

Republic of Iraq
Ministry of Higher Education & Scientific Research
Supervision and Scientific Evaluation Directorate
Quality Assurance and Academic Accreditation

Academic Program Specification Form For The Academic

University: Middle Technical University
College : Kut Technical Institute
Department : Material Management Technique
Date Of Form Completion : 13\11\2016

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Quality Assurance And University Performance Manager
Saeed Abaas Mdodi
Date : / 11 /2016
Signature

TEMPLATE FOR PROGRAMME SPECIFICATION

HIGHER EDUCATION PERFORMANCE REVIEW: PROGRAMME REVIEW

PROGRAMME SPECIFICATION

This Program Specification provides a concise summary of the main features of the program and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. It is supported by a specification for each course that contributes to the program.

1. Teaching Institution	Kut Technical Institute
2. University Department/Centre	Materials management Technique \ Middle Technical University
3. Program Title	PROGRAMME SPECIFICATION
4. Title of Final Award	Technical Diploma
5. Modes of Attendance offered	Annual
6. Accreditation	Global standards for teachers (teachers) Education
7. Other external influences	Match the output of the labor market, service department and students of the community, Satisfaction
8. Date of production/revision of this specification	2016\11\13
9. Aims of the Program	
a. Cemented educational outcomes for materials management division	
B. Academy provide a description of the decisions reached by Section measurable and experimentation	
C. The participation and contribution of the student's choice of teaching methods	
d. Prepare cadres offset by the transfer of information received to the field of employment.	

10. Learning Outcomes, Teaching, Learning and Assessment Methods

A. Knowledge and Understanding

- A1. they could graduate from retaining information received in his memory for future use in the field of work.
- A2. they could graduate to collect the largest amount of understanding and comprehension of what he received and re-production style the private.
- A3. to be able to apply the information received by the practice.
- A4. be able to judge the phenomena away from his impressions of self.
- A5. be able to analyze the results and re-employ them to solve problems.
- A6. exercise activities relating to procurement, storage, marketing and Logistics management (Logistics) in the organization whether it be in government departments or the private sector.

B. Subject-specific skills

- B1. to be able to graduate scientific and practical thinking.
- B2. to be able to solve problems and think creatively.
- B3. to be able to work as a team.

Teaching and Learning Methods

- 1. Education:
 - a. classroom education.
 - b. extracurricular education (reports, the summer training)
- 2. Learning:
 - a. Adoption of the spirit of competition and excellence among Students.
 - b. Instill love of knowledge and scientific research among students outstanding and urged others to do so.
 - c. Adoption of ethical and professional behavior.
 - d. Adoption of the use of the library and e-learning and diversifying the sources of knowledge skills.

Assessment methods

Traditional exams, daily activities, draft reports, graduation Research Chapter I and II exams .

C. Thinking Skills

- C1. learner to be able to receive and accept the knowledge.
- C2. able to work with team spirit.
- C3. develop a spirit of affection and respect for himself and for others.
- C4. able to learning and education in the spirit of assistance and project competition

Teaching and Learning Methods

1. commissioning student assignments in the form of aggregates to work as a team in homework.
2. giving duties require the survey and research and consulting teaching others, or cooperation among them and visit the library and the Internet.

Assessment methods

1. Note.
2. Defaulters students interview after the end of the lesson.
3. Note and follow-up performance of homework.
- 4.a. The first chapter and the second exam (20% each).
 - b. Business year (10%) include attendance and participation.
 - c. Final exam (50%).

D. General and Transferable Skills (other skills relevant to employability and personal development)

- D1. Group management skill: choose a student changes every week leads Group.
- D2. Skill diction and to express an opinion: choose one students were randomly assigned to take what has been put forward by the previous lecture In brief.
- D3. Decision Making Skills: through participation theoretical and practical Lessons.
- D4. Problem Solving: Through various duties skills.

Teaching and Learning Methods

1. Preparation and implementation of research projects by students within the vocabulary section materials and presented in the annual student conferences.
- 2 And updating the vocabulary of art to keep pace with the development in order to achieve advanced level students to personally put.

Assessment Methods

1. Debate research projects by the scientific committees in the section.
2. Written tests.
3. Direct observations.

11. Program Structure

Level/Year	Course or Module Code	Course or Module Title	Credit Rating	
			Theory	Practical
First	MM 101	Storage Technologies	1	4
First	MM102	Material Management	1	3
First	MM 103	Risk Management	2	2
First	MM104	Specialized English Readings	1	2
First	MM 105	Management	1	2
First	MM106	Accounting	1	2
First	MM 107	Statistic	1	2
First	MM108	Computer Application	1	2
First	MM 109	Human Rights & Democracy	2	-
First	MM201	Planning storages & Monetoring	2	3
Second	MM202	Operation Management	2	3
Second	MM203	Marketing Management	2	2

Second	MM204	Storage Accounting	2	3	
Second	MM205	Commercial Correspondence	1	2	
Second	MM206	Application of Storage Systems	1	2	
Second	MM207	Computer Application	1	2	

13. Personal Development Planning

1. Spreading the culture of self-confidence and the ability to skip the program successfully by students if loved the program and were keen on Perfected, and cooperated with each other and with the coaches.
2. Spreading the culture that I did not understand the words of the student better than remaining silent on the lack of understanding because the program is a series of interrelated tasks Each of which is a requirement next to the other which means, that any downtime means a student stops throughout the year.
- 3 Gradual transformation of self-reliance in the learning program.
- 4 That enable the student to discuss graduation runs himself through research procedures and experimental methods and keep these skills For after graduation.

14. Admission criteria .

The rate of the preparatory phase, personal physical and mental qualifications, safety speech and language, desire and appetite for specialization.

15. Key sources of information about the program

1. Proposed by the ministry's books for lessons.
2. Evidence of the use of internationally accredited programs.
3. YouTube that demonstrates all steps to hold.
4. Student himself through access to the publication on the internet, which exists in abundance and easy to download and is available for free.

Curriculum Skills Map

please tick in the relevant boxes where individual Program Learning Outcomes are being assessed

				Program Learning Outcomes															
Year / Level	Course Code	Course Title	Core (C) Title or Option (O)	Knowledge and understanding				Subject-specific skills				Thinking Skills				General and Transferable Skills (or) Other skills relevant to employability and personal development			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4	D1	D2	D3	D4
First	Principles of administra	Principles of administration	Basic		*		*		*	*			*	*				*	*
	MM 101	Storage	fundamental		*		*		*	*			*	*				*	*
First	MM102	Material	fundamental		*		*		*	*			*	*				*	*
	MM 103	Risk	fundamental		*		*		*	*			*	*				*	*
First	MM104	Specialized	fundamental		*		*		*	*			*	*				*	*
	MM 105	Management	fundamental		*		*		*	*			*	*				*	*
First	MM106	Accounting	fundamental		*		*		*	*			*	*				*	*
	MM 107	Statistic	fundamental		*		*		*	*			*	*				*	*
First	MM108	Computer	fundamental		*		*		*	*			*	*				*	*
	MM 109	Human Rights & Democracy	fundamental		*		*		*	*			*	*				*	*
Second	MM201	Planning	fundamental		*		*		*	*			*	*				*	*
Second	MM202	Operation	fundamental		*		*		*	*			*	*				*	*
Second	MM203	Marketing	fundamental		*		*		*	*			*	*				*	*
	MM204	Storage	fundamental		*		*		*	*			*	*				*	*
	MM205	Commercial	fundamental		*		*		*	*			*	*				*	*

Second	MM206	Application of	fundamental		*		*		*	*			*	*				*	*
	MM207	Computer	fundamental		*		*		*	*			*	*				*	*

Storage Technologies

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1. Teaching Institution	Middle Technical University
2. University Department/Centre	Materials management technique
3. Course title/code	Storage Technologies
4. Program(s) to which it contributes	Diploma
5. Modes of Attendance offered	Theoretical lessons + practical lessons
6. Semester/Year	Yearly
7. Number of hours tuition (total)	(practical 4+theoretical 1) 5
8. Date of production/revision of this specification	13/11/2016
9. Aims of the Course	
.1Definition of the student to the basic concepts of warehouse managem	
2 enable it to learn how to perform the processes and procedures inventory and organize the documentary cycle	
3-recognition function Almkhozna the building and the use of storage equipment, transport -	
4equipment, handling and ways of maintaining inventory	
The student's knowledge of the organization and the organizational structure to work .	

A knowledge goals

- .O1- knows the history of the concept of Almkhozna work
- O2-explained to the student inventory operations
- O3- shows the content of the history of the student work Almkhozna
- .O4- shows the evolution of the student has reached inventory techniques
- O5- give the student practical examples of cases in inventory

.B - Objectives own decision Marathi

- .B 1 - collects information on phenomena and problems to work Almkhozna
- .B 2 - analyzes the causes of these problems
- .B 3 - compares the experiences of the past and present
- .B4- communication and delivery skills

Teaching and learning

Questions of objectivity and divided into: multiple choice questions or questions - 1
of right and wrong or questions Almqarplh

.self-assessment and evaluation of the colleague - 2

:tests include - 3

.A - achievement tests associated with the constructivist teaching plans

:B - Final achievement tests include

.Final monthly tests at the end of each month semester •

.Final quarterly tests at the end of the semester •

.Final final tests at the end of the school year •

Assessment methods

:The use of achievement tests - 1

daily •

Monthly •

Quarterly •

final •

C) The emotional value targets)

.J1- put forward new ideas on the subject by the student

.C 2-Thread student's ability to evaluate and give solutions

.C 3-differentiate between the problems

.J4- explains and analyzes the phenomena and problems

Teaching and learning

.The use of supply and presentations method - 1

.drawing diagrams - 2

.Method of brainstorming - 3

D - public and rehabilitative skills movable (and other skills related to the viability

.(of employment and personal development

.D1- use references and terminology skills

.D2- skills in data on the subject collection and analysis

.D3- exploit the available potential skills

D4- hold Almgaranat subject skills

.D5- preparing concepts on the subject skills

11. Course Structure					
Week	H o u r s	ILOs	Unit/Module or Topic Title	Teaching Method	Assessment Method
1	5	The student understands the lesson	Inventory Management / definition	Lecture Theory	Discussing and solving exercises, a quick exam, homework
2	5	The student understands the lesson	Warehouse / concept of Functions stores / importance of management	Lecture Theory	Discussing and solving exercises, a quick exam, homework
3	5	The student understands the lesson	the storage process in the facility	Lecture Theory	Discussing and solving exercises, a quick exam, homework
4	5	The student understands the lesson	financial and productive storage	Lecture Theory	Discussing and solving exercises, a quick exam, homework
5	5	The student understands the lesson	functionality Inventory procedures / test / concept / importance	Lecture Theory	Discussing and solving exercises, a quick exam, homework
6	5	The student understands the lesson	/ responsibility of screening examination / procedures	Lecture Theory	Discussing and solving exercises, a quick exam, homework
7	5	The student understands the lesson	Receipt / concept / systems / procedures / centralized and decentralized in receipt And methods of characterization / characterization procedures and / requirements	Lecture Theory	Discussing and solving exercises, a quick exam, homework

8	5	The student understands the lesson	Remember important materials / inventory protection / precautions	Lecture Theory	Discussing and solving exercises, a quick exam, homework
9	5	The student understands the lesson	decentralized in receipt prevention / safety and security for workers and materials inventory in the store	Lecture Theory	Discussing and solving exercises, a quick exam, homework
10	5	The student understands the lesson	Simplification and standardization of materials / labeling of substances / goals	Lecture Theory	Discussing and solving exercises, a quick exam, homework
11	5	The student understands the lesson	And methods of characterization / characterization procedures and requirements	Lecture Theory	Discussing and solving exercises, a quick exam, homework
12	5	The student understands the lesson	Tab / objectives / Roads / factors affecting the tab tab	Lecture Theory	Discussing and solving exercises, a quick exam, homework
13	5	The student understands the lesson	The concept of encoding / importance / coding principles Integration and / encoding / guide materials and steps to set up the tab Documentary cycle inventory / / goals	Lecture Theory	Discussing and solving exercises, a quick exam, homework
14	5	The student understands	And methods to hide the shortage /	Lecture	Discussing and solving exercises,

		the lesson	damage materials / damaged materials processing and storage of the damaged .materials	Theory	a quick exam, homework
15	5	The student understands the lesson	The types of documents and records Almkhozna concept / importance / inventory liability inventory types / / inventory Committees inventory / inventory settle differences Acquisitions and leasing policy	Lecture Theory	Discussing and solving exercises, a quick exam, homework
16	5	The student understands the lesson	Geographical location of the stores and the factors influencing the choice of the geographical location of the stores	Lecture Theory	Discussing and solving exercises, a quick exam, homework

17	5	The student understands the lesson	Planning for the establishment of warehouses and spaces untapped and unused storage in the open	Lecture Theory	Discussing and solving exercises, a quick exam, homework
18	5	The student understands the lesson	Planning for the establishment of warehouses and spaces untapped and unused storage in the open	Lecture Theory	Discussing and solving exercises, a quick exam, homework

19	5	The student understands the lesson	Planning for the establishment of warehouses and spaces untapped and unused storage in the open	Lecture Theory	Discussing and solving exercises, a quick exam, homework
20	5		Planning for the establishment of warehouses and spaces untapped and unused storage in the open	Lecture Theory	Discussing and solving exercises, a quick exam, homework

21	5	The student understands the lesson	Interior design of stores / interior design requirements / factors affecting the interior design / redesign stores	Lecture Theory	Discussing and solving exercises, a quick exam, homework
22	5		Interior design of stores / interior design requirements / factors affecting the interior design / redesign stores	Lecture Theory	Discussing and solving exercises, a quick exam, homework

23	5	The student understands the lesson	Interior design of stores / interior design requirements / factors affecting the interior design / redesign stores	Lecture Theory	Discussing and solving exercises, a quick exam, homework
24	5		Storage Equipment / importance / types / factors influencing the choice of storage equipment	Lecture Theory	Discussing and solving exercises, a quick exam, homework

25	5	The student understands the lesson	Storage Equipment / importance / types / factors influencing the choice of storage equipment	Lecture Theory	Discussing and solving exercises, a quick exam, homework
26	5		Features efficient / / transport and handling the economics of transport equipment / transportation cost	Lecture Theory	Discussing and solving exercises, a quick exam, homework

27	5	The student understands the lesson	Features efficient / / transport and handling the economics of transport equipment / transportation cost	Lecture Theory	Discussing and solving exercises, a quick exam, homework
28	5		Internal transportation and handling / importance / types / factors affecting the selected / Features efficient / transport and handling the economics of transport equipment / transportation cost	Lecture Theory	Discussing and solving exercises, a quick exam, homework

29	5	The student understands the lesson	Quality stores	Lecture Theory	Discussing and solving exercises, a quick exam, homework
30	5		Quality stores	Lecture Theory	Discussing and solving exercises, a quick exam, homework

12. Infrastructure

Required reading: · CORE TEXTS · COURSE MATERIALS · OTHER	echniques inventory operations
Special requirements (include for example workshops, periodicals, IT software, websites)	Principles of Management with a focus on business administration - d. Khalil Chandler
Community-based facilities (include for example, guest Theoretical , internship , field studies)	YouTube tutorial

13. Admissions	
Pre-requisites	The rate of the preparatory phase, personal physical and mental qualifications, safety speech and language, desire and appetite for specialization
Minimum number of students	50
Maximum number of students	60

Material Management

HIGHER EDUCATION PERFORMANCE REVIEW: PROGRAMME REVIEW

COURSE SPECIFICATION

This Course Specification provides a concise summary of the main features of the course and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. It should be cross-referenced with the program specification.

1. Teaching Institution	Middle Technical University
2. University Department/Centre	Materials management technique
3. Course title/code	Material Management
4. Program(s) to which it contributes	Diploma
5. Modes of Attendance offered	Theoretical lessons + practical lessons
6. Semester/Year	Yearly
7. Number of hours tuition (total)	(practical 3+theoretical 1) 4
8. Date of production/revision of this specification	13/11/2016
9. Aims of the Course	<p>introduce students to the concepts of scientific, technical and correct methods .1 in materials management and its importance in the smooth flow of material to the , requesting parties of all kinds and how to achieve economic returns of the Organization - 2 The student's knowledge of the organization and the organizational structure .3 for the management of materials identify material management techniques - 4 Course Outcomes and methods of teaching, learning and assessment - 9</p>

A cognitive goals

.O1- defines the concept of material management

O2-student explains the organizational structure of materials management

O3- shows the student the content of the date of Material Management

O4- shows the evolution of the student has reached Materials Management and Procurement Zmnha

O5- give the student practical examples of the different situations

.B - Objectives own decision Marathi

.B 1 - collects information on phenomena and problems to work Almkhozna

.B 2 - analyzes the causes of these problems

.B 3 - compares the experiences of the past and present

.B4- communication and delivery skills

Teaching and learning

Questions of objectivity and divided into: multiple choice questions or - 1

questions of right and wrong or questions Almqarplh

.self-assessment and evaluation of the colleague - 2

:tests include - 3

.A - achievement tests associated with the constructivist teaching plans

:B - Final achievement tests include

.Final monthly tests at the end of each month semester •

.Final quarterly tests at the end of the semester •

.Final final tests at the end of the school year •

Assessment methods

:The use of achievement tests - 1

daily •

Monthly •

Quarterly •

final •

C) The emotional value targets)

.J1- put forward new ideas on the subject by the student

.C 2-Thread student's ability to evaluate and give solutions

.C 3-differentiate between the problems

.J4- explains and analyzes the phenomena and problems

Teaching and learning

.The use of supply and presentations method - 1

.drawing diagrams - 2

.Method of brainstorming - 3

D - public and rehabilitative skills movable (and other skills related to the

- .(viability of employment and personal development
- .D1- use references and terminology skills
- .D2- skills in data on the subject collection and analysis
- .D3- exploit the available potential skills
- D4- hold Almgaranat subject skills
- .D5- preparing concepts on the subject skills

11. Course Structure					
Week	H o u r s	ILOs	Unit/Module or Topic Title	Teaching Method	Assessment Method
1	4	The student understands the lesson	Introduction to Material Management / concept and what materials	Lecture Theory	Discussing and solving exercises, a quick exam, homework
2	4	The student understands the lesson	management / importance of materials management / materials management goals	Lecture Theory	Discussing and solving exercises, a quick exam, homework
3	4	The student understands the lesson	A general introduction to the procurement function / concept and the importance of the procurement function / verification /	Lecture Theory	Discussing and solving exercises, a quick exam, homework
4	4	The student understands the lesson	/ objectives and motives of the procurement function Various tasks to manage the purchase	Lecture Theory	Discussing and solving exercises, a quick exam, homework
5	4	The student understands the lesson	of the need / need Characterization Choice of supply sources / study	Lecture Theory	Discussing and solving exercises, a quick exam, homework
6	4	The student understands the lesson	price / procurement management responsibilities Purchasing policies	Lecture Theory	Discussing and solving exercises, a quick exam, homework

