

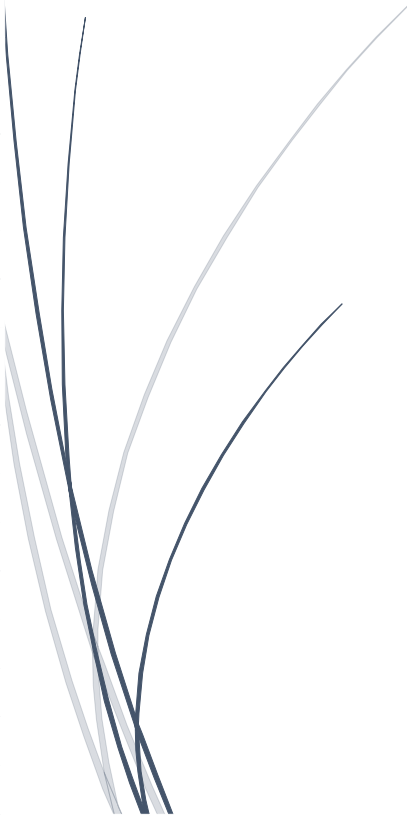


Ministry of Higher Education and Scientific Research  
Middle Technical University  
Technical Management Institute  
Insurance Management Technology Department



**Curriculum vocabulary for  
administrative specializations,  
Insurance Technology and Risk  
Management Department  
For the first and second stages**

**For the academic year  
2024/2025**



**Ministry of Higher Education and Scientific Research  
University Middle Technical  
Insurance Management Technology Department**

**The general objective of the specialization  
ement Technology Insurance Manag  
Department**

**General objective:**

- 1. Providing graduate students with appropriate and diverse knowledge and skills that increase their e field of insurance qualifications and services in th techniques/risk management/crisis and management environmental and natural disaster the probability of management/measuring risk/evaluating losses in private and public properties and the percentage of compensation for those affected .social responsibility/various insurance services/**
- 2. Increasing job opportunities and jobs for graduates of the technical diploma in insurance management**

**qualifies them for employment in institutions and companies operating in the insurance sector locally, .regionally and globally**

**Education and Scientific Research Ministry of Higher  
Middle Technical University  
Insurance Management Technology Department**

### **Graduate job description**

- 1- .Work to discover risks and know their causes**
- 2- all its types Ability to manage insurance In  
.(marine/and air /terrestrial /general/life)**
- 3- and . anage the business of government Ability to  
.private insurance companies**
- 4- the between Identify the interactive relationship  
insurance sector and the country's economic  
.activity**
- 5- of defining insurance and how to The possibility  
calculate the insurance premium, with obtaining  
.models and components of this premium**
- 6- The ability to manage crises in environmental and**

**.natural disasters and reduce their side effects**

**7- How to deal with insurance complaints and the most important guarantees that regulate the rights . of the parties to the insurance contract**

**8- e insurance systems and the most udy of alternativ important legal aspects regulating various .insurance services**

**9- Efficient use of computer software for risk .management and insurance**

**Ministry of Higher Education and Scientific Research**  
**University Middle Technical**  
**Insurance Management Technology Department**

**Curriculum and study materials for the Insurance Management  
 Department for the academic year 2024/2025**

**Chapter One - Curriculum and vocabulary for the first stage**

	Total number of units	Total number of hours	Number of hours		Name in English	Vocabulary	T
			Practical	Theoretical			
Specialized	5	5	3	2	Insurance and Risk Management	Insurance and Risk Management	1
Specialized	5	5	3	2	Specialized management readings in the English language	Specialized administrative readings in English	2
Specialized	6	6	4	2	Insurance Law	Insurance Law	3
Specialized	5	5	3	2	Principles of Management	Principles of management	4
help	5	5	4	1	Accounting Principles	Principles of accounting	5
help	2	2	1	1	Computer Applications	Computer applications	6
General	2	2	-	2	Arabic Language\1	Arabic	7
	<b>30</b>	<b>30</b>	<b>19</b>	<b>11</b>	<b>Total number of hours / Chapter One</b>		

ratio	Number of hours	Division of hours
37%	11	Theory
63%	19	The process
70%	21	Specialization
23%	7	Help
07%	2	General

Ministry of Higher Education and Scientific Research  
Middle Technical University  
Insurance Management Technology Department

