

Academic Program Description Form

For the academic year 2023-2024

University name: University Tikrit

College/Institute: CollegeManagement and Economics

Scientific Department: DepartmentEconomy /

Name of academic or professional program:Department of Economics

Final Certificate Name: BachelorSciences in Economics

Academic system:Course system

Description preparation date: 17/9/2023

File filling date: 17/9/2023

اسم رئيس القسم: ۱.م.د. إبراهيم اسم المعاون العلمي: ۱.م.د. أشرف هاشـــم عبدالله جاسم فارس العبدون التاريخ:

شعبة ضمان الجودة والأداء الجامعي السم مدير شعبة ضمان الجودة والأداء الجامعي: أسامة موسى فرحان

1. Program Vision

Effective contribution to building an advanced economy based on sound planning in accordance with appropriate economic policies. Reality and following an advanced scientific approach in preparing economic curricula

2. Program message

The objective need of the public and private sectors requires the formulation of economic plans and programmes at the micro and macro levels and the development of policies to achieve a set of economic and social objectives according to priorities embodied by the necessities and available capabilities. Here, it is necessary to prepare specialised cadres to conduct economic research and studies in a way that contributes to deepening economic awareness and maximising the economic and social benefits of available resources.

3. Program objectives

- Graduating specialized cadres in the field of planning and building economic . Policies, capable of integrating into the labor market and economic life.
 - Developing students' skills to enable them to Integration into the labor market. . Y
- Motivating and supporting the faculty in the department to conduct studies and . rovide consultations. Economic For public and private entities in Iraq.
- Effective contribution to preparing training and continuing education programs to .4 develop expertise and skills in public and private sector institutions.

4. Program accreditation

DoThe programIs the program accredited? And from which authority? both .o

5. Other external influences

Is there a sponsor? ForprogramYes, the Ministry of Higher Education and . Scientific Research, the Presidency of Tikrit University, and the Deanship of the College of Administration and Economics.

6. Program Structure

comments	percentage	Study unit	Number of	Program
			courses	Structure
	6.9%	10	5	Institutional
				Requirements
	7.5%	11	4	College

			Other
	Completed		Summer training
			Requirements
85.6%	125	55	Department
			Requirements

^{*}Notes may include whether the course is basic or optional.

	7. Program Description / Curricul	lum of the Departmen	nt of Economics
Credit hours	Course name	Course code	Year/Level
theoretical			
3	Management principles		
3	Principles of Economics 1		
2	Principles of Statistics		
1	Computer 1		
2	Arabic		
2	Human rights and democracy		First
3	Economic Readings1English		1150
2	Principles of mathematics		
3	Accounting principles		
2	Economic Readings 2English		
3	Principles of Economics 2		
2	English language		
3	Microeconomic theory1		
2	Baath crimes		
2	Economic statistics1		
2	National Accounts1		Second
2	Economic facts history		Second
2	Economics of money		
2	Human Resource Economics		
3	Computer 1		

2	Mathematics for Economists	
3	Microeconomic Theory 2	
2	Economic Statistics 2	
2	English language	
2	History of Economic Thought 2	
2	Banking Economics	
2	National Accounts2	
1	Computer2	
2	Mathematics for Economists 2	
3	Mathematical Economics 1	
2	International Economy	
2	Economic development	
3	Public Finance	
3	Macroeconomics 1	
2	Agricultural economics	
2	Environmental Economics	
2	Industrial economy	Third / General
2	Knowledge Economics	
2	English language	Economics
2	Development policy	
2	Financial policy	
2	Industrial policy	
2	Agricultural policy	
2	International Policy	
3	Mathematical Economics 2	
3	Macroeconomics 2	
2	Economic development	
3	Sports economics	
3	Public Finance	Third /
2	Industrial economy	Economic
2	Educational guidance	Teachers
3	Macroeconomics 1	
2	English language	Branch
2	Educational management	
2	Development policy	

