

Republic of Iraq

Ministry of higher education & scientific research

Supervision and scientific evaluation directorate

Quality assurance and academic accreditation

Academic Program Specification Form For The Academic

University : Northern Technical University

College or Institute: Kirkuk Technical Institute

Department: Resource Management Techniques

Date of form completion: 11/1/2024

Assit.Prof. Dr. : Ashty Mahdi Aarif

Dean's Name

Dr. Sawash shaheen ibrahim
Dean's Assistant for
Scientific Affairs

Jaafer Abbas
Head of Department

Date: 14/1/2024

Signature

Date: 11/1/2024

Signature

Date: 14/1/2024

Signature

Assis. Prof. Zuhair shakor
Quality Assurance and University performance manager

Date: 14/1/2024

Signature

Description of the academic program

Provides and describes this academic program Briefly Relevant to the most important characteristics of the program and the learning outcomes expected of the student, demonstrating whether He had made the most of the opportunities available. It is accompanied by a description of each course .within the program

Northern Technical University/Kirkuk Technical Institute	Educational institution	1
Accounting techniques	Department /Center	2
Accounting techniques	Name of the academic or professional program	3
Technical diploma in accounting technology	The name of the final certificate	4
Courses	Academic system (annual/courses/others)	5
	Certified accreditation program	6
Preparing qualified personnel to support state institutions in the accounting aspect through the . summer training program	Other external influences	7
2024/8/1	date the description was prepared	8
The institute's study aims to: Preparing a generation of graduates who have the ability to keep pace with developments in the field of accounting specialization and who have the ability and efficiency to provide services in public and private sector institutions in a way that serves the community and its individuals . addition To build their	Objectives of the academic program	9

personalities, considering that they are at an advanced stage that differs from the preparatory stage , since the higher education stage is a stage .of construction and formation	
Required program outcomes and teaching, learning and evaluation methods	10
A- Cognitive objectives	
The student's ability to apply knowledge in accounting , management, and allied sciences	A-1
The student's knowledge of the professional and ethical principles and responsibilities of the field of specialization	A-2
Enabling the student to evaluate the academic subject outcomes with the faculty, professionals, and employers with the aim of improving them	A-3
The student learns leadership skills, prevailing laws, values of commitment, ethical behavior, and respect for others	A-4

B - Objectives _ Marathi for the programme	
Preparing students to work and integrate into multi-disciplinary .teams	B 1
Preparing students to use modern techniques, skills, and specialized tools for accounting	B-2
Qualifying the student to identify and formulate accounting problems in the field of specialization	B-3
Teaching and learning methods	
Theoretical lectures / practical lectures / discussion and dialogue / field)) visits / discussion circles / solving examples / graduation research / summer ((training	
Evaluation methods	
Oral exams / written exams / weekly reports / daily attendance / semester)) ((and final exams	
C- Emotional and value-based goals	
The student's interest in communicating effectively with those involved in the field of accounting specialization	C-1
The student's awareness of the importance of using accounting	C-2

records The need to know the latest developments in the field of accounting	
The student's recognition of the need and ability to engage in learning to serve society and look deeply into the future	C-3
Work to commit the student to the importance of learning necessary to understand the impact of solutions at the accounting level, locally and globally	C-4
Teaching and learning methods Theoretical lectures / practical lectures / field visits / office activities /)) ((solving examples / graduation project / summer training	
Evaluation methods ()Oral exams/written exams/observation/student's cumulative record()	
D- General and qualifying transferable skills (other skills related (to employability and personal development	
Working to enhance the student's self-confidence in the student's workplace	D-1
The student learns accounting principles and their interpretation .through the use of modern methods in the field of accounting	D-2
.The student learned to work with the latest accounting programs	D-3
The student must be knowledgeable and familiar with the specializations And ability To adapt to similar specializations (management, economics, operations research, computer)	D-4
Teaching and learning methods Theoretical lectures / practical lectures / field visits / discussion circles /)) ((solving examples / graduation project / summer training	
Evaluation methods Oral exams / written exams / weekly reports / daily attendance / semester)) ((and final exams	

