

Course description template for Economic Readings

1-Teaching Institution
Administrative Technical College / Mosul
2- University Department/Centre
Northern Technical University / Department of Oil and Gas Economics Technologies
3-Course title/code /OGET 111
Administrative Reading
4- Available forms of attendance
Presence
5- Semester/Year
Second semester/ First Level
6-Number of hours tuition (total)
(15*5)75 hours
7- Date of production/revision of this specification
1/9/2025
8-(Course Objectives)General Course Objectives
1. To provide students with fundamental concepts related to economic terminology. 2. To provide students with essential economic vocabulary in English. 3. To develop the ability to form sentences and read economic texts in English. 4. To enable students to speak English effectively. 5. To enable students to become familiar with economic terms and vocabulary.
1– Course outcomes, teaching, learning and assessment methods

Learning Outcomes (LOS)	Learning and teaching methods	Evaluation methods
1The student learns about the nature of Administrative reading.	Theoretical lectures using educational tools (PowerPoint presentations)	Daily and monthly tests
2-To explain to construct sentences in English.	Theoretical lectures	management Solving exercises within the lecture and assigning external homework
3-Developing students' ability to communicate effectively. Provide student with the basic knowledge of Administration.	View the companies' work and achievements	Discussions and dialogues

2- Course structure (theoretical and scientific vocabulary)

Week	Hours	Required learning outcomes	Name of the unit/topic	Teaching method	Evaluation method
First	4	Student understanding the lesson	Definition economics	Lecture	Daily and monthly Tests
Second	4	Student understanding the lesson	Economic problem	Lecture	Daily and monthly Tests
Third	4	Student understanding the lesson	Demand theory	Lecture	Daily and monthly tests
Fourth	4	Student understanding the lesson	Supply theory	Lecture	Daily and monthly tests

Fifth	4	Student understanding the lesson	Production and co	Lecture	Daily and monthly tests
Sixth	4	Student understanding the lesson	Market	Lecture	Daily and monthly tests
Seventh	4	Student understanding the lesson	International organizations	Lecture	Daily and monthly tests
The eighth	4	Student understanding the lesson	Revenues	Lecture	Daily and monthly tests
Ninth	4	Student understanding the lesson	Growth development a	Lecture	Daily and monthly tests
Tenth	4	Student understanding the lesson	Important terms	Lecture	Daily and monthly tests
Eleventh	4	Student understanding the lesson	Modern concepts economics	Lecture	Daily and monthly tests
Twelfth	4	Student understanding the lesson	Economic experiments	Lecture	Daily and monthly tests
Thirteenth	4	Student understanding the lesson	Advanced vocabulary antonyms	Lecture	Daily and monthly tests
Fourteenth	4	Student understanding the lesson	Advanced synonym	Lecture	Daily and monthly Tests
Fifteen	4	Student understanding of lesson	General Exam	Lecture	Daily and monthly

2–Aligning learning outcomes with the National Qualifications Framework:

- *Formulating clear and measurable learning outcomes.
- *Linking course outcomes to the skills and knowledge required by the labor market.

3– Developing teaching methods and techniques

- *Introducing active learning methods (such as problem–based learning, brainstorming, and P2 studies.
- *Using modern technology in presenting the material (such as e–learning, educational videos, simulations.

4– Enhancing students' critical and analytical thinking skills:

2– Infrastructure

Classrooms, laboratories and Workshops	Available
Required books and curriculum	Publications on Administrative reading available in college library and the university's central library
Main references (sources)	
Recommended books and references https://www.noor-book.com/en/tag/administrative-reading-material https://elt.oup.com/student/headwa	Scientific and Applied Research Projects

?cc=global&selLanguage=en (Scient journals, reports,.....)	
Electronic references and websites	Administrative reading websites.

Course Description Form Management

1-Teaching Institution
Administrative Technical College / Mosul
2- University Department/Centre
Northern Technical University / Department of Oil and gas economics techniques
3-Course title/code
Management
4- Available forms of attendance
Presence
5- Semester/Year
The second semester 2025-2026
6-Number of hours tuition (total)
(14*4)56hours
7- Date of production/revision of this specification
1/9/2025
8-(Course Objectives)General Course Objectives
Identify the main objectives of the course: This course aims to provide the student with the basic knowledge and introductory skills to understand management science and practice. By the end of the course, the student is expected to be able to

Understand the basic concepts of management and determine its importance as a vital element in the success of organizations and achieving their goals

Identify the main managerial functions: planning, organizing, directing, and controlling, and understand the complementary relationship between them. Analyze the internal and external business environment and comprehend the impact of environmental factors on managerial decision-making. Distinguish between the different managerial levels (senior, middle, executive), and understand the tasks and responsibilities associated with each level

Identify contemporary managerial trends and methods, such as total quality management, management by objectives, and change management

