



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

دليل وصف البرنامج الأكاديمي والمقرر الدراسي

2024

Introduction:

The educational program is a coordinated and organized package of courses that include procedures and experiences organized into study modules. The primary purpose of the program is to build and refine the skills of graduates, making them qualified to meet the requirements of the labor market. It is reviewed and evaluated annually through internal or external audit procedures and programs, such as the .External Examiner Program

The academic program description provides a brief summary of the program's main features and courses, indicating the skills students are expected to acquire based on the program's objectives. The importance of this description is evident in that it represents the cornerstone for obtaining program accreditation. It is written by faculty members under the supervision of the academic committees in the academic .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 new developments and changes in the educational system in Iraq, which included a description of the academic program in its traditional form (annual, semester) in addition to adopting the description of the academic program circulated pursuant to the letter of the Department of Studies TM3/2906 dated 5/3/2023 with regard to .programs that adopt the Bologna process as the basis for their work

In this context, we cannot but emphasize the importance of writing descriptions 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 concise summary of the program's vision, mission, and objectives, including a detailed description of the targeted learning outcomes based on specific learning strategies

Course Description: Provides a concise summary of the course's key features and the learning outcomes expected of the student, demonstrating whether the student 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 an advanced, inspiring, motivating, realistic, and applicable program

Program mission: It briefly explains the objectives and activities required to achieve them, and also identifies the program's development paths and directions

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

Curriculum structure: All courses/subjects included in the academic program according to the approved learning system (semester, annual , courses , Bologna track) whether required by (ministry, university, college, or scientific department) with the number of academic units

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

Teaching and learning strategies : These are the strategies used by faculty members to develop student teaching and learning. They are plans followed to achieve learning objectives. They describe all classroom and extracurricular activities to achieve the program's learning outcomes

Academic Program Description Form

University Name: Northern Technical University

College/Institute: Technical Institute Hawija

Academic Department: Department of Finance and Banking

:Name of academic or professional program

Final Certificate Name: Technical Diploma

Academic system: Courses

Description preparation date 3/9/2024

File completion date: 3/9/2024

Signature



Scientific Assistant Name:

Mohammed Jiad Laji

Date :3/9/2024

Signature



Name of Department Head:

Abdullah Zidane Khalaf

Date :3/9/2024

Check the file before

Quality Assurance and University Performance Division

Name of the Director of the Quality Assurance and University Performance

:Division: Ahmed Abd Khalaf

Date :3/9/2024



Approval of the Dean of the Technical Institute
Prof. Dr. Omar Khalil Ahmed



1. Program vision
Preparing banking cadres capable of performing outstanding work in management, finance, and financial and banking accounts, in accordance with the requirements of modern technology and the labor market, with the aim of developing the banking sector to serve the country's economy and .achieve economic prosperity

2. Program message
Providing financial and banking institutions, both in the public and private sectors, with qualified, skilled, and competent human resources capable of .developing and innovating to serve the financial labor market

3. Program objectives
• Preparing highly efficient and effective graduates in the field of finance, banking .management, and bank accounts • .Graduates acquire diverse knowledge and skills in the field of finance and banking • Distinctive education that stimulates and activates the labor market • Providing consulting services to develop expertise in various economic sectors to .achieve community well-being • .Twinning with departments at the local and international levels

	1- Required learning outcomes, teaching, learning and assessment methods
	1- Cognitive objectives .A1. Analyze financial markets accurately .A2. Understanding banking risk management concepts .A3. Gain knowledge of modern financing methods A4. Evaluating the financial performance of institutions and

	.individuals
	ﻡ- Program skill objectives .B1. Develop financial analysis skills .B2. Acquire banking risk management skills .B3. Develop communication skills in a financial environment .B4. Use technological tools to analyze financial data
	Teaching and learning methods
	1- Blended learning (electronic and in-person) 2- Scientific films and videos, scientific laboratories (computer and specialized for the practical side to teach the student all documents related to financial work), summer and professional .training 3- .Graduation projects
	Evaluation methods
	Daily tests, monthly exams, end-of-level exam for each level, weekly .reports on the subject
	C- Emotional and value-based goals A1. Raising awareness of the importance of individual financial responsibility. A2. Developing ethical values in financial dealings. A3. Enhancing team spirit and cooperation in financial work. A4. Stimulating ambition and commitment to professional development.
	Teaching and learning methods
	summer and professional ,(in-person and online) Blended learning .training, and graduation projects
	Evaluation methods
	Daily, midterm and final exams, weekly reports

D- General and transferable skills (other skills related to employability and personal .(development .D1. Increase employment opportunities in the financial services sector .D2. Developing capabilities to interact with financial technology .D3. Achieve professional success by analyzing financial markets .D4. Achieving personal and professional excellence in the field of finance .Conducting daily, semester and final exams, and submitting weekly reports
Teaching and learning methods
1- Delivering in-person lectures using modern educational methods 2- Scientific visits 3- Academic visits to work sites in private banking companies and government financial and banking institutions
Evaluation methods
1- Written exams (daily and semester) 2- Oral and practical exam and report preparation 3- Student research and report discussion committees 4- Graduation projects 5- Summer training
.C- Emotional and value goals 1- Increase students' self-confidence 2- Creating a spirit of cooperation in the field of teamwork 3- Time management and not wasting it 4- Working to achieve the set goal and improve the work reality through achieving creativity and innovation
Teaching and learning methods
Blended learning (in-person and online), summer and professional training, and .graduation projects .Conducting daily, semester and final exams, and submitting weekly reports
Evaluation methods
1- Theoretical and practical exam 2- Midterm exams 3- Direct questions

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

- 1- The ability to master work in the field of financial and banking management
- 2- The ability to keep pace with scientific developments in the field of financial and .banking business management to serve the labor market
- 3- The ability to interact with society and the labor market in the field of financial and accounting management

2- Program structure				
Credit hours		Course name	Course code	Level/Year
practical	theoretical			
0	2	Human rights and democracy	NTU100	First level
0	2	English 1	NTU101	
1	1	Computer 1	NTU102	
	2	Arabic language	NTU104	
5	1	accounting principles	FBT 100	
5	2	Internal banking operations	FBT101	
2	1	Management principles	TN101	
0	2	Principles of law	TIN 101	
0	2	Environmental culture	TIN 102	
2	2	Insurance company accounting	FBT 103	
1	2	Risk Management and Insurance	FBT 105	
0	2	Financial legislation	FBT 105	
2	1	Financial management	FBT 102	
1	1	sports	NTU104	
2	1	count	TIN 100	
1	1	Computer 2	NTU201	
1	2	Financial readings (optional)	FBT 107	
3	1	Financial Mathematics	FBT207	Level 2
2	3	Financial Institutions Management	FBT201	
4	1	Bank Accounting 1	FBT200	
2	2	Evaluating investment decisions	FBT203	
0	2	Professional ethics	NTU204	
2	1	Research project	TID0202	
1	3	financial markets	FBT202	
2	2	Bank management	FBT205	

2	1	E-Business Management	TID0200	
2	2	Banking Services Marketing	FBT206	
0	2	English language	NTU200	
4	1	Bank Accounting 2	FBT204	
1	2	International Financing (Optional)	FBT209	
0	2	Baath regime crimes		

- 1- Updating curricula to keep pace with scientific developments
- 2- .Use modern sources, whether from books or the Internet
- 3- Preparing training courses for members to enhance their scientific skills
- 4- Preparing field research
- 5- Preparing scientific bags
- 6- Cooperation with state institutions and departments

1. Admission Criteria (setting regulations for admission to a college or institute)

Literary and commercial branch graduates of preparatory studies

2. The most important sources of information about the program

Instructions from Higher Authorities - Al-Huwayjah Technical Institute Website

Curriculum Skills Map																
.Please tick the boxes corresponding to the individual learning outcomes of the program																
Required learning outcomes of the program																
General and transferable skills (or) other skills relevant to employability and personal development				thinking skills				Subject-specific skills				knowledge and understanding				
D4	D3	D2	D1	A4	Part 3	Part 2	Part 1	B4	B3	B2	B1	A4	A3	A2	A1	
	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓		✓	✓	✓	
✓		✓	✓	✓	✓		✓	✓		✓	✓	✓		✓	✓	
	✓	✓	✓			✓	✓	✓		✓	✓	✓		✓	✓	
	✓		✓	✓	✓		✓	✓	✓		✓		✓	✓	✓	
✓	✓		✓	✓	✓	✓			✓	✓	✓	✓	✓		✓	
	✓	✓	✓	✓	✓		✓		✓	✓	✓	✓		✓	✓	
	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓		✓	✓		
✓	✓	✓	✓	✓	✓	✓		✓		✓	✓	✓	✓		✓	
	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓		
	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓		✓	✓	
✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	compulsory
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		compulsory
✓	✓	✓	✓	✓		✓	✓		✓	✓	✓	✓		✓	✓	compulsory
✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		optional
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		compulsory

Risk Management and Insurance

Financial legislation

Financial management

sports count

																ory	
✓	✓	✓		✓	✓		✓	✓	✓		✓	✓	✓	✓		compulsory	Computer 2
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	optional	Financial readings (optional)
✓		✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓		compulsory	Financial Mathematics
✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		compulsory	Financial Institutions Management
✓	✓	✓	✓	✓		✓	✓	✓		✓	✓	✓		✓	✓	compulsory	Bank Accounting 1
✓		✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓		compulsory	Evaluating investment decisions
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	compulsory	Professional ethics
✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓		compulsory	Research project
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		compulsory	financial markets
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		compulsory	Bank management
✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓		✓	✓	✓	compulsory	E-Business Management
✓	✓				✓	✓		✓		✓	✓	✓	✓	✓	✓	compulsory	Banking Services Marketing
✓	✓	✓	✓	✓		✓		✓			✓			✓	✓	compulsory	English language
✓		✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	compulsory	Bank Accounting 2
✓	✓	✓		✓	✓			✓	✓		✓	✓	✓	✓		optional	International

																	1 Financing (Optional)
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Course Description

Course Description Form

Educational institution	1
Al-Huwayjah Technical Institute	
Scientific Department	2
Financial and banking technologies	
Course Name/Code	3
English language	
Available attendance forms	4
In-person/online	
semester/year	5
First / 2024 - 2025	
Number of study hours (total)	6
2	
Date this description was prepared	7
2024/8/1	
Course objectives (general objectives of the course)	8
.They are everyday conversations and audio materials .Distinguishing main ideas and details in audio texts :Develop speaking skills .2 .Use English in everyday situations with confidence Improve pronunciation and grammar through conversations and discussions :Develop reading skills .3 .Reading texts and understanding their general and detailed meanings Analyze paragraphs and infer implied meanings and vocabulary from context :Develop writing skills .4	

.Write paragraphs and short essays using correct structures .Use linking tools and develop writing style :Reinforcing grammar and vocabulary .5 .Understand and apply the basic rules of the English language Expanding vocabulary through new vocabulary and using it in appropriate .context :Developing critical thinking skills .6 .Analyze texts and express opinions in English Comparing different points of view		
Course outcomes , teaching, learning and assessment methods .9 Course outcomes It is a set of knowledge, skills and values that the course seeks : identification . to achieve in students It provides the learner with a clear idea of what he will be : Its importance able to do after completing the course, and helps in designing and evaluating . academic courses The course outcomes are determined based on the ? How is it determined . objectives of the academic program to which the course belongs		
Evaluation methods	Teaching and learning methods	Outputs
Oral and written questions and discussions	Lecture using PowerPoint	:Learning Outcomes Cognitive
Oral and written questions and discussions	Discussion with students	Learn basic and advanced .English grammar
Oral and written questions and discussions	Display exercise solutions for each topic	Understanding the meanings of vocabulary and structures in .multiple contexts
Oral and written questions and discussions	Assigning students to practical cases	Interpreting written and spoken texts and understanding main
	Student costs for	

Oral and written questions and discussions	preparing reports on course topics	.and sub-ideas Distinguishing the rhetorical and linguistic techniques used in .texts Employ reading and listening strategies to understand .language content
Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions	Lecture using PowerPoint Discussion with students Display exercise solutions for each .topic Assigning students to practical cases Student costs for preparing reports on course topics	:Skill-based Learning Outcomes .2 Speak English with relative fluency and .clarity in everyday and academic situations Writing paragraphs and essays using correct .and organized structures Listen to audio clips and understand the full .meaning and hidden connotations Quick and effective reading of texts and .analysis of their content Use language confidently in oral .presentations and classroom discussions Employing electronic and digital learning .resources to develop language skills
Oral and written questions and discussions Oral and written	Lecture using PowerPoint Discussion with students	Affective/Value-based Learning .3 :Outcomes Boost your self-confidence when using .English

questions and discussions Oral and written questions and discussions Oral and written questions and discussions	Display exercise solutions for each .topic Assigning students to practical cases Student costs for preparing reports on course topics	Respect for other cultures and openness to .linguistic and cultural diversity Demonstrate a spirit of cooperation and .teamwork during classroom activities Adherence to academic ethics during research .and writing Appreciation of the importance of learning English as a tool for global communication .and employment opportunities
Course structure (Theoretical and practical .10 (vocabulary		

week	number watches	Outputs learning Required	or Unity name the topic	learning road	road Evaluation
1	2	Recognition on Greetings And Basic the definition By the soul	Greetings & Introductions	- Lecture Exercises Interactive	verbal a test short
2	2	Use pronouns and actions Being	Subject Pronouns & Verb To Be	Activities Collective	written duty
3	2	expression on Ownership	Possessive Adjectives	and to explain discussion	short a test
4	2	Recognition singular on And the in collection Names	Singular & Plural Nouns	exercises Written	the in activity line
5	2	tools Use Definition The indefinite noun	Articles (a, an, the)	Examples Applied	a job paper
6	2	Recognition time on	Present Simple Tense	Conversations Games-	short a test verbal

		Present tense Simple		Linguistic	
7	2	phrases Use Daily	Everyday Expressions	conversation And practice	evaluation practical
8	2	Use Attributes To install camel	Adjectives & Sentence Structure	exercises and Written conversations	my duty house
9	2	on speaking routine Daily	Daily Routines	- Roles game Dialogue	My activity evaluation verbal
10	2	formulation Questions simple	WH & Yes/No Questions	acting Dialogues	the in a test line
11	2	the past Use in Simple on speaking events precedent	Past Simple Tense	- Texts analysis Exercises	a job paper
12	2	on speaking and places trends	Places and Directions	- Maps Activities practical	Safiya game Interactive
13	2	reading short Texts And understand it	Reading Comprehension	reading Collective	reading a test
14	2	skills writing simple	Basic Writing Skills	writing paragraph simple	evaluation written
15	2	review And General preparation For testing Final	General Review	review Comprehensiv e	a test ultimate