7	4	The student understands the lesson	Centralized and) decentralized and combine them) / purchase / quality by ranking	Lecture Theory	Discussing and solving exercises, a quick exam, homework
8	4	The student understands the lesson	adequate quality policy Methods of QA / QC determine Quality brand name / quality by the sample	Lecture Theory	Discussing and solving exercises, a quick exam, homework
9	4	The student understands the lesson	price / time / quantity appropriate / (using quantitative (methods	Lecture Theory	Discussing and solving exercises, a quick exam, homework
10	4	The student understands the lesson	Buying at the right Procurement Relationship Management manages	Lecture Theory	Discussing and solving exercises, a quick exam, homework
11	4	The student understands the lesson	warehouses and storage policies and the relationship with other departments	Lecture Theory	Discussing and solving exercises, a quick exam, homework
12	4	The student understands the lesson	Purchase / concept / important Strategy	Lecture Theory	Discussing and solving exercises, a quick exam, homework
13	4	The student understands the lesson	strategies / factors affecting the purchasing	Lecture Theory	Discussing and solving exercises, a quick exam, homework
14	4	The student understands the lesson4	Consumer (cultural, social, personal and economic,	Lecture Theory	Discussing and solving exercises, a quick exam, homework

			political and legal factors		
15	4	The student understands the lesson	Procurement strategy as needed / comparison / Storage Strategy	Lecture Theory	Discussing and solving exercises, a quick exam, homework
16	4	The student understands the lesson	Exchange / speculative Strategy Strategy	Lecture Theory	Discussing and solving exercises, a quick exam, homework
17	4	The student understands the lesson	Choice of sources of supply / importance of the right choice	Lecture Theory	Discussing and solving exercises, a quick exam, homework

18	4	The student understands the lesson	Stages of selecting the appropriate procurement sourcing / procurement	Lecture Theory	Discussing and solving exercises, a quick exam, homework
19	4	The student understands the lesson	performance evaluation / negotiation sources and contracting with the purchase sources	Lecture Theory	Discussing and solving exercises, a quick exam, homework

20	4		<p>Determine the economic size of the purchase / orders / concept Influencing</p>	<p>Lecture Theory</p>	<p>Discussing and solving exercises, a quick exam, homework</p>
21	4	<p>The student understands the lesson</p>	<p>factors in determining economic order /</p>	<p>Lecture Theory</p>	<p>Discussing and solving exercises, a quick exam, homework</p>

22	4		how to calculate the size of the economic size	Lecture Theory	Discussing and solving exercises, a quick exam, homework
23	4	The student understands the lesson	how to calculate the size of the economic size	Lecture Theory	Discussing and solving exercises, a quick exam, homework

24	4		how to calculate the size of the economic size	Lecture Theory	Discussing and solving exercises, a quick exam, homework
25	4	The student understands the lesson	how to calculate the size of the economic size	Lecture Theory	Discussing and solving exercises, a quick exam, homework

26	4		how to calculate the size of the economic size	Lecture Theory	Discussing and solving exercises, a quick exam, homework
27	4	The student understands the lesson	how to calculate the size of the economic size	Lecture Theory	Discussing and solving exercises, a quick exam, homework

28	4		how to calculate the size of the economic size	Lecture Theory	Discussing and solving exercises, a quick exam, homework
29	4	The student understands the lesson	how to calculate the size of the economic size	Lecture Theory	Discussing and solving exercises, a quick exam, homework

30	4		how to calculate the size of the economic size	Lecture Theory	Discussing and solving exercises, a quick exam, homework
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12. Infrastructure

Required reading:

- CORE TEXTS
- COURSE MATERIALS
- OTHER

Material Management

Special requirements (include for example workshops, periodicals, IT software, websites)

Material Management with a focus on

Community-based facilities (include for example, guest Theoretical , internship , field studies)

YouTube tutorial

13. Admissions

Pre-requisites

The rate of the preparatory phase, personal physical and mental qualifications, safety speech and language, desire and appetite for specialization

Minimum number of students	50
Maximum number of students	60

Risk Management

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1. Teaching Institution	Middle Technical University
2. University Department/Centre	Materials management technique
3. Course title/code	Risk Management
4. Program(s) to which it contributes	Diploma
5. Modes of Attendance offered	Theoretical lessons + practical lessons
6. Semester/Year	Yearly
7. Number of hours tuition (total)	(practical 2+theoretical 2) 4
8. Date of production/revision of this specification	13/11/2016
9. Aims of the Course	
24. Objectives of the course: to be a student at the end of the school year are able to enable the student to understand and apply the rules and principles of insurance - 1	
. .on Almkhozna work	
facing various dangers in his work Almkhozna - 2	
.which reduces the negative effects of the dangers accruing - 3	
and selects and uses documents that serve the facility to get insurance cover -4	
which minimizes the negative effects of the dangers accruing	

Course Outcomes and methods of teaching, learning and assessment - 9

A cognitive goals

.O1- knows the history of the concept of work in risk management

O2-explains to the student administration threat

O3- shows the student the content of insurance and risk management

O4- shows the evolution of the student has reached the insurance operations

.O5- give the student practical examples

.B - Objectives own decision Marathi

.B 1 - collects information on phenomena and problems to work Almkhozna

.B 2 - analyzes the causes of these problems

.B 3 - compares the experiences of the past and present

.B4- communication and delivery skills

Teaching and learning

Questions of objectivity and divided into: multiple choice questions or questions - 1
of right and wrong or questions Almqarplh

.self-assessment and evaluation of the colleague - 2

:tests include - 3

.A - achievement tests associated with the constructivist teaching plans

:B - Final achievement tests include

.Final monthly tests at the end of each month semester •

.Final quarterly tests at the end of the semester •

.Final final tests at the end of the school year •

Assessment methods

:The use of achievement tests - 1

daily •

Monthly •

Quarterly •

final •

C) The emotional value targets)

.J1- put forward new ideas on the subject by the student

.C 2-Thread student's ability to evaluate and give solutions

.C 3-differentiate between the problems

.J4- explains and analyzes the phenomena and problems

Teaching and learning

.The use of supply and presentations method - 1

.drawing diagrams - 2

.Method of brainstorming - 3

D - public and rehabilitative skills movable (and other skills related to the viability

.(of employment and personal development

.D1- use references and terminology skills

.D2- skills in data on the subject collection and analysis

.D3- exploit the available potential skills

D4- hold Almgaranat subject skills

D5- preparing concepts on the subject skills.

11. Course Structure					
Week	H o u r s	ILOs	Unit/Module or Topic Title	Teaching Method	Assessment Method
1	4	The student understands the lesson	Risk insurance - legal and technical qualities, subdivisions - Risk Management	Lecture Theory	Discussing and solving exercises, a quick exam, homework
2	4	The student understands the lesson	Risk management activities - the stages of the process of risk management	Lecture Theory	Discussing and solving exercises, a quick exam, homework
3	4	The student understands the lesson	Ways the face of danger Factors influencing the plan to address the threat The fundamentals in the process of risk management	Lecture Theory	Discussing and solving exercises, a quick exam, homework
4	4	The student understands the lesson	Functions director Ktr- prevent and reduce losses in the stores Insurance contract - his limbs - their commitments - of staff - its properties	Lecture Theory	Discussing and solving exercises, a quick exam, homework
5	4	The student understands the lesson	Economic benefits and functions of insurance - the basic principles of :insurance	Lecture Theory	Discussing and solving exercises, a quick exam, homework
6	4	The student understands the lesson	Principle of good faith (significance, continuity, commitment by (the two parties	Lecture Theory	Discussing and solving exercises, a quick exam, homework

7	4	The student understands the lesson	Secure storage of fire risk	Lecture Theory	Discussing and solving exercises, a quick exam, homework
8	4	The student understands the lesson	Fire (concept that strongly, of staff, sources, causes, effects, cases are not considered a fire, the factors affecting the fires stores	Lecture Theory	Discussing and solving exercises, a quick exam, homework
9	4	The student understands the lesson	Prevention of fire danger stores Order insurance on the store of the fire risk - insurance request form, contents akoshv On the - store (its benefits, from the ,disclosure	Lecture Theory	Discussing and solving exercises, a quick exam, homework
10	4	The student understands the lesson	ypes, steps disclosed compensation for the store burning, detection) Report altsair And - calculate the premium, downloads and discounts	Lecture Theory	Discussing and solving exercises, a quick exam, homework
11	4	The student understands the lesson	The insurance policy on the store risk of fire (its divisions, its conditions, (Asttnaitha Supplements and endorsements, amendment,	Lecture Theory	Discussing and solving exercises, a quick exam, homework

			renewal, cancellation and termination Other types of insurance policies warehouses of fire risk		
12	4	The student understands the lesson	alutiqh -alutiqh - The replacement value of the first tranche -otheiqh	Lecture Theory	Discussing and solving exercises, a quick exam, homework
13	4	The student understands the lesson	otheiqh Monthly - statements (concept, the premium calculation	Lecture Theory	Discussing and solving exercises, a quick exam, homework
14	4	The student understands the lesson	Factors determining the choice of the type of document when the insurance on the store of the fire (the insurance amount, the quality of the store, buffer overflow, the store components, the (store method	Lecture Theory	Discussing and solving exercises, a quick exam, homework
15	4	The student understands the lesson	Warehouse securing of additional risks	Lecture Theory	Discussing and solving exercises, a quick exam, homework
16	4	The student understands the lesson	Warehouse securing of additional risks	Lecture Theory	Discussing and solving exercises, a quick exam, homework

17	4	The student understands the lesson	Causes exclude certain risks, re-founded coverage anwaa Additional - hazards (chemical, social, natural, (sporadic	Lecture Theory	Discussing and solving exercises, a quick exam, homework
18	4	The student understands the lesson	Marine insurance on imported goods - its importance to the Iraqi market awaml - Development in the Iraqi market	Lecture Theory	Discussing and solving exercises, a quick exam, homework

19	4	The student understands the lesson	<p>Types of losses in imported and stored goods - total loss (types, documents)</p> <p>Partial-Loss (kinds of private and public, its conditions)</p> <p>khosarh Expenses - ((types, conditions</p>	Lecture Theory	Discussing and solving exercises, a quick exam, homework
20	4		<p>Types of insurance contracts on goods - types of insurance contracts on goods</p> <p>Floating document (conditions, benefits) - Open the cover (conditions, benefits)</p> <p>Types of hoods insurance on imported goods</p> <p>algueta Cover A- - B - C cover</p>	Lecture Theory	Discussing and solving exercises, a quick exam, homework

21	4	The student understands the lesson	Exceptions to wrap A & B & C	Lecture Theory	Discussing and solving exercises, a quick exam, homework
22	4		Conditions common in blankets A & B & C Types of extra blankets Insurance on imported goods Cover of War Aladava- strike Aladava- cover additional sub hoods Other	Lecture Theory	Discussing and solving exercises, a quick exam, homework

23	4	The student understands the lesson	<p>Additional conditions attached to blankets A & B & C</p> <p>Alaydahat-condition clause</p> <p>ship classification - a condition reporting requirement</p> <p>Aldharr- liability of the carrier and the Depositary - packaging goods condition - events to minimize and prevent losses of imported goods</p>	Lecture Theory	Discussing and solving exercises, a quick exam, homework
24	4		<p>Secure storage of the risk of theft - stealing the concept of a legal Tomanaa- types of theft in the stores - the contents of the request of the insurance on the store of the risk of theft form</p>	Lecture Theory	Discussing and solving exercises, a quick exam, homework

25	4	The student understands the lesson	<p>Disclose the required buffer secure (its importance, the contents of the disclosure report, the recommendations of the detector - the insurance policy on the store from theft - sections of the document and the scope of coverage - exceptions</p>	Lecture Theory	Discussing and solving exercises, a quick exam, homework
26	4		<p>General Conditions Other types of insurance on the store of the risk of theft</p>	Lecture Theory	Discussing and solving exercises, a quick exam, homework

27	4	The student understands the lesson	<p>Reparations stolen stores - Alajraouat-compensation request form</p> <p>Disclosure on the store stolen - events and means of protection against the risk of theft in the store</p>	Lecture Theory	Discussing and solving exercises, a quick exam, homework
28	4		<p>Secure ensure Municipality storekeeper - types of collateral - an insurance policy to ensure Municipality officials and employees in the stores - the general conditions of the document - the insurance request form</p>	Lecture Theory	Discussing and solving exercises, a quick exam, homework

29	4	The student understands the lesson	<p>Other forms of insurance documents to ensure the Secretariat of the store - the individual document - the collective document - document floating - mixed document - document open - functional document</p>	Lecture Theory	Discussing and solving exercises, a quick exam, homework
30	4		<p>His compensation for damage to the store betrayal Municipality staff Alajraouat- report revealed Altaweid- examples of calculation</p>	Lecture Theory	Discussing and solving exercises, a quick exam, homework

12. Infrastructure

Required reading: · CORE TEXTS · COURSE MATERIALS · OTHER	Risk Management
Special requirements (include for example workshops, periodicals, IT software, websites)	Alkkot Journal of Economic Sciences
Community-based facilities (include for example, guest Theoretical , internship , field studies)	The YouTube . Practical applications

13. Admissions	
Pre-requisites	The rate of the preparatory phase, personal physical and mental qualifications, safety speech and language, desire and appetite for specialization
Minimum number of students	50
Maximum number of students	60

Specialized English Readings

HIGHER EDUCATION PERFORMANCE REVIEW: PROGRAMME REVIEW

COURSE SPECIFICATION

This Course Specification provides a concise summary of the main features of the course and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. It should be cross-referenced with the program specification.

1. Teaching Institution	Middle Technical University
2. University Department/Centre	Materials management technique
3. Course title/code	Specialized English Readings
4. Program(s) to which it contributes	Diploma
5. Modes of Attendance offered	Theoretical lessons + practical lessons
6. Semester/Year	Yearly
7. Number of hours tuition (total)	(practical 2+theoretical 1) 3
8. Date of production/revision of this specification	13/11/2016
9. Aims of the Course	<p>24. Objectives of the course: to be a student at the end of the school year are able to the student be able to understand what the English vocabulary in the field of - 11 competence</p> <p>keep up with the latest readings in the foreign jurisdiction Field - 2</p> <p>Developing the ability of students in the English Language - 3</p> <p>understand the management of severe material English terms .4</p>

Course Outcomes and methods of teaching, learning and assessment - 9

A cognitive goals

.O1- knows the history of the concept of working in specialized readings

O2-explain to students what the specialized readings

O3- shows the content of the student specialized readings in Material Management

O4- shows the evolution of the student has reached specialized readings

.O5- give the student practical examples

.B - Objectives own decision Marathi

.B 1 - collects information on phenomena and problems in specialized readings

.B 2 - analyzes the causes of these problems

.B 3 - compares the experiences of the past and present

.B4- communication and delivery skills

Teaching and learning

Questions of objectivity and divided into: multiple choice questions or questions - 1
of right and wrong or questions Almqarplh

.self-assessment and evaluation of the colleague - 2

:tests include - 3

.A - achievement tests associated with the constructivist teaching plans

:B - Final achievement tests include

.Final monthly tests at the end of each month semester •

.Final quarterly tests at the end of the semester •

.Final final tests at the end of the school year •

Assessment methods

:The use of achievement tests - 1

daily •

Monthly •

Quarterly •

final •

C) The emotional value targets)

.J1- put forward new ideas on the subject by the student

.C 2-Thread student's ability to evaluate and give solutions

.C 3-differentiate between the problems

.J4- explains and analyzes the phenomena and problems

Teaching and learning

.The use of supply and presentations method - 1

.drawing diagrams - 2

.Method of brainstorming - 3

D - public and rehabilitative skills movable (and other skills related to the viability
(of employment and personal development

.D1- use references and terminology skills

.D2- skills in data on the subject collection and analysis

.D3- exploit the available potential skills

D4- hold Almgaranat subject skills

- .D5- preparing concepts on the subject skills



11. Course Structure					
Week	H o u r s	ILOs	Unit/Module or Topic Title	Teaching Method	Assessment Method
1	3	The student understands the lesson	Material management	Lecture Theory	Discussing and solving exercises, a quick exam, homework
2	3	The student understands the lesson	Communication	Lecture Theory	Discussing and solving exercises, a quick exam, homework
3	3	The student understands the lesson	Kinds , levels , directions and importance of communications	Lecture Theory	Discussing and solving exercises, a quick exam, homework
4	3	The student understands the lesson	Management (General look)	Lecture Theory	Discussing and solving exercises, a quick exam, homework
5	3	The student understands the lesson	Statistics in business	Lecture Theory	Discussing and solving exercises, a quick exam, homework
6	3	The student understands the lesson	Warehouse – Insurance	Lecture Theory	Discussing and solving exercises, a quick exam, homework
7	3	The student understands the lesson	Marketing	Lecture Theory	Discussing and solving exercises, a quick exam, homework
8	3	The student understands the lesson	Sales management	Lecture Theory	Discussing and solving exercises, a quick exam, homework
9	3	The student understands the lesson	Accounting	Lecture Theory	Discussing and solving exercises, a quick exam, homework
10	3	The student understands	Democracy and human-rights	Lecture	Discussing and solving exercises,

		the lesson		Theory	a quick exam, homework
11	3	The student understands the lesson	Computer systems	Lecture Theory	Discussing and solving exercises, a quick exam, homework
12	3	The student understands the lesson	Review	Lecture Theory	Discussing and solving exercises, a quick exam, homework
13	3	The student understands the lesson	Material management	Lecture Theory	Discussing and solving exercises, a quick exam, homework
14	3	The student understands the lesson	Communication	Lecture Theory	Discussing and solving exercises, a quick exam, homework
15	3	The student understands the lesson	Kinds , levels , directions and importance of communications	Lecture Theory	Discussing and solving exercises, a quick exam, homework
16	3	The student understands the lesson	Management (General look)	Lecture Theory	Discussing and solving exercises, a quick exam, homework

17	3	The student understands the lesson	Statistics in business	Lecture Theory	Discussing and solving exercises, a quick exam, homework
18	3	The student understands the lesson	Warehouse – Insurance	Lecture Theory	Discussing and solving exercises, a quick exam, homework

19	3	The student understands the lesson	Marketing	Lecture Theory	Discussing and solving exercises, a quick exam, homework
20	3		Sales management	Lecture Theory	Discussing and solving exercises, a quick exam, homework

21	3	The student understands the lesson	Accounting	Lecture Theory	Discussing and solving exercises, a quick exam, homework
22	3		Democracy and human-rights	Lecture Theory	Discussing and solving exercises, a quick exam, homework

23	3	The student understands the lesson	Computer systems	Lecture Theory	Discussing and solving exercises, a quick exam, homework
24	3		Review	Lecture Theory	Discussing and solving exercises, a quick exam, homework

25	3	The student understands the lesson	Marketing	Lecture Theory	Discussing and solving exercises, a quick exam, homework
26	3		Sales management	Lecture Theory	Discussing and solving exercises, a quick exam, homework

27	3	The student understands the lesson	Accounting	Lecture Theory	Discussing and solving exercises, a quick exam, homework
28	3		Democracy and human-rights	Lecture Theory	Discussing and solving exercises, a quick exam, homework

29	3	The student understands the lesson	Computer systems	Lecture Theory	Discussing and solving exercises, a quick exam, homework
30	3		Review	Lecture Theory	Discussing and solving exercises, a quick exam, homework

12. Infrastructure

Required reading: · CORE TEXTS · COURSE MATERIALS · OTHER	Specialized English Readings
Special requirements (include for example workshops, periodicals, IT software, websites)	Alkkot Journal of Economic Sciences
Community-based facilities (include for example, guest Theoretical , internship , field studies)	The YouTube . Practical applications

13. Admissions	
Pre-requisites	The rate of the preparatory phase, personal physical and mental qualifications, safety speech and language, desire and appetite for specialization
Minimum number of students	50
Maximum number of students	60

TEMPLATE FOR COURSE SPECIFICATION

Administration

COURSE SPECIFICATION

This Course Specification provides a concise summary of the main features of the course and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. It should be cross-referenced with the program specification.

