures Homework	Daily participation and monthly exam

35. Curriculum Development Plan

Continuously updating the curriculum to keep pace with labor market developments (Curriculum Update Committee, Scientific Committee) such as

10. relevant to the labor market Developing curricula that are
11. Holding seminars and scientific conferences aimed at updating school curricula
12. Keeping up with scientific developments in the field of specialization

36. Infrastructure	
classrooms, laboratories, and workshops	Available
13. textbooks Required	Douri (2009) "Strategic –Zakaria Mutlaq Al Management: Concepts and Case Studies" Amman, Jordan
14. Main references (sources)	Strategic " (2015) Henker Willen and Management" International Publishing and .Distribution House, Beirut, Lebanon
G. Recommended books scientific) and references (... journals, reports	Harvard Business School
H. Electronic references,,websites	The official college website and the websites of Arab universities In order to analyze its strategic direction and) (s it adoptsthe plan

ministry education High Research Scientific

Northern Technical University

Technical College/Hawija

Model Description The course

Description The course

He provides a description The course this A briefsummary of the most importantpoints features The course and outputs Learning Expected from student Achieving it Proving" "what if He was may Achieved Benefit Maximum from Opportunities Learning Available. .And it is necessary from Link them Among And between a description The program.

Technical College/Hawija	1. The institution Educational
Technology Department administration Business	2. Section Scientific/ Center
administration Materials	3. Name/ Symbol The course
Lectures	4. Shapes audience the Available
My chapter	5. Term/ Year
3 hour	6. Number Hours Study
2026	7. Date numbers this Description
8. Goals The course	
– identification Students In the concept Materials and Warehouse Management Its importance whether He was on level The organization or Economy National.	
– identification Students of inventory, coding principles, the importance of Types inventory storage planning, and reasons for holding.	
– identification Students In the concept and importance and goals administration Materials and warehouses And informing them on Evolution Historical Management And the warehouses Materials.	
– identification Students and stored materials How to estimate the demand for determine the safety reserve.	
– identification Students on Activities Main And the supporter Management	

Materials and stores.
– identification Students .systems and their types Inventory handling
– identification Students In the concept Materials and warehouses Global and elements Strategies Materials and warehouses Global in markets Global and elements control In it.

10– Outputs The course And methods education and learning and evaluation
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A– Objectives Cognitive Increase –A1 Knowledge I have Students Importance Warehouse Materials and Management on level The process yield Marketing from during the job on to provide Materials By quality and quantity Required. Increase –A2 Knowledge I have Students Importance Internal inventory organization gesticulate It aims To him from more efficiency performance and facilitation Operations Receiving, storing, and controlling inventory effectively and reduce odds losses and reduction melasma In a way private. Increase –A3 Knowledge I have Students With strategies chains Preparation And importance its. Increase –A4 Knowledge I have Students For activities Main And the supporter And how to treat Orders and recognition on system Information Logistics. Increase –A5 Knowledge I have Students Importance Service Logistics For the customer from during measurement Standards This is amazing Service. A– Increase Knowledge I have Students With strategies Transportation Its importance and factors Influential At its cost from during Standards comparison between means Transportation.
B– Objectives Marathi Private As per the syllabus:

Lifting –B1 efficiency Students from during procedure Applications Using Methods Quantity For planning and warehouses Materials Efficiency –B2 Students from during procedure Applications around to set Strategies Suitability For supplies and activities Supporter she has. Lifting –B3 efficiency Students from during procedure The app around How to confrontation cases Fluctuation Preparation.
Methods education and learning
1– Adoption style throw Lectures the participation With Students from during Preparation Advance. 2– Giving Students duty My house For exercise Regarding Lecture and the request Among them Solution And from then Discuss it in Lecture Next from during Engagement Students By solution The issue With the help of Professor. 3– Use Methods Illustrative.
Methods Evaluation
1– From during Question The answer Oral. 2– From during procedure a test Surprising. 3– From during solution Exercises Home. 4– From during Tests Half Quarterly And the quarterly.
C– Objectives Emotional Values Part1 – Broadcast spirit cooperation between Students in side Help Scientific and rejected Selfishness. Part2 – Broadcast spirit perseverance and striving and rejected cases laziness that Lead to cheating Therefore to Failure Encouragement –C3 Students on importance attachment With knowledge Respect Scientists. Urging –C4 Students on Adherence In principles Semitic Like honesty And honesty and integrity and staying away on Features that Its contradiction.
Methods Education and learning

1- From during male some The mutilation that urge Adherence In principles Semitic from Our heritage Arabic And Islamic.

