

Ministry of Higher Education and Scientific Research

Scientific Supervision and Evaluation Authority

Department of Quality Assurance and Academic Accreditation

Accreditation Department



Academic program and course description guide

2026- 2025

Introduction:

An educational program is a coordinated and organized package of courses that includes procedures and experiences that organize a curriculum vocabulary whose primary purpose is to build and hone graduates' skills, 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 main features of the program and its courses, indicating the skills that are being worked on to provide to students based on the objectives of the academic program, and the importance of this description is evident because it represents the cornerstone of obtaining program accreditation and is co-written by teaching staff under the supervision of scientific committees in scientific departments.

This guide, in its second edition, includes a description of the academic program after updating the vocabulary and paragraphs of the previous guide in light of the developments and updates of the educational system in Iraq, which included a description of the academic program in its traditional form (annual, quarterly) system, in addition to adopting the description of the academic program generalized pursuant to the book of the Department of Studies T M3/2906 on 5/3/2023 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 a description of academic programs and courses to ensure the smooth running of the educational process.

Concepts and terms:

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

Course Description: Provides a concise summary of the most important characteristics of the course and the learning outcomes expected the student to achieve, indicating whether he has made the most of the available learning opportunities. It is derived from the program description.

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

Program Message: Briefly outlines the objectives and activities required to achieve them and outlines the program's development paths and trends.

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

Curriculum structure: All courses / subjects included in the academic program according to the approved learning system (semester, annual, Bologna track), whether it is a requirement (ministry, university, college and scientific department) with the number of study units.

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

Teaching and learning strategies: These are the strategies used by the faculty member to develop the student's teaching and learning, and they are plans that are followed to reach learning goals. That is, it describes all classroom and extracurricular activities to achieve the learning outcomes of the program.

Academic Program Description Form

University Name: Northern Technical University

College: College. Hawija Technology

Scientific Department: Department of Financial and Banking Technologies

Academic or Professional Program Name: Bachelor of Finance and Banking Technology

Final Certificate Name: Bachelor of Finance and Banking Technology

Curriculum: Bologna Process

Description Preparation Date: 1 / 9 / 2025

File Fill Date: 1 / 9 / 2025

Signature:

Scientific Assistant's Name: Asst. Prof.
Raed Waad Allah Dawood
Date : 8 / 9 / 2025

Signature:

Head of Department: Asst. Prof. Dr.
Abdul Razzaq Khader Hassan
Date : 8 / 9 / 2025

Check the file by

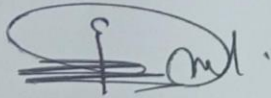
Quality Assurance and Performance Evaluation Division

Name of the Director of the Quality Assurance and Performance Evaluation

Division: Eng. Mohammed Jawad Ahmed

Date : 14 / 9 / 2025

Signature



Dean's Endorsement

Asst. Prof. Dr. Ahmed Abdullah Danook

Date: 15 / 9 / 2025

1.Program vision

Improving the academic level of the department's students, leading to scientific leadership at the local, regional and global levels.

2.Program message

Qualifying accepted students with the cognitive skills and specializations required in the field of various financial and banking technologies in order to meet the needs of the labor market and obtain appropriate opportunities for them at the level of government departments and private sector institutions

3.Program objectives

1.Cognitive objectives:

- Develop an in-depth understanding of financial, accounting and banking theories and concepts**
- Enhancing knowledge of contemporary challenges in the business environment (globalization, digital transformation, sustainability).**
- Enabling students to understand the legal and ethical framework of financial and banking work.**

2.Skill objectives:

- Enhancing efficiency in the use of technological tools, financial analysis programs, and other management systems.**
- Developing the ability to analyze administrative, financial and banking problems that financial and banking institutions may face.**

3.Value goals:

Integrity and reliability

- Financial honesty: commitment to absolute transparency in the management of real and digital data and funds.**
- Combating corruption: instilling the values of self-censorship to protect**

institutions from fraud, money laundering, and cybercrime.

4. Financial inclusion and justice

- **Facilitating access: Creating technical solutions (such as mobile applications) that allow the lower classes and remote areas to easily access banking services.**

5. Career objectives:

- **Preparing graduates capable of competing in the labor market in its various sectors (private, governmental).**

- **Enhancing employment opportunities.**

4. Program accreditation

there aren't

5. Other external influences

The presence of a sponsor that contributes to:

1– Linking the program to the labor market or society

2– Financial, logistical or training support

3– Facilitating employment and practical training

4– Continuous guidance of the program

6.Program structure				
observations*	Percentage	Study unit	number of decisions	programme structure
core course		13	6	Institution (university) requirements
Essential and non-essential		36	4	college requirements
Essential and non-essential		129	18	requirements of section
			There is	summer internship
				other

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

7.Program Description				
credit hours		Name of the course or course	Course or course code	Year / Level
practical	theoretical			First Year/Level One
	2	Democracy and Human Rights	NTU100	Chapter One
	2	English Language	NTU101	
1	5	Principles of Management	TCH120	
1	6	Principles of Statistics	TCH121	
1	5	Principles of Economics	TCH123	
	2	Arabic Language	NTU103	Chapter Two
2	1	Computer Principles	NTU102	
2	4	Accounting Principles	TCH122	
1	5	Banking Operations	MMT109	
1	5	E-Business Management	ATCH102	
Second Year/Level Two				
	2	Crimes of the Ba'athist Regime in Iraq	NTU200	Chapter One
1	5	Public Finance	BFMT111	
1	5	Banking Marketing	BFMT113	
1	4	Intermediate Accounting	BFMT112	
	2	English Language	NTU201	
	2	Arabic Language	NTU203	Chapter Two
	6	Human Resource Management	ATCH104	
	6	Money and Banking	BFMT114	
2	1	Computer Principles	NTU202	
	6	Quantitative Methods	BFMT122	

				Third Year/Level Three
1	5	Financial Management	ATCH102	Chapter One
1	4	Corporate Finance	BMT325	
1	3	Feasibility Studies	ATCH104	
1	4	Bank Management	BFMT111	
1	2	Research Methodology	NTU401	
1	4	Cost Accounting	BFMT122	Chapter Two
1	4	Financial and Banking Studies	BFMT117	
1	2	Financial Mathematics	BMT332	
1	3	Monetary Policy and the Banking System	BMT334	
1	3	International Finance	BMT427	
				Fourth Year/Level Four
1	3	Investment portfolio	NTU410	Chapter One
1	4	Central banking	BFMT113	
1	3	Investment management	BFMT112	
1	3	Management accounting	BFMT111	
1	3	Auditing and control	BFMT115	
1	3	Financial and Banking Information Systems	BFMT122	Chapter Two
1	3	Comprehensive Banking	BFMT119	
	3	Graduation Research Project	BFMT123	
1	3	Financial and Banking Institutions	BFMT120	
1	3	Financial Markets	BMT432	

8.Expected learning outcomes of the program

Knowledge

Cognitive learning outcomes encompass expected learning results that focus on acquiring knowledge, understanding, and critical thinking skills. These outcomes include the ability to recall facts, comprehend concepts, apply knowledge, analyze, evaluate, and synthesize information.

Overall, cognitive learning outcomes aim to develop students' ability to:

1. Understand fundamental concepts and definitions in finance and banking.
2. Collect, analyze, and interpret financial and accounting data, identify patterns, and draw evidence-based conclusions to support sound decision-making.
3. Use learned knowledge to solve problems, make decisions, and provide explanations.
4. Create something new or offer a new explanation based on acquired knowledge.

Skills

1. **.1Digital Financial Analysis:** The ability to interpret financial data and evaluate investments using software and artificial intelligence.
2. **.2E-Banking Management:** Operating and managing digital banking services, e-wallets, and modern payment systems.
3. **.3Financial Cybersecurity:** Protecting banking data from hacking and combating digital financial fraud.

Values

These are the expected learning outcomes, or values outcomes. They are what a learner is expected to learn or acquire through the learning process. They are specific outcomes that express the level of knowledge, skills, and attitudes a learner should possess upon completion of the learning process.

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

1. Be an honest and responsible graduate: Practice financial and banking work with absolute integrity, committed to protecting the confidentiality of customer data and combating digital fraud.
2. Be innovative and forward-thinking: Possess a flexible mindset that embraces modern technological solutions to solve complex financial problems and improve the work environment.
3. Be a supporter of society and justice: Consciously contribute to achieving financial inclusion by facilitating access to digital banking services for all segments of Iraqi society.

9. Teaching and learning strategies

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

10. Evaluation methods

Weekly, monthly, daily exams and end-of-term exam.

11. Faculty**Faculty**

Faculty preparation		Special requirements/skills (if any)		Specialization		academic rank
Lecturer	angel			private	general	
	angel			Financial Management	Business Administration	assistant professor
	angel			Human Resources Management	Business Administration	assistant professor
	angel			Financial Management	Business Administration	assistant professor
	angel			Comparative jurisprudence	Islamic law	assistant professor
	angel			Strategic Management	Business Administration	teacher
	angel			Financial and accounting techniques	Financial and accounting techniques	teacher
	angel			Methods of teaching science	Methods of teaching science	Assistant teacher
	angel			Business Administration	Business Administration	Assistant teacher
	angel			Financial and banking	Financial and banking	Assistant teacher

				sciences	sciences	
	angel			Public Law	the law	Assistant teacher
	angel			Private Law	the law	Assistant teacher
	angel			Finance	Finance	Assistant teacher
	angel			Business Administratio n	Business Administratio n	Assistant teacher

Professional Development
Orienting new faculty members
Training courses in the field of specialization. Courses related to teaching and learning. Courses related to how to publish scientific research.
Professional development of faculty members
Specialized training courses Developing scientific publishing skills

Admission criteria .2 .2
The standards adopted in central admissions by the Ministry of Higher Education and Scientific Research

Program Skills Plan

Key sources of information about the program .3 .3

Banking operations, financial management, public finance, banking marketing, accounting specializations, and others.

