



جَامِعَةُ الْبَيَانِ



Course Description

Al-Bayan University College of Business Administration

2023 - 2024

Department of Banking and financial sciences
March 30 2024

University Al-Bayan University
Faculty College of Business Administration
Department Banking and financial sciences
Title of Academic Program Banking and financial sciences
Degree Bachelor in Banking and financial sciences
Type of Study courses
Date of Preparing the Course Description 22-03-2024
Date of Completing the Course Description 30-03-2024

Head of Department

Signe

Name Dr. Shereen badri tawfeeq

Date 30-03-2024

Deputy Dean for Scientific Affairs

Signe

Name Ahmed Hamid Karim

Date 14-04-2024

This File has been Checked by Quality Assurance Section

Head of Quality Assurance Section

Signe

Name Zahra Abdulabbas Abd

Date 14-04-2024

Dr. Madyan A.L. Mushattar

Approved by The Dean

1. The Vision of the Academic Program

Is to establish a quality banking and financial educational department concerned with high academic, research, and professional standards recognized in the future nationally ,regionally and internationally

2. The Message of the Academic Program

- 1- Providing students with knowledge of the conceptual framework of accounting, including the objectives of financial statements, accounting principles, assumptions, and accounting standards.
- 2- Understanding the nature of some accounts, including debtors, merchandise inventory, and tangible and intangible fixed assets, in detail and methods of accounting treatments.
- 3- Learn the accountant's job in different accounting treatments and the comparison between them.
- 4- Teaching the student to prepare the final financial statements, including the financial position, income statement, and cash flows.
- 5- Knowing the importance of preparing various financial statements for the external investor in making investment decisions.
- 6- Identifying the inventory adjustments and reconciling the cash account.
- 7- Study the difference between the accounting principles applied, the cash basis and the accrual basis.

3. The Objectives of the Academic Program

This program pursues the following main objectives:

1. Fostering participants' analytical understanding of modern banking and finance in an increasingly internationalized and highly complex financial world.
2. Enabling participants decision-making and management skills in business environment.
3. Acquiring the skills, knowledge and competence necessary to build future career.
4. Enabling participants to find an excellent job in a bank or a financial

institution in the Kurdistan Region or other parts of the world.

5. Enabling graduates to participate positively in the development and improvement of country economy. "

4. The Program Accreditation

N/A

5. Other External Influences

N/A

6. Program Structure

Course Structure	Number of Courses	Credit Units	(%)	Notes
Institutional Requirements				
College Requirements				
Department Requirements				
Summer Training				
Other				

7. Program Description

Year / Level	Course Code	Course Name	Credit Hours	
			Theoretical	Practical
1 st	MCB	Accounting Principles (1)	3	
	ECB	Principles of Economics(1)	3	
	MGB	Principles of business administration (1)	3	
	STD	Principles of statistics (1)	3	
	ENG	English	3	
	HDB	Human rights and democracy	2	
	COD	Computer skills	3	
	MCB	Accounting principles(2)	3	
	ECB	Principles of Economics(2)	3	

	MGB	Principles of business administration (2)	3	
	MCB	Principles of statistics (2)	3	
	ARB	Arabic	2	
2 nd	ACB	Financial Mathematics(1)	3	
	FBB	Money and banks	3	
	FBB	Public Finance(1)	2	
	MGB	Financial Management (1)	3	
	ACB	Intermediate Accounting (1)	3	
	FBB	Banking databases(1)	3	
	CLB	Commercial law	2	
	FBB	Banking marketing	3	
	EC001	electronic trade	2	
	FBB	Public Finance (2)	2	
	MGB	Financial Management (2)	3	
	ACB	Intermediate Accounting (2)	3	
	FBB	Banking databases(2)	3	
	ENB	English	2	
	3 rd	FBB	Econometrics	2
		FBB	Corporate financing 1	2
FBB		Cost accounting 1	3	
ACB		Unified accounting system	2	
FBB		Bank accounting 1	2	
FBB		Banking operations	3	
ACB		Financial markets	2	
ACB		Cost accounting 2	3	
FBB		financial markets	3	
FBB		Corporate financing 2	2	
FBB		Financial risk management	3	
ACB		Unified accounting system 2	3	
FBB		Evaluating investment decisions	3	

	FBB	Bank accounting 2	2	
	ACB	Cost accounting 2	3	
	ENG	English	2	
4 th	MSR	Methods and ethics of scientific research	2	
	ACB	accounting administration 1	3	
	ACB	Banking audit and supervision 1	3	
	FBB	Investment portfolio	3	
	FBB	Islamic banks 1	2	
	ABB	Accounting Information Systems	3	
	FBB	Ethics and methods of scientific research	2	
	TOC	research project	2	
	FBB	International financing	3	
	ACB	accounting administration 2	3	
	ACB	Banking audit and supervision 2	3	
	AA001	Study and evaluate projects	3	
	FBB	Islamic banks 2	2	
		ENG	English	2

11. Staff

Titles	Specialist		Requirements (if any)	Numbers	
	General	Specific		Staff	Lec
Prof					
Ass. Prof	Dr.shereen Badri				
Lecturers					
Ass. Lecturers					

Professional Development

Guidance for New Faculty Members

- 1- Preparing qualified graduates to meet the needs of the financial and banking sectors, who have the ability to perform their duties with high efficiency.*
- 2- Preparing and qualifying students to pursue postgraduate studies by developing their intellectual, scientific and research skills.*
- 3- Providing students with the principles, values, and ethical, regulatory, and social responsibilities of financial and banking sciences.*
- 4- Developing and encouraging scientific research and various scientific activities in the field of financial and banking sciences.*
- 5- Active contribution to community service by working to find suitable and appropriate solutions to financial and banking problems.*
- 6- Keeping pace with the scientific development of the educational process and its implementation status.*
- 7- Opening knowledge channels in research, professional and advisory communication with public and private counterparts.*

Professional Development for Faculty Members

Encouraging students to achieve the highest grades in the final stages of study at the college so that they will be among the first to achieve their future dreams of completing their studies in postgraduate studies.

12. Admission Criteria

First: Ministry instructions

For central admission

Second: Admission to the department is subject to specific criteria

Third: Graduates of the scientific department exclusively

Fourth: Absorptive capacity

Fifth: The department's sequence within the college's departments

13. Key Sources of Information about the Program

Methodical and assistance books, as well as relevant laws and instructions.

1 - Ministry controls and instructions

2-The Sectoral Committee for Financial and Banking Sciences

3 - Access to the experiences of other Iraqi, Arab and foreign universities.

14. Program Development Plan

Relying on recent versions of international standards on a regular basis.



Program Skills

				Learning Outcomes Required from the Program											
Year/Level	Course Code	Course Title	Primary or Optional	Knowledge				Skills				Values			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
1st	MCB	Accounting Principles (1)													
	ECB	Principles of Economics(1)													
	MGB	Principles of business administration (1)													
	STD	Principles of statistics (1)													
	ENG	English													
	HDB	Human rights and democracy													
	COD	Computer skills													
	MCB	Accounting principles(2)													
	ECB	Principles of Economics(2)													
	MGB	Principles of business administration (2)													
	MCB	Principles of statistics (2)													
2nd	ARB	Arabic													
	ACB	Financial Mathematics(1)													
	FBB	Money and banks													

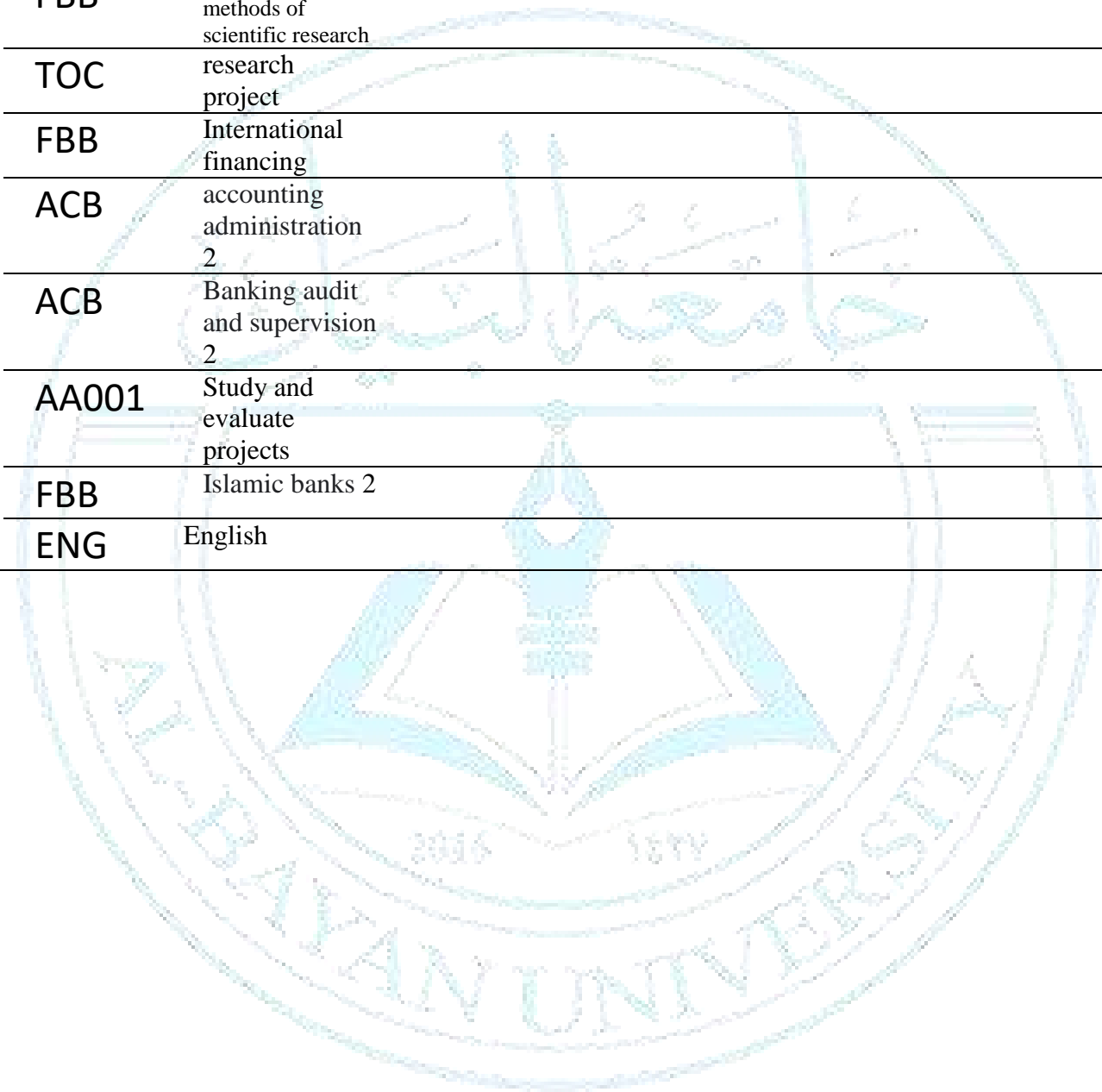
FBB	Public Finance(1)
MGB	Financial Management (1)
ACB	Intermediate Accounting (1)
FBB	Banking databases(1)
CLB	Commercial law
FBB	Banking marketing
EC001	electronic trade
FBB	Public Finance (2)
MGB	Financial Management (2)
ACB	Intermediate Accounting (2)
FBB	Banking databases(2)
ENB	English
FBB	Econometrics
FBB	Corporate financing 1
FBB	Cost accounting 1
ACB	Unified accounting system
FBB	Bank accounting 1
FBB	Banking operations

3rd

ACB	Financial markets
ACB	Cost accounting 2
FBB	financial markets
FBB	Corporate financing 2
FBB	Financial risk management
ACB	Unified accounting system 2
FBB	Evaluating investment decisions
FBB	Bank accounting 2
ACB	Cost accounting 2
ENG	English
MSR	Methods and ethics of scientific research
ACB	accounting administration 1
ACB	Banking audit and supervision 1
FBB	Investment portfolio
FBB	Islamic banks 1
ABB	Accounting Information

4th

	Systems
FBB	Ethics and methods of scientific research
TOC	research project
FBB	International financing
ACB	accounting administration 2
ACB	Banking audit and supervision 2
AA001	Study and evaluate projects
FBB	Islamic banks 2
ENG	English



Course Description (1)

1. Course Title	English	
2. Course Code	02032108	
3. Semester/Year	2023-2024 /First semester	
4. Description Preparation Date	2024/3/1	
5. Available Attendance Form	Lectures	
6. No. of Hours (Total)	30	
7. No. of Credits (Total)	2	
8. Course Administrator Name	Dr. Habib Abdul Hussein Habib	
9. E-mail	habib.a@albyan.edu.iq	
10. Course Objectives		
Knowledge	A1	The student acquires the concept of the English language for the purpose of developing the basic concepts and correct methods for learning the English language.
	A2	Developing students' English language skills as well as enhancing scientific thinking in improving the English language
	A3	Preparing graduates who hold a university degree in the field of accounting to be competent to serve the public, private and mixed sectors, according to what they received in their academic studies.
	A4	Striving to modernize and develop the curriculum and make it compatible with the requirements of all sectors to meet all needs of the accounting department's outputs
Skills	B1	Develop a plan for learning the English language and choose the correct approach to achieve an understanding of the English language
	B2	Developing the student's ability to understand the English language and how to obtain the required results
	B3	The ability to represent theoretical material with examples from practical reality.
	B4	
Values	C1	Enhancing the student's skill to research and improve the English language
	C2	Develop and enhance a strategy for understanding business dealings using the English language for the student

جامعة البتراء

C3	Instilling confidence in students in what they are doing so that this will be reflected in their work in the future
C4	Directing students on how to benefit from social media services within the limits of compliance with the rights of authors and publishers and not to abuse, illegally quote, or counterfeit.

11. Teaching and Learning Strategies

1.	The student's thinking strategy for learning the rules and vocabulary of the English language	4.	
2.	Skill strategy for understanding, writing and reading English vocabulary	5.	
3.	Strategy for understanding English grammar	6.	