Curriculum Development Plan .11

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

**Develop curricula that are compatible with the labor –1
market**

**Holding scientific seminars and conferences aimed at –2
updating curricula**

Follow up on scientific developments in the field of –3

specialization	
infrastructure .12	
Available	classrooms, laboratories and workshops
Available	Required textbooks -1
Level: Beginner to Intermediate Cambridge University Press :Publisher Features: Contains a simplified explanation of the rules with practical exercises Oxford Word Skills – Ruth Gairns & .2 Stuart Redman Level: Beginner to Advanced Oxford University Press :Publisher Features: Develops vocabulary through real-life topics and realistic exercises Cutting Edge – Sarah Cunningham & .3 Peter Moor Level: Multi-level series Features: A modern communicative approach that includes speaking, listening, reading and writing English File – Christina Latham-Koenig .4 & Clive Oxenden Oxford University Press :Publisher Features: Interactive curriculum including audio files, skill exercises, and integration of the four skills Headway Series – Liz and John Soars .5	Main References (Sources) -2

Oxford University Press :Publisher Features: It offers a gradual sequence in language learning and is relied upon by many universities	
Oxford University Press Published by It focuses on teaching English as a foreign language and presents recent research and empirical articles in the field of education TESOL Quarterly .2 TESOL International Issued by Association One of the world's most famous magazines in the field of teaching English (L, EFL) to speakers of other languages .(The Modern Language Journal .3 Wiley Published by It focuses on teaching foreign languages, and contains theoretical and applied research Journal of English for Academic .4 (Purposes JEAP Elsevier Published by Focuses on English for Academic and is suitable for (EAP) Purposes .university students	Recommended books and (references (scientific journals, (reports, etc
https://learnenglish.britishcouncil.org	Electronic references, (ب websites

It contains lessons in grammar, vocabulary, listening and reading skills, .with interactive activities Cambridge English .2 https://www.cambridgeenglish.org/learning-english Provides placement tests, resources for students and teachers, and interactive .exercises BBC Learning English .3 https://www.bbc.co.uk/learningenglish Offers daily videos, podcasts, pronunciation and vocabulary instruction, and simplified learning news Oxford Learner's Dictionaries .4 https://www.oxfordlearnersdictionaries.com A distinctive dictionary for learners, containing audio pronunciation and explanation of meanings with real-life .examples Cambridge Dictionary .5 https://dictionary.cambridge.org A comprehensive dictionary containing meanings, British and American .pronunciations, and translation	
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Course Description Form

Educational institution	.13
Al-Huwayjah Technical Institute	
Scientific Department	.14
Financial and banking technologies	
Course Name/Code	.15
NTU102 /Computer 1	
Available attendance forms	.16
In-person/online	
semester/year	.17
First semester / 2024 / 2025	
Number of study hours (total)	.18
2	
Date this description was prepared	.19
1/5/2024	
Course objectives (general objectives of the course)	.20
Identify the components of the computer (hardware and software) and understand the .1 functions of each .Acquire basic skills in using computers and various operating systems .2 :Develop the ability to use office computer applications such as .3 Microsoft Word) Word processing (Excel) Spreadsheets presentationsPowerPoint (Access) Basic databases derstanding the basics of the Internet and communication technologies such as email, .4 .search engines, and information security .Develop typing and fast typing skills using the keyboard .5 .Learn the basic principles of programming (in some courses only) .6 Raising awareness of the importance of computers in various areas of life, such as .7 .education, health, management, and scientific research .Develop logical thinking and problem solving using computers .8	

Course outcomes , teaching, learning and assessment methods .21

Course outcomes

It is a set of knowledge, skills and values that the course seeks : identification . to achieve in students

It provides the learner with a clear idea of what he will be : Its importance able to do after completing the course, and helps in designing and evaluating . academic courses

The course outcomes are determined based on the ? How is it determined . objectives of the academic program to which the course belongs

Evaluation methods	Teaching and learning methods	Outputs
Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions	Lecture using PowerPoint Discussion with students Display exercise solutions for each topic Assigning students to practical cases Student costs for preparing reports on course topics	Knowledge outputs Explains the basic concepts of computers .1 .and types of software and hardware Distinguish between different types of .2 .operating systems Explain the importance of computers in .3 .different areas of life Explains the principles of the Internet, .4 .networks, and information security Understand basic programming concepts .5 .(if covered in the course)
Oral and written questions and discussions Oral and written	Lecture using PowerPoint Discussion with students	Second: Skill outputs The operating system is used to run .1 .programs and manage files

questions and discussions Oral and written questions and discussions Oral and written questions and discussions	Display exercise solutions for each .topic Assigning students to practical cases Student costs for preparing reports on course topics	Word,) Uses Microsoft Office programs .2 to create professional (Excel, PowerPoint .documents Efficiently handles email and search .3 .engines .Apply typing and keyboarding skills .4 Uses computers to solve simple accounting .5 .or organizational problems
Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions	Lecture using PowerPoint Discussion with students Display exercise solutions for each topic Assigning students to practical work Student costs for preparing reports on course topics	Value outputs .Adhere to computer and internet ethics .1 Be responsible in storing data and .2 .protecting privacy Appreciates the importance of computers .3 .in developing oneself and society Demonstrates a desire for self-learning and .4 .development using computer tools
Course structure (Theoretical and practical .22 (vocabulary		

week	number watches	Outputs learning	name Unit/ Topic	road learning	road Evaluation
Week1	2	investigation Outputs week Related With knowledge and skills	introduction in computer and its components	Lecture/ Training Practical/ Discussion	Homework/ Test Short/ Note performance
Week2	2	investigation Outputs week Related With knowledge and skills	Types Software and systems Operation	Lecture/ Training Practical/ Discussion	Homework/ Test Short/ Note performance
Week3	2	investigation Outputs week Related With knowledge and skills	administration Files and volumes	Lecture/ Training Practical/ Discussion	Homework/ Test Short/ Note performance
Week4	2	investigation Outputs week Related With knowledge and skills	to treat Texts UsingWord (1)	Lecture/ Training Practical/ Discussion	Homework/ Test Short/ Note performance
Week5	2	investigation Outputs week Related With knowledge and skills	to treat Texts UsingWord (2)	Lecture/ Training Practical/ Discussion	Homework/ Test Short/ Note performance
Week6	2	investigation Outputs week Related With knowledge and skills	Tables Data UsingExcel (1)	Lecture/ Training Practical/ Discussion	Homework/ Test Short/ Note performance
Week7	2	investigation Outputs week Related With knowledge and skills	Tables Data UsingExcel (2)	Lecture/ Training Practical/ Discussion	Homework/ Test Short/ Note performance
Week8	2	investigation Outputs week Related With knowledge and skills	Offers Introductory Using PowerPoint (1)	Lecture/ Training Practical/ Discussion	Homework/ Test Short/ Note performance
Week9	2	investigation Outputs week Related With	Offers Introductory Using PowerPoint (2)	Lecture/ Training Practical/ Discussion	Homework/ Test Short/ Note performance

		knowledge and skills			
Week10	2	investigation Outputs week Related With knowledge and skills	Internet and mail electronic	Lecture/ Training Practical/ Discussion	Homework/ Test Short/ Note performance
Week11	2	investigation Outputs week Related With knowledge and skills	basics security Information	Lecture/ Training Practical/ Discussion	Homework/ Test Short/ Note performance
Week12	2	investigation Outputs week Related With knowledge and skills	introduction in Programming(concepts General	Lecture/ Training Practical/ Discussion	Homework/ Test Short/ Note performance
Week13	2	investigation Outputs week Related With knowledge and skills	Ethics Use computer	Lecture/ Training Practical/ Discussion	Homework/ Test Short/ Note performance
Week14	2	investigation Outputs week Related With knowledge and skills	Applications computer in life The process	Lecture/ Training Practical/ Discussion	Homework/ Test Short/ Note performance
Week15	2	investigation Outputs week Related With knowledge and skills	review and evaluation comprehensive	Lecture/ Training Practical/ Discussion	Homework/ Test Short/ Note performance

Curriculum Development Plan .23

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

**Develop curricula that are compatible with the labor –4
market**

**Holding scientific seminars and conferences aimed at –5
updating curricula**

**Follow up on scientific developments in the field of –6
specialization**

infrastructure .24	
Available	classrooms, laboratories and workshops
Available	Required textbooks -3
Introduction to Computer and Information Technology Author: Dr. Nizar Khadir Matar Publisher: Safaa Publishing and Distribution House Description: An Arabic reference covering basic computer concepts, computer components, software, and .operating systems Discovering Computers: Digital .2 Technology, Data, and Devices Author: Misty E. Vermaat Publisher: Cengage Learning Description: A comprehensive book in English that explains computer concepts in a simplified manner, suitable for .beginners Introduction to Operating Systems .3 Author: Dr. Suhail Najm Abdullah Publisher: Dar Al Masirah Publishing House Description: A simplified reference to operating systems, their types, and .functions Microsoft Office 365 – In Practice .4 Author: Randy Nordell programs (Word, Microsoft Office .Excel, PowerPoint) in a practical way	Main References (Sources) -4

Computer Basics – Absolute .5 Beginner's Guide Michael Miller :Author Description: A very simplified book, intended for beginners in dealing with .computers and their applications	
Recommended scientific journals in the :field of computer science Journal of Computer Science and .1 (Information Technology (JCSIT ence Publishing Group :Published by Specialization: Computer Science, Artificial Intelligence, Information .Security IEEE Access .2 IEEE :Issued by Specialization: All fields of computer science, engineering and information .technology Note: One of the most powerful and .famous scientific journals in this field International Journal of Computer .3 (Applications (IJCA oundation of Computer :Published by Science (FCS), USA	Recommended books and (ت references (scientific journals, (.reports, etc

Specialization: Computer Applications, Programming, Operating Systems, .Networks (ACM Computing Surveys (CSUR .4 Association for :Published by (Computing Machinery (ACM Specialization: Comprehensive review . articles in computer science	
	Electronic references, (ث,websites

Course Description Form

25.	Educational institution
	Al-Huwayjah Technical Institute
26.	Scientific Department
	Financial and banking technologies
27.	Course Name/Code
	FBT100 / Accounting Principles
28.	Available attendance forms
	In-person/online
29.	semester/year
	First semester / 2024/2025
30.	Number of study hours (total)

6		
Date this description was prepared .31		
2025/5/1		
Course objectives (general objectives of the course) .32		
providing students with the theoretical and practical foundations of financial accounting and understanding its role in economic activity Introducing the student to basic accounting concepts such as assets, liabilities, revenues, and expenses .2 Enabling the student to prepare basic financial statements (income statement, balance sheet, cash flow statement) .3 Teach the student how to record financial transactions using the double entry method .4 Developing the student's ability to analyze and interpret financial results in a simplified manner .5 Enhance the student's skills in using basic accounting documents and records .6 Preparing the student to understand the relationship between accounting and other business fields such as management, finance, and taxes .7 Instilling the principles of accuracy, credibility and integrity in accounting work .8		
Course outcomes , teaching, learning and assessment methods .33 Course outcomes It is a set of knowledge, skills and values that the course seeks : identification to achieve in students It provides the learner with a clear idea of what he will be : Its importance able to do after completing the course, and helps in designing and evaluating academic courses The course outcomes are determined based on the ? How is it determined objectives of the academic program to which the course belongs		
Evaluation methods	Teaching and learning methods	Outputs
Oral and written questions and	Lecture using PowerPoint	Knowledge outputs
		Explains the basic concepts of financial .1

discussions Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions	Discussion with students Display exercise solutions for each .topic Assigning students to practical work Student costs for preparing reports on course topics	.accounting Distinguish between types of accounts .2 assets, liabilities, revenues, expenses,) (equity Explains the steps of the accounting cycle .3 from recording to preparing financial .statements Explain the importance of accounting in .4 making financial and administrative .decisions
Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions	Lecture using PowerPoint Discussion with students Display exercise solutions for each topic Assigning students to practical cases Student costs for preparing reports on course topics	Second: Skill outputs Records financial transactions using the .1 .double-entry method .Prepares journal and ledger accurately .2 Prepares trial balance and inventory .3 .adjustments Designs basic financial statements (income .4 statement, balance sheet, cash flow (statement Analyzes financial statements and .5 .interprets their results
Oral and written	Lecture using	Third: Value outputs

questions and discussions Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions	PowerPoint Discussion with students Display exercise solutions for each topic Assigning students to practical work Student costs for preparing reports on course topics	Commitment to accuracy and integrity in .1 .recording financial information Demonstrates interest in ethical .2 .responsibility in financial reporting Appreciates the role of accounting in .3 promoting transparency and accountability in .institutions Collaborates with colleagues in preparing .4 .case studies and practical applications
Course structure (Theoretical and practical .34 (vocabulary		

week	number (Hours theoretical) practical/	Outputs learning	/ Unit name Topic	road learning	Evaluation road
1 Week	1 theoretical / 5 practical	acquisition in skills Concepts And application Operations accounting	in introduction and accounting its objectives	+ Lecture Training + Practical Cases Academic	/ Homework / My work Test Note performance
2 Week	1 theoretical / 5 practical	acquisition in skills Concepts And application Operations accounting	Concepts accounting and Basic Lists elements Finance	+ Lecture Training + Practical Cases Academic	/ Homework / My work Test Note performance
3 Week	1 theoretical / 5 practical	acquisition in skills Concepts And application	analysis Operations And Finance the tabulation accounts	+ Lecture Training + Practical Cases Academic	/ Homework / My work Test Note performance

		Operations accounting			
4 Week	1 theoretical / 5 practical	acquisition in skills Concepts And application Operations accounting	numbers Restrictions Daily	+ Lecture Training + Practical Cases Academic	/ Homework / My work Test Note performance
5 Week	1 theoretical / 5 practical	acquisition in skills Concepts And application Operations accounting	Deportation to Restrictions notebook Professor	+ Lecture Training + Practical Cases Academic	/ Homework / My work Test Note performance
6 Week	1 theoretical / 5 practical	acquisition in skills Concepts And application Operations accounting	numbers Review balance	+ Lecture Training + Practical Cases Academic	/ Homework / My work Test Note performance
7 Week	1 theoretical / 5 practical	acquisition in skills Concepts And application Operations accounting	Settlements Inventory	+ Lecture Training + Practical Cases Academic	/ Homework / My work Test Note performance
8 Week	1 theoretical / 5 practical	acquisition in skills Concepts And application Operations accounting	Lists numbers Basic Finance	+ Lecture Training + Practical Cases Academic	/ Homework / My work Test Note performance
9 Week	1 theoretical / 5 practical	acquisition in skills Concepts And application Operations accounting	on accounting and banks cash	+ Lecture Training + Practical Cases Academic	/ Homework / My work Test Note performance
10 Week	1 theoretical / 5 practical	acquisition in skills Concepts And application Operations accounting	on accounting Stock	+ Lecture Training + Practical Cases Academic	/ Homework / My work Test Note performance