Program Development Plan .4 .4

- Updating course content to include the latest theories and applications, keeping pace with the job market.**
- Developing the department's classrooms.**
- Encouraging scientific research.**
- Supporting student activities.**
- Analyzing the program's strengths and weaknesses, addressing weaknesses, and enhancing strengths.**

			*	*						*	essential	Crimes of the Ba'athist Regime in Iraq	NTU200	Chapter One
			*	*						*	essential	Public Finance	BFMT111	
		*				*				*	essential	Banking Marketing	BFMT113	
			*	*						*	essential	Intermediate Accounting	BFMT112	
			*			*				*	essential	English Language	NTU201	
		*			*					*	essential			
	*				*			*			essential	Arabic Language	NTU203	Chapter Two
		*				*				*	essential	Human Resource Management	ATCH104	
		*		*						*	essential	Money and Banking	BFMT114	
	*				*					*	essential	Computer Principles	NTU202	
	*				*					*	essential	Quantitative Methods	BFMT122	
*							*			*				
														Third Year/Level Three
		*				*				*	essential	Financial Management	ATCH102	Chapter One
		*				*				*	essential	Corporate Finance	BMT325	
		*					*		*		essential	Feasibility Studies	ATCH104	

		*		*						*	essential	Bank Management	BFMT111	
		*				*			*		essential	Research Methodology	NTU401	
		*		*					*		essential	Cost Accounting	BFMT122	
		*				*			*		essential	Financial and Banking Studies	BFMT117	Chapter Two
*						*			*		essential	Financial Mathematics	BMT332	
		*				*			*		essential	Monetary Policy and the Banking System	BMT334	
*						*		*			essential	International Finance	BMT427	
														Fourth Year/Level Four
		*				*			*		essential	Investment portfolio	NTU410	Chapter One
		*		*				*			essential	Central banking	BFMT113	
			*	*					*		essential	Investment management	BFMT112	
		*				*			*		essential	Management accounting	BFMT111	
		*				*		*			essential	Auditing and control	BFMT115	
		*				*			*		essential	Financial and Banking Information Systems	BFMT122	Chapter Two
*				*					*		essential	Comprehensive Banking	BFMT119	

		*			*					*		essenti al	Graduation Research Project	BFMT12 3	
		*				*				*		essenti al	Financial and Banking Institutions	BFMT12 0	
*				*						*		essenti al	Financial Markets	BMT432	

MODULE DESCRIPTION FORM

Study material description a model

Module Information				
Study Material information				
Module Title	Human rights and democracy		Module Delivery	
Module Type	Basic		☒ Theory Lecture ☐ Lab ☐ Tutorial Practical ☐ Seminar ☐	
Module Code	NYU100			
ECTS Credits	2			
SWL (hr/sem)	50			
Module Level	1	Semester of Delivery		
Administering Department	Financial and banking technologies	College	Hawija Technical College	
Module Leader	Prof. Dr. Saheb Jalal Ajaj		e-mail	
Module Leader's Acad. Title	assistant professor		Module Leader's Qualification	PhD
Module Tutor			e-mail	
Peer Reviewer Name			e-mail	
Scientific Committee ApprovalDate			Version Number	

Relation with other Modules			
Relationship with other study subjects			
Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents Course objectives, learning outcomes, and guidance content	
Module Aims Course objectives	rights Understanding the concepts of democracy and human -1 Distinguishing between this concept and other concepts -2 A correct understanding of human rights based on Islamic principles -3 Understanding public freedoms and how to preserve them -4
Module Learning Outcomes Learning outcomes for the subject	The student understands the principles of human rights in their correct and Islamic concepts, and to understand the difference To derived meaning .between Its meaning in Islam and its meaning in other religions -1 fferent types of rights, The student should be able to classify the di .freedoms, and democracies -2 To be able to participate in protecting and spreading this culture in society, in addition to his commitment -3 is able to defend his rights and the rights of others through his knowledge -4 . hat protect human rightsof organizations t His knowledge of the origins of human rights, how they developed over - 5 ime, and the foundations upon which they were built through the Abrahamic religions, including their basis in Islam and the theories written by societies .that needed these freedoms Able to identify organizations concerned with human rights and - 6 .democracy such as Amnesty International, the Red Cross, and others Able to understand the relationship between human rights and public - 7 freedoms o understand international conventions and treaties such as the Able t - 8 Universal Declaration of Human Rights Understanding the guarantees for these rights in international – 9 constitutions

Indicative Contents Guidelines	ability to distinguish between exercising rights 'Developing students - 1 .and adhering to applicable laws Increasing cultural awareness of public rights and freedoms and - 2 .spreading it in society Increasing awareness of the democratic concept and how to practice - 3 elections it through
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Learning and Teaching Strategies Learning and teaching strategies	
Strategies	Explaining all the information in a detailed and understandable way -1 Continuous communication with students and creating a suitable learning -2 environment Ensuring that information is received correctly through tests and also through – 3 direct questions Activating the principle of cooperative learning to exchange opinions among - 4 students and their understanding of each other's ideas

Student Workload (SWL)			
Student's academic workload			
Structured SWL (h/sem) Regular academic workload for the student during the semester	33	Structured SWL (h/w) Regular weekly study load for the student	2
Unstructured SWL (h/sem) workload during the semester Irregular student	17	Unstructured SWL (h/w) Irregular weekly study load for the student	1
Total SWL (h/sem) The student's total academic workload during the semester	50		

Module Evaluation					
Course Material Assessment					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	4	15% (15)	2.5, 7.8	
	Assignments	2	5% (5)	5, 13	
	Projects/lab				
	Report				
Summative assessment	Midterm Exam	1hr	20% (20)	11	
	Final Exam	3hr	60% (60)	16	
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

Weekly theoretical curriculum

	Material Covered
Weeks 1 and 2	Human rights and their development in human history
Weeks three, four, and five	Human rights in ancient and medieval times The first requirement: Human rights in ancient civilizations, with a focus on Mesopotamian civilization. The second requirement: Human rights in divine laws, with a focus on human rights in Islam Third requirement: Human rights in the Middle Ages Fourth requirement: Human rights in political doctrines, schools of thought, and theories Human rights in companies, rights and declarations, revolutions and constitutions (documents) For English, the American Revolution (French Revolution, Russian Revolution)
Weeks six, seven, and eight	Human rights in modern and contemporary history First requirement: International recognition of human rights since World War I (League of Nations) Nations (United Nations) Second requirement: Regional recognition of human rights -1 European Convention on Human Rights 1950 -2 The American Convention on Human Rights 1969 -3 The African Charter on Human and Peoples' Rights 1981 -4 The Arab Charter on Human Rights 1994 Third requirement: Non-governmental organizations and human rights Fourth requirement: International Committee of the Red Cross, Amnesty International, Human Rights Watch, Arab Organization for Human Rights, National Human Rights Organizations Human rights in Iraqi constitutions between theory and reality Fourth requirement: Human rights in reality
Weeks nine, ten, and eleven	Human rights (definition, definition, and guarantees) The relationship between human rights and public freedoms Requirement (A): In the Universal Declaration of Human Rights and

	.international conventions .Requirement (B): In regional charters and national constitutions • Second topic: Forms and types of human rights and the relationship between them .A): Individual human rights and collective human rights) Requirement Requirement (B): Economic, social and cultural human rights and civil and political human rights Requirement (C): Modern human rights: the right to development, the right to right to solidarity, the right to Islam...etc a clean environment, the Requirement (d): The interdependence of human rights as an indivisible whole Third topic: Guarantees for respecting and protecting human rights in rights at First requirement: Guarantees for respecting and protecting hum the national level Guarantees in the Constitution and Laws -A Guarantees in the principle of the rule of law -B
Week 12 and 13	:Classification of public freedoms . Fundamental freedoms or individual freedoms - 1
Weeks 14 and 15	Fundamental freedoms or individual freedoms - 2

Delivery Plan (Weekly Lab. Syllabus) Weekly laboratory schedule	
	Material Covered

Learning and Teaching Resources		
Learning and teaching resources		
	Text	Available in the Library?
Required Texts	Available for free education. College library. .Internet	Yes
Recommended Texts		
Websites		

Grading Scheme

Group	Grade	Appreciation	Marks(%)	Definition
Success Group(50 - 100)	A - Excellent	Excellent	90 - 100	Outstanding Performance
	B - Very Good	very good	80 - 89	Above average with some errors
	C - Good	good	70 - 79	Sound work with notable errors
	D Satisfactory	middle	60 - 69	Fair but with major shortcomings
	E Sufficient	acceptable	50 - 59	Work meets minimum criteria
Fail Group(0 – 49)	FX Fail	Sediment (under processing)	(45-49)	More work required but credit awarded
	F Fail	Precipitate	(0-44)	Considerable amount of work required

Note: Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, while a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

MODULE DESCRIPTION FORM

Study material a description model

Module Information					
Study Material information					
Module Title	English language		Module Delivery		
Module Type	BASIC		☒ Theory Lecture Lab Tutorial Practical ☐ Seminar ☐		
Module Code	NTU101				
ECTS Credits	2				
SWL (hr/sem)	50				
Module Level		1			Semester of Delivery
Administering Department		Financial and banking technologies	College	Hawija Technical College	
Module Leader	Haider Sultan Dawood		e-mail	Haidersoltan_hwj@ntu.edu.iq	
Module Leader's Acad. Title		teacher	Module Leader's Qualification		PhD
Module Tutor			e-mail		
Peer Reviewer Name			e-mail		
Scientific Committee ApprovalDate			Version Number	1	

Relation with other Modules				
with other study subjects Relationship				
Prerequisite module	None		Semester	
Co-requisites module	None		Semester	

Module Aims, Learning Outcomes and Indicative Contents Course objectives, learning outcomes, and guidance content	
Module Aims Course objectives	General objective: To introduce the student to the basics of the English language, parts of speech, and the correct way to read and translate. Specific objective: To improve students’ skills in dealing with the English language correctly in terms of pronunciation and translation, as well as to enhance the student’s confidence in his abilities to deal with the language.
Module Learning Outcomes Learning outcomes for the subject	Knowledge and understanding are acquired through theoretical lectures and encouraging students to read a specific textbook on the subject, in addition to year level-assigning research tasks and/or desk reports at the first. .is also developed Knowledge of nouns and pronouns
Indicative Contents Guidelines	The instructional content includes the following. Developing students' abilities to understand the fundamentals of the .1 English language with the English To enhance the student's confidence in dealing - .2 .language and to enable him to read English books and references

Learning and Teaching Strategies	
Learning and teaching strategies	
Strategies	. Learn the material through written lectures -1 Continuous communication with students, including providing a safe -2 . learning environment Ensuring students' knowledge and understanding through direct questions -3 . and tests Activating collaborative learning among students to increase their ability .4 rstand othersto unde

Student Workload (SWL)			
Student's academic workload			
Structured SWL (h/sem) Regular academic workload for the student during the semester	33	Structured SWL (h/w) Regular weekly study load for the student	2
Unstructured SWL (h/sem) student workload during the semester Irregular	17	Unstructured SWL (h/w) Irregular weekly study load for the student	1
Total SWL (h/sem) The student's total academic workload during the semester	50		

Module Evaluation					
Course Material Assessment					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	20	20% (20)	2, 5, 6, 7	
	Assignments				
	Projects/lab				
	Report				
Summative assessment	Midterm Exam	1hr	20% (20)	10	
	Final Exam	3hr	60% (60)	16	
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
Weekly theoretical curriculum	
	Material Covered
Week 1	Alphabet letters
Week 2	The group of letters that form a single sound
Week 3	Pronunciation, spelling, and dictation
Week 4	Verb in English
Week 5	exercises
Week 6	Names
Week 7-8	Countable and uncountable nouns
Week 9	Demonstrative pronouns
Week 10-11	pronouns
Week 12	Reflexive pronouns
Week 13	The sentence in English
Week 14	exercises
Week 15	final exams Preparatory week before
Week 16	Final exams

Delivery Plan (Weekly Lab. Syllabus)

Weekly laboratory schedule

	Material Covered

Learning and Teaching Resources

Learning and teaching resources

	Text	Available in the Library?
Required Texts	Headway	Yes
Recommended Texts		No
Websites		

Group	Grade	Appreciation	Marks(%)	Definition
Success Group(50 - 100)	A - Excellent	Excellent	90 - 100	Outstanding Performance
	B - Very Good	very good	80 - 89	Above average with some errors
	C – Good	good	70 - 79	Sound work with notable errors
	D Satisfactory	middle	60 - 69	Fair but with major shortcomings
	E Sufficient	acceptable	50 - 59	Work meets minimum criteria
Fail Group(0 – 49)	FX Fail	Sediment (under processing)	(45-49)	More work required but credit awarded
	F Fail	Precipitate	(0-44)	Considerable amount of work required

