

Course Description Form

1. Course Name:	
Accounting principles	
2. Course Code:	
3. Semester / Year:	
Second / First	
4. Description Preparation Date:	
1\6 \ 2024	
5. Available Attendance Forms:	
Classroom	
6. Number of Credit Hours (Total) / Number of Units (Total)	
5\5	
7. Course administrator's name (mention all, if more than one name)	
Name: sama basim Mohamed Email: sama.basim@stu.edu.iq	
8. Course Objectives	
Course Objectives	1- Developing accounting thinking skills 2- Developing accounting skills 3- Enhancing capabilities in recording accounting entries related to accounting deduction 4- Enhancing skills in preparing and reconciling the trial balance 5- Enhancing knowledge of types of accounting errors 6- Enhancing the ability to prepare settlement accounts and prepare statements and final accounts
9. Teaching and Learning Strategies	
Strategy	<p>1-Active Learning: Encourage active participation by incorporating interactive activities such as group discussions, case studies, and practical exercises. This allows students to apply accounting concepts to real-world scenarios and promotes a deeper understanding of the subject.</p> <p>2- Problem-Based Learning: Present accounting problems and challenges. Guide them through the process of identifying accounting problems, expressing personal accounting opinion, i.e. personal diligence method, and analyzing data to solve these problems. This approach enhances accounting thinking and accounting problem solving.</p> <p>3-Collaborative Learning: Foster a collaborative learning environment where</p>

students work together in groups or pairs to complete accounting tasks. This strategy encourages teamwork, communication, and the exchange of ideas and perspectives.

- 4-Technology Integration: Leverage technology tools and resources to enhance teaching and learning accounting. Introduce students to software applications for analyzing accounting data

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1+2+3	15	Introduce the student to the concept of accounting	Introducing the concept of trial balance	The concept of trial balance, its types, how to prepare it	Share and ask questions
4+5+6	15	Recognize the types of commercial papers	Categories of accounting data users	The lecture and ask some questions	Share and ask questions
7+8+9	15	Understand the concept of discount	The concept of discount Types of discount Accounting treatments for each type	The lecture and ask some questions	Share and ask questions
10+11+12	15	Identify the kinds of mistakes	Correction of errors and suspended account	lecture with discussion	Share and ask questions
13+14+15	15	Definition of final accounts	Final Accounts. Financial position and income statement	The lecture and ask some questions	Show examples and discussion

11. Course Evaluation

2% Daily Activity
 3% Daily Exam
 5% Report
 30% Midterm Exam
 60% Final Exam

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)

Dr. Saud Jayed Accounting Principles

Main references (sources)

Accountant Magazine

Course description
form

-1 Name of the course	
principlesBusiness Management	
-2 Course code	
-3 the chapter/ the year	
The first / 2024	
4- The date this description was prepared	
16/2/2024	
-5 Available attendance forms	
the line	
-6 Number of study hours (units)/number Total units	
2	
-7 Name of the course administrator (if more than one name is mentioned)	
Name: M.M. Mustafa Majed. Email: ali58musstafa@gmail.com	
-8 goalsHe decided	
<p>1- Achieving the greatest possible results with the least possible efforts, meaning achieving a large amount of production with the least resources, costs and efforts. This goal is one of the main goals of business management.</p> <p>2- Implementing a set of training and qualification courses that help enhance the role of management in implementing its functions, especially those that rely on planning to achieve certain things, and which subsequently commit to providing employees with professional certificates that enhance their presence in the work environment, ensure their success in understanding their work, and also contribute to</p> <p>3- Studying the special expectations in the work environment, specifically those that include the social environment, and its role influencing the business sector.</p> <p>4- Planning application within a high scopeYFlexibility and efficiency that contribute to supporting the organizational function, especially when any emergency circumstances occur.</p>	<p>Objectives of the study subject</p>
-9 Teaching and learning strategies	