12. The Structure of the Course

Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
1	2	Able to know the English language and approaches that led to interest in learning English language	English	solving exercises	Tests, discussions and assignments
2	2	Able to know the English language and approaches that led to interest in learning English language	English	solving exercises	Tests, discussions and assignments
3	2	Able to know the English language and approaches that led to interest in learning English language	Introduction to the study of the English language	solving exercises	Tests, discussions and assignments
4	2	Able to know the English language and approaches that led to interest in learning English language	Introduction to the study of the English language	solving exercises	Tests, discussions and assignments
5	2	Able to know the English language and approaches that led to interest in learning English language	What is the English language and importance?	solving exercises	Tests, discussions and assignments
6	2	Able to know the English language and the approaches that led to interest in learning the English language	What is the English language and importance?	solving exercises	Tests, discussions and assignments
7	2	Able to know the English language and approaches that led to interest in learning English language	General goals for learning the English language	solving exercises	Tests, discussions and assignments
8	2	Able to know the English language and approaches that led to interest in learning English language	General goals for learning the English language	solving exercises	Tests, discussions and assignments
9	2	Able to know the English language and approaches that led to interest in learning English language	the first exam	solving exercises	Tests, discussions and assignments
10	2	Able to know the English language and approaches that led to interest in learning English language	the need	solving exercises	Tests, discussions and assignments

جامعة البتة

11	2	Able to know the English language and approaches that led to interest in learning English language	Institutions that use the English language have weaknesses	solving exercises	Tests, discussions and assignments
12	2	Able to know the English language and approaches that led to interest in learning English language	Institutions that use the English language have weaknesses	solving exercises	Tests, discussions and assignments
13	2	Able to know the English language and approaches that led to interest in learning English language	The main factors affecting learning the English language	solving exercises	Tests, discussions and assignments
14	2	Able to know the English language and approaches that led to interest in learning English language	The main factors affecting learning the English language	solving exercises	Tests, discussions and assignments
15	2	Able to know the English language and approaches that led to interest in learning English language	Second exam	solving exercises	Tests, discussions and assignments
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					

جامعۃ البیان

29					
30					

13. Course Evaluation

توزيع الدرجة من 100 على وفق المهام المكلف بها الطالب مثل التحضير اليومي والامتحانات اليومية والشفوية والشهرية
والتحضيرية والتقارير الخ

14. Learning & Teaching Resources

Required textbooks (curricular if any)	New Headway Plus
Main References (sources)	John and Liz Soars
Recommended Books & References (Scientific Journals, Reports ...)	Listen and read everything published about the English language
Websites or Electronic References	Specialized websites

Course Description (5)

.1 Course Title		Commercial Law
.2 Course Code		02022105
.3 Semester/Year		first / (2023/2024)
.4 Description Preparation Date		2023/9/23
.5 Available Attendance Form		presence
.6 No. of Hours (Total)		15
.7 No. of Credits (Total)		1
.8 Course Administrator Name		M M. raneen saeed abdulqader
.9 E-mail		raneen.s@albayan.edu.iq
.10 Course Objectives		
Knowle	A1	Enabling the student to know the meaning of law in general and commercial law in particular.
	A2	Enabling the student to know the characteristics of the legal rule.
	A4	Know the types of commercial companies.
Skills	B1	Understand legal texts correctly.
	B2	The student must be able to understand commercial papers.
	B3	The need for students to learn the scope of application of corporate law.
	B4	Linking scientific reality with theoretical study.
Values	C1	Following up on the student while giving lectures.
	C2	Motivating the student to discuss during lectures.
	C3	Activating the method of theoretical lectures by urging students to participate in lectures and opening the door to discussions.
.11 Teaching and Learning Strategies		
1.	Problem solving strategy	
2.	learning strategy	
3.	Brainstorming strategy	

.12 The Structure of the Course

Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
the first	3	Know and understand	Defining the law and determining its characteristic	Problem solving strategy	Intellectual question
the second	3	Know and understand	Defining the meaning of commitment and its sources	Presentation strategy	Daily testing
the third	3	Know and understand	Contract	Brainstorming strategy	Oral exams
the fourth	3	Know and understand	Distinguishing between commercial and civil works	Discovery learning strategy	Question within the lecture
Fifth	3	Know and understand	Merchant duties	Problem Solving strategy	Discussion panel
VI	3	Know and understand	Scope of application of company law	Presentation strategy	Oral exams
Seventh	3	Know and understand	Types of companies in Iraqi law	Brainstorming strategy	Daily testing
VIII	3	Know and understand	People companies	Discovery learning Strategy	Question
Ninth	3	Know and understand	Money companies	Strategy	Assigned
The tenth	3	Know and understand	The simple company	Ask questions and discuss	Discussion panel
Eleventh	3	Know and understand	Joint stock company and limited liability company	Strategy	Question within the lecture

جامعة البتة

Twelveth	3	Know and understand	Commercial papers	Ask questions and discuss	Question within t lectur with dialog and discussion
Thirteenth	3	Know and understand	Commercial transfer and bill of exchange	Through lectures and attendance	dialogue and discussion
Fourteenth	3	Know and understand	Instrument and endorsement	Through lectures and attendance	dialogue and discussion
Fifteenth	3	Know and understand	Quest exam	Brainstorming strategy	dialogue and discussion

.13 Course Evaluation

Distribution of the grade out of 100 according to the tasks assigned to the student: 40 marks for daily preparation, daily, oral, monthly and written exams, reports, etc., and 60 marks for the final exam.

.14 Learning & Teaching Resources

Required textbooks (curricular if any)	Book (Commercial Law) - Author (Dr. Akram Yamliki), (Dr. Faiq Al-Shamaa)
Main References (sources)	Book (Commercial Law) - Author (Dr. Akram Yamliki), (Dr. Faiq Al-Shamaa)
Recommended Books & References (Scientific Journals, Reports ...)	External lectures
Websites or Electronic References	Iraqi legislative base

M.M. raneen saeed abdulqader

2023/9/23

Course Description (1)

1. Course Title		financial management 2
2. Course Code		02032201
3. Semester/Year		2024 - 2023
4. Description Preparation Date		2024-2-25
5. Available Attendance Form		Lectures
6. No. of Hours (Total)		30
7. No. of Credits (Total)		2
8. Course Administrator Name		Ahmed Mahdi Naji ALSaraaf
9. E-mail		Ahmed.ALSaraaf@gmail.com
10. Course Objectives		
Knowledge	A1	Understanding the principles and concepts of financial management and their applications in the business environment.
	A2	Learn about the basics of capital management and financial diversification.
	A3	Develop smart innovation skills by studying typical case scenarios.
	A4	Understand the role of the financial market and financial institutions in the economy and interaction.
Skills	B1	Financial Statement Analysis: The ability to read and interpret financial data such as income, balance, and cash flow statements, and understand what these data mean for the company's financial performance.
	B2	Financial Decision Making: The ability to make sound financial decisions based on financial analysis, forecasts, and the financial needs of the organization.
	B3	Financial risk management: The ability to analyze and evaluate financial risks and develop strategies to manage and deal with them effectively.
	B4	Understanding the financial market and financial institutions: The ability to understand how financial markets and financial institutions work and their impact on companies and the economy in general.

Values	C1	Financial Responsibility: Enhancing awareness of the importance of financial responsibility in making decisions and managing financial resources effectively and in the interest of the organization and its stakeholders.
	C2	Excellence and Innovation: Encouraging innovative thinking and developing the skills necessary to analyze financial data and use advanced financial tools to make sound financial decisions.
	C3	Continuous Learning: Encouraging students to continue developing their financial skills and updating their knowledge of recent developments in the field of financial management through continuous learning and training.
	C4	Critical Analysis: Develop students' ability to critically analyze financial information and think critically about financial decision-making processes, enabling them to make informed and informed financial decisions.

11. Teaching and Learning Strategies

1.	Theoretical lectures and group discussions	4.	Participatory evaluation
2.	Financial simulation	5.	Practical case studies
3.	Cooperative learning	6.	Stimulate curiosity and inquiry

12. The Structure of the Course

Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
1	2		Break-even analysis	=	=
2	2		Break-even analysis applications (at one and two levels of sales)	=	=
3	2		Operating leverage and its relationship to break-even analysis	=	=
4	2		Operating crane applications	=	=
5	2		Nature of working capital	=	=
6	2		First month exam	=	=
7	2		Working capital management applications	=	=
8	2		Working capital management applications	=	=
9	2		Short-term financing management (commercial credit)	=	=
10	2		Short-term financing management (bank credit)	=	=
11	2		The nature of capital budgeting	=	=
12	2		Criteria for comparison between projects	=	=
13	2		Investment tunnels	=	=
14	2		Capital budgeting applications (payback period and net present value)	=	=
15	2		Second month exam	=	=

13. Course Evaluation

توزيع الدرجة من 100 على وفق المهام المكلف بها الطالب مثل التحضير اليومي والامتحانات اليومية والشفوية والشهرية والتحريرية والتقارير الخ

14. Learning & Teaching Resources

Required textbooks (curricular if any)	
Main References (sources)	<p>1. Al-Amiri, Muhammad Ali Ibrahim. (2001). Financial Management, 1st edition, University of Baghdad.</p> <p>2. Al-Amiri, Muhammad Ali Ibrahim. (2007). Financial Management, 1st edition, University of Baghdad.</p>
Recommended Books & References (Scientific Journals, Reports ...)	
Websites or Electronic References	

Course Description (1)

1. Course Title	financial management 1	
2. Course Code	02032104	
3. Semester/Year	2024 - 2023	
4. Description Preparation Date	2024-2-25	
5. Available Attendance Form	Lectures	
6. No. of Hours (Total)	30	
7. No. of Credits (Total)	2	
8. Course Administrator Name	Ahmed Mahdi Naji ALSaraaf	
9. E-mail	Ahmed.ALSaraaf@gmail.com	
10. Course Objectives		
Knowledge	A1	Understanding the principles and concepts of financial management and their applications in the business environment.
	A2	Learn about the basics of capital management and financial diversification.
	A3	Develop smart innovation skills by studying typical case scenarios.
	A4	Understand the role of the financial market and financial institutions in the economy and interaction.
Skills	B1	Financial Statement Analysis: The ability to read and interpret financial data such as income, balance, and cash flow statements, and understand what these data mean for the company's financial performance.
	B2	Financial Decision Making: The ability to make sound financial decisions based on financial analysis, forecasts, and the financial needs of the organization.
	B3	Financial risk management: The ability to analyze and evaluate financial risks and develop strategies to manage and deal with them effectively.
	B4	Understanding the financial market and financial institutions: The ability to understand how financial markets and financial institutions work and their impact on companies and the economy in general.

Values	C1	Financial Responsibility: Enhancing awareness of the importance of financial responsibility in making decisions and managing financial resources effectively and in the interest of the organization and its stakeholders.
	C2	Excellence and Innovation: Encouraging innovative thinking and developing the skills necessary to analyze financial data and use advanced financial tools to make sound financial decisions.
	C3	Continuous Learning: Encouraging students to continue developing their financial skills and updating their knowledge of recent developments in the field of financial management through continuous learning and training.
	C4	Critical Analysis: Develop students' ability to critically analyze financial information and think critically about financial decision-making processes, enabling them to make informed and informed financial decisions.

11. Teaching and Learning Strategies

1.	Theoretical lectures and group discussions	4.	Participatory evaluation
2.	Financial simulation	5.	Practical case studies
3.	Cooperative learning	6.	Stimulate curiosity and inquiry

12. The Structure of the Course

Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
1	2		The nature of financial management	Theoretical lectures, practical applications, class discussions, homework, and group work	Exams, class discussions, homework, attendance
2	2		Financial management functions and tasks of the financial manager	=	=
3	2		Financial management objectives	=	=
4	2		Basic forms of business establishments	=	=
5	2		The nature of financial markets and their classifications	=	=
6	2		First month exam	=	=
7	2		Financial statements (income and balance sheet)	=	=
8	2		The nature of financial analysis	=	=
9	2		Financial analysis with financial ratios (liquidity and activity)	=	=
10	2		Financial analysis with financial ratios (leverage and profitability)	=	=
11	2		Financial analysis applications (exercises)	=	=
12	2		Financial analysis applications (exercises)	=	=
13	2		Forecasting financial needs and its relationship to financial planning and control	=	=
14	2		Financial forecasting applications	=	=

		(percentage of sales method)		
15	2	First month exam	=	=

1. Course Evaluation

توزيع الدرجة من 100 على وفق المهام المكلف بها الطالب مثل التحضير اليومي والامتحانات اليومية والشفوية والشهرية والتحريرية والتقارير الخ

2. Learning & Teaching Resources

Required textbooks (curricular if any)	
Main References (sources)	<p>1. Al-Amiri, Muhammad Ali Ibrahim. (2001). Financial Management, 1st edition, University of Baghdad.</p> <p>2. Al-Amiri, Muhammad Ali Ibrahim. (2007). Financial Management, 1st edition, University of Baghdad.</p>
Recommended Books & References (Scientific Journals, Reports ...)	
Websites or Electronic References	

جامعۃ البیان

Course Description (١)

١. Course Title	Intermediate accounting	
٢. Course Code	٠٢٠٣١٢٠٢	
٣. Semester/Year	first	
٤. Description Preparation Date	٠١/٠٤/٢٠٢٤	
٥. Available Attendance Form	Attendance	
٦. No. of Hours (Total)	٤٥ hours	
٧. No. of Credits (Total)	٣	
٨. Course Administrator Name	Huda Mohammed Abdulhussain	
٩. E-mail	huda.mo@albayan.edu.iq	
١٠. Course Objectives		
Knowledge	A١	Inventory evaluation and recognized accounting methods
	A٢	Identify the concept of investments in securities and their types
	A٣	Solving exercises
	A٤	Explain the accounting treatments related to the acquisition and evaluation of fixed assets
Skills	B١	The ability to think about how to conclude these contracts, their advantages, and how to benefit from means of communication
	B٢	The ability to represent theoretical material with practical examples
	B٣	The ability to sequence ideas and link topics
	B٤	
Values	C١	Gaining knowledge through familiarity with the basics of the subject, explaining methods, and knowing the laws related to these works.
	C٢	Acquiring cognitive skills by stating the understanding and perception acquired by the student about the chapter within the subject in general and brief terms
	C٣	Developing the student's ability to work on performing assignments and exercises and submitting them on the scheduled date

جامعة البتة

C4 Developing the student's ability to dialogue and discuss.

11. Teaching and Learning Strategies

١.	Interrogation method.	٤.	Delivering theoretical lectures with scientific examples
٢.	Lecture method.	٥.	
٣.	How to discuss and conduct interactive dialogues among students.	٦.	

١٢. The Structure of the Course

Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
١	٥	Knowledge of the characteristics of accounting information, assumptions and accounting principles	Theoretical framework	Discussion with Exams The quick one And intellectual	Discussions And the questions Direct
٢	٥	Definition of the most important financial statements	Final Accounts		
٣	٥	Knowing the profit, cost of goods sold and available, and gross profit	Exercises on the income statement		
٤	٥	Ability to prepare a balance sheet	Exercises on the balance sheet		
٥	٥	Know the principle of matching revenues with expenses	Constraint adjustments		
٦			the first exam		
٧	٥	Ability to solve exercises related to settlements	Exercises on constraint adjustments		
٨	٥	Knowledge of debtors account and methods for calculating the allowance for doubtful debts	Debtors		

جامعة البيان

٩		The student's understanding of accounting operations debtors	Exercises on debtors		
١٠	٥	Differentiating between profits and retained earnings	Statement of retained earnings		
١١	٥				
١٢	٥	Solve exercises related to retained earnings	Exercises on the statement retained earnings		
١٣	٥	Understanding operational, investment and financing flows	Statement of Cash Flows		
١٤	٥	The student's ability to prepare a list of flows Cash	Exercises on the cash flow statement		
١٥			final exam		

١٣. Course Evaluation

توزيع الدرجة من ١٠٠ على وفق المهام المكلف بها الطالب مثل التحضير اليومي والامتحانات اليومية والشفوية والشهرية والتحريرية والتقارير الخ

١٤. Learning & Teaching Resources

Required textbooks (curricular if any)	For Intermediate Financial Accounting as per IAS Standards and Standards International financial reporting standards for international funds
Main References (sources)	Intermediate Financial Accounting, College of Administration and Economics Written by Dr. Bushra Fadel Al-Taie Dr. Hakim Hammoud Falih Dr. Salama Ibrahim Ali
Recommended Books & References (Scientific Journals, Reports ...)	
Websites or Electronic References	Recent relevant scientific research and articles that contribute to providing the student with important scientific information in his field of specialization.

Course Description (٢)

١. Course Title		Intermediate accounting/٢	
٢. Course Code		٠٢٠٣١٢٠٢	
٣. Semester/Year		Second Semester	
٤. Description Preparation Date		٢٠٢٤	
٥. Available Attendance Form		Classes	
٦. No. of Hours (Total)		٤٥	
٧. No. of Credits (Total)		٣	
٨. Course Administrator Name		. Huda Mohammed	
٩. E-mail		Huda.mo @ albayan.edu.iq	
١٠. Course Objectives			
Knowledge	A١	Gaining the ability and skill to recognize accounting terminology	
	A٢	Acquiring the skills of reading and understanding short-term investments	
	A٣	Solve the exercises	
	A٤	term extinction-Acquire the skill of measuring short	
Skills	B١	Oral exams	
	B٢	Scientific reports	
Values	C١	s ability to understand the topic and solve exercises'Developing the student's	
	C٢	Developing the student's ability to work by performing assignments and exercises and submitting them on the scheduled date	
	C٣	Developing the student's ability to dialogue and discuss	
١١. Teaching and Learning Strategies			
١.	Directing students to some websites to benefit from them	٤.	Introducing students to some commercial dictionaries
٢.	Daily and weekly surprise tests	٥.	