Note: Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, while a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

MODULE DESCRIPTION FORM

Study material a description model

Module Information Study Material information					
Module Title	Management principles		Module Delivery		
Module Type	Core		☒ Theory Lecture ☐ Lab ☐ ☒ Tutorial Practical ☐ Seminar ☐		
Module Code	TCH120				
ECTS Credits	9				
SWL (hr/sem)	225				
Module Level		1	Semester of Delivery		1
Administering Department		Financial and banking technologies	College		Hawija Technical College
Module Leader	Mohammed Hussein Gharbi		e-mail		
Module Leader's Acad. Title		assistant professor	Module Leader's Qualification		PhD
Module Tutor			e-mail		
Peer Reviewer Name			e-mail		
Scientific Committee ApprovalDate			Version Number		

Relation with other Modules Relationship with other study subjects				
Prerequisite module	None		Semester	
Co-requisites module	None		Semester	

Module Aims, Learning Outcomes and Indicative Contents
Course objectives, learning outcomes, and guidance
content

Module Aims Course objectives	.The organization's orientation towards success -1 teamwork, and ensuring the Promoting a culture of -2 .empowerment and motivation of individuals Ensuring optimal investment in all available resources within the -3 .organization Finding new resources that can be utilized, while anticipating -4 ture needs, and the and identifying the organization's fu opportunities through which these needs can be secured.
Module Learning Outcomes Learning outcomes for the subject	Knowledge of administrative and organizational functions within - business organizations. 1 Knowing how to set future goals and how to plan and organize to -2 achieve those goals, in different work environments. Knowing how to prepare organizational structures, define the chain of - 3 nd command and scope of supervision, and how to define powers a responsibilities. Learn how to work in groups and work teams - 4 Learn how to monitor the implementation of the plan, identify - 5 .deviations, and address them
Indicative Contents Guidelines	To equip students with cognitive skills in the principles of management and the development of organizational thought, with a particular focus on business administration, in order to qualify them to carry out tasks and organizations responsibilities to work in business.

Learning and Teaching Strategies	
Learning and teaching strategies	
Strategies	Using diverse methods to present information, such as lectures, discussions, -1 and practical activities
	Using different tools and techniques to support learning, such as books, -2 . multimedia, and educational games
	based learning strategy. This strategy focuses on increasing the -Test -3 ability to individual's retention of what they have learned or studied and their a . remember it by answering the questions in the tests related to this

Student Workload (SWL)			
Student's academic workload			
Structured SWL (h/sem) Regular academic workload for the student during the semester	93	Structured SWL (h/w) weekly study load for the Regular student	6
Unstructured SWL (h/sem) Irregular student workload during the semester	132	Unstructured SWL (h/w) Irregular weekly study load for the student	3
Total SWL (h/sem) The student's total academic workload during the semester	225		

Module Evaluation					
Course Material Assessment					
		Time/N u Mber	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	6	15% (15)	2,3,4,5,6 8	
	Assignments				
	Projects/lab				
	Report	1	5% (5)	10	
Summative assessment	Midterm Exam	1hr	20% (20)	10	
	Final Exam	3hr	60% (60)	15	
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
Weekly theoretical curriculum	
	Material Covered
Week 1	An introduction to management (its nature, its fields, and the contemporary challenges facing management.
Week 2	Schools of thought (traditional, humanistic, and -The evolution of administrative thought (contemporary.
Week 3	(Environment (concept, sources, types, environmental factors affecting management.
Week 4	(Planning (concept, importance, steps, types, obstacles, characteristics of effective planning.
Week 5	(Decision making (concept, importance, steps, types, obstacles.
Week 6	Administrative organization (concept, principles, steps, types, organizational structure and the foundations used in determining the divisions of the organizational structure in the (rganizationo.
Week 7	ts types, the -its sources -Administrative levels and scope of supervision, authority relationship between responsibility and authority.
Week 8	Administrative centralization and administrative decentralization, committees and their
Delivery Plan (Weekly Lab. Syllabus)	
Weekly laboratory schedule	
	Material Covered
	(types, factors affecting the communication process ,Communication (concept, elements.
	(Control (concept, steps, control tools and methods, types.
	The organization's functions (production management, marketing management, human (resources management, financial management.
	(Business ethics (concept, importance, sources, approaches.
	(obstacles ,government (concept, objectives, requirements-E

Learning and Teaching Resources

Learning and teaching resources

	Text	Available in the Library?
Required Texts	Management principles College Library	Yes
Recommended Texts		
Websites		

Grading Scheme

Group	Grade	Appreciation	Marks(%)	Definition
Success Group(50 - 100)	A - Excellent	Excellent	90 - 100	Outstanding Performance
	B - Very Good	very good	80 - 89	Above average with some errors
	C - Good	good	70 - 79	Sound work with notable errors
	D Satisfactory	middle	60 - 69	Fair but with major shortcomings
	E Sufficient	acceptable	50 - 59	Work meets minimum criteria
Fail Group(0 – 49)	FX Fail	Sediment (under processing)	(45-49)	More work required but credit awarded
	F Fail	Precipitate	(0-44)	Considerable amount of work required

Note: Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, while a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

MODULE DESCRIPTION FORM

Study material a description model

Module Information Study Material information			
Module Title	Principles of Statistics		Module Delivery
Module Type	Basic	☒ Theory Lecture ☐ Lab ☐ ☒ Tutorial Practical ☐ Seminar ☐	
Module Code	TCH121		
ECTS Credits	8		
SWL (hr/sem)	200		
Module Level	1	Semester of Delivery	1
Administering Department	Financial and Banking Technologies	College	Hawija Technical College
Module Leader	stubborn Ahmed Lafteh is	e-mail	
Module Leader's Acad. Title	Assistant teacher	Module Leader's Qualification	Master's
Module Tutor		e-mail	
Peer Reviewer Name		e-mail	
Scientific Committee ApprovalDate		Version Number	

Relation with other Modules other study subjects Relationship with			
Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents Course objectives, learning outcomes, and guidance content	
Module Aims Course objectives	.1 To familiarize the student with statistical methods and the use of scientific methods in collecting, organizing, presenting and .classifying various statistical data .2 available data, Enabling the student to deal with the analysis of using statistical concepts and methods in analysis and deriving .results .3 Performing his duties at the workplace with professional .motivations .4 Raising their research awareness and moving the student from .the stage of teaching to learning
Module Learning Outcomes Learning outcomes for the subject	.1 The concept of statistics and its relationship to other sciences is .known .2 .random, and sample variables-It recognizes random, non .Constructing simple and double repetition tables .3 .and discrete distributions and their functions continuous .4 quantitative and quantitative data using lines, -Representing non .histograms, and pie charts .5 .6 It identifies measures of central tendency , such as the arithmetic ionship between mean . The mediator, The pattern, and the relat them .7 It identifies measures of dispersion, Range, Interquartile Deviation , Standard Deviation .8 It introduces the concept of correlation , the simple correlation .coefficient , and rank correlation .9 (R2 ndat-test,) He recognizes statistical tests
	The guidance content includes the following: .1 Solve the examples outside of class .2 Consulting books on the principles of statistics .3 Watch a video about the principles of statistics .4 any unclear topic and having the professor Asking a question about answer it .5 Collaborative learning with demand

Indicative Contents Guidelines	
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Learning and Teaching Strategies Learning and teaching strategies	
Strategies	. The information is explained in full and in detail in Arabic to the students -1 Continuous communication with students, including a safe learning -2 . environment Ensuring that the information reaches and is understood by the students -3 . through direct questions and tests ity to Activating cooperative learning among students to increase the abil -4 . understand others .Doing homework outside of class -5

Student Workload (SWL) Student's academic workload			
Structured SWL (h/sem) Regular academic workload for the student during the semester	108	Structured SWL (h/w) the Regular weekly study load for student	7
Unstructured SWL (h/sem) Irregular student workload during the semester	92	Unstructured SWL (h/w) Irregular weekly study load for the student	1
Total SWL (h/sem) The student's total academic workload during the semester	200		

Module Evaluation					
Course Material Assessment					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	4	10% (10)	2, 4, 6 7	
	Assignments	2	10% (10)	5, 13	
	Projects/lab				
	Report				
Summative assessment	Midterm Exam	1hr	20% (20)	11	
	Final Exam	3hr	60% (60)	16	
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
Weekly theoretical curriculum	
	Material Covered
Week 1	of statistics and its relationship to other sciences The concept
Week 2	Statistical methods, data collection methods
Week 3	Types of samples, data classification and categorization
Week 4	Frequency tables
Week 5	Types of frequency tables

Learning and Teaching Resources		
Learning and teaching resources		
	Text	Available in the Library?
Required Texts	Books on the principles of statistics were available in the .college library	Yes
Recommended Texts	Principles of Statistics	
Websites	Books available on the internet	

Grading Scheme

Group	Grade	Appreciation	Marks(%)	Definition
Success Group(50 - 100)	A - Excellent	Excellent	90 - 100	Outstanding Performance
	B - Very Good	very good	80 - 89	Above average with some errors
	C - Good	good	70 - 79	Sound work with notable errors
	D Satisfactory	middle	60 - 69	Fair but with major shortcomings
	E Sufficient	acceptable	50 - 59	Work meets minimum criteria
Fail Group(0 – 49)	FX Fail	Sediment (under processing	(45-49)	More work required but credit awarded
	F Fail	Precipitate	(0-44)	Considerable amount of work required

Note: Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, while a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

MODULE DESCRIPTION FORM

Study material a description model

Module Information Study Material information				
Module Title	Principles of Economics		Module Delivery	
Module Type	Core		☒ Theory Lecture ☐ Lab ☐ ☒ Tutorial Practical ☐ Seminar ☐	
Module Code	TCH123			
ECTS Credits	9			
SWL (hr/sem)	225			
Module Level	1	Semester of Delivery		1
Administering Department	Financial and banking technologies	College	Hawija Technical College	
Module Leader	Taif Hamad-Hussein Al		e-mail	
Module Leader's Acad. Title	Assistant teacher	Module Leader's Qualification	Master's	
Module Tutor			e-mail	
Peer Reviewer Name			e-mail	
Scientific Committee ApprovalDate			Version Number	

Relation with other Modules			
Relationship with other study subjects			
Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents Course objectives, learning outcomes, and guidance content	
Module Aims Course objectives	- To identify how to maximize the satisfaction of unlimited needs by producing goods and services using a limited amount of economic resources - Understanding the importance of economic theory in formulating microeconomic policies - ical and mathematical applications of the theory in To identify the theore - economics
Module Learning Outcomes Learning outcomes for the subject	- Introducing the student to the concept of economics. - To enable the student to learn economic terminology. - student learns about the concept of economics. - The student learned about the relationship between economics and other sciences. - student became aware of the economic problem. - The student learned how to address the economic problem according systems to economic. - The student became familiar with some economic concepts. - The student became familiar with economic activities. - The student became familiar with the theory of demand. - .The student became familiar with the order schedule

Indicative Contents Guidelines	The guidance content includes the following: - Developing students' abilities to understand economic texts - Increasing general knowledge and intelligence levels among college students
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Learning and Teaching Strategies	
Learning and teaching strategies	
Strategies	- A complete and detailed explanation of all information in Arabic for students - Continuous communication with students, including providing a safe learning environment. - Ensuring students' knowledge and understanding through direct questions and tests - Activating cooperative learning among students to increase the ability to understand others