Develop analytical and managerial thinking skills by studying practical applications and real-life situations in a

understanding organizational structures and the foundations of their design, and analyzing their impact on the effectiveness and efficiency of institutional performance. Realize the importance of business ethics and social responsibility in management practices, and enhance the student's professional values

3– Course outcomes, teaching, learning and assessment methods

Learning Outcomes (LOS)	Learning and teaching methods	Evaluation methods
1The student learns about the nature of management.	Theoretical lectures using educational tools (PowerPoint presentations	Daily and monthly tests
2-To explain the difference between senior, middle and lower	Theoretical lectures	management Solving exercises within the lecture and assigning external homework
3-To apply everything he has learned to his own companies	View the companies' work and achievements	Discussions and dialogues

4- Course structure (theoretical and scientific vocabulary)

Week	Hours	Required learning outcomes	Name of the unit/topic	Teaching method	Evaluation method
First	4	Student understanding the lesson	Introduction Management	Lecture	Daily and monthly Tests
Second	4	Student understanding the lesson	The origin and development management	Lecture	Daily and monthly Tests
Third	4	Student understanding the lesson	Administrative schools	Lecture	Daily and monthly tests
fourth	4	Student understanding the lesson	Management Application Magazines	Lecture	Daily and monthly tests
Fifth	4	Student understanding the lesson	Administrative and facility jobs	Lecture	Daily and monthly tests
Sixth	4	Student understanding the lesson	Planning	Lecture	Daily and monthly tests
Seventh	4	Student understanding the lesson	The importance and benefits planning	Lecture	Daily and monthly tests
The eighth	4	Student understanding the lesson	Planning steps	Lecture	Daily and monthly tests
Ninth	4	Student understanding the lesson	Authority responsibility	Lecture	Daily and monthly tests
tenth	4	Student understanding the lesson	Centralization And decentralization	Lecture	Daily and monthly tests
Eleventh	4	Student understanding the lesson	Organizational charts	Lecture	Daily and monthly tests
Twelfth	4	Student understanding the lesson	Motivation	Lecture	Daily and monthly tests

Thirteenth	4	Student understanding the lesson	Leadership	Lecture	Daily and monthly tests
Fourteenth	4	Student understanding the lesson	Censorship	Lecture	Daily and monthly Tests

3– Curriculum development plan

1–Improving the quality of academic content:

- *Updating administrative concepts and theories in line with modern trends in management science,
- *Incorporating the latest administrative practices and global and local experiences.

2–Aligning learning outcomes with the National Qualifications Framework:

- *Formulating clear and measurable learning outcomes.
- *Linking course outcomes to the skills and knowledge required by the labor market.

3– Developing teaching methods and techniques

- *Introducing active learning methods (such as problem-based learning, brainstorming, and P2 studies.)
- *Using modern technology in presenting the material (such as e-learning, educational videos, simulations.)

4– Enhancing students' critical and analytical thinking skills:

- *Training students to analyze administrative problems and make decisions based on clear data and criteria

4– Infrastructure

Classrooms, laboratories and Workshops	Available
Required books and curriculum	Principles of Management with a Focus on Business Administration / Dr. Khalil Mohammed Hassan Al-Shamaa
Main references (sources)	The Economics of Research and Development in the World / Omar Abdel-Hay Saleh Al-Bil
Recommended books and references (scientific journals, reports,.....)	Scientific and Applied Research Projects Management / Al-Khatib Abdullah Contemporary Introduction to the Concepts and Functions of Public Relations / Muhammad Ali Hussein
Electronic references and websites	https://www.kau.edu.sa/files/0001670/subjects/%D9%85%D8%A8%D8%A7%D8%AF%D8%A6%D8%A7%D9%84%D8%A5%D8%AF%D8%A7%D8%A9%D8%A7%D9%84%D8%B9%D8%A7%D9%85%D8%A9.ppt

Course Description Form Principles of Economics

1. Teaching Institution	Administrative Technical College / Mosul
2. University/Department/Centre	Northern Technical University / Department of Oil and gas economics techniques
3. Course title/code	Principles of Economics / OGET 111
4. Modes of Attendance offered	Blended education
5. Semester/Year	The First
6. Number of hours tuition (total)	(15*5) 75 hours per year
7. Date of production/revision of this specification	30/ 9 /2025
8. Aims of the Course: • Study the principles of economics and help the student understand it. • Improving the student's level in economics. • Developing methods of economic thinking and unleashing the latent energies of	

students. Developing economic thinking among students helps them move towards other sciences.