2- From during male some Examples on Characters Arabic, Islamic and humanity was distinguished It Through perseverance To supply In science Their eagerness severe on Keeping up Scientists.

Methods Evaluation

1- It is done from during response Students and their interaction with what It is proposed from Examples.

2- From during Their presence Lectures.

3- From during Their commitment With preparations Their solution For duties Home.

Skills) -D public and rehabilitation Transferable((Skills The other Related With the ability Employment and development .Personal

Urge -D1 Students on more library College and the university To supply With knowledge And to develop self And not Sufficiency By the method The scheduled .

Urge -2 Students visit Sites Scientific in network The Internet and review on PDF . research papers

Work -D3 Groups from Students and their demands research basic Participate everyone in Discuss it.

Claim -D4 Students Writing a report in end the chapter on Feasibility that It was verified for him from His study For the curriculum The scheduled.

11. Structure The course					
Week	Clocks	outputs Learning Required	name Unit/ or the topic	road educati on	road Evaluation

the first	2	to set concept Inventory Its importance and types	The concept of inventory and its types	a lecture	Questions and discussion
the second	2	The importance and objectives of inventory planning and the reasons for holding it	The importance of inventory planning and the reasons for holding it	a lecture	Questions and discussion
the third	2	Determining how to inventory select and methods of organizing it	Key considerations in warehouse building planning	a lecture	Questions and discussion
Fourth and fifth	2	Determining the economic demand quantity	Scientific planning for purchasing necessary materials in regular case of consumption	a lecture	Questions and discussion
Sixth and seventh	2	to set The element of risk and Ways to knowledge overcome in uncertainty inventory planning	Scientific planning for purchasing necessary in materials case of	a lecture	Questions and discussion

			consumption		
Eighth and ninth	2	Determining methods for estimating demand	Estimating the demand for inventory materials	a lecture And the solution Issues	Questions and discussion
tenth	2	Knowing how to confront it	Planning to with cope supply fluctuations	a lecture And the solution Issues	Questions and discussion
Eleventh	2	to set Reserve stock quantity	Identifying the emergency or safety reserve	a lecture	Questions and discussion
twelfth	2	Understanding what handling is, its importance, types, and how to choose the appropriate tools	Storage handling systems	a lecture	Questions and discussions
thirteenth	2	Identifying common coding systems and their benefits	Principles of good coding and common systems	a lecture	Questions and discussions
fourteenth	2	Defining the basic policies for inventory control	Scope and fundamentals of inventory control	a lecture	Questions and discussions

fifteenth	2	Defining the concept, objectives, and types of inventory and reporting	Inventory control tools	a lecture	Questions and discussion
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12- Structure Infrastructure	
Preparation Obligatory	Books The scheduled Required
–Nasser and others: Hussein Jassim .Storage Planning and Control, 2008 Din, –Al and Ashraf Alaq, Bashir–Al – An –Mahmoud: Materials Management Administrative and Accounting Introduction, .2008 Aqili, Omar Wasfi and others: Materials – Purchasing and Storage –Management .from a Quantitative Perspective, 2012	the reviewer) Main Sources (
Sources The past Male and magazines Scientific that It relates With technology Administrative.	A– Books) encesRefer that Recommended In it magazines , Scientific (...Reports
Studies And the PDF search that Published	B– References Electronic,

on Sites Scientific.	websites The Internet
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13– Plan Development The course Study
no There are In Time Present Being Topic Position Within The plan Study For the year 2026

37. Hawija –Educational Institution / Northern Technical University Technical College
38. Scientific Department / Business Administration Technologies
39. Excel Applications /Course Name/Code
40. Practical –Available forms of attendance: Theoretical
41. 2026–First Semester/2025 –Semester/Year