11 Week	1 theoretical / 5 practical	acquisition in skills Concepts And application Operations accounting	on accounting The city Debts The creditor	+ Lecture Training + Practical Cases Academic	/ Homework / My work Test Note performance
12 Week	1 theoretical / 5 practical	acquisition in skills Concepts And application Operations accounting	on accounting Fixed Origins	+ Lecture Training + Practical Cases Academic	/ Homework / My work Test Note performance
13 Week	1 theoretical / 5 practical	acquisition in skills Concepts And application Operations accounting	on accounting the money head and rights Ownership	+ Lecture Training + Practical Cases Academic	/ Homework / My work Test Note performance
14 Week	1 theoretical / 5 practical	acquisition in skills Concepts And application Operations accounting	review Comprehensive For accounts The course accounting	+ Lecture Training + Practical Cases Academic	/ Homework / My work Test Note performance
15 Week	1 theoretical / 5 practical	acquisition in skills Concepts And application Operations accounting	practical a test comprehensive and evaluation performance	+ Lecture Training + Practical Cases Academic	/ Homework / My work Test Note performance

Curriculum Development Plan .35

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

Develop curricula that are compatible with the labor –7

market

Holding scientific seminars and conferences aimed at –8

updating curricula

Follow up on scientific developments in the field of –9

specialization

infrastructure .36	
Available	classrooms, laboratories and workshops
Available	Required textbooks -5
Principles of Financial Accounting Book Author: Dr. Abdul Karim Anad Publisher: Wael Publishing and Distribution House Description: A comprehensive Arabic book covering the basics of the accounting cycle and financial statements. Accounting Principles .2 Jerry J. Weygandt, Paul D. :Author Kimmel, Donald E. Kieso Wiley :Publisher Description: One of the most famous international university books for teaching accounting using a modern, applied approach Financial Accounting Book - A .3 Contemporary Introduction Author: Dr. Walid Naji Al-Hayali Publisher: Dar Al Masirah	Main References (Sources) -6

Description: Focuses on the practical side and presents practical cases and .exercises Introduction to Financial .4 Accounting Charles T. Horngren :Author Pearson :Publisher Description: An authoritative reference for business schools, with real-life .examples Accounting Principles - Introduction .5 to Business Author: A group of Arab authors Publisher: King Saud University - Dar Al-Marikh Description: An academic book presented in simple language, used in .several Arab universities	
Principles of Financial Accounting Book Author: Dr. Abdul Karim Anad Publisher: Wael Publishing and Distribution House Description: A comprehensive Arabic book covering the basics of the accounting cycle and financial	Recommended books and (ع) references (scientific journals, (.reports, etc

.statements Accounting Principles .2 ry J. Weygandt, Paul D. :Author Kimmel, Donald E. Kieso Wiley :Publisher scription: One of the most famous ernational university books for ching accounting using a modern, .applied approach	
	Electronic references, (ح ,websites

Course Description Form

Educational institution	37
Al-Huwayjah Technical Institute	
Scientific Department	38
Financial and banking technologies	
Course Name/Code	39
Principles of law	
Available attendance forms	40
In-person/online	

semester/year	.41
First semester / 2024	
Number of study hours (total)	.42
	2
Date this description was prepared	.43
	2024/5/1
Course objectives (general objectives of the course)	.44
Introducing the student to the concept of law, its nature, and its basic sources in the .1 .legal system	
Enabling the student to distinguish between types of legal rules and other social rules .2 .such as moral and religious rules	
Providing the student with basic knowledge of the branches of law (public law – private .3 .law) and their branches	
Explain the origin and development of the legal rule, and its impact on regulating .4 .relations within society	
Explaining the official sources of law and interpretive sources such as legislation, .5 .custom, jurisprudence, and jurisprudence	
Enabling the student to understand the characteristics of the legal rule in terms of .6 .generality, obligation, and penalty	
Introducing the student to the legal and natural person, his capacity, and the stages of .7 .acquiring legal capacity	
Developing the student's basic legal analysis skills through studying the principles of .8 .civil, constitutional, administrative, and criminal law	
Enhancing students' legal awareness to enable them to understand legal rights and .9 .duties in society and the state	
Course outcomes , teaching, learning and assessment methods	.45
Course outcomes	
It is a set of knowledge, skills and values that the course seeks : identification . to achieve in students	
It provides the learner with a clear idea of what he will be : Its importance able to do after completing the course, and helps in designing and evaluating	

. academic courses The course outcomes are determined based on the ? How is it determined . objectives of the academic program to which the course belongs		
Evaluation methods	Teaching and learning methods	Outputs
Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions	Lecture using PowerPoint Discussion with students Display exercise solutions for each .topic Assigning students to practical work Student costs for preparing reports on course topics	Knowledge outputs To introduce the student to the concept of .1 .law, its nature and its functions in society To distinguish between types of legal rules .2 .and types of law (public/private) The student should explain the basic .3 sources of law, such as legislation, custom, .and jurisprudence To know the characteristics of the legal .4 .rule and its areas of application To understand the basic principles of civil, .5 .criminal and constitutional law
		For skill outputs The student applies general legal principles .1 .to simple facts To analyze the difference between legal .2 .rules and other social rules To use basic legal terminology accurately .3 .in discussion and writing
Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions	Lecture using PowerPoint Discussion with students Display exercise solutions for each .topic Assigning students to practical cases Student costs for preparing reports	

discussions	on course topics	Summarize short legal texts and extract the .4 .main rule or idea from them To participate in legal discussions and .5 present his point of view in a logical and .organized manner
Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions	Lecture using PowerPoint Discussion with students Display exercise solutions for each .topic Assigning students to practical cases Student costs for preparing reports on course topics	Value (emotional) outputs To realize the importance of respecting the .1 law as a means of achieving justice and social .order To have a sense of legal responsibility and .2 .discipline To appreciate the role of law in protecting .3 .rights and duties within society To demonstrate a commitment to honesty .4 and integrity when discussing or analyzing .legal issues
Course structure (Theoretical and practical .46 (vocabulary		

week	number watches	Outputs learning	or Unity name the topic	road education	road Evaluation
1	2	identification And its the law importance	the to entrance law	+ Lecture Discussion	a test preliminary
2	2	discrimination on the law Other Rules	and the law parents morals	an offer + Compare Discussion	an exercise written
3	2	classification the law	(Law Types And (General) special	a lecture Analytical	short a test

4	2	knowledge AI- features Legal Qaeda	Legal AI-Qaeda its : characteristics And its pillars	to explain Examples	my house duty
5	2	discrimination the sources law	: Law sources And Legislation custom	+ Lecture Analysis Texts	a job paper
6	2	knowledge Sources Interpretive	judiciary Jurisprudence As sources Interpretive	reading Legal	discussion Collective
7	2	to explain range AI- application Legal Qaeda	temporal field And the place the To apply law	to explain applied	a test Academic
8	2	identification The person And Natural the legal	Legal character	exercises Applied	verbal an offer
9	2	knowledge Types Eligibility Legal	Legal Eligibility And its types	and an offer discussion Cases	a test theoretical
10	2	to understand The penalty Legal	The penalty And its types	to explain with Examples Realism	activity collective
11	2	discrimination between the Branches The year law	the law Constitutional And the administrative And criminal	a lecture Analytical	a job paper
12	2	discrimination between the Branches private law	Civil the law and commercial	discussion Cases Realism	evaluation applied
13	2	with Dealing Legal Texts simple	Texts analysis Selected Legal	Activities Safiya	text summary legal
14	2	Concepts link In life Legal Daily	life in the law Public	Offers Introductor y	short project
15	2	General review And readiness For testing	review Comprehensiv e	activity Interactive	ultimate a test experimental

Curriculum Development Plan .47

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

Develop curricula that are compatible with the labor market -10	
Holding scientific seminars and conferences aimed at updating curricula -11	
Follow up on scientific developments in the field of specialization -12	
infrastructure .48	
Available classrooms, laboratories and workshops	
Available	Required textbooks -7
Principles of Law - Dr. Suleiman Al-Tamawi One of the classic Arabic books on the introduction to law Discusses the definition of law, its sources, characteristics, and divisions	Main References (Sources) -8
Introduction to Legal Sciences - Dr. Abdel Moneim El Badrawy Covers general theoretical aspects of law .Suitable for first year law students	
Introduction to the Study of Law - Dr. Fathi Wali .It is used in many Arab universities Links legal theories with practical application	
The Intermediary in Explaining Civil Law - Dr. Abdel Razzaq Al-Sanhouri (to prepare for the next stages	
roduction to the Study of Law - Dr.	Recommended books and (ع

Fathi Wali .It is used in many Arab universities links legal theories with practical .application	references (scientific journals, (.reports, etc
clude the electronic link (such as the (section's YouTube page	Electronic references, (ا,websites

Course Description Form

Educational institution	.49
Al-Huwayjah Technical Institute	
Scientific Department	.50
Financial and banking technologies	
Course Name/Code	.51
banking operationsfbt101	
Available attendance forms	.52
Interactive in-person/online	
semester/year	.53
First semester / 2024	
Number of study hours (total)	.54
hours 7	
Date this description was prepared	.55
2025/6/11	
Course objectives (general objectives of the course)	.56
.1 Introducing the student to the basic concepts of banking .Such as: what a bank is, its types, and its basic functions Understanding the bank's organizational structure .2 And get to know the different internal departments such as: accounts, .treasury, customer services, and internal audit .3 Providing the student with skills to carry out daily banking operations Such as: opening accounts, deposits and withdrawals, internal transfers, and .account settlements	

.Introducing the student to internal banking procedures .4 Including document flow, transaction recording, and monitoring compliance .with regulations .Developing skills in using electronic systems in banks .5 .Such as computer systems used to perform and document operations .Raising awareness of banking confidentiality and business ethics .6 the importance of maintaining the confidentiality of customer information and .transactions Ability to detect errors in banking operations .7 And knowing how to correct them and reduce the risks associated with them Understanding the relationship between branches and the bank's general .8 management .And internal communication mechanisms and administrative organization		
Course outcomes , teaching, learning and assessment methods .57 Course outcomes It is a set of knowledge, skills and values that the course seeks : identification . to achieve in students It provides the learner with a clear idea of what he will be : Its importance able to do after completing the course, and helps in designing and evaluating . academic courses The course outcomes are determined based on the ? How is it determined . objectives of the academic program to which the course belongs		
Evaluation methods	Teaching and learning methods	Outputs
Oral and written questions and discussions	Lecture using PowerPoint	First: knowledge and understanding
Oral and written questions and discussions	Discussion with students	The student should identify the types of .1 banks and their main functions
Oral and written questions and discussions	Display exercise	The student should explain the tasks and .2

discussions Oral and written questions and discussions Oral and written questions and discussions	solutions for each .topic Assigning students to practical cases Student costs for preparing reports on course topics	.roles of the bank's internal departments To distinguish between types of bank .3 accounts and the procedures associated with .them
Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions	Lecture using PowerPoint Discussion with students Display exercise solutions for each .topic Assigning students to practical cases Student costs for preparing reports on course topics	Second : Mental skills Analyze the steps of daily banking .4 operations such as deposits, withdrawals, and .transfers To evaluate the importance of internal .5 control and operational auditing in the .banking environment To detect common errors in the .6 implementation of operations and suggest .solutions for them
Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions	Lecture using PowerPoint Discussion with students Display exercise solutions for each .topic Assigning students to practical cases Student costs for preparing reports on course topics	Third: Practical and professional skills The student must accurately implement the .7 steps for opening and documenting bank .accounts The student must use bank forms and .8 .records correctly To deal with banking computer systems for .9 .managing operations
Course structure (Theoretical and practical .58 (vocabulary		

/ Unit name Topic	Outputs learning	road learning	road Evaluation	number) watches Theoretic (al	number watche) s practic (al	wee k
introduction the job on banker	on recognize And concept the importance Banks of	,a lecture discussion	a test preliminary sharing ,	2	4	1
Banks Types and its functions	He distinguishe between s Banks Types and its functions	,a lecture a workshop job	duty written	2	4	2
The structure organizational To the bank	He specifies The Sections Home bank	,discussion My an offer presentatio n	short a test	2	4	3
the Types accounts Banking	Explains the Types accounts And its features	,a lecture Examples Applied	exercises Written	2	4	4
to procedures the open accounts	Execute to steps the open accounts	training ,practical Models Real	evaluation practical	2	4	5
And clouds cash deposit	Execute Operations And clouds deposit	,simulation training practical	note performanc e	2	4	6
Remittances Interior	Applies procedures Remittances The inside bank	on training order electronic	a test practical	2	4	7
Operations Checks	with Deals All Checks kinds	study ,Cases simulation	exercises practical	2	4	8
Settlements accounting	Execute Settlements accurately	,a lecture Workshops practical	a test applied	2	4	9
And Treasury	Explains	Field Visits	a report	2	4	10

management criticism	a procedures Treasury job	Virtual	practical			
Systems computer Banking	Used Systems Banking Electronic	Application Computer s	a task practical	2	4	11
Censorship Interior	Analyze importance Censorship Interior	discussion Collective s	a test theoretical	2	4	12
the job Ethics banker	Committed By behavior Professional And confidentiality	an offer Cases Realism	My an offer presentation	2	4	13
and problems in solutions Operations	Suggests Solutions For mistakes Operations	analysis problems Real	project miniature	2	4	14
review Comprehensive And test e ultimate	Summarizes Concepts And preparing For testing	,review Activities Interactive	a test ultimate	2	4	15