	3	International Eco	onomy		
3 Agricultural economics 1 Computer 2 psychology 3 Macroeconomics 2 2 Educational foundations 2 Financial policy 3 Critical theory 3 Economic systems 2 Search methods 2 International Finance 2 Operations Research 1 3 Economic feasibility studies 2 Oil Economics 2 Economic planning 3 Monetary policy 3 Economic Project Evaluation 2 Financial institutions 2 Financial institutions 2 Planning policy 2 Energy Economics 8 Expected learning outcomes of the progration of the prograti	_				
3 Agricultural economics 1 Computer 2 psychology 3 Macroeconomics 2 2 Educational foundations 2 Financial policy 3 Critical theory 3 Economic systems 2 Search methods 2 International Finance 2 Operations Research 1 3 Economic feasibility studies 2 Oil Economics 2 Economic planning 3 Monetary policy 3 Economic Project Evaluation 2 Financial institutions 2 Financial institutions 2 Planning policy 2 Energy Economics 8 Expected learning outcomes of the programs	_				
3 Agricultural economics 1 Computer 2 psychology 3 Macroeconomics 2 2 Educational foundations 2 Financial policy 3 Critical theory 3 Economic systems 2 Search methods 2 International Finance 2 Operations Research 1 3 Economic feasibility studies 2 Oil Economics 2 Economic planning 3 Monetary policy 3 Economic Project Evaluation 2 Financial institutions 2 Operations Research 2 2 English language 2 Planning policy 3 Expected learning outcomes of the progen of the progen institutions to achieve the aspirations of society variables. Providing graduates who are able to perform conomic analysis and predict economic variables. Disseminating knowledge in governmen institutions to achieve the aspirations of society.	_				
	3	Macroeconomi	cs 2		
	2	Educational found	lations		
	2	Financial poli	cy		1
	3	Critical theor	ry		
	3	Econometrics	s 1		
	3	Economic syste	ems		
	2	Search metho	ds		
	2	International Fir	nance		
	2	Operations Resea	arch 1		
	3	Economic feasibility	y studies		
	2	Oil Economic	cs		
	2	Economic plani	ning		Fourth
	3	Monetary poli	icy		Tourth
	3	Econometrics	s2		
	2	Computer application	ons (EV)		
	3	Economic Project Ev	valuation		
	2	Financial institu	tions		
	2	Operations Resea	arch 2		
	2	English langua	age		
	2	Planning police	cy		
	2	Energy Econon	nics		
			8. Ex	pected learning outcom	nes of the program
					Knowledge
ng th	labor market	with the necessary -	Provi	ding graduates who are	able to perform -
	skills fron	human resources.		economic analysis and p	predict economic
					variables.
			D	isseminating knowledge	
					Skills
ty of	economics grad	duates to conduct -	The abi	lity to solve economic r	
. y Ui	conomics gra		1110 401		700101115 tilut

omic feasibility studies and economic	economic activity suffers from, such as
analysis.	inflation and recession.
	Exchange of experiences and data with -
	ministries with economic decision-making
	powers
utputs should be knowledgeable and -	Providing economic advice to the public and -
how to accomplish the tasks assigned	private sectors.
to them.	
	Values
to rofessional ethics and the ability -	Establishing social and ethical responsibility
strate high professional competence.	Serving the community and meeting its -
	requirements.
ude it must believe in the principles of -	Integrity and transparency
nd transparency, and have the ability to	Quality
y the concepts of quality management.	
	9. Teaching and learning strategies
ning: Encouraging students' active partici	pation in learning processes, such as discussions, .\
vitie, and problem solving, to enhance the	eir deep understanding of mathematical concepts.
Cooperative learning: Encouraging s	tudents to work together in small groups to solve .
ns.related to their studiesAnd sharing idea	s, which contributes to enhancing interaction and
	knowledge exchange between them.
Γechnology: Leveraging technology to pr	ovide interactive learning tools such as computer ."
software and online resources	to enhance student understanding and motivation.
ased learning: presenting specific problem	ns and motivating students to think critically and .5
	use skillsAdministrativeTo solve it.
Ins ructional Strategies: Providing a vari	
	ety of instructional strategies, such as interactive .°
lectures, practical lessons, and hands-or	ety of instructional strategies, such as interactive .o n exercises, to meet the diverse needs of students.
•	
inki ıgAdministrativeEncourage students	n exercises, to meet the diverse needs of students.