Semester System Grades / First Semester / First Stage / Academic Year 2024/2025

Division of subject grades for the first semester system						Name of the Arabic material in	T
Notes	The lessons are .theoretical in nature		The lessons are theoretical and .practical in nature				
	Striving (30) degrees		Striving (40) degrees				
	Rating: 10	Midterm Exam Score 20	Rating: 10	Practical grade 10	Theoretical score 20		
	.....	.....	√	√	√	Insurance and Risk Management	1
	.....	.....	√	√	√	Specialized administrative readings in English	2
	.....	.....	√	√	√	Insurance Law	3
	.....	.....	√	√	√	Principles of management	4
	.....	.....	√	√	√	Principles of accounting	5
	.....	.....	√	√	√	Computer applications	6
	√	√	.....	.....	.....	Arabic	7



**Ministry of Higher Education and Scientific Research**  
**Middle Technical University**  
**Insurance Management Technology Department**

**Curriculum and study materials for the Insurance Management  
Department for the academic year 2024/2025**

**the second semester -Curriculum and vocabulary for the first stage**

	Total number of units	Total number of hours	Number of hours		Name in English	Vocabulary	T
			Practical	Theoretical			
Specialized	5	5	3	2	Insurance of Persons	Insurance of persons	1
Specialized	6	6	4	2	Banking Risk Insurance	Banking Risk Insurance	2
Specialized	6	6	4	2	Accounting for Insurance Companies	Insurance companies accounting	3
help	5	5	4	1	Quantitative Statistical Methods	Quantitative statistical methods	4
help	4	4	2	2	Work Environment and Industrial Relation	Work Environment and Industrial Relations	5
General	2	2	-	2	Human Rights and Democracy	Rights and democracy	6
General	2	2	-	2	-1English Language	English language	7
	<b>30</b>	<b>30</b>	<b>16</b>	<b>14</b>	<b>Total number of hours / Chapter Two</b>		



<b>ratio</b>	<b>Number of hours</b>	<b>Division of hours</b>
<b>47%</b>	<b>14</b>	<b>Theory</b>
<b>53%</b>	<b>16</b>	<b>The process</b>
<b>57%</b>	<b>17</b>	<b>Specialization</b>
<b>30%</b>	<b>9</b>	<b>Help</b>
<b>13%</b>	<b>4</b>	<b>General</b>

**Ministry of Higher Education and Scientific Research**  
**Middle Technical University**  
**Insurance Management Technology Department**

**Semester System Grades / Second Semester / First Stage / Academic Year 2024/2025**

of subject grades for the second semester system Division						Name of the material in Arabic	T
Notes	The lessons are theoretical in .nature		Lessons are of a nature Theoretical and practical				
	Degrees of striving degrees (30)		Degrees of endeavor( 40 )				
	Rating: 10	Midterm Exam Score 20	Rating: 10	Practical grade 10	Theoretical score 20		
	.....	.....	√	√	√	Insurance of persons	1
	.....	.....	√	√	√	Banking Risk Insurance	2
	.....	.....	√	√	√	Insurance companies accounting	3
	.....	.....	√	√	√	Quantitative statistical methods	4
	.....	.....	√	√	√	Environment and Work Industrial Relations	5
	√	√	.....	.....	.....	Rights and democracy	6
	√	√	.....	.....	.....	English language	7

**Ministry of Higher Education and Scientific Research**  
**Middle Technical University**  
**Technology Department Insurance Management**

**Curriculum and study materials for the Insurance Management  
 Department for the academic year 2024/2025**

**Chapter One - Curriculum and vocabulary for the second stage**

	Total number of units	Total number of hours	Number of hours		Name in English	Vocabulary	T
			Practical	Theoretical			
Specialized	6	6	4	2	Insuring companies and public properties	Insurance of companies and public property	1
Specialized	6	6	4	2	Basics of financial management	Financial Management Basics	2
Specialized	5	5	3	2	Insurance Marketing	Insurance Marketing	3
help	5	5	3	2	English Commercial Correspondence	Business Correspondence in English	4
help	2	2	1	1	Computer Applications -2	Computer applications	5
General	2	2	0	2		Crimes of the Baath regime in Iraq	6
General	2	2	0	2	Arabic language\2	2-Arabic language	7
General	2	2	2	0	Graduation research project	Graduation project	8
	<b>30</b>	<b>30</b>	<b>17</b>	<b>13</b>	<b>Total number of hours / Chapter One</b>		

<b>ratio</b>	<b>Number of hours</b>	<b>Division of hours</b>
<b>% 3 4</b>	<b>13</b>	<b>Theory</b>
<b>% 7 5</b>	<b>17</b>	<b>process The</b>
<b>% 7 5</b>	<b>7 1</b>	<b>Specialization</b>
<b>%3 2</b>	<b>7</b>	<b>Help</b>
<b>% 20</b>	<b>6</b>	<b>General</b>