Program structure	11
--------------------------	-----------

level one							
code	Grade r, if any	number of units	Number of practical hours	Number of theoreti cal hours	Course Name		Requirem ent type
					In English	In the arabic language	
NTU 100		2	-	2	Democracy and Human	Democracy human rights	Universit

NTU 102		2	-	2	English Language 1	English language 1	y requirements (14) units 12 compulsory units + 2 optional modules
NTU 103		3	2	1	Computer Principles 1	Computer principles 1	
NTU 104	NTU 103	3	2	1	Computer Principles 2	Computer principles 2	
NTU 105		2	-	2	Arabic Language	Arabic	
NTU 106		2	1	1	Sport	Sports (optional)	
NTU 107		2	-	2	French language	French language (optional)	
TIKI100		3	2	1	Statistic	Statistics	Institute requirements 9 units Mandatory
TIKI101		3	2	1	Administration Principles	Principles of administration	
TIKI102		3	2	1	Economic	Economy	
ACT100		5	4	1	Financial Accounting 1	Financial Accounting 1	Specialized requirements 26 units 23 compulsory units + 3 optional module
ACT101		5	4	1	Governmental Accounting 1	Government Accounting 1	
ACT102	ACT100	5	4	1	Financial Accounting 2	Financial Accounting 2	
ACT103	ACT101	5	4	1	Governmental Accounting 2	Government accounting 2	
ACT104		3	2	1	Accounting Readings	Accounting readings	
ACT105		3	2	1	Oil and Insurance Accounting	Oil and insurance accounting (optional)	
ACT106		3	2	1	Tax Accounting	Tax accounting (optional)	
			54	33	21	the total	

Second Level							
code	Grader, if any	number of units	Number of practical hours	Number of theoretical hours	Course Name		Requirement type
					In English	In the arabic language	
NTU200	NTU 102	2	-	2	English Language	the language English	University requirements 4 units Mandatory
NTU203		2		2	Crimes of the Baath regime	The crimes of Baath regime in Iraq	
TIKI 200		3	2	1	Electronic Business	E-business	

					Administration	management	requirements
TIKI 201		2	-	2	Professional Ethics	Ethics Occupation	Institute
TIKI 202		3	2	1	Research Project	Research project	<u>8 units</u> <u>Mandatory</u>
ACT200	ACT102	5	4	1	Intermediate Accounting1	Intermediate accounting 1	Specialized requirements <u>47 units</u> 44 Mandatory alone + 3 optional module
ACT201		3	2	1	Partnership Accounting	Accounting for private companies	
ACT202	ACT102	5	4	1	Uniform Accounting System 1	Unified accounting system 1	
ACT203		5	4	1	Cost Accounting1	Cost accounting 1	
ACT204		3	2	1	Auditing1	Auditing 1	
ACT205	ACT200	5	4	1	Intermediate Accounting2	Intermediate accounting 2	
ACT206		5	4	1	Bank Accounting	Bank accounting	
ACT207	ACT203	5	4	1	Cost Accounting2	Cost accounting 2	
ACT208	ACT202	5	4	1	Uniform Accounting System 2	Unified accounting system 2	
ACT209	ACT204	3	2	1	Auditing2	Auditing 2	
ACT210		3	-	3	Commercial Law	Commercial law (my choice)	
ACT211		3	2	1	Corporate Accounting	Accounting for financial companies (optional)	
		60	40	20	the total		

Study plan indicators

The percentage is according to the instructions	Percentage	Total units	Number of second level units	Number of first level units	Requirement type
15-10	15	18	4	14	University requirements
22-16	16	17	8	9	Institute requirements
74-63	69	73	47	26	Department requirements