their performance and understanding of concepts. Administrative, whether through periodic assessments or direct interaction with the teacher. 10. Evaluation methods om performance assessment: This includes assessing students' performance during lessons, ... nd workshops, whether through written tests or continuous assessment of their participation and understanding of the material. artic pation in discussions and activities: Students' participation in class discussions, group . \ and individual projects can be assessed to assess their understanding and engagement with the material. nd assignments: Students may be given regular tests and assessment assignments to assess .٣ plem solving skills.related to their field of expertise And their understanding of the concepts presented. articipation in research: The extent to which students participate in research activities . § ing 1 ntific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions. ە. Practical Performance Evaluation: Students can be evaluated in practical performance through: Visits Process and participation in applied activities. n of external participation: This includes evaluation of the extent of students' participation .\ in external activities such as conferences, seminars, and sports competitions. of Fersonal and Professional Development: Students' personal, professional and academic . V development can be evaluated during their participation in the faculty mentoring program. 11. Faculty **Faculty members** Requirements/Skills **Specialization** ty (if any) **Academic Rank** tion ange private general Prof. Dr. Abdul Razzaq Hamad Hussein International ange economy Khalaf **Economy** Economic ange Prof. Dr. Makhif Jassim Hamad Ali economy development

ange	Public Finance	economy	Prof. Dr. Khalaf Mohammed Hamad Abdul-Jubouri
ange	Monetary policies	economy	Asst. Prof. Dr. Khalil Ismail Aziz Bazawi
ange	International Economy	economy	Asst. Prof. Dr. Ibrahim Abdullah Jassim Issa
ange	Macroeconomics	economy	A.M.D. Anmar Ghaleb Kleib Mutlaq
ange	Public Finance	economy	Asst. Prof. Dr. Amer Sami Munir Dawood Al-Ani
ange	Economic development	economy	A.M.D. Fouad Farhan Hussein Mukhlef
ange	International Economy	economy	A.M.D. Khattab Imran Saleh Daman
ange	Macroeconomics	economy	Asst. Prof. Dr. Ziad Ezz El-Din Taha Talib
ange	International Economy	economy	Asst. Prof. Dr. Yasra Salem Nayef Abdul Janabi
ange	Monetary policies	economy	Asst. Prof. Dr. Omar Abdullah Mohammed Hejeij
ange	Finance and Banking	economy	Asst. Prof. Dr. Kilan Ismail Abdullah Mohammed
ange	Macroeconomics	economy	Dr. Khader Jassim Hamad Fahal Al- Jabouri
ange	Economic development	economy	Dr. Munqidh Ibrahim Saleh Hamad
ange	Finance and Credit	economy	Dr. Alaa Abdul Jabbar Hussein Hamad
ange	Public Finance	economy	Dr. Jamal Hussein Ali Abdullah
ange	International Economy	economy	Dr. Mustafa Mahmoud Mahdi Saleh
ange	Standard Economics	economy	A.M. Bushra Abdel-Bari Ahmed Abdullah
ange	Critical	economy	Hamid Hassan Khalaf . ^j Mashaal