جامعۃ البیت

۳.	Exercises and activities in the electronic classroom (on the Google Meet platform)	۶.	
----	--	----	--

١٢. The Structure of the Course

Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
١	٢	Differentiating between tangible and intangible assets	Intangible assets	a lecture	Discussions And direct questions
٢	٢	Knowledge of fixed extinction calculation methods	Depreciation of fixed assets	a lecture	Discussions And direct questions
٣	٢	Know how to calculate extinction	Exercises on fixed assets	a lecture	Discussions And direct questions
٤	٢	Find out how fifow.elifo inventory evaluation	Merchandise inventory	lecture a	Discussions And direct questions
٥	٢	Know how the evaluation process is calculated Stock in different ways	Commodity inventory exercises	a lecture	Discussions And direct questions
٦		The first exam			
٧	٢	Definition of bonds	Investments dated Entitlement	a lecture	Discussions And direct questions
٨	٢	Definition of stocks	Investments for the purpose of trading	a lecture	Discussions And direct questions
٩	٢	s ability to 'Knowing the student calculate debtors	Debtors exercises	a lecture	Discussions And direct questions
١٠	٢	Know the difference between traded and available for sale	Investments available for sale	a lecture	Discussions And direct questions
١١		The second exam			
١٢	٢	s ability to 'Knowing the student calculate investments available for sale	is investments available for sale	a lecture	Discussions And direct questions
١٣	٢	Knowing investments and -short differentiating them from term investments. Knowing	Long term investments	a lecture	Discussions And direct questions

جامعة البيان

١٤	٢	Knowing the student's ability On account of investments available for sale	Exercises on Long term investments	a lecture	Discussions And direct questions
١٥	٢	term -Solve exercises related to long investments	term investments-long Exercises on	a lecture	Discussions And direct questions

١٣. Course Evaluation

degrees ١. Daily preparation =

marks ١٥ First exam =

marks ١٥ Second exam =

marks ٦. Final exam =

١٤. Learning & Teaching Resources

Required textbooks

(curricular if any)

Intermediate Accounting Donald Kiso

-Intermediate Accounting (Mohammed Talal Al Jijawi) Intermediate Accounting (Mohamed Fouad Yaarub

Main References

(sources)

.Basic texts
Other course
books



Course Description (1)

DatabasesBanking	Course Name .1	
02032207	CodeThe decision .2	
The second _2023 _2024	the chapter /the year .3	
3/18/2024	Date this was .4 paredthe description	
In-person (classrooms and laboratories)	aAttendance forms .5 available	
45 hours	Number of study .6 hours (total)	
3	Number of units .7 (total)	
millimeter. Zainab Hadi Ali	Name of the course .8 administrator	
Zainab.h@albayan.edu.iq	Email	
Course objectivesScholarshipThis course aims to describe the most .9 important entrances to databases, the most important concepts of databases, and their most important aspects at the organization level, as well as database practices through information systems, clarifying the basic types of databases, how to manage databases, adding a database life cycle. Data and database design.		
Introducing students to the entrances to databases and their most important aspects.	A1	Knowledge
Introducing students to the origins of databases and their most important intellectual frameworks.	A2	
Introducing students to the most important management methods used for databases.	A3	
Introducing students to the most important aspects of the database course.	A4	
Introducing students to the programs used for databases and how to use them (Excel - Access).	B1	Skills
Introducing students to the basic settings on how to control the most important programs used for databases.	B2	
Gain smooth interaction with the computer	B3	
Ability to use database connections	B4	

جامعة البتة

Logical arrangement of ideas.		C1	Value
- Practical applications in an organized manner		C2	
Discussions in an objective manner.		C3	
Logical explanation of events		C4	
Teaching and learning strategies.10			
Using data show and PowerPoint presentation methods.	4.	Theoretical and practical questions and intellectual discussions.	1.
	5.	Using computers in practical application.	2.
	6.	Lectures	3.

Course structure .11

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	hours	the week
Teaching method	Name of the unit/topic	Required learning outcomes		hours	the week
Theoretical lecture	Chapter One: Historical overview of databases The most important basic entrancesshe has	High knowledge	4	1	2
Theoretical lecture	Chapter One: What are bases and the most important cepts and basic types of databases?	High knowledge	4	2	3
Theoretical lecture	Chapter Two: Management practice in the field of databases	High knowledge	4	3	4
Theoretical lecture	Chapter Two: The basic components of databases	High knowledge	4	4	5
Theoretical lecture	Chapter Three: Database Users...Direct and indirect	High knowledge	4	5	6
Theoretical lecture	Chapter Four: The basic life cycle databases Its most important basic features	High knowledge	4	6	7
Theoretical lecture	chapterFifth: Database algorithm for converting entities	High knowledge	4	7	8
-	First month exam	-	4	8	9
Practical lecture	Chapter Nosixth: Learn out the features of the rogram...Access)) The most important	High knowledge	4	10	10

جامعة البتاني

	goals and features				
Practical lecture	the chapterVI:Define the most important terms for the program(Access) The basic features of the interfaceAnd application methods	High knowledge	4	11	11
Practical lecture	the chapterSeventh:The basic template class for a program(Access)And the basic abbreviations for its keys	High knowledge	4	12	12
Practical lecture	the chapterVIII:Learn about the features of the program...Excel))The most important goals and features	High knowledge	4	13	13
Practical lecture	chapterVIII:Define the most important terms for the program Access ...The basic features of the interfaceAnd application methods	High knowledge	4	14	14
Practical lecture	Second month exam	High knowledge	4	15	15

Course evaluation .12

Distribution of the grade out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, written exams, reports, etc.

Learning and teaching resources .13

Sources : Obaid, Mustafa (2017), "The Book of Advanced analysis, Mining and Data", Dar Al-Fikr Al-Arabi, Egypt, Cairo.	Required prescribed books (Methodology, if any)
Center for Multidisciplinary Studies and Aid, (2020), "Steps and Design of Databases"	Main references (Sources)
	Recommended supporting books and references (Scientific journals, reports....)
	electronic references, Internet sites

Course Description (1)

1. Course Title		Banking databases1	
2. Course Code		02032106	
3. Semester/Year		First Semester (2023-2024)	
4. Description Preparation Date		2024-02-23	
5. Available Attendance Form		Classroom (theory + laboratory)	
6. No. of Hours (Total)		45	
7. No. of Credits (Total)		3	
8. Course Administrator Name		Ass. Lecture Maysam Sachit khudair	
9. E-mail		maysam.s@albayan.edu.iq	
10. Course Objectives			
Knowledge	A1	Enabling the student to know the use of databases in accounting, administrative and financial operation the field of banking	
	A2	Learn about the types of databases and how to store and preserve data	
	A3	Identify the hardware, software, and systems required to use databases	
	A4	Using technological techniques in the field of computers to provide students with sufficient information	
Skills	B1	Developing students' abilities to use the Access program in creating financial and administrative databas	
	B2	The student's knowledge of the types of methods for storing information in the banking and accounting se	
	B3	Enabling the student to understand and realize the modern methods used in the workflow of banks	
Values	C1	Encouraging students to continuously participate in lectures	
	C2	Developing the spirit of contribution and cooperation among students	
	C3	Developing commitment to university ethics	
	C4	Developing creativity, initiative and learning	
11. Teaching and Learning Strategies			
1.	Lectures in pdf format	4.	Preparing class assignments
2.	Presenting lectures using data show and computer	5.	
3.	Interactive lectures in class	6.	

The Structure of the Course .12

Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
1	3	Start a program access Main window components	the chapter the first: the introduction	Face-to-face lectures	Daily exams and homework
2	3	Concepts Basic Steps to create a database the key Basic(primary key)	Chapter Two: Creating the database	+Practical in the laboratory	Daily exams and homework
3	3	Open a previous database Make a modification to the database table	Chapter Three: Modifying the database table	Face-to-face lectures	Daily exams and homework
4	3	Example of creating a database Page format Font format Formatting records or rows Formatting fields or columns Some properties of general fields	Chapter Four: Formatting the data entry page	+Practical in the laboratory	Daily exams and homework
5	3	Review general specific characteristics In text type Review general specific characteristics In digital type Review some search features For different field types	Chapter Five: Characteristics of fields	Face-to-face lectures	Daily exams and homework
6	3	Method The first: How to enter tables Directly on the entry page Datashet View The second method: How to design the table by yourself Desing View The third method is the table process Table Wizard	Chapter Six: Methods of creating tables	+Practical in the laboratory	Daily exams and homework
7	3	Theoretical + practical exam		Face-to-face lectures	Daily exams and homework
8	3	Importance Relationships between tab Species Relationships between tables	Chapter Seven: Relationships between tables	+Practical in the laboratory	Daily exams and homework

جامعة البتاني

		Steps to create a relationship between two tables Applications on the relationship between two tables Modify relationships between two tables Delete a relationship between two tables			
9	3	Search, sort and filter	Chapter Eight: Methods of extracting information	Face-to-face lectures	Daily exams and homework
10	3	Create a new query Steps to create a query Ways to create queries Comparing queries and tables	Chapter Nine: Inquiries	+Practical in the laboratory	Daily exams and homework
11	3	Definition of standard Importance Standard Standard classifications	Chapter Ten: Query standard	Face-to-face lectures	Daily exams and homework
12	3	How to design the form How to process the form	Chapter Eleven: Models	+Practical in the laboratory	Daily exams and homework
13	3	How to design reports Report wizard method	Chapter Twelve: Reports	Face-to-face lectures	Daily exams and homework
14	3	Theoretical + practical exam		+Practical in the laboratory	Daily exams and homework
15	3	review	Examples and general exercises	Face-to-face lectures	Daily exams and homework

13. Course Evaluation

Distribution of the grade out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, written exams, reports, etc.

First monthly exam - 15 marks

Second monthly exam - 15 marks

Daily preparation - 10 degrees

Final exam - 60 marks

14. Learning & Teaching Resources

Required textbooks

(curricular if any)

No thing

Main References

(sources)

A book explaining Microsoft Office programs, Access program /

Recommended Books & References

(Scientific Journals, Reports ...)

Engineer Muhammad Abu Al-Ela

Websites or Electronic References

Scientific journals in information systems specializations

Course Description (1)

Department of Banking and– Financial Mathematics Financial Sciences The second stage – the first course	Course Name .1	
02032102	Course Code .2	
2024	Semester/ year .3	
7 April 2024	Date this description .4 was prepared	
(classrooms(In-person	A. Available .5 attendance forms	
45	Number of study .6 hours (total)	
3	Number of units .7 (total)	
Dr.. Aladdin Mahmoud Karim	Name of the course .8 administrator	
Aladdin.m@albayan.edu.iq	Email	
objectives Course .9		
. Knowledge of the basic law of interest and simple interest 1.	A1	Knowledge
.Definition of interest and its elements 2.	A2	
The course aims to introduce the student to financial mathematics and obtain 3. equations that facilitate the completion of work in the bank	A3	
Refine the student's mentality and develop his abilities in obtaining financial and banking licenses	A4	
B1 – Providing the student with the skill of dealing with financial mathematics and calculating interest and discounts	B1	Skills
Providing the student with mental skills in investing money and 2. .calculating installments	B2	
	B3	
	B4	

جامعة البتة

Enhancing the student's desire to study financial mathematics	C1	Value
Discussing how to facilitate real transactions between banks and customers	C2	
Deepening the student's self-confidence by involving him in solving mathematical exercises and discussions	C3	
	C4	
Teaching and learning strategies.10		
	.4	.1
	.5	.2
	.6	.3

Course structure .11

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	hours	the week
	lecture	The basic law of interest with Explanation of examples	The basic law of interest with Explanation of examples	3	1
Daily exam	lecture	Sentence law of interest with Explanation of examples	Sentence law of interest with Explanation of examples	3	2
	lecture	Types of simple interest with explanation Examples	Types of simple interest with explanation Examples	3	3
Daily exam	lecture	The shortcut to calculate Interest and bulk	The shortcut to calculate Interest and bulk	3	4
	lecture	Equal and regular payments : With a simple benefit First: the law of interest payments	Equal and regular payments : With a simple benefit First: the law of interest payments	3	5

جامعة البتة

Daily exam	lecture	Second: Elements of interest payments Payments	Second: Elements of interest payments Payments	3	6
			Monthly exam		7
	lecture	Third: Total payments A quarter: types of payments With explanations of examples	Third: Total payments A quarter: types of payments payments th explanations of examples	3	8
	lecture			3	9
Daily exam	lecture	Fifth: Various cases in Payments With explanations of examples	Fifth: Various cases in Payments th explanations of examples		10
	lecture	First monthly exam	First monthly exam		11
	lecture	To repay short-term loans Equal periodic interest▪ Single installment▪ Benefits in advance▪	To repay short-term loans Equal periodic interest▪ Single installment▪ Benefits in advance▪		12
Daily exam	lecture	Unequal installments▪ Equal periodic installments▪	Unequal installments▪		12

جامعة البتة

		With explanations of examples	Equal periodic installments with explanations of examples	
	lecture	: Debt deduction Law of discount and value● current	: Debt deduction Law of discount and● value current	13
Daily exam	lecture	: Debt deduction Types of discount and value● current	: Debt deduction Types of discount and● value current	14
			Monthly exam	15
				24
				25
				26
				27
				28

جامعۃ البیان

					29
					30

Course evaluation .12	
<p>:The grade distribution out of 100 as follows 15 marks for the first month exam 15 marks for the second month exam 10 marks for student participation and attendance 60 final exam score</p>	
Learning and teaching resources .13	
<p>thematics of money and investment – Dr. Muhammad Ali Al-Mamouri and M. Maha Mazher A For my spring</p>	<p>Required prescribed books (Methodology, if any)</p>
<p>Financial Mathematics Book by Dr. Abdel Salam Lafta Saeed</p>	<p>Main references (Sources)</p>
<p>Internet sites for reports and information about science . With simple and compound interest</p>	<p>Recommended supporting books and references ,Scientific journals) (...reports</p>
	<p>,electronic references Internet sites</p>

Course Description (1)

And Banking - Department of financial institutions Banking and Financial Sciences	Course Name .1	
0203204	Course Code .2	
2024	Semester/ year .3	
2024 ,7	Date this description .4 was prepared	
My presence	A. Available .5 attendance forms	
45	Number of study .6 hours (total)	
3	Number of units .7 (total)	
Dr.. Aladdin Mahmoud Karim	Name of the course .8 administrator	
Aladdin.m@albyan.edu.iq	Email	
objectives Course .9		
A1 – Possessing scientific and intellectual knowledge to manage financial institutions and employing them with the actual reality of .various organizations	A1	Knowledge
A2– Understanding and simulating the problems of business organizations and the problems and shortcomings resulting from the absence of the application of some financial institution management .in organizations	A2	
A3 – Deepening the field aspect with regard to defining the .administrative functions of financial institutions management	A3	
	A4	
The ability to work collaboratively to address problems and And banking transactions in financial institutions	B1	Skills
And banking Learning skills in the field of financial institutions	B2	

جامعة البتة

Analytical skills		B3	Value
		B4	
And banking financial institutions	Enhancing the student's desire to study	C1	
nd financial institutions	Discussing how real transactions are conducted in banking	C2	
eeopening the student's self-confidence by involving him in studying work	And banking financial institutions in	C3	
		C4	
Teaching and learning strategies.10			
	.4		.1
	.5		.2
	.6		.3

Course structure .11

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	hours	the week
ort, quick tests and direct questions	Explanation of the lecture and direct discussion	Historical development Management of financial institutions	Understanding the origins and development of information systems and technology	3	1
ort, quick tests and direct questions	Explanation of the lecture and direct discussion	Introduction to the management of financial institutions: concepts and basics	Understanding what is meant by a system, what is meant by a system in business organizations, and the reasons for studying the management of financial institutions	3	2
ort, quick tests and direct questions	Explanation of the lecture and direct discussion	Management of administrative financial institutions	Explaining the degree of complexity of systems relationships A comparison between the management of financial institutions, information technology, and the management of administrative financial institutions	3	3