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

Develop curricula that are compatible with the labor market -13

Holding scientific seminars and conferences aimed at updating curricula -14

Follow up on scientific developments in the field of specialization -15

infrastructure .60

Available classrooms, laboratories and workshops

Available Required textbooks -9

" ,Omar The Forbearing slave Mohammed Main References (Sources) -10

house ," basic" Banking Operations 2018. ,Cairo ,Arabic thought - Commercial Banks" ,Mustafa Hassan2. house" and management Operations 2019. ,Alexandria ,University Publications " ,Hussein Ahmed Zechariah3. Anglo library ," banks Management 2020. ,Cairo ,Egyptian " ,The intruder God slave son dear Abdul4. institute comprehensive Banking operations 2017. ,Riyadh ,public Management Al- banker The Guide" ,Authors Group5. and banks Central Bank- Shamil ,Banking Studies center ," commercial 2021. " banks in Electronic systems" .Mr Adel6. and For publication Serenity house , 2016. ,Amman ,distribution Central To the bank Official Location7. : https://cbi.iq/ Iraqi : Example court Scientific Magazines8. The magazine ,Islamic Economy Magazine · For management Arabic	
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Basic banking operations Author: Dr. Muhammad Abdul Halim Omar Arab Thought House - Cairo - 2018 Covers the basic principles of banking and daily operations such as deposits, .withdrawals, and opening accounts Commercial Banks: Operations and Management Written by: Dr. Hassan Mustafa house Publications University - Alexandria - 2019 Covers details of the banks' structure, departmental functions, and control .mechanisms Arab Journal of Management Issued by the Arab Administrative Development Organization publishes studies on bank management, - supervision, and institutional .performance development International Journal of Islamic .2 Economics is concerned with Islamic economics - and banking, and is useful for understanding the differences between conventional and Islamic banking .operations Journal of Financial and Banking .3 Research Issued by some Arab universities and - addresses issues of commercial banks, .supervision and risks	Recommended books and (scientific journals, references (scientific journals, reports, etc
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Iraqi Journal of Administrative Sciences .4 Contains research on the banking - system in Iraq, and its regulatory and .technical developments Journal of Banking Studies .5 Issued by the Center for Banking - Studies at the Central Bank of Iraq Focus on local banking issues such as – settlements, transfers, and banking .legislation	
For the Iraqi Commercial Islamic .1 Bank The bank provides electronic banking services to individuals, including transfers, account statements, checkbook .requests, and electronic clearing Islamic Commercial Bank of Iraq Industrial Bank of Iraq .2 It offers an online banking service that allows customers to conduct banking transactions online, such as transfers, .checking balances, and paying salaries Industrial Bank of Iraq FIB)) First Iraqi Bank .3 Provides online electronic payment services, facilitating online payment and .shopping processes FIB)) First Iraqi Bank - Sites The bank Central Iraqi	Electronic references, () ,websites

Central Bank of Iraq – Electronic Money Payment Services System Provides information about the electronic payment system in Iraq, including electronic clearing, real-time gross and the trading ,RTGS)) settlement .system Electronic Money Payment Services System	
Central Bank of Iraq - Payment Systems Provides details on various payment systems in Iraq, such as the Inter-Bank and the IBCS)) Branch Clearing System (CSD).) Central Bank Securities System	

Course Description Form

Educational institution	.61
Al-Huwayjah Technical Institute	
Scientific Department	.62
Financial and banking technologies	
Course Name/Code	.63
TIH101 / Principles of Management	
Available attendance forms	.64
Interactive in-person/online	
semester/year	.65
First semester / 2024	
Number of study hours (total)	.66
3	
Date this description was prepared	.67
2025/6/11	

Course objectives (general objectives of the course) .68

Introducing the student to the basic concepts of management , **its origins and historical** .1
.development

Providing the student with a comprehensive understanding of the four management .2

.functions: planning, organizing, directing, and controlling

Enabling the student to realize the importance of management in the business .3

.environment and its relationship to institutional success

Clarifying the relationship between management and the internal and external .4

.environment of the organization

roducing the student to the different administrative styles and methods and comparing .5

.them

Developing the student's analytical and organizational thinking skills within an .6

.administrative framework

Enhancing understanding of the manager's roles, leadership qualities, and impact on .7

.decision-making

Paving the way for the student to delve into other management specializations such as .8

,human resources management, operations management

.Strategic management, etc

Course outcomes , teaching, learning and assessment methods .69

Course outcomes

It is a set of knowledge, skills and values that the course seeks : identification . to achieve in students

It provides the learner with a clear idea of what he will be : Its importance able to do after completing the course, and helps in designing and evaluating . academic courses

The course outcomes are determined based on the ? How is it determined . objectives of the academic program to which the course belongs

Evaluation methods	Teaching and learning methods	Outputs
Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions	Lecture using PowerPoint Discussion with students Display exercise solutions for each topic Assigning students to practical cases Student costs for preparing reports on course topics	:(Knowledge) First: The cognitive domain Explains the basic concepts of .1 .management and its historical development Distinguish between the basic management .2 functions (planning, organizing, directing, .(and controlling It explains the relationship between .3 management and the internal and external .environment of the organization Knows different management styles and .4 .methods
Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and	Lecture using PowerPoint Discussion with students Display exercise solutions for each topic Assigning students	:Skills Second : Cognitive Analyzes administrative problems using a .1 .scientific methodology Apply management concepts to realistic .2 .management situations and problems Compare different management methods .3 and choose the most appropriate one

discussions Oral and written questions and discussions	to practical cases Student costs for preparing reports on course topics	.according to the context Uses planning and organizing tools to .4 prepare preliminary plans or simple .organizational structures
Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions	Lecture using PowerPoint Discussion with students Display exercise solutions for each topic Assigning students to practical cases Student costs for preparing reports on course topics	) Third: The value and behavioral domain :(Values and Responsibility Demonstrates a commitment to business .1 .ethics and responsible managerial behavior Works effectively within a team in .2 .analyzing and studying administrative cases He is responsible for expressing opinions .3 and making principled decisions in .administrative situations Commitment to discipline and .4 transparency in educational and training .situations of an administrative nature
Course structure (Theoretical and practical .70 (vocabulary		

week	number) watches Theoretical / I (Practical	Outputs learning	Unity name the topic or	road education	road Evaluation n
1	/ Theoretical2 Practical1	to understand concept Management And its development	to entrance - Management And Definition the origin	- Lecture - Discussion Video Educational	verbal a test
2	2/1	on Recognition Levels Administrative	Levels Types Administrative And its tasks	- Show Examples Applied	an exercise individual
3	2/1	Jobs to explain Management	Jobs Management	- Lecture Discussion	short a test

			The four	Analytical	
4	2/1	discrimination concept And Planning its types	- Planning - Objectives Types	exercises - Applied Cases	written duty
5	2/1	to understand Planning steps	And stages Planning steps	- Roles acting mental Storm	an offer miniature
6	2/1	to explain concept organization Administrative	principles - Organization Structure organizational	Structural fee Analysis- Cases	a job paper
7	2/1	on Recognition Types Structures organizational	Structures Organizational ,functional(..) Sectoral	comparison Collective	a task Analytical
8	2/1	to explain As a Guidance job Administrative	- Guidance - Motivation Leadership	- Lecture Discussion collective	the Mid a test chapter
9	2/1	discrimination Methods Leadership Administrative	Patterns - Leadership The Traits leader	an offer - Presentation Activity applied	sharing Safiya
10	2/1	to explain And Censorship its types	Censorship Administrative its stages-	- Lecture Exercises Collective	paper Analytical
11	2/1	to understand and tools methods Censorship	Standards - Indicators The Nutrition return	Cases an offer practical	discussion Safiya
12	2/1	application skills Administrative Basic	Resolution take Solution- problems	workshop - Work Application practical	- Work paper Performance collective
13	2/1	to understand environment Management	the environment and Interior Foreign Affairs	analysis Environmenta - SWOT I	an exercise collective
14	2/1	Linking Theory between And the application	Cases review Administrative Comprehensiv e	discussion - Open Examples Realism	applied a test
15	2/1	review Comprehensive For the rapporteur	and review evaluation ultimate	- Review Questions Interactive	Final Test

Curriculum Development Plan .71

Continuously updating the curriculum to keep pace with developments in the

:labor market (Curriculum Update Committee, Scientific Committee) such as Develop curricula that are compatible with the labor market -16 Holding scientific seminars and conferences aimed at updating curricula -17 Follow up on scientific developments in the field of specialization -18	
infrastructure .72	
Available classrooms, laboratories and workshops	
Available Required textbooks -11	
Robbins, Stephen P., & Coulter, Mary. -1 Management .Pearson Education, 2023 , 15th Edition ISBN: 9780135581940 . Koontz, Harold, & Weihrich, Heinz. 2 Essentials of Management McGraw-Hill Education, 2015 ,Ninth Edition Principles of Management - Third Edition -3 OpenStax – Principles of Management4	Main References -12 (Sources)
.Al-Otaibi, Muhammad ibn Abdullah .1 Principles of Management: A Holistic .Approach Third Edition, Al-Mayman Publishing House, .Riyadh, 2022 .Dr. Ahmed Helmy .2 .Fundamentals of modern management	Recommended books (3) and references (scientific (.journals, reports, etc

.Safaa Publishing House, Amman, 2021 .Robbins, Stephen P., & Coulter, Mary .3 .Management .Edition, Pearson Education, 2023 15th ISBN: 9780135581940	
(SDL) Saudi Digital Library .1  https://sdl.edu.sa Provides access to management books from nd others (for Saudi McGraw-Hill, ,Pearson .(university students OpenStax – Principles of Management .2  https://openstax.org/books/principles-management/pages/1-introduction A free book in English covering the basics of .modern management Principles of Management –Coursera .3 Course  https://www.coursera.org	Electronic references, (س ,websites

Course Description Form

Educational institution	.73
Al-Huwayjah Technical Institute	
Scientific Department	.74
Financial and banking technologies	
Course Name/Code	.75
TIH103 / Environmental Culture	
Available attendance forms	.76
Interactive/Electronic	
semester/year	.77
Second semester / 2024 / 2025	
Number of study hours (total)	.78

2		
Date this description was prepared .79		
11/6/2025		
Course objectives (general objectives of the course) .80		
:The objective of the Environmental Culture course is to veloping environmental awareness among students and the importance of .1 .protecting natural resources Clarifying the relationship between humans and the environment and the .2 .impact of human activities on the ecological balance Introducing the student to contemporary environmental problems such as .3 .pollution, desertification, and climate change .Promoting environmental citizenship values and sustainable behaviors .4 Enabling the student to analyze environmental phenomena and propose .5 · realistic solutions		
Course outcomes , teaching, learning and assessment methods .81 Course outcomes It is a set of knowledge, skills and values that the course seeks : identification . to achieve in students It provides the learner with a clear idea of what he will be : Its importance able to do after completing the course, and helps in designing and evaluating . academic courses The course outcomes are determined based on the ? How is it determined . objectives of the academic program to which the course belongs		
Evaluation methods	Teaching and learning methods	Outputs
Oral and written questions and discussions Oral and written	Lecture using PowerPoint Discussion with students	knowledge -1 Explains the basic concepts of .1 environment and sustainable .development

questions and discussions Oral and written questions and discussions Oral and written questions and discussions	Display exercise solutions for each .topic Assigning students to practical work Student costs for preparing reports on course topics	Distinguish between types of .2 pollution and their impact on human health and the .environment
Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions	Lecture using PowerPoint Discussion with students Display exercise solutions for each .topic Assigning students to practical work Student costs for preparing reports on course topics	:B. Skill field Analyzes local and global environmental .1 .problems Proposes applicable environmental .2 solutions at the individual and community .levels
Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions	Lecture using PowerPoint Discussion with students Display exercise solutions for each .topic Assigning students to practical work Student costs for preparing reports on course topics	:C. Value domain Demonstrates responsible behavior toward .1 .the environment Participate in group environmental .2 awareness activities inside or outside the .university campus
Course structure (Theoretical and practical .82 (vocabulary		

week	number watches	Outputs learning	or Unity name the topic	road education	road Evaluation
1	2 Theoretical / 1 Practical	on Recognition Concepts Environmental Basic	to entrance Culture Environmental	- Lecture - Discussion Video	Oral a test
2	2/1	clarification ingredients order Environmental	order Environmental and its components	- Lecture Presentation My presentation	my duty house
3	2/1	classification Resources natural	Resources ,water(Natural soil ,air	- Discussion a Workshop job	short a test
4	2/1	Types to set And pollution its causes	pollution Types Environmental	- Lecture Examples Applied	short article
5	2/1	to explain concept change Climate	retention And Thermal Climate change	Visual an offer Discussion- collective	presentation an offer miniature
6	2/1	to understand administration waste Environmental	consumption and waste	workshop - Work Exercise applied	a report practical
7	2/1	effect analysis the on man environment	Human Activity and the environment	study condition	analysis monetary
8	2/1	evaluation desertification And its causes	desertification the world in Arabic	- Lecture Applications Environmenta I	Half of a test me
9	2/1	suggestion For Solutions problems Environmental	Solutions Environmental sustainable	project collective	a job paper
10	2/1	Roles to set and individual society	Responsibility Environmental	- Roles acting Activities Student	note performance
11	2/1	to understand Systems Environmental National	and Policies legislation Environmental	reading - Criticism Dialogue	written a test
12	2/1	on Recognition Organizations Environmental	Organizations International and local	My an offer - Research Maps Cognitive	My an offer presentation
13	2/1	Absorption	Tourism	- Discussion	sharing

		concept Tourism Environmental	sustainable	Application realistic	Collective
14	2/1	design campaign Awareness	and Education awareness Environmental	My project - work Campaigns	an offer Projects
15	2/1	recovery and Concepts evaluation comprehensiv e	review Comprehensiv e	- Review Questions Interactive	Final Test

Curriculum Development Plan .83	
Continuously updating the curriculum to keep pace with developments in the labor market (Curriculum Update Committee, Scientific Committee) such as Develop curricula that are compatible with the labor market -19 Holding scientific seminars and conferences aimed at updating curricula -20 Follow up on scientific developments in the field of specialization -21	
infrastructure .84	
Available	classrooms, laboratories and workshops
Available	Required textbooks -13
Write the name of the reference	Main References -14 (Sources)
del Aziz, Mahmoud. Environment and Sustainable Development. Dar Al Fikr Al Arabi, 2022 Cunningham, W. P. & Saigo, B. W. .2 Environmental Science: A Global Concern. McGraw-Hill Education, 2019	Recommended books (ش) and references (scientific (.journals, reports, etc
General Authority of Meteorology and – Environmental Protection (Saudi Arabia) https://ncm.gov.sa	Electronic references, (ص),websites

– United Nations Environment Programme https://www.unep.org Wikipedia (for general concepts - after scientific (verification	
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Course Description Form

Educational institution	.85
Al-Huwayjah Technical Institute	
Scientific Department	.86
Financial and banking technologies	
Course Name/Code	.87
NTU103 / Arabic Language	
Available attendance forms	.88
Actual attendance in the hall	
semester/year	.89
Second 2024/2025	
Number of study hours (total)	.90
2	
Date this description was prepared	.91
11/6/2025	
Course objectives (general objectives of the course)	.92
Enhancing the student's ability to understand and linguistically analyze texts of an .economic and financial nature abling the student to use the classical Arabic language in preparing and editing 2. .official reports and correspondence in the banking and financial field Developing the student's academic writing skills in line with the requirements of 3. .the specialization and scientific research Improving oral communication skills in Arabic to support professional interaction 4.	