9. Course Structure

Week ILOs	Hours	ILOs	Unit/Module or Topic Title	Teaching Method	Assessment Method
The First	4	Economic Concepts	Economic Concepts	Theoretical	Discussion and Questions
The Second	3	Demand theory	Market equilibrium	Theoretical	Discussion and Questions
	1	Exam.		Exam.	Exam.
The Third	4	Supply and equilibrium theory	Market equilibrium	Theoretical	Discussion and Questions
The Fourth	3	Elasticities of demand and supply	Elasticities	Theoretical	Discussion and Questions
	1	Exam.		Exam.	Exam.
Fifth	4	Consumer demand and utility	Consumer demand theory	Theoretical	Discussion and Questions
VI	1	Exam.		Exam.	Exam.
	3	Production function	Production Theory	Theoretical	Discussion and Questions
seventh	3	Production Costs in the short run	Production Costs	Theoretical	Discussion and Questions
	1	Exam.		Exam.	Exam.
VIII	3	Production Costs in the long run	Production Costs	Theoretical	Discussion and Questions
	1	Exam.		Exam.	Exam.
ninth	4	Perfectly Competitive Market (aggregate analysis)	Markets	Theoretical	Discussion and Questions
The tenth	4	Perfectly competitive	Markets	Theoretical	Discussion and

		market (at the unit level)			Questions
eleventh	1	Exam.			Exam.
	3	Pure Monopoly Market	Markets	Information economics	Information economics
twelveth	3	Information economics	Information economics	Theoretical	Discussion and Questions
	1	Exam.			Exam.
Thirteenth	3	The general level of prices	Inflation theory	Theoretical	Discussion and Questions
	1	Exam.			Exam.
Fourteenth	3	Aggregate supply and demand	Aggregate Equilibrium	Theoretical	Discussion and Questions
	1	Exam.			Exam.
Fifteenth	1	sustainable development	Sustainable Development	Theoretical	Discussion and Questions
	2	Sustainable development goals			
	1	Exam.			Exam.

11. Infrastructure:

Sources:

- * Salvatore, D., & Diulio, E. A. (2011), Schaum's Outline of Principles of Economics, McGraw-Hill
- * Salvatore, Dominic (1992), Theories of Unit Economics: Theories and Questions, Schaum's Abstracts Series, Office of University Publications, Algeria..
- * Delio, Eugene A., Macroeconomic Theory, Schaum's Outline Series, International House for Publishing and Distribution, Cairo, Egypt

12. Curriculum development plan:

1. The current century is witnessing economic problems that differ from previous traditional problems due to the changes that have occurred as a result of climate

change and the emergence of alternative energy generated from renewable resources such as the sun, air, and wind, and the diminishing role of oil and gas, in addition to information technology. Therefore, it is necessary to develop curricula and courses related to economic studies.

2. Focusing on future studies based on scientific analysis of reality, in order to predict the economic future of the region and the global economy, and to equip students with the skills of analysis, thinking, and creativity in solving current and future problems and making appropriate decisions regarding those problems.

Course Description Form Principles of Statistics

1. Educational institution	Northern Technical University / Administrative Technical College, Mosul
2. Scientific department/center	Department of Oil and gas economics techniques
3. Course name/code	Principles of Statistics/TCMM 105
4. Available attendance forms	Mandatory / attendance
5. Semester/year	the First
6. Number of study hours (total)	(6x14)=84
7. Date this description was prepared	30/09/2025
8. Course objectives	
The course aims to enable the student to become familiar with the vocabulary and concepts of the principles of statistics because of its importance in practical life in general and its prominent role in completing the research that the student seeks to complete through learning about arithmetic means, frequency tables, standard deviation, correlation, regression, and other related topics, and also getting to know Types of statistics, data collection methods, and comparison between them so that the researcher can choose the best method that helps him in completing the work.	

10. Course outcomes and teaching, learning and evaluation methods

A- Cognitive objectives

A1- Learn everything related to the basics of statistics.

A2- Learn about statistical topics and their branches.

B- Course-specific skills objectives.

B1- The ability to deal with data and know how to analyze it correctly and to serve administrative work.

C- Emotional and value goals

C1- Developing the student's research skills.

D- Transferable general and qualifying skills (other skills related to employability and personal development).

D1- Trying to make the student rely on his personal skills in analyzing data and choosing statistical methods appropriate to research topics.

11. Course structure					
The week	hours	Required learning outcomes	Name of the unit/topic	Teaching method	Evaluation method
First	hours4	Introduction to statistics	A historical overview of statistics, what statistics are.	Theoretical presentation and clarification	Student participation and daily oral exam
Second	hours4	Statistical terminology	Statistical variables, data sources, data collection methods, research population, samples.	Theoretical presentation and clarification	Student participation and daily oral exam
Third	hours4	Statistical tables	Frequency distribution, double frequency distribution.	Presentation , theoretical clarification, and solving statistical problems	Student participation and daily oral exam
Fourth	hours4	Statistical frequencies	Relative frequency, ascending clustered frequency, descending clustered frequency.	Presentation , theoretical clarification, and solving statistical problems	Student participation and daily oral exam