1. Teaching Institution	Kut Technical Institute
2. University Department/Centre	Materials management division
3. Course title/code	Principles of administration
4. Program(s) to which it contributes	Department
5. Modes of Attendance offered	Theoretical lessons + practical lessons
6. Semester/Year	2016-2017
7. Number of hours tuition (total)	90 (30 theoretical + 60 practical)
8. Date of production/revision of this specification	22/11/2016
9. Aims of the Course	
Students acquire basic concepts relating to the principles and activities of business .management and their applications in various business organizations.	

10. Learning Outcomes, Teaching ,Learning and Assessment Method

A- Knowledge and Understanding

- A1. they could graduate from retaining information received in his memory for future use in the field of work.
- A2. they could graduate to collect the largest amount of understanding and comprehension of what he received and re-production style the private.
- A3. to be able to apply the information received by the practice.
- A4. be able to judge the phenomena away from his impressions of self.
- A5. be able to analyze the results and re-employ them to solve problems.
- A6. exercise activities relating to procurement, storage, marketing and Logistics management (Logistics) in the organization whether it be in government departments or the private sector.

B. Subject-specific skills

- B1. to be able to graduate scientific and practical thinking.
- B2. to be able to solve problems and think creatively.
- B3. to be able to work as a team.

Teaching and Learning Methods

- 1. Education: a. classroom education.
b. extracurricular education (reports, the summer training)
- 2. Learning: a. Adoption of the spirit of competition and excellence among Students.
b. Instill love of knowledge and scientific research among students outstanding and urged others to do so.
c. Adoption of ethical and professional behavior.
d. Adoption of the use of the library and e-learning and diversifying the sources of knowledge skills.

Assessment methods

Traditional exams, daily activities, draft reports, graduation Research Chapter I and II exams .

C. Thinking Skills

- C1. learner to be able to receive and accept the knowledge.
- C2. able to work with team spirit.
- C3. develop a spirit of affection and respect for himself and for others.
- C4. able to learning and education in the spirit of assistance and project competition

Teaching and Learning Methods

- 1. commissioning student assignments in the form of aggregates to work as a team in homework.

2. giving duties require the survey and research and consulting teaching others, or cooperation among them and visit the library and the Internet.

Assessment methods

1. Note.
2. Defaulters students interview after the end of the lesson.
3. Note and follow-up performance of homework.
- 4.a. The first chapter and the second exam (20% each).
 - b. Business year (10%) include attendance and participation.
 - c. Final exam (50%).

D. General and Transferable Skills (other skills relevant to employability and personal development)

- D1. Group management skill: choose a student changes every week leads Group.
- D2. Skill diction and to express an opinion: choose one students were randomly assigned to take what has been put forward by the previous lecture In brief.
- D3. Decision Making Skills: through participation theoretical and practical Lessons.
- D4. Problem Solving: Through various duties skills.

11. Course Structure					
Week	H o u r s	ILOs	Unit/Module or Topic Title	Teaching Method	Assessment Method
1	3	Unable to know the nature of the administration, business administration and management, the definition of relationship management science and other sciences	Nature of Business Administration and Director tasks: -nature administration - the definition of Management and Director -enterances study administration - challenges facing contemporary administration - relationship administration sciences Other	Theoretical + Forum on how to prepare administrative programs in business organizations	Discussing and solving exercises, a quick exam, homework
4-3-2	9	Composed with knowledge of the patterns of behavior of administrative and management skills, sources and the roles of Director	Director: managing behavior patterns administrative – management skills – sources of management skills - eduard Director tasks	Theoretical + Process for jobs Director cases	Discussing and solving exercises, a quick exam, homework
6-5	6	It will have information about the evolution of management thought and schools that have fueled this thought	The evolution of management thought: classical school- scientific management school- administrative divisions school – bureaucracy school -features Joint Sub for schools as part of the classical school	Theoretical + Practical situations for schools and administrative applications	Discussing and solving exercises, a quick exam, homework
8-7	6	Have knowledge of all the schools that have fueled Management Thought	Humanitarian School: Study Horton and Elton Mayo Study- volt Study - Chester Bernard To Doklas Makreker y and x theory	Theoretical + Practical situations for schools and administrative applications	Discussing and solving exercises, a quick exam, homework
-10-9 11	9	Have knowledge of all the schools that have fueled grew Management Thought	School contemporary trends: -theory open systems - (concept of the system components as a system-organized sub - systems – quantity management – Japanese management (theory- Z) William Auchi) - attitudinal management	Theoretical + Practical situations for schools and administrative ,applications View and discuss the business models of the systems as a system	Discussing and solving exercises, a quick exam, homework
12	3	Have the knowledge about the influence of the environment	Administration and its environment: - components of public	Theoretical + Practical cases about the impact	Discussing and solving exercises, a quick exam, homework

		management components	environment – components of special environment	of public and private environmental organization	
14-13	6	To have a knowledge of the function of planning, nature and types of plans and planning obstacles and processed	Planning function: -nature planning -types plans - planning liability– planning hurdles - processing planning obstacles	Theoretical + Practical cases about how to prepare the plan	Discussing and solving exercises, a quick exam, homework
16-15	6	Have a knowledge of decision-making in terms of the concept and the types of decisions taken and patterns	Decision-making: - concept of decision-making –kinds of decision – steps of decision-making	Theoretical + Practical situations all kinds of decisions	Discussing and solving exercises, a quick exam, homework
17	3	Be with knowledge of the function of the organization in terms of design and importance and what affect it, as well as the organizational structure and patterns	The regulatory function: - Design Position (concept and styles) The importance and function of the basic regulation – organizational chart – Patterns of organization	Theoretical + Presentation and discussion of models of patterns of regulation applied in organizations	Discussing and solving exercises, a quick exam, homework
19-18	6	Be valley know what the authority, responsibility, and the difference between them in addition to the sources of authority, types and determinants of acceptance and delegated the centralization of power and also	Validity (Authority) and responsibility: -nature validity -sources -kinds – determinants of acceptance – chain of command - authorization validity - centralized and decentralized	Theoretical + Cases process for authorizing authority and centralized and decentralized	Discussing and solving exercises, a quick exam, homework
21-20	6	Be with knowledge of the relations between workers and management and the workers themselves, as well as committees and councils, and what might happen from the conflicts between the divisions of the organization	Internal organizational relationships -horizontal relations -vertical and advisory relationship – committees and councils –the conflict between divisions	Theoretical + Presentation and discussion of the role of the committees in the creation of the information to the decision maker	Discussing and solving exercises, a quick exam, homework
22	3	Have the knowledge about how to motivate employees for the purpose of better performance, check out some theories of motivation and also	Leadership and motivation: the nature of the stimulus –theories of motivation (the theory needs to Maslow –theory two factors or two elements t0 Herzbarak - expectancy theory) Job	Theoretical + Presentation and discussion of incentive systems in some business organizations	Discussing and solving exercises, a quick exam, homework

			Satisfaction		
24-23	6	Have the knowledge of the Director and the leader attributes and driving patterns, as well as see some leadership theories	Position the leadership of the Director: -theory of leadership –features of leadership –patterns of leadership -administration Post –management by objectives	Theoretical + Operation modes for driving cases	Discussing and solving exercises, a quick exam, homework
25	3	Have a knowledge of communication and his ways and channels and hurdles	communication: the nature of the communication – communication ways – channels of communication - communication obstacles - Develop effective communication	Theoretical + Presentation and discussion of the official contact and non-formal organizations in	Discussing and solving exercises, a quick exam, homework
27-26	6	To be sensitive to the importance of control in terms of the concept and the tools used to control	oversight function: -the concept of censorship – the nature of the control process- tools and methods of control- (financial control of internal and external - other methods) –the unintended consequences of control – improve the effectiveness of supervision	Theoretical + And internal and external financial control applications	Discussing and solving exercises, a quick exam, homework
28	3	Have the idea of the organization's role in society	The social responsibility of the organization: concept-the extent of the social responsibility of the organization of social – social responsibility to senior management and board of directors	Theoretical + Practical cases about the responsibility of the organization to the community	Discussing and solving exercises, a quick exam, homework

30-29	6	Have the knowledge about the organization's activities and how to manage each activity	Organized activities Management: Operations Management - (planning and organizing operations -selection project site -the internal arrangement of the plant-economic feasibility study of the projects -supply –control operations –quality control), Marketing Management - (concept of marketing activity – marketing events – marketing mix – marketing facilities), human resource Management - (human resource planning Analyze job descriptions and business -choice and Appointment-reward – performance evaluation and promotion-), financial Management - (functions financial Management manage Working capital	Theoretical + Presentation and discussion of practical cases for operations administration and management of marketing, human resources and financial management	Discussing and solving exercises, a quick exam, homework
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12. Infrastructure

Required reading: · CORE TEXTS · COURSE MATERIALS · OTHER	institute library of additional resources for the curriculum and Evidence universities
Special requirements (include for example workshops, periodicals, IT software, websites)	Principles of Management with a focus on business administration - d. Khalil Chandler
Community-based facilities (include for example, guest Theoretical , internship , field studies)	YouTube tutorial

13. Admissions

Pre-requisites	The rate of the preparatory phase, personal physical and mental qualifications, safety speech and language, desire and appetite for specialization
Minimum number of students	50
Maximum number of students	60

Accounting

HIGHER EDUCATION PERFORMANCE REVIEW: PROGRAMME REVIEW

COURSE SPECIFICATION

This Course Specification provides a concise summary of the main features of the course and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. It should be cross-referenced with the program specification.

1. Teaching Institution	MiddleTechnical University
2. University Department/Centre	Materials management technique
3. Course title/code	Accounting
4. Program(s) to which it contributes	Diploma
5. Modes of Attendance offered	Theoretical lessons + practical lessons
6. Semester/Year	Yearly
7. Number of hours tuition (total)	(practical 2+theoretical 1) 3
8. Date of production/revision of this specification	13/11/2016

9. Aims of the Course

Objectives of the course: to be a student at the end of the school year are able to .48
introduce students to different accounting rules and financial accounting course 1
.and its applications in installations
introduce students to the kinds of accounting books - 2
introduce students to the daily ledger - 3

The student's knowledge of the organization and structure of the accounting .4
The student can understand and apply the rules and principles of insurance on the .5
.accounting work

Course Outcomes and methods of teaching, learning and assessment - 9

A cognitive goals

.O1- knows the history of the concept of accounting work
O2-student understands accounting rule
O3- shows the student the content of accounting work
O4- shows the evolution of the student has reached the accounting processes in the field of competence
.O5- give the student practical examples

.B - Objectives own decision Marathi

.B 1 - collects information on phenomena and problems to work accounting
.B 2 - analyzes the causes of these problems
.B 3 - compares the experiences of the past and present
.B4- communication and delivery skills

Teaching and learning

Questions of objectivity and divided into: multiple choice questions or questions - 1
of right and wrong or questions Alm qarplh

.self-assessment and evaluation of the colleague - 2
:tests include - 3

.A - achievement tests associated with the constructivist teaching plans
:B - Final achievement tests include

.Final monthly tests at the end of each month semester •
.Final quarterly tests at the end of the semester •
.Final final tests at the end of the school year •

Assessment methods

:The use of achievement tests - 1
daily •
Monthly •
Quarterly •
final •

C) The emotional value targets)

.J1- put forward new ideas on the subject by the student
.C 2-Thread student's ability to evaluate and give solutions
.C 3-differentiate between the problems
.J4- explains and analyzes the phenomena and problems

Teaching and learning

.The use of supply and presentations method - 1
.drawing diagrams - 2
.Method of brainstorming - 3

D - public and rehabilitative skills movable (and other skills related to the viability
.(of employment and personal development
.D1- use references and terminology skills

- .D2- skills in data on the subject collection and analysis
- .D3- exploit the available potential skills
- D4- hold Almgaranat subject skills
- D5- preparing concepts on the subject skills

11. Course Structure					
Week	H o u rs	ILOs	Unit/Module or Topic Title	Teaching Method	Assessment Method
1	3	Unable to know the nature of the administration, business administration and management, the definition of relationship management science and other sciences	The nature of the accounting - ahdav Accounting	Theoretical + Forum on how to prepare administrative programs in business organizations	Discussing and solving exercises, a quick exam, homework
4-3-2	9	Composed with knowledge of the patterns of behavior of administrative and management skills, sources and the roles of Director	Accounting period -alldorh Accounting - general principles of accounting	Theoretical + Process for jobs Director cases	Discussing and solving exercises, a quick exam, homework
6-5	6	It will have information about the evolution of management	Types of accounting books used (Journal--dfter Methods of	Theoretical + Practical situations for schools and	Discussing and solving exercises, a quick exam, homework

		thought and schools that have fueled this thought	Registration in the books (single-double-entry restriction	administrative applications	
8-7	6	Have knowledge of all the schools that have fueled Management Thought	general ledger accounting documents (voucher-based -mstend arrested under daily	Theoretical + Practical situations for schools and administrative applications	Discussing and solving exercises, a quick exam, homework
-10-9 11	9	Have knowledge of all the schools that have fueled grew Management Thought	Methods of Registration in the books (single-double-entry restriction	Theoretical + Practical situations for schools and administrative applications View and discuss the business models of the systems as a system	Discussing and solving exercises, a quick exam, homework
12	3	Have the knowledge about the influence of the environment management	The types of accounts - analysis chart of accounts (Theoretical + Practical cases about the impact of public and private environme	Discussing and solving exercises, a quick exam, homework

		components		ntal organizatio n	
14-13	6	To have a knowledge of the function of planning, nature and types of plans and planning obstacles and processed	Capital formation- budget as the basis for the cross--almedin and creditor	Theoretical + Practical cases about how to prepare the plan	Discussing and solving exercises, a quick exam, homework
16-15	6	Have a knowledge of decision-making in terms of the concept and the types of decisions taken and patterns	Budget components (assets - almtlobac -ras money	Theoretical + Practical situations all kinds of decisions	Discussing and solving exercises, a quick exam, homework
17	3	Be with knowledge of the function of the organization in terms of design and importance and what affect it, as well as the organization	The impact of recording a statement of accounting operations on the balance sheet (accounting equation	Theoretical + Presentation and discussion of models of patterns of regulation applied in organizations	Discussing and solving exercises, a quick exam, homework

		al structure and patterns			
19-18	6	Be valley know what the authority, responsibility, and the difference between them in addition to the sources of authority, types and determinants of acceptance and delegated the centralization of power and also	Journal -How Journal Planning Journal -How Journal Planning - -	Theoretical + Cases process for authorizing authority and centralized and decentralized	Discussing and solving exercises, a quick exam, homework
21-20	6	Be with knowledge of the relations between workers and management and the workers themselves, as well as committees and councils, and what might happen from	Journal -How Journal Planning How to register in the journal according to accounting for cases of capital constraint inaugural personal - almshobac - purchases - sales returns purchases - sales returns -	Theoretical + Presentation and discussion of the role of the committees in the creation of the information to the decision maker	Discussing and solving exercises, a quick exam, homework

		the conflicts between the divisions of the organization	- -Almsrova		
22	3	Have the knowledge about how to motivate employees for the purpose of better performance, check out some theories of motivation and also	the method of double-entry Expenses or resource and capital - alamaalj	Theoretical + Presentation and discussion of incentive systems in some business organizations	Discussing and solving exercises, a quick exam, homework
24-23	6	Have the knowledge of the Director and the leader attributes and driving patterns, as well as see some leadership theories	How to register in the journal according to the method of double-entry accounting for cases of capital constraint inaugural personal - almshobac - purchases - sales returns purchases - sales returns - Almsrova	Theoretical + Operation modes for driving cases	Discussing and solving exercises, a quick exam, homework
25	3	Have a knowledge of	Expenses or resource and capital -	Theoretical + Presentation	Discussing and solving exercises, a

		communication and his ways and channels and hurdles	alamaanj accounting for cases of capital constraint inaugural personal - almsjoc -	n and discussion of the official contact and non-formal organizations in	quick exam, homework
27-26	6	To be sensitive to the importance of control in terms of the concept and the tools used to control	purchases - sales returns purchases - sales returns - Almsrova- - xpenses or resource and capital - alamaanj	Theoretical + And internal and external financial control applications	Discussing and solving exercises, a quick exam, homework
28	3	Have the idea of the organization's role in society	Calculation trading account profits and losses) and lock the profit and loss-capital account restrictions Preparing) balance sheet	Theoretical + Practical cases about the responsibility of the organization to the community	Discussing and solving exercises, a quick exam, homework

30-29	6	Have the knowledge about the organization's activities and how to manage each activity	The demise of - fixed assets Methods of calculating depreciation (straight-line method -trivh straight contradictory - trivh re-appreciation) depreciation recorded in the records Ways	Theoretical + Presentation and discussion of practical cases for operations administration and management of marketing, human resources and financial management	Discussing and solving exercises, a quick exam, homework
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12. Infrastructure

Required reading: · CORE TEXTS · COURSE MATERIALS · OTHER	Accounting
Special requirements (include for example workshops, periodicals, IT software, websites)	Accounting
Community-based facilities (include for example, guest Theoretical , internship , field studies)	YouTube tutorial

13. Admissions

Pre-requisites	The rate of the preparatory phase, personal physical and mental qualifications, safety speech and language, desire and appetite for specialization
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Minimum number of students	50
Maximum number of students	60

Statistic

HIGHER EDUCATION PERFORMANCE REVIEW: PROGRAMME REVIEW

COURSE SPECIFICATION

This Course Specification provides a concise summary of the main features of the course and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. It should be cross-referenced with the program specification.