42.	(Number of study hours (45
43.	This description was prepared on 2025/9/1
44.	(Course objectives (general course objectives
	-1 Enabling the student to use Microsoft Excel efficiently in data entry, organization, processing and analysis to serve the requirements of administrative and scientific work. -2 To equip the student with the ability to analyze numerical data and make decisions based on tables, equations, and statistical and mathematical functions in Excel. -3 Enhancing the student's skills in building electronic spreadsheets and advanced formulas and functions to process data accurately using basic and and quickly. -4 Training the student to represent data graphically using different charts making—and to interpret the results to support decision. -5 calculations and organize tea to make Developing the student's ability to data using sorting, filtering, and conditional formatting tools. -6 Enabling the student to use Excel in analyzing administrative, economic and agricultural problems and preparing reports and tables that support

making–decision.

45. Course outcomes, teaching and learning methods, and assessment

The course outcomes are a set of knowledge, skills, and values that the .course aims to instill in students It provides the learner with a clear idea of what they will be able to do after the course is completed, and helps in designing and evaluating courses. The course outcomes are determined based on the objectives of the academic program to which the course elongsb.

Outputs	Teaching and learning methods	Evaluation methods
–1 To introduce the .1 student to the basic concepts ofMicrosoft Excel and its importance in data processing and analysis. Understanding the components of the Excel interface, including the properties of worksheets, cells, and data types. –3 To learn the –4 basic formulas and functions in Excel and	▪ .Lectures ▪ .Homework ▪ .Case studies ▪ .Discussion panels ▪ .playing–Role	▪ Daily .participation ▪ Monthly .exams ▪ Assignments and case study .solutions ▪ Midterm exam

how to use them in calculations and analyses. Knowledge of data n and organizatio formatting techniques using tables, conditional formatting, and sorting and filtering tools. –5 Understanding –6 the principles of data graphical representation using various charts and their importance in –supporting decision making. g the role Understandin of Excel in administrative, economic, and agricultural applications, and analyzing the data associated with them.		
Skills – B: –1 Developing the student's skills in usingExcel for data entry and organization.	▪ .Lectures ▪ .Homework ▪ .Case studies	▪ Daily .participation ▪ Monthly .exams

-2 To enable the student to .3 apply basic formulas and functions in data analysis. To equip the student with the ability to prepare tables, reports, and graphs. -4 Developing students' skills in using sorting and filtering -tools to support decision making.	▪ .Discussion panels	▪ Assignments and case study .solutions ▪ Midterm exam			
Values –C ▪ Developing analytical thinking skills ▪ Developing creative .thinking skills	▪ .Lectures ▪ .Homework ▪ .Case studies ▪ .Discussion panels	▪ Daily .participation ▪ Monthly .exams ▪ Assignments and case study .solutions ▪ Midterm exam			
46. (Course structure (theoretical and practical vocabulary					
Week	Hours	Required	Unit/Topic	Teaching	Evaluation

		learning outcomes	Name	method	Method
1	3	Understanding the fundamentals of Excel and its applications	Excel application concepts	Lectures	Daily participation and monthly exam
2	3	The ability to create organized worksheets and enter data	Excel work environment	Lectures cases + Study	Daily participation and monthly exam
3	3	Using basic formulas and functions	Formulas and functions in Excel	Lectures + Homework	Daily participation and monthly exam
4	3	Simplified digital data analysis	Data analysis using Excel	Lectures + Homework	Daily participation

					and monthly exam
5	3	Diagnosing and organizing data using sorting and filtering tools	Data management and organization	Lecture + Homework	Daily participation and monthly exam
6	3	The ability to represent data graphically	charts	a lecture	Daily participation and monthly exam
7	3	Preparing tables and reports to support the decision	Reporting using Excel	+Lecture practical case study	Daily participation and monthly exam
8	3	Using Excel in administrative and practical	Practical applications of Excel	a lecture	Daily participation

		applications			and monthly exam
9	3	Developing simple templates budgets,) plans, (statements	Practical Excel templates	a lecture	Daily participation and monthly exam
10	3	Evaluating results and improving data accuracy	Data auditing and improvement	Lecture + Homework	Daily participation and monthly exam
11	3	Understanding the fundamentals of Excel and its applications	Excel application concepts	a lecture	Daily participation and monthly exam
12	3	The ability to create	Excel work environment	Lectures	Daily participation

		organized worksheets and enter data			and monthly exam
13	3	Using basic formulas and functions	Formulas and functions in Excel	Lectures + Cases Study	Daily participation and monthly exam
14		Simplified digital data analysis	Data analysis using Excel	Lectures + Homework	Daily participation and monthly exam
15	3	Diagnosing and organizing data using sorting and filtering tools	Data management and organization	Lectures + Homework	Daily participation and monthly exam
47. Curriculum Development Plan					