Develop the ability to use Arabic financial and banking terms accurately in 5. Deepen the student's understanding of basic grammatical, morphological, and 6. Developing the student's sense of aesthetic language and appreciating the role of 7. Enhance oral presentation skills and deliver presentations in Arabic in an 8. Enabling the student to accurately translate simple financial texts between Arabic 9. Enhancing linguistic awareness of the importance of the Arabic language in 10. Developing the professional and cultural identity of graduates in the financial work environment	.within financial institutions .different contexts .spelling rules that enhance the quality of professional writing the Arabic language as a tool for thinking and communication in public and .professional life .academic or professional context and other languages, in a basic and simplified manner the importance of the Arabic language in 10. the financial work environment
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Course outcomes , teaching, learning and assessment methods 93 Course outcomes It is a set of knowledge, skills and values that the course seeks : identification . to achieve in students It provides the learner with a clear idea of what he will be : Its importance able to do after completing the course, and helps in designing and evaluating . academic courses The course outcomes are determined based on the ? How is it determined . objectives of the academic program to which the course belongs		
Evaluation methods	Teaching and learning methods	Outputs
Oral and written questions and discussions	Using PowerPoint Discussion with students	Cognitive outputs
		To explain to the student the basic linguistic rules (grammar, morphology, and spelling)

Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions	Display exercise solutions for each lecture .topic Assigning students to practical work Student costs for preparing reports on course topics	.related to academic and professional usage To distinguish between the different styles of expression in the Arabic language .(functional, literary, formal) To explain financial and banking terms in .Arabic accurately and understandably To identify the linguistic characteristics that characterize financial and administrative .writings
Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions	Using PowerPoint Discussion with students Display exercise solutions for each lecture .topic Assigning students to practical work Student costs for preparing reports on course topics	Skill (procedural) outputs The student should use the Arabic language to write financial and banking reports and .correspondence in a correct and clear manner To draft official texts of a professional nature .(letters, announcements, internal memos) To present financial topics orally in correct .Arabic and in a clear style To write academic summaries and research .reports in his field of specialization in Arabic
Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions	Using PowerPoint Discussion with students Display exercise solutions for each lecture .topic Assigning students to practical work Student costs	Value (affective/behavioral) outputs . To demonstrate a commitment to using Modern Standard Arabic in academic and .professional contexts To appreciate the role of the Arabic language as a means of strengthening national and .professional identity To be responsible and precise in language expression, especially when representing the

Oral and written questions and discussions	for preparing reports on course topics	.institution or writing official texts To interact respectfully and openly with classmates in class discussions related to texts .and language
Course structure (Theoretical and practical .94 (vocabulary		

week	number (Hours theoretic) al	Unity name	the topic	learning road	road Evaluation	Outputs learning
1	2	Satire letters	Recognition And letters on pronounce it	an offer And optical repeat collective	Oral reading And discriminatio optical n	discriminatio letters n Satire
2	2	discriminati Auditory on And the Basri	discriminatio Voices n Similar	audio games and exercises pronunciatio n	audio a test And Basri	discriminatio between n letters Similar
3	2	formation Words	building from words letters	Activities installation And reading	written a test and oral	formation words simple
4	2	pronouns	pronouns And singular And the dual the collection	Activities And drama dialogue	a dialogue And activity written	Use in pronouns camel
5	2	The sentence nominal	identification And The formation sentence nominal	ranking and words exercises Interactive	and writing analysis camel	discriminatio The n sentence nominal
6	2	The sentence actual	identification And The formation sentence actual	Examples reality from life	written a test	discriminatio The n sentence actual
7	2	And singular And the dual the collection	number rules and its applications	and photo exercises Collective	transformatio to singular n Muthanna And collect	application Formulas number
8	2	verb time	the past verb The present	Examples and	written a test	differentiatio between n

			tense	exercises Narrative		Times
9	2	tools Interrogative	How to The formation question	discussions and games Educational	construction Questions And Oral written	tools Use Interrogative
10	2	The adjective The described	identification The And a job adjective	and photo exercises Descriptive	Matching characteristic described	employment The in adjective camel
11	2	The actor To object him	discriminatio ingredients n The sentence actual	analysis simple Texts	to set a test The actor To him object	to understand installation The sentence
12	2	rules Spelling	And Hamza its types	and filling exercises Written	filling a test	writing Words In a Spelling correct way
13	2	expression Oral	on expression or image position	discussion Free Description photo	an offer verbal	In speaking sentences interconnect ed
14	2	expression Written	writing paragraph simple	writing model and exercises Individual	evaluation Paragraph	In writing sentences interconnect ed
15	2	and Review the calendar Final	review Comprehensi For ve content	discussions and tests Comprehensi ve	a test comprehensi and written ve oral	investigation Outputs Curriculum Complete

Curriculum Development Plan .95

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

Develop curricula that are compatible with the labor -22

market

Holding scientific seminars and conferences aimed -23

at updating curricula

Follow up on scientific developments in the field of -24

specialization

infrastructure .96

Available classrooms, laboratories and

	workshops
Available	Required textbooks -15
The Holy Quran As an authentic linguistic source of rich .vocabulary and styles Ibn Aqil on Ibn Malik's Alfiyyah - Edited by .2 Muhammad Muhyi al-Din Abd al-Hamid An authentic grammatical reference explaining .the rules of grammar and morphology Arabic Grammar: Rules and Applications - .3 Dr. Fadhel Saleh Al-Samarrai Provides a simplified and in-depth explanation of .grammar rules with practical examples Linguistic Styles in Arabic Expression - Dr. .4 Tamam Hassan An important reference for understanding Arabic .structures and styles Arabic Language Lessons for Non-Native .5 Speakers - Islamic University of Madinah It is used as a resource for building vocabulary .and grammar for non-specialists	Main References -16 (Sources)

The Arabic Language: Its Meaning and Structure - Dr. Tamam Hassan Discusses the structural functions of the Arabic language in an analytical manner	
Koran . As an authentic linguistic source of rich vocabulary and styles Ibn Aqil on Ibn Malik's Alfiyyah - Edited by .2 Muhammad Muhyi al-Din Abd al-Hamid An authentic grammatical reference explaining the rules of grammar and morphology Arabic Grammar: Rules and Applications - Dr. .3 Fadhel Saleh Al-Samarrai Provides a simplified and in-depth explanation of grammar rules with practical examples Linguistic Styles in Arabic Expression - Dr. .4 Tamam Hassan An important reference for understanding Arabic structures and styles Arabic Language Lessons for Non-Native .5 Speakers - Islamic University of Madinah	Recommended books (ض) and references (scientific (.journals, reports, etc

It is used as a resource for building vocabulary and grammar for non-specialists	
6. Arabic Language: Its Meaning and Structure - Dr. Tamam Hassan	
Discusses the structural functions of the Arabic language in an analytical manner	
	Electronic references, (ط)websites

Course Description Form

97.	Educational institution
	Al-Huwayjah Technical Institute
98.	Scientific Department
	Financial and banking technologies
99.	Course Name/Code
	TIN100 /Statistics
100.	Available attendance forms
	In-person/online
101.	semester/year
	Second / 2025
102.	Number of study hours (total)
	3
103.	Date this description was prepared
	2024/5/1
104.	Course objectives (general objectives of the course)
	.Introducing the student to the basic concepts and terms in statistics

Distinguish between data types (qualitative/quantitative, continuous/discrete)

Developing data collection and organization skills .2

Enabling the student to choose appropriate data collection tools

.(questionnaires, interviews, experiments, etc)

.Organize data into tables and present it using graphs and charts

Metadata Analysis .3

.Calculating measures of central tendency (mean, median, mode)

.Calculating measures of dispersion (range, standard deviation, variance)

Use of statistical methods .4

.Understand the concepts of probability and probability distributions

.Application of distributions (such as normal, binomial, Poisson)

.Sample identification and statistical distribution

Interpretation of statistical analysis results .5

.(chi-square test ,t -test ,.Apply hypothesis testing (e.g

Course outcomes , teaching, learning and assessment methods .105

Course outcomes

**It is a set of knowledge, skills and values that the course seeks : identification
. to achieve in students**

**It provides the learner with a clear idea of what he will be : Its importance
able to do after completing the course, and helps in designing and evaluating
. academic courses**

**The course outcomes are determined based on the ? How is it determined
. objectives of the academic program to which the course belongs**

Evaluation methods	Teaching and learning methods	Outputs
Oral and written	Lecture using PowerPoint	knowledge -ب What the student should know)

questions and discussions Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions	Discussion with students Display exercise solutions for each .topic Assigning students to practical work Student costs for preparing reports on course topics	theoretically after completing the (course Define the basic concepts in .1 .statistics Distinguish between types of .2 data and methods of collecting .them Explain the difference .3 between descriptive and .inferential statistics Explain how to use probability .4 .distributions Identify the steps for .5 hypothesis testing and their use .in data analysis
Oral and written questions and discussions	Lecture using PowerPoint Discussion with students	Skill outputs What the student can do or apply after) (studying the course Organizes statistical data into tables and .1 .graphs

Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions	Display exercise solutions for each .topic Assigning students to practical work Student costs for preparing reports on course topics	Calculates measures of central tendency .2 .and dispersion manually and electronically Selects appropriate statistical methods to .3 .analyze data to SPSS orExcel Uses programs such as .4 .analyze data Interprets the results of statistical analysis .5 .and uses them to solve real-life problems
Oral and written questions and discussions Oral and written questions and discussions	Lecture using PowerPoint Discussion with students Display exercise solutions for each	

questions and discussions Oral and written questions and discussions Oral and written questions and discussions	.topic Assigning students to practical work Student costs for preparing reports on course topics	
Course structure (Theoretical and practical .106 (vocabulary		

week	number watches	Outputs learning Required	Unity name the topic or	road education	road Evaluation
1	4	Recognition concept on and Statistics its objectives	to entrance science Statistics	+ Lecture Discussion	a test preliminary
2	4	classification Data Types and methods Collect it	and Data Types methods Collect it	Apps+ View	my house duty
3	4	Data acting Tables Using and fees	Tables and repetition Bayani plans	exercises Safiya	short a test
4	4	account Scales tendency Central	The The middle The ,mediator loom	+ Lecture Training practical	a test

5	4	Data analysis Scales Using Dispersion	,Range ,Contrast deviation Standard	+ Examples Solution Issues	duty
6	4	account percentiles And the clans And deviation Al-Rubaie	Local Scales	Explanation + Applications	verbal an offer
7	4	to understand appearance distribution statistician and analysis Dispersion	And twisting flattening	+ Lecture Analysis Data	the Mid a test chapter
8	4	Recognition Concepts on possibility Basic	Possibilities and its principles	discussion Collective	individual a test
9	4	application rules possibility Subscriber And the policeman	laws Possibilities	solution Issues Applied	an exercise collective
10	4	to understand Distributions probability Different	distribution Poisson+ Dual	Presentation Exercises+	duty
11	4	Recognition distribution on and Natural its characteristic s	distribution and its Natural applications	+ Lecture My Analysis statement	a test
12	4	discrimination between and Samples society	Samples take and its methods	Explanation Discussion+	short a test
13	4	a application test Hypotheses	a test Hypotheses For the middle and contrast	application practical Excel Using	a report miniature
14	4	application Moral Tests Tables Using Statistics	Kai tests and-T square	solution Issues Realism	an offer collective
15	4	review and General evaluation ultimate	+ Review Applied Cases Comprehensiv e	Activities Interactive	Final Test

Curriculum Development Plan .107	
Continuously updating the curriculum to keep pace with developments in the labor market (Curriculum Update Committee, Scientific Committee) such as Develop curricula that are compatible with the labor market -25 Holding scientific seminars and conferences aimed at updating curricula -26 Follow up on scientific developments in the field of specialization -27	
infrastructure .108	
Available	classrooms, laboratories and workshops
Available	Required textbooks -17
For Applied Statistics - Dr. Abbas Shoman Covers basic statistical concepts and applications using real-world examples Statistics and Statistical Analysis .2 Methods - Dr. Mohamed Sabry Abdel Majeed It includes descriptive and inferential statistics, and contains applied problems .and solved exercises Introduction to Statistics - Dr. Shukry .3 Madi	Main References (Sources) -18

A simplified book for new students, .suitable for general courses Introduction to Statistics and .4 Probability - Dr. Khairy Abdel Hamid Comprehensive explanation of probability and statistical distributions Globally accredited statistics	
Journal of the American Statistical .1 (Association (JASA  tps://www.tandfonline.com/journal s/uasa20 One of the world's most prestigious statistical journals, publishing research .in theory and applications The Annals of Statistics .2  tps://projecteuclid.org/journals/an nals-of-statistics cuses on advanced theoretical research .in statistics Biometrika .3 	Recommended books and (ظ references (scientific journals, (.reports, etc

https://academic.oup.com/biometrika	
Interested in biostatistics and analysis of .biological and medical data	
	Electronic references, (E,websites

Course Description Form

Educational institution	.109
Al-Huwayjah Technical Institute	
Scientific Department	.110
Financial and banking technologies	
Course Name/Code	.111
ntu100 / Human Rights	
Available attendance forms	.112
In-person/online	
semester/year	.113
Second semester / 2024/2025	
Number of study hours (total)	.114
2	
Date this description was prepared	.115
2024/5/1	
Course objectives (general objectives of the course)	.116
.Raising awareness of the concept of human rights .1 Introducing students to the principles and foundations of human rights globally and locally Developing human values .2 .Instilling the values of justice, equality, dignity and freedom in the souls of students Understanding the legal framework for human rights .3 Understanding international agreements and universal and regional declarations related to human rights (such as the Universal Declaration of Human Rights, the two international .(covenants, and agreements on the protection of the rights of children and women .Introducing students to the historical development of human rights .4	