Fifth	hours4	Data graphs	Bar graphs, rectangle graphs, circle graphs, line graphs, histograms.	Presentation , theoretical clarification, and solving statistical problems	Student participation and daily oral exam
Sixth	hours4	Statistical symbols	Addition symbol, multiplication symbol.	Presentation , theoretical clarification, and solving statistical problems	Student participation and daily oral exam
Seventh	hours4	Measures of central tendency	Arithmetic mean, harmonic mean.	Presentation , theoretical clarification, and solving statistical problems	Student participation and daily oral exam
Eighth	hours4	Measures of central tendency	Harmonic mean, geometric mean, square mean.	Presentation , theoretical clarification, and solving statistical problems	Student participation and daily oral exam
Ninth	hours4	Measures of central tendency	Mode, mediator.	Presentation , theoretical clarification, and solving statistical problems	Student participation and daily oral exam
The tenth	hours4	Retail metrics	Segmentation metrics for tabulated and non-	Presentation , theoretical clarification, and solving	Student participation and daily oral

			tabulated data	statistical problems	exam
Eleventh	hours4	Measures of dispersion	Range, mean deviation, standard deviation.	Presentation , theoretical clarification, and solving statistical problems	Student participation and daily oral exam
Twelfth	hours4	Measures of dispersion	Coefficient of dispersion based on range, coefficient of dispersion based on interquartile deviation, coefficient of dispersion based on mean deviation, coefficient of variation.	Presentation , theoretical clarification, and solving statistical problems	Student participation and daily oral exam
Thirteenth	hours4	Measures of dispersion	Standard score, correlation, rank correlation	Presentation , theoretical clarification, and solving statistical problems	Student participation and daily oral exam
Fourteenth	hours4	Measures of dispersion	Coefficient of fit, coupling coefficient, simple linear	Presentation , theoretical clarification, and solving statistical	Student participation and daily oral exam

			regression.	problems	
Fifteenth	hours 4	Measures of dispersion	Matrices	Presentation , theoretical clarification, and solving statistical problems	Student participation and daily oral exam

10. Infrastructure:

Sources:

- ◆ Principles of Statistics, Dr. Taha Hussein Al-Zubaidi.
- ◆ Introduction to Statistics, Dr. Khasha Al-Rawi.
- ◆ Statistics, Dr. Mahmoud Hassan Al-Mashhadani and Lecturer Amir Hanna Hormuz.
- ◆ Principles of Scientific Research, Dr. Azhar Al-Samak, Lecturer Safaa Al-Safawi, and Dr. Fabis Saeed Al-Fahadi.
- ◆ Principles of Statistics and Statistical Methods, Dr. Mahmoud Al-Mashhadani.

Course Description Mathematics for economists

1-Teaching Institution
Administrative Technical College / Mosul
2- University Department/Centre
Northern Technical University / Department of Oil and gas economics techniques
3-Course title/code
Mathematics / OGET 108
4- Available forms of attendance
Presence
5- Semester/Year
The second semester 2025-2026
6-Number of hours tuition (total)
(14*6)84hours
7- Date of production/revision of this specification
30/9/2025
8-(Course Objectives)General Course Objectives
Providing students with the opportunity to practice sound thinking methods such as inductive, deductive, and reflective thinking. Providing students with skills in using the problem-solving approach. Emphasizing the importance of mathematics in our public lives, by helping students recognize the impact of mathematics on cultural development. Providing students with basic cognitive skills Course Outcomes, Teaching, Learning, and Assessment Methods Definition: It is a set of knowledge, skills, and values that the course seeks to achieve in students. Importance: It provides the learner with a clear idea of what they will be able to do after completing the course, and it helps in designing and evaluating academic courses. How they are determined: The course outcomes are determined based on the objectives of the academic program to which the course belongs
5- Course outcomes, teaching, learning and assessment methods

Learning Outcomes (LOS)	Learning and teaching methods طرق التعليم	Evaluation methods طرق التقييم
A1 - Be able to add and subtract equations A2- Be able to apply A3 Be able to deduce A4 - Be able to compare A5 -Be able to analyze A6- Be able to prove	1-Theoretical lectures. 2-Using educational tools	Exam Solve exercises in class. Ask questions to students in class, discuss and debate
B- Skills B1 - Be skilled at solving mathematical problems B2 - Be skilled at knowing derivatives B3 - Be skilled at knowing the types of integrals B4 - Be skilled at knowing the types of sets	1-Theoretical lectures. 2-Using educational tools	Exam Solve exercises in class. Ask questions to students in class, discuss and debate
C - Values C 1 - The ability to use mental ability to solve problems C 2 - Using logical reasoning C 3 - The ability to express C 4 - The ability to discuss	1-Theoretical lectures. 2-Using educational tools	Exam Solve exercises in class. Ask questions to students in class, discuss and debate
6- Course structure (theoretical and scientific vocabulary)		