<ol style="list-style-type: none">1- Cooperative education: Students learn by working in a small, heterogeneous group in which group members cooperate in completing educational skills.2- Active learning: It helps encourage the student to express and defend ideas instead of sitting down to take notes throughout the class.3- Interactive education: It focuses on direct interaction between the student, the lecturer, and the scientific material presented through the lecture.4- Brainstorming: It encourages creative thinking and the release of the latent energies of the learners, as the students are presented with a problem before the lecture, then the students present many of their ideas and proposals to solve this problem, and then the most appropriate idea is determined.5- E-learning: It means educating students remotely through a computer and aims to create an environment rich in applications and develop the learner's skills to introduce students to the digital tools commonly used in scientific research.	Strategies
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10- Course structure					
the week	hours	Required educational outcomes	Units or subject Name	Learning method	Evaluation method
the first	2	<ul style="list-style-type: none"> - Management concept - management jobs . - Management and organization. - Management areas. 	Chapter One: A general introduction to management	Lecture , summer discussion and reading	Weekly test
the second	2	<ul style="list-style-type: none"> - Management and other sciences - Developing management theories. - The most prominent challenges facing contemporary administration. 	Chapter One: A general introduction to management	Lecture , summer discussion and reading	Weekly test
the third	2	<ul style="list-style-type: none"> - Planning concept. - Types and pillars of planning. - Planning stages. - Characteristics of good planning. 	Chapter Two: Administrative Planning	Lecture , summer discussion and reading	Weekly test
the fourth	2	<ul style="list-style-type: none"> - The concept of administrative organization - Types of administrative organization. - Principles of administrative organization. - Benefits of administrative organization. - Characteristics of good organization 	Chapter Three: Administrative Organization	Lecture , summer discussion and reading	Weekly test
Fifth	2	<ul style="list-style-type: none"> - The concept of leadership and leadership behavior. - Salloum administrative styles. - Leadership theories and methods. 	Chapter Four: Administrative Leadership	Lecture , summer discussion and reading	Weekly test

VI	2	<ul style="list-style-type: none"> - Traits of a successful leader. - Factors affecting administrative leadership. - Obstacles to administrative leadership. - The impact of the cultural dimension of leadership on decision making 	Chapter Four: Administrative Leadership	Lecture , summer discussion and reading	Weekly test
Seventh	2	<ul style="list-style-type: none"> - The concept of organizational culture. - Characteristics and types of organizational culture. - Dimensions of organizational culture. 	Chapter Five: Organizational cultures	Lecture , summer discussion and reading	Weekly test
VIII	2	<ul style="list-style-type: none"> - Dimensions and levels of organizational culture. - Organizational culture models. - Creating organizational culture. - Ways to maintain organizational culture. 	Chapter Five: Organizational cultures	Lecture , summer discussion and reading	Weekly test
Ninth	2	<ul style="list-style-type: none"> - The concept of creativity and its importance. - Creativity levels. - Creativity classifications. - Stages of the creativity process. - Motivators and obstacles to creativity and innovation. - The advantages of creativity and innovation and the differences between them. 	Chapter Six: Administrative creativity systems	Lecture , summer discussion and reading	Weekly test
The tenth	2/	<ul style="list-style-type: none"> - The concept of information systems. - Dimensions of information systems. - Types of information systems. - Information systems resources. 	Chapter Seven: Management Information Systems	Lecture , summer discussion and reading	Weekly test
eleventh	2	<ul style="list-style-type: none"> - Management information systems jobs - Challenges of management information systems - Information systems in business functions - The role of strategic information systems - The role of information quality in decision making. 	Chapter Seven: Management Information Systems	Lecture , summer discussion and reading	Weekly test

twelveth	2	<ul style="list-style-type: none"> - The concept of incentives and its importance. - Incentive systems. - Stages and design of the incentive system. - Conditions of the incentive system. 	Chapter Eight: Incentives	Lecture , summer discussi on and reading	Weekly test
Thirteenth	2	<ul style="list-style-type: none"> - Incentive theories. - The role of the motivation system in organizations. - Elements of the effectiveness of the incentive system. - The effect of incentives on work performance 	Chapter Eight: Incentives	Lecture , summer discussi on and reading	Weekly test
fourteenth	2	<ul style="list-style-type: none"> - The concept of knowledge management. - Knowledge management elements. - Stages of knowledge management 	Chapter Nine: Knowledge Management	Lecture , summer discussi on and reading	Weekly test
Fifteenth	2	<ul style="list-style-type: none"> - Knowledge management application requirements. - Knowledge management models.Knowledge management models. 	Chapter Nine: Knowledge Management	Lecture , summer discussi on and reading	Weekly test