Student Workload (SWL)			
Student's academic workload			
Structured SWL (h/sem) Regular academic workload for the student during the semester	93	Structured SWL (h/w) Regular weekly study load for the student	6

Unstructured SWL (h/sem) Irregular student workload during the semester	132	Unstructured SWL (h/w) Irregular weekly study load for the student	3
Total SWL (h/sem) The student's total academic workload during the semester	225		

Module Evaluation					
Material Assessment Course					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	5% (10)	2, 7	
	Assignments	2	5% (10)	5, 13	
	Projects/lab				
	Report				
Summative assessment	Midterm Exam	1hr	20% (20)	11	
	Final Exam	3hr	60% (60)	16	
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
Weekly theoretical curriculum	
	Material Covered
Week 1	The concept of economics
Week 2	The relationship of economics to other sciences
Week 3	economic problem The
Week 4	Addressing the economic problem in different economic systems
Week 5	Defining some economic concepts

Learning and Teaching Resources

Learning and teaching resources

	Text	Available in the Library?
Required Texts	Headway	Yes
Recommended Texts		
Websites		

Grading Scheme

Group	Grade	Appreciation	Marks(%)	Definition
Success Group(50 - 100)	A - Excellent	Excellent	90 - 100	Outstanding Performance
	B - Very Good	very good	80 - 89	Above average with some errors
	C - Good	good	70 - 79	Sound work with notable errors
	D Satisfactory	middle	60 - 69	Fair but with major shortcomings
	E Sufficient	acceptable	50 - 59	Work meets minimum criteria
Fail Group(0 – 49)	FX Fail	Sediment (under processing)	(45-49)	More work required but credit awarded
	F Fail	Precipitate	(0-44)	Considerable amount of work required

Note: Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, while a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

MODULE DESCRIPTION FORM

Study material a description model

Module Information Study Material information					
Module Title	Arabic		Module Delivery		
Module Type	basic		☒ Theory Lecture ☐ Lab ☐ Tutorial Practical ☐ Seminar ☐		
Module Code	NTU104				
ECTS Credits	2				
SWL (hr/sem)	50				
Module Level	1	Semester of Delivery		1	
Administering Department	Financial and banking technologies	College	Hawija Technical College		
Module Leader	Ahmed Muwaffaq Hussein		e-mail	ahmedmufaq_hwj@ntu.edu.iq	
Module Leader's Acad. Title	assistant professor	Module Leader's Qualification	PhD		
Module Tutor			e-mail		
Peer Reviewer Name			e-mail		
Scientific Committee ApprovalDate			Version Number		

Relation with other Modules			
Relationship with other study subjects			
Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents Course objectives, learning outcomes, and guidance content	
Module Aims Course objectives	Introducing the importance of the Arabic language -5 Distinguishing between correct and incorrect constructions -6 Correct learning of Arabic grammar rules -7 and their Understanding the parts of speech and punctuation marks -8 role in writing preparation
Module Learning Outcomes Learning outcomes for the subject	He was able to understand the structure of Arabic words in a way that -5 increased his knowledge of the characteristics of the Arabic language and . His knowledge of grammatical enabled him to consult dictionaries ken and written language and terminology used to describe spoconcepts . expanded .The student should be familiar with the basics of Arabic grammar rules -6 To be able to express the intended meaning correctly -7 .The student is able to distinguish between Arabic words and others -8
Indicative Contents Guidelines	Developing students' ability to distinguish between correct and - 1 .incorrect statements Developing the student's ability and raising awareness of the - 2 .importance of learning the Arabic language express oneself eloquently, enabling one to Increased ability to - 3 .convey meaning accurately, completely, and to different levels

Learning and Teaching Strategies	
Learning and teaching strategies	
Strategies	in a detailed and understandable way Explaining all the information -1 Continuous communication with students and creating a suitable learning environment -2 Ensuring that information is received correctly through tests and also through direct questions – 3 cooperative learning to exchange opinions among students and their understanding of each other's ideas Activating the principle of - 4

Student Workload (SWL)			
Student's academic workload			
Structured SWL (h/sem) Regular academic workload for the student during the semester	33	Structured SWL (h/w) Regular weekly study load for the student	2
Unstructured SWL (h/sem) Irregular student workload during the semester	17	Unstructured SWL (h/w) Irregular weekly study load for the student	1
Total SWL (h/sem) academic workload during the semester The student's total semester	50		

Module Evaluation					
Course Material Assessment					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	4	20% (20)	2, 4, 5, 7	
	Assignments				
	Projects/lab				
	Report				
Summative assessment	Midterm Exam	1hr	20% (20)	4, 11	
	Final Exam	3hr	60% (60)	16	
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
Weekly theoretical curriculum	
	Material Covered
Weeks 1 and 2	Defining the importance of the Arabic language, its accuracy in expressing meaning, the sayings of scholars on this matter, and the closed and open ta'.
Weeks three, four, and five	and ,qaṭ'-waṣl, hamzat al-The hamzat al. (ضاد and طاء) The letters ḍād and tā' .atrāfah-hamzat al
Weeks six, seven, and eight	. Punctuation marks. Nouns, verbs, and particles. Objects

Weeks nine, ten, and eleven	Number. Common grammatical errors
Week 12 and 13	Common linguistic errors
Weeks 14 and 15	Tanween - farqah-The alif al

Delivery Plan (Weekly Lab. Syllabus) Weekly laboratory schedule	
	Material Covered

Learning and Teaching Resources Learning and teaching resources		
	Text	Available in the Library?
Required Texts	Available in free education College Library world wide web	Yes
Recommended Texts		
Websites		

Group	Grade	Appreciation	Marks(%)	Definition
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Success Group(50 - 100)	A - Excellent	Excellent	90 - 100	Outstanding Performance
	B - Very Good	very good	80 - 89	Above average with some errors
	C - Good	good	70 - 79	Sound work with notable errors
	D Satisfactory	middle	60 - 69	Fair but with major shortcomings
	E Sufficient	acceptable	50 - 59	Work meets minimum criteria
Fail Group(0 – 49)	FX Fail	Sediment (under processing)	(45-49)	More work required but credit awarded
	F Fail	Precipitate	(0-44)	Considerable amount of work required
Note: Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, while a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.				

MODULE DESCRIPTION FORM

Study material a description model

Module Information					
Study Material information					
Module Title	Computer Principles		Module Delivery		
Module Type	Basic		☒ Theory Lecture ☒ Lab Tutorial Practical ☐ Seminar ☐		
Module Code	NTU102				
ECTS Credits	3				
SWL (hr/sem)	75				
Module Level		1	Semester of Delivery		1
Administering Department		Financial and banking technologies	College	Hawija Technical College	

Module Leader	Ahmed Lafteh is stubborn	e-mail	
Module Leader's Acad. Title	Assistant teacher	Module Leader's Qualification	Master's
Module Tutor		e-mail	
Peer Reviewer Name		e-mail	
Scientific Committee ApprovalDate		Version Number	1

Relation with other Modules			
Relationship with other study subjects			
Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents Course objectives, learning outcomes, and guidance content	
Module Aims Course objectives	with computer skills General objective: To equip students .1 Applications, creating office files and documents, using operating systems, and .2 the basics of working with the digital environment Teaching the student the skills and simplicity of using a calculator .3 .rnet in the field of comprehensive researchApplications and the Inte .4 made -Teaching the student the skills to work on the calculator, use its ready .4 applications, and the principles of the Internet in the field of specialization .ofessional reasonsPerforming his duties in the laboratory for pr .5
Module Learning Outcomes Learning outcomes for the subject	- Knowledge and understanding are gained through giving theoretical lectures and encouraging students to read a specific book on the subject, in addition to year level of -assigning students research tasks and/or desk reports at the first study. ng computer basicsUnderstandi .1 Understanding the components of a calculator .2 Controlling operating systems .3 Controlling screen settings .4
Indicative Contents Guidelines	The instructional content includes the following. understand computer fundamentals Developing students' abilities to .1 Learning computer basics increases general knowledge and .2 .intelligence levels among college students

Learning and Teaching Strategies	
Learning and teaching strategies	
Strategies	1- Learn the material through written lectures. 2- Continuous communication with students, including providing a safe learning environment. 3- Ensuring students' knowledge and comprehension through direct questions and tests. 4- ning among students to increase the ability to Activating cooperative lear understand others

Student Workload (SWL)			
Student's academic workload			
Structured SWL (h/sem)	33	Structured SWL (h/w)	2
Regular academic workload for the student during the semester		load for the Regular weekly study student	

Unstructured SWL (h/sem) Irregular student workload during the semester	42	Unstructured SWL (h/w) Irregular weekly study load for the student	1
Total SWL (h/sem) The student's total academic workload during the semester	75		

Module Evaluation					
Course Material Assessment					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	5% (5)	2, 7	
	Assignments				
	Projects/lab	4	15% (15)	3, 5, 7, 9	
	Report				
Summative assessment	Midterm Exam	1hr	20% (20)	10	
	Final Exam	3hr	60% (60)	16	
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
Weekly theoretical curriculum	
	Material Covered
Week 1	computers Computer fundamentals and the concept of
Week 2	Areas of computer use, its features, and its classification in terms of size, purpose of use, and data type.
Week 3	The computer's hardware and software components include the desktop, Start menu, taskbar, .operations, and desktop backgrounds folders, files, icons, window

Week 4	The personal computer, the concept of software security, software licenses, ethics in the digital world, computer security and privacy, computer programs and their types, intellectual property, ware, hacking operations, the harmful effects of computers on health, and the cyberattacks, mal .most important issues
Week 5	Controlling the operating system, its components, and its groups Uninstalling and installing programs
Week 6	Daily Test 1
Week 7-8	Run Microsoft 0202 Program Interface Main Tabs 0202 Microsoft
Week 9	Home tab , View tab, Page Layout tab
Week 10-11	Inserting objects and tables, text groups, and additional object symbols in Word
Week 12	Common computer settings, some computers , time and date setting, and primary disk maintenance.
Week 13	Daily exam 2
Week 14	Working with tables, functions, and equations
Week 15	review
Week 16	semester exam for the theoretical subject-of-End

Delivery Plan (Weekly Lab. Syllabus)

Weekly laboratory schedule

	Material Covered
	Training the student to deal with the computer and desktop environment, browsing, opening and closing windows and dialog boxes, and the correct ways to deal with the keyboard, cursor and other devices.
	- Practical examples of customization, working with icons, and changing screen resolution.
	Training the student on the Start menu, creating a file and saving it with the student's name on the desktop. Working with program windows and scroll bars. g a folder with a specific Creatin name and practicing changing the name, hiding, restoring, and deleting it. Training the student on performing operations on desktop windows and backgrounds.
	their types, and how to Training the student on how to handle computer software licenses and deal with the original software. Training the student on how to handle the original software. .Computer security and cyberattacks
	Understanding operating systems emFormatting the hard drive and installing the Windows operating syst
	The student is trained on using the control panel and common computer settings, and is .familiarized with how to use them, including setting the time and date
	Getting acquainted with the Word program environment, its menus and formats, writing many exts and training the student on them with different types of formats and printing them on the printer.
	ols and equationsTraining the student on page layout, tabs, and adding symb
	Training on inserting objects
	Creating schedules
	.Various examples of this include creating documents more professionally
	Controlling tables and drawing curves and polygons
	Insert text box

	review
	the practical course semester exam for-of-End

Learning and Teaching Resources		
Learning and teaching resources		
	Text	Available in the Library?
Required Texts	Headway	Yes
Recommended Texts		No
Websites		