1. Teaching Institution	Middle Technical University
2. University Department/Centre	Materials management technique
3. Course title/code	Statistic
4. Program(s) to which it contributes	Diploma
5. Modes of Attendance offered	Theoretical lessons + practical lessons
6. Semester/Year	Yearly
7. Number of hours tuition (total)	(practical 2+theoretical 1) 3
8. Date of production/revision of this specification	13/11/2016
9. Aims of the Course	Objectives of the course: to be a student at the end of the school year are able to . introduce students to the importance of knowledge of statistics and statistical -1 methods beginning stages of data collection and statistical analysis and the .importance of using different statistical programs definition channels and statistical methods and their applications in different areas -2 of the topics of running material studied by students Statistical learning programs in the field of competence .3 know knowledge of statistics and founded, principles and its importance .4

student's knowledge of the organization and the organizational structure of .5

.Statistics

Course Outcomes and methods of teaching, learning and assessment - 9

A cognitive goals

.O1- knows the history of the concept of statistical thinking

O2-explains to the student thought the statistical properties

O3- shows the student the content of the statistical history of thought

.O4- illustrates the evolution of the student frame of mind of Statistics

.O5- shows the evolution of the student who came to him census

O6- give the student practical examples of statistical cases

.B - Objectives own decision Marathi

.B 1 - collects statistical information on phenomena and problems

.B 2 - analyzes the causes of these problems

.B 3 - compares the experiences of the past and present

.B4- communication and delivery skills

Teaching and learning

Questions of objectivity and divided into: multiple choice questions or questions - 1
of right and wrong or questions Almqarplh

.self-assessment and evaluation of the colleague - 2

:tests include - 3

.A - achievement tests associated with the constructivist teaching plans

:B - Final achievement tests include

.Final monthly tests at the end of each month semester •

.Final quarterly tests at the end of the semester •

.Final final tests at the end of the school year •

Assessment methods

:The use of achievement tests - 1

daily •

Monthly •

Quarterly •

final •

C) The emotional value targets)

.J1- put forward new ideas on the subject by the student

.C 2-Thread student's ability to evaluate and give solutions

.C 3-differentiate between the problems

.J4- explains and analyzes the phenomena and problems

Teaching and learning

.The use of supply and presentations method - 1

.drawing diagrams - 2

.Method of brainstorming - 3

D - public and rehabilitative skills movable (and other skills related to the viability

.(of employment and personal development

.D1- use references and terminology skills

.D2- skills in data on the subject collection and analysis

- .D3- exploit the available potential skills
- D4- hold Almgaranat subject skills
- .D5- preparing concepts on the subject skills

11. Course Structure

Week	H o u r s	ILOs	Unit/Module or Topic Title	Teaching Method	Assessment Method
1	3	The student understands the lesson	Knowledge of statistics - defined - its relationship with other science - the scientific method to search - data collection, data classification - view data - data .analysis	Lecture Theory	Discussing and solving exercises, a quick exam, homework
2	3	The student understands the lesson	Data sources - ways to get the data - Comprehensive Date - samples - questionnaires - conditions - made	Lecture Theory	Discussing and solving exercises, a quick exam, homework
3	3	The student understands the lesson	Viewing the data distribution tabular data - frequency distribution - distribution Recurring double	Lecture Theory	Discussing and solving exercises, a quick exam, homework
4	3	The student understands the lesson	Graphic presentation of non-classified data	Lecture Theory	Discussing and solving exercises, a quick exam,

			Graph - Tapes charts - The circuit - diagrams Rectangle - chart		homework
5	3	The student understands the lesson	Graphical presentation of the data classified Recurring - runway Iterative curve - Recurring - polygon Flocked - upward and downward iterative	Lecture Theory	Discussing and solving exercises, a quick exam, homework
6	3	The student understands the lesson	Practical application on the computer using the statistical program SPSS	Lecture Theory	Discussing and solving exercises, a quick exam, homework
7	3	The student understands the lesson	Measures of central tendency: the arithmetic mean - Vein - the mediator - the relationship between the averages	Lecture Theory	Discussing and solving exercises, a quick exam, homework
8	3	The student understands the lesson	Knowledge of statistics - defined - its	Lecture Theory	Discussing and solving exercises, a

			relationship with other science - the scientific method to search - data collection, data classification - view data - data .analysis		quick exam, homework
9	3	The student understands the lesson	Data sources - ways to get the data - Comprehensive Date - samples - questionnaires - conditions - made	Lecture Theory	Discussing and solving exercises, a quick exam, homework
10	3	The student understands the lesson	Viewing the data distribution tabular data - frequency distribution - distribution Recurring double	Lecture Theory	Discussing and solving exercises, a quick exam, homework
11	3	The student understands the lesson	Graphic presentation of non-classified data Graph - Tapes charts - The circuit - diagrams Rectangle - chart	Lecture Theory	Discussing and solving exercises, a quick exam, homework
12	3	The student understands	Graphical presentation of	Lecture	Discussing and solving

		the lesson	the data classified Recurring - runway Iterative curve - Recurring - polygon Flocked - upward and downward iterative	Theory	exercises, a quick exam, homework
13	3	The student understands the lesson	Practical application on the computer using the statistical program SPSS	Lecture Theory	Discussing and solving exercises, a quick exam, homework
14	3	The student understands the lesson	Measures of central tendency: the arithmetic mean - Vein - the mediator - the relationship between the averages	Lecture Theory	Discussing and solving exercises, a quick exam, homework
15	3	The student understands the lesson	Knowledge of statistics - defined - its relationship with other science - the scientific method to search - data collection, data classification -	Lecture Theory	Discussing and solving exercises, a quick exam, homework

			view data - data .analysis		
16	3	The student understands the lesson	Data sources - ways to get the data - Comprehensive Date - samples - questionnaires - conditions - made	Lecture Theory	Discussing and solving exercises, a quick exam, homework
17	3	The student understands the lesson	Viewing the data distribution tabular data - frequency distribution - distribution Recurring double	Lecture Theory	Discussing and solving exercises, a quick exam, homework

18	3	The student understands the lesson	<p>Graphic presentation of non-classified data</p> <ul style="list-style-type: none"> Graph - Tapes charts - The circuit - diagrams Rectangle - chart 	<p>Lecture</p> <p>Theory</p>	<p>Discussing and solving exercises, a quick exam, homework</p>
19	3	The student understands the lesson	<p>Graphical presentation of the data classified</p> <ul style="list-style-type: none"> Recurring - runway Iterative curve - Recurring - polygon Flocked - upward and downward iterative 	<p>Lecture</p> <p>Theory</p>	<p>Discussing and solving exercises, a quick exam, homework</p>

20	3		<p>Practical application on the computer using the statistical program SPSS</p>	<p>Lecture Theory</p>	<p>Discussing and solving exercises, a quick exam, homework</p>
21	3	<p>The student understands the lesson</p>	<p>Measures of central tendency: the arithmetic mean - Vein - the mediator - the relationship between the averages</p>	<p>Lecture Theory</p>	<p>Discussing and solving exercises, a quick exam, homework</p>

22	3			Lecture Theory	Discussing and solving exercises, a quick exam, homework
23	3	The student understands the lesson	Knowledge of statistics - defined - its relationship with other science - the scientific method to search - data collection, data classification - view data - data .analysis	Lecture Theory	Discussing and solving exercises, a quick exam, homework

24	3		<p>Data sources - ways to get the data - Comprehensive Date - samples - questionnaires - conditions - made</p>	<p>Lecture Theory</p>	<p>Discussing and solving exercises, a quick exam, homework</p>
25	3	<p>The student understands the lesson</p>	<p>Viewing the data distribution tabular data - frequency distribution - distribution Recurring double</p>	<p>Lecture Theory</p>	<p>Discussing and solving exercises, a quick exam, homework</p>

26	3		<p>Graphic presentation of non-classified data</p> <p>Graph -</p> <p>Tapes charts -</p> <p>The circuit - diagrams</p> <p>Rectangle - chart</p>	<p>Lecture</p> <p>Theory</p>	<p>Discussing and solving exercises, a quick exam, homework</p>
27	3	<p>The student understands the lesson</p>	<p>Graphical presentation of the data classified</p> <p>Recurring - runway</p> <p>Iterative curve -</p> <p>Recurring - polygon</p> <p>Flocked - upward and downward iterative</p>	<p>Lecture</p> <p>Theory</p>	<p>Discussing and solving exercises, a quick exam, homework</p>

28	3		<p>Practical application on the computer using the statistical program SPSS</p>	<p>Lecture Theory</p>	<p>Discussing and solving exercises, a quick exam, homework</p>
29	3	<p>The student understands the lesson</p>	<p>Measures of central tendency: the arithmetic mean - Vein - the mediator - the relationship between the averages</p>	<p>Lecture Theory</p>	<p>Discussing and solving exercises, a quick exam, homework</p>

30	3	The student understands the lesson	Vein - the mediator - the relationship between the averages	Lecture Theory	Discussing and solving exercises, a quick exam, homework
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12. Infrastructure

Required reading:

- CORE TEXTS
- COURSE MATERIALS
- OTHER

Statistic

Special requirements (include for example workshops, periodicals, IT software, websites)

Statistic

Community-based facilities (include for example, guest Theoretical , internship , field studies)

YouTube tutorial

13. Admissions

Pre-requisites

The rate of the preparatory phase, personal physical and mental qualifications, safety speech and language, desire and appetite for specialization

Minimum number of students	50
Maximum number of students	60

Computer Application

HIGHER EDUCATION PERFORMANCE REVIEW: PROGRAMME REVIEW

COURSE SPECIFICATION

This Course Specification provides a concise summary of the main features of the course and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. It should be cross-referenced with the program specification.

1. Teaching Institution	Middle Technical University
2. University Department/Centre	Materials management technique
3. Course title/code	Computer Application
4. Program(s) to which it contributes	Diploma
5. Modes of Attendance offered	Theoretical lessons + practical lessons
6. Semester/Year	Yearly
7. Number of hours tuition (total)	(practical 2+theoretical 1) 3
8. Date of production/revision of this specification	13/11/2016
<p>9. Aims of the Course</p> <p>Objectives of the course: to be a student at the end of the school year are able to .</p> <p>the student be able to understand and apply the different programs on the - 1 calculator</p> <p>and the Internet in the field of competence - 2</p> <p>being able to get digital information - 3</p> <p>skills and capacity development in the field of computer .4</p> <p>Course Outcomes and methods of teaching, learning and assessment - 9</p>	

A cognitive goals

O1- defines the concept of a computer

O2- working on computer

O3- shows the student the content of Computing

O4- shows the evolution of the student has reached technology in the field of computers

.O5- give the student practical examples

.B - Objectives own decision Marathi

.B 1 - collects information on phenomena and problems facing computer programs

.B 2 - analyzes the causes of these problems

.B 3 - compares the experiences of the past and present

.B4- communication and delivery skills

Teaching and learning

Questions of objectivity and divided into: multiple choice questions or questions - 1
of right and wrong or questions Almqarplh

.self-assessment and evaluation of the colleague - 2

:tests include - 3

.A - achievement tests associated with the constructivist teaching plans

:B - Final achievement tests include

.Final monthly tests at the end of each month semester •

.Final quarterly tests at the end of the semester •

.Final final tests at the end of the school year •

Assessment methods

:The use of achievement tests - 1

daily •

Monthly •

Quarterly •

final •

C) The emotional value targets)

.J1- put forward new ideas on the subject by the student

.C 2-Thread student's ability to evaluate and give solutions

.C 3-differentiate between the problems

.J4- explains and analyzes the phenomena and problems

Teaching and learning

.The use of supply and presentations method - 1

.drawing diagrams - 2

.Method of brainstorming - 3

D - public and rehabilitative skills movable (and other skills related to the viability
(of employment and personal development

.D1- use references and terminology skills

.D2- skills in data on the subject collection and analysis

.D3- exploit the available potential skills

D4- hold Almgaranat subject skills

.D5- preparing concepts on the subject skills

11. Course Structure					
Week	H o u r s	ILOs	Unit/Module or Topic Title	Teaching Method	Assessment Method
1	3	The student understands the lesson	Computer Components	Lecture Theory	Discussing and solving exercises, a quick exam, homework
2	3	The student understands the lesson	computers / and I / CPU / Output Units / main memory and their types / store data / in memory	Lecture Theory	Discussing and solving exercises, a quick exam, homework
3	3	The student understands the lesson	Software - software definition and types / software systems: OS / programming languages and systems programming	Lecture Theory	Discussing and solving exercises, a quick exam, homework
4	3	The student understands the lesson	Windows (WINDOWS) - Introduction to windows / advantages / device / closing device / Run	Lecture Theory	Discussing and solving exercises, a quick exam, homework
5	3	The student understands the lesson	Windows / screen / adjust screen colors / modification date and time / audio settings / Change between the voices of the mouse / speed control double-clicking the volume	Lecture Theory	Discussing and solving exercises, a quick exam, homework
6	3	The student		Lecture	Discussing and

		understands the lesson		Theory	solving exercises, a quick exam, homework
7	3	The student understands the lesson	Use your mouse / windows screen components: taskbar: icons: their types (standard and (public	Lecture Theory	Discussing and solving exercises, a quick exam, homework
8	3	The student understands the lesson	Control panal - Control Panel / Desktop / Screen Saver / Colors and Lines Control Change the mouse cursor / software installation and uninstalled	Lecture Theory	Discussing and solving exercises, a quick exam, homework
9	3	The student understands the lesson	Start Menu ((START	Lecture Theory	Discussing and solving exercises, a quick exam, homework
10	3	The student understands the lesson	Minimize and - maximize the window / lock the final / temporary closing / moving the window / capacity control	Lecture Theory	Discussing and solving exercises, a quick exam, homework
11	3	The student understands the lesson	Window / ways to run applications .and programs	Lecture Theory	Discussing and solving exercises, a quick exam, homework
12	3	The student understands the lesson	Order Menu Items START / delete list items START / Add submenu lists START / Add a new button to the .list of START	Lecture Theory	Discussing and solving exercises, a quick exam, homework
13	3	The student understands	Basic system information / turn	Lecture	Discussing and solving exercises,

		the lesson	off third-party applications unpleasantly	Theory	a quick exam, homework
14	3	The student understands the lesson	Finder windows WONDOWS EXPLORER / icon MY	Lecture Theory	Discussing and solving exercises, a quick exam, homework
15	3	The student understands the lesson	COMPUTER / window parts MY .COMPUTER Recycle Bin (delete, retrieve and unload the basket) / Icon MY DOCUMENT Folders and files FILE & FOLDER	Lecture Theory	Discussing and solving exercises, a quick exam, homework
16	3	The student understands the lesson	Supplements ACCESSORIES	Lecture Theory	Discussing and solving exercises, a quick exam, homework
17	3	The student understands the lesson	Calculator / notepad / WordPad / use note to edit and create the file	Lecture Theory	Discussing and solving exercises, a quick exam, homework

18	3	The student understands the lesson	<p>Preview / disable patterns Grade / .options</p> <p>Edit: Search / move to / replacement / .identification</p> <p>The inclusion of ((insert</p>	Lecture Theory	Discussing and solving exercises, a quick exam, homework
19	3	The student understands the lesson	<p>chedule: Insert Table / Draw Table / Convert Text to Table / data / excel / table fast table / Styles tables / demarcation tables</p>	Lecture Theory	Discussing and solving exercises, a quick exam, homework

20	3		<p>Attributes: Attributes / colors / lines / Effects Page Setup: Margins / page / direction size Background Page: Watermark / page / page color boundaries</p>	<p>Lecture Theory</p>	<p>Discussing and solving exercises, a quick exam, homework</p>
21	3	<p>The student understands the lesson</p>	<p>Footnotes: footnote / endnote following the inclusion of the lower / footnote / show the notes included</p>	<p>Lecture Theory</p>	<p>Discussing and solving exercises, a quick exam, homework</p>

22	3		<p>ferences references References and quotes: Quote drawers / sources / Style Department Synonyms / translation / hint / Screen translator / Set Language / number of words Comments: New comments / delete / Previous / Next</p>	<p>Lecture Theory</p>	<p>Discussing and solving exercises, a quick exam, homework</p>
23	3	<p>The student understands the lesson</p>	<p>Changes: Accept / reject / Previous / / Next Protection: Protect Document Show and hide: the ruler / network / document / Thumbnail map lines Zoom in and out: 100% / one page / pages / Viewing</p>	<p>Lecture Theory</p>	<p>Discussing and solving exercises, a quick exam, homework</p>

24	3		<p>Window: a new framework / order total / split / tire changer Microsoft Office Word Help</p>	<p>Lecture Theory</p>	<p>Discussing and solving exercises, a quick exam, homework</p>
25	3	<p>The student understands the lesson</p>	<p>The Internet And types / forms Networks / Networks / Network and evolution of the Internet / Intranet and Internet / firewalls / some of the basic concepts of the Internet / protocols</p>	<p>Lecture Theory</p>	<p>Discussing and solving exercises, a quick exam, homework</p>

26	3		<p>browser / web addresses / use browser / Change Home Toolbars / close your browser and disconnect the Internet / archives / storage favorite</p>	<p>Lecture Theory</p>	<p>Discussing and solving exercises, a quick exam, homework</p>
27	3	<p>The student understands the lesson</p>	<p>browser / web addresses / use browser / Change Home Toolbars / close your browser and disconnect the Internet / archives / storage favorite pages / search / how to search for information on the Internet / copying text and</p>	<p>Lecture Theory</p>	<p>Discussing and solving exercises, a quick exam, homework</p>

28	3		images to any application engines	Lecture Theory	Discussing and solving exercises, a quick exam, homework
29		The student understands the lesson	Downloading files from the Internet / preparation for printing / printing	Lecture Theory	Discussing and solving exercises, a quick exam, homework

30	3		Downloading files from the Internet / preparation for printing / printing	Lecture Theory	Discussing and solving exercises, a quick exam, homework
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12. Infrastructure

Required reading:

- CORE TEXTS
- COURSE MATERIALS
- OTHER

Computer Application

Special requirements (include for example workshops, periodicals, IT software, websites)

Computer Application

Community-based facilities (include for example, guest Theoretical , internship , field studies)

YouTube tutorial

13. Admissions

Pre-requisites

The rate of the preparatory phase, personal physical and mental qualifications, safety speech and language, desire and appetite for specialization

Minimum number of students	50
Maximum number of students	60

Human Rights & Democracy

HIGHER EDUCATION PERFORMAN

CE REVIEW: PROGRAMME REVIEW

COURSE SPECIFICATION

This Course Specification provides a concise summary of the main features of the course and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. It should be cross-referenced with the program specification.