Week	Hours	Required learning outcomes	Name of the unit/topic	Teaching method	Evaluation method
First	4	Student understanding of the lesson	Basic concepts in economic analysis	theoretical	Daily and monthly Tests
Second	4	Student understanding of the lesson	Basic concepts in economic analysis	theoretical	Daily and monthly Tests
Third	4	Student understanding of the lesson	Equations and the types	theoretical	Daily and monthly tests
Fourth	4	Student understanding of the lesson	Equations and the types	theoretical	Daily and monthly tests
Fifth	4	Student understanding of the lesson	Mathematical and economic models	theoretical	Daily and monthly tests
Sixth	4	Student understanding of the lesson	Matrices and determinants	theoretical	Daily and monthly tests
Seventh	4	Student understanding of the lesson	Matrix algebra	theoretical	Daily and monthly tests
The eighth	4	Student understanding of the lesson	Matrix multiplication	theoretical	Daily and monthly tests
Ninth	4	Student understanding of the lesson	Types of arrays	theoretical	Daily and monthly tests
tenth	4	Student understanding of the lesson	Matrix determinants	theoretical	Daily and monthly tests
Eleventh	4	Student understanding of the lesson	Solving linear equations using matrices	theoretical	Daily and monthly tests
Twelfth	4	Student understanding of the lesson	Economic applications of matrices	theoretical	Daily and monthly tests

Thirteenth	4	Student understanding of the lesson	Differentiation: Concept and Rules	theoretical	Daily and monthly tests
Fourteenth	4	Student understanding of the lesson	Examples and problems in differential calculus	theoretical	Daily and monthly Tests

5– Curriculum development plan	
Continuously updating the curriculum to keep pace with developments in the labor market. Curriculum Update Committee, Scientific Committee, such as 1– Developing curricula appropriate to the labor market 2–Holding scientific seminars and conferences aimed at updating curricula 3 – Following up on scientific developments in the field of specialization in the field of specialization	
6– Infrastructure	
Classrooms, laboratories and Workshops	Available
Required books and curriculum	Available
Main references (sources)	Dr. Atheel Aljomard, Mathematics for Economists
Recommended books and references (scientific journals, reports,.....)	Schaum's Outlines of Mathematical Economics

Electronic references and websites	WWW .Wiley.com .college /egrade /calculus
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Course Description Form Human rights

1-Teaching Institution		
Administrative Technical College / Mosul		
2- University Department/Centre		
Department of Oil and Gas Economics Technologies		
3-Course title/code /NTU 100		
Human rights		
4- Available forms of attendance		
Presence		
5- Semester/Year		
The first semester 2025-2026		
6-Number of hours tuition (total)		
(15*2) 30hours		
7- Date of production/revision of this specification		
1/9/2025		
8-(Course Objectives)General Course Objectives		
1 .Providing students with basic concepts related to democracy and human rights. 2 .Understanding political systems, electoral methods, and public freedoms. 3. Developing students' legal and constitutional culture.		
1– Course outcomes, teaching, learning and assessment methods		
Learning Outcomes (LOS)	Learning and teaching methods	Evaluation methods
1The student learns about the nature of human rights and democracy	Theoretical lectures using educational tools (PowerPoint presentations	Daily and monthly tests
2-To explain the difference between kinds of human rights and democracy and	Theoretical lectures	management Solving exercises within the lecture and assigning

political regimes			external homework		
3–To apply everything he has learned to his Rights and duties			View the companies' work and achievements	Discussions and dialogues	
2- Course steuctuer (theoretical and scientific vocabulary)					
Week	Hours	Required learning outcomes	Name of the unit/topic	Teaching method	Evaluation method
First	2	Student understanding the lesson	Human rights, the definition, the objectives, human rights in ancient civilizations divine laws	Lecture	Daily and monthly tests
Second	2	Student understanding the lesson	Human Rights Contemporary and Modern History	Lecture	Daily and monthly tests
Third	2	Student understanding the lesson	NGOs and human rights (ICJ, Amnesty International, Human Rights Watch, national human rights organizations)	Lecture	Daily and monthly tests
fourth	2	Student understanding the lesson	Human Rights Iraqi Constitution Between Theory and Reality / Relationship between Human Rights and Public Freedoms	Lecture	Daily and monthly tests
Fifth	2	Student understanding the lesson	Economic, social and cultural human rights, civil and political human rights / New human	Lecture	Daily and monthly tests

			rights: the right to development, right to a clean environment, right to peace.		
Sixth	2	Student understanding the lesson	Guarantees respect for a protection of human rights at the national level, guarantees the constitution and laws, guarantees the principle of rule of law, guarantees constitutional oversight, guarantees freedom of the press and public opinion, the role of non-governmental organizations respecting and protecting human rights / guarantees respect and protection of human rights at international level	Lecture	Daily and monthly tests
Seventh	2	Student understanding the lesson	The General Theory of Liberties: The origin of rights and liberties, legislator's position on public rights and liberties, the use of the term public liberties.	Lecture	Daily and monthly tests
The eighth	2	Student understanding the lesson	Regulating public freedoms. The historical development of concept of equality. The modern model	Lecture	Daily and monthly tests