Grading Scheme

Group	Grade	Appreciation	Marks(%)	Definition
Success Group(50 - 100)	A - Excellent	Excellent	90 - 100	Outstanding Performance
	B - Very Good	very good	80 - 89	Above average with some errors
	C - Good	good	70 - 79	Sound work with notable errors
	D Satisfactory	middle	60 - 69	Fair but with major shortcomings
	E Sufficient	acceptable	50 - 59	Work meets minimum criteria
Fail Group(0 – 49)	FX Fail	Sediment (under processing)	(45-49)	More work required but credit awarded
	F Fail	Precipitate	(0-44)	Considerable amount of work required

Note: Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, while a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

MODULE DESCRIPTION FORM

Study material a description model

Module Information Study Material information					
Module Title	Principles of Accounting			Module Delivery	
Module Type	Core			☒ Theory Lecture Lab ☐ ☒ Tutorial Practical ☐ Seminar ☐	
Module Code	TCH122				
ECTS Credits	9				
SWL (hr/sem)	225				
Module Level		1	Semester of Delivery		1
Administering Department		Financial and banking technologies	College	Hawija Technical College	
Module Leader	Wissam Sami Jabbar		e-mail		
Module Leader's Acad. Title		assistant professor	Module Leader's Qualification		PhD
Module Tutor			e-mail		
Peer Reviewer Name			e-mail		
Scientific Committee ApprovalDate			Version Number		

Relation with other Modules			
Relationship with other study subjects			
Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents Course objectives, learning outcomes, and guidance content	
Module Aims Course objectives	To enable the student to understand what accounting is, the and the ,business environment, the basic functions of accounting .users of accounting information -1 Enabling the student to understand the accounting cycle, recording, .posting, and balancing accounts -2 Enabling the student to understand how to handle the rise and fall .of capital -3 e all purchasing and sales The student should be able to handl .processes and their returns -4
Module Learning Outcomes Learning outcomes for the subject	.Knowledge and understanding -1 Knowing what accounting is, how to deal in the market (buying and how to discount, and how to calculate the cost of goods ,(selling .sold -2 Knowing how to handle personal withdrawals and methods of .processing them, in addition to how to make accounting entries -3 . Understanding how companies are accounted for -4
Indicative Contents Guidelines	.The instructional content includes the following Developing students' abilities to understand accounting principles, .foundations, and assumptions -1 Increasing the general culture and intelligence level of college students in .language of finance and business learning the -2 Students acquire skills -3

Learning and Teaching Strategies

Learning and teaching strategies

Strategies	.Explain all the information to the students in detail - 1 with students, including providing a safe Continuous communication -2 .learning environment Ensuring students' knowledge and understanding through direct questions -3 .and tests Activating cooperative learning among students to increase the ability to -4 . understand others nline lecturesLive o -5 .Assignments and exercises -6
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Student Workload (SWL)

Student's academic workload

Structured SWL (h/sem)	93	Structured SWL (h/w)	6
Regular academic workload for the student during the semester		Regular weekly study load for the student	
Unstructured SWL (h/sem)	132	Unstructured SWL (h/w)	3
Irregular student workload during the semester		Irregular weekly study load for the student	

Total SWL (h/sem) The student's total academic workload during the semester	225
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Module Evaluation					
Course Material Assessment					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	6	15% (15)	4, 5, 6, 7, 8, 9	
	Assignments	1	5% (5)	4	
	Projects/lab				
	Report				
Summative	Midterm Exam	1hr	20% (20)	12	

e assessment	Final Exam	3hr	60% (60)	60	
Total assessment			100% (100 Marks)	%100	

Delivery Plan (Weekly Syllabus)	
Weekly theoretical curriculum	
	Material Covered
Week 1	of accounting and its The concept of accounting, the evolution of accounting, the importance relationship to other sciences, the relationship of accounting to management, the relationship of .accounting to economics, and the relationship of accounting to law
Week 2	users of accounting information ,Branches of accounting, accounting information systems
Week 3 - 4	–Legal requirements for books –Ledger –Journal –Types of accounting books used Double entry. The –Single entry –Documents, their types, and methods of recording in books .entry bookkeeping theory-double balance sheet as a basis for the
Week 5	related operations: capital formation, capital reduction, capital increase-Capital
Week 6	Transactions related to personal withdrawals, cash withdrawals, merchandise withdrawals, and . withdrawals of other assets
Week 7	. Loan operations and their interest rates
Week 8-9	Expenses and their types (revenue and capital expenses and how to differentiate between them ,purchase of fixed assets, sale and exchange of fixed assets –types of revenue expenses – (merchandise transactions
Week 10	Procurement procedures, returns, and allowances
Week 11	Sales operations, sales returns, and sales allowances
Week 12	.Trial balance, trial balance planning, types of trial balance
Week 13	monthly exam
Week 14	Correcting accounting errors: the short method, the long method
Week 15	Final accounts, trading account, profit and loss account, balance sheet
Week 16	The week of final Exam

Delivery Plan (Weekly Lab. Syllabus) laboratory schedule Weekly	
	Material Covered

Learning and Teaching Resources Learning and teaching resources		
	Text	Available in the Library?
Required Texts	2018 –Saadi -Ani and Al-Al	Yes
Recommended Texts		
Websites		

Grading Scheme

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Group	Grade	Appreciation	Marks(%)	Definition
Success Group(50 - 100)	A - Excellent	Excellent	90 - 100	Outstanding Performance
	B - Very Good	very good	80 - 89	Above average with some errors
	C - Good	good	70 - 79	Sound work with notable errors
	D Satisfactory	middle	60 - 69	Fair but with major shortcomings
	E Sufficient	acceptable	50 - 59	Work meets minimum criteria
Fail Group(0 – 49)	FX Fail	Sediment (under processing)	(45-49)	More work required but credit awarded
	F Fail	Precipitate	(0-44)	Considerable amount of work required
Note: Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, while a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.				

MODULE DESCRIPTION FORM

Study material description a model

Module Information		
Study Material information		
Module Title	Human rights and democracy	Module Delivery

Module Type	Basic		☒ Theory Lecture ☐ Lab ☐ Tutorial Practical ☐ Seminar ☐	
Module Code	NYU100			
ECTS Credits	2			
SWL (hr/sem)	50			
Module Level	1	Semester of Delivery	1	
Administering Department	Financial and banking technologies	College	Hawija Technical College	
Module Leader	Prof. Dr. Saheb Jalal Ajaj		e-mail	
Module Leader's Acad. Title	assistant professor	Module Leader's Qualification	PhD	
Module Tutor			e-mail	
Peer Reviewer Name			e-mail	
Scientific Committee ApprovalDate			Version Number	

Relation with other Modules			
Relationship with other study subjects			
Prerequisite module	None		Semester
Co-requisites module	None		Semester

Module Aims, Learning Outcomes and Indicative Contents Course objectives, learning outcomes, and guidance content	
Module Aims Course objectives	human rights Understanding the concepts of democracy and -9 Distinguishing between this concept and other concepts -10 A correct understanding of human rights based on Islamic principles -11 Understanding public freedoms and how to preserve them -12
Module Learning Outcomes Learning outcomes for subject the	The student understands the principles of human rights in their correct and -9 Islamic concepts, and to understand the difference To derived meaning .between Its meaning in Islam and its meaning in other religions y the different types of rights, The student should be able to classif -10 .freedoms, and democracies To be able to participate in protecting and spreading this culture in -11 society, in addition to his commitment is able to defend his rights and the rights of others through his knowledge -12 . ations that protect human rightsof organiz His knowledge of the origins of human rights, how they developed over - 5 ime, and the foundations upon which they were built through the Abrahamic societies religions, including their basis in Islam and the theories written by .that needed these freedoms Able to identify organizations concerned with human rights and - 6 .democracy such as Amnesty International, the Red Cross, and others Able to understand the relationship between human rights and public - 7 freedoms Able to understand international conventions and treaties such as the - 8 Universal Declaration of Human Rights Understanding the guarantees for these rights in international – 9 constitutions

Indicative Contents Guidelines	students' ability to distinguish between exercising rights and adhering to applicable laws Developing - 1 Increasing cultural awareness of public rights and freedoms and spreading it in society - 2 Increasing awareness of the democratic concept and how to practice it through elections - 3
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Learning and Teaching Strategies	
Learning and teaching strategies	
Strategies	Explaining all the information in a detailed and understandable way -1 suitable learning Continuous communication with students and creating a -2 environment Ensuring that information is received correctly through tests and also through – 3 direct questions Activating the principle of cooperative learning to exchange opinions among - 4 r's ideasstudents and their understanding of each othe

Student Workload (SWL)			
Student's academic workload			
Structured SWL (h/sem) Regular academic workload for the student during the semester	33	Structured SWL (h/w) Regular weekly study load for the student	2
Unstructured SWL (h/sem) Irregular student workload during the semester	17	Unstructured SWL (h/w) Irregular weekly study load for the student	1
Total SWL (h/sem) The student's total academic workload during the semester	50		

Module Evaluation					
Assessment Course Material					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	4	15% (15)	2.5, 7.8	
	Assignments	2	5% (5)	5, 13	
	Projects/lab				
	Report				
Summative assessment	Midterm Exam	1hr	20% (20)	11	
	Final Exam	3hr	60% (60)	16	
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
Weekly theoretical curriculum	
	Material Covered
Weeks 1 and 2	Human rights and their development in human history

three, four, and five Weeks	Human rights in ancient and medieval times The first requirement: Human rights in ancient civilizations, with a focus on Mesopotamian civilization. The second requirement: Human rights in divine .Islam laws, with a focus on human rights in :Third requirement: Human rights in the Middle Ages .a. Human rights in political doctrines, schools of thought, and theories .for Human rights in companies, rights and declarations, revolutions and revolution American Revolution, constitutions (documents) For English , the (French Revolution, Russian Revolution
Weeks six, seven, and eight	.Human rights in modern and contemporary history First requirement: International recognition of human rights since World War (United Nations) I (League of Nations) Nations :The second requirement: Regional recognition of human rights -1 European Convention on Human Rights 1950 -2 The American Convention on Human Rights 1969 -3 The African Charter on Human and Peoples' Rights 1981 -4 uman Rights 1994The Arab Charter on H governmental organizations and human rights -Third requirement: Non international Committee of the Red Cross, Amnesty International, Human) Rights Watch, Arab Organization for Human Rights, National Human Rights (Organizations requirement: Human rights in Iraqi constitutions between theory and Fourth .reality
Weeks nine, ten, and eleven	.(Human rights (definition, definition, and guarantees .The relationship between human rights and public freedoms Declaration of Human Rights and Requirement (A): In the Universal .international conventions .Requirement (B): In regional charters and national constitutions • Second topic: Forms and types of human rights and the relationship .between them .collective human rights Requirement (A): Individual human rights and Requirement (B): Economic, social and cultural human rights and civil and

	political human rights Requirement (C): Modern human rights: the right to development, the right to .to Islam...etc a clean environment, the right to solidarity, the right Requirement (d): The interdependence of human rights as an indivisible .whole Third topic: Guarantees for respecting and protecting human rights First requirement: Guarantees for respecting and protecting human rights at the national level Guarantees in the Constitution and Laws -A Guarantees in the principle of the rule of law -B
Week 12 and 13	:Classification of public freedoms . Fundamental freedoms or individual freedoms -2
Weeks 14 and 15	freedoms Fundamental freedoms or individual - 2