1. Teaching Institution	Middle Technical University
2. University Department/Centre	Materials management technique
3. Course title/code	Human Rights & Democracy
4. Program(s) to which it contributes	Diploma
5. Modes of Attendance offered	Theoretical lessons + practical lessons
6. Semester/Year	Yearly
7. Number of hours tuition (total)	(2 theoretical)
8. Date of production/revision of this specification	13/11/2016
9. Aims of the Course	
Objectives of the course: to be a student at the end of the school year are able to	
.. introduce students to the principles of human rights - 1	
and how to apply them in practical life - 2	
shows the most important theories and international laws in this area - 3	
The student's knowledge of human rights organizations .3	

Course Outcomes and methods of teaching, learning and assessment - 9

A cognitive goals

.O1- knows the history of the concept of work in human rights

O2-explains to the student of human rights

O3- shows the student the content and importance of human rights

O4- shows the evolution of the student has reached the human rights organizations in the protection of human

.O5- give the student practical examples

.B - Objectives own decision Marathi

.B 1 - collects information on social phenomena and problems

.B 2 - analyzes the causes of these problems

.B 3 - compares the experiences of the past and present

.B4- communication and delivery skills

Teaching and learning

Questions of objectivity and divided into: multiple choice questions or questions - 1
of right and wrong or questions Alm qarplh

.self-assessment and evaluation of the colleague - 2

:tests include - 3

.A - achievement tests associated with the constructivist teaching plans

:B - Final achievement tests include

.Final monthly tests at the end of each month semester •

.Final quarterly tests at the end of the semester •

.Final final tests at the end of the school year •

Assessment methods

:The use of achievement tests - 1

daily •

Monthly •

Quarterly •

final •

C) The emotional value targets)

.J1- put forward new ideas on the subject by the student

.C 2-Thread student's ability to evaluate and give solutions

.C 3-differentiate between the problems

.J4- explains and analyzes the phenomena and problems

Teaching and learning

.The use of supply and presentations method - 1

.drawing diagrams - 2

.Method of brainstorming - 3

D - public and rehabilitative skills movable (and other skills related to the viability
(of employment and personal development

.D1- use references and terminology skills

.D2- skills in data on the subject collection and analysis

.D3- exploit the available potential skills

D4- hold Almgaranat subject skills
.D5- preparing concepts on the subject skills

11. Course Structure					
Week	H o u r s	ILOs	Unit/Module or Topic Title	Teaching Method	Assessment Method
1	2	The student understands the lesson		Lecture Theory	Discussing and solving exercises, a quick exam, homework
2	2	The student understands the lesson		Lecture Theory	Discussing and solving exercises, a quick exam, homework
3	2	The student understands the lesson	Human Rights, definition, goals Mesopotamia :	Lecture Theory	Discussing and solving exercises, a quick exam, homework
4	2	The student understands the lesson	Human Rights in ancient civilizations, especially the civilization of	Lecture Theory	Discussing and solving exercises, a quick exam, homework
5	2	The student understands the lesson	Human Rights in all religions with a focus on human rights in Islam	Lecture Theory	Discussing and solving exercises, a quick exam, homework
6	2	The student understands the lesson	Human rights in the contemporary and modern history: the international recognition of	Lecture Theory	Discussing and solving exercises, a quick exam, homework
7	2	The student understands the lesson	human rights since World War I, the United Nations and the League Regional recognition of human rights	Lecture Theory	Discussing and solving exercises, a quick exam, homework
8	2	The student understands the lesson	European Convention of Human Rights 1950, the	Lecture Theory	Discussing and solving exercises, a quick exam, homework

			American Convention on Human Rights in ,1969		
9	2	The student understands the lesson	The African Charter on Human Rights in 1981, the Arab Charter on Human Rights, 1994	Lecture Theory	Discussing and solving exercises, a quick exam, homework
10	2	The student understands the lesson	Non-governmental organizations and human rights (International Committee of the Red Cross, Amnesty International, Human Rights Watch, the National Human Rights –anizmat	Lecture Theory	Discussing and solving exercises, a quick exam, homework
11	2	The student understands the lesson	Human Rights in Iraqi constitutions between theory and reality	Lecture Theory	Discussing and solving exercises, a quick exam, homework
12	2	The student understands the lesson	The relationship between human rights and public :freedoms in the Universal -1 Declaration of Human Rights in-regional -2 conventions and national constitutions	Lecture Theory	Discussing and solving exercises, a quick exam, homework
13	2	The student understands the lesson	Rights and economic, social and cultural rights and civil and , the right to a clean	Lecture Theory	Discussing and solving exercises, a quick exam, homework

			environment,		
14	2	The student understands the lesson	political rights of man Modern human rights: the right to development	Lecture Theory	Discussing and solving exercises, a quick exam, homework
15	2	The student understands the lesson	the right to solidarity, the right to religion	Lecture Theory	Discussing and solving exercises, a quick exam, homework
16	2	The student understands the lesson	Guarantees the respect and protection of human rights at the national level, the guarantees in the Constitution and laws, guarantees the principle of the rule of law Constitutional guarantees in control, guarantees press freedom and public opinion, the	Lecture Theory	Discussing and solving exercises, a quick exam, homework

17	2	The student understands the lesson	role of non-governmental organizations to respect and protect human rights	Lecture Theory	Discussing and solving exercises, a quick exam, homework
18	2	The student understands the lesson	Guarantees and respect for and protection of human rights at the international level The United Nations and its specialized agencies in the provision of guarantees Role	Lecture Theory	Discussing and solving exercises, a quick exam, homework

19	2	The student understands the lesson	<p>alnzerah Public freedoms, rights and freedoms set out, the project's position on the rights and freedoms proclaimed</p> <p>Use of the term public freedoms</p> <p>Qaeda legitimacy to the rule of law .aleghanonah</p> <p>The regulation of public freedoms by the public authorities</p> <p>Equality: the historical evolution of the concept of equality</p> <p>The modern evolution of the idea of equality</p>	Lecture Theory	Discussing and solving exercises, a quick exam, homework
20	2		<p>gender equality</p> <p>almsawah - Between individuals according to their beliefs and their race</p> <p>Democratic .tarifaa .anoalla</p> <p>Concepts of democracy</p>	Lecture Theory	Discussing and solving exercises, a quick exam, homework

21	2	The student understands the lesson	Democracy in the third year Democratic regimes in the world	Lecture Theory	Discussing and solving exercises, a quick exam, homework
22	2		The concept of freedom, classification of public freedoms Basic freedoms, intellectual freedoms, economic and social freedoms	Lecture Theory	Discussing and solving exercises, a quick exam, homework

23	2	The student understands the lesson	Freedom and a sense of security reassured Freedom of coming and going Freedom of education	Lecture Theory	Discussing and solving exercises, a quick exam, homework
24	2		Freedom of the press Freedom of assembly	Lecture Theory	Discussing and solving exercises, a quick exam, homework

25	2	The student understands the lesson	<p>Latitude Right to own property Freedom of trade and industry</p>	<p>Lecture Theory</p>	<p>Discussing and solving exercises, a quick exam, homework</p>
26	2		<p>women freedom</p>	<p>Lecture Theory</p>	<p>Discussing and solving exercises, a quick exam, homework</p>

27	2	The student understands the lesson	Political parties and public freedoms	Lecture Theory	Discussing and solving exercises, a quick exam, homework
28	2		Scientific and technical progress and public	Lecture Theory	Discussing and solving exercises, a quick exam, homework

29	2	The student understands the lesson	freedoms The future of public freedoms	Lecture Theory	Discussing and solving exercises, a quick exam, homework
30	2		freedoms The future of public freedoms	Lecture Theory	Discussing and solving exercises, a quick exam, homework

12. Infrastructure

Required reading: · CORE TEXTS · COURSE MATERIALS · OTHER	Human Rights & Democracy
Special requirements (include for example workshops, periodicals, IT software, websites)	Human Rights & Democracy
Community-based facilities (include for example, guest Theoretical , internship , field studies)	YouTube tutorial

13. Admissions	
Pre-requisites	The rate of the preparatory phase, personal physical and mental qualifications, safety speech and language, desire and appetite for specialization
Minimum number of students	50
Maximum number of students	60

Planning storages & Monetoring

HIGHER EDUCATION PERFORMANCE REVIEW: PROGRAMME REVIEW

COURSE SPECIFICATION

This Course Specification provides a concise summary of the main features of the course and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. It should be cross-referenced with the program specification.

1. Teaching Institution	Middle Technical University
2. University Department/Centre	Materials management technique
3. Course title/code	Planning storages & Monetoring
4. Program(s) to which it contributes	Diploma
5. Modes of Attendance offered	Theoretical lessons + practical lessons
6. Semester/Year	Yearly
7. Number of hours tuition (total)	(practical 2+theoretical 3) 5
8. Date of production/revision of this specification	13/11/2016
9. Aims of the Course	<p>Objectives of the course: to be a student at the end of the school year are able to introduce students to the basic concepts to control inventories and enable it to - 1 use scientific methods to adjust inventories</p> <p>The concept of material storage strategies and cost storage - 2 concept and the importance of controlling inventories 3 quantitative methods in controlling inventories of cases of regular consumption-4</p> <p>Course Outcomes and methods of teaching, learning and assessment - 9</p>

A cognitive goals

.O1- knows the history of the concept of work in planning and control Mahznah

O2-explains to students planning and inventory control process

O3- shows the content of the student and the importance of planning and control inventory

O4- shows the evolution of the student has reached the planning and inventory control operations

.O5- give the student practical examples

.B - Objectives own decision Marathi

.B 1 - collects information on social phenomena and problems

.B 2 - analyzes the causes of these problems

.B 3 - compares the experiences of the past and present

.B4- communication and delivery skills

Teaching and learning

Questions of objectivity and divided into: multiple choice questions or questions - 1 of right and wrong or questions Almqarplh

.self-assessment and evaluation of the colleague - 2

:tests include - 3

.A - achievement tests associated with the constructivist teaching plans

:B - Final achievement tests include

.Final monthly tests at the end of each month semester •

.Final quarterly tests at the end of the semester •

.Final final tests at the end of the school year •

Assessment methods

:The use of achievement tests - 1

daily •

Monthly •

Quarterly •

final •

C) The emotional value targets)

.J1- put forward new ideas on the subject by the student

.C 2-Thread student's ability to evaluate and give solutions

.C 3-differentiate between the problems

.J4- explains and analyzes the phenomena and problems

Teaching and learning

.The use of supply and presentations method - 1

.drawing diagrams - 2

.Method of brainstorming - 3

D - public and rehabilitative skills movable (and other skills related to the viability

.(of employment and personal development

.D1- use references and terminology skills

.D2- skills in data on the subject collection and analysis

.D3- exploit the available potential skills

D4- hold Almgaranat subject skills

.D5- preparing concepts on the subject skills

11. Course Structure					
Week	H o u r s	ILOs	Unit/Module or Topic Title	Teaching Method	Assessment Method
1	5	The student understands the lesson	The concept and the importance of .inventory	Lecture Theory	Discussing and solving exercises, a quick exam, homework
2	5	The student understands the lesson	Material storage strategies	Lecture Theory	Discussing and solving exercises, a quick exam, homework
3	5	The student understands the lesson	The concept and the importance of controlling inventories	Lecture Theory	Discussing and solving exercises, a quick exam, homework
4	5	The student understands the lesson	Storage cost Quantitative	Lecture Theory	Discussing and solving exercises, a quick exam, homework
5	5	The student understands the lesson	Methods in control of inventories of cases	Lecture Theory	Discussing and solving exercises, a quick exam, homework
6	5	The student understands the lesson	Regular consumption	Lecture Theory	Discussing and solving exercises, a quick exam, homework
7	5	The student understands the lesson	Economic order quantity system	Lecture Theory	Discussing and solving exercises, a quick exam, homework
8	5	The student understands the lesson	Economic order quantity system	Lecture Theory	Discussing and solving exercises, a quick exam, homework
9	5	The student understands the lesson	Costs annual quantity of inventory Quality Systems inventories	Lecture Theory	Discussing and solving exercises, a quick exam, homework

			Quality Systems inventories		
10	5	The student understands the lesson	Quality Systems inventories	Lecture Theory	Discussing and solving exercises, a quick exam, homework
11	5	The student understands the lesson	Quality and testing cost	Lecture Theory	Discussing and solving exercises, a quick exam, homework
12	5	The student understands the lesson	Inventories levels Control of	Lecture Theory	Discussing and solving exercises, a quick exam, homework
13	5	The student understands the lesson	inventories of cases of irregular consumption	Lecture Theory	Discussing and solving exercises, a quick exam, homework
14	5	The student understands the lesson	The use of statistical distributions to control inventories in the case of variable consumption	Lecture Theory	Discussing and solving exercises, a quick exam, homework
15	5	The student understands the lesson	Stockpiling reserves to counter fluctuations in supply	Lecture Theory	Discussing and solving exercises, a quick exam, homework
16	5	The student understands the lesson	Stockpiling reserves to cope with fluctuations in the waiting period	Lecture Theory	Discussing and solving exercises, a quick exam, homework

17	5	The student understands the lesson	Determine stockpiling reserves using probability model	Lecture Theory	Discussing and solving exercises, a quick exam, homework
18	5	The student understands the lesson	Determine stockpiling reserves using probability model	Lecture Theory	Discussing and solving exercises, a quick exam, homework

19	5	The student understands the lesson	Material requirements planning system ((MRP	Lecture Theory	Discussing and solving exercises, a quick exam, homework
20	5		Material requirements planning system ((MRP	Lecture Theory	Discussing and solving exercises, a quick exam, homework

21	5	The student understands the lesson	Material requirements planning system (MRP)	Lecture Theory	Discussing and solving exercises, a quick exam, homework
22	5		(Time system (JIT	Lecture Theory	Discussing and solving exercises, a quick exam, homework

23	5	The student understands the lesson	(Time system (JIT	Lecture Theory	Discussing and solving exercises, a quick exam, homework
24	5		Control of spare parts	Lecture Theory	Discussing and solving exercises, a quick exam, homework

25	5	The student understands the lesson	residuals and waste production	Lecture Theory	Discussing and solving exercises, a quick exam, homework
26	5		Cash budget	Lecture Theory	Discussing and solving exercises, a quick exam, homework

27	5	The student understands the lesson	Cash budget	Lecture Theory	Discussing and solving exercises, a quick exam, homework
28	5		Use of automated system to control inventories	Lecture Theory	Discussing and solving exercises, a quick exam, homework

29	5	The student understands the lesson	Use of automated system to control inventorie	Lecture Theory	Discussing and solving exercises, a quick exam, homework
30	5		Use of automated system to control inventorie	Lecture Theory	Discussing and solving exercises, a quick exam, homework

12. Infrastructure

Required reading: · CORE TEXTS · COURSE MATERIALS · OTHER	Planning storages &Monetoring
Special requirements (include for example workshops, periodicals, IT software, websites)	Planning storages &Monetoring
Community-based facilities (include for example, guest Theoretical , internship , field studies)	YouTube tutorial

13. Admissions	
Pre-requisites	The rate of the preparatory phase, personal physical and mental qualifications, safety speech and language, desire and appetite for specialization
Minimum number of students	50
Maximum number of students	60

Operation Management

HIGHER EDUCATION PERFORMANCE REVIEW: PROGRAMME REVIEW

COURSE SPECIFICATION

This Course Specification provides a concise summary of the main features of the course and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. It should be cross-referenced with the program specification.

1. Teaching Institution	Middle Technical University
2. University Department/Centre	Materials management technique
3. Course title/code	Operation Management
4. Program(s) to which it contributes	Diploma
5. Modes of Attendance offered	Theoretical lessons + practical lessons
6. Semester/Year	Yearly
7. Number of hours tuition (total)	(practical 2+theoretical 3) 5
8. Date of production/revision of this specification	13/11/2016
9. Aims of the Course	<p>Objectives of the course: to be a student at the end of the school year are able to providing students with theoretical and practical skills in process management in - 1 industrial plants in the area of planning, organization and control of industrial .processes</p> <p>The use of quantitative methods in decision-making related to various aspects of - 2 .productive activity work in business organizations</p> <p>shows the most important theories and international laws in this area - 3</p> <p>The student's knowledge of operations Process Management .3</p>

Course Outcomes and methods of teaching, learning and assessment - 9

A cognitive goals

.O1- knows the history of the concept of working in the operations department

O2-explains to the student Process Management

O3- shows the content of the student and the importance of running processes

O4- shows the evolution of the student has reached the latest management software operations

.O5- give the student practical examples

.B - Objectives own decision Marathi

.B 1 - collects information on social phenomena and problems

.B 2 - analyzes the causes of these problems

.B 3 - compares the experiences of the past and present

.B4- communication and delivery skills

Teaching and learning

Questions of objectivity and divided into: multiple choice questions or questions - 1
of right and wrong or questions Alm qarplh

.self-assessment and evaluation of the colleague - 2

:tests include - 3

.A - achievement tests associated with the constructivist teaching plans

:B - Final achievement tests include

.Final monthly tests at the end of each month semester •

.Final quarterly tests at the end of the semester •

.Final final tests at the end of the school year •

Assessment methods

:The use of achievement tests - 1

daily •

Monthly •

Quarterly •

final •

C) The emotional value targets)

.J1- put forward new ideas on the subject by the student

.C 2-Thread student's ability to evaluate and give solutions

.C 3-differentiate between the problems

.J4- explains and analyzes the phenomena and problems

Teaching and learning

.The use of supply and presentations method - 1

.drawing diagrams - 2

.Method of brainstorming - 3

D - public and rehabilitative skills movable (and other skills related to the viability
(of employment and personal development

.D1- use references and terminology skills

.D2- skills in data on the subject collection and analysis

.D3- exploit the available potential skills

D4- hold Almgaranat subject skills
.D5- preparing concepts on the subject skills

11. Course Structure					
Week	H o u r s	ILOs	Unit/Module or Topic Title	Teaching Method	Assessment Method
1	5	The student understands the lesson	Production and management of production processes.	Lecture Theory	Discussing and solving exercises, a quick exam, homework
2	5	The student understands the lesson	Functions to manage basic operations and its relationship with other departments	Lecture Theory	Discussing and solving exercises, a quick exam, homework
3	5	The student understands the lesson	The organizational structure for the management of operations Operations strategy,	Lecture Theory	Discussing and solving exercises, a quick exam, homework
4	5	The student understands the lesson	administration Alalumblyat and a systems approach - productivity,	Lecture Theory	Discussing and solving exercises, a quick exam, homework
5	5	The student understands the lesson	efficiency effectiveness Feasibility study of the project,	Lecture Theory	Discussing and solving exercises, a quick exam, homework
6	5	The student understands the lesson	the basic considerations in the industrial project calendar	Lecture Theory	Discussing and solving exercises, a quick exam, homework
7	5	The student understands the lesson	Choose the industrial project and the factors affecting the site	Lecture Theory	Discussing and solving exercises, a quick exam, homework
8	5	The student understands	Choose the industrial project	Lecture	Discussing and solving exercises,

		the lesson	and the factors affecting the site	Theory	a quick exam, homework
9	5	The student understands the lesson	Determine the production capacity of the industrial project	Lecture Theory	Discussing and solving exercises, a quick exam, homework
10	5	The student understands the lesson	Financial Calendar industrial project Ways and means of production,	Lecture Theory	Discussing and solving exercises, a quick exam, homework
11	5	The student understands the lesson	the internal arrangement of the plant and its buildings	Lecture Theory	Discussing and solving exercises, a quick exam, homework
12	5	The student understands the lesson	Market study and Item Demand forecasting use industrial plants	Lecture Theory	Discussing and solving exercises, a quick exam, homework
13	5	The student understands the lesson	Statistical methods Production planning,	Lecture Theory	Discussing and solving exercises, a quick exam, homework
14	5	The student understands the lesson	linear programming and production planning	Lecture Theory	Discussing and solving exercises, a quick exam, homework
15	5	The student understands the lesson	Transport and materials handling -	Lecture Theory	Discussing and solving exercises, a quick exam, homework
16	5	The student understands the lesson	transport management in ,industrial plants	Lecture Theory	Discussing and solving exercises, a quick exam, homework

17	5	The student understands the lesson	Methods used to solve transportation problems Resource	Lecture Theory	Discussing and solving exercises, a quick exam, homework
18	5	The student understands the lesson	, allocation The methods used in solving the problems of privatization Critical path Concept	Lecture Theory	Discussing and solving exercises, a quick exam, homework

19	5	The student understands the lesson	, applications The concept and the importance of quality control production	Lecture Theory	Discussing and solving exercises, a quick exam, homework
20	5		The methods used in the quality control of production	Lecture Theory	Discussing and solving exercises, a quick exam, homework

21	5	The student understands the lesson	The methods used in the quality control of	Lecture Theory	Discussing and solving exercises, a quick exam, homework
22	5		Quality management, systems and specifications Total Quality	Lecture Theory	Discussing and solving exercises, a quick exam, homework

23	5	The student understands the lesson	<p>- Management</p> <p>Basic tools for quality management</p> <p>Comprehensive Applications in General Review</p>	Lecture Theory	Discussing and solving exercises, a quick exam, homework
24	5		<p>the overall quality schemes</p> <p>Maintenance (Study, study time</p>	Lecture Theory	Discussing and solving exercises, a quick exam, homework

25	5	The student understands the lesson	,Systems ,Types Maintenance and Reliability	Lecture Theory	Discussing and solving exercises, a quick exam, homework
26	5		Maintenance and Reliability	Lecture Theory	Discussing and solving exercises, a quick exam, homework

27	5	The student understands the lesson	Organizing and programming work (Work	Lecture Theory	Discussing and solving exercises, a quick exam, homework
28	5		Organizing and programming work (Work	Lecture Theory	Discussing and solving exercises, a quick exam, homework

29	5	The student understands the lesson	Organizing and programming work (Work	Lecture Theory	Discussing and solving exercises, a quick exam, homework
30	5		Organizing and programming work (Work	Lecture Theory	Discussing and solving exercises, a quick exam, homework

12. Infrastructure

Required reading: · CORE TEXTS · COURSE MATERIALS · OTHER	Operation Management
Special requirements (include for example workshops, periodicals, IT software, websites)	Operation Management
Community-based facilities (include for example, guest Theoretical , internship , field studies)	YouTube tutorial

13. Admissions	
Pre-requisites	The rate of the preparatory phase, personal physical and mental qualifications, safety speech and language, desire and appetite for specialization
Minimum number of students	50
Maximum number of students	60

Marketing Management

HIGHER EDUCATION PERFORMANCE REVIEW: PROGRAMME REVIEW

COURSE SPECIFICATION

This Course Specification provides a concise summary of the main features of the course and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. It should be cross-referenced with the program specification.