11- Course evaluation	
2% daily activity 3% daily exam 5% report 30% Mid-term exam 60% final exam	
12- Education and teaching resources	
Nothing	Required methodological books to be read, if any
Principles of Business Administration, prepared by Abu Bakr Salem in 2018	Main references (sources)
Nothing	Mainstream recommended books and references (scientific journals, reports)
Nothing	Electronic references. Internet sites

Course Description Form

1. Course Name:	
Applied statistics/ 2	
2. Course Code:	
3. Semester / Year:	
the second / first	
4. Description Preparation Date:	
1-8-2024	
5. Available Attendance Forms:	
classroom / Electronic lesson	
6. Number of Credit Hours (Total) / Number of Units (Total)	
3/3	
7. Course administrator's name (mention all, if more than one name)	
Name: Dr.Emad Farhood Muhi Email: emad.alshareefi @stu.edu.iq	
8. Course Objectives	
Course Objectives	<ul style="list-style-type: none"> - Acquiring the ability, skill, and experience in dealing with various statistical indicators. - - Gaining the discriminating ability to know where to use statistical indicators. - Dealing with statistics theoretically and practically. - Using the principles of applied statistics. - Training on representing data tabularly. - Training on representing data in graphs. - Guiding students to diagnose some problems in public and private institutions and solve them using statistical methods. - Developing the student's skills in using statistical measures in research and accounting work. - Expanding the student's knowledge of how to extract and analyze results. The student's ability to analyze results related to accounting work.

9. Teaching and Learning Strategies

Strategy	<ul style="list-style-type: none"> - Using the teamwork method by involving students in research projects. - Developing the student's spirit of participation and suggestions. - Encouraging students to complete their university and graduate studies. - Tak advantage of technology tools and resources to enhance teaching and learning in appl statistics. - Introducing students to software applications for statistical data analysis. - Practical application by solving the exercises. - Activating and revitalizing classroom participation, discussion and dialogue, believ in their role in developing and enriching the lecture. - Organizing field visits to governmental and private institutions to familiarize stude with the environments of using statistical methods in the real world.
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10. Course Structure

Week	Hours	Unit or subject name	Required Learning Outcomes	Learning method	Evaluation method
Week 1	3	Measures of dispersion	Mean Deviation, Coefficient (for Nonfrequent Data), Mean Devia Frequent	The lecture is both theoretical applied	Solving General questions, discussion, and assignments.
Week 2	3	Measures of dispersion	Standard deviation, standard score	The lecture is both theoretical applied	Solving General questions, discussion, and assignments.
Week 3	3	Measures of dispersion	variance	The lecture is both theoretical applied	Solving General questions, discussion, and assignments
Week 4	3	Correlation and regression	The concept of simple correlation, partial and multiple correlation, Pearson correlation coefficient	The lecture is both theoretical applied	Solving General questions, discussion, and assignments
Week 5	3	Correlation and regression	Spearman's rank correlation coefficient	The lecture is both theoretical applied	Solving General questions, discussion, and assignments
Week 6	3	Correlation and regression	Concept of simple linear regression and mult regression. How to calculate	The lecture is both theoretical applied	Solving General questions, discussion, and assignments