.Study the roots of human rights and their development over the ages Understanding the relationship between human rights and society .5 .Statement on the impact of respect for human rights on social stability and development Promoting critical thinking about human rights issues .6 Enabling students to analyze violations and evaluate related policies in different societies Developing a sense of individual and societal responsibility .7		
Course outcomes , teaching, learning and assessment methods .117 Course outcomes It is a set of knowledge, skills and values that the course seeks : identification . to achieve in students It provides the learner with a clear idea of what he will be : Its importance able to do after completing the course, and helps in designing and evaluating . academic courses The course outcomes are determined based on the ? How is it determined . objectives of the academic program to which the course belongs		
Evaluation methods	Teaching and learning methods	Outputs
Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions	Lecture using PowerPoint Discussion with students Display exercise solutions for each .topic Assigning students to practical work	ت- knowledge 1. Define the concept of human rights and their basic principles 2. Explain the historical and intellectual development of human rights 3. Distinguish between international human rights instruments (such as the Universal Declaration and the (two international covenants 4. Explain the types of rights civil, political, economic, social,) (cultural 5. Explain the relationship between human rights and

written questions and discussions Oral and written questions and discussions	Student costs for preparing reports on course topics	.international law It clarifies the position of .6 religions (especially Islam) on .human rights Identify mechanisms for .7 protecting human rights .internationally and locally
Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions	Lecture using PowerPoint Discussion with students Display exercise solutions for each .topic Assigning students to practical work Student costs for preparing reports on course topics	Skill outputs (procedural/performance) (What the student can apply or practice) Analyzes human rights violations from .1 .various sources Compare international and regional .2 .systems for the protection of rights Evaluates state or institutional policies in .3 .light of human rights standards Participates in constructive discussions and .4 .dialogues on rights issues He employs his knowledge of human .5 rights in his daily life and community .environment

discussions Oral and written questions and discussions		
Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions Oral and written	Lecture using PowerPoint Discussion with students Display exercise solutions for each .topic Assigning students to practical work Student costs for preparing reports on course topics	For affective outputs (values and attitudes) What the student should feel, believe, and) (act out Appreciates the importance of human .1 .dignity, justice and equality He has a spirit of tolerance and acceptance .2 .of others He adheres to human rights principles in .3 .his positions and behaviors Shows respect for the rights of others .4 .regardless of religion, gender, or race Adopts a position in support of freedom .5 .and social justice Develops a sense of social responsibility .6 .towards issues of rights and freedoms

questions and discussions					
Course structure (Theoretical and practical .118 (vocabulary					
week	Number of hours	Required learning outcomes	Name of unit or topic	Teaching method	Evaluation method
1	2	Introducing the student to human rights and their basic principles	Introduction to Human Rights	+ Lecture Discussion	Introductory + question participation
2	2	Understanding the historical development of human rights	The development of human rights throughout the ages	+ Lecture explanatory video	duty
3	2	Knowledge of the International Bill of Human Rights	Universal Declaration of Human Rights	+ Lecture analytical reading	Short test
4	2	Distinguishing basic covenants and agreements	International Covenant on Civil and Political Rights	Presentation	sharing
5	2	Knowledge of economic, social and cultural rights	International Covenant on Economic, Social and Cultural Rights	Group discussion	a test
6	2	Distinguishing between individual	collective and individual rights	Case studies	duty

		and collective rights			
7	2	Learn about human rights protection mechanisms	International protection mechanisms	+ Lecture Presentation	a test
8	2	Analysis of the role of international organizations	United Nations and NGOs	discussion	duty
9	2	Understanding Women's and Children's Rights	Convention on the Elimination of Discrimination against + Women Convention on the Rights of the Child	+ Lecture Video	a test
10	2	Discussing freedom of expression and belief	civil and political rights	Free discussion	oral presentation
11	2	Applying human rights concepts to local reality	Human rights in Arab constitutions	Case Study + Discussion	duty
12	2	Distinction between human rights and international humanitarian law	The difference between human rights and humanitarian law	+ Lecture Comparison	a test
13	2	Analysis of human rights violations	Cases of human rights violations	Case studies	group activity
14	2	Evaluating the role of	Media and Human	Student presentation	Display calendar

		media in awareness	Rights	n	
15	2	General review and final evaluation	Review and Applications	Comprehensive + questions exercises	Final exam
Curriculum Development Plan .119					
Continuously updating the curriculum to keep pace with developments in the labor market (Curriculum Update Committee, Scientific Committee) such as Develop curricula that are compatible with the labor market -28 Holding scientific seminars and conferences aimed at updating curricula -29 Follow up on scientific developments in the field of specialization -30					
infrastructure .120					
Available classrooms, laboratories and workshops					
Available			Required textbooks -19		
Universal Declaration of Human Rights (1948) The first international document to declare the principles of basic human rights International Covenant on Civil and Political Rights (1966) Focuses on political and civil liberties such as freedom of expression and freedom of belief International Covenant on Economic, Social and Cultural Rights (1966) It addresses the rights to education,			Main References (Sources) -20		

.health, work, and standard of living Convention on the Elimination of All .4 Forms of Discrimination against Women (CEDAW) (1979) Concerned with women's rights and .gender equality Convention on the Rights of the Child .5 (1989) Focuses on protecting children's rights in .various fields Arab Charter on Human Rights .6 Issued by the League of Arab States, affirming the principles of human rights .in the Arab context	
International peer-reviewed journals (in (English Human Rights Quarterly .1 Johns Hopkins University Published by Press It is considered one of the most prestigious magazines in the field of .human rights in the world Interested in international human rights .law, policies and systems The International Journal of Human .2 Rights Taylor & Francis Published by Focuses on theoretical and applied research in the field of human rights .globally Human Rights Law Review .3 Oxford University Press Published by Focuses on international human rights .law and judicial analysis of violations	Recommended books and (ع references (scientific journals, (.reports, etc

Journal of Human Rights .4 Routledge Published by Combining legal, political and social .research	
Universal Declaration of Human .1 (UN) Rights  https://www.un.org/ar/about-us/universal-declaration-of-human-rights	
International Covenant on Civil and .2 (ICCPR) Political Rights  https://www.ohchr.org/en/instruments-mechanisms/instruments/international-covenant-civil-and-political-right	Electronic references, (ف),websites

Course Description Form

Educational institution .121
Al-Huwayjah Technical Institute
Scientific Department .122
Financial and banking technologies
Course Name/Code .123
/ Financial Readings
Available attendance forms .124
In-person/online
semester/year .125
Chapter Two / 2025
Number of study hours (total) .126
3

Date this description was prepared .127		
2024/5/1		
Course objectives (general objectives of the course) .128		
Develop the ability to read and analyze financial texts in English, including reports, news, .1 and specialized financial articles Acquire basic and advanced financial terms and vocabulary used in financial markets, .2 accounting, banking, and investment Enhancing critical reading comprehension skills by engaging with diverse texts in .3 realistic economic and financial contexts Enabling the student to extract information from financial texts and interpret indicators .4 and data within the correct financial context Linking reading content to practical reality by analyzing real financial reports and .5 economic bulletins Develop writing and summarizing skills for financial content through assignments that .6 focus on paraphrasing and summarizing specialized articles Qualifying the student for academic and professional communication using the financial .7 language. In business and administrative contexts		
Course outcomes , teaching, learning and assessment methods .129 Course outcomes It is a set of knowledge, skills and values that the course seeks : identification to achieve in students It provides the learner with a clear idea of what he will be : Its importance able to do after completing the course, and helps in designing and evaluating academic courses The course outcomes are determined based on the ? How is it determined objectives of the academic program to which the course belongs		
Evaluation methods	Teaching and learning methods	Outputs
Oral and written questions and	Lecture using PowerPoint	First: Cognitive outputs
		The student should be able to distinguish .1

discussions Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions	Discussion with students Display exercise solutions for each .topic Assigning students to practical work Student costs for preparing reports on course topics	between different types of financial texts .(reports, articles, economic newsletters) To explain the basic financial concepts and .2 .terms used in the texts read To understand the economic contexts in .3 .which financial terms and structures appear
Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions	Lecture using PowerPoint Discussion with students Display exercise solutions for each .topic Assigning students to practical work Student costs for preparing reports on course topics	Second: Skill outputs The student will analyze financial texts and .1 .interpret their content accurately To extract financial information and data .2 .from written texts To rephrase financial texts using his own .3 .style and clear academic language To summarize financial articles and texts .4 .in an accurate and organized manner Use a dictionary and specialized sources to .5 .understand unfamiliar financial terms
Oral and written questions and discussions Oral and written questions and discussions	Lecture using PowerPoint Discussion with students Display exercise solutions for each	Third: Value (emotional) outputs Demonstrate interest in following .1 .economic news and reliable financial texts To appreciate the importance of .2

Oral and written questions and discussions	.topic Assigning students to practical work	specialized English in the financial field for .the labor market
Oral and written questions and discussions	Student costs for preparing reports on course topics	To adhere to academic integrity when .3 .dealing with texts and information sources
Course structure (Theoretical and practical .130 (vocabulary		

week	number watches	Outputs learning	Unity name the topic or	road education	road Evaluation
1	2	to understand Concepts Basic Finance	introduction Readings in Finance	and a lecture exercises Individual	a test diagnostic
2	2	discrimination Types Institutions Finance	Types Institutions Finance	discussion Analytical	My duty analysis
3	2	analysis Elements General budget	budget General	to explain applied	an exercise written
4	2	to understand existing Items income	existing income	reading Collective	short a test
5	2	explanation cash flows	and criticism cash flows	an offer Cases Realism	discussion Safiya
6	2	tools Use analysis Reports	analysis Reports Finance	activity Groups	My an offer presentation
7	2	to understand Concepts Markets Finance	Markets Finance	an offer and video discussion	my house duty
8	2	application Concepts Financing Personal	Financing Personal	Applications Vital	applied a test
9	2	Concepts link Economic In the Public Financial field	Economy and kidney financial	and a lecture analysis Texts	a job paper
10	2	to understand Terminology Daily Banking	Terminology Banking	Positions drama	verbal a test
11	2	analysis relationship	Investment And	small project	an offer collective

		Return between And risk	management Risks		
12	2	tools to explain derivatives Finance	derivatives Finance	and a lecture discussion	My an exercise analysis
13	2	discrimination principles Financing Islamic	Financing Islamic	Readings Selected	summary written
14	2	a analysis financial report TRUE	study condition a analysis report financial	Activities Applied	discussion open
15	2	review Comprehensive And preparation For testing	review And General test preparatory	review Interactive	ultimate a test experimental

Curriculum Development Plan .131

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

Develop curricula that are compatible with the labor market -31

Holding scientific seminars and conferences aimed at updating curricula -32

Follow up on scientific developments in the field of specialization -33

infrastructure .132

Available classrooms, laboratories and workshops

Available Required textbooks -21

Approved books
English for the Financial Sector - Ian .1
MacKenzie
Cambridge University Published by
Press
It is considered one of the best books for

Main References (Sources) -22

Learning English specialized in finance Financial English - Ian MacKenzie .2 the Market Leader series From Contains real vocabulary and exercises from the financial and business market Market Leader: Accounting and .3 .Finance – David Falvey et al A book for business and accounting students .Contains real texts and case studies Oxford Dictionary of Finance and .4 Banking A comprehensive dictionary of financial terms Suitable for translation and deep .understanding of specialized texts Business Vocabulary in Use: .5 Advanced – Bill Mascull Contains advanced financial and business .vocabulary Suitable for undergraduate and .postgraduate levels	
TESOL International Issued by Association Focuses on teaching English for specific purposes, including financial and .academic fields English for Specific Purposes (ESP .2 (Journal Elsevier Published by Specializing in English for specific purposes, such as business, medicine, and .finance One of the most powerful journals in this .field	Recommended books and (ق references (scientific journals, (.reports, etc

Journal of English for Academic Purposes (JEAP) Elsevier Published by Focuses on the teaching and learning of English in academic contexts, including financial texts and the teaching of academic terminology The Asian ESP Journal Covers research on English for Specific Purposes in Asian contexts, including financial and business RELJ Journal SAGE Publications Published by A journal concerned with developing methods of teaching English, and covering topics in the language for professional and academic purposes The ESPecialist It comes from Brazil, but it is international in scope Specializes in professional English, especially for business, economics, and finance International Journal of English Language Teaching It covers a wide range of issues in language teaching, and sometimes contains specialized topics in reading and professional terminology	
	Electronic references, (ك)

Course Description Form

Al-Hawija Technical Institute/ Educational Institution	.133
Department / Financial and Banking Technologies	.134
FBT / Course Name/Code /Insurance Company Accounting	.135
Available attendance forms	.136
Semester/Year /Second Semester/2024/2025	.137
4 Number of study hours (total)	.138
Date of preparation of this description : 1/2/2025	.139
Course objectives (general objectives of the course)	.140

Insurance Accounting course aims to achieve a set of basic objectives that help students understand the nature of financial and accounting operations in this specialized sector. These : objectives include

- Learn about the different types of : **Understanding the nature of insurance companies** . insurance and the role of insurance companies in the economy
- such as recording insurance premiums, : **Understanding insurance accounting principles** . claims, and technical reserves
- including balance sheet, income : **Analysis of financial statements of insurance companies** . statement, and cash flows
- and its impact on IFRS 17 such as: **Understanding international accounting standards** . insurance companies' financial reports
- Understanding how to assess and manage risks in insurance : **Financial Risk Management** . companies

through studying real cases and analyzing : **Practical application of insurance accounting** •
the financial statements of insurance companies

Course outcomes , teaching, learning and assessment methods .141

Course outcomes

It is a set of knowledge, skills and values that the course seeks to achieve in : identification
. students

It provides the learner with a clear idea of what he will be able to do after : Its importance
. completing the course, and helps in designing and evaluating academic courses

The course outcomes are determined based on the objectives of the ? How is it determined
. academic program to which the course belongs

Evaluation methods	Teaching and learning methods	Outputs
Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions	Lecture using PowerPoint Discussion with students Display exercise solutions for each .topic Assigning students to practical work Student costs for preparing reports on course topics	ث- knowledge 1- Introducing the student to and deepening his understanding of the conceptual framework of insurance companies 2- Introducing the student to how to prepare accounting treatments for insurance companies 3- Familiarity with insurance company accounting and .how to collect premiums 4- Enabling the student to prepare final accounts in .accounting for insurance companies
		B - Skills 1- To enable the student to understand and comprehend insurance companies and be able to record daily entries for

		. insurance companies Student understanding of the accounting -2 .processes of insurance companies Knowledge of accounting treatments for -3 . insurance companies Learn about final accounts and how to -4 .prepare them
		C- Values The student should be able to record -1 . insurance company transactions The student should be able to record the accounting -2 . entries of the insurance company The student should be able to prepare final -3 .accounts

Course structure **(Theoretical and practical vocabulary)** .142

Evaluation method	Teaching method	Unit name/topic	Required learning outcomes	watche s	week
The first chapter of the scientific content					
			the time		Chapter title
es	Teaching method	Subtitle	practical	theoretical	Time distribution
n, and	theoretical lecture	Introduction to insurance companies		4	First week
		Subheadings		6	First week
n, and	theory	The concept	The concept of insurance and the importance of insurance activity		First week
n, and	theory	Types of insurance			

n, nd	theory	Insurance contract				
n, nd	Theory + Practice	Revenues in insurance companies	Revenues and expenses		4	The second week
n, nd	Theory + Practice	Expenses in insurance companies				
	theory	Operations and activities carried out by insurance companies				
n, nd	Theory + Practice	Insurance sources	Types of insurance		4	The third week
n, nd	Theory + Practice	Administrative organization in insurance companies				
n, nd		Insurance company records				
n, nd	Theory + Practice	Key features of insurance company accounts	life insurance		4	Week 4

n, and	Theory + Practice	Definition of life insurance				
n, and	Theory + Practice	Types of life insurance documents				
n, and	Theory + Practice	Journal planning and double-entry recording	journal	2	4	Week 5
n, and	Theory + Practice	Types of accounting restrictions simple,) (complex				
n, and	Theory + Practice	General ledger layout	ledger	2	4	Week 6
n, and	Theory + Practice	Deportation				
n, and	Theory + Practice	Balance				
n, and	Theory + Practice	Opening registration, registration fees	Business transaction s and how to record	2	4	Week 7

			them in accounting books			
n, and	Theory + Practice	Its types - Different cases for paying the interest due	Loans	2	4	Week 8
n, and	Theory + Practice	Purchases - Purchase - returns and allowances	Business transactions and how to record them in accounting books	2	4	Week 9
n, and	Theory + Practice	cash - discount - Trade discount	Purchase discount	2	4	Week 10
n, and	Theory + Practice	Sales - Sales - returns and allowances	Business transactions and how to record them in accounting books	2	4	Week 11
n, and	Theory + Practice	cash - discount - Trade discount	Sales discount	2	4	Week twelve
		Purchase - of fixed assets Calculatin - g depreciation	Fixed assets	2	4	thirteenth week
n, and	Theory + Practice	Trial - Balance Planning trial -	trial balance	2	4	Fourteenth week

		balance by totals Trial - balance				
n, and	Theory + Practice	Trading - Profit and - loss budget -	Final accounts	2	4	Week 15