Continuously updating the curriculum to keep pace with labor market developments (Curriculum Update Committee, Scientific Committee) such as	
13. Developing curricula that are relevant to the labor market	
14. seminars and scientific conferences aimed at updating Holding school curricula	
15. Keeping up with scientific developments in the field of specialization	
48. Infrastructure	
classrooms, laboratories, and workshops	Available
15. Required textbooks	Winston, W. L. <i>Microsoft Excel Data Analysis and Business Medellin</i>
16. Main references (sources)	Safa Saif Alobaidani is a researcher from the University of Nizwa Oman). She has conducted scientific) studies onMS Excel knowledge and skills in accounting education, which appeared in a research paper published in <i>the International Journal of Innovative Technologies in Social Science</i> . About Excel knowledge and skills in education
I. Recommended books scientific) and references (...journals, reports	Microsoft® Excel Data Analysis and Business Modeling – <i>Wayne L. Winston</i> is a comprehensive reference for data analysis usingExcel covering advanced , world data to enhance –tools and real

	.analytical skills
J. Electronic references,,websites	official college website and the The websites of Arab universities

1. Hawija Technical –Educational Institution / Northern Technical University College
2. Scientific Department / Business Administration Technologies
3. Organization Theory /Course Name/Code
4. Available forms of attendance / Theoretical
5. 2026–First Semester/2025 –Semester/Year
6. (Number of study hours (45

7.	2025/9/1 : this description was prepared Date
8.	(Course objectives (general course objectives The organization .1's .towards success orientation Promoting a culture of teamwork, and ensuring the empowerment and motivation –2 .of individuals .Ensuring optimal investment in all available resources within the organization –3 ating and identifying the can be utilized, while anticip that Finding new resources –4 organization's future needs, and the opportunities through which these needs can be .secured
9.	Course outcomes, teaching and learning methods, and assessment Knowledge of administrative and organizational functions in business –1 .organizations to plan and organize to achieve those and how Knowing how to set future goals –2 (goals. (In work environments of Knowing how to prepare organizational structures and define the chain –3 .powers and responsibilities to define Supervision and how command and scope Learn how to work in groups and work teams –4 Learn how to monitor the implementation of the plan, identify deviations, and –5 .address them

Outputs	Teaching and learning methods	Evaluation methods
Knowledge –A ▪ to the students Introducing basic concepts of organization theory ▪ Understanding the scientific stages of organized .management ▪ Understanding the realities of the contemporary business environment and .how to deal with them ▪ Understanding the purpose, and underlying ,reason cause behind adopting the organizational theory approach in business .organization practices	▪ .Lectures ▪ .Homework ▪ .Case studies ▪ .Discussion panels ▪ .playing–Role	▪ .Daily participation ▪ .Monthly exams ▪ Assignments and case study .solutions ▪ Midterm exam
Skills –B ▪ To equip students with cognitive skills in the principles of management and the	▪ .Lectures ▪ .Homework ▪ .Case studies	▪ .Daily participation ▪ .Monthly exams ▪ Assignments and case study

development of organizational thought, particular focus with a on business in order ,administration to qualify them to carry out the tasks and responsibilities of working in business .organizations	▪ .Discussion panels	.solutions ▪ Midterm exam
Values –C Using diverse methods to –1 information, such as present lectures, discussions, and .practical activities Using different tools and –2 techniques to support learning, such as books, multimedia, .and educational games based learning –Test –3 strategy. This strategy focuses dividual's on increasing the in retention of what they have learned or studied and their	▪ .Lectures ▪ .Homework ▪ .Case studies ▪ .Discussion panels	▪ Daily .participation ▪ .Monthly exams ▪ Assignments case study and .solutions ▪ Midterm exam

ability to remember it by answering the questions in the .tests related to this		
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10. (Course structure (theoretical and practical vocabulary