1. Teaching Institution	Middle Technical University
2. University Department/Centre	Materials management technique
3. Course title/code	Marketing Management
4. Program(s) to which it contributes	Diploma
5. Modes of Attendance offered	Theoretical lessons + practical lessons
6. Semester/Year	Yearly
7. Number of hours tuition (total)	(practical 2+theoretical2)4
8. Date of production/revision of this specification	13/11/2016
9. Aims of the Course	
Objectives of the course: to be a student at the end of the school year are able to Acquisition of knowledge and skills of students in the field of marketing - 1 activities and enable it to become acquainted with the basics and the principles and methods of marketing products in terms of price, distribution and promotion and how to revitalize sales	

stirring motivation among consumers for the purpose of purchasing and to - 2
identify the strategic requirements and control in organizations
shows the most important theories and international laws in this area - 3
The student's knowledge of the latest management of marketing programs .3

Course Outcomes and methods of teaching, learning and assessment - 9

A cognitive goals

O1- identify the basic principles of marketing department

O2- Acquisition of the student's skills in how to revitalize sales

O3- identify strategic Alttlebatt and control of organizations

.O4- give the student practical examples

.B - Objectives own decision Marathi

.B 1 - collects information on social phenomena and problems

.B 2 - analyzes the causes of these problems

B3- training in marketing skills

.B 4 - compares the experiences of the past and present

.B5- communication and delivery skills

Teaching and learning

lecturing theoretical vocabulary scheduled for Marketing Department .1

Training on shopping and preparation of merchantability reporting skills .2

Carry out scientific visits to institutions marketing to increase Mehrat students .3

Questions of objectivity and divided into: multiple choice questions or .4

questions of right and wrong or questions Almqarph

.self-assessment and evaluation of the colleague - 5

:tests include - 6

.A - achievement tests associated with the constructivist teaching plans

:B - Final achievement tests include

.Final monthly tests at the end of each month semester •

.Final quarterly tests at the end of the semester •

.Final final tests at the end of the school year •

Assessment methods

Brainstorming ideas students through seminars -

Daily exams -

Duties Alasfih -

Monthly, quarterly exams and exams end of the year -

C) The emotional value targets)

urged the students to participate in the discussion and ask questions .1

C 2-scientific visits to institutions marketing

.J3- put forward new ideas on the subject by the student

.J4-student's ability to assess the subject and give solutions

.

Teaching and learning

Definition of students foundations and principles of the theory of marketing - 1

The test methods and the emphasis on activity, but descriptive and prepare .2

research

movies and PowerPoint slides own activities marketing activities show .3

D - public and rehabilitative skills movable (and other skills related to the

.(viability of employment and personal development

D1- enable students to participate and express observations and questions

D2- establish scientific trips and visiting exhibitions marketing

D3- simulations enable students to methods of sales promotion

D4- enhance student analytical capabilities of the reality of markets and

marketing environment

11. Course Structure					
Week	H o u r s	ILOs	Unit/Module or Topic Title	Teaching Method	Assessment Method
1					
2					
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27					

28					
29					

12. Infrastructure

Required reading:

- CORE TEXTS
- COURSE MATERIALS
- OTHER

echniques inventory operations

Special requirements (include for example workshops, periodicals, IT software, websites)

Principles of Management with a focus on business administration - d. Khalil Chandler

Community-based facilities (include for example, guest Theoretical , internship , field studies)

YouTube tutorial

13. Admissions

Pre-requisites

The rate of the preparatory phase, personal physical and mental qualifications, safety speech and language, desire and appetite for specialization

Minimum number of students	50
Maximum number of students	60

Storage Technologies

HIGHER EDUCATION PERFORMANCE REVIEW: PROGRAMME REVIEW

COURSE SPECIFICATION

This Course Specification provides a concise summary of the main features of the course and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. It should be cross-referenced with the program

specification.

1. Teaching Institution	Middle Technical University
2. University Department/Centre	Materials management technique
3. Course title/code	Storage Technologies
4. Program(s) to which it contributes	Department
5. Modes of Attendance offered	Theoretical lessons + practical lessons
6. Semester/Year	yearly
7. Number of hours tuition (total)	(practical 1+theoretical 4) 5
8. Date of production/revision of this specification	13/11/2016
9. Aims of the Course	
<p>.1 Definition of the student to the basic concepts of warehouse management</p> <p>2 enable it to learn how to perform the processes and procedures inventory and organize the documentary cycle</p> <p>3-recognition function Almkhozna the building and the use of storage equipment, transport -</p> <p>4-equipment, handling and ways of maintaining inventory</p> <p>The student's knowledge of the organization and the organizational structure to work .</p>	
<p>A knowledge goals</p> <p>.O1- knows the history of the concept of Almkhozna work</p> <p>O2-explained to the student inventory operations</p> <p>O3- shows the content of the history of the student work Almkhozna</p> <p>.O4- shows the evolution of the student has reached inventory techniques</p> <p>O5- give the student practical examples of cases in inventory</p>	
<p>.B - Objectives own decision Marathi</p> <p>.B 1 - collects information on phenomena and problems to work Almkhozna</p> <p>.B 2 - analyzes the causes of these problems</p>	

.B 3 - compares the experiences of the past and present

.B4- communication and delivery skills

Teaching and learning

Questions of objectivity and divided into: multiple choice questions or questions - 1
of right and wrong or questions Almqarplh

.self-assessment and evaluation of the colleague - 2

:tests include - 3

.A - achievement tests associated with the constructivist teaching plans

:B - Final achievement tests include

.Final monthly tests at the end of each month semester •

.Final quarterly tests at the end of the semester •

.Final final tests at the end of the school year •

Assessment methods

:The use of achievement tests - 1

daily •

Monthly •

Quarterly •

final •

C) The emotional value targets)

.J1- put forward new ideas on the subject by the student

.C 2-Thread student's ability to evaluate and give solutions

.C 3-differentiate between the problems

.J4- explains and analyzes the phenomena and problems

Teaching and learning

.The use of supply and presentations method - 1

.drawing diagrams - 2

.Method of brainstorming - 3

D - public and rehabilitative skills movable (and other skills related to the viability

.(of employment and personal development

.D1- use references and terminology skills

.D2- skills in data on the subject collection and analysis

.D3- exploit the available potential skills

D4- hold Almgaranat subject skills

.D5- preparing concepts on the subject skills

11. Course Structure					
Week	H o u r s	ILOs	Unit/Module or Topic Title	Teaching Method	Assessment Method
1	4	The student understands the lesson	A holistic view of the concept of marketing	Lecture Theory	Discussing and solving exercises, a quick exam, homework
2	4	The student understands the lesson	The concept of the marketing mix	Lecture Theory	Discussing and solving exercises, a quick exam, homework
3	4	The student understands the lesson	Marketing environment	Lecture Theory	Discussing and solving exercises, a quick exam, homework
4	4	The student understands the lesson	consumer's Behaviour	Lecture Theory	Discussing and solving exercises, a quick exam, homework
5	4	The student understands the lesson	Market division	Lecture Theory	Discussing and solving exercises, a quick exam, homework
6	4	The student understands the lesson	the product	Lecture Theory	Discussing and solving exercises, a quick exam, homework
7	4	The student understands the lesson	Packaging Aalmentjat	Lecture Theory	Discussing and solving exercises, a quick exam, homework
8	4	The student understands the lesson	Distribution and distribution channels	Lecture Theory	Discussing and solving exercises, a quick exam, homework
9	4	The student understands the lesson	Trade concept of marketing facilities	Lecture Theory	Discussing and solving exercises, a quick exam, homework
10	4	The student understands	Single trade	Lecture	Discussing and solving exercises,

		the lesson		Theory	a quick exam, homework
11	4	The student understands the lesson	Physical distribution	Lecture Theory	Discussing and solving exercises, a quick exam, homework
12	4	The student understands the lesson	Promotion	Lecture Theory	Discussing and solving exercises, a quick exam, homework
13	4	The student understands the lesson	Announcement	Lecture Theory	Discussing and solving exercises, a quick exam, homework
14	4	The student understands the lesson	Stimulate sales	Lecture Theory	Discussing and solving exercises, a quick exam, homework
15	4	The student understands the lesson	Personal selling	Lecture Theory	Discussing and solving exercises, a quick exam, homework
16	4	The student understands the lesson	Pricing	Lecture Theory	Discussing and solving exercises, a quick exam, homework

17	4	The student understands the lesson	Marketing Services	Lecture Theory	Discussing and solving exercises, a quick exam, homework
18	4	The student understands the lesson	Marketing information system	Lecture Theory	Discussing and solving exercises, a quick exam, homework

19	4	The student understands the lesson	Marketing strategy and contro	Lecture Theory	Discussing and solving exercises, a quick exam, homework
20	4		Marketing in non-profit organizations	Lecture Theory	Discussing and solving exercises, a quick exam, homework

21	4	The student understands the lesson	Direct marketing	Lecture Theory	Discussing and solving exercises, a quick exam, homework
22	4		The ethics of marketing and control	Lecture Theory	Discussing and solving exercises, a quick exam, homework

23	4	The student understands the lesson	Green Marketing	Lecture Theory	Discussing and solving exercises, a quick exam, homework
24	4		Marketing Services	Lecture Theory	Discussing and solving exercises, a quick exam, homework

25	4	The student understands the lesson	Marketing information system	Lecture Theory	Discussing and solving exercises, a quick exam, homework
26	4		Marketing strategy and contro	Lecture Theory	Discussing and solving exercises, a quick exam, homework

27	4	The student understands the lesson	Marketing in non-profit organizations	Lecture Theory	Discussing and solving exercises, a quick exam, homework
28	4		Direct marketing	Lecture Theory	Discussing and solving exercises, a quick exam, homework

29	4	The student understands the lesson	The ethics of marketing and control	Lecture Theory	Discussing and solving exercises, a quick exam, homework
30	4		Green Marketing	Lecture Theory	Discussing and solving exercises, a quick exam, homework

12. Infrastructure

Required reading: · CORE TEXTS · COURSE MATERIALS · OTHER	Marketing Management
Special requirements (include for example workshops, periodicals, IT software, websites)	Marketing Management
Community-based facilities (include for example, guest Theoretical , internship , field studies)	YouTube tutorial

13. Admissions	
Pre-requisites	The rate of the preparatory phase, personal physical and mental qualifications, safety speech and language, desire and appetite for specialization
Minimum number of students	50
Maximum number of students	60

Storage Accounting

HIGHER EDUCATION PERFORMANCE REVIEW: PROGRAMME REVIEW

COURSE SPECIFICATION

Course Description: This provides a most important characteristics of a decision accounting inventory techniques and outputs anticipated learning of student achievement, field, appropriate equipped among a number of processors required for materials as well as to identify any of the methods of pricing of materials in and out of the stores are practically better for Iraqi facilities and also record the accounting entries returned materials sectional capacity to store as well as deficiencies discovered when conducting inventory and who is responsible for those Alnicosat, proving whether he has made the most of learning opportunities available.

1. Teaching Institution	Middle Technical University
2. University Department/Centre	Material management techniques inventory Laboratory
3. Course title/code	Storage accounting techniques
4. Programme(s) to which it contributes	Theoretical lessons + accounting
5. Modes of Attendance offered	annual
6. Semester/Year	(practical 3+theoretical 2) 5
7. Number of hours tuition (total)	13/11/2016
8. Date of production/revision of this specification	
9. Aims of the Course	
-cemented learning outcomes of the Department of Materials Management . -The student's participation and contribution to the planning of the study and proposal of . .teaching methods and tests that could benefit students	

..
-Preparation cadres able to convey what you receive from the information and knowledge to future job
-study specialized in the fields of applied accounting methods to adjust the movement of materials inside the warehouses of the quantity, value and provide the necessary information to the other circuits and inventory planning

10· Learning Outcomes, Teaching ,Learning and Assessment Methode

A- Knowledge and Understanding

A1.- Be able to graduate from the organization of knowledge and accounting skills that he had received as a prelude to use and functionally in the future.

O2- they could graduate to collect the largest amount of understanding and comprehension of the vocabulary of accounting inventory so that he marketed own style.

O3- to be able to apply the information in practice.

O4- be a graduate able to determine the optimal inventory, which must be held by facility size.

O5- be a graduate able to pricing of materials that go into the store and materials that come out of him.

O6- be a graduate able to store management and in accordance with the accounting system uniform.

B. Subject-specific skills

B1.- Be able to graduate from the scientific and practical thinking.

B-2 - to enable a graduate of the discovery of errors in the exchange and identify deficiencies in the material as well as to determine who is responsible for the shortfall.

B 3 - have the ability to help others in his field so described as specializing in warehouse management.

B4- that can graduate to provide excellent services to government departments and the community.

Teaching and Learning Methods

A. Education: 1. Education classroom and laboratory. 2. Education extracurricular (reporting, field visits to some state departments, lessons seen, (role-playing

B) learning: the adoption of the spirit of competition and excellence among) students through the student who owns the self-motivation to learn the diagnosis, planting methods of learning based on the love of knowledge and promote .scientific research in particular for the homeland and the citizen service

Assessment methods

- 1-written examinations Altkulaidah.
- 2- activities Aleomah.
- 3-writing reports and bring scientific articles in specialty stores and private administration Aamh
- 4- materials graduation research

C. Thinking Skills

C1. Learner to be able to receive and accept the knowledge.

C2- prepare the graduate to work as one team.

C3- that fosters a spirit of love and compassion and respect for himself and others.

C4 - To be a believer that the science community ownership should be .taught to others and make the most of it interest

Teaching and Learning Methods

- 1-The use of e-learning in the laboratory as well as the use of the blackboard. .
2. Distribution of students to form work teams to simulate reality in the work of the stores
3. greater interaction between students and communicate with each other after the completion of the training, such as giving them the duties require the survey .and research and consulting Sdrisien others

Assessment methods

- 1-observation.
2. defaulters students interview after practical completion of the .training or theoretical lesson.
3. Follow-up homework

D. General and Transferable Skills (other skills relevant to employability and personal development)

D1.- Taking into account the group's management no choice student each week to lead the group and oversees the receipt of what they are doing and duties.

D2- train students on the skill of diction and to express an opinion.

D3- skill identify problems and find solutions to them.
D4- the development of students' skills descusing.

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11. Course Structure					
Week	Hours	ILOs	Unit/Module or Topic Title	Teaching Method	Assessment Method
1	5	Students learn the fundamental Other	The basic concepts in inventory accounting	Practical situations inventory accounting	- Follow-up to the completion of the duties Albatah.2- student effectiveness within Elsaf.3- extra-curricular activities (fetching scientific reports)
2	5	Students recognize the cycle of procurement	cycle of procurement	Practical situations cycle of procurement	- Follow-up to the completion of the duties Albatah.2- student effectiveness within Elsaf.3- extra-curricular activities (fetching scientific reports)
3	5	Students able to learn foreign purchases (documentary credits)	foreign purchases (documentary credits)	Practical situations purchases (documentary credits)	- Follow-up to the completion of the duties Albatah.2- student effectiveness within Elsaf.3- extra-curricular activities (fetching scientific reports)
4	5	The student learns how to open and close the proceedings documentary credits	open and close the proceedings documentary credits	Practical situations open and close the proceedings documentary credits	- Follow-up to the completion of the duties Albatah.2- student effectiveness within Elsaf.3- extra-curricular activities (fetching scientific reports)
5	5	Address the damage and loss accounting	the damage and loss accounting	Practical situations the damage and loss accounting	- Follow-up to the completion of the duties Albatah.2- student effectiveness within Elsaf.3- extra-curricular activities (fetching scientific reports)
6	5	The	accounting treatment	Practical	- Follow-up to the

		accounting treatment of the unit in violation of the specifications	of the unit in violation of the specifications	situations accounting treatment	completion of the duties Albatah.2- student effectiveness within Elsaf.3- extra-curricular activities (fetching scientific reports)
7	5	Calculation and distribution of common expenses	Calculation and distribution of common expenses	Practical situations Calculation and distribution of common expenses	- Follow-up to the completion of the duties Albatah.2- student effectiveness within Elsaf.3- extra-curricular activities (fetching scientific reports)
8	5	Documents and records inventory	Documents and records inventory	Practical situations Documents and records inventory	- Follow-up to the completion of the duties Albatah.2- student effectiveness within Elsaf.3- extra-curricular activities (fetching scientific reports)
9	5	Methods of pricing material issued	Methods of pricing material issued	Practical situations Methods of pricing material issued	- Follow-up to the completion of the duties Albatah.2- student effectiveness within Elsaf.3- extra-curricular activities (fetching scientific reports)
10	5	FIFO	FIFO	Practical situations FIFO	- Follow-up to the completion of the duties Albatah.2- student effectiveness within Elsaf.3- extra-curricular activities (fetching scientific reports)
11	5	FIFO	FIFO	Practical situations FIFO	- Follow-up to the completion of the duties Albatah.2- student effectiveness within Elsaf.3- extra-curricular activities (fetching scientific reports)
12	5	LIFO	LIFO	Practical situations LIFO	- Follow-up to the completion of the duties Albatah.2- student effectiveness within Elsaf.3- extra-curricular activities (fetching scientific reports)
13	5	LIFO	LIFO	Practical situations LIFO	- Follow-up to the completion of the duties Albatah.2- student effectiveness within Elsaf.3- extra-curricular activities (fetching scientific reports)