Delivery Plan (Weekly Lab. Syllabus) Weekly laboratory schedule	
	Material Covered

Learning and Teaching Resources		
Learning and teaching resources		
	Text	Available in the Library?
Required Texts	Available for free education. College library. .Internet	Yes
Recommended Texts		
Websites		

Grading Scheme

Group	Grade	Appreciation	Marks(%)	Definition
Success Group(50 - 100)	A - Excellent	Excellent	90 - 100	Outstanding Performance
	B - Very Good	very good	80 - 89	Above average with some errors
	C - Good	good	70 - 79	Sound work with notable errors
	D Satisfactory	middle	60 - 69	Fair but with major shortcomings
	E Sufficient	acceptable	50 - 59	Work meets minimum criteria
Fail Group(0 – 49)	FX Fail	Sediment (under processing	(45-49)	More work required but credit awarded
	F Fail	Precipitate	(0-44)	Considerable amount of work required

Note: Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, while a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

MODULE DESCRIPTION FORM

Study material a description model

Module Information			
Study Material information			
Module Title	English language		Module Delivery
Module Type	BASIC		☒ Theory Lecture Lab Tutorial Practical ☐ Seminar ☐
Module Code	NTU101		
ECTS Credits	2		
SWL (hr/sem)	50		
Module Level	1	Semester of Delivery	

Administering Department		Financial and banking technologies	College	Hawija Technical College	
Module Leader	Haider Sultan Dawood		e-mail	Haidersoltan_hwj@ntu.edu.iq	
Module Leader's Acad. Title		teacher	Module Leader's Qualification		PhD
Module Tutor			e-mail		
Peer Reviewer Name			e-mail		
Scientific Committee ApprovalDate			Version Number	1	

Relation with other Modules			
Relationship with other study subjects			
Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents guidance Course objectives, learning outcomes, and content	
Module Aims Course objectives	General objective: To introduce the student to the basics of the English language, parts of speech, and the correct way to read and translate. Specific objective: To improve students' skills in dealing with the English language correctly in terms of pronunciation and translation, as well as to enhance the student's confidence in his abilities to deal with the language.
Module Learning Outcomes Learning outcomes for the subject	Knowledge and understanding are acquired through theoretical lectures and encouraging students to read a specific textbook on the subject, in addition to year level-tassigning research tasks and/or desk reports at the firs. .Knowledge of nouns and pronouns is also developed
Indicative Contents Guidelines	The instructional content includes the following. Developing students' abilities to understand the fundamentals of the .3 English language enhance the student's confidence in dealing with the English To - .4 .language and to enable him to read English books and references

Learning and Teaching Strategies

Learning and teaching strategies

Strategies	. Learn the material through written lectures -4 Continuous communication with students, including providing a safe -5 . learning environment Ensuring students' knowledge and understanding through direct questions -6 . and tests ong students to increase their ability Activating collaborative learning am .5 to understand others
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Student Workload (SWL)

Student's academic workload

Structured SWL (h/sem)	33	Structured SWL (h/w)	2
Regular academic workload for the student during the semester		for the Regular weekly study load student	
Unstructured SWL (h/sem)	17	Unstructured SWL (h/w)	1
Irregular student workload during the semester		Irregular weekly study load for the student	

Total SWL (h/sem) The student's total academic workload during the semester	50
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Module Evaluation					
Course Material Assessment					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	20	20% (20)	2, 5, 6, 7	
	Assignments				
	Projects/lab				
	Report				
Summative assessment	Midterm Exam	1hr	20% (20)	10	
	Final Exam	3hr	60% (60)	16	
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
Weekly theoretical curriculum	
	Material Covered
Week 1	Alphabet letters
Week 2	form a single sound The group of letters that
Week 3	Pronunciation, spelling, and dictation
Week 4	Verb in English

Week 5	exercises
Week 6	Names
Week 7-8	Countable and uncountable nouns
Week 9	Demonstrative pronouns
Week 10-11	pronouns
Week 12	Reflexive pronouns
Week 13	The sentence in English
Week 14	exercises
Week 15	Preparatory week before final exams
Week 16	Final exams

Delivery Plan (Weekly Lab. Syllabus)	
Weekly laboratory schedule	
	Material Covered

Learning and Teaching Resources		
teaching resources Learning and		
	Text	Available in the Library?

Required Texts	Headway	Yes
Recommended Texts		No
Websites		

Grading Scheme

Group	Grade	Appreciation	Marks(%)	Definition
Success Group(50 - 100)	A - Excellent	Excellent	90 - 100	Outstanding Performance
	B - Very Good	very good	80 - 89	Above average with some errors
	C - Good	good	70 - 79	Sound work with notable errors
	D Satisfactory	middle	60 - 69	Fair but with major shortcomings
	E Sufficient	acceptable	50 - 59	Work meets minimum criteria
Fail Group(0 – 49)	FX Fail	Sediment (under processing)	(45-49)	More work required but credit awarded
	F Fail	Precipitate	(0-44)	Considerable amount of work required

Note: Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, while a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

MODULE DESCRIPTION FORM

Study material a description model

Module Information			
Study Material information			
Module Title	Management principles		Module Delivery
Module Type	Core		☒ Theory Lecture ☐ Lab ☐ ☒ Tutorial Practical ☐ Seminar ☐
Module Code	TCH120		
ECTS Credits	9		
SWL (hr/sem)	225		
Module Level	1	Semester of Delivery	
Administering Department	Financial and banking technologies	College	Technical College Hawija
Module Leader	Mohammed Hussein Gharbi	e-mail	
Module Leader's Acad. Title	assistant professor	Module Leader's Qualification	PhD
Module Tutor		e-mail	

Peer Reviewer Name		e-mail	
Scientific Committee ApprovalDate		Version Number	

Relation with other Modules			
Relationship with other study subjects			
Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents objectives, learning outcomes, and guidance Course content	
Module Aims Course objectives	.The organization's orientation towards success -1 Promoting a culture of teamwork, and ensuring the -2 .empowerment and motivation of individuals investment in all available resources within the Ensuring optimal -3 .organization Finding new resources that can be utilized, while anticipating -4 and identifying the organization's future needs, and the opportunities through which these needs can be secured.
Module Learning Outcomes Learning outcomes for the subject	Knowledge of administrative and organizational functions within - business organizations. 1 Knowing how to set future goals and how to plan and organize to -2 ronmentsachieve those goals, in different work envi. Knowing how to prepare organizational structures, define the chain of - 3 command and scope of supervision, and how to define powers and responsibilities. Learn how to work in groups and work teams - 4 ation of the plan, identify Learn how to monitor the implement - 5 .deviations, and address them
Indicative Contents	To equip students with cognitive skills in the principles of management and the development of organizational thought, with a particular focus on business administration, in order to qualify them to carry out tasks and organizations responsibilities to work in business.

Guidelines	
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Learning and Teaching Strategies

Learning and teaching strategies

Strategies	Using diverse methods to present information, such as lectures, discussions, -1 and practical activities
	Using different tools and techniques to support learning, such as books, -2 . multimedia, and educational games
	based learning strategy. This strategy focuses on increasing the -Test -3 ability to individual's retention of what they have learned or studied and their a . remember it by answering the questions in the tests related to this

Student Workload (SWL)

Student's academic workload

Structured SWL (h/sem) Regular academic workload for the student during the semester	93	Structured SWL (h/w) weekly study load for the Regular student	6
Unstructured SWL (h/sem) Irregular student workload during the semester	132	Unstructured SWL (h/w) Irregular weekly study load for the student	3
Total SWL (h/sem) The student's total academic workload during the semester	225		

Module Evaluation					
Course Material Assessment					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	6	15% (15)	2,3,4,5,6 8	
	Assignments				
	Projects/lab				
	Report	1	5% (5)	10	
Summative assessment	Midterm Exam	1hr	20% (20)	10	
	Final Exam	3hr	60% (60)	15	
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
Weekly theoretical curriculum	
	Material Covered
Week 1	An introduction to management (its nature, its fields, and the contemporary challenges facing management.
Week 2	Schools of thought (traditional, humanistic, and contemporary). -The evolution of administrative thought
Week 3	(Environment (concept, sources, types, environmental factors affecting management.

Week 4	(Planning (concept, importance, steps, types, obstacles, characteristics of effective planning.
Week 5	(Decision making (concept, importance, steps, types, obstacles.
Week 6	Administrative organization (concept, principles, steps, types, organizational structure and the foundations used in determining the divisions of the organizational structure in the (rganizationo.
Week 7	ts types, the -its sources -Administrative levels and scope of supervision, authority relationship between responsibility and authority.
Week 8	Administrative centralization and administrative decentralization, committees and their advantages and factors that help increase the effectiveness of committees.
Week 9	(Motivation (Motivation and incentives, theories of motives and incentives, types of incentives.
Week 10	Leadership (concept, importance, difference between leader and manager, leadership styles and (theories.
Week 11	(types, factors affecting the communication process ,Communication (concept, elements.
Week 12	(Control (concept, steps, control tools and methods, types.
Week 13	The organization's functions (production management, marketing management, human (resources management, financial management.
Week 14	(Business ethics (concept, importance, sources, approaches.
Week 15	(obstacles ,government (concept, objectives, requirements-E

Delivery Plan (Weekly Lab. Syllabus)

Weekly laboratory schedule

	Material Covered

Learning and Teaching Resources		
Learning and teaching resources		
	Text	Available in the Library?
Required Texts	Management principles College Library	Yes
Recommended Texts		
Websites		

Grading Scheme

Group	Grade	Appreciation	Marks(%)	Definition
Success Group(50 - 100)	A - Excellent	Excellent	90 - 100	Outstanding Performance
	B - Very Good	very good	80 - 89	Above average with some errors
	C - Good	good	70 - 79	Sound work with notable errors
	D Satisfactory	middle	60 - 69	Fair but with major shortcomings
	E Sufficient	acceptable	50 - 59	Work meets minimum criteria
Fail Group(0 - 49)	FX Fail	Sediment (under processing)	(45-49)	More work required but credit awarded
	F Fail	Precipitate	(0-44)	Considerable amount of work required

Note: Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, while a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

MODULE DESCRIPTION FORM

Study material a description model

Module Information Study Material information			
Module Title	Principles of Statistics		Module Delivery
Module Type	B asic		☒ Theory Lecture ☐ Lab ☐ ☒ Tutorial Practical ☐ Seminar ☐
Module Code	TCH121		
ECTS Credits	8		
SWL (hr/sem)	200		
Module Level	1	Semester of Delivery	
Administering Department	Financial and Banking Technologies	College	Hawija Technical College
Module Leader	stubborn Ahmed Lafteh is		e-mail
Module Leader's Acad. Title	Assistant teacher	Module Leader's Qualification	Master's
Module Tutor		e-mail	
Peer Reviewer Name		e-mail	
Scientific Committee ApprovalDate		Version Number	