	100	108	59	49	Total requirements
--	-----	-----	----	----	--------------------

Planning for personal development	12
Conducting field visits to the public and private sectors and universities within the specialty to review the field development in the field of .accounting specialization Involving students in discussions, scientific seminars and training courses	
Admission standard (setting regulations related to admission (to the college or institute	13
The admission criteria for morning study are considered within the central admission plan, which is approved by the Ministry of Higher Education and Scientific Research along with the actual admission plan for morning .study	
The most important sources of information about the program	14
The programs and resources are approved by the university's sectoral committees and are periodically updated through annual meetings in a way .that suits the nature of the accounting vocabulary	

Subject description form

This academic program description provides a brief summary of the most important characteristics of the program and the learning outcomes expected of the student, demonstrating whether the student has made the most of the opportunities available, and is accompanied .by a description of each course within the program

Northern Technical University / Kirkuk Technical Institute	Educational institution	1
Accounting techniques	Scientific department/center	2
accounting Finance	Course code name	3
Is mandatory	Available attendance forms	4

The first	Semester/year	5
hours annually (150)	Number of study hours (total)	6
___ 4 202/1/08	Date the description was prepared	7
-	Course objectives	8
Required program outcomes and teaching, learning and evaluation methods		9
A- Cognitive objectives		
The course aims to provide the student with the foundations and rules of accounting, as well as accounting records and .documents of all kinds		A-1
B- Objectives Marathi for the programme		
Students keep accounting records and extract financial results . from them		B 1

Teaching and learning methods		
Theoretical lectures / practical lectures / field visits / solving)) ((examples / discussion circles / summer training		
Evaluation methods ((oral exams / written exams / weekly reports / ((daily attendance / semester and final exams		
C- Emotional goals		
Carrying out his duties at the work site with high professional .motives, relying on accounting records		C-1
Teaching and learning methods		
Theoretical lectures / practical lectures / field visits / solving)) ((examples / discussion circles / summer training		
Evaluation methods		
Oral exams/written exams/observation/student's daily attendance))		

((record	
D- General and qualifying transferable skills (other skills related to employability and personal development	
Developing their discussion skills	D-1
Raising their scientific and research potential and moving the . student from the stage of education to learning	D-2

Infrastructure		10
Available in the department and the institute's library for free	Required prescribed books	*
Available in the department and the institute's library for free	Main References (Main)	*
Internet	Electronic references, Internet sites	*
Available in the department building	Virtual court	
Available in the department building	Computer lab	

Curriculum development plan	11
Developing curricula that are compatible with applicable accounting and prevailing systems	*
Holding scientific seminars and conferences aimed at updating school curricula	*
Follow up on scientific developments in the field of specialization	*

Course description form

This academic program description provides a brief summary of the most important characteristics of the program and the learning outcomes expected of the student, demonstrating whether the student has made the most of the opportunities available, and is accompanied .by a description of each course within the program

Northern Technical University / Kirkuk Technical Institute	Educational institution	1
Accounting techniques	Scientific department/center	2
Government accounting	Course code name	3
Is mandatory	Available attendance forms	4
The first	Semester/year	5
hours annually (150)	Number of study hours (total)	6
___ 4 202/1/08	T/ Date of preparation of description	7
-	Course objectives	8
Required program outcomes and teaching, learning and evaluation methods		9
A- Cognitive objectives		
Providing the student with the general rules, foundations, and principles of accounting, as well as procedures for disbursement, receipt, organization, and the foundations of internal control for .financial activities in non-profit government units		A-1
B- Objectives Program specific skills		
The student's familiarity with the government accounting system and how to refute the general budget in accordance with the Accounting Principles Law, the financial instructions issued in .its regard, and the state's general budget law		B 1
Teaching and learning methods Theoretical lectures / practical lectures / field visits / solving)) ((examples / discussion circles / summer training		