جامعة البتة

ort, quick tests and direct questions	Explanation of the lecture and direct discussion	The nature of financial institutions management	Identify the nature of financial institution management, its ,importance, components actions, problems, and role in .companies	3	4
ort, quick tests and direct questions	Explanation of the lecture and direct discussion	The nature of financial institutions management	Identify the influential and motivating factors in the development of financial institutions' management	3	5
ort, quick tests and direct questions	Explanation of the lecture and direct discussion	Classifications and types of management of financial institutions in business organizations	Understanding the classifications and types of management of financial institutions in business organizations and defining their most important features and the administrative levels on which .they can work	3	6
			Monthly exam	3	7
ort, quick tests and direct questions	Explanation of the lecture and direct discussion	Historical development Management of financial institutions	Understanding the origins and development of information systems and technology	3	8

جامعة البتة

ort, quick tests and direct questions	Explanation of the lecture and direct discussion	Introduction to the management of financial institutions: concepts and basics	Understanding what is meant by a system, what is meant by a system in business organizations, and the reasons for studying the management of financial institutions	3	9
ort, quick tests and direct questions	Explanation of the lecture and direct discussion	Management of administrative financial institutions	Explaining the degree of complexity of systems relationships A comparison between the management of financial institutions, information technology, and the management of administrative financial institutions	3	10
ort, quick tests and direct questions	Explanation of the lecture and direct discussion	The nature of financial institutions management	Identify the nature of financial institution management, its importance, components, functions, problems, and role in companies.	3	11

جامعة البتة

ort, quick tests and direct questions	Explanation of the lecture and direct discussion	The nature of financial institutions management	Identify the influential and motivating factors in the development of financial institutions' management	3	12
ort, quick tests and direct questions	Explanation of the lecture and direct discussion	Classifications and types of management of financial institutions in business organizations	Understanding the classifications and types of management of financial institutions in business organizations and defining their most important features and the administrative levels on which they can work	3	13
ort, quick tests and direct questions	Explanation of the lecture and direct discussion	Types of management of integrated financial institutions	Identify the types of strategic financial institution management, executive support systems, artificial intelligence systems, expert systems, neural networks, and genetic algorithm systems	3	14
			Monthly exam		15
					16
					17
					18

جامعۃ البیان

					19
					20
					21
					22
					23
					24
					25
					26
					27
					28
					29
					30

Course evaluation .12

:The grade distribution out of 100 is as follows
 marks for the first month exam 15
 marks for the second month exam 15
 marks for student participation and attendance 10
 final exam score 60

Learning and teaching resources .13

Nothing	Required prescribed books (Methodology, if any)
Management Dr. Mounir Hindi Marketing management d. Khalil Muhammad Al-Shamaa	Main references (Sources)
	Recommended supporting books and references (Scientific journals) (...reports
	,electronic references Internet sites

Course Description (1)

1. Course Title	Public Finance/1		
2. Course Code	FBB 02032105		
3. Semester/Year	Chapter I		
4. Description Preparation Date	1/4/2024		
5. Available Attendance Form	In-person lectures		
6. No. of Hours (Total)	30		
7. No. of Credits (Total)	2		
8. Course Administrator Name	Zainab Khalaf Younis		
9. E-mail	Zainab.k@albayan.edu.iq		
10. Course Objectives			
Knowledge	A1	The student's knowledge of everything surrounding public finance in terms of the nature of government activity through public expenditures and achieving their goals.	
	A2	The student's knowledge of public revenues.	
	A3	The student's knowledge of tax policy and the economic effects of both public expenditures and public revenues.	
	A4	Know the nature of the general budget.	
Skills	B1	Memorization skills	
	B2	Analysis skills	
	B3	Providing the student with more specific vocabulary in the field of specialization to develop his financial skills.	
	B4		
Values	C1	Daily oral exams, in addition to monthly written and final exams.	
	C2	Show books and examples.	
	C3	Activating dialogues and discussions and creating a spirit of competition within the classroom.	
	C4		
11. Teaching and Learning Strategies			
1.	Lecture method	4.	How to explain and clarify
2.	Self-learning method	5.	
3.	Student interaction and discussion	6.	

جامعۃ البیان

12. The Structure of the Course

Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
1	2	Learn about the origins of public finance: Public finance elements: Public finance objectives: The relationship between public finance and other sciences	General concepts about public finance.	Lectures and assignments	Exams
2	2	Definition of general needs and special needs The role of the government in satisfying public needs: The difference between general and specific needs	General needs and special needs	Lectures and assignments	Exams
3	2	Identify the schools of thought of public finance Definition of public expense: Overhead breakdowns.	Schools of Thought on Public Finance:	Lectures and assignments	Exams
4	2	Definition of public expense: Overhead breakdowns: Overhead controls: Oversight of public spending: Overhead limits.	Overhead expenses	Lectures and assignments	Exams
5	2	Identify the phenomenon of increasing public expenditures.	The phenomenon of increasing public expenditures:	Lectures and assignments	Exams
6	2	Knowing the economic effects of public expenditures: First: The direct effects of public expenditures On national production and consumption: Second: The direct effects of expenses General public consumption: Third: Indirect effects of expenditures General production and consumption:	Economic Effects of Public Expenditures:	Lectures and assignments	Exams

جامعة البيان

7	2	Learn about the concept of public revenues: Public revenue divisions:	Public revenues	Lectures and assignments	Exams
8	2	Identify economic revenues/ State property revenues - domain/ Taxes fees.	Public revenue sources	Lectures and assignments	Exams
9	2	exam 1	A written exam 1		Exams
10	2	First: What is the tax and its characteristics: Second: The basis for imposing the tax Third: Tax rules: Know the tax rate: What are the types of taxes:	Types of tax rate	Lectures and assignments	Exams
11	2	Definition of public loans Public loans And types of general loans.	Public loans	Lectures and assignments	Exams
12	2	How to issue public loans What are the economic effects of public loans.	Economic effects of public loans	Lectures and assignments	Exams
13	2	Definition of the general budget: General budget rules: General budget tabulation system: The stages that the general budget goes through: Identify the economic impacts of the state's general budget: Types of deficits in the general budget.	Public budget	Lectures and assignments	Exams
14	2	The concept of fiscal policy: Financial policy objectives: Financial policy tools and rules.	Fiscal policy	Lectures and assignments	Exams
15	2	exam 2	A written exam2		EXAMS

13. Course Evaluation

Semester endeavour: 40 marks distributed over monthly exams, reports, and student attendance, and 60 marks for end-of-semester exams

14. Learning & Teaching Resources

Required textbooks (curricular if any)	Dr.Bassem Khamis Obaid Public Finance, Fiscal and Monetary Policies 2023, books approved by Al-Mustansiriya University.
Main References (sources)	
Recommended Books & References (Scientific Journals, Reports ...)	
Websites or Electronic References	

Name of the study subject: Public Finance/2

Teacher's name: Zainab Khalaf Younis

Study stage: the second stage

Course Description (1)

1. Course Title	Public Finance/2		
2. Course Code	02032202		
3. Semester/Year	Chapter II		
4. Description Preparation Date	1/4/2024		
5. Available Attendance Form	In-person lectures		
6. No. of Hours (Total)	30		
7. No. of Credits (Total)	2		
8. Course Administrator Name	Zainab Khalaf Younis		
9. E-mail	Zainab.k@albayan.edu.iq		
10. Course Objectives			
Knowledge	A1	The student's knowledge of everything surrounding public finance in terms of the nature of government activity through public expenditures and achieving their goals.	
	A2	The student's knowledge of public revenues.	
	A3	The student's knowledge of tax policy and the economic effects of both public expenditures and public revenues.	
	A4	Know the nature of the general budget.	
Skills	B1	Memorization skills	
	B2	Analysis skills	
	B3	Providing the student with more specific vocabulary in the field of specialization to develop his financial skills.	
	B4		
Values	C1	Daily oral exams, in addition to monthly written and final exams.	
	C2	Show books and examples.	
	C3	Activating dialogues and discussions and creating a spirit of competition within the classroom.	
	C4		
11. Teaching and Learning Strategies			
1.	Lecture method	4.	How to explain and clarify
2.	Self-learning method	5.	
3.	Student interaction and discussion	6.	

جامعۃ البیان

12. The Structure of the Course					
Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
1		Learn about the concept of fiscal policy :policy :Financial policy objectives :Financial policy tools and rules	Public financial policy and its tools		
2		Understand what is meant by public overhead :overhead :And divisions of public expenditures :General expenditure controls The importance of public expenditures	:Public expenses concept and importance		
3		Identify the characteristics of public overhead expenses General information and theories explaining it	Overhead characteristics And the theories explaining it		
4		Understand and recognize the properties of public expenditures in developing countries	Characteristics of public expenditures in developing countries		

جامعة البيان

5		Identify the nature of public revenues :and their importance	Public revenue concept and importance		
6		:Revenue recognition State property revenues – the domain Fees .Taxes	/Types of public revenues Taxes are the most important types of public revenue		
7		Learn about the properties Tax system in countries Advanced and what are its characteristics Tax system in countries Developing	Characteristics of the tax system in / developed countries Characteristics of the tax system in developing countries		
8		Understand and understand economic effects of taxes and double taxation	Economic effects of taxation/double taxation.		
9		Learn about the concept budgeting The general nature of the state and its importance	The state's general budget, concept and importance.		
10		Test 1	A written exam 1		

جامعة البصرة

11		Identify the types budgets/budget imbalances	Types of budgets/budget imbalances		
12		Understand what is meant oversight Public budget	Oversight of the general budget		
13		Learn about the general bud in Iraq and what characteristics are	The general budget in Iraq/characteristics		
14		Understanding and clarifying budget preparation methods A practical study of the budget in Iraq	Methods of preparing the budget/a practical study of the budget in Iraq		
15		Test 2	A written exam2		

13. Course Evaluation

Semester endeavour: 40 marks distributed over monthly exams, reports, and student attendance, and 60 marks for end-of-semester exams

14. Learning & Teaching Resources

Required textbooks (curricular if any)	Dr.Bassem Khamis Obaid Public Finance, Fiscal and Monetary Policies 2023, books approved by Al-Mustansiriya University.
Main References (sources)	
Recommended Books & References (Scientific Journals, Reports ...)	
Websites or Electronic References	

Name of the study subject: Public Finance/2

Teacher's name: Zainab Khalaf Younis

Study stage: the second stage

جامعة البصرة

Course Description (1)

Monetary and banking policies	Course Name	.1
FBB	Code	The decision .2
Second Semester-2023-2024	e chapter /the year	.3
1/4/2024	Date this was eparedthe description	.4
Theoretical lectures in classrooms	aAttendance forms available	.5
3 hours Weekly -45 hours per semester	Number of study hours (total)	.6
3 - Units	Number of units (total)	.7
Professor Sherine Badri Tawfiq	Name of the course administrator	.8
Shereen.badry@albayan.edu.iq	Email	
Course objectives		Scholarship .9
Learn about the concept of monetary and banking policy	A1	Knowledge
Realizing and understanding the importance of monetary policy and what its applications, tools, and importance are	A2	
Study of critical theories Explaining the developments and stages that critical theories have gone through	A3	
Learn about the nature of the central bank budget and study the components and components of the central bank budget clarifying the theoretical and practical differences between the objectives and use of monetary policy tools.	A4	
Thinking skill and introducing the student to the basics of monetary and banking policy	B1	Skills
the skill of observing and deriving knowledge related to monetary policy and how it is reflected and its developmental role in the economies of developing and	B2	

جامعة البتة

developed countries			
Analytical skill and knowledge of the mechanism of the Central Bank's dealings through monetary policy with commercial banks		B3	
The student's ability to think about the mechanism of work of monetary authorities and familiarize him with its practical aspects in solving economic problems.		B4	
Enhancing the student's desire to study monetary and banking policies		C1	Value
Discussing the method and mechanism of real transactions between the central bank and commercial banks		C2	
Deepening the student's analytical ability through discussing topics and research papers		C3	
Enhancing student confidence by involving him in scientific dialogues and discussions		C4	
Teaching and learning strategies .10			
Keeping pace with developments in monetary and banking policy applications	4.	Methodological books written on the same subject, auxiliary books, and related research	1.
	5.	Conduct simple tests to measure the student's understanding of the topic	2.
	6.	Developing the student's discussion and dialogue skills and deepening analytical ability	3.

Course structure .11

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	hours	the week
Daily questions, discussions and posts	scientific lecture	Definition of monetary policy	Understanding monetary policy	3	1
questions, discussions and posts	scientific lecture	Monetary policy objectives	Identify the objectives of monetary policy	3	2
questions, discussions and posts	scientific lecture	Importance of money and credit in the economy	Understand the importance and role of money in the economy	3	3
questions, discussions and posts	scientific lecture	Monetary theories (classical - Keynesian - monetarists - Friedman)	Identify critical theories and determine the difference between them	3	4
questions, discussions and posts	scientific lecture	Classical theory (Fisher formula- Cambridge formula)	Understand the assumptions of the theory and determine the equations for each formula	3	5
questions, discussions and posts	scientific lecture	Keynesian theory - liquidity trap	Identify the concept of liquidity trap according to Keynes' theory	3	6
ions, discussions and daily posts. Questions	scientific lecture	Monelist-Friedman	Understand the assumptions of the theory and determine its equations	3	7
		the first exam		3	8
Daily discussions and posts	scientific lecture	The concept of the functions of the central bank	Understand the concept of the central bank and learn about its functions	3	9
Daily discussions and posts	scientific lecture	Independence of central banks	Learn about the independence of central banks	3	10
Daily discussions and posts	scientific lecture	Monetary policy tools (direct- indirect) Open market policy	Understanding monetary policy tools and identifying their types Knowledge of open market policy	3	11
Daily discussions and posts	scientific lecture	Discount rate policy and its effectiveness - legal reserve ratio	Knowing the discount rate policy and the legal reserve ratio policy and understanding how to use them in crises of inflation and recession	3	12

جامعة البتة

Daily discussions and posts	scientific lecture	Various direct tools	Knowledge of direct tools (qualitative)	3	13
Daily discussions and posts	scientific lecture	the ultimate and intermediate goals of monetary policy	Identify the objectives of monetary policy and determine the initial, intermediate and final objectives	3	14
		Second exam		3	15

Course evaluation .12

Distribution of the grade out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, written exams, reports, etc.

First monthly exam-15 degrees
 Second monthly exam – 15 marks
 Daily preparation -10 degrees
 final exam-60 degrees

Learning and teaching resources .13

Nothing	Required prescribed books (Methodology, if any)
Money and banks Dr. Awad Fadel Ismail Monetary Policy Dr. Sobhi Hassoun	Main references (Sources)
Arab and foreign books, research, and scientific journals with precise specialization in monetary and banking policies	Recommended supporting books and references (Scientific journals, reports....)
Arab and foreign books, research, articles, and scientific journals with specific specialization in monetary and banking policies that are available on websites - the Internet.	electronic references, Internet sites

Ass.Prof Dr Shereen Badry Tawfeq

Shereen.badry@albayan.edu

Course Description (1)

1. Course Title		Electronic commerce
2. Course Code		02032201
3. Semester/Year		2023-2024/second semester
4. Description Preparation Date		2024/2/22
5. Available Attendance Form		Lectures
6. No. of Hours (Total)		30 hours
7. No. of Credits (Total)		2
8. Course Administrator Name		Tamara Safaa Fadil Tawfiq
9. E-mail		tamara.s@albayan.edu.iq
10. Course Objectives		
Knowledge	A1	The natural student's definition of electronic business.
	A2	Knowing the most important reasons that led to electronic business inventions.
	A3	Introducing the modern importance of the methods and methods adopted in field of electronic subscription by adopting modern technological means.
	A4	Discrimination on the approved violation of damage resulting from engaging in act that violates the provisions of the law
Skills	B1	The student will practice administrative work in the future smoothly and flexibly.
	B2	Developing the student's awareness of electronic commerce and his legal awareness in arbitrating the Saqi text.
	B3	
	B4	
Values	C1	Helping the student understand the nature of the underlying business of e-commerce.
	C2	Introducing the student to the objectives of e-commerce.
	C3	Simplifying the legal material in a way that is simple for the recipient to understand and understand.
	C4	Consolidating correct human behavior and its repercussions on the exceptions of individuals in society.