14	5	Everagr rate METHOD	Everagr rate METHOD	Practical situations Everagr rate METHOD	- Follow-up to the completion of the duties Albatah.2- student effectiveness within Elsaf.3- extra-curricular activities (fetching scientific reports)
15	5	Simble ratr	Simble ratr METHOD	Practical situations Simble ratr METHOD	- Follow-up to the completion of the duties Albatah.2- student effectiveness within Elsaf.3- extra-curricular activities (fetching scientific reports)
16	5	Analysis of material issued	Analysis of material issued	Practical situations Analysis of material issued	- Follow-up to the completion of the duties Albatah.2- student effectiveness within Elsaf.3- extra-curricular activities (fetching scientific reports)
17	5	How pricing returned materials	pricing returned materials	Practical situations pricing returned materials	- Follow-up to the completion of the duties Albatah.2- student effectiveness within Elsaf.3- extra-curricular activities (fetching scientific reports)
18	5	Understanding inventory, types and procedures	Understanding inventory, types and procedures	Practical situations Understanding inventory, types and procedures	- Follow-up to the completion of the duties Albatah.2- student effectiveness within Elsaf.3- extra-curricular activities (fetching scientific reports)
19	5	Inventory accounting treatment differences	Inventory accounting treatment differences	Practical situations Inventory accounting treatment differences	- Follow-up to the completion of the duties Albatah.2- student effectiveness within Elsaf.3- extra-curricular activities (fetching scientific reports)
20	5	Inventory work list	Inventory work list	Practical situations Inventory work list	- Follow-up to the completion of the duties Albatah.2- student effectiveness within Elsaf.3- extra-curricular activities (fetching scientific reports)
21	5	Processing inventory differences	Processing inventory differences	Practical situations Processing inventory differences	- Follow-up to the completion of the duties Albatah.2- student effectiveness within Elsaf.3- extra-curricular activities (fetching scientific reports)

22	5	Estimate of consumables	Estimate of consumables	Practical situations Estimate of consumables	- Follow-up to the completion of the duties Albatah.2- student effectiveness within Elsaf.3- extra-curricular activities (fetching scientific reports)
23	5	Calculating the turnover rate of raw materials	Calculating the turnover rate of raw materials	Practical situations Calculating the turnover rate of raw materials	- Follow-up to the completion of the duties Albatah.2- student effectiveness within Elsaf.3- extra-curricular activities (fetching scientific reports)
24	5	The concept of unified accounting system / concept / objectives of the unified accounting system / Accounting Manual	The concept of unified accounting system / concept / objectives of the unified accounting system / Accounting Manual	Practical situations The concept of unified accounting system / concept / objectives of the unified accounting system / Accounting Manual	- Follow-up to the completion of the duties Albatah.2- student effectiveness within Elsaf.3- extra-curricular activities (fetching scientific reports)
25	5	Divide the directory / explain the accounting manual calculations accounts	Divide the directory / explain the accounting manual calculations accounts	Practical situations Divide the directory / explain the accounting manual calculations account	- Follow-up to the completion of the duties Albatah.2- student effectiveness within Elsaf.3- extra-curricular activities (fetching scientific reports)
26	5	The concept of unified accounting system / concept	The concept of unified accounting system / concept / objectives of the unified accounting system / Accounting Manual	Practical situations The concept of unified accounting system / concept / objectives of	- Follow-up to the completion of the duties Albatah.2- student effectiveness within Elsaf.3- extra-curricular activities (fetching scientific reports)

		/ objectives of the unified accounting system / Accounting Manual		the unified accounting system / Accounting Manual	
27	5	What is to follow the principle of Merit	What is to follow the principle of Merit	Practical situations What is to follow the principle of Merit	- Follow-up to the completion of the duties Albatah.2- student effectiveness within Elsaf.3- extra-curricular activities (fetching scientific reports)
28	5	Students learn how to conduct the accounting treatment of the materials issued under the unified accounting system external purchasing	/ accounting treatment of materials issued in accordance with the uniform accounting system	Practical situations/ accounting treatment of materials issued in accordance with the uniform accounting system	- Follow-up to the completion of the duties Albatah.2- student effectiveness within Elsaf.3- extra-curricular activities (fetching scientific reports)
29	5	The student how to use the diaries and records of inventory in light of the unified accounting	The student how to use the diaries and records of inventory in light of the unified ...accounting system	Practical situations The student how to use the diaries and records of inventory in light of the unified accounting system	- Follow-up to the completion of the duties Albatah.2- student effectiveness within Elsaf.3- extra-curricular activities (fetching scientific reports)

		...system			
30	5	How to maintain ing a register, a stores	professor in the record a stores	Practical situations professor in the record a stores	- Follow-up to the completion of the duties Albatah.2- student effectiveness within Elsaf.3- extra-curricular activities (fetching scientific reports)

12. Infrastructure

Required reading: · CORE TEXTS · COURSE MATERIALS · OTHER	1-Book inventory accounting / by Abdul Khaliq absolute / Hisham Mohammed Saeed
Special requirements (include for example workshops, periodicals, IT software, websites)	1-scientific planning and inventory control / by Bashir Abbas Keywords. 2. examination and evaluation of the internal control system of the present Almkhozna / authored morning Hashim
Community-based facilities (include for example, guest Lectures , internship , field studies)	1-Kut Journal of Administrative Sciences and-economic College of Management and .Economics, University of Wasit 2-book warehouse management / Edited by .Mahmoud Abdul-Kadhim al-Janabi Youtube - Free practical applications

13. Admissions

Pre-requisites	Students are assigned to the second stage is to choose a topic of research and graduation is an initial report on inventory methods used in the .practical side of research suggests that added modern scientific topics as .1 .ways to material inventory evaluation propose topics be added in line with the .2 evolution in the stores used globally Kmenolh .material automatically
Minimum number of students	140
Maximum number of students	170

Commercial Correspondence

HIGHER EDUCATION PERFORMANCE REVIEW: PROGRAMME REVIEW

COURSE SPECIFICATION

This Course Specification provides a concise summary of the main features of the course and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. It should be cross-referenced with the program specification.

1. Teaching Institution	Middle Technical University
2. University Department/Centre	Materials management technique
3. Course title/code	Commercial Correspondence
4. Program(s) to which it contributes	Diploma
5. Modes of Attendance offered	Theoretical lessons + practical lessons
6. Semester/Year	Yearly
7. Number of hours tuition (total)	(practical 2+theoretical 1) 3
8. Date of production/revision of this specification	13/11/2016
9. Aims of the Course	
<p>Objectives of the course: to be a student at the end of the school year are able to .96 students acquire the skills Instant organized with institutions and international - 1 companies in various subjects relating to the work management, storage and control .of the material</p> <p>recognizes the modern and advanced in communication methods through the - 2 application and practice of correspondence by investing International</p> <p>.(Telecommunication Network Services (Internet</p> <p>shows the most important business correspondence - 3</p>	

The student's knowledge of the latest types of business correspondence .4

Course Outcomes and methods of teaching, learning and assessment - 9

A cognitive goals

.O1- defines the concept of the start of business correspondence history

O2- explain to the students what business correspondence

O3- shows the content of the student and the importance of business correspondence material

O4- shows the evolution of the student has reached business correspondence by giving different models

.O5- give the student practical examples

.B - Objectives own decision Marathi

.B 1 - gathers information on some business correspondence

.B 2 - analyzes this correspondence

.B 3 - compares among them

.B4- communication and delivery skills

Teaching and learning

Questions of objectivity and divided into: multiple choice questions or questions - 1 of right and wrong or questions Alm qarplh

.self-assessment and evaluation of the colleague - 2

:tests include - 3

.A - achievement tests associated with the constructivist teaching plans

:B - Final achievement tests include

.Final monthly tests at the end of each month semester •

.Final quarterly tests at the end of the semester •

.Final final tests at the end of the school year •

Assessment methods

:The use of achievement tests - 1

daily •

Monthly •

Quarterly •

final •

C) The emotional value targets)

.J1- put forward new ideas on the subject by the student

.C 2-Thread student's ability to evaluate and give solutions

.C 3-differentiate between the problems

.J4- explains and analyzes the phenomena and problems

Teaching and learning

.The use of supply and presentations method - 1

.drawing diagrams - 2

.Method of brainstorming - 3

D - public and rehabilitative skills movable (and other skills related to the viability

.(of employment and personal development

.D1- use references and terminology skills

- .D2- skills in data on the subject collection and analysis
- .D3- exploit the available potential skills
- D4- hold Almgaranat subject skills
- .D5- preparing concepts on the subject skills

12. Infrastructure

Required reading: · CORE TEXTS · COURSE MATERIALS · OTHER	echniques inventory operations
Special requirements (include for example workshops, periodicals, IT software, websites)	Principles of Management with a focus on business administration - d. Khalil Chandler
Community-based facilities (include for example, guest Theoretical , internship , field studies)	YouTube tutorial

13. Admissions

Pre-requisites	The rate of the preparatory phase, personal physical and mental qualifications, safety speech and language, desire and appetite for specialization
Minimum number of students	50
Maximum number of students	60

Storage Technologies

HIGHER EDUCATION PERFORMANCE REVIEW: PROGRAMME REVIEW

COURSE SPECIFICATION

This Course Specification provides a concise summary of the main features of the course and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. It should be cross-referenced with the program specification.

1. Teaching Institution	Middle Technical University
2. University Department/Centre	Materials management technique
3. Course title/code	Storage Technologies
4. Program(s) to which it contributes	Department
5. Modes of Attendance offered	Theoretical lessons + practical lessons
6. Semester/Year	yearly
7. Number of hours tuition (total)	(practical 1+theoretical 4) 5

8. Date of production/revision of this specification	13/11/2016
9. Aims of the Course	
<p>.1Definition of the student to the basic concepts of warehouse managem</p> <p>2 enable it to learn how to perform the processes and procedures inventory and organize the documentary cycle</p> <p>3-recognition function Almkhozna the building and the use of storage equipment, transport -</p> <p>4equipment, handling and ways of maintaining inventory</p> <p>The student's knowledge of the organization and the organizational structure to work .</p>	
<p>A knowledge goals</p> <p>.O1- knows the history of the concept of Almkhozna work</p> <p>O2-explained to the student inventory operations</p> <p>O3- shows the content of the history of the student work Almkhozna</p> <p>.O4- shows the evolution of the student has reached inventory techniques</p> <p>O5- give the student practical examples of cases in inventory</p>	
<p>.B - Objectives own decision Marathi</p> <p>.B 1 - collects information on phenomena and problems to work Almkhozna</p> <p>.B 2 - analyzes the causes of these problems</p> <p>.B 3 - compares the experiences of the past and present</p> <p>.B4- communication and delivery skills</p> <p>Teaching and learning</p> <p>Questions of objectivity and divided into: multiple choice questions or questions - 1 of right and wrong or questions Almqarplh</p> <p>.self-assessment and evaluation of the colleague - 2</p> <p>:tests include - 3</p> <p>.A - achievement tests associated with the constructivist teaching plans</p> <p>:B - Final achievement tests include</p> <p>.Final monthly tests at the end of each month semester •</p> <p>.Final quarterly tests at the end of the semester •</p> <p>.Final final tests at the end of the school year •</p> <p>Assessment methods</p> <p>:The use of achievement tests - 1</p> <p>daily •</p> <p>Monthly •</p> <p>Quarterly •</p> <p>final •</p>	

C) The emotional value targets)

.J1- put forward new ideas on the subject by the student

.C 2-Thread student's ability to evaluate and give solutions

.C 3-differentiate between the problems

.J4- explains and analyzes the phenomena and problems

Teaching and learning

.The use of supply and presentations method - 1

.drawing diagrams - 2

.Method of brainstorming - 3

D - public and rehabilitative skills movable (and other skills related to the viability

.(of employment and personal development

.D1- use references and terminology skills

.D2- skills in data on the subject collection and analysis

.D3- exploit the available potential skills

D4- hold Almgaranat subject skills

.D5- preparing concepts on the subject skills

11. Course Structure					
Week	H o u r s	ILOs	Unit/Module or Topic Title	Teaching Method	Assessment Method
1	5	The student understands the lesson	Inventory Management / definition	Lecture Theory	Discussing and solving exercises, a quick exam, homework
2	5	The student understands the lesson	Warehouse / concept of Functions stores / importance of management	Lecture Theory	Discussing and solving exercises, a quick exam, homework
3	5	The student understands the lesson	the storage process in the facility	Lecture Theory	Discussing and solving exercises, a quick exam, homework
4	5	The student understands the lesson	financial and productive storage	Lecture Theory	Discussing and solving exercises, a quick exam, homework
5	5	The student understands the lesson	functionality Inventory procedures / test / concept / importance	Lecture Theory	Discussing and solving exercises, a quick exam, homework
6	5	The student understands the lesson	/ responsibility of screening examination / procedures	Lecture Theory	Discussing and solving exercises, a quick exam, homework
7	5	The student understands the lesson	Receipt / concept / systems / procedures / centralized and decentralized in receipt And methods of characterization / characterization procedures and / requirements	Lecture Theory	Discussing and solving exercises, a quick exam, homework

8	5	The student understands the lesson	Remember important materials / inventory protection / precautions	Lecture Theory	Discussing and solving exercises, a quick exam, homework
9	5	The student understands the lesson	decentralized in receipt prevention / safety and security for workers and materials inventory in the store	Lecture Theory	Discussing and solving exercises, a quick exam, homework
10	5	The student understands the lesson	Simplification and standardization of materials / labeling of substances / goals	Lecture Theory	Discussing and solving exercises, a quick exam, homework
11	5	The student understands the lesson	And methods of characterization / characterization procedures and requirements	Lecture Theory	Discussing and solving exercises, a quick exam, homework
12	5	The student understands the lesson	Tab / objectives / Roads / factors affecting the tab tab	Lecture Theory	Discussing and solving exercises, a quick exam, homework
13	5	The student understands the lesson	The concept of encoding / importance / coding principles Integration and / encoding / guide materials and steps to set up the tab Documentary cycle inventory / / goals	Lecture Theory	Discussing and solving exercises, a quick exam, homework
14	5	The student understands	And methods to hide the shortage /	Lecture	Discussing and solving exercises,

		the lesson	damage materials / damaged materials processing and storage of the damaged .materials	Theory	a quick exam, homework
15	5	The student understands the lesson	The types of documents and records Almkhozna concept / importance / inventory liability inventory types / / inventory Committees inventory / inventory settle differences Acquisitions and leasing policy	Lecture Theory	Discussing and solving exercises, a quick exam, homework
16	5	The student understands the lesson	Geographical location of the stores and the factors influencing the choice of the geographical location of the stores	Lecture Theory	Discussing and solving exercises, a quick exam, homework

17	5	The student understands the lesson	Planning for the establishment of warehouses and spaces untapped and unused storage in the open	Lecture Theory	Discussing and solving exercises, a quick exam, homework
18	5	The student understands the lesson	Planning for the establishment of warehouses and spaces untapped and unused storage in the open	Lecture Theory	Discussing and solving exercises, a quick exam, homework

19	5	The student understands the lesson	Planning for the establishment of warehouses and spaces untapped and unused storage in the open	Lecture Theory	Discussing and solving exercises, a quick exam, homework
20	5		Planning for the establishment of warehouses and spaces untapped and unused storage in the open	Lecture Theory	Discussing and solving exercises, a quick exam, homework

21	5	The student understands the lesson	Interior design of stores / interior design requirements / factors affecting the interior design / redesign stores	Lecture Theory	Discussing and solving exercises, a quick exam, homework
22	5		Interior design of stores / interior design requirements / factors affecting the interior design / redesign stores	Lecture Theory	Discussing and solving exercises, a quick exam, homework

23	5	The student understands the lesson	Interior design of stores / interior design requirements / factors affecting the interior design / redesign stores	Lecture Theory	Discussing and solving exercises, a quick exam, homework
24	5		Storage Equipment / importance / types / factors influencing the choice of storage equipment	Lecture Theory	Discussing and solving exercises, a quick exam, homework

25	5	The student understands the lesson	Storage Equipment / importance / types / factors influencing the choice of storage equipment	Lecture Theory	Discussing and solving exercises, a quick exam, homework
26	5		Features efficient / / transport and handling the economics of transport equipment / transportation cost	Lecture Theory	Discussing and solving exercises, a quick exam, homework

27	5	The student understands the lesson	Features efficient / / transport and handling the economics of transport equipment / transportation cost	Lecture Theory	Discussing and solving exercises, a quick exam, homework
28	5		Internal transportation and handling / importance / types / factors affecting the selected / Features efficient / transport and handling the economics of transport equipment / transportation cost	Lecture Theory	Discussing and solving exercises, a quick exam, homework

29	5	The student understands the lesson	Quality stores	Lecture Theory	Discussing and solving exercises, a quick exam, homework
30	5		Quality stores	Lecture Theory	Discussing and solving exercises, a quick exam, homework

12. Infrastructure

Required reading: · CORE TEXTS · COURSE MATERIALS · OTHER	Commercial Correspondence
Special requirements (include for example workshops, periodicals, IT software, websites)	Commercial Correspondence
Community-based facilities (include for example, guest Theoretical , internship , field studies)	YouTube tutorial

13. Admissions	
Pre-requisites	The rate of the preparatory phase, personal physical and mental qualifications, safety speech and language, desire and appetite for specialization
Minimum number of students	50
Maximum number of students	60

Application of Storage Systems

HIGHER EDUCATION PERFORMANCE REVIEW: PROGRAMME REVIEW

COURSE SPECIFICATION

This Course Specification provides a concise summary of the main features of the course and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. It should be cross-referenced with the program specification.