Curriculum Development Plan .143	
Continuously updating the curriculum to keep pace with developments in the labor market :(Curriculum Update Committee, Scientific Committee) such as Develop curricula that are compatible with the labor market -34 Holding scientific seminars and conferences aimed at updating -35 curricula Follow up on scientific developments in the field of specialization -36	
infrastructure .144	
Available	classrooms, laboratories and workshops
Available	Required textbooks -23
-Intermediat accounting, Kieso, 2010	Main References -24 (Sources)
al, Omar Abdul Karim, Hadi, Alaa Abdul Karim, (2020), Human capital and its role in achieving the rwriting policy, an applied study in the National Insurance Company, Journal of Accounting and .Financial Studies, Volume (15), Issue (52), University of Baghdad, Iraq	Recommended books (J and references (scientific (.journals, reports, etc
	Electronic references, (م,websites

Course Description Form

Educational institution	.145
Al-Huwayjah Technical Institute	
Scientific Department	.146
Financial and banking technologies	
Course Name/Code	.147
FBT102 / Financial Management	
Available attendance forms	.148
Interactive in-person/online	
semester/year	.149
First semester / 2024	
Number of study hours (total)	.150
hours 3	
Date this description was prepared	.151
2024/6/11	
Course objectives (general objectives of the course)	.152
Maximizing the value of the institution 1 Maximizing an organization's market value is a primary goal of financial management, with focus being on making investment decisions that pave the way for achieving sustainable financial returns Achieving profitability .2 The financial manager aims to increase the organization's profits by improving the efficiency of resource use, which enhances the organization's ability to achieve its financial goals Ensuring financial liquidity .3 Financial management seeks to ensure the availability of the liquidity necessary to meet short-term financial obligations, thus contributing to the continuity of the organization's daily operations Financial risk management .4 Financial management analyzes and evaluates potential risks, such as market volatility or rising interest rates, and develops strategies to deal with them effectively Achieving a balance between profitability and liquidity .5 Maintaining a balance between making a profit and ensuring liquidity is crucial, as focusing	

on one without the other may negatively impact the sustainability of the organization Achieving financial efficiency .6 Financial management aims to use available financial resources in the best possible way, enhancing the organization's ability to achieve its financial goals and future expansion		
Course outcomes , teaching, learning and assessment methods .153 Course outcomes It is a set of knowledge, skills and values that the course seeks : identification to achieve in students It provides the learner with a clear idea of what he will be : Its importance able to do after completing the course, and helps in designing and evaluating academic courses The course outcomes are determined based on the ? How is it determined objectives of the academic program to which the course belongs		
Evaluation methods	Teaching and learning methods	Outputs
Oral and written questions and discussions	Lecture using PowerPoint Discussion with students	Skill .1 Financial statement analysis .1 The ability to read and analyze financial statements such as the income statement, balance sheet, and cash flow statement, to evaluate the financial performance of the organization.
Oral and written questions and discussions	Display exercise solutions for each .topic	Planning and preparing budgets .2 Preparing budgets (general, capital, cash) and using them as a tool for financial planning and control
Oral and written questions and	Assigning students	Making financing decisions .3 Evaluate different financing sources (debt, equity, blended financing) and select the most appropriate one according to the capital structure and objectives of the organization

discussions	to practical work	Working capital management .4 Analyze and manage working capital components (accounts receivable, inventory, .payables) to ensure operating liquidity Evaluation of investment projects .5 NPV)) Use methods such as net present value and payback ,IRR)) internal rate of return , period to evaluate the financial feasibility of .projects Financial risk management .6 Identify and analyze financial risks (credit, market, operational) and implement strategies .to mitigate them
Oral and written questions and discussions	Student costs for preparing reports on course topics	
Oral and written questions and discussions	Lecture using PowerPoint Discussion with students Display exercise solutions for each .topic Assigning students	Value 1 .Compliance with professional ethics Adherence to ethical standards in making financial decisions, such as transparency, .integrity, and fairness Social responsibility .2 Considering the social and environmental impact of financial decisions, and directing .investments towards sustainable projects

discussions	to practical work	
Oral and written	Student costs for	Teamwork and cooperation .3
questions and	preparing reports	Enhance skills in working within
discussions	on course topics	multidisciplinary teams and communicating effectively with colleagues and other .departments
		Continuous learning .4
		Continuously update financial knowledge and skills to keep pace with changes in the .economic and technological environment
		Transparency and accountability .5
		Provide accurate and clear financial reports, and take responsibility for financial decisions .made
Oral and written	Lecture using	Mental and cognitive outputs
questions and	PowerPoint	Understanding the basic principles of .1
discussions	Discussion with	financial management
Oral and written	students	Be able to explain basic concepts such as
questions and	Display exercise	capital, profitability, liquidity, and risk, and
discussions	solutions for each	.how they impact financial decisions
Oral and written	.topic	
questions and	Assigning students	Financial statement analysis .2
discussions	to practical work	The ability to read and analyze financial
Oral and written	Student costs for	statements such as the income statement,
questions and	preparing reports	balance sheet, and cash flow statement, to

discussions	on course topics	evaluate the financial performance of the .organization Evaluation of investment projects .3 NPV)) Use methods such as net present value and payback ,IRR)) internal rate of return , period to evaluate the financial feasibility of .projects
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Course structure **(Theoretical and practical** .154
(vocabulary

week	address or Unity the topic	Vocabula Theory ry) hour(1	Vocabula ry Operatio (2 n) hours	Outputs learning	style learning	style Evaluatio n
1	introduc tion on The decision	identifica The tion decision and its objective s	to get to know And formation differenc the job e	Recogniti on on Goals The decision	,a lecture discussio n	,sharing presence
2	Concepts Basic	Concepts Associat In the ed field	activity collective around Concepts	discrimin ation between Concepts	,an offer worksho p	a test short
3	the tools job	to explain Tools used	applicati on practical Tools on	Use In a Tools way correct	applicati on practical	evaluatio n practical
4	the steps job	to explain sequence Steps	to impleme model nt practical	to impleme steps nt Correct	practice directed	note
5	skills Basic	an offer Skills Theory	applicati Skills on practicall y	develop ment skills Basic	training practical	evaluatio n individua l
6	Planning and organizat ion	Theories Planning	planning activity practical	situation a job plan	a job Groups	a report
7	Safety Professio nal	Concepts Security And safety	applicati on procedur Safety es	Commitm By ent instructio ns	simulatio n	a test practical
8	review	review	evaluatio	Strength	activity	a test

	and evaluation	what preceded	n practical compreh ensive	ening Concepts previous	My evaluation	
9	Cases Academi c	analysis theoretic For al cases	to impleme Cases nt practical	analysis Positions	discussio n collective	a paper job
10	solution problems	Strategie the s solution	an experien ce Solutions practical	Use thinking critic	a job Groups	a report performa nce
11	administr the ation time	importan the ce time	activity practical To manage it	to organize Tasks	Applicati ons	a test short
12	Evaluatio Self n	Concepts Evaluatio n	to impleme nt evaluatio Self n	Evaluatio And n improve performa nce	Discussi + on question naire	analysis performa nce
13	the job collective	Foundati ons cooperati on	project practical collective	cooperati on Effective	project collective	evaluatio n collective
14	project ultimate	instructio The ns project	to impleme The nt project	to merge Skills	supervisi And on follow-up	evaluatio n compreh ensive
15	an offer The project	presentat The ion project	discussio and n evaluatio n	an offer results learning	an offer My presentat ion	evaluatio n ultimate
Curriculum Development Plan .155						
Continuously updating the curriculum to keep pace with developments in the labor market (Curriculum Update Committee, Scientific Committee) such as Develop curricula that are compatible with the labor market –37 Holding scientific seminars and conferences aimed at updating curricula –38						

Follow up on scientific developments in the field of specialization	
infrastructure .156	
Available	classrooms, laboratories and workshops
Available	Required textbooks -25
.1:Paper books Abdul Rahman Adas, Foundations of Education, Dar Al Fikr, 2018 Muhammad Qasim, Introduction to Modern Management, Anglo-Egyptian Library, 2020 Ahmed Zaki Badawi, Principles of Educational Psychology, Dar Al-Shorouk, Fourth Edition	Main References (Sources) -26
.2:Refereed scientific journals Journal of Educational Sciences - King Saud University Arab Journal of Education - Arab League Educational, Cultural and Scientific Organization Public Administration Journal - Institute of Public Administration, Riyadh	Recommended books and references (scientific journals, (reports, etc
:UNESCO website https://www.unesco.org Database : Springer https://link.springer.com :Noor Digital Library https://www.noor-book.co	Electronic references, (websites

Course Description Form

Educational institution	.157
Al-Huwayjah Technical Institute	
Scientific Department	.158
Financial and banking technologies	
Course Name/Code	.159
FBT105 / Financial Legislation	
Available attendance forms	.160
Interactive in-person/online	
semester/year	.161
First semester / 2024	
Number of study hours (total)	.162
hours2	
Date this description was prepared	.163
2024/6/11	
Course objectives (general objectives of the course)	.164
To learn about the legal framework of the financial systems in the country and 1 1 .understand the general principles governing financial legislation terpretation of legal and legislative texts related to public revenues, expenditures, and .2 .the state's general budget alyzing financial policies and their impact on economic performance by understanding .3 .the laws regulating taxes and fees Understanding the relationship between financial legislation and financial and .4 .administrative planning in the public and private sectors Developing the ability to read and analyze general budget documents and apply related .5	

alifying the student to deal with financial laws and employ them legally and ethically in .6 Understanding the role of regulatory bodies (such as the Audit Bureau or financial .7 authorities) in implementing legislation and monitoring financial performance	laws his professional practices
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Course outcomes , teaching, learning and assessment methods .165 Course outcomes It is a set of knowledge, skills and values that the course seeks : identification . to achieve in students It provides the learner with a clear idea of what he will be : Its importance able to do after completing the course, and helps in designing and evaluating . academic courses The course outcomes are determined based on the ? How is it determined . objectives of the academic program to which the course belongs
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Evaluation methods	Teaching and learning methods	Outputs
Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions	Lecture using PowerPoint Discussion with students Display exercise solutions for each .topic Assigning students to practical work Student costs for preparing reports on course topics	Mental references To explain to the student the basic legal . concepts related to financial legislation To distinguish between types of public revenues and expenditures and sources of .budget financing The student will be able to explain the laws .relating to taxes, fees and fines To analyze the relationship between financial legislation and economic .development
Oral and written questions and	Lecture using PowerPoint	:Skill (procedural) outputs

discussions Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions	Discussion with students Display exercise solutions for each .topic Assigning students to practical work Student costs for preparing reports on course topics	To apply financial laws to real-life .practical situations To analyze general budget documents and .interpret their components To use official legal sources (such as the Official Gazette and the Constitution) in .analyzing texts To prepare legal reports on the extent of compliance with financial legislation in .institutions
Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions	Lecture using PowerPoint Discussion with students Display exercise solutions for each .topic Assigning students to practical work Student costs for preparing reports on course topics	:For value (affective/behavioral) outputs To demonstrate a commitment to professional ethics and transparency in .dealing with financial information To appreciate the importance of financial control in combating administrative and .financial corruption To bear legal responsibility for analyzing .and applying financial texts To demonstrate a spirit of cooperation and teamwork in discussing and resolving legal .problems
Course structure (Theoretical and practical .166 (vocabulary		

week	Unity name the topic or	Outputs learning	road learning	road Evaluation	number (Hours theoretical)
1	to entrance Legislation Finance	on recognize And concept the importance Legislation of	- Lecture Discussion	- Share Oral Questions	2

		and its Finance sources			
2	The framework For year legislation Financial	Explains Principles Constitutional For The ruler legislation Finance	- Lecture Analysis Texts	short a test	2
3	Revenues Public	He distinguishes Types between Revenues and its Public sources	- Lecture Examples Applied	written a test	2
4	- Taxes and Concept characteristics	Explains and features And taxes goals With compare it fees	an offer Presentatio - n Discussion	a job paper	2
5	taxes Types	Classifies taxes Types And analyzes Its effects	- Lecture Cases Academic	written a test	2
6	Legislation National Tax	Texts Explains Tax laws And National applies it	analysis - Legal Discussion	legal analysis written	2
7	Expenses Public	on recognize concept Expenses And its Public types	- Lecture Exercises Analytical	short a test	2
8	Public budget For the state	stages Explains numbers And its budget implementation	Presentation Study- Documents	analysis paper budget	2
9	on Censorship Public Finance	He distinguishes Types between Censorship And its Finance importance	discussion - Collective Examples practical	Oral a test	2
10	Devices Supervision	role Analyze Diwan and Censorship in Parliament Censorship Finance	- Lecture Study condition	My a report analysis	2
11	The laws organization For the budget	laws Explains Control that And numbers	reading - Legal Discussion	written a test	2

		implementation budget			
12	Violations and Finance penalties	He specifies and Violations penalties On it stipulated By law Financial	- Lecture Analysis Cases	discussion Collective	2
13	Legislation in Finance The sector year	describes Systems and accounting in oversight The year sector	- Show Discussion	short a test	2
14	Reforms and Finance legislative	discuss Concepts Governance and in transparency Reform Financial	- Seminar Lecture Analytical	article monetary	2
15	General review And test experimental	Review And Concepts analyzes Questions Applied	- Review Questions Training	a test experimental comprehensive	2