Evaluation methods

Oral exams/written exams/weekly reports/daily attendance/semester)) ((and final exams	
C- Emotional and value-based goals	
Carrying out his duties at the work site efficiently and with .professional motives	C-1
Teaching and learning methods Theoretical lectures / practical lectures / field visits / solving)) ((examples / discussion circles / summer training	
Evaluation methods Oral exams/written exams/observation/student's daily attendance)) ((record	
D- General and qualifying transferable skills (other skills related to (employability and personal development	
. Developing their discussion skills	D-1
Raising their scientific and research capabilities and moving . students from the stage of education to learning	D-2

Infrastructure		10
Available in the department and the institute's library for free	Required prescribed books	*
Available in the department and the institute's library for free	Main References (Main)	*
Internet	Electronic references, Internet sites	*
Available in the department building	Virtual court	
It is not available in the department building , but in the systems department	Computer lab	

Curriculum development plan		11
Developing curricula that are compatible with applicable accounting and prevailing systems		*
Holding scientific seminars and conferences aimed at updating		*

Course description form

This academic program description provides a brief summary of the most important characteristics of the program and the learning outcomes expected of the student, demonstrating whether the student has made the most of the opportunities available, and is accompanied by a description of each course within the program

Northern Technical University/ Kirkuk Technical Institute	Educational institution	1
Accounting techniques	Scientific department/center	2
Accounting readings	Course code name	3
Is mandatory	Available attendance forms	4
The first	Semester/year	5
hours annually (120)	Number of study hours (total)	6
___ 4 202/08/01	Date the description was prepared	7
-	Course objectives	8
Required program outcomes and teaching, learning and evaluation methods		9

A- Cognitive objectives

The general goal of this course is to introduce the student to English terminology in the field of cursive vocabulary for the accounting department, in a way that makes him able to comprehend the terminology presented and which he deals	A-1
---	------------

with in the various fields related to specialization in .administrative and accounting aspects		
B- Objectives Marathi for the programme		
The specific goal is to make the student in the Accounting Department able to read topics related to his specialty in giving him the opportunity to communicate with ,English everything new in the field of specialization in books, research, .magazines, and others		B 1
Teaching and learning methods		
Theoretical lectures / practical lectures / field visits / solving)) ((examples / discussion circles / summer training		
Evaluation methods		
Oral exams / written exams / weekly reports / daily attendance /)) ((semester and final exams		
C- Emotional and value-based goals		
Carrying out his duties at the work site for professional reasons		C-1
Teaching and learning methods		
Theoretical lectures / practical lectures / field visits / solving)) ((examples / graduation project / summer training		
Evaluation methods		
Oral exams/written exams/observation/student's cumulative)) ((record		
D- General and qualifying transferable skills (other skills related to (employability and personal development		

Developing their conversational skills	D-1
Raising their research awareness and moving students from the teaching stage to learning	D-2

Infrastructure		10
Available in the department and the institute's library for free	Required prescribed books	*
Available in the department and the institute's library for free	Main References (Main)	*

Internet	Electronic references, Internet sites	*
Curriculum development plan		11
Developing appropriate curricula with state institutions concerned with the legal aspect		*
Holding scientific seminars and conferences aimed at updating school curricula		*
Follow up on scientific developments in the field of specialization		*
Available in the section	Virtual court	
Available in the section	Computer center	

Course description form

This academic program description provides a brief summary of the most important characteristics of the program and the learning outcomes expected of the student, demonstrating whether the student has made the most of the opportunities available, and is accompanied .by a description of each course within the program

Northern Technical University/ Kirkuk Technical Institute	Educational institution	1
Accounting techniques	Scientific department/center	2
Administration	Course code name	3
Is mandatory	Available attendance forms	4
The first	Semester/year	5
hours annually (120)	Number of study hours (total)	6
___ 4 202/08/01	Date the description was prepared	7
-	Course objectives	8
Required program outcomes and teaching, learning and evaluation methods		9