Relation with other Modules			
with other study subjects Relationship			
Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents Course objectives, learning outcomes, and guidance content	
Module Aims Course objectives	To familiarize the student with statistical methods and the use of scientific methods in collecting, organizing, presenting and .5 classifying various statistical data .6 of available data, Enabling the student to deal with the analysis using statistical concepts and methods in analysis and deriving .results Performing his duties at the workplace with professional .7 motivations .8 Raising their research awareness and moving the student from .gthe stage of teaching to learnin
Module Learning Outcomes Learning outcomes for the subject	The concept of statistics and its relationship to other sciences is .10 known .11 .random, and sample variables-It recognizes random, non .12 Constructing simple and double repetition tables .13 .continuous and discrete distributions and their functions .14 quantitative and quantitative data using lines, -Representing non .histograms, and pie charts It identifies measures of central tendency , such as the arithmetic .15 d the relationship between mean . The mediator, The pattern, an them It identifies measures of dispersion, Range, Interquartile .16 Deviation , Standard Deviation It introduces the concept of correlation , the simple correlation .17 .coefficient , and rank correlation .18 (R2 andt-test,) He recognizes statistical tests

Indicative Contents Guidelines	The guidance content includes the following: Solve the examples outside of class .6 Consulting books on the principles of statistics .7 principles of statistics Watch a video about the .8 Asking a question about any unclear topic and having the professor .9 answer it Collaborative learning with demand .10
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Learning and Teaching Strategies	
Learning and teaching strategies	
Strategies	. The information is explained in full and in detail in Arabic to the students -6 Continuous communication with students, including a safe learning -7 . environment Ensuring that the information reaches and is understood by the students -8 . and tests through direct questions Activating cooperative learning among students to increase the ability to -9 . understand others .Doing homework outside of class -10

Student Workload (SWL)			
Student's academic workload			
Structured SWL (h/sem) student Regular academic workload for the during the semester	108	Structured SWL (h/w) Regular weekly study load for the student	7
Unstructured SWL (h/sem) Irregular student workload during the semester	92	Unstructured SWL (h/w) Irregular weekly study load for the student	1
Total SWL (h/sem) The student's total academic workload during the semester	200		

Module Evaluation					
Course Material Assessment					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	4	10% (10)	2, 4, 6 7	
	Assignments	2	10% (10)	5, 13	
	Projects/lab				
	Report				
Summative assessment	Midterm Exam	1hr	20% (20)	11	
	Final Exam	3hr	60% (60)	16	
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
Weekly theoretical curriculum	
	Material Covered
Week 1	The concept of statistics and its relationship to other sciences
Week 2	Statistical methods, data collection methods
Week 3	Types of samples, data classification and categorization
Week 4	Frequency tables

Learning and Teaching Resources		
Learning and teaching resources		
	Text	Available in the Library?
Required Texts	Books on the principles of statistics were available in the .college library	Yes
Recommended Texts	Principles of Statistics	
Websites	Books available on the internet	

Grading Scheme

Group	Grade	Appreciation	Marks(%)	Definition
Success Group(50 - 100)	A - Excellent	Excellent	90 - 100	Outstanding Performance
	B - Very Good	very good	80 - 89	Above average with some errors
	C - Good	good	70 - 79	Sound work with notable errors
	D Satisfactory	middle	60 - 69	Fair but with major shortcomings
	E Sufficient	acceptable	50 - 59	Work meets minimum criteria
Fail Group(0 – 49)	FX Fail	Sediment (under processing	(45-49)	More work required but credit awarded
	F Fail	Precipitate	(0-44)	Considerable amount of work required

Note: Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, while a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

MODULE DESCRIPTION FORM

Study material a description model

Module Information Study Material information				
Module Title	Principles of Economics		Module Delivery	
Module Type	Core	☒ Theory Lecture ☐ Lab ☐ ☒ Tutorial Practical ☐ Seminar ☐		
Module Code	TCH123			
ECTS Credits	9			
SWL (hr/sem)	225			
Module Level	1			Semester of Delivery
Administering Department	Financial and banking technologies	College	Hawija Technical College	
Module Leader	Taif Hamad-Hussein Al		e-mail	
Module Leader's Acad. Title	Assistant teacher	Module Leader's Qualification	Master's	
Module Tutor		e-mail		
Peer Reviewer Name		e-mail		
Scientific Committee ApprovalDate		Version Number		

Relation with other Modules			
study subjects Relationship with other			
Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents Course objectives, learning outcomes, and guidance content	
Module Aims Course objectives	- To identify how to maximize the satisfaction of unlimited needs by producing goods and services using a limited amount of economic resources - Understanding the importance of economic theory in formulating policies microeconomic - To identify the theoretical and mathematical applications of the theory in economics
Module Learning Outcomes Learning outcomes for the subject	- Introducing the student to the concept of economics. - To enable the student to learn economic terminology. - student learns about the concept of economics. - The student learned about the relationship between economics and other sciences. - student became aware of the economic problem. - earned how to address the economic problem according The student l to economic systems. - The student became familiar with some economic concepts. - The student became familiar with economic activities. - The student became familiar with the theory of demand. - .The student became familiar with the order schedule

Indicative Contents Guidelines	The guidance content includes the following: - Developing students' abilities to understand economic texts - and intelligence levels among college students - Increasing general knowledge
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Learning and Teaching Strategies	
Learning and teaching strategies	
Strategies	- A complete and detailed explanation of all information in Arabic for students - Continuous communication with students, including providing a safe learning environment. - Ensuring students' knowledge and understanding through direct questions and tests - Activating cooperative learning among students to increase the ability to understand others

Student Workload (SWL)			
Student's academic workload			
Structured SWL (h/sem)		Structured SWL (h/w)	
Regular academic workload for the student during the semester	93	Regular weekly study load for the student	6

Unstructured SWL (h/sem) Irregular student workload during the semester	132	Unstructured SWL (h/w) Irregular weekly study load for the student	3
Total SWL (h/sem) The student's total academic workload during the semester	225		

Module Evaluation					
Material Assessment Course					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	5% (10)	2, 7	
	Assignments	2	5% (10)	5, 13	
	Projects/lab				
	Report				
Summative assessment	Midterm Exam	1hr	20% (20)	11	
	Final Exam	3hr	60% (60)	16	
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
Weekly theoretical curriculum	
	Material Covered
Week 1	The concept of economics
Week 2	The relationship of economics to other sciences
Week 3	economic problem The
Week 4	Addressing the economic problem in different economic systems
Week 5	Defining some economic concepts

Learning and Teaching Resources

Learning and teaching resources

	Text	Available in the Library?
Required Texts	Headway	Yes
Recommended Texts		
Websites		

Grading Scheme

Group	Grade	Appreciation	Marks(%)	Definition
Success Group(50 - 100)	A - Excellent	Excellent	90 - 100	Outstanding Performance
	B - Very Good	very good	80 - 89	Above average with some errors
	C - Good	good	70 - 79	Sound work with notable errors
	D Satisfactory	middle	60 - 69	Fair but with major shortcomings
	E Sufficient	acceptable	50 - 59	Work meets minimum criteria
Fail Group(0 – 49)	FX Fail	Sediment (under processing)	(45-49)	More work required but credit awarded
	F Fail	Precipitate	(0-44)	Considerable amount of work required

Note: Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, while a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

MODULE DESCRIPTION FORM

Study material a description model

Module Information Study Material information					
Module Title	Arabic		Module Delivery		
Module Type	basic		☒ Theory Lecture ☐ Lab ☐ Tutorial Practical ☐ Seminar ☐		
Module Code	NTU104				
ECTS Credits	2				
SWL (hr/sem)	50				
Module Level	1	Semester of Delivery		1	
Administering Department	Financial and banking technologies	College	Hawija Technical College		
Module Leader	Ahmed Muwaffaq Hussein		e-mail	ahmedmufaq_hwj@ntu.edu.iq	
Module Leader's Acad. Title	assistant professor		Module Leader's Qualification	PhD	
Module Tutor			e-mail		
Peer Reviewer Name			e-mail		
Scientific Committee ApprovalDate			Version Number		

Relation with other Modules			
Relationship with other study subjects			
Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents guidance Course objectives, learning outcomes, and content	
Module Aims Course objectives	Introducing the importance of the Arabic language -13 Distinguishing between correct and incorrect constructions -14 Correct learning of Arabic grammar rules -15 marks and their Understanding the parts of speech and punctuation -16 role in writing preparation
Module Learning Outcomes Learning outcomes for the subject	He was able to understand the structure of Arabic words in a way that -13 increased his knowledge of the characteristics of the Arabic language and . His knowledge of grammatical enabled him to consult dictionaries ken and written language and terminology used to describe spoconcepts . expanded .The student should be familiar with the basics of Arabic grammar rules -14 To be able to express the intended meaning correctly -15 .The student is able to distinguish between Arabic words and others -16
Indicative Contents Guidelines	Developing students' ability to distinguish between correct and - 1 .incorrect statements Developing the student's ability and raising awareness of the - 2 .importance of learning the Arabic language express oneself eloquently, enabling one to Increased ability to - 3 .convey meaning accurately, completely, and to different levels

Learning and Teaching Strategies	
Learning and teaching strategies	
Strategies	information in a detailed and understandable way Explaining all the -1 Continuous communication with students and creating a suitable learning -2 environment Ensuring that information is received correctly through tests and also through – 3 direct questions principle of cooperative learning to exchange opinions among Activating the p - 4 students and their understanding of each other's ideas

Student Workload (SWL)			
Student's academic workload			
Structured SWL (h/sem) Regular academic workload for the student semester during the	33	Structured SWL (h/w) Regular weekly study load for the student	2
Unstructured SWL (h/sem) Irregular student workload during the semester	17	Unstructured SWL (h/w) Irregular weekly study load for the student	1
Total SWL (h/sem) Total academic workload during the The student's semester	50		

Module Evaluation					
Course Material Assessment					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	4	20% (20)	2, 4, 5, 7	
	Assignments				
	Projects/lab				
	Report				
Summative assessment	Midterm Exam	1hr	20% (20)	4, 11	
	Final Exam	3hr	60% (60)	16	
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
Weekly theoretical curriculum	
	Material Covered
Weeks 1 and 2	Defining the importance of the Arabic language, its accuracy in expressing meaning, the sayings of scholars on this matter, and the closed and open ta'.
Weeks three, four, and five	and ,qaṭ'-waṣl, hamzat al-The hamzat al. (ضاد and طاء) The letters ḍād and tā' .atrāfah-hamzat al
Weeks six, seven, and eight	. Punctuation marks. Nouns, verbs, and particles. Objects

Weeks nine, ten, and eleven	Number. Common grammatical errors
Week 12 and 13	Common linguistic errors
Weeks 14 and 15	Tanween - farqah-The alif al

Delivery Plan (Weekly Lab. Syllabus) Weekly laboratory schedule	
	Material Covered

Learning and Teaching Resources Learning and teaching resources		
	Text	Available in the Library?
Required Texts	Available in free education College Library world wide web	Yes
Recommended		