Week	Hours	Required learning outcomes	Unit/Topic Name	Teaching method	Evaluation Method
1	3	Understanding the fundamentals of business organization management	The concept of an organization, its characteristics and elements	Lectures	Daily participation and monthly exam
2	3	The ability to formulate the theoretical goals of a business organization	Studying the organization and its basic elements	Lectures cases + Study	Daily participation and monthly exam
3	3	Diagnosis of components External environment	Organization classification and its main challenges	Lectures + Homework	Daily participation and monthly exam
4	3	Understanding the core areas of business	Organization classification criteria	Lectures + Homework	Daily participation

		organizations			and monthly exam
5	3	The ability to diagnose strengths, weaknesses, opportunities, and threats	Reasons for interest in studying organization theory	+ Lecture Homework	Daily participation and monthly exam
6	3	How to use Business models	Developing approaches to modern organizational thought	a lecture	Daily participation and monthly exam
7	3	Identifying the scope of the overall strategy	Organizational Theory Movement	+Lecture practical case study	Daily participation and monthly exam
8	3	Having knowledge Methods of competition Building the feature competitiveness	The concept and definition of bureaucracy	a lecture	Daily participation and monthly exam
9	3	Diagnosing areas Implementing the strategy	Characteristics of bureaucratic organization	a lecture	Daily participation and monthly exam

10	3	Analysis of organizational thought	Developing approaches to organizational thought / Understanding the relationship between organizational theory and organizational behavior	Lecture + Homework	Daily participation and monthly exam
11	3	performance evaluation indicators and standards	Principles of the Human Relations Movement	a lecture	Daily participation and monthly exam
-13-12	3	Understanding organizational thought	Types of external environment and their impact on the organization	lecture a	Daily participation and monthly exam
-15-14	3	to The ability innovate	The Life Cycle of an :Organization + Lectures Case Studies	a lecture	Daily participation and monthly exam

11. Curriculum Development Plan	
Continuously updating the curriculum to keep pace with labor market developments Curriculum Update Committee, Scientific Committee) such as)	
1– Developing curricula that are relevant to the labor market	
2– Holding seminars and scientific conferences aimed at updating school curricula	
3– specialization Keeping up with scientific developments in the field of	
12. Infrastructure	
classrooms, laboratories, and workshops	Available
1– Required textbooks	Organization theory
2– Main references (sources)	College Library
A. Electronic references,,websites	The official college website and the websites of Arab universities

1. Hawija Technical College –Educational Institution / Northern Technical University
2. Scientific Department / Business Administration Technologies

3.	/Principles of Cost Accounting /Course Name/CodeBMT325
4.	formats / Weekly Available attendance
5.	2026–First Semester/2025 –Semester/Year
6.	(Number of study hours (60
7.	This description was prepared on 1/9/2025
8.	(Course objectives (general course objectives
1–	calculated and To provide students with a deep understanding of how costs are allocated
2–	making–Developing cost analysis skills to support managerial decision
3–	Enabling management to improve the efficiency of production processes and increase profitability
4–	Enhancing the ability to control material and wage costs
9.	outcomes, teaching and learning methods, and assessment Course
This is a study on how to collect, record, classify and analyze direct : Outcomes Course and indirect cost information for the production process, with the aim of helping isions regarding production, pricing, cost control and management make informed dec profitability enhancement, through understanding the basic concepts of costs, and methods of calculating them such as material costs, wages and additional costs, in	

ms such as standard costs, variance analysis and addition to applying different system based cost grouping-activity.

Outputs	Teaching and learning methods	Evaluation methods
B. . Behavioral objectives or learning outcomes • and Introducing the student to the principles .accounting objectives of cost • Introducing the student to the elements of costs .and methods of classifying them • cost Introducing the student to the stages of .collection methods	The method of -1 delivering lectures Visits to -2 institutions Dialogue and -3 discussion Presentations -4	-1 Examinations of all kinds Feedback -2 from students Asking -3 questions Discussion -4 of the progress presentations
other) General and transferable qualification skills . (cost accounting principles skills related to knowledge from the Generating -1 .information they have accumulated Utilizing their knowledge and the -2 knowledge of others in implementing the accounting system	The method of -1 delivering lectures Visits to -2 institutions Dialogue and -3 discussion Presentations -4	-1 Examinations of all kinds Feedback -2 from students Asking -3 questions Discussion -4 of the progress presentations
.Giving lectures .Using presentations - 1 .Preparing reports - 2	The method of -1 delivering lectures Visits to -2	-1 Examinations of all kinds