A- Cognitive objectives

basic concepts related to the administrative activities .practiced by the organization and their applications	A-1
B- Objectives Marathi for the programme	
The student can understand the concept of modern management in the field of work and secretarial work and .gain information to work in this field	B 1
Teaching and learning methods	
Theoretical lectures / practical lectures / field visits / solving)) ((examples / discussion circles / summer training	
Evaluation methods	
Oral exams / written exams / weekly reports / daily attendance /)) ((semester and final exams	
C- Emotional and value-based goals	
Carrying out his duties at the work site for emotional and professional motives	C-1
Teaching and learning methods	
Theoretical lectures / practical lectures / field visits / solving)) ((examples / graduation project / summer training	
Evaluation methods	
Oral exams/written exams/observation/student's cumulative)) ((record	
D- General and qualifying transferable skills (other skills related to (employability and personal development	
Developing their conversational skills	D-1
Raising their research awareness and moving students from the teaching stage to learning	D-2

Infrastructure		10
Available in the department and the institute's library for free	Required prescribed books	*
Available in the department and the institute's library for free	Main References (Main)	*
Internet	Electronic references, Internet sites	*
Available in the section	Virtual court	
Available in the section	Computer center	

Curriculum development plan	11
Developing appropriate curricula for state institutions concerned with the accounting aspect	*
With holding scientific seminars and conferences aimed at updating the school curricula	*
Follow up on scientific developments in the field of specialization	*

Course description form

This academic program description provides a brief summary of the most important characteristics of the program and the learning outcomes expected of the student, demonstrating whether the student has made the most of the opportunities available, and is

.accompanied by a description of each course within the program

Northern Technical University/ Kirkuk Technical Institute	Educational institution	1
Accounting techniques	Scientific department/center	2
Economics and public finance	Course code name	3
Is mandatory	Available attendance forms	4
The first	Semester/year	5
hours annually (90)	Number of study hours (total)	6
— — — 4 202/08/01	Date the description was prepared	7
-	Course objectives	8
Required program outcomes and teaching, learning and evaluation methods		9
A- Cognitive objectives		
Providing the student with economics topics that are directly related to accounting and which constitute a scientific background for the student, such as supply and demand, factors of production , revenues, costs, income and its components, and everything related to expenditures, revenues the general budget, and financial policy tools such as taxes , .and loans		A-1
economics vocabulary that is directly related to his specialty , such as expenditures, revenues, the state's general budget , .and taxes		B 1

Teaching and learning methods

Theoretical lectures / lectures))

Process / field visits / solving examples / discussion circles / summer

((training	
Evaluation methods	
Oral exams / written exams / weekly reports / daily attendance /)) ((semester and final exams	
C- Emotional and value-based goals	
Carrying out his duties at the work site with professional .motives and adhering to professional ethics	C-1
Teaching and learning methods	
Theoretical lectures / practical lectures / field visits / solving)) ((examples / graduation project / summer training	
Evaluation methods	
Oral exams/written exams/observation/student's cumulative)) ((record	
D- General and qualifying transferable skills (other skills related to (employability and personal development	
Improve their discussion skills	D-1
Raising their research awareness and moving students from the teaching stage to learning	D-2

Infrastructure		10
Available in the department and the institute's library for free	Required prescribed books	*
Available in the department and the institute's library for free	Main References (Main)	*
Internet	Electronic references, Internet sites	*
Available in the section	Computer center	

Curriculum development plan		11
Developing appropriate curricula with state institutions .concerned with the accounting aspect		*
Holding scientific seminars and conferences aimed at updating . school curricula		*
Follow up on scientific developments in the field of		*

Course description form

This academic program description provides a brief summary of the most important characteristics of the program and the learning outcomes expected of the student, demonstrating whether the student has made the most of the opportunities available, and is accompanied by a description of each course within the program

Northern Technical University/ Kirkuk Technical Institute	Educational institution	1
Accounting techniques	Scientific department/center	2
computer applications	Course code name	3
Is mandatory	Available attendance forms	4
The first	Semester/year	5
)60 hours annually (Number of study hours (total)	6
___ 4 202/08/01	Date the description was prepared	7
-	Course objectives	8
Required program outcomes and teaching, learning and evaluation methods		9