11. Teaching and Learning Strategies

1.	Method of giving the lecture.	4.	Written exams in addition to rapid oral exams.
2.	Discussion method.	5.	Activating dialogues and discussions and creating a spirit of competition within the classroom.
3.	Asking questions and clearing the field for those who are serious about explaining the answer	6.	Show books and examples.

12. The Structure of the Course

Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
1	2 hours per week	Knowledge of e-commerce	E-business concept	Lectures	Rapid exams And intellectual with discussion
2	2	Teach the benefits and risks	Advantages and risks electronic commerce	Lectures	Rapid exams And intellectual with discussion
3	2	Recognize its shapes	Trade methods, forms, and contracting methods	Lectures	Rapid exams And intellectual with discussion
4	2	What are the laws?	Applicable laws	Lectures	Rapid exams And intellectual with discussion
5	2	Knowledge of electronic contracts	Electronic administrative contracts	Lectures	Rapid exams And intellectual with discussion
6	2	Knowledge of the principles of electronic arbitration	Electronic arbitration	Lectures	Rapid exams And intellectual with discussion
7		the first exam			
8	2	How to prepare an electronic signature, its image and its forms	Electronic signature, its copy and forms	Lectures	Rapid exams And intellectual with discussion

جامعة البيان

9	2	Reliability education	Validity of the electronic signature and its effects A- Conditions that must be met in the electronic signature B- Conditions for the enjoyment of the electronic signature C- The effects of the validity of the electronic signature on authentication	Lectures	Rapid exams And intellectual with discussion
10	2	Teaching the student the most important effects signing	Effects of electronic signature	Lectures	Rapid exams And intellectual with discussion
11	2	Introduction to the legal protection of electronic signature	Legal protection of electronic signature	Lectures	Rapid exams And intellectual with discussion
12	2	How to complete electronic fulfillment Definition of electronic loyalty card - Electronic fulfillment: Identify the mechanisms Types of electronic loyalty cards	Electronic fulfillment Definition of electronic loyalty card - Electronic fulfillment in terms of parties Types of electronic loyalty cards - Payment by electronic banking credit cards	Lectures	Rapid exams And intellectual with discussion
13	2	Consequences of credit card misuse	Misuse of magnetic credit cards	Lectures	Rapid exams And intellectual with discussion

جامعة البيان

13	2	The legal and economic nature of credit cards	The economic nature of credit cards	Lectures	Rapid exams And intellectual with discussion
14		Second exam			
15	2	Know your credit card business partners	Credit card parties and the relationships arising from them	Lectures	Rapid exams And intellectual with discussion
16	2	Learn how to protect the electronic consumer	Electronic consumer protection - Criteria to distinguish the consumer from the provider in the electronic contract	Lectures	Rapid exams And intellectual with discussion
End the course	2	Evaluating student understanding	Exam	Lectures	Rapid exams And intellectual with discussion
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					

جامع البیان

30				
----	--	--	--	--

13. Course Evaluation

توزيع الدرجة من 100 على وفق المهام المكلف بها الطالب مثل التحضير اليومي والامتحانات اليومية والشفوية والشهرية والتحريرية والتقارير الخ

14. Learning & Teaching Resources

Required textbooks (curricular if any)	Electronic Commerce
Main References (sources)	Electronic Commerce Law, College of Administration and Economics, written by Dr. Mohamed Ahmed Hamad
Recommended Books & References (Scientific Journals, Reports ...)	
Websites or Electronic References	Recent relevant scientific research and articles that contribute to providing the student with important scientific information in his field of specialization.

جامعة البصرة

Course Description (1)

Money and banks	Course Name	.1
FBB	Code	The decision .2
First semester - 2024	e chapter /the year	.3
1/4/2024	Date this was paredthe description	.4
Lectures in classrooms	aAttendance forms available	.5
3-hours per week / 45 hours per semester	Number of study hours (total)	.6
3 units per week	Number of units (total)	.7
Professor Sherine Badri Tawfiq	Name of the course administrator	.8
: Shereen.badry@albayan.edu.iq	Email	
Course objectivesScholarship		.9
To learn about the concept of money, its development and its impact on economic activity, especially with regard to monetary policy and the work of government and private banks	A1	Knowledge
To classify and detail the needs and supplies of the banking system at the public and private sector levels	A2	
analyze the ability of the central bank to maintain the value of money by following the appropriate monetary policy in cases of inflation and recession	A3	
To evaluate the functions and activities of commercial banks and analyze the budgets of these banks	A4	
the student's knowledge of the importance and components of the elements of the monetary system to maintain the value of cash	B1	Skills
Strengthening the student's ability to evaluate banking systems in various banking institutions	B2	
Enabling the student to analyze and review banking applications in	B3	

جامعة البتة

government and private banks			Value
helping the student in choosing career and field work in all types of banks and financial institutions		B4	
Banking and the central bank			
Enhancing the student's desire to study money and its types		C1	
Discussing the method and mechanism of real money transactions and circulation in the economy		C2	
Deepening the student's analytical ability through discussing topics and research papers		C3	
enhancing student confidence by involving him in scientific dialogues and discussions		C4	
Teaching and learning strategies .10			
Keeping pace with developments in money applications and their role in commercial banking and the economy	4.	Methodological books written on the same subject, auxiliary books, and related research	1.
	5.	Conduct simple tests to measure the student's understanding of the topic	2.
	6.	Developing the student's discussion and dialogue skills and deepening analytical ability	3.

Course structure .11

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	hours	the week
Daily questions, discussions and posts	Scientific lecture	The concept of the litigation system and its disadvantages	The barter system and the difficulty of applying it in the economy	3	1
Daily questions, discussions and posts	Scientific lecture	The functions and impact of money on economy and the characteristics of money	The concept of the functions and impact of money on the economy and the characteristics of money	3	2
Daily questions, discussions and posts	Scientific lecture	Types of money	Value and types of money	3	3
Daily questions, discussions and posts	Scientific lecture	Monetary rules	Monetary rules	3	4
Daily questions, discussions and posts	Scientific lecture	Cash offer	The concept of money supply	3	5
Daily questions, discussions and posts	Scientific lecture	Factors affecting the money supply	Factors affecting the money supply	3	6
Questions, discussions and daily posts. Questions	Scientific lecture	Money, liquidity and wealth	Comparison between money, liquidity and wealth	3	7
-----	the first exam	-----	-----	3	8
Daily discussions and posts	Scientific lecture	Criteria for determining the degree of liquidity of various assets	The concept of criteria for determining the degree of liquidity of various assets	3	9
Daily discussions and posts	Scientific lecture	The speed of money circulation and the factors affecting it	The concept of the speed of money circulation and the factors affecting it	3	10
Daily discussions and posts	Scientific lecture	Commercial banks	Concepts related to commercial banks	3	11
Daily discussions and posts	Scientific lecture	Analysis of the balance sheet of commercial banks	How to analyze the balance sheet of commercial banks	3	12

جامعة البتة

Daily discussions and posts	Scientific lecture	Banking liquidity and its measurement standards	Clarifying bank liquidity and its measurement criteria	3	13
Daily discussions and posts	Scientific lecture	Central banks and central bank budget analysis	Concepts related to central banks and analysis of the central bank budget	3	14
Daily exams and homework	Second exam	2 month exam	2 month exam	3	15

Course evaluation .12

Distribution of the grade out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, written exams, reports, etc.

First monthly exam-15 degrees
 Second monthly exam – 15 marks
 Daily preparation -10 degrees
 final exam-60 degrees

Learning and teaching resources .13

Money and banking - Dr. Awad Ismail	Required prescribed books (Methodology, if any)
Money and Banking - written by Dr. Abdel Moneim Al-Sayed Ali	Main references (Sources)
scientific journals in specializations Banking and Finance	Recommended supporting books and references (Scientific journals, reports....)
Specialized websites	electronic references, Internet sites

Lecturer's name: Professor Sherine Badri Tawfiq

Official email: Shereen.badry@albayan.edu.iq

Course Description (1)

Banking Marketing	1. Course Name	
02032205	2. Course Code	
Second Stage / Second Semester	3. Semester / Year	
2024-04-02	4. The history of preparation of this description	
Classrooms - Lectures	5. Available Attendance Forms	
45 hours	6. Number of Credit Hours (Total)	
3 hours per week	7. Number of Units (Total)	
Assoc. Prof. Dr. Mohamed Hussein Ali Hussein	8. Course administrator name	
dr.hussain@albayan.edu.iq	Email	
9. Course Objectives		
Introducing students to the fact that banking marketing is one of the important functions in banking management and that the marketing function establishes an integrated marketing mix and the most important in studying the customer and determining the capabilities of banks in responding to this .	A1	Knowledge
Providing the student with information about the methods of integrat study of marketing and its importance in banks.	A2	
	A3	
	A4	
Preparing a generation of researchers in the field of marketing with future visions that achieve the best production and marketing of goods and services for organizations and put them to the external environment	B1	Skills
Developing the capabilities of employees by training them to face technological and administrative developments in banking marketing	B2	
	B3	

جامعة البتة

	B4	
Giving the student an opportunity to identify / or rely on the philosophy of correct and fair treatment to solve all possible problems that may arise in various areas of work of the marketing function in the bank.	C1	Values
Spreading the spirit of cooperation between students in the aspect of scientific assistance and the possibility of applying scientific research in marketing	C2	
	C3	
	C4	
10. Teaching and Learning Strategies		
Discussing topics and following the method of brainstorming to put forward opinions and ideas by forming teams of students and using the method of self-development and work teams.		١.
Analyzing and studying all aspects related to marketing and directing it to keep pace with all developments related to modernity and leadership, which banks aspire to reach through the work of the marketing department.		٢.

11. Course Structure

Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	The week
Questions & Discussion	Lectures	The historical development of marketing management through schools of thought in management	Historical background of marketing and marketing research	2	١
Questions & Discussion	Lectures	Types of marketing concepts, objectives and strategies	The concept of marketing and its importance	2	٢
Daily exams	Lectures	Marketing components and marketing mix	Manage marketing tasks functionally	2	٣
Questions & Discussion	Lectures	Internal organization and marketing units	Organizing the Department of Marketing and Banking Marketing	2	٤
Questions & Discussion	Lectures	Marketing Policies and Marketing Plans	Marketing strategy and objectives	2	٥
Questions & Discussion	Lectures	The concept of sub-marketing functions	Marketing Function Analysis Strategy and its design	2	٦
Questions & Discussion	examination	Written exam	First month exam	2	٧
Questions & Discussion	Lectures	The concept, importance and objectives of product planning	Product Research Planning	2	٨
Daily exams	Lectures	Stages of planning the promotion of goods and service	Promotional needs planning	2	٩
Questions & Discussion	Lectures	Methods for determining needs for commodity and service pricing	Needs planning for commodity and service pricing	2	١٠
Questions & Discussion	Lectures	The concept of distribution and determining the best price	Distributional needs planning	2	١١
Daily exams	Lectures	Components of marketing research	Marketing Research Methodology	2	١٢
Questions & Discussion	Lectures	Application methods in marketing research	Marketing Research Applications	2	١٣
Questions & Discussion	examination	Written exam	Second Month Exam	2	١٤
Questions & Discussion	examination	Final results of marketing research	Conclusions and recommendations in marketing research	2	١٥

12. Course Evaluation

- Agreed daily exams or surprise exams in addition to monthly exams.
- Oral tests.
- Submit and discuss research reports.

13. Learning and Teaching Resources

Marketing Management / Written by Thamer Yasser Bakri	Required textbooks (Methodology, if any)
Marketing Management	Main references (Sources)
All Arab and foreign articles, researches and case studies With precise competence in marketing management and research available on Websites/Internet	Recommended supporting books and references (Scientific journals, reports...)
All Arab and foreign articles, researches and case studies With precise competence in marketing management and research available on Websites/Internet	Electronic references, Websites

Course Description (1)

1. Course Title	English	
2. Course Code	02031108	
3. Semester/Year	2023-2024 /First semester	
4. Description Preparation Date	2024/3/1	
5. Available Attendance Form	Lectures	
6. No. of Hours (Total)	30	
7. No. of Credits (Total)	2	
8. Course Administrator Name	Dr. Habib Abdul Hussein Habib	
9. E-mail	habib.a@albayan.edu.iq	
10. Course Objectives		
Knowledge	A1	The student acquires the concept of the English language for the purpose of developing the basic concepts and correct methods for learning the English language.
	A2	Developing students' English language skills as well as enhancing scientific thinking in improving the English language
	A3	Preparing graduates who hold a university degree in the field of accounting to be competent to serve the public, private and mixed sectors, according to what they received in their academic studies.
	A4	Striving to modernize and develop the curriculum and make it compatible with the requirements of all sectors to meet all needs of the accounting department's outputs
Skills	B1	Develop a plan for learning the English language and choose the correct approach to achieve an understanding of the English language
	B2	Developing the student's ability to understand the English language and how to obtain the required results
	B3	The ability to represent theoretical material with examples from practical reality.
	B4	
Values	C1	Enhancing the student's skill to research and improve the English language
	C2	Develop and enhance a strategy for understanding business dealings using the English language for the student

جامعة البتراء

C3	Instilling confidence in students in what they are doing so that this will be reflected in their work in the future
C4	Directing students on how to benefit from social media services within the limits of compliance with the rights of authors and publishers and not to abuse, illegally quote, or counterfeit.

11. Teaching and Learning Strategies

1.	The student's thinking strategy for learning the rules and vocabulary of the English language	4.	
2.	Skill strategy for understanding, writing and reading English vocabulary	5.	
3.	Strategy for understanding English grammar	6.	

12. The Structure of the Course

Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
1	2	Able to know the English language and approaches that led to interest in learning English language	English	solving exercises	Tests, discussions and assignments
2	2	Able to know the English language and approaches that led to interest in learning English language	English	solving exercises	Tests, discussions and assignments
3	2	Able to know the English language and approaches that led to interest in learning English language	Introduction to the study of the English language	solving exercises	Tests, discussions and assignments
4	2	Able to know the English language and approaches that led to interest in learning English language	Introduction to the study of the English language	solving exercises	Tests, discussions and assignments
5	2	Able to know the English language and approaches that led to interest in learning English language	What is the English language and importance?	solving exercises	Tests, discussions and assignments
6	2	Able to know the English language and the approaches that led to interest in learning the English language	What is the English language and importance?	solving exercises	Tests, discussions and assignments
7	2	Able to know the English language and approaches that led to interest in learning English language	General goals for learning the English language	solving exercises	Tests, discussions and assignments
8	2	Able to know the English language and approaches that led to interest in learning English language	General goals for learning the English language	solving exercises	Tests, discussions and assignments
9	2	Able to know the English language and approaches that led to interest in learning English language	the first exam	solving exercises	Tests, discussions and assignments
10	2	Able to know the English language and approaches that led to interest in learning English language	the need	solving exercises	Tests, discussions and assignments

جامعة البتة

11	2	Able to know the English language and approaches that led to interest in learning English language	Institutions that use the English language have weaknesses	solving exercises	Tests, discussions and assignments
12	2	Able to know the English language and approaches that led to interest in learning English language	Institutions that use the English language have weaknesses	solving exercises	Tests, discussions and assignments
13	2	Able to know the English language and approaches that led to interest in learning English language	The main factors affecting learning the English language	solving exercises	Tests, discussions and assignments
14	2	Able to know the English language and approaches that led to interest in learning English language	The main factors affecting learning the English language	solving exercises	Tests, discussions and assignments
15	2	Able to know the English language and approaches that led to interest in learning English language	Second exam	solving exercises	Tests, discussions and assignments
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					

جامعۃ البیان

29					
30					

13. Course Evaluation

توزيع الدرجة من 100 على وفق المهام المكلف بها الطالب مثل التحضير اليومي والامتحانات اليومية والشفوية والشهرية
والتحضيرية والتقارير.... الخ

14. Learning & Teaching Resources

Required textbooks (curricular if any)	New Headway Plus
Main References (sources)	John and Liz Soars
Recommended Books & References (Scientific Journals, Reports ...)	Listen and read everything published about the English language
Websites or Electronic References	Specialized websites

جامعة البصرة

Course Description (2)

1. Course Title	Principles of Business Administration/ 2	
2. Course Code	02031102	
3. Semester/Year	Second/ 2023-2024	
4. Description Preparation Date	8/ 4/ 2024	
5. Available Attendance Form	Classes	
6. No. of Hours (Total)	45 hours	
7. No. of Credits (Total)	3 hours	
8. Course Administrator Name	Dr. Jamal A. Ghanim	
9. E-mail	jamal.a@albayan.edu.iq	
10. Course Objectives		
Knowledge	A1	Familiarity with the nature of the organizing function, the design of organizational structures, command, authority and coordination
	A2	Familiarity with the importance of the leadership function and its theories
	A3	A detailed overview of the nature of the control function, its steps and types, control of strategy implementation, and some contemporary trends
	A4	Know how to communicate within the organization, form work groups and teams, and how to motivate employees
Skills	B1	Making students able to practice administrative functions.
	B2	Making students able to employ what they have learned in their practical lives.
	B3	Making students active in their communities
Values	C1	Acquire positive values such as objectivity, perseverance, and enhancing self-confidence.
	C2	Capacity and skills development.
	C3	Strengthening the student's scientific values and principles and emphasizing the importance of his studies and specialization.
	C4	To emphasize personal traits such as integrity, honesty and morals.