			simple linear regression		
Week 7	3	Coefficient of Association and Coefficient of Contingency	Coefficient of Association and Coefficient of Contingency	The lecture is both theoretical applied	Solving General questions, discussion, and assignments
Week 8	3	Time series	Study and analyze time series data	The lecture is both theoretical applied	Solving General questions, discussion, and assignments.
Week 9	3	Time series	Models used for time series analysis	The lecture is both theoretical applied	Solving General questions, discussion, and assignments
Week 10	3	Time series	Time series elements, general trend	The lecture is both theoretical applied	Solving General questions, discussion, and assignments
Week 11	3	Time series	Sime average method, least squares method	The lecture is both theoretical applied	Solving General questions, discussion, and assignments
Week 12	3	Time series	Seasonal Variation, Cyclical Variation, Irregular Variation	The lecture is both theoretical applied	Solving General questions, discussion, and assignments.
Week 13	3	Forecasting	forecast error, methods for measu forecast error (mean square error, mean absolute value of deviation)	The lecture is both theoretical applied	Solving General questions, discussion, and assignments
Week 14	3	Forecasting	Moving average method	The lecture is both theoretical applied	Solving General questions, discussion, and assignments.
Week 15	3	Forecasting	Moving exponential layoff method	The lecture is both theoretical applied	Solving General questions, discussion,

11. Course evaluation

2% daily activity
3% daily exam
5% report
30% mid-term exam
60% final exam

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)

Main references (sources)

Introduction to statistics... Dr. Khasea AL Rawi...
statistics. Dr. Mahmoud Hassan Al-Mashhadani

	and Amir Hanna Hormuz
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Course Description Form

1. Course Name:	
Mathematics of Financial /2	
2. Course Code:	
3. Semester / Year:	
the second/ first	
4. Description Preparation Date:	
1-8-2024	
5. Available Attendance Forms:	
classroom / Electronic lesson	
6. Number of Credit Hours (Total) / Number of Units (Total)	
3/3	
7. Course administrator's name (mention all, if more than one name)	
Name :Dr.Emad Farhood Muhi Email: emad.alshareefi @stu.edu.iq	
8. Course Objectives	
Course Objectives	<ol style="list-style-type: none"> 1- Knowledge of the concept of financial mathematics, its objectives and elements. 2- Knowing the concept of Compound interest, its types, and methods of calculating it. 3- Knowledge of the basic law of Compound interest. 4- Knowing the mathematical methods to postpone the payment of period interest for Compound interest. 5- Promoting the culture of benefiting from short and long-term loans with Compound interest. 6- It aims to identify the single installment, advance interest, and periodic interest equal to Compound interest. 7- Learn about discounting debts at a Compound rate.

9. Teaching and Learning Strategies

Strategy	<p>1 - Developing general and qualifying skills related to employability and personal development.</p> <p>2- Encouraging students to be creative and create a spirit of perseverance and self-der in them through continuous encouragement and the necessity of joint and effective cooperation among them to fulfill their academic requirements.</p> <p>3- Providing them with the university's websites related to providing future opportunities for recruitment and employment.</p> <p>4- Giving them knowledge of the importance of developing their abilities through self-education by accessing various knowledge.</p> <p>5- Taking advantage of technology tools and resources to enhance teaching and learning of financial mathematics.</p> <p>6-Introducing students to software applications for calculating simple and compound interest.</p> <p>7- Organizing field visits to financial institutions such as banks to familiarize students with how to calculate interest with real examples.</p>
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10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
Week 1	3	The concept of the commercial paper, methods of collecting amount.	Commercial papers discount	The lecture is both theoretical applied	Solving General questions, discussion, and assignments.
Week 2	3	cutting expenses, commission, collection expenses, and legal deadline.	Commercial papers discount	The lecture is both theoretical applied	Solving General questions, discussion, and assignments.
Week 3	3	The concept of the real rate	Calculate the real rate of cut expenses	The lecture is both theoretical applied	Solving General questions, discussion, and assignments
Week 4	3	Knowledge of replacing debts with simple interest	Replacing debts with simple interest	The lecture is both theoretical applied	Solving General questions, discussion, and assignments
Week 5	3	The concept of interest bearing current accounts.	Interest-bearing current accounts	The lecture is both theoretical applied	Solving General questions, discussion, and assignments
Week 6	3	Methods of calculating interest, straight method.	Interest-bearing current accounts	The lecture is both theoretical applied	Solving General questions, discussion, and assignments