A- Cognitive objectives

Providing the student with basic concepts related to the administrative activities practiced by the organization and their applications

A-1

B- Objectives Marathi for the programme

Teaching the student the skills of working on a calculator, using its ready-made applications, and the principles of the Internet in the .field of specialization	B 1
Teaching and learning methods Theoretical lectures / practical lectures / field visits / solving)) ((examples / discussion circles / summer training	
Evaluation methods Oral exams / written exams / weekly reports / daily attendance /)) ((semester and final exams	
C- Emotional and value-based goals	
C-1 Carrying out his duties at the work site for professional motives	

Infrastructure		10
Available in the department and the institute's library for free	Required prescribed books	*
Available in the department and the institute's library for free	Main References (Main)	*
Internet	Electronic references, Internet sites	*
Available in the section	Computer center	

Curriculum development plan	11
Developing appropriate curricula with state institutions concerned with the accounting aspect Holding scientific seminars and conferences aimed at updating school curricula Follow up on scientific developments in the field of specialization	* * *

Course description form

This academic program description provides a brief summary of the most important characteristics of the program and the learning outcomes expected of the student, demonstrating whether the student has made the most of the opportunities available, and is accompanied by a description of each course within the program

Northern Technical University/ Kirkuk Technical Institute	Educational institution	1
Accounting techniques	Scientific department/center	2
Statistics	Course code name	3
Is mandatory	Available attendance forms	4
The first	Semester/year	5
)90 hours annually (Number of study hours (total)	6
— — — 2021/1/08	Date the description was prepared	7
-	Course objectives	8
Required program outcomes and teaching, learning and evaluation methods		9
A- Cognitive objectives		
Introducing the student to statistical methods and the use of scientific methods in collecting, organizing, presenting and .classifying various statistical data		A-1
B- Objectives Marathi for the programme		
Enabling the student to deal with the analysis of available data and using concepts and statistical methods in analyzing and .deriving results		B 1
Teaching and learning methods Theoretical lectures / practical lectures / field visits / solving)) ((examples / discussion circles / summer training		
Evaluation methods		
Oral exams / written exams / weekly reports / daily attendance /)) ((semester and final exams		
C- Emotional and value-based goals		

Carrying out his duties at the work site for professional reasons	C-1
Teaching and learning methods Theoretical lectures / practical lectures / field visits / solving)) ((examples / graduation project / summer training	
Evaluation methods Oral exams/written exams/observation/student's cumulative)) ((record	
D- General and qualifying transferable skills (other skills related (to employability and personal development	
Improve their discussion skills	D-1
Raising their research awareness and moving students from the teaching stage to learning	D-2

Infrastructure		10
Available in the department and the institute's library for free	Required prescribed books	*
Available in the department and the institute's library for free	Main References (Main)	*
Internet	Electronic references, Internet sites	*
Available in the section	Computer center	

Curriculum development plan	11
Developing appropriate curricula with state institutions concerned with the accounting aspect	*
Holding scientific seminars and conferences aimed at updating school curricula	*
Follow up on scientific developments in the field of specialization	*

Course description form

This academic program description provides a brief summary of the most important characteristics of the program and the learning outcomes expected of the student, demonstrating whether the student has made the most of the opportunities available, and is accompanied .by a description of each course within the program