Texts		
Websites		

Group	Grade	Appreciation	Marks(%)	Definition
Success Group(50 - 100)	A - Excellent	Excellent	90 - 100	Outstanding Performance
	B - Very Good	very good	80 - 89	Above average with some errors
	C - Good	good	70 - 79	Sound work with notable errors
	D Satisfactory	middle	60 - 69	Fair but with major shortcomings
	E Sufficient	acceptable	50 - 59	Work meets minimum criteria
Fail Group(0 – 49)	FX Fail	Sediment (under processing	(45-49)	More work required but credit awarded
	F Fail	Precipitate	(0-44)	Considerable amount of work required

Note: Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, while a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

MODULE DESCRIPTION FORM

Study material a description model

Module Information					
Study Material information					
Module Title	Computer Principles		Module Delivery		
Module Type	Basic		☒ Theory Lecture ☒ Lab Tutorial Practical ☐ Seminar ☐		
Module Code	NTU102				
ECTS Credits	3				
SWL (hr/sem)	75				
Module Level		1		Semester of Delivery	
Administering Department		Financial and banking technologies	College	Hawija Technical College	
Module Leader	stubborn Ahmed Lafteh is		e-mail		
Module Leader's Acad. Title		Assistant teacher	Module Leader's Qualification		Master's
Module Tutor			e-mail		
Peer Reviewer Name			e-mail		

Scientific Committee ApprovalDate		Version Number	1
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Relation with other Modules with other study subjects Relationship			
Prerequisite module	None		Semester
Co-requisites module	None		Semester

Module Aims, Learning Outcomes and Indicative Contents Course objectives, learning outcomes, and guidance content	
Module Aims Course objectives	General objective: To equip students with computer skills .1 Applications, creating office files and documents, using operating systems, and .2 the basics of working with the digital environment student the skills and simplicity of using a calculator Teaching the .3 .Applications and the Internet in the field of comprehensive research .4 made -Teaching the student the skills to work on the calculator, use its ready .4 et in the field of specializationapplications, and the principles of the Intern .Performing his duties in the laboratory for professional reasons .5
Module Learning Outcomes Learning outcomes for the subject	- Knowledge and understanding are gained through giving theoretical lectures and encouraging students to read a specific book on the subject, in addition to year level of -assigning students research tasks and/or desk reports at the first study. ng computer basicsUnderstanding .5 Understanding the components of a calculator .6 Controlling operating systems .7 Controlling screen settings .8
Indicative Contents Guidelines	The instructional content includes the following. understand computer fundamentals Developing students' abilities to .3 Learning computer basics increases general knowledge and .4 .intelligence levels among college students

Learning and Teaching Strategies	
Learning and teaching strategies	
Strategies	1- Learn the material through written lectures. 2- Continuous communication with students, including providing a safe learning environment. 3- Ensuring students' knowledge and comprehension through direct questions and tests. 4- ning among students to increase the ability to Activating cooperative lear understand others

Student Workload (SWL)			
Student's academic workload			
Structured SWL (h/sem)	33	Structured SWL (h/w)	2
Regular academic workload for the student during the semester		load for the Regular weekly study student	

Unstructured SWL (h/sem) Irregular student workload during the semester	42	Unstructured SWL (h/w) Irregular weekly study load for the student	1
Total SWL (h/sem) The student's total academic workload during the semester	75		

Module Evaluation					
Course Material Assessment					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	5% (5)	2, 7	
	Assignments				
	Projects/lab	4	15% (15)	3, 5, 7, 9	
	Report				
Summative assessment	Midterm Exam	1hr	20% (20)	10	
	Final Exam	3hr	60% (60)	16	
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
Weekly theoretical curriculum	
	Material Covered
Week 1	computers Computer fundamentals and the concept of
Week 2	Areas of computer use, its features, and its classification in terms of size, purpose of use, and data type.
Week 3	The computer's hardware and software components include the desktop, Start menu, taskbar, .operations, and desktop backgrounds folders, files, icons, window

Week 4	The personal computer, the concept of software security, software licenses, ethics in the digital world, computer security and privacy, computer programs and their types, intellectual property, ware, hacking operations, the harmful effects of computers on health, and the cyberattacks, mal .most important issues
Week 5	Controlling the operating system, its components, and its groups Uninstalling and installing programs
Week 6	Daily Test 1
Week 7-8	Run Microsoft 0202 Program Interface Main Tabs 0202 Microsoft
Week 9	Home tab , View tab, Page Layout tab
Week 10-11	Inserting objects and tables, text groups, and additional object symbols in Word
Week 12	Common computer settings, some computers , time and date setting, and primary disk maintenance.
Week 13	Daily exam 2
Week 14	Working with tables, functions, and equations
Week 15	review
Week 16	semester exam for the theoretical subject-of-End

Delivery Plan (Weekly Lab. Syllabus)

Weekly laboratory schedule

	Material Covered
	Training the student to deal with the computer and desktop environment, browsing, opening and closing windows and dialog boxes, and the correct ways to deal with the keyboard, cursor and other devices.
	- Practical examples of customization, working with icons, and changing screen resolution.
	Training the student on the Start menu, creating a file and saving it with the student's name on the desktop. Working with program windows and scroll bars. g a folder with a specific Creatin name and practicing changing the name, hiding, restoring, and deleting it. Training the student on performing operations on desktop windows and backgrounds.
	their types, and how to Training the student on how to handle computer software licenses and deal with the original software. Training the student on how to handle the original software. .Computer security and cyberattacks
	Understanding operating systems emFormatting the hard drive and installing the Windows operating syst
	The student is trained on using the control panel and common computer settings, and is .familiarized with how to use them, including setting the time and date
	Getting acquainted with the Word program environment, its menus and formats, writing many exts and training the student on them with different types of formats and printing them on the printer.
	ols and equationsTraining the student on page layout, tabs, and adding symb
	Training on inserting objects
	Creating schedules
	.Various examples of this include creating documents more professionally
	Controlling tables and drawing curves and polygons
	Insert text box

	review
	the practical course semester exam for-of-End

Learning and Teaching Resources		
Learning and teaching resources		
	Text	Available in the Library?
Required Texts	Headway	Yes
Recommended Texts		No
Websites		

Grading Scheme

Group	Grade	Appreciation	Marks(%)	Definition
Success Group(50 - 100)	A - Excellent	Excellent	90 - 100	Outstanding Performance
	B - Very Good	very good	80 - 89	Above average with some errors
	C - Good	good	70 - 79	Sound work with notable errors
	D Satisfactory	middle	60 - 69	Fair but with major shortcomings
	E Sufficient	acceptable	50 - 59	Work meets minimum criteria
Fail Group(0 – 49)	FX Fail	Sediment (under processing)	(45-49)	More work required but credit awarded
	F Fail	Precipitate	(0-44)	Considerable amount of work required

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MODULE DESCRIPTION FORM

Study material a description model

Module Information Study Material information				
Module Title	Principles of Accounting		Module Delivery	
Module Type	Core		☒ Theory Lecture Lab ☐ ☒ Tutorial Practical ☐ Seminar ☐	
Module Code	TCH122			
ECTS Credits	9			
SWL (hr/sem)	225			
Module Level	1	Semester of Delivery		1
Administering Department		Financial and banking technologies	College	Hawija Technical College
Module Leader	Wissam Sami Jabbar		e-mail	
Module Leader's Acad. Title		assistant professor	Module Leader's Qualification	PhD
Module Tutor			e-mail	
Peer Reviewer Name			e-mail	
Scientific Committee ApprovalDate			Version Number	

Relation with other Modules			
Relationship with other study subjects			
Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents Course objectives, learning outcomes, and guidance content	
Module Aims Course objectives	To enable the student to understand what accounting is, the accounting, and the business environment, the basic functions of .users of accounting information -5 Enabling the student to understand the accounting cycle, recording, .posting, and balancing accounts -6 Enabling the student to understand how to handle the rise and fall .of capital -7 able to handle all purchasing and sales The student should be .processes and their returns -8
Module Learning Outcomes Learning outcomes for the subject	.Knowledge and understanding -5 Knowing what accounting is, how to deal in the market (buying and how to discount, and how to calculate the cost of goods ,(selling .sold -6 Knowing how to handle personal withdrawals and methods of .processing them, in addition to how to make accounting entries -7 . Understanding how companies are accounted for -8
Indicative Contents Guidelines	.The instructional content includes the following Developing students' abilities to understand accounting principles, .foundations, and assumptions -4 Increasing the general culture and intelligence level of college students in .language of finance and business learning the -5 Students acquire skills -6

Learning and Teaching Strategies

Learning and teaching strategies

Strategies	.Explain all the information to the students in detail - 1 with students, including providing a safe Continuous communication -2 .learning environment Ensuring students' knowledge and understanding through direct questions -3 .and tests Activating cooperative learning among students to increase the ability to -4 . understand others nline lecturesLive o -5 .Assignments and exercises -6
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Student Workload (SWL)

Student's academic workload

Structured SWL (h/sem) Regular academic workload for the student during the semester	93	Structured SWL (h/w) Regular weekly study load for the student	6
Unstructured SWL (h/sem) Irregular student workload during the semester	132	Unstructured SWL (h/w) Irregular weekly study load for the student	3

Total SWL (h/sem) The student's total academic workload during the semester	225
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Module Evaluation					
Course Material Assessment					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	6	15% (15)	4, 5, 6, 7, 8, 9	
	Assignments	1	5% (5)	4	
	Projects/lab				
	Report				
Summative	Midterm Exam	1hr	20% (20)	12	

e assessment	Final Exam	3hr	60% (60)	60	
Total assessment			100% (100 Marks)	%100	

Delivery Plan (Weekly Syllabus)	
Weekly theoretical curriculum	
	Material Covered
Week 1	of accounting and its The concept of accounting, the evolution of accounting, the importance relationship to other sciences, the relationship of accounting to management, the relationship of .accounting to economics, and the relationship of accounting to law
Week 2	users of accounting information ,Branches of accounting, accounting information systems
Week 3 - 4	–Legal requirements for books –Ledger –Journal –Types of accounting books used Double entry. The –Single entry –Documents, their types, and methods of recording in books .entry bookkeeping theory-double balance sheet as a basis for the
Week 5	related operations: capital formation, capital reduction, capital increase-Capital
Week 6	Transactions related to personal withdrawals, cash withdrawals, merchandise withdrawals, and . withdrawals of other assets
Week 7	. Loan operations and their interest rates
Week 8-9	Expenses and their types (revenue and capital expenses and how to differentiate between them ,purchase of fixed assets, sale and exchange of fixed assets –types of revenue expenses – (merchandise transactions
Week 10	Procurement procedures, returns, and allowances
Week 11	Sales operations, sales returns, and sales allowances
Week 12	.Trial balance, trial balance planning, types of trial balance
Week 13	monthly exam
Week 14	Correcting accounting errors: the short method, the long method
Week 15	Final accounts, trading account, profit and loss account, balance sheet
Week 16	The week of final Exam

Group	Grade	Appreciation	Marks(%)	Definition
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Delivery Plan (Weekly Lab. Syllabus)	
laboratory schedule Weekly	
	Material Covered

Learning and Teaching Resources		
Learning and teaching resources		
	Text	Available in the Library?
Required Texts	2018 –Saadi -Ani and Al-Al	Yes
Recommended Texts		
Websites		

Success Group(50 - 100)	A - Excellent	Excellent	90 - 100	Outstanding Performance
	B - Very Good	very good	80 - 89	Above average with some errors
	C - Good	good	70 - 79	Sound work with notable errors
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