11. Teaching and Learning Strategies

1.	Lectures	4.	Discussion groups
2.	Legends (Data Show)	5.	Practical cases
3.	Preparing reports		

12. The Structure of the Course

Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
1	3	Identify the job specialization, its alternatives, and rules Organization building and organizational structure	Organizing function - Job specialization (division of labor) - Job specialization alternatives - Organization building rules - Organizational Chart	Scientific lecture	Questions and discussion
2	3	Understanding the situational factors influencing design Organizational Chart	The impact of situational factors on the design of organizational structure (strategy, technology, environment, scale and complexity)	Scientific lecture + examples	=
3	3	Diagnosis of organizational structure forms and rules of Its design	- Forms of organizational structure - Organizational structure design rules	Scientific lecture+ examples	=
4	3	Identifying the role of committees and councils in the organizational structure,	- The role of committees and councils in the organizational structure - Conflict between divisions	Scientific lecture	=

جامعة البيان

		and following up on the conflict between divisions			
5	3	Understanding command and its chain, authority and its delegation	<ul style="list-style-type: none"> - Command, authority and coordination - Chain of command and scope of management - Authority - Authorizing or delegating authority 	Scientific lecture+ examples	=
6	3	Determine the nature of the horizontal relationships between divisions, Centralization, decentralization, and coordination	<ul style="list-style-type: none"> - The nature of horizontal relationships between divisions - Centralization and decentralization - Coordination 	Scientific lecture + examples	=
7		First monthly exam			
8	3	Understanding the nature of leadership and its theories	<p>Leadership function</p> <ul style="list-style-type: none"> - The nature of leadership and its difference from management - Introductory theories of leadership 	Scientific lecture + examples	=
9	3	Learn about situational theories of leadership	Situational theories	Scientific lecture	=

جامعة البيان

10	3	Understanding contemporary leadership styles	Contemporary leadership styles	Scientific lecture	=
11	3	Recognizing control as a management function	Control function - The nature of control, its steps and types - Effective control, productivity and quality	Scientific lecture	=
12	3	Discuss monitoring strategy implementation, and learn about some contemporary trends	- Monitoring of strategy implementation - Some contemporary trends in censorship	Scientific lecture + examples	=
13	3	Understand how communication takes place in the organization, and how work groups and teams are formed.	Communication, groups and teams	Scientific lecture+ examples	=
14	3	Identify motivation, its importance and theories	Motivation	Scientific lecture + examples	=
15		The second monthly exam			

13. Course Evaluation

Final grade: 100 points, distributed as follows:

40 marks: monthly exams and various activities of the student during the semester

60 marks end-of-semester exam

14. Learning & Teaching Resources

Required textbooks (curricular if any)	د. خليل محمد حسن الشماع، مبادئ الإدارة مع التركيز على إدارة الأعمال، ٢٠٢٢
Main References (sources)	د. صالح مهدي العامري و د. طاهر محسن الغالبي، الإدارة والاعمال، ٢٠٠٨
Recommended Books & References (Scientific Journals, Reports ...)	- Business administration books, their basics and principles. - Specialized magazines in business administration
Websites or Electronic References	Websites specialized in administrative sciences

Course Description (1)

1. Course Title		Accounting principles 2	
2. Course Code		02031203	
3. Semester/Year		2024 - 2023	
4. Description Preparation Date		2024-2-25	
5. Available Attendance Form		Lectures	
6. No. of Hours (Total)		45	
7. No. of Credits (Total)		3	
8. Course Administrator Name		Ahmed Mahdi Naji ALSaraaf	
9. E-mail		Ahmed.ALSaraaf@gmail.com	
10. Course Objectives			
Knowledge	A1	To become familiar with the concept of accounting, its importance and objectives at the level of business organizations and the national level	
	A2	By studying this course, the student will be able to register in accounting records, prepare various trial balances, and prepare final accounts for business organizations.	
	A3	The student can distinguish between receipts and payments in different accounting bases as an administrator in business organizations of various types and learn about accounting methods to correct errors.	
	A4		
Skills	B1	the student's knowledge of the types of accounting records approved by law and other auxiliary records	
	B2	Identify the different accounting theories and the basis of registration according to the double entry theory	
	B3	-The student is able to separate assets, liabilities and ownership rights	
	B4		
Values	C1	Exams of all kinds	
	C2	-Feedback from students	
	C3	-How to express faces	
	C4	-Learning matrix	
11. Teaching and Learning Strategies			
1.	Theoretical lectures and group discussions		4. Participatory evaluation

جامعة البتة

2.	Financial simulation	5.	Practical case studies
3.	Cooperative learning	6.	Stimulate curiosity and inquiry

12. The Structure of the Course

Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
1	3		Processing checks from an accounting perspective	Theoretical lectures, practical applications, discussions, homework, group work	Exams, class discussions, homework, attendance
2	3		Commercial papers and how to deal with them accounting	=	=
3	3		Measuring business results - trading account	=	=
4	3		Measuring business results - calculating profits and losses	=	=
5	3		the first exam	=	=
6	3		Income statement	=	=
7	3		Balance sheet	=	=
8	3		Exercises on final accounts	=	=
9	3		Auxiliary records	=	=
10	3		Second exam	=	=
11	3		And the depreciation of fixed assets on a straight-line basis	=	=
12	3		Registration settlements/goods at the beginning and end of the period	=	=
13	3		Settlement exercises	=	=
14	3		Debugging (the lengthy and competent method)	=	=
15	3		Error correction exercises	=	=

13. Course Evaluation

توزيع الدرجة من 100 على وفق المهام المكلف بها الطالب مثل التحضير اليومي والامتحانات اليومية والشفوية والشهرية والتحريرية والتقارير الخ

14. Learning & Teaching Resources

Required textbooks (curricular if any)	Principles of Accounting - Miqdad Al-Jalili, Muhammad Taher, and Fouad Suleiman Zako
Main References (sources)	Principles of Financial Accounting - Majas et al. - Dar Al-Sasil for Publishing, Distribution and Translation
Recommended Books & References (Scientific Journals, Reports ...)	
Websites or Electronic References	

جامعة البصرة

Course Description (1)

Bank readings/1	Course Name .1		
02031105	CodeThe decision .2		
The first _2023 _2024	the chapter /the year .3		
1/4/2024	Date this was .4 paredthe description		
In-person (classrooms)	aAttendance forms .5 available		
30 hours	Number of study .6 hours (total)		
2	Number of units .7 (total)		
millimeter. Zainab Hadi Ali	Name of the course .8 administrator		
Zainab.h@albayan.edu.iq	Email		
Course objectivesScholarship: .9			
knowledgeBanking concepts and its relationship to the branches of the economyThe other.	A1	Knowledge	
knowledge ConceptBorrowing	A2		
Aim toThe decision to recognize theSpeciesDrains.	A3		
Aim toThe decisiontoknowledge Species Finance	A4		
The ability to acquire skill in understanding English banking terminology.	B1	Skills	
Actual filling of all English terms related to banking and money	B2		
	B3		
	B4		
Logical arrangement of ideas.	C1	Value	
Applications of theory in a scientific way.	C2		
Discussions in an objective manner.	C3		
Logical interpretation of events.	C4		
Teaching and learning strategies.10			
.	4.	Theoretical questions and intellectual discussions.	1.
	5.	Use the question and answer	2.

جامعۃ البیان

		method	
	6.	Lectures	3.

Course structure .11

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	hours	the week
Teaching method	Name of the unit/topic	Required learning outcomes	hours	the week	1
Theoretical lecture	What is Money	High knowledge	2	1	2
Theoretical lecture	Functions of Money	High knowledge	2	2	3
Theoretical lecture	What is finance	High knowledge	2	3	4
Theoretical lecture	What are the sources of finance	High knowledge	2	4	5
Theoretical lecture	Internal resources	High knowledge	2	5	6
Theoretical lecture	External sources of finance	High knowledge	2	6	7
-	Exam of the monththe first	High knowledge	2	7	8
Theoretical lecture	Types of financial markets	-	2	8	9
Theoretical lecture	Function and importance of financial markets	High knowledge	2	10	10
Theoretical lecture	Financial instruments	High knowledge	2	11	11
Theoretical lecture		High knowledge	2	12	12

جامعة البتة

	Types of financial instruments				
Theoretical lecture	Short-(debt instruments) term Long-term(debt instruments)	High knowledge	2	13	13
Theoretical lecture	Financial markets	High knowledge	2	14	14
Theoretical lecture	Second month exam	High knowledge	2	15	15

Course evaluation .12

Distribution of the grade out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, written exams, reports, etc.

Learning and teaching resources .13

Sources : Obaid, Mustafa (2017), "The Book of Advanced analysis, Mining and Data", Dar Al-Fikr Al-Arabi, Egypt, Cairo.	Required prescribed books (Methodology, if any)
Center for Multidisciplinary Studies and Aid, (2020), "Steps and Design of Databases"	Main references (Sources)
	Recommended supporting books and references (Scientific journals, reports....)
	electronic references, Internet sites

جامعة البصرة

Course Description (1)

Bank readings 2	Course Name .1		
02031205	CodeThe decision .2		
The second _2023 _2024	the chapter /the year .3		
1/4/2024	Date this was .4 paredthe description		
In-person (classrooms)	aAttendance forms .5 available		
30 hours	Number of study .6 hours (total)		
2	Number of units .7 (total)		
millimeter. Zainab Hadi Ali	Name of the course .8 administrator		
Zainab.h@albayan.edu.iq	Email		
Course objectivesScholarship: .9			
knowledgeBanking concepts and its relationship to the branches of the economyThe other.	A1	Knowledge	
knowledge ConceptBorrowing	A2		
Aim toThe decision to recognize theSpeciesDrains.	A3		
Aim toThe decisiontoknowledge Species Finance	A4		
The ability to acquire skill in understanding English banking terminology.	B1	Skills	
Actual filling of all English terms related to banking and money	B2		
	B3		
	B4		
Logical arrangement of ideas.	C1	Value	
Applications of theory in a scientific way.	C2		
Discussions in an objective manner.	C3		
Logical interpretation of events.	C4		
Teaching and learning strategies.10			
.	4.	Theoretical questions and intellectual discussions.	1.
	5.	Use the question and answer	2.

جامعۃ البیان

		method	
	6.	Lectures	3.

Course structure .11

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	hours	the week
Teaching method	Name of the unit/topic	Required learning outcomes	hours	the week	1
Theoretical lecture	What is The Banks	High knowledge	2	1	2
Theoretical lecture	The Banks Classification	High knowledge	2	2	3
Theoretical lecture	What is The Central Bank	High knowledge	2	3	4
Theoretical lecture	What is Monetary policy	High knowledge	2	4	5
Theoretical lecture	/The Money Characteristics The Money	High knowledge	2	5	6
Theoretical lecture	THE MONEY TYPES	High knowledge	2	6	7
-	Exam of the monththe first	High knowledge	2	7	8
Theoretical lecture	The Financial Market	High knowledge	2	8	9
Theoretical lecture	The Capital Market	High knowledge	2	10	10
Theoretical lecture	The Money Market- The International Finance	High knowledge	2	11	11
Theoretical lecture	Institutions	High knowledge	2	12	12
Theoretical lecture	The World Bank	High knowledge	2	13	13
Theoretical lecture	The International Monetary	High knowledge	2	14	14

جامعۃ البیان

-	Second month exam	High knowledge	2	15	15

Course evaluation .12

Distribution of the grade out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, written exams, reports, etc.

Learning and teaching resources .13

Sources : Obaid, Mustafa (2017), "The Book of Advanced analysis, Mining and Data", Dar Al-Fikr Al-Arabi, Egypt, Cairo.	Required prescribed books (Methodology, if any)
Center for Multidisciplinary Studies and Aid, (2020), "Steps and Design of Databases"	Main references (Sources)
	Recommended supporting books and references (Scientific journals, reports....)
	electronic references, Internet sites

Course Description (1)

1. Course Title	Principles of Statistics 1 / Department of Finance and Banking		
2. Course Code	02031103		
3. Semester/Year	Chapter I		
4. Description Preparation Date	1/4/2024		
5. Available Attendance Form	Lectures inside the hall		
6. No. of Hours (Total)	6		
7. No. of Credits (Total)	3		
8. Course Administrator Name	M.M. Maha Hassan Sultan		
9. E-mail	Maha.h@albayan.edu.iq		
10. Course Objectives			
Knowledge	A1	Giving lectures and using methodological books	
	A2	Solve problems related to the scientific subject	
	A3	Using advanced statistical methods to solve models according to the vocabulary of the prescribed curriculum	
	A4	Preparing financial statistical reports	
Skills	B1	Thinking skill and response speed	
	B2	The skill of deduction and analysis	
	B3	Observation skill	
	B4		
Values	C1	Encouraging students to continuously participate in lectures	
	C2	Developing the spirit of contribution and cooperation among students	
	C3	Developing a commitment to ethics University	
	C4	Developing creativity, initiative and learning	
11. Teaching and Learning Strategies			
1.	Conducting short tests to measure the student's understanding of the topic	4.	
2.	Enabling students to diagnose the	5.	

جامعة البتة

	statistical skills required in financial sciences		
3.	Keeping up with developments in statistical science, specifically in financial and banking aspects	6.	

12. The Structure of the Course

Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
1	3	Statistics and its areas of use	Principles of Statistics1	theoretical/applied	Daily exams and homework
2	3	Sampling concepts and types	Principles of Statistics1	theoretical/applied	Daily exams and homework
3	3	solving exercises	Principles of Statistics1	theoretical/applied	Daily exams and homework
4	3	Simple random sampling and its use	Principles of Statistics1	theoretical/applied	Daily exams and homework
5	3	stratified random sampling and its use	Principles of Statistics1	theoretical/applied	Daily exams and homework
6	3	systematic random sampling and its use	Principles of Statistics1	theoretical/applied	Daily exams and homework
7	3	solving exercises	Principles of Statistics1	theoretical/applied	Daily exams and homework
8	3	First month exam	Principles of Statistics1	Exam	Daily exams and homework
9	3	Random variable and its types	Principles of Statistics1	theoretical/applied	Daily exams and homework
10	3	Create a frequency distribution table	Principles of Statistics1	theoretical/applied	Daily exams and homework
11	3	solving exercises	Principles of Statistics1	theoretical/applied	Daily exams and homework
12	3	Geometric display of data	Principles of Statistics1	theoretical/applied	Daily exams and homework
13	3	Rectangle graph and circle graph	Principles of Statistics1	theoretical/applied	Daily exams and homework
14	3	Measures of central tendency	Principles of Statistics1	theoretical/applied	Daily exams and homework
15	3	Second month exam	Principles of Statistics1	Exam	Daily exams and homework

13. Course Evaluation

Distribution of the grade out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, written exams, reports, etc.