Curriculum Development Plan .167

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

Develop curricula that are compatible with the labor market -40

Holding scientific seminars and conferences aimed at updating curricula -41

Follow up on scientific developments in the field of specialization -42

infrastructure .168

Available classrooms, laboratories and workshops

Available Required textbooks -27

Main References (Sources) -28

Abdul Rahman Adas, Public .1 Financial Legislation, Dar Al Fikr, .2018 Ahmed Youssef, Financial Law .2 and Tax System, Dar Al Thaqafa .Publishing House, 2020 Gamal Fouda, Public Finance and .3 Financial Legislation, Anglo-Egyptian .Library, 2021	
For peer-reviewed scientific journals Journal of Legal Sciences - University .1 .of Baghdad Arab Journal of Administrative .2 .Sciences - League of Arab States Journal of Financial and Economic .3 .Research - Cairo University 2	Recommended books and (9 references (scientific journals, (.reports, etc
For electronic references The official https://www.imf.org – .1 website of the International Monetary .Fund gyptian https://www.mof.gov.eg – .2 .Ministry of Finance udi Lawshttps://laws.boe.gov.sa – .3	Electronic references, (9 ,websites

Portal (Board of Experts at the Council .(of Ministers .4	
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Course Description Form

Al-Hawija Technical Institute/ Educational Institution	.16
Department / Financial and Banking Technologies	.17
/ Course Name/Code	.17
NTU104 / Sport	
Available attendance forms	.17
In-person/online	
/ Chapter/Year	.17
Second semester / 2024/2025	
Number of study hours (total)	.17
	2
Date this description was prepared	.17
2025/2/	

Course objectives (general objectives of the course) .17

The goal of sports courses is to develop the individual physically, psychologically, and socially through sports activities. Here are the most important general objectives of the . sports course

University Sports Course Top Scorer

.1Developing physical fitness and general health:

Enhancing students' physical fitness levels in line with the requirements of university life and daily activities

Contribute to the prevention of chronic diseases associated with lack of movement (such as obesity, (heart disease, diabetes

Developing motor and .2athletic skills:

Providing students with basic and advanced skills in selected sports activities (such as: football, (basketball, volleyball, swimming, or fitness exercises

Developing neuromuscular coordination and various motor abilities

Promoting positive values and .3behaviors :

Instilling the concepts of sportsmanship, commitment, discipline, and cooperation

Building positive healthy behaviors that contribute to improving the quality of life

.4Raising awareness of the importance of physical activity:

Enabling the student to understand the relationship between physical activity and mental and physical health

Encouraging students to adopt an active and continuous lifestyle after university

Developing psychological and social .5aspects :

Strengthening self-confidence, controlling emotions, and accepting loss

Enhancing communication and teamwork skills in an educational sports environment

Supporting the academic and applied aspects in related disciplines (for specialized .6 students) :

Enabling students to understand sports rules, laws and training principles

Preparing students for career paths in athletic training, public health, or physical education

Course outcomes , teaching, learning and assessment methods .17

Course outcome

. It is a set of knowledge, skills and values that the course seeks to achieve in students : **identification**

It provides the learner with a clear idea of what he will be able to do after completing : **Its importance**
 . the course, and helps in designing and evaluating academic course

The course outcomes are determined based on the objectives of the academic ? **How is it determined**
 . program to which the course belongs

Evaluation methods	Teaching and learning methods	Output
Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions	Lecture using PowerPoint Discussion with students Display exercise solutions for each .topic Assigning students to practical work Student costs for preparing reports on course topics	: outputsKnowledge The student should explain the basic concepts .1 .related to physical activity and physical fitness To determine the basic rules and regulations for .2 .the sports activities included in the curriculum To distinguish between types of exercise and .3 .their impact on the components of physical fitness
		: outputsSkills To apply basic and advanced motor skills in .1 .selected sports correctly and safely To plan and perform a simple exercise program to .2 .improve or maintain his physical fitness

		To use team play and cooperative work strategies .3 .within sports team
		:and Attitudes Third: Value To adhere to proper sportsmanship, such as .1 respecting the opponent and demonstrating good .sportsmanship To participate actively in sports activities with a .2 .positive and cooperative spirit Demonstrate awareness of the importance of .3 physical activity as part of a healthy and sustainable .lifestyle

Course structure **(Theoretical and practical vocabulary)** .178

Chapter title	(Time theoreti / cal practic) al	Subheadings	Teaching method	Technologi es used	Methods of measureme nt and evaluation	
Introduction to Physical Education	hour 1 theoreti cal	Definition of physical its - education its - objectives importance	+ Lecture Discussio n	PowerPoint Presentati Smart – on Board	- Written test Oral participation	
Health and Sports	hour 1 theoreti cal	The importance of sports for general and mental health	Interactiv e lecture + discussio n	PowerPoin Video- t	- Share Short Quiz	
Components of physical fitness	hours2 theoreti cal	Endurance- Strength - Flexibility- Speed- Balance	Practical explanati + on groups	Sports Equipment Video-	- Note Fitness Test	

Warm-up and cool-down	hours 2 theoretical	The Importance of Practical – Warm-Up Applications	Practical + training supervision	- Video Timer	My work performance evaluation
Flexibility and balance	hours2 theoretical	- Flexibility exercises dynamic and static balance	Group + activity application	Simple - Tools Video	Practical calendar
Muscular and cardiac endurance	hours2	- Endurance Tests Progressive Exercises	Training stations	Running - Track Temporary	Running - Test Performance Monitoring
Muscle strength	theoretical	- Resistance Training Strength Basics	targeted training	- Weights Resistance bands	Recording - Results Notes
Speed and agility	hours2	Agility - Speed Tests Exercises	Individual group + training	- Cones Timing	Timing Test Notes-
Team Games Rules	theoretical	- Basketball- Football Volleyball	Explanation + Discussion	Blackboard Video-	Theoretical - Test Participation
football skills	hours2	- Shooting- Passing Control	Field training	- Balls Network	Practical evaluation
basketball skills	theoretical	- Shooting- Dribbling Passing	Training stations	- Balls Hoops	Individual Performance Note
volleyball skills	hours2	Smash- Pass- Send	+ Pair Group Training	- Volleyball Net	Share and rate
Practical matches	theoretical	- Skills Application Team Division	Supervised matches	- Whistle Refereeing Tools	Group evaluation
sportsmanship and ethics	hours2	The concept of - sportsmanship ethics of play	Discussion and dialogue	Examples and scenarios	Interact and share
Final assessment	theoretical	Comprehensive Practical - Review Tests	Comprehensive testing	Full tools	Final exam + comprehens

			and evaluation n		ive performance evaluation	179 urri culu
m Development Plan						
Continuously updating the curriculum to keep pace with developments in the labor market :(Curriculum Update Committee, Scientific Committee) such a						
Develop curricula that are compatible with the labor market						-43
Holding scientific seminars and conferences aimed at updating curricula						-44
Follow up on scientific developments in the field of specialization						-45
infrastructure .18						
Available					assrooms, playgrounds and workshops	
Available					Required textbook	-29
Physical Education and Sports - Foundations and Concepts :Author Dr. Nabil Awadallah, Dr. Khalil Balasma :Edition Third Edition, 2018 :publisher Arab Thought House, Cairo					Main References (Sources	-30
Physical Education and Sports - Foundations and Concepts :Author Dr. Nabil Awadallah, Dr. Khalil Balasma :Edition Third Edition, 2018 :publisher Arab Thought House, Cairo					Recommended books and reference scientific journals, (.reports, et	
https://sdl.edu.sa A major source of books, research and academic journals in Arabic and English < Available to Saudi university students via unified access					Electronic,references, website	

Course Description Form

Educational institution	.181
Al-Huwayjah Technical Institute	
Scientific Department	.182
Financial and banking technologies	
Course Name/Code	.183
FBT104 Risk Management and Insurance	
Available attendance forms	.184
Actual attendance in the hall	
semester/year	.185
Second 2024/2025	
Number of study hours (total)	.186
3	
Date this description was prepared	.187
11/6/2024	
Course objectives (general objectives of the course)	.188
The objectives of the "Risk Management and Insurance" course are presented in an academic format suitable for use in a course description or curriculum. These objectives are formulated to clarify what the course seeks to achieve in terms of :knowledge, skills, and general understanding The objectives of the Risk Management and Insurance course are roduce students to the concepts of risk and insurance, their types, and the . 1.1 relationship between them in the economic environment plain the role of risk management in organizations as a means of prevention, . 2.2 ducing losses, and improving performance efficiency roviding students with knowledge of the fundamentals of the insurance . 3.3 dustry, including the legal and financial principles associated with it plain the different types of insurance (personal, property, liability, health . 4.4	

insurance, etc

providing the student with the skills necessary to analyze and evaluate risks, . 5.5
and methods for predicting and measuring them

developing the student's ability to make strategic decisions related to risk . 6.6
management within institutions

introducing the student to the regulatory and legal environment of the insurance . 7.7
industry locally and internationally

raising awareness of the importance of insurance as a tool to protect . 8.8
individuals and institutions and enhance economic stability

Course outcomes , teaching, learning and assessment methods .189

Course outcomes

**It is a set of knowledge, skills and values that the course seeks : identification
. to achieve in students**

**It provides the learner with a clear idea of what he will be : Its importance
able to do after completing the course, and helps in designing and evaluating
. academic courses**

**The course outcomes are determined based on the ? How is it determined
. objectives of the academic program to which the course belongs**

Evaluation methods	Teaching and learning methods	Outputs
Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions	Using PowerPoint Discussion with students Display exercise solutions for each lecture .topic Assigning students to practical work Student costs for preparing reports on	(Knowledge) First: The cognitive domain A- Explain the basic concepts of risk, .insurance and their types b- Explain the relationship between risk management and achieving financial stability .for institutions Th- Distinguish between different types of insurance (insurance Life, property, liability, health .(insurance C- Describes the basic legal and

questions and discussions	course topics	contractual principles in the insurance .industry
Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions	Using PowerPoint Discussion with students Display exercise solutions for each lecture .topic Assigning students to practical work Student costs for preparing reports on course topics	Skills Second: Cognitive A- Analyzes potential hazards in different work environments and suggests strategies to .reduce them b- Compare the available insurance alternatives and choose the most appropriate .one for the institution or individual t- Employ basic risk management concepts .and models in realistic situations d- Evaluates different insurance policies in .terms of costs, risks, and benefits
Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions Oral and written questions and discussions	Using PowerPoint Discussion with students Display exercise solutions for each lecture .topic Assigning students to practical work Student costs for preparing reports on course topics	Values,) Third: The value domain (Autonomy, Responsibility A- Demonstrates commitment to professional ethics in dealing with insurance and risk .issues b- Works effectively within a team to analyze real-life situations related to risk .management T- He bears responsibility for making informed insurance decisions when analyzing .risks d- Commitment to transparency and impartiality in evaluating and providing insurance solutions to individuals or .institutions
Course structure (Theoretical and practical .190 (vocabulary		

week	(Hours theoretical practical/)	Outputs learning	or Unity name the topic	road learning	road Evaluation
1	1 Theoretica / 2 l Practical	to explain concept And its danger types	in introduction danger	- Lecture - Discussion Study condition	- Short a test Share
2	1 Theoretica / 2 l Practical	classification and dangers methods With Dealing her	dangers Types	an offer Presentatio Exercise- n practical	My duty - Home Share
3	1 Theoretica / 2 l Practical	discrimination between danger And Insurance other Insurance	danger Insurance	- Lecture Analysis Cases	a test diagnostic
4	1 Theoretica / 2 l Practical	to understand concept and Insurance its functions	concept Insurance	a lecture - Interactive a Workshop job	a test Editorial
5	1 Theoretica / 2 l Practical	Recognition a Elements on contract Insurance	Elements Insurance	- Lecture Training on practical formulation Contracts	a task Individual
6	1 Theoretica / 2 l Practical	discrimination Types Insurance	Types Insurance	Presentation Discussion- Examples- Realism	My an offer presentation
7	1 Theoretica / 2 l Practical	analysis Documents insurance Actual	analysis document insurance	workshop - Work Cases Study	analysis Documents
8	1 Theoretica / 2 l Practical	knowledge And principles founded Insurance	principles Insurance	Presentation Discussion- collective	Half of a test me
9	1 Theoretica / 2 l Practical	re to explain And Insurance its importance	Insurance re	- Lecture Comparison Realism	paper Research short
10	1	discrimination	the	- Lecture	small project

	Theoretical / 2 Practical	between authorities The organization For insurance	environment organizational For insurance	Application collective	
11	1 Theoretical / 2 Practical	application steps administration danger	administration danger Institutional	training - Practical Analysis Cases	a report practical
12	1 Theoretical / 2 Practical	plan situation To manage specific risk	Applications administration danger	project Groups	an offer Projects
13	1 Theoretical / 2 Practical	to explain relationship between administration and danger insurance	relationship The between two concepts	discussion - Open Study condition	and sharing evaluation verbal
14	1 Theoretical / 2 Practical	evaluation Programs Insurance Different	analysis Programs Insurance	- Simulation Evaluation monetary	a test applied
15	1 Theoretical / 2 Practical	summary And Concepts The present Final project	View+ Review Projects	- Review Show ultimate	- Final a test Show Projects
Curriculum Development Plan .191					
Continuously updating the curriculum to keep pace with developments in the labor market (Curriculum Update Committee, Scientific Committee) such as Develop curricula that are compatible with the labor market -46 Holding scientific seminars and conferences aimed at updating curricula -47 Follow up on scientific developments in the field of specialization -48					
infrastructure .192					
Available classrooms, laboratories and					

	workshops
Available	Required textbooks -31
.Al-Sahli, Abdullah ibn Muhammad .Risk management and insurance Modern Edition, Dar Al-Mayman Publishing . House, Riyadh, Kingdom of Saudi Arabia .ERedja, George 2. principles of Risk Management and Insurance .Edition, Pearson Education, 2021 13th ISBN: 9780134082578 .Rejda, George E., & McNamara, Michael 3. .Risk Management and Insurance .Pearson Series in Finance A globally recognized university reference on modern insurance and risk management concepts	Main References -32 (Sources)
.Al-Sahli, Abdullah ibn Muhammad .Risk management and insurance  Modern Edition, Al-Mayman Publishing House, .Riyadh, Kingdom of Saudi Arabia (A basic reference in Saudi universities) .Al-Fatihi, Muhammad .2 .Insurance and risk management  Safaa Publishing and Distribution House, . Amman, Jordan .Zahran, Helmy .3 Principles of insurance and risk management  . Arab Thought House, Cairo, Egypt	Recommended books (ثت) and references (scientific (.journals, reports, etc
(SDL) Saudi Digital Library  https://sdl.edu.sa To access Arabic and English e-books and) (academic periodicals	Electronic references, (ثت) websites

ACSM – American College of Sports Medicine .2

 <https://www.acsm.org>

**For articles specializing in risks associated with)
(sports activities and insurance**

(Insurance Information Institute (III) .3

 <https://www.iii.org>

**For data and real-life application examples from)
(the insurance market**

PubMed .4

 <https://pubmed.ncbi.nlm.nih.gov>

(For health and risk management research)

ERIC (Education Resources Information) .5

(Center

 <https://eric.ed.gov>

**Scientific research database on education and)
(risk management in the educational context**