.Asking some questions outside the topic – 3	institutions Dialogue and –3 discussion Presentations –4	Feedback –2 from students Asking –3 questions Discussion –4 of the progress presentations
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10. (vocabulary Course structure (theoretical and practical

Week	Hours	Required learning outcomes	Unit/Topic Name	Teaching method	Evaluation Method
1	4	Principles of Cost Accounting	Introduction to the Principles of Cost Accounting The concept of cost –1 accounting Objectives of cost –2 accounting Uses of cost accounting –3	theoretical	Tests and discussion
2	4	Principles of Cost Accounting	Introduction to the Principles of Cost Accounting 1. The relationship	theoretical	Tests and

			between cost accounting and financial accounting 2. The relationship between cost accounting and finance 3. Differences between and cost accounting financial accounting		reports
3	4	Principles of Cost Accounting	concepts and Cost element classification 1- Distinguishing between cost, and loss , expense 2- Actual cost and standard cost	theoretical	Tests and reports
4	4	Principles of Cost Accounting	concepts and Cost element classification elements are Cost :categorized based on 1– Natural classification	theoretical	Tests and discussi

			أ- Materials cost element ب- Wage cost element ج- Expense cost element		on
5	4	Principles of Cost Accounting	elements are Cost :categorized based on 2- Job classification أ- Industrial cost elements ب- Marketing cost elements	theoretical	Tests and reports
6	4	Principles of Cost Accounting	concepts and Cost element classification Comprehensive examples	Theoretical Practical/	Tests and discussion
7	4	Principles of Cost Accounting	A comprehensive exam for both semesters	Theoretical Practical/	Tests and

					reports
8	4	Principles of Cost Accounting	allocation cost (total) 1– Characteristics of the macro theory 2– Criticisms of the holistic theory	theoretical	Tests and reports
9	4	Principles of Cost Accounting	cost allocation (total) Comprehensive examples of this theory	Theoretical/ Practical/	Tests and reports
10	4	Principles of Cost Accounting	cost allocation (variable) 1– Characteristics of variable theory 2– Criticisms of the variable theory	theoretical	Tests and reports

11	4	Principles of Cost Accounting	cost allocation (variable) Comprehensive examples this theory of	Theoretical Practical/	Tests and discussion
12	4	Principles of Cost Accounting	Comprehensive exam	Theoretical Practical/	Tests and reports
13	4	Principles of Cost Accounting	even point –or break) Point (1– The equilibrium size and in quantities values 2– and The volume that value of sales generate a certain profit	Theoretical Practical/	Tests and discussion
14	4	Principles of Cost Accounting	even point –or break) Point (1– Profit margin based on quantities 2– Profit margin in	Theoretical Practical/	Tests and reports

			values		
15	4	Principles of Cost Accounting	Comprehensive exam	Theoretical Practical/	Tests and reports

11. Curriculum Development Plan

Continuously updating the curriculum to keep pace with labor market developments
(Committee, Scientific Committee) such as Curriculum Update)

1. Developing curricula that are relevant to the labor market
2. Holding seminars and scientific conferences aimed at updating school curricula
3. Keeping up with scientific developments in the field of specialization

12. Infrastructure

classrooms, laboratories, and workshops	Available
1. Required textbooks	A : Cost Accounting Principles of and Practical Theoretical Study Procedures My book) .Ahmad Muhammad Ali Year of Publication 1987 (Methodology ,Kutub and Publishing Library–Dar Al of Mosul University

2. (Main references (sources	All publications on financial management that can be used to strengthen lectures
K.) Recommended books and references (... scientific journals, reports	–by Nassif Jassim Al Cost Accounting Janabi –Khaliq Al–Jubouri and Abdul Supplementary Book), published in) is available in the libraries of the ,2018 College of Administration and .Economics
L.,Electronic references, websites	websites Financial market