Week 7	3	Interest calculation methods, balances method.	Interest-bearing current accounts	The lecture is both theoretical applied	Solving General questions, discussion, and assignments
Week 8	3	Its concept, elements, characteristics, comparison with simple interest	Compound interest	The lecture is both theoretical applied	Solving General questions, discussion, and assignments.
Week 9	3	Multiplication method-	Methods of calculation total interest with compound interest	The lecture is both theoretical applied	Solving General questions, discussion, and assignments
Week 10	3	Total payments are confirmed, regular and immediate	Methods of calculation total interest with compound interest	The lecture is both theoretical applied	Solving General questions, discussion, and assignments
Week 11	3	The concept of replacing debt with compound interest.	Replace debt with compound interest	The lecture is both theoretical applied	Solving General questions, discussion, and assignments
Week 12	3	Determine methods of replacing debt with compound interest	Replace debt with compound interest	The lecture is both theoretical applied	Solving General questions, discussion, and assignments.
Week 13	3	Concept and calculation methods, multiplication method	Current value of an amount	The lecture is both theoretical applied	Solving General questions, discussion, and assignments
Week 14	3	The current value of confirmed, regular immediate payments	The present value payments	The lecture is both theoretical applied	Solving General questions, discussion, and assignments.
Week 15	3	The present value of confirmed payments deferred payments	The present value payments	The lecture is both theoretical applied	Solving General questions, discussion, and assignments

11. Course evaluation

2% daily activity
3% daily exam
5% report
30% mid-term exam
60% final exam

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)

Main references (sources)

Mathematics of Financial Transactions:
Moawad Hassan Hassanein, (1988)
Financial Mathematics:

	Ahmed Abdullah Darwish, (1983)
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Course Description Form

1-Course Name:	
Computer Fundamentals2	
2- Course Code:	
3- Semester /Year:	
The First/ second	
4-Description Preparation Date:	
1/6/2024	
5- Available Attendance Forms :	
Classroom /Laboratory	
6- Number of Credit Hours (Total)/Number of Units (Total):	
2/3	
7- Course administrator's Name(mention all ,if more than on name):	
Name: Intisar Neamah Manea Email: intisar.neamah@stu.edu.iq	
8- Course Objectives:	
Course Objectives	<ol style="list-style-type: none"> 1. Developing students' abilities to deal with the Power Point 2010 program and the possibility of modifications and formatting on the slides. 2. Enhancing the student's ability to maintain computer privacy and information security 3. Improving scientific knowledge in the field of software licenses and their types 4. Improving the ability to deal with intellectual property and electronic hacking 5. Developing skills for the purpose of using Microsoft Office programs 6. Developing skills in working with folders, icons, and the control panel 7. Enhancing capabilities to combat viruses and malware
9- Teaching and Learning Strategies:	
Strategy	<ol style="list-style-type: none"> 1- The correct way to operate the computer and the shutdown options in a safe and sound manner. 2- How to work effectively on the desktop using icons. 3- How to create a simple document and print the output after making all the modifications and formatting of the document. 4- How to adjust the main operating system settings and install the operating system. 5- Training and developing students' skills in terms of learning printing and all formats. 6- How to design slides using the Power Point 2010 program and work on organizing, arranging and preparing them as required and displaying the slides in the final form. 7- Learn techniques for dealing with a computer through presentations for the purpose of completing graduation projects