14. Learning & Teaching Resources

Required textbooks (curricular if any)	Principles of statistics Dr. Mahmoud Al-Mashhadani, And methods Statistics In decision making d. Hamed Al-Shammari
Main References (sources)	aFor research and books Arab and foreign studies With precise specialization in General mathematics
Recommended Books & References (Scientific Journals, Reports ...)	All Arab and foreign articles, research, and study cases With precise specialization in General mathematicson Websites/Internet
Websites or Electronic References	

Course Description (1)

Principles of Economics2	1. Course Name	
02031201	2. Course Code	
Second Semester (2023-2024)	3. Semester / Year	
2024-02-23	4. The history of preparation of this description	
Classroom	5. Available Attendance Forms	
45	6. Number of Credit Hours (Total)	
3	7. Number of Units (Total)	
Prof. Adnan Manati Saleh	8. Course administrator name	
Adnan.Manda@Albayana.edu.ik	Email	
9. Course Objectives		
Introduce the student to the most important basics of economics	A1	Knowledge
Introduce the student to the concept of economic problems and laws	A2	
Introduce the student to the concept and basics of micro and macroeconomic theory	A3	
Introduce the student to the most important economic theories, including the theory of demand and demand	A4	
Introduce the student to the theory of production and markets	A5	
Thinking skill and speed of response	B1	Sk

جامعة البتة

Deduction and analysis skill	B2		
Observation skill	B3		
Encouraging students to participate continuously in lectures	C1	Values	
Developing the spirit of contribution and cooperation among students	C2		
Developing commitment to university ethics	C3		
Developing creativity, initiative and learning	C4		
10. Teaching and Learning Strategies			
	٤.	Presentation, discussion and analysis of prescribed vocabulary	١.
	٥.	Contribute to the preparation of graduation projects in addressing the problems facing institutions in the country	٢.
	٦.		٣.

11. Course Structure

Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	The week
Daily exams and homework	Theoretical/Applied	Principles of Economics 1	National Results and National Income Circular flow of economic activity	3	١
Daily exams and homework	Theoretical/Applied	Principles of Economics 1	National Results and National Income Concepts of national results and national income	3	٢
Daily exams and homework	Theoretical/Applied	Principles of Economics 1	National Results and National Income Concepts of national results and national income	3	٣
Daily exams and homework	Theoretical/Applied	Principles of Economics 1	Components of national income Consumption theory Saving	3	٤
Daily exams and homework	Theoretical/Applied	Principles of Economics 1	Investment theory and accelerated multiplier theory	3	٥
Daily exams and homework	Theoretical/Applied	Principles of Economics 1	Written test for the first month	3	٦
Daily exams and homework	examination	Principles of Economics 1	Money and banks The concept of money and the characteristics of money and its functions	3	٧
Daily exams and homework	Theoretical/Applied	Principles of Economics 1	Money supply and speed of circulation	3	٨
Daily exams and homework	Theoretical/Applied	Principles of Economics 1	The value of money and the general level of prices	3	٩
Daily exams and homework	Theoretical/Applied	Principles of Economics 1	Inflation and monetary policy	3	١٠
Daily exams and homework	Theoretical/Applied	Principles of Economics 1	Business Knowledge and Credit Creation	3	١١
Daily exams and homework	Theoretical/Applied	Principles of Economics 1	Central Banks / Fiscal Policy	3	١٢
Daily exams and homework	Theoretical/Applied	Principles of Economics 1	Foreign Trade and Balance of Payments	3	١٣
Daily exams and homework	examination	Principles of Economics 1	Economic growth, economic development and sustainable development	3	١٤
Daily exams and homework	Theoretical/Applied	Principles of Economics 1	Written test for the second month	3	١٥

12. Course Evaluation

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

13. Learning and Teaching Resources

Principles of Economics Dr. Karim Mahdi Al-Hasnawi	Required textbooks (Methodology, if any)
Fundamentals of Economics / Prof. Adnan Manati Saleh	Main references (Sources)
	Recommended supporting books and references (Scientific journals, reports...)
	Electronic references, Websites

Course Description (1)

Principles of Economics1	1. Course Name	
02031101	2. Course Code	
Second Semester (2023-2024)	3. Semester / Year	
16/3/2024	4. The history of preparation of this description	
classrom	5. Available Attendance Forms	
45	6. Number of Credit Hours (Total)	
3	7. Number of Units (Total)	
Prof. Adnan Manati Saleh	8. Course administrator name	
Adnan.Manda@Albayana.edu.ik	Email	
9. Course Objectives		
Knowledge of the foundations, concepts and principles of economics	A1	Knowledge
Know the nature of the relationships that exist between the elements of the economy	A2	
Know how to tackle economic problems	A3	
Know the nature of the relationships that exist between the variables of the economy	A4	
Understand and analyze economic theories and their tools in addressing vario economic phenomena	B1	Skills
Enable them to calculate, analyze and predict some economic indicators	B2	
Acquire skill related to how to identify the overall problem in economics, inventory and analyze these problems and find out their causes	B3	
Daily and surprise exams, discussion and joint dialogue	C1	Values
Encourage students to participate in the lecture based on prior preparation	C2	

Monthly exams and homework		C3	
10. Teaching and Learning Strategies			
Solve some practical examples by the student	.3	The meeting is according to the weekly schedule according to the allocated hours	١.
Solving some practical examples by the teaching staff	.4	Provide the student with the basics and additional topics related to learning outcomes	.٢

11. Course Structure

Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	The week
Questions & Discussion	Lectures	The general framework of economics in capitalist and socialist thought	The concept of economics	2	١
Questions & Discussion	Lectures	Economic problems and their nature	Relative scarcity of production elements	2	٢
Questions & Discussion	Lectures	Demand, demand law, demand curve and demand table	The concept of demand and what the law of demand stipulates	2	٣
Daily exams	Lectures	Determining factors of demand	Factors affecting demand	2	٤
Questions & Discussion	Lectures	Consumer market theory	Consumer market theory	2	٥
Questions & Discussion	Lectures	Width, law of supply, curve and table of supply	The concept of presentation and the law of presentation	2	٦
examination	Lectures	Exam	Exam	2	٧
Daily exams	Lectures	Display flexibility and measurement	Practical examples of display flexibility	2	٨
Questions & Discussion	Lectures	Equilibrium price	Equilibrium price	2	٩
Questions & Discussion	Lectures	Production	Production concept	2	١٠
Questions & Discussion	Lectures	Land and the law of decreasing yields	The concept of the law of decreasing yields	2	١١
Daily exams	Lectures	Work and job offer	Business concept	2	١٢
Questions & Discussion	Lectures	Money capital	The concept of capital and its categories	2	١٣

جامعة البتاني

Questions & Discussion	Lectures	marshalling	The concept of organization	2	١٤
examination	Lectures	Exam	Exam	2	١٥

12. Course Evaluation

Daily preparation = 10
First monthly exam = 15
Second monthly exam = 15
Final Exam = 60

13. Learning and Teaching Resources

Principles of Economics / Karim Mahdi Al-Hasnawi	Required textbooks (Methodology, if any)
Fundamentals of Economics / Prof. Adnan Manati Sa	Main references (Sources)

Course Description (1)

1. Course Title		Human Rights and Democracy	
2. Course Code		02031106 HDB	
3. Semester/Year		First – 2023--2024	
4. Description Preparation Date		2023/9/1	
5. Available Attendance Form		Came	
6. No. of Hours (Total)		(30) hours	
7. No. of Credits (Total)		(2) hour	
8. Course Administrator Name		Asst.Prof. Dr. Mahmoud Abdel Rahman Khalaf	
9. E-mail		mahmood.a@albayan.edu.iq	
10. Course Objectives			
Knowledge	A1	Laying the foundations and programs aimed at clarifying what human rights are and their importance	
	A2	Students benefit from knowledge of the types of rights and their field of application	
	A3	Clarifying the historical stages of human rights and the extent of their development	
	A4	Providing the student with the moral values that require commitment to them and clarifying the most important rights and duties assigned to the individual.	
Skills	B1	Acquire dialogue skills and accept the other opinion.	
	B2	Acquire knowledge of the most important constitutional and political guarant for human rights	
	B3		
	B4		
Values	C1	Continuous tests (oral – written)	
	C2	Ask analytical questions within lectures	
	C3	Competitive Tests	
	C4	Panel Discussions (Brainstorming)	
11. Teaching and Learning Strategies			
1.	Lecture	4.	Participation and dialogue
2.	Thinking	5.	Teaching supported by electronic presentation
3.	Discussion, style (brainstorming)	6.	Workshops and collaborative learning

12. The Structure of the Course

Week	Hours	Required learning outcomes	Topic/Subject Name	Learning Method	Evaluation Method
1	1	Knowledge, understanding and dialogue	Introduction to human rights in Islam	discussion	Attendance, discussion, classroom activities
2	1	Knowledge, understanding and dialogue	Historical Sequence of Human Rights Legislation	discussion	Attendance, discussion, classroom activities
3	1	Knowledge, understanding and dialogue	Theories that dealt with the subject of rights Human	discussion	Attendance, discussion, classroom activities
4	1	Knowledge, understanding and dialogue	Revolutions for human rights	discussion	Attendance, discussion, classroom activities
5	1	Knowledge, understanding and dialogue	Forms and characteristics that characterize the rights of Human	discussion	Attendance, discussion, classroom activities
6	1	Knowledge, understanding and dialogue	International, regional and national recognition of the rights of Man in contemporary modern history	discussion	test
7	1	Knowledge, understanding and dialogue	NGOs and Human Rights	discussion	Attendance, discussion, classroom activities
8	1	Testing and knowing the student scientific capabilities	First exam	-----	Attendance, discussion, classroom activities
9	1	Knowledge, understanding and dialogue	Human Rights in Arab Constitutions	discussion	Attendance, discussion, classroom activities
10	1	Knowledge, understanding and dialogue	Rights and freedoms in the Iraqi constitution for the year 2005 and how the	discussion	Attendance, discussion, classroom activities

جامعۃ البیان

			constitution guaranteed Minority rights		
11	1	Knowledge, understanding and dialogue	Constitutional and legal guarantees of the rights of Human rights at the national and regional levels	discussion	Attendance,discussion, classroom activities
12	1	Knowledge of the concept citizenship	Universal Declaration of Human Rights and Citizenship	discussion	Attendance,discussion, classroom activities
13	1	Know the characteristics and duties of the Islamic ruler Emphasis on the commandments Imam Ali (Peace be upon him)	Specifications and duties of the Islamic ruler Reading the era of Imam Ali (peace be upon him) to his governor to Egypt	discussion	Attendance,discussion, classroom activities
14	1	Know the characteristics and duties of the Islamic ruler Emphasis on the commandments Imam Ali (Peace be upon him)	Specifications and duties of the Islamic ruler Reading the era of Imam Ali (peace be upon him) to his governor to Egypt	discussion	Attendance,discussion, classroom activities
15	1	Testing and knowing the student's scientific capabilities	Second exam	-----	test
16					
17					
18					
19					
20					
21					
22					
23					

13. Course Evaluation

توزيع الدرجة من 100 على وفق المهام المكلف بها الطالب مثل التحضير اليومي والامتحانات اليومية والشفوية والشهرية والتحريرية والتقارير الخ

14. Learning & Teaching Resources

Required textbooks (curricular if any)	Book (Human Rights) Dr. Hamid Hanoun Book (Human Rights) Dr. Haider Adham Al-Taie
Main References (sources)	(Islamic theories in the Declaration of Human Rights) Mr. Mohammed Mohammed Sadiq Al-Sadr
Recommended Books & References (Scientific Journals, Reports ...)	
Websites or Electronic References	

Course Description (1)

1. Course Title	Arabic
2. Course Code	ARB02031107
3. Semester/Year	Seasonal / Season 1
4. Description Preparation Date	2024/2023
5. Available Attendance Form	Daily attendance according to the lecture schedule
6. No. of Hours (Total)	hours 30
7. No. of Credits (Total)	2
8. Course Administrator Name	M.M. Khansa Saad Fajr
9. E-mail	Khansaa.s@albyan.edu.Iq

Course Objectives

The student should be familiar with the principles and rules of the Arabic language

10.

Knowledge	A1	The program aims to raise the student's ability to the level of understanding In the field of language
	A2	. Enabling students to obtain knowledge in the origins of speech and sentences.
	A3	Enabling students to obtain knowledge in ancient and modern poetry and prose and their types
	A4	
Skills	B1	Teaching the student how to become able to use eloquent linguistic methods
	B2	. Teaching the student to analyze understand, deduce, and employ the prescribed curriculum vocabulary,
	B3	: Students acquire the skill of writing sentences correctly
	B4	Students gain the ability to pronounce letters correctly

جامعة البيان

Values	C1	The skill of reading, criticizing and judging texts
	C2	The skill of verbal and written communication with others
	C3	The skill of researching linguistic and literary sources
	C4	Promoting scientific research in the field of the Arabic language and its sciences and preparing linguistic and literary studies and research

11. Teaching and Learning Strategies

1.	ELECTRONIC LECTures	4.	Theoretical lectures in the form of recitation
2.	Asking questions and opening the door to dialogue	5.	Summarizing lectures with emphasis on vocabulary
3.	Assigning the student to reports	6.	The mission

12. The Structure of the Course

Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
1	2	Introduction to the Arabic language	Punctuation marks	Explanation of theoretical lectures from the teaching subject using modern teaching and presentation methods	A quick review with students at the end of the lecture
2	2	The student should be able to formulate behavioral goals and formulate a question that achieves the goal	How to write hamza	Explanation of theoretical lectures from the teaching subject using modern teaching and presentation methods	Daily testing
3	2	Know and understand	Sections of speech	Explanation of theoretical lectures from the teaching	Question within the lecture

جامعة البيان

				subject using modern teaching and presentation methods	
4	2	Identifying linguistic and literary problems among students	Original and subsidiary grammatical signs	Explanation of theoretical lectures from the teaching subject using modern teaching and presentation methods	Question within the lecture
5	2	Know and understand	Free poetry	Explanation of theoretical lectures from the teaching subject using modern teaching and presentation methods	Daily testing
6	2	Know and understand	The Inflected and Inflected form of verbs	Explanation of theoretical lectures from the teaching subject using modern teaching and presentation methods	Daily testing
7	2	Know and understand	The built and the Arabized are nouns	Explanation of theoretical lectures from the teaching subject using modern teaching and presentation methods	Daily testing
8	2	Know and understand	Dhaad and Dhaa	Explanation of theoretical lectures from the teaching subject using modern teaching and presentation methods	Daily testing
9	2	Know and understand	Sections of the nominal and verbal sentence	Explanation of theoretical lectures from the teaching subject using modern teaching and presentation methods	Daily testing
10	2	Know and understand	Correct and incorrect verbs	Explanation of theoretical lectures from the teaching subject using modern teaching and presentation methods	Daily testing

جامعة البيان

11	2	Know and understand	Passive verb	Explanation of theoretical lectures from the teaching subject using modern teaching and presentation method	Daily testing
12	2	Know and understand	Active verb	Explanation of theoretical lectures from the teaching subject using modern teaching and presentation methods	Daily testing
13	2	Know and understand	Modern poetic schools	Explanation of theoretical lectures from the teaching subject using modern teaching and presentation methods	Daily testing
14	2	Know and understand	Nazik al-Malaika	Explanation of theoretical lectures from the teaching subject using modern teaching and presentation methods	Asking questions and answering them from the student
15	2	Know and understand	Jeweler •	Explanation of theoretical lectures from the teaching subject using modern teaching and presentation methods	Asking questions and answering them from the student
16					
17					
18					
19					
20					
21					
22					
23					

جامع البيان

24					
25					
26					
27					
28					
29					
30					

13. Course Evaluation

Distribution of the grade out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, reports, etc. Attendance and participation 10% Daily exam 10% Monthly exam 20% Final exam 60% Final grade 100%

14. Learning & Teaching Resources

Required textbooks (curricular if any)	Methodical books/help books
Main References (sources)	Basic texts prepared by the subject teacher
Recommended Books & References (Scientific Journals, Reports ...)	Reports/periodicals and scientific journals
Websites or Electronic References	International Information Network (Internet)

Course Description (1)

1. Course Title		Principles of statistics2	
2. Course Code		02031204	
3. Semester/Year		Second Semester	
4. Description Preparation Date		17-03-2024	
5. Available Attendance Form		Classroom	
6. No. of Hours (Total)		45	
7. No. of Credits (Total)		3	
8. Course Administrator Name		Ass. Lecture Maysam Sachit khudair	
9. E-mail		maysam.s@albayan.edu.iq	
10. Course Objectives			
Knowledge	A1	Learn about the concept of financial and banking statistics	
	A2	Realizing and understanding the importance of financial and banking statistics and what are their applications, tools and importance	
	A3	Using advanced statistical methods to solve models according to the vocabulary of prescribed curriculum	
	A4	Preparing financial statistical reports	
Skills	B1	Thinking skill and response speed	
	B2	The skill of deduction and analysis	
	B3	Observation skill	
Values	C1	Encouraging students to continuously participate in lectures	
	C2	Developing the spirit of contribution and cooperation among students	
	C3	Developing commitment to university ethics	
	C4	Developing creativity, initiative and learning	
11. Teaching and Learning Strategies			
1.	Lectures in pdf format	4.	Preparing class assignments
2.	View lectures using data show	5.	
3.	Interactive lectures in class	6.	