1. Teaching Institution	Middle Technical University
2. University Department/Centre	Materials management technique
3. Course title/code	Application of Storage Systems
4. Program(s) to which it contributes	Diploma
5. Modes of Attendance offered	Theoretical lessons + practical lessons
6. Semester/Year	Yearly
7. Number of hours tuition (total)	(practical 2+theoretical 1) 3
8. Date of production/revision of this specification	13/11/2016
9. Aims of the Course	<p>introduce students to the importance of the application of modern inventory - 1 systems and software applied in productive projects and large stores and how to use them in inventory operations</p> <p>and provide him with the student in learning how to use the ready-made - 2 technical applications in the management, planning and inventory control processes and improves their work on such applications skills</p> <p>shows the most important theories and international laws in this area - 3</p> <p>The student's knowledge applications inventory systems .3</p>

Course Outcomes and methods of teaching, learning and assessment - 9

A cognitive goals

.O1- defines the concept of the effective date of the inventory systems applications

O2-explain to students what the inventory systems applications

O3- shows the student substance inventory systems applications

.O4- give the student practical examples

.B - Objectives own decision Marathi

.B 1 - collects information on phenomena and problems facing this decision

.B 2 - analyzes the causes of these problems

.B 3 - compares the experiences of the past and present

.B4- communication and delivery skills

Teaching and learning

Questions of objectivity and divided into: multiple choice questions or questions - 1
of right and wrong or questions Almqarplh

.self-assessment and evaluation of the colleague - 2

:tests include - 3

.A - achievement tests associated with the constructivist teaching plans

:B - Final achievement tests include

.Final monthly tests at the end of each month semester •

.Final quarterly tests at the end of the semester •

.Final final tests at the end of the school year •

Assessment methods

:The use of achievement tests - 1

daily •

Monthly •

Quarterly •

final •

C) The emotional value targets)

.J1- put forward new ideas on the subject by the student

.C 2-Thread student's ability to evaluate and give solutions

.C 3-differentiate between the problems

.J4- explains and analyzes the phenomena and problems

Teaching and learning

.The use of supply and presentations method - 1

.drawing diagrams - 2

.Method of brainstorming - 3

D - public and rehabilitative skills movable (and other skills related to the viability
(of employment and personal development

.D1- use references and terminology skills

.D2- skills in data on the subject collection and analysis

.D3- exploit the available potential skills

D4- hold Almgaranat subject skills

.D5- preparing concepts on the subject skills

11. Course Structure					
Week	H o u r s	ILOs	Unit/Module or Topic Title	Teaching Method	Assessment Method
1	3	The student understands the lesson	Introduction to Management Information	Lecture Theory	Discussing and solving exercises, a quick exam, homework
2	3	The student understands the lesson	Systems MIS system components	Lecture Theory	Discussing and solving exercises, a quick exam, homework
3	3	The student understands the lesson	, system properties, types of systems,	Lecture Theory	Discussing and solving exercises, a quick exam, homework
4	3	The student understands the lesson	the importance of systems	Lecture Theory	Discussing and solving exercises, a quick exam, homework
5	3	The student understands the lesson	Identification of inventory information and accounting systems	Lecture Theory	Discussing and solving exercises, a quick exam, homework
6	3	The student understands the lesson	Identify relevant programs (Secretary) and	Lecture Theory	Discussing and solving exercises, a quick exam, homework
7	3	The student understands the lesson	, Quick books The advantages of using the program	Lecture Theory	Discussing and solving exercises, a quick exam, homework
8	3	The student understands the lesson	the program plan, , steps to set up program	Lecture Theory	Discussing and solving exercises, a quick exam, homework
9	3	The student understands the lesson	Configuration settings company (or) virtual organization	Lecture Theory	Discussing and solving exercises, a quick exam, homework

			electronically Accounting cycle		
10	3	The student understands the lesson	naming the , company, the settings of the currency, inventory	Lecture Theory	Discussing and solving exercises, a quick exam, homework
11	3	The student understands the lesson	settings, and other (accountant How to set up accounts chart directory tree of Account	Lecture Theory	Discussing and solving exercises, a quick exam, homework
12	3	The student understands the lesson	the definition of , evidence,	Lecture Theory	Discussing and solving exercises, a quick exam, homework
13	3	The student understands the lesson	the role of the accountant before the introduction of the accounts in the directory	Lecture Theory	Discussing and solving exercises, a quick exam, homework
14	3	The student understands the lesson	the types of , accounts,	Lecture Theory	Discussing and solving exercises, a quick exam, homework
15	3	The student understands the lesson	.balances Steps session -Mahaspah	Lecture Theory	Discussing and solving exercises, a quick exam, homework
16	3	The student understands the lesson	documents □ bill of sale Sales invoice □ purchase invoice Purchase invoice Guaranteed cash receipt of the Cash Receipt voucher	Lecture Theory	Discussing and solving exercises, a quick exam, homework

17	3	The student understands the lesson	<p>Guaranteed cash payment Cash payment voucher Methods used in Almkhozna inventory Creating invoice</p>	Lecture Theory	Discussing and solving exercises, a quick exam, homework
18	3	The student understands the lesson	<p>Almkhozna , :inventory systems Periodic inventory system Continuous inventory system Bar coding Create bill</p>	Lecture Theory	Discussing and solving exercises, a quick exam, homework

19	3	The student understands the lesson	Albarkod- , barcode, scanner, barcode functionality Almkhazon- :varieties Inventory Items inventory classification,	Lecture Theory	Discussing and solving exercises, a quick exam, homework
20	3		how to get to the inventory and marketing materials :customers Sales order sales orders	Lecture Theory	Discussing and solving exercises, a quick exam, homework

21	3	The student understands the lesson	<p>Collection from customers Receiving payment Returns Returns Sales Lists and reports on the operations of customers and sales Suppliers - :vendors</p>	Lecture Theory	Discussing and solving exercises, a quick exam, homework
22	3		<p>The mechanism by which to deal with suppliers admission mail The introduction of new suppliers</p>	Lecture Theory	Discussing and solving exercises, a quick exam, homework

23	3	The student understands the lesson	Own balance vendor details Private vendor transactions	Lecture Theory	Discussing and solving exercises, a quick exam, homework
24	3		: Purchases Private vendor purchase orders	Lecture Theory	Discussing and solving exercises, a quick exam, homework

25	3	The student understands the lesson	Goods arriving from the supplier Taxes vendor payments	Lecture Theory	Discussing and solving exercises, a quick exam, homework
26	3		Payments Yields bounced on supplier	Lecture Theory	Discussing and solving exercises, a quick exam, homework

27	3	The student understands the lesson	<p>Logging operations in the e-book, log entries to the system input and reporting</p> <p>Other functions of the program</p>	Lecture Theory	Discussing and solving exercises, a quick exam, homework
28	3		Personnel and payroll database	Lecture Theory	Discussing and solving exercises, a quick exam, homework

29	3	The student understands the lesson	Banking	Lecture Theory	Discussing and solving exercises, a quick exam, homework
30	3		Transactions relating to electronic commerce, electronic credit cards	Lecture Theory	Discussing and solving exercises, a quick exam, homework

12. Infrastructure

Required reading: · CORE TEXTS · COURSE MATERIALS · OTHER	Application of Storage Systems
Special requirements (include for example workshops, periodicals, IT software, websites)	Application of Storage Systems
Community-based facilities (include for example, guest Theoretical , internship , field studies)	YouTube tutorial

13. Admissions	
Pre-requisites	The rate of the preparatory phase, personal physical and mental qualifications, safety speech and language, desire and appetite for specialization
Minimum number of students	50
Maximum number of students	60

Computer Application

HIGHER EDUCATION PERFORMANCE REVIEW: PROGRAMME REVIEW

COURSE SPECIFICATION

This Course Specification provides a concise summary of the main features of the course and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. It should be cross-referenced with the program specification.

1. Teaching Institution	Middle Technical University
2. University Department/Centre	Materials management technique
3. Course title/code	Computer Application
4. Program(s) to which it contributes	Diploma
5. Modes of Attendance offered	Theoretical lessons + practical lessons
6. Semester/Year	Yearly
7. Number of hours tuition (total)	(practical 2+theoretical 1) 3
8. Date of production/revision of this specification	13/11/2016
9. Aims of the Course	
Objectives of the course: to be a student at the end of the school year are able to	
.. teach students the skills to work on the calculator - 1	
The use of ready-made applications and the Internet in the field of competence - 2	
shows the most modern programs in the area of jurisdiction - 3	
communicate by Alan tryt .3	

Course Outcomes and methods of teaching, learning and assessment - 9

A cognitive goals

.O1- knows the history of the concept of work in computers

O2-explain to students what Computing

O3- shows the importance of the content of the student material Computing

O4- shows the evolution of the student has reached global programs in Information Technology

.O5- give the student practical examples

.B - Objectives own decision Marathi

.B 1 - collects information on phenomena and problems facing computers

.B 2 - analyzes the causes of these problems

.B 3 - compares the experiences of the past and present

.B4- communication and delivery skills

Teaching and learning

Questions of objectivity and divided into: multiple choice questions or questions - 1 of right and wrong or questions Almqarplh

.self-assessment and evaluation of the colleague - 2

:tests include - 3

.A - achievement tests associated with the constructivist teaching plans

:B - Final achievement tests include

.Final monthly tests at the end of each month semester •

.Final quarterly tests at the end of the semester •

.Final final tests at the end of the school year •

Assessment methods

:The use of achievement tests - 1

daily •

Monthly •

Quarterly •

final •

C) The emotional value targets)

.J1- put forward new ideas on the subject by the student

.C 2-Thread student's ability to evaluate and give solutions

.C 3-differentiate between the problems

.J4- explains and analyzes the phenomena and problems

Teaching and learning

.The use of supply and presentations method - 1

.drawing diagrams - 2

.Method of brainstorming - 3

D - public and rehabilitative skills movable (and other skills related to the viability (of employment and personal development

.D1- use references and terminology skills

.D2- skills in data on the subject collection and analysis

.D3- exploit the available potential skills

D4- hold Almgaranat subject skills

.D5- preparing concepts on the subject skills

11. Course Structure					
Week	H o u r s	ILOs	Unit/Module or Topic Title	Teaching Method	Assessment Method
1	3	The student understands the lesson	Internet 2 and E-mail E-mail and its programs / benefits of e-mail / e-mail spam / How to Create E-mail / How does e-mail / e-mail / Run Internet browser program addresses (Internet explorer) / set up my email account on yahoo	Lecture Theory	Discussing and solving exercises, a quick exam, homework
2	3	The student understands the lesson	Address book address book / Add e-mail address into the address book / Create a group in your address / literature network / notebook messaging .options Offers Altkadimah- - power point	Lecture Theory	Discussing and solving exercises, a quick exam, homework
3	3	The student understands the lesson	ccess to the application pp / exit the application pp / application interface pp / creation of presentations / presentations	Lecture Theory	Discussing and solving exercises, a quick exam, homework

			<p>storage / call offers previously stored / insert data, text / determine the size, shape and color line / slides / slide order / slides / insert a new slide / view, move slice / Clear slide / slides / animations and sound effects / numbering</p>		
4	3	The student understands the lesson	<p>the slide / creation project for power point Application Axl- Microsoft Office - excel Introduction / Run excel / window components excel / paper bilingualism and direction work in excel / data entry in the worksheet / Edit input data</p>	<p>Lecture Theory</p>	<p>Discussing and solving exercises, a quick exam, homework</p>
5	3	The student understands the lesson	<p>Clipboard: cut / copy / paste / Format Painter Line: change the font / font size / zoom in and Tsgiralkht / Clear coordination / change the font / color highlight text / text color low / high /</p>	<p>Lecture Theory</p>	<p>Discussing and solving exercises, a quick exam, homework</p>

			change the status of letters / pattern		
6	3	The student understands the lesson	<p>Internet 2 and E-mail</p> <p>E-mail and its programs / benefits of e-mail / e-mail spam / How to Create E-mail / How does e-mail / e-mail / Run Internet browser program addresses (Internet explorer) / set up my email account on yahoo</p> <p>Address book address book / Add e-mail address into the address book / Create a group in your address / literature network / notebook messaging .options Offers Altkadimah- - power point ccess to the application pp / exit the application pp / application interface pp / creation of presentations / presentations storage / call offers previously stored / insert data, text /</p>	Lecture Theory	Discussing and solving exercises, a quick exam, homework

			<p>determine the size, shape and color line / slides / slide order / slides / insert a new slide / view, move slice / Clear slide / slides / animations and sound effects / numbering the slide / creation project for power point Application Axl- Microsoft Office - excel Introduction / Run excel / window components excel / paper bilingualism and direction work in excel / data entry in the worksheet / Edit input data</p> <p>Clipboard: cut / copy / paste / Format Painter Line: change the font / font size / zoom in and Tsgiralkht / Clear coordination / change the font / color highlight text / text color low / high / change the status of letters / pattern</p>		
7	3	The student understands	Internet 2 and E-mail	Lecture	Discussing and solving exercises,

		<p>the lesson</p>	<p>E-mail and its programs / benefits of e-mail / e-mail spam / How to Create E-mail / How does e-mail / e-mail / Run Internet browser program addresses (Internet explorer) / set up my email account on yahoo Address book address book / Add e-mail address into the address book / Create a group in your address / literature network / notebook messaging .options Offers Altkadimah- - power point ccess to the application pp / exit the application pp / application interface pp / creation of presentations / presentations storage / call offers previously stored / insert data, text / determine the size, shape and color line / slides / slide order / slides /</p>	<p>Theory</p>	<p>a quick exam, homework</p>
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8	3	The student understands the lesson	<p>Internet 2 and E-mail</p> <p>E-mail and its programs / benefits of e-mail / e-mail spam /</p>	Lecture Theory	Discussing and solving exercises, a quick exam, homework

How to Create E-mail / How does e-mail / e-mail / Run Internet browser program addresses (Internet explorer) / set up my email account on yahoo
Address book address book / Add e-mail address into the address book / Create a group in your address / literature network / notebook messaging .options
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9	3	The student understands the lesson	<p>Internet 2 and E-mail E-mail and its programs / benefits of e-mail / e-mail spam / How to Create E-mail / How does e-mail / e-mail / Run Internet</p>	Lecture Theory	Discussing and solving exercises, a quick exam, homework

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10	3	The student understands the lesson	<p>Internet 2 and E- :mail E-mail and its programs / benefits of e-mail / e-mail spam / How to Create E- mail / How does e-mail / e-mail / Run Internet browser program addresses (Internet explorer) / set up my email account</p>	Lecture Theory	Discussing and solving exercises, a quick exam, homework

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11	3	The student understands the lesson	<p>Internet 2 and E-mail E-mail and its programs / benefits of e-mail / e-mail spam / How to Create E-mail / How does e-mail / e-mail / Run Internet browser program addresses (Internet explorer) / set up my email account on yahoo Address book address book / Add e-mail</p>	Lecture Theory	Discussing and solving exercises, a quick exam, homework

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12	3	The student understands the lesson	<p>Internet 2 and E-mail</p> <p>E-mail and its programs / benefits of e-mail / e-mail spam / How to Create E-mail / How does e-mail / e-mail / Run Internet browser program addresses (Internet explorer) / set up my email account on yahoo</p> <p>Address book address book / Add e-mail address into the address book / Create a group in your address /</p>	Lecture Theory	Discussing and solving exercises, a quick exam, homework

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13	3	The student understands the lesson	<p>the slide / creation project for power point Application Axl- Microsoft Office - excel Introduction / Run excel / window components excel / paper bilingualism and direction work in excel / data entry in the worksheet / Edit input data</p>	<p>Lecture Theory</p>	<p>Discussing and solving exercises, a quick exam, homework</p>
14	3	The student understands the lesson	<p>Clipboard: cut / copy / paste / Format Painter Line: change the font / font size / zoom in and Tsgiralkht / Clear coordination /</p>	<p>Lecture Theory</p>	<p>Discussing and solving exercises, a quick exam, homework</p>

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15	3	The student understands the lesson	<p>Internet 2 and E-mail</p> <p>E-mail and its programs / benefits of e-mail / e-mail spam / How to Create E-mail / How does e-mail / e-mail / Run Internet browser program addresses (Internet explorer) / set up my email account on yahoo</p> <p>Address book address book / Add e-mail address into the address book / Create a group in your address / literature network / notebook messaging .options Offers</p> <p>Altkadimah- - power point ccess to the application pp / exit the application pp / application interface pp / creation of presentations / presentations</p>	Lecture Theory	Discussing and solving exercises, a quick exam, homework

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			change the status of letters / pattern		
16	3	The student understands the lesson	<p>Internet 2 and E-mail</p> <p>E-mail and its programs / benefits of e-mail / e-mail spam / How to Create E-mail / How does e-mail / e-mail / Run Internet browser program addresses (Internet explorer) / set up my email account on yahoo</p> <p>Address book address book / Add e-mail address into the address book / Create a group in your address / literature network / notebook messaging .options Offers</p> <p>Altkadimah- - power point ccess to the application pp / exit the application pp / application interface pp / creation of presentations / presentations storage / call offers previously stored / insert data, text /</p>	Lecture Theory	Discussing and solving exercises, a quick exam, homework

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17	3	The student understands the lesson	<p>Internet 2 and E-mail</p> <p>E-mail and its programs / benefits of e-mail / e-mail spam / How to Create E-mail / How does e-mail / e-mail / Run Internet browser program addresses (Internet explorer) / set up my email account on yahoo</p> <p>Address book address book / Add e-mail address into the address book / Create a group in your address / literature network / notebook messaging .options Offers Altkadimah- - power point ccess to the application pp / exit the application pp / application interface pp / creation of presentations / presentations storage / call offers previously stored / insert data, text / determine the size, shape and color</p>	Lecture Theory	Discussing and solving exercises, a quick exam, homework
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18	3	The student understands the lesson	<p>Internet 2 and E-mail</p> <p>E-mail and its programs / benefits of e-mail / e-mail spam / How to Create E-mail / How does e-mail / e-mail / Run Internet browser program addresses (Internet explorer) / set up my email account on yahoo</p> <p>Address book address book / Add e-mail address into the address book / Create a group in your address / literature network / notebook messaging .options Offers Altkadimah- - power point ccess to the application pp / exit the application pp / application interface pp / creation of presentations / presentations storage / call offers previously stored / insert data, text / determine the size, shape and color</p>	Lecture Theory	Discussing and solving exercises, a quick exam, homework
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19	3	The student understands the lesson	<p>Internet 2 and E-mail</p> <p>E-mail and its programs / benefits of e-mail / e-mail spam / How to Create E-mail / How does e-mail / e-mail / Run Internet browser program addresses (Internet explorer) / set up my email account on yahoo</p> <p>Address book address book / Add e-mail address into the address book / Create a group in your address / literature network / notebook messaging .options Offers Altkadimah- - power point ccess to the application pp / exit the application pp / application interface pp / creation of presentations / presentations storage / call offers previously stored / insert data, text / determine the size, shape and color</p>	Lecture Theory	Discussing and solving exercises, a quick exam, homework
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20	3	<p>Internet 2 and E-mail</p> <p>E-mail and its programs / benefits of e-mail / e-mail spam / How to Create E-mail / How does e-mail / e-mail / Run Internet browser program addresses (Internet explorer) / set up my email account on yahoo</p> <p>Address book address book / Add e-mail address into the address book / Create a group in your address / literature network / notebook messaging .options Offers Altkadimah- - power point ccess to the application pp / exit the application pp / application interface pp / creation of presentations / presentations storage / call offers previously stored / insert data, text / determine the size, shape and color</p>	<p>Lecture</p> <p>Theory</p>	<p>Discussing and solving exercises, a quick exam, homework</p>
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21	3	The student understands the lesson	<p>Internet 2 and E-mail</p> <p>E-mail and its programs / benefits of e-mail / e-mail spam / How to Create E-mail / How does e-mail / e-mail / Run Internet browser program addresses (Internet explorer) / set up my email account on yahoo</p> <p>Address book address book / Add e-mail address into the address book / Create a group in your address / literature network / notebook messaging .options Offers Altkadimah- - power point ccess to the application pp / exit the application pp / application interface pp / creation of presentations / presentations storage / call offers previously stored / insert data, text / determine the size, shape and color</p>	Lecture Theory	Discussing and solving exercises, a quick exam, homework
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22	3			Lecture Theory	Discussing and solving exercises, a quick exam, homework
23	3	The student understands the lesson		Lecture Theory	Discussing and solving exercises, a quick exam, homework

24	3			Lecture Theory	Discussing and solving exercises, a quick exam, homework
25	3	The student understands the lesson		Lecture Theory	Discussing and solving exercises, a quick exam, homework

26	3			Lecture Theory	Discussing and solving exercises, a quick exam, homework
27	3	The student understands the lesson		Lecture Theory	Discussing and solving exercises, a quick exam, homework

28	3			Lecture Theory	Discussing and solving exercises, a quick exam, homework
29	3	The student understands the lesson		Lecture Theory	Discussing and solving exercises, a quick exam, homework

30	3			Lecture Theory	Discussing and solving exercises, a quick exam, homework
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12. Infrastructure

Required reading:

- CORE TEXTS
- COURSE MATERIALS
- OTHER

Computer Application

Special requirements (include for example workshops, periodicals, IT software, websites)

Computer Application

Community-based facilities (include for example, guest Theoretical , internship , field studies)

YouTube tutorial

13. Admissions

Pre-requisites

The rate of the preparatory phase, personal physical and mental qualifications, safety speech and language, desire and appetite for specialization

Minimum number of students	50
Maximum number of students	60