			development of concept of equal Gender equal Equality and individuals.		
Ninth	2	Student understanding the lesson	Freedom education, freed of the press, freed of assembly, freed of associati freedom of wo right to o property.	Lecture	Daily and monthly tests
tenth	2	Student understanding the lesson	edom of trade l industry edom of security l peace of mind edom of vement and urn edom of trade l industry Freedom of wome	Lecture	Daily and monthly tests
Eleventh	2	Student understanding the lesson	The future of pul freedoms	Lecture	Daily and monthly tests
Twelfth	2	Student understanding the lesson	The crime genocide	Lecture	Daily and monthly tests
Thirteenth	2	Student understanding the lesson	Human rights in Iraqi constitution	Lecture	Daily and monthly tests
Fourteenth	2	Student understanding the lesson	Democracy, characteristics types, elections, th definition and types	Lecture	Daily and monthly tests

Fifteen	2	Student understanding of lesson	Contemporary political systems	Lecture	Daily and monthly
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1– Curriculum development plan	
2–Aligning learning outcomes with the National Qualifications Framework: *Formulating clear and measurable learning outcomes. *Linking course outcomes to the skills and knowledge required by the labor market.	
3– Developing teaching methods and techniques *Introducing active learning methods (such as problem–based learning, brainstorming, and P2 studies. *Using modern technology in presenting the material (such as e–learning, educational videos, simulations.	
4– Enhancing students' critical and analytical thinking skills:	
2– Infrastructure	
Classrooms, laboratories and Workshops	Available
Required books and curriculum	Dr. Muhammad Yunus Al–Sayegh, Human Rights and Democracy.
Main references (sources)	Publications on democracy and human rights available in the college library and the university's central library
Recommended books and references (scientific journals, reports,.....)	Scientific and Applied Research Projects
Electronic references and websites	Human rights websites.

Course Description Form 2024-2025 (Computer)

1. Educational Institution: Mosul Technical College of Administration
2. Academic Department/Center: Department of Oil and Gas Economics Technologies
3. Course Title/Code: NTU 102 Computer
4. Available Attendance Formats: Weekly
5. Semester/Year: Bologna Track
6. Number of Class Hours (Total): 75
7. Date of Preparation: June 30, 2025
8. Course Objectives: This course aims to provide students with fundamental knowledge of computer usage and its various applications in both academic and practical fields, while developing logical thinking and problem-solving skills using modern software and technological tools. The course also seeks to equip students with the ability to employ computers in scientific research, report preparation, and presentations, thereby enhancing digital competence and employability skills.
9. Course Outcomes, Teaching, Learning, and Evaluation Methods
A. Cognitive Objectives: • Introduce students to computer components (hardware and software) and their basic functions. • Provide students with knowledge of operating systems and file management. • Enable students to understand computer applications in education, scientific research, and management. • Introduce students to the fundamentals of information security and data protection.
B. Course-Specific Skills: • Master the use of word processing, spreadsheets, and presentation software. • Apply online research skills and analyze digital data. • Design professional academic reports using computer tools. • Use software to solve practical problems and small-scale projects.
C. Affective and Value-Based Objectives: • Promote teamwork values through collaborative digital projects. • Instill the importance of ethical technology use and intellectual property protection. • Develop a sense of responsibility towards cybersecurity and personal data.
D. General and Transferable Skills (Other Employability and Personal Development Skills): • Enhance digital communication skills and electronic report preparation. • Strengthen self-learning abilities using online resources. • Provide students with the digital competence required by the job market. • Develop planning and organizational skills using supportive software.
E. Teaching and Learning Methods:

- Theoretical lectures supported by presentations.
- Practical applications in computer labs.
- Collaborative learning and problem-solving in groups.
- Self-learning through e-learning platforms and online resources.

F. Assessment Methods:

- Theoretical exams (midterm and final).
- Practical assessment via lab tests.
- Individual and group assignments/projects.
- Class participation and interactive activities.

10. Theoretical Course Structure					
Week	Hours	Intended Learning Outcomes	Unit / Topic	Teaching Method	Assessment Method
1	2	Understand the basic principles of computers and their historical development	Introduction to Computer Principles • Course overview • History of computers • Basic computer terminology • Computer generations	Lecture + Presentation	Quiz + Class Participation
2	2	Differentiate between data and information and identify computer types	Introduction to Computer Principles • Data and information • Features and uses of computers • Types and classifications of computers	Interactive Lecture + Discussion	Written Assignment + Quiz
3	2	Identify computer hardware components	Hardware • Physical components: Input and output devices	Lecture + Lab Demonstration	Practical Quiz
4	2	Recognize system unit parts and types of memory	Hardware • Computer case: External and internal parts • Types of memory • Ports • Bits and bytes • BIOS	Lecture + Lab Work	Lab Report + Test
5	2	Distinguish between software, operating systems, and application programs	Software • Overview of operating systems • Application programs	Lecture + Presentation	Practical Assignment
6	2	Understand programming languages, number systems, and computer platforms	Software • Programming languages • Number systems • Computer platforms	Lecture + Exercises	Quiz
7	2	Identify factors to consider when purchasing a personal computer	Your Personal Computer • Specifications and purchasing considerations	Lecture + Case Study	Practical Assignment
8	2	Learn the basics of computer	Computer Security and Software Licenses	Lecture + Discussion	Quiz + Participation