ange	Critical	economy	Asst. Prof. Dr. Ghassan Ibrahim Ahmed	
ange	Financial policies	Financial policies economy Ahmed A.M. Mohamed Emad Abdel Aziz Mahdi Standard Economics economy A.M. Samer Mohammed Fakhri Da A.M. Samer Mohammed Fakhri Da A.M. Muthanna Mayouf Mahmou Alawi International Economy Hassan Al-Jabouri International Economy Economy Mustafa Standard Economy Dr. Zuhair Hamed Turki Zaiter Economics International Economy A.M. Mustafa Ismail Khalil Abde Economy Mr. Bakr Hamid Jasoum Aziz Economy Macroeconomics economy M. Naaman Munther Younis Fade Economy Economy M. Naaman Munther Younis Fade Economy Economy Economy M. Naaman Munther Younis Fade Economy Economy Economy M. Naeman Muhaimid Al-Hel Macroeconomics economy M. M. Abeer Abbas Hammadi Sale economy economy Economy Mr. Adi Tais Ibrahim Musa economy economy M.M. Lujain Aref Ali Mustafa M.M. Reem Saeed Shihab Ahmed		
nge		economy	A.M. Samer Mohammed Fakhri Darar	
nge	Public Finance	economy	A.M. Muthanna Mayouf Mahmoud Alawi	
inge		economy	Dr. Mohammed Ahmed Mohammed Hassan Al-Jabouri	
inge		economy	·	
inge		economy	Dr. Zuhair Hamed Turki Zaiter	
nge		economy	A.M. Mustafa Ismail Khalil Abdel	
nge		economy	Mr. Bakr Hamid Jasoum Aziz	
nge	Macroeconomics	economy	M. Naaman Munther Younis Fadel	
nge		economy	M. Hamoud Saad Muhaimid Al-Helou	
nge	Macroeconomics	economy	Ms. Zeina Tariq Ali Ne'meh	
nge	economy	economy	M.M. Abeer Abbas Hammadi Saleh	
nge	economy	economy	Mr. Adi Tais Ibrahim Musa	
nge	economy	economy	M.M. Lujain Aref Ali Mustafa	
inge	economy	economy	M.M. Reem Saeed Shihab Ahmed Al- Dulaimi	
nge	economy	economy	Mr. Hassan Zidane Khalaf Hamad	
nge	economy	economy	M.M. Jihad Badou Hamad Hussein Al- Jabouri	
nge	economy	economy	Mr. Ghazwane Shaker Ismail Ibrahim	
cturer	English language	English language	A.M. Abdul Khalaf Saleh	

ectur	er	Educational and	Educational	
		psychological	and	Dr. Louay Karim Latif
		sciences	psychological	Dr. Loudy Rumm Edin
			sciences	
ectur	er	English language	English	M. Alaa Ahmed Abdullah
			language	W. Alda Allifica Abdallali
ectur	er	English language	English	Mr. Osama Mohammed Abdullah
			language	Wii. Osama Wonaminea Abaanan
ectur	er	English language	English	Mr. Marwan Abdel Moneim Tawfik
			language	Will Wall Abact Wollelin Tawlik
ectur	er	Educational and	Educational	
		psychological	and	M.M. Duaa Turki Abdel
		sciences	psychological	William Bada Tarki Abacı
			sciences	
				Professional development
			Ori	entation of new faculty members
mini	ng the needs of the unive	rsity and the depar	rtment: The nee	eds of the university and the -\
epart	ment are determined in te	rms of the require	ed educational c	adres. And preferred majors.
n Pro	grams: Customized orien	tation programs a	re designed for	new, visiting, full-time and -Y
		part-time me	embers based or	n their needs and specialties.
uctio	n to the University Enviro	onment: A compre	ehensive introdu	uction is provided about the -
				bout the DepartmentAnd the
	_		_	etives and services available.
g sili			υ	ssary resources and support, - 5
<i>B</i> 2 ••]		•		ps, and technical assistance.
adar				eurricula, research areas and -°
auci	ne Offentation. New men	noers are oriented		
.4:	O.:	: 1 4 .	_	nods used in the department.
uive	Orientation: New membe	rs are oriented to	•	procedures, responsibilities, -7
	~			olicies and code of conduct.
oing		-		l-time and part-time faculty - √
	members thi	rough advisory ses	ssions, worksho	ps and periodic evaluations.
			Professional d	evelopment for faculty members