12. The Structure of the Course

Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
1	3	Measures of absolute dispersion	Principles of Statistics 2	Theoretical / applied	Daily exams and homework
2	3	Measures of dispersion and relative	Principles of Statistics 2	Theoretical / applied	Daily exams and homework
3	3	Solving exercises	Principles of Statistics 2	Theoretical / applied	Daily exams and homework
4	3	Correlation coefficient	Principles of Statistics 2	Theoretical / applied	Daily exams and homework
5	3	Regression coefficient	Principles of Statistics 2	Theoretical / applied	Daily exams and homework
6	3	Solving exercises	Principles of Statistics 2	Theoretical / applied	Daily exams and homework
7	3	Exam month 1	Principles of Statistics 2	Exam	Daily exams and homework
8	3	Standard figures	Principles of Statistics 2	Theoretical / applied	Daily exams and homework
9	3	Weighted formulas for standard numbers	Principles of Statistics 2	Theoretical / applied	Daily exams and homework
10	3	Solving exercises	Principles of Statistics 2	Theoretical / applied	Daily exams and homework
11	3	Time series	Principles of Statistics 2	Theoretical / applied	Daily exams and homework
12	3	Methods for analyzing time series	Principles of Statistics 2	Theoretical / applied	Daily exams and homework
13	3	Solving exercises	Principles of Statistics 2	Theoretical / applied	Daily exams and homework
14	3	Exam month 2	Principles of Statistics 2	Exam	Daily exams and homework
15	3	review	Principles of Statistics 2	Theoretical / applied	Daily exams and homework

13. Course Evaluation

Distribution of the grade out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, written exams, reports, etc.

First monthly exam - 15 marks

Second monthly exam - 15 marks

Daily preparation - 10 degrees

Final exam - 60 marks

14. Learning & Teaching Resources

Required textbooks

(curricular if any)

Statistical methods in decision making

/ Dr. Hamed Saad Nour Al-Shammari

Main References

(sources)

Principles of statistics/Dr. Mahmoud

Al-Mashhadani, and statistical

methods in decision-making

Dr.. Hamed Saad Nour Al-Shammari

Recommended Books & References

(Scientific Journals, Reports ...)

Arab and foreign research and

textbooks With precise specialization

in banking and financial statistics

Websites or Electronic References

All Arab and foreign articles, research,

and study cases with precise

specialization in financial and banking

statistics on websites/the Internet.



Course Description (1)

1. Course Title	Principles of Business Administration/ 1	
2. Course Code	02031102	
3. Semester/Year	First/ 2023-2024	
4. Description Preparation Date	20/3/2024	
5. Available Attendance Form	Classes	
6. No. of Hours (Total)	45 hours	
7. No. of Credits (Total)	3 hours	
8. Course Administrator Name	Dr. Jamal A. Ghanim	
9. E-mail	jamal.a@albayan.edu.iq	
10. Course Objectives		
Knowledge	A1	Familiarity with the nature of management, the basic functions of the manager, skills, and his roles.
	A2	Familiarity with the importance of management in organizations, the development of administrative thought, and the contributions of its various schools.
	A3	A detailed review of the manager's functions.
	A4	
Skills	B1	Making students able to practice administrative functions.
	B2	Making students able to employ what they have learned in their practical lives.
	B3	Making students active in their communities
	B4	
Values	C1	Acquire positive values such as objectivity, perseverance, and enhancing self-confidence.
	C2	Capacity and skills development.
	C3	Strengthening the student's scientific values and principles and emphasizing the importance of his studies and specialization.
	C4	To emphasize personal traits such as integrity, honesty and morals.

11. Teaching and Learning Strategies

1.	Lectures	4.	Discussion groups
2.	Legends (Data Show)	5.	Practical cases
3.	Preparing reports	6.	

12. The Structure of the Course

Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
1	٣	Understanding the general framework of management and manager	<ul style="list-style-type: none"> - A conceptual introduction to management and the manager - The concept of management and manager - Introductions to the study of management - Facility activities - Challenges facing contemporary management 	Scientific lecture	Questions and discussion
2	٣	Understanding the role of a manager, the duties he or she performs, and how to manage them	<ul style="list-style-type: none"> -The duties and skills of a manager -Mmanagement skills - Manager roles 	Scientific lecture + examples	=

جامعة البيان

			- Functions of the manager		
3	٣	Understanding the evolution of the concept of management over time and which of these schools can be adopted	<ul style="list-style-type: none"> The development of administrative thought: -The classical school -School of scientific management - Administrative divisions school - Bureaucratic school 	Scientific lecture	=
4	٣	Understanding the evolution of the concept of management over time and which of these schools can be adopted	<ul style="list-style-type: none"> -Human relations school - Study of Hawthorn Walton Mayo Studies - Study of Mary Parker Follett -Study of Chester Barnard 	Scientific lecture	=

جامعة البيان

			Douglas McGregor and the theory of (X) and (Y)		
5	٣	Understanding the modern trend in management and the models that can be used in practice	<ul style="list-style-type: none"> - Contemporary school - Open organization theory - Quantitative management - Japanese administration 	Scientific lecture	=
6	٣	Identify the public and private environment, how to separate them, and the relationship between them	<ul style="list-style-type: none"> - Management environment - The concept of environment and its types - The private environment and its components - The general environment and its components - The mutual impact between the organization and the work environment 	Scientific lecture + examples	=

جامعة البيان

7		First monthly exam			
8	٣	Understanding how objectives are determined and what their requirements are	<ul style="list-style-type: none"> - Organizational goals and managerial planning - Goals and objectives - Types of organization objectives - Objectives setting requirements 	Scientific lecture + examples	=
9	٣	Understanding Management objectives	Management by objectives	Scientific lecture + examples	=
10	٣	Learn how to plan at the individual level and then at the organization level and how to prepare a strategic plan	<ul style="list-style-type: none"> -Strategic Planning -Strategy concept -Important factors in determining strategy 	Scientific lecture	=

جامعة البيان

			-Components of the organization's strategy		
11	٣	=	-Steps for making strategic decisions -Strategy levels	Scientific lecture	=
12	٣	Learn how to prepare operational plans and what tools are used in this	-Management functions: planning -The nature of planning -Types of operational plans	Scientific lecture + examples	=
13	٣	=	Organizing the planning function Organizational components and planning practice Planning obstacles and treatments	Scientific lecture	=

جامعة البيان

14	٣	<p>Determine the appropriate alternatives and options for a particular administrative situation and how to make a decision regarding it, how to use information in decision-making</p>	<ul style="list-style-type: none"> - Making managerial decisions - The concept of decision making - Types of decisions - Basic models for decision making, - Information needed to make decisions - Systems supporting decision making -Steps for making decisions 	<p>Scientific lecture + examples</p>	=
15		<p>The second monthly exam</p>			

13. Course Evaluation

Final grade: 100 points, distributed as follows:

40 marks: monthly exams and various activities of the student during the semester

60 marks end-of-semester exam

14. Learning & Teaching Resources

Required textbooks (curricular if any)	د. خليل محمد حسن الشماع، مبادئ الإدارة مع التركيز على إدارة الأعمال، ٢٠٢٢
Main References (sources)	د. صالح مهدي العامري و د. طاهر محسن الغالبي، الإدارة والاعمال، ٢٠٠٨
Recommended Books & References (Scientific Journals, Reports ...)	- Business administration books, their basics and principles. - Specialized magazines in business administration
Websites or Electronic References	Websites specialized in administrative sciences

Course Description (1)

1. Course Title	Accounting principles		
2. Course Code	02031103		
3. Semester/Year	The first academic course		
4. Description Preparation Date	2024		
5. Available Attendance Form	Study ceilings		
6. No. of Hours (Total)	45		
7. No. of Credits (Total)	3		
8. Course Administrator Name	Ass.athmar abd al-rahman		
9. E-mail	Athmar.a@albayan.edu.iq		
10. Course Objectives			
Knowledge	A1	Enabling the student to know what accounting is, the business environment, the basic functions accounting, and users of accounting information	
	A2	Knowing how to apply practical accounting, including objectives, assumptions, principles, and type traditional and modern accounting restrictions	
	A3	Enabling the student to understand the accounting cycle of recording, posting, and balancing	
	A4	How to deal with decline and rise in capital.	
Skills	B1	1- Knowing what financial accounting is, methods of dealing in the market, including buying and sell and how to discount and calculate the cost of goods sold	
	B2	Knowing how to deal with personal withdrawals and methods of processing them, in addition to how make accounting entries in practice	
	B3	Know how to hold companies accountable	
	B4		
Values	C1	-Developing the student's ability to understand the topic and solve exercises	
	C2	Developing the student's ability to perform assignments and exercises and submit them on the scheduled date	
	C3	Developing the student's ability to dialogue and discuss	
	C4		
11. Teaching and Learning Strategies			
1.	Directing students to some websites to benefit from them	4.	
2.	Daily and weekly surprise tests	5.	
3.	Exercises and activities in the electronic classroom (on the Google Meet platform)	6.	

12. The Structure of the Course

Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
1	3	The concept of accounting, its object and branches	Accounting concept	a lecture	Live discussions and questions
2	3	Single entry and accounting equation	Single entry	a lecture	Live discussions and questions
3	3	Double entry (credit and debit)	Double entry	a lecture	Live discussions and questions
4	3	Simple double entry (debit and credit)	Double entry	a lecture	Live discussions and questions
5	3	Compound entry (credit and debit)	Compound constraint	a lecture	Live discussions and questions
6		the first exam			
7	3	Registration, migration, balance	Learn about the accounting cycle	a lecture	Live discussions and questions
8	3	Recording exercises. Transfer, balance	Learn about the accounting cycle	a lecture	Live discussions and questions
9	3	Trial Balance	Trial Balance	a lecture	Live discussions and questions
10	3	Trial balance exercises	Trial Balance	a lecture	Live discussions and questions
11		Second exam			
12		Merchandise and financial operations	Learn about merchandise and financial operations	a lecture	Live discussions and questions
13		Merchandise and financial operations	Learn about merchandise and financial operations	a lecture	Live discussions and questions
14		Merchandise and financial operations	Learn about merchandise and financial operations	a lecture	Live discussions and questions
15		Merchandise and financial operations	Learn about merchandise and financial operations	a lecture	Live discussions and questions

13. Course Evaluation

Daily preparation = 10 degrees

First exam = 15 marks

Second exam = 15 marks

Final exam = 60 marks

14. Learning & Teaching Resources

Required textbooks (curricular if any)	, Safaa Ahmed, Dr. Bashir Atara
Main References (sources)	Donald Kieso
Recommended Books & References (Scientific Journals, Reports ...)	
Websites or Electronic References	

Course Description (1)

1. Course Title	Computer skills	
2. Course Code	02031206	
3. Semester/Year	Seasonal	
4. Description Preparation Date	2024/2023	
5. Available Attendance Form	Daily attendance according to the lecture schedule	
6. No. of Hours (Total)	48 hours	
7. No. of Credits (Total)	2	
8. Course Administrator Name	Maryam Outhman Ibrahim	
9. E-mail	maryiamalmajeed@gmail.com	
Course objectives		
Ski Knowledge	A1	The student's understanding of the material
	A2	The ability to analyze and apply what you have learned practically on the computer
	A3	The evaluation is done by presenting the material to the students in the laboratory and then applying it
	A4	Teach the student to be familiar with the basic rules for dealing with and managing computer
Ski	B1	Live questions and answers about previous material

جامعة البتة

	B2	Analyzing the student's ability to comprehend through homework carried out at home and stored on disks to presented directly to the student to know the extent of what they learned from the previous lecture.
	B3	Showing educational films specific to the subject in order to consolidate the ability to learn.
	B4	The skill of implementing everything they have learned theoretically directly by the student.
Values	C1	The student is required to conduct research and reports on the importance of using computers in our lives and using means of communication between them and work Simple films about it as well and discussion report.
	C2	Guiding the student how to use the computer in a manner compatible with his cultural level.
	C3	Directing the student how to deal with social sites.
	C4	The theoretical method and explanation is by presenting the material on the Point Power program in the form of diagrams and pictures in order to attract attention The student and help him not to feel bored. The practical method is to apply what has been done Show it on the computer and conduct daily and monthly exams.

10. Teaching and Learning Strategies

1.	ELECTRONIC LECTures	4.	Theoretical lectures in the form of recitation
2.	Asking questions and opening the door to dialogue	5.	Summarizing lectures with emphasis on vocabulary
3.	Assigning the student to reports	6.	The mission

11. The Structure of the Course

جامعة البتة

Week	Hours	RLOs	Topic/Subject Name	Learning Method	Evaluation Method
1	3	Computer cycle, its generations, data and information	Computer basics	theoretical	A quick review with students at the end of the lecture
2	3	Computer features, areas of use, and components	Computer basics	theoretical	Daily testing
3	3	Types of computers and their classification	Computer basics	Video representing types of computers	Question within the lecture
4	3	Computer components, physical parts, input and output devices	Computer's components	Video representing computer parts	Question within the lecture
5	3	Definition of the operating system, its functions and goals	Operating system	theoretical	Daily testing
6	3	Operating system classification examples of operating systems	Operating system	Practical with video tutorial	Daily testing
7	3	Start menu and its contents using the Calculator To know its contents	Operating system	practical	Daily testing
8	3	New features of Windows 10	Operating system	Practical with video tutorial	Daily testing
9	3	Taskbar (use the computer to see its contents)	Operating system	practical	Daily testing
10	3	Notification area (use the computer to find out its contents)	Operating system	practical	Daily testing
11	3	Folders, files and icons	Operating system	practical	Daily testing

جامعة البتة

12	3	Desktop backgrounds and control panel	Operating system	practical	Daily testing
13	3	Introduction to Microsoft Word 2010 Home tab of the Word program	Microsoft word	practical	Daily testing
14	3	Insert tab in Word	Microsoft word	practical	Asking questions and answering them from the student
15	3	Tab and page layout	Microsoft word	practical	Asking questions and answering them from the student

12. Course Evaluation

Distribution of the grade out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, reports, etc. Attendance and participation 10% Daily exam 10% Monthly exam 20% Final exam 60% Final grade 100%

13. Learning & Teaching Resources

Required textbooks (curricular if any)	Methodical books/help books
Main References (sources)	Basic texts prepared by the subject teacher
Recommended Books & References (Scientific Journals, Reports ...)	Reports/periodicals and scientific journals
Websites or Electronic References	International Information Network (Internet)