Northern Technical University/ Kirkuk Technical Institute	Educational institution	1
Accounting techniques	Scientific department/center	2
Human rights and democracy	Course code name	3
Is mandatory	Available attendance forms	4
The first	Semester/year	5
)60 hours annually (Number of study hours (total)	6
___ 4 202/08/01	Date the description was prepared	7
-	Course objectives	8
Required program outcomes and teaching, learning and evaluation methods		9
A- Cognitive objectives		
Learn about the principles of human rights and democracy (origin (and development		A-1
B- Objectives Marathi for the programme		
A detailed explanation of the principles of human rights and democracy and the livelihoods under them		B 1
Teaching and learning methods Theoretical lectures / practical lectures / field visits / examples /)) ((discussion circles / summer training		
Evaluation methods Oral exams / written exams / weekly reports / daily attendance /)) ((semester and final exams		
C- Emotional and value-based goals		
Carrying out his duties at the work site for professional reasons		C-1
Teaching and learning methods Theoretical lectures / practical lectures / field visits / solving)) ((examples / graduation project / summer training		
Evaluation methods Oral exams/written exams/observation/student's cumulative)) ((record		

D- General and qualifying transferable skills (other skills related to employability and personal development)	
Developing their discussion skills	D-1
Raising their research awareness and moving students from the teaching stage to learning	D-2

Infrastructure		10
Available in the department and the institute's library for free	Required prescribed books	*
Available in the department and the institute's library for free	Main References (Main)	*
Internet	Electronic references, Internet sites	*

Curriculum development plan		11
Developing appropriate curricula with state institutions concerned with the accounting aspect		*
Holding scientific seminars and conferences aimed at updating school curricula		*
Follow up on scientific developments in the field of specialization		*

Course description form

This academic program description provides a brief summary of the most important characteristics of the program and the learning outcomes expected of the student, demonstrating whether the student has made the most of the opportunities available, and is accompanied by a description of each course within the program

Northern Technical University/ Kirkuk Technical Institute	Educational institution	1
Accounting techniques	Scientific	2

	department/center	
English	Course code name	3
Is mandatory	Available attendance forms	4
The first	Semester/year	5
hours annually (30)	Number of study hours (total)	6
2024/08/01	Date the description was prepared	7
-	Course objectives	8
Required program outcomes and teaching, learning and evaluation methods		9
A- Cognitive objectives		
Learn about the basics of the English language and its general rules Knowing the methods of conversations and quoting legal phrases		A-1
B- Objectives Marathi for the programme		
The ability to interact with people in several fields within one .specialty		B 1
.B-2 The ability to use modern methods in the field of specialization		
B-3 Efficiency in accessing the latest information through proficiency . in the language		
C- Emotional and value-based goals		
Carrying out his duties at the work site for professional reasons		C-1
Teaching and learning methods Theoretical lectures / practical lectures / field visits / solving)) ((examples / graduation project / summer training		
D- General and qualifying transferable skills (other skills related (to employability and personal development		
Developing their discussion skills		D-1
Raising their research awareness and moving students from the teaching stage to learning		D-2

Infrastructure		11
Available in the department and the institute's library for free	Required prescribed books	*
Available in the department and the institute's library for free	Main References (Main)	*
Internet	Electronic references, Internet sites	*

Curriculum development plan	0 1
Developing appropriate curricula with state institutions concerned with the legal aspect	*
Holding scientific seminars and conferences aimed at updating school curricula	*
Follow up on scientific developments in the field of specialization	*

Curriculum skills chart																			
Please tick the boxes corresponding to the individual learning outcomes from the program being assessed																			
Learning outcomes required from the programme																			
Transferable general and qualifying skills (other skills) related to employability and personal (development)				Emotional goals And value				Skills objectives of the programme				Cognitive objectives				Essential or optional	Course Name Or the course	Course Code Or the course	stage Scholarship
D4	D3	D2	D1	C4	C3	C2	C1	B4	B3	B2	B1	A4	A3	A2	A1				
		X	X				X				X				X	Basic	Finance Accounting		The first - A
		X	X				X				X				X	Basic	Government accounting		
		X	X				X				X				X	Basic	Accounting readings in English		
		X	X				X				X				X	Basic	Administration		
		X	X				X				X				X	Basic	Economics and public finance		
		X	X				X				X				X	Basic	Computer principles in English		
		X	X				X				X				X	Basic	Statistics		
		X	X				X				X				X	Basic	Human rights and democracy		
		X	X				X				X				X	Basic	English		