10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
Week1	3	Knowledge of computer security and computer privacy with the implementation of the practical aspect of inserting tables	- Computer security - Computer privacy - Insert a table	Delivering a lecture and carrying out a practical exercise	discussion - Oral exams - A practical duty
Week2	3	Knowledge of computer software licenses and their types ,And implementing the practical aspect of modifying language and history	- Computer software licenses - Types of licenses - Add language and date	Delivering a lecture and carrying out a practical exercise	discussion - Oral exams - A practical duty
Week3	3	Knowledge of intellectual property and electronic hacking Implementing the practical aspect for the purpose of protecting the worksheet and checking spelling	-intellectual property - Electronic hacking - Protect the paper -spelling check	Delivering a lecture and carrying out a practical exercise	discussion - Oral exams - A practical duty
Week4	3	The concept of electronic hacking, its confiscations and types. The concept and objectives of the PowerPoint program	- Types of electronic hacking - Sources of electronic hacking Introduction to running PowerPoint 2010	Delivering a lecture and carrying out a practical exercise	discussion - Oral exams - A practical duty
Week5	3	Knowledge of security risks and the most common malware And dealing with the PowerPoint interface	- The most common security risks - Malicious programs - Explanation of the interface and ribbons of the PowerPoint program - Slides	Delivering a lecture and carrying out a practical exercise	discussion - Oral exams - A practical duty
Week6	3	The concept of viruses and their harm to the computer Implementing the practical aspect of tabulating the line and the clipboard	- Computer viruses - Damage caused by viruses in the computer - File tab (new slides, open, save, save as)	Delivering a lecture and carrying out a practical exercise	discussion - Oral exams - A practical duty
Week7	3	Know the characteristics and components of viruses Implementing the practical aspect of tabulating the line and the clipboard	Characteristics of computer viruses - Components of viruses - Font tab - Clipboard set	Delivering a lecture and carrying out a practical exercise	discussion - Oral exams - A practical duty
Week8	3	Knowing the types of viruses and how to prevent them Implementing the practical side of the slide deck	- Types of viruses - Ways to prevent viruses -Slice set	Delivering a lecture and carrying out a practical exercise	discussion - Oral exams - A practical duty
Week9	3	The concept of hacking and how to protect ,The practical aspect is	- The most important steps to protect against	Delivering a lecture and	discussion - Oral exams

		implementing paragraph tabulation on the worksheet	- Hacking operations - Paragraph tab	carrying out a practical exercise	- A practical duty
Week 10	3	Identify the harmful effects of computers on human health And apply to the worksheet insert images and automatic format	- Computer harm to health - Insert an image and an automatic form with editing and writing	Delivering a lecture and carrying out a practical exercise	discussion - Oral exams - A practical duty
Week 11	3	Knowledge of the operating system and its functions And implementing the practical aspect of slide design	- Definition of operating system - Operating system functions - Slide design	Delivering a lecture and carrying out a practical exercise	discussion - Oral exams - A practical duty
Week 12	3	Knowing the system's objectives and classification, And perform slide movement on the worksheet	- Objectives of the operating system - Operating system classification - Slide movements	Delivering a lecture and carrying out a practical exercise	discussion - Oral exams - A practical duty
Week 13	3	Knowing the installation requirements for Windows 7, as well as implementing slideshows in the practical aspect	- Examples of operating systems - Windows 7 installation and installation requirements -Desktop components Transition and slideshow	Delivering a lecture and carrying out a practical exercise	discussion - Oral exams - A practical duty
Week 14	3	Knowledge of control panel and folders. And implement a set of symbols in the worksheet	-control Board - Folders Taskbar Help some cases in common settings on the computer	Delivering a lecture and carrying out a practical exercise	discussion - Oral exams - A practical duty
Week 15	3	Each student is now able to prepare model slides for the graduation project	Practical exam		

11. Course evaluation

10% daily activity
20% semester exam (theoretical)
20% semester exam (Laboratory)
40% end-of-semester exam (theoretical)
10% end-of-semester exam (Laboratory)

12. Learning and Teaching Resources	
Required textbooks (curricular books, if any)	*Computer basics and office applications, Part One_(Professor Dr. Ziyad Muhammad Abboud, Prof. Dr. Ghassan Hamid Abdel Majeed, Prof. Dr. Amir Hussein Murad, Prof. Bilal Kamal Ahmed) * Computer basics and office applications, Part Two - (Professor Dr. Ziad Muhammad Abboud, Prof. Dr. Ghassan Hamid Abdel Majeed, Dr. Mustafa Diao Al-Hassani)
Main references (sources)	Supervision of the ministerial committee for developing students' computer skills
Recommended books and references (scientific journals, reports...)	nothing
Electronic References, Websites	1-Computer and Internet Basics Office 2010 (Dr. Ziad Muhammad Abboud) 2- The official website of the American company Microsoft 3- The official website for the Windows 7 operating system, the American company Microsoft 4- Some other sources within the sources of the two books