		security and software licensing	• Introduction to computer security • Ethics in the digital world • Software licenses and types • Intellectual property		
9	2	Understand types of hacking and malware	Electronic Hacking • Types and sources of hacking • Malware	Lecture + Video	Short Research Assignment
10	2	Learn protection steps and understand computer health hazards	Electronic Hacking • Protection against hacking • Computer-related health issues	Lecture + Practical Activity	Quiz
11	2	Understand operating systems and their classifications	Operating Systems • Definition of operating systems • Classification • Examples	Lecture + Lab	Practical Test
12	2	Explore Windows OS and its components	Windows Operating System • Installation requirements • New features • Desktop components and Start menu	Lecture + Practical Work	Lab Report
13	2	Manage files, folders, and Control Panel	Using the Computer • Task Manager • Files, folders, and icons • Control Panel and categories	Lab Session	Practical Test
14	2	Manage printers, software, and basic settings	Using the Computer • Printer management • Setting time and date • Mouse customization • Installing and removing programs	Lab Session	Practical Assignment + Test
15	2	Comprehensive review and final project presentations	Review • Key concepts revision • Final project presentations • Student feedback and course evaluation	Discussion + Presentations	Project Presentation + Practical Evaluation
16	2	Final assessment of learning outcomes	Final Exam	Comprehensive Exam	Final Exam

10. Practical Course Structure					
Week	Hours	Intended Learning	Unit / Topic	Teaching Method	Assessment Method

		Outcomes			
1	2	Identify the lab environment and perform basic computer operations	Lab Introduction and Basic Computer Operations	Practical demonstration + Individual application	Short practical quiz + Student performance monitoring
2	2	Understand binary number system and data representation	Binary Numbers and Data Representation	Brief theoretical explanation + Practical exercises	Practical assignment + Short quiz
3	2	Identify computer hardware components	Exploring Computer Hardware	Practical demonstration + Assembling and disassembling parts	Practical lab evaluation
4	2	Understand CPU functions and memory	CPU and Memory	Hands-on practice + Discussion	Practical test
5	2	Learn operating systems and their basic functions	Operating Systems	Practical implementation + OS experimentation	Lab assignment
6	2	Write simple programs in C++	Introduction to C++	Practical explanation + Writing basic codes	Practical programming test
7	2	Compare and analyze computer specifications to choose the best option	Buying the Right Computer – Compare and Analyze	Group activity + Case study	Practical report
8	2	Understand the fundamentals of cybersecurity	Cybersecurity (1)	Practical demonstration + Simulated attacks	Practical test
9	2	Apply concepts of system and data protection	Cybersecurity (2)	Hands-on practice + Discussion	Practical assignment
10	2	Learn about digital health protection and the impact of computers on humans	Cybersecurity and Health Care	Practical activity + Video presentation	Short quiz
11	2	Install and configure	Installing and Configuring	Explanation + Hands-on	Individual practical

		Windows OS	Windows System	practice	evaluation
12	2	Learn how to format the hard disk	Hard Disk Formatting (Format)	Direct practical implementation	Practical test
13	2	Perform system cleaning and computer maintenance	Windows Cleaning and Computer Care	Practical implementation + Maintenance guidelines	Lab assignment
14	2	Install and configure the printer	Installing and Configuring the Printer	Practical application	Practical test
15	2	Conduct comprehensive review and present practical projects	Review and Project Presentations	Discussion + Presentations	Practical project presentation
16	-	Final evaluation of lab skills	Final Practical Exam	Comprehensive practical exam	Final practical assessment

11. Infrastructure	
Required Textbooks	<i>Essentials of Computer and Its Applications, Ziyad Mohammed Aboud et al., 2014.</i>
Main References (Sources)	<i>Essentials of Computer and Its Applications, Ziyad Mohammed Aboud et al., 2014.</i>
Recommended Books and References (Scientific Journals, Reports)	Kevin Hare. (2022). <i>Computer Science Principles: The Foundational Concepts of Computer Science.</i>
Electronic References and Websites	Websites related to <i>Computer Fundamentals</i> .
12. Course Development Plan	
The course content is periodically updated to align with modern technological advancements by incorporating new topics such as information security and cloud computing, and by enhancing the practical component with applications on multiple operating systems and modern programming languages. The plan also emphasizes integrating e-learning and applied projects while linking the course to labor market requirements, with regular reviews based on feedback from students and faculty members.	