ing	eeds and setting goals: Faculty needs are identified through surveys and performance .\
	evaluations, and then specific goals to be achieved within the program are identified.
evel	pment Program Design: Based on the specific needs and objectives, a comprehensive .
men	program is designed that includes a set of activities, training courses, workshops, and
	educational resources.
am i	mplementation: The development program is implemented in a regular and organized . "
er, ir	cluding organizing workshops, conducting training courses, and providing appropriate
	educational resources.
ffec	ive teaching strategies: Faculty members learn to use and apply modern and effective . 5
chir	g strategies, such as cooperative learning, active learning, and educational technology.
atio	of learning outcomes: The effectiveness of the development program is evaluated by .°
alua	ing the learning outcomes of faculty members, such as increased levels of knowledge,
	teaching skills, and interaction with students.
s De	velopment: Ongoing feedback and support is provided to faculty members to promote .7
	ongoing professional and academic development.
on ir	scientific research and publication: Faculty members are encouraged to participate in .\footnote{.\footnote{.}}
ific	research and publish the results in prestigious academic journals, which enhances their
	academic standing and contributes to the development of knowledge in their fields.
	12. Acceptance Criteria
	Central acceptance \
exce	ptions (martyrs' families, children of faculty, distinguished employees, top students in -7
	institutes, foreign students).
	Private government education - "
	Accepting evening studies ٤
	13. The most important sources of information about the program
	University, college and electronic department website \
	Priorities for establishing the department ⁷
to de	velop and update the curricula of the faculties of management and economics in Iraqi - "
	universities for the year 2017.
	14. Program Development Plan
	Developing curricula for each subject by the instructor \

a branch of the third stage (economic teachers) and opening postgraduate studies, a higher diploma equivalent to a master's and doctorate. Dev loping teaching and administrative staff through courses, seminars and workshops in areas of specialization. ng so entific research efforts by encouraging faculty members to publish, especially in international g training programs to develop students' capabilities in technical and information technology fields. - o Organizing field visits and scientific trips for students to government institutions. -7 **Program Skills Chart** Required learning outcomes of the program Values **Skills** Knowledge **Essential** Year/Lev Course Course name code **A2 A1 B3 B2 A4 A3 A2 B4 B1 A1** optional? ✓ Management principles Principles of **Economics 1** Principles of **Statistics** Computer 1 Arabic Human rights and democracy **Economic** Readings1English First year Principles of mathematics Accounting principles Economic Readings 2English Principles of **Economics 2 √ √** English language Microeconomic theory1 Baath crimes **Economic** statistics1 National Accounts1 conc **Economic facts** vear history **Economics of** money **Human Resource Economics** Computer 1

												F
	Mathematics for Economists	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	1
	Microeconomic	✓	√	✓	✓	✓	✓	✓	✓	✓	✓	•
	Theory 2		√			√			√	√		_
	Economic Statistics 2	✓	•	✓	✓	•	√	√	•	•	✓	
	English language	√	√	√	√	√	√	√	√	√	✓	_
	History of	√	√	√	√	√	√	√	√	√	/	_
	Economic	•		·								
	Thought 2											
	Banking	\checkmark	\checkmark	\checkmark	✓	✓	✓	✓	✓	✓	✓	Y
	Economics											
	Mathematics for Economists 2											
	National	√	✓	✓	√	√	√	√	✓	√	✓	_
	Accounts2	•	•	•	•	•	•	•	•	•		
	Computer2	✓	√	√	✓	✓	✓	✓	✓	✓	✓	,
	Mathematical	√	√	√	√	√	√	√	√	√	1	┪
	Economics 1	•		Ť	·	·		·	·			
	International	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	,
	Economy											
	Economic	\checkmark	✓	✓	\checkmark	✓	✓	✓	✓	✓	✓	1
	development											_
	Public Finance	√	√	√	√	√	√	√	✓	√	√	1
	Macroeconomics 1	✓	√	✓	✓	✓	√	✓	√	✓	✓	
	Agricultural	\checkmark	✓	✓	\checkmark	\checkmark	✓	✓	✓	✓	✓	v
	economics											
	Environmental	✓	√	√	✓	\checkmark	✓	✓	✓	✓	 	١
	Economics Industrial	./	./	./	./	./	-/	./	-/	√		_
Third y	economy	•	•	•	•	•	•	•	•	•	•	
Gen	Knowledge	√	√	√	√	√	√	√	✓	√	✓	_
Eono	Economics											
	English language	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	,
	Development	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	•
	policy											
	Financial policy	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	ľ
	Industrial policy	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Y
	Agricultural policy	✓	✓	✓	✓	✓	✓	✓	√	✓	✓	1
	International Policy	✓	√	✓	✓	✓	✓	✓	✓	✓	✓	1
	Mathematical	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	•
	Economics 2 Macroeconomics	√	√	√	√	√	√	√	√	√	✓	
	2	V	V	•	V	V	•	V	•	•	V	
	Economic development	✓	√	✓	✓	✓	✓	✓	✓	✓	✓	1
Third y Econor	Sports	✓	√	√	✓	✓	✓	✓	✓	√	✓	1
teache	economics Public Finance	√	√	√	√	√	✓	√	√	√	✓	_
	Industrial	▼	√	▼	✓	▼	▼	▼	✓	✓	✓	1
	maastilai	•	•	•	•	•	₩	•	7	•		

	economy											
	Educational guidance	✓	√	✓	✓	√	✓	✓	√	✓	✓	,
	Macroeconomics 1	✓	✓	✓	✓	✓	✓	✓	✓	√	✓	,
	English language	✓	√	√	✓	√	✓	√	✓	√	✓	•
	Educational	✓	√	√	✓	√	✓	√	✓	√	✓	•
	management											
	Development policy	✓	√	\checkmark	✓	✓	✓	√	✓	✓	\checkmark	1
	International	✓	√	✓	√	✓	√	√	√	√	√	-
	Economy										·	
	Agricultural	✓	✓	✓	✓	√	✓	✓	✓	✓	✓	1
	economics											
	Computer	√	√	√	√	√	✓	√	✓	√	✓	
	psychology	√	√	√	✓	√	√	√	✓	√	✓	
	Macroeconomics 2	√	√	✓	✓	√	✓	✓	✓	√	✓	1
	Educational	√	√	√	✓	✓	√	√	✓	√	√	+
	foundations											
	Financial policy	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	,
	Critical theory	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	•
	Econometrics 1	✓	√	✓	✓	✓	✓	✓	✓	✓	✓	•
	Economic	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	1
	systems Search methods			√	1		√					_
		√	√	V	√	√		√	✓ ✓	√	√	
	International Finance	✓	√	•	•	•	√	✓	•	✓	√	
	Operations	✓	√	√	✓	√	✓	√	✓	✓	✓	•
	Research 1											
	Economic	✓	✓	✓	✓	√	✓	√	✓	✓	✓	1
	feasibility studies Oil Economics	√	✓	√	√	√	√	√	√	√	√	-
	Economic	✓	✓	<i>'</i>	<i>'</i>	· /	✓	✓	✓	✓	✓	┰
_	planning	Ĭ		•	•	•	•	Ĭ	•	•	·	
— Four	Monetary policy	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	1
	Econometrics2	✓	√	✓	✓	✓	✓	✓	✓	✓	✓	•
	Computer applications(EV)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	,
	Economic	✓	√	✓	✓	√	✓	✓	✓	✓	✓	•
	Project											
	Evaluation Financial	✓	√	√	√	✓	✓	√	√	√	√	
	institutions	•	•	•	V	•	•	•	•	•	•	1
	Operations	✓	√	√	✓	√	√	√	✓	√	✓	•
	Research 2											
	English language	✓	√	✓	✓	√	✓	√	✓	✓	✓	1
	Planning policy	√	√	√	√	√	√	√	✓	√	√	1
	Energy Economics	✓	✓	✓	✓	√	✓	✓	√	√	✓	1

*Please tick the boxes corresponding to the individual learning outcomes of the programme being assessed.