Course Description Form Principles of Accounting

1. Course Name:	
Principles of Accounting	
2. Semester / Year:	
Fall Semester –2025/2026	
3. Description Preparation Date:	
1–9–2025	
4. Available Attendance Forms:	
In-person	
5. Number of Credit Hours (Total) / Number of Units (Total)	
60 hours	
6. Course administrator's name (mention all, if more than one name)	
7. Course Objectives	
Course Objectives	- understand the nature of accounting and its role in measuring and communicating financial information. - Develop skills in recording, classifying, and analyzing financial transactions and preparing financial statements in accordance with generally accepted accounting principles. - Enhance students’ ability to use financial information in decision-making and evaluating the financial performance of organizations
8. Teaching and Learning Strategies	
Strategy	- Familiarize with accounting terms that govern the accounting process - Identify and apply fundamental accounting principles. - Classify basic accounting documents. - Understand the accounting ledger group

B. Course Skill Objectives

- Enable the student to define accounting.
- Distinguish the fundamental principles of accounting.
- Explain the importance of accounting in the business environment, organizations, and all commercial projects, whether large or small.
- Understand the role of accounting in financial decision-making.
- Know how to post from documents to the journal and prepare the trial balance

Teaching and Learning Methods

- Direct instruction (lectures) using educational technology tools
- Classroom discussion and interaction through assignments
- Learning through practical application of materials requiring department laboratories
- Project-Based Learning Strategy

Assessment Methods

- *Periodic Tests
- *Surprise Tests
- *Classroom Interaction and Participation
- *Research Assignments and Reports
- *Practical and Applied Tests

C- Affective and Value-Based Objectives

C1- Strengthening the spirit of belonging to a team within the institution and the desire to provide the best

C2- Strengthening the desire to compete to raise the educational level

C3- Strengthening the sense of belonging to the specialty and developing the desire to work in Financial Institutions

Teaching and Learning Methods

- 1. Periodic field visits to Financial Institutions**
- 2. Experience, actual practice, and interaction with staff through practical application (summer training) conducted by the student in close contact with beneficiaries**
- 3. Psychological Motivation and emotionally through open and direct discussion with students.**

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

	• D1: Teach the student skills in writing financial research and reports. • D2: Teach the student how to link theoretical knowledge with practical application that will be practiced at work. • D3: Teach the student how to handle accounting errors and find the legal solution by correcting the entries. • D4: Teach the student how to reconcile accounts with documents and the ledger, ensuring there is no manipulation.
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9. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	4	Knowledge and Practical Application	General introduction to Accounting Principles and familiarization with key accounting terms	Lectures and Discussion	Interaction and participation
2	4	Knowledge and Practical Application	Introduction to single, double, and compound journal entries	Lectures and Discussion	Interaction and participation
3	4	Knowledge and Practical Application	How to analyze financial transactions and record them in financial documents	Lectures and Discussion	Interaction, participation, and daily testin
4	4	Knowledge and Practical Application	Posting from financial documents to the journal.	Lectures and Practical Application	Interact and Participate, and a Surprise Quiz
5	4	Knowledge and Practical Application	Detailed and in-depth posting to the journal	Lectures and Discussion	Interaction, Participation, and Quarterly Quiz
6	4	Knowledge and Practical Application	Posting from the journal to the ledge	Lectures and Discussion	Interaction, Participation, and Repot
7	4	Knowledge and Practical Application	The ledger and how to create a page for each account	Lectures, Discussion, and Practica	Interaction, Participation, And

				Application	Assignments
8	4	Knowledge and Practical Application	How to prepare the trial balance	Lectures, Discussion, and Practical Application	Interaction, Participation, And Assignments
9	4	Knowledge and Practical Application	Trial balance by totals	Lectures, Discussion, and Practical Application	Presenting and Explaining Reports Through Presentation
10	4	Knowledge and Practical Application	Trial balance by balances	Lectures, Discussion, and Practical Application	Interaction, Participation, and Assignments
11	4	Knowledge and Practical Application	Adjusting entries	Lectures, Discussion, and Practical Application	Daily Quiz
12	4	Knowledge and Practical Application	Handling accounting errors.	Lectures, Discussion, and Practical Application	Interaction and Participation
13	4	Knowledge and Practical Application	Preparing the balance sheet.	Lectures, Discussion, and Practical Application	Reports
14	4	Knowledge and Practical Application	Completing the final accounts and presenting financial statements.	Lectures, Discussion, and Practical Application	Presenting and explaining reports through a presentation
15	4	Knowledge and Practical Application	Review of the accounting cycle.	Lectures, Discussion, and Practical Application	PowerPoint Presentatio

10. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports etc

11. Learning and Teaching Resources

Required textbooks (curricular books, if any)

Main references (sources)

Publications on Related to Accounting and

	Its Fundamental technologies are available in the college library and the university's central library.
Recommended books and references (scientific journals, reports...)	Principles of Accounting (Foundations and Procedures)" – Asst. Prof. Ahmed Wajih Al-Dabbagh
Electronic References, Websites	Websites related to Accounting and its various fields