Course Description Form

	1. Course name								
	Calculators								
2. Course code									
3. Semester/Year									
	2023-2024 / First course								
4. Date this description was prepared									
17/9/2023									
5. Available forms of attendance									
Approval of attendance list									
6. Number of study hours (total) / Number of units (total)									
Number of hours 45 / Number of units 45									
	7. Name of the co	urse supervisor	(if mo	ore than one	name is m	nentioned)			
				A.M. Mohan					
					8. Course	objectives			
Student de	efinitionBasically g								
computer Student definitionWord program 2-									
Student definition of the 3- Subject objectives									
program's menus									
How to make keyboard keys - 5									
9. Teaching and learning strategies									
Deliveri	ng in-person and onl	ine lectures -							
	Discussions wi	ith students -	Strategy						
	Oral questions f								
	Blended learning	(classroom) -		1	10. Course	Structure			
Evaluation	Learning	Name of the un		Required	Watches	The			
method	method		topic	learning	, , , , , , , , , , , , , , , , , , , ,	week			
				outcomes					
Oral questions	Giving the lecture	Learn the basics of computers		theoretical knowledge	3 hours	the first			
Questions	Lecture/Discussions	How to operate		theoretical	3 hours	the second			
and share	Lootung/Digguagia-a	the calculator		knowledge	2 houng	the thind			

Common concepts of

theoretical

Oral

Lecture/Discussions

the third

3 hours

questions		the Word program	knowledge			
Student	Lecture/Discussions	How to identify lists	theoretical	3 hours	Fourth	
participation		How to identify lists	knowledge		rourth	
Oral	Lecture/Discussions	Keyboard recognition	theoretical	3 hours	Fifth	
questions		mechanisms	knowledge		rnui	
-	-	Monthly exam	-	3 hours	Sixth	
Oral	Lecture/Discussions	Learn about the	theoretical	3 hours	Carronth	
questions		program details	knowledge		Seventh	
Oral	Lecture/Discussions	Get to know and apply	theoretical	3 hours	The sighth	
questions		the program	knowledge		The eighth	
Questions	Lecture/Discussions	Practical application	theoretical	3 hours	Ninth	
and share		Fractical application	knowledge		NIIIIII	
Oral	Lecture/Discussions	Practical application	theoretical	3 hours	tenth	
questions		Fractical application	knowledge		tentn	
Oral	Lecture/Discussions	Practical test at the end	theoretical	3 hours	eleventh	
questions		of the course	knowledge		eleventii	
Questions	Lecture/Discussions	Danon tost	theoretical	3 hours	twelfth	
and share		Paper test	knowledge		twentn	
Oral	Lecture/Discussions	Compushonsive verieur	theoretical	3 hours	thirteenth	
questions		Comprehensive review	knowledge		umrteenth	
-	-	Monthly exam	-	3 hours	fourteenth	
Questions	Lecture with oral	Companyancina varian	theoretical	3 hours	fifteenth	
and share	questions	Comprehensive review	knowledge		mteentn	

11. Course Evaluation

The final grade for the evaluation is 100 points, and the minimum for success is 50 points, and the grade is distributed Evaluation on the end of the course is 30 points and the end of the course exam is 70 points. As follows:

- ExamPractical 18 degrees
 - Theoretical Exam 52

	12. Learning and teaching resources
Calculators Ministerial Book Authored by	Required textbooks (methodology if
Dr. Ziad Muhammad Abboud and Dr.	any)
Ghassan Hamid	
	Main References (Sources)
	Recommended supporting books and
	references (scientific journals,
	reports)
Reviewing scientific websites through the	Electronic references, websites
web	