**Ministry of Higher Education and Scientific Research**  
**Middle Technical University**  
**Insurance Management Technology Department**

**Semester / Second Stage / Academic Year 2024/2025 Semester System Grades / First**

Division of subject grades for the first semester system						Name of the material in Arabic	T
Notes	The lessons are theoretical in .nature		The lessons are theoretical and practical .in nature				
	) Degrees of striving degrees ( 30		endeavor Degrees of( 40 )				
	Rating: 10	Midterm Exam Score 20	Rating: 10	Practical grade 10	Theoretical score 20		
	.....	.....	√	√	√	Insurance of companies and public property	1
	.....	.....	√	√	√	Financial Management Basics	2
	.....	.....	√	√	√	Marketing Insurance	3
	.....	.....	√	√	√	Business Correspondence in English	4
	.....	.....	√	√	√	Computer applications	5
	√	√	.....	.....	.....	Crimes of the Baath regime in Iraq	6
	√	√	.....	.....	.....	2-Arabic language	7
Just my work	.....	.....	.....	.....	.....	Graduation project	8

**Ministry of Higher Education and Scientific Research**  
**Middle Technical University**  
**Insurance Management Technology Department**

**Curriculum and study materials for the Insurance Management  
 Department for the academic year 2024/2025**

**Chapter Two -Second stage / Curriculum and vocabulary**

	Total number of units	Total number of hours	Number of hours		Name in English	Vocabulary	T
			Practical	Theoretical			
Specialized	6	6	4	2	Investment Portfolio management	Investment portfolio management	1
Specialized	6	6	4	2	Land, Marine, and Air Insurance	Land, marine and air insurance	2
Specialized	6	6	4	2	Insurance Economy	<b>Insurance Economy</b>	3
help	4	4	3	1	Crisis and disaster management	Crisis and disaster management	4
help	4	4	2	2	Insurance software	<b>Software Insurance</b>	5
help	2	2	0	2	Professional Ethics	Professional ethics	6
General	2	2	0	2	-2English Language	English language	7
	30	30	17	13	Total number of hours / Chapter Two		

<b>ratio</b>	<b>Number of hours</b>	<b>Division of hours</b>
<b>%43</b>	<b>13</b>	<b>Theory</b>
<b>%57</b>	<b>17</b>	<b>The process</b>
<b>%60</b>	<b>18</b>	<b>Specialization</b>
<b>%33</b>	<b>10</b>	<b>Help</b>
<b>%07</b>	<b>2</b>	<b>General</b>

**Ministry of Higher Education and Scientific Research  
Middle Technical University  
Technology Department Insurance Management**

**Academic Year / Second Stage / Semester System Grades / Second Semester  
2025/2024**

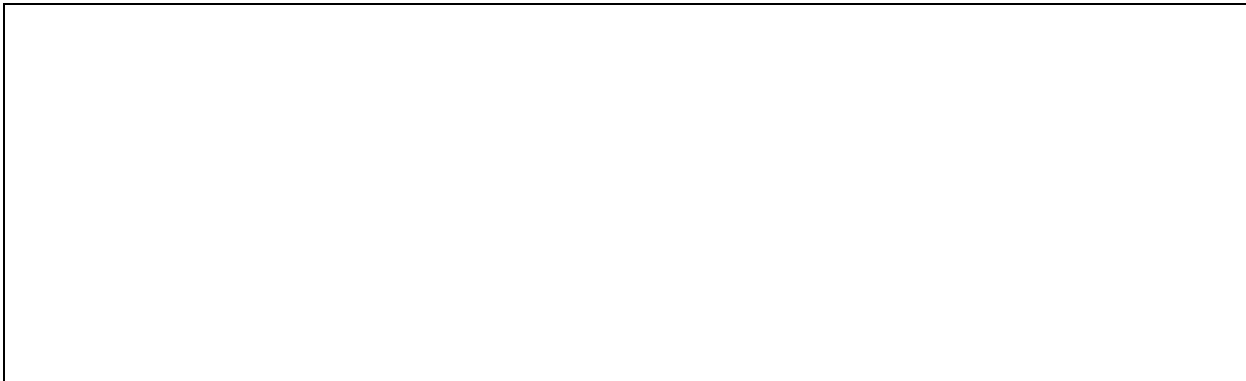
Division of subject grades for the second semester system						Name of the material in Arabic	T
Notes	lessons are The theoretical in .nature		The lessons are theoretical .and practical in nature				
	Degrees of striving 0 3(		Degrees of endeavor( 40)				
	Rating 10 :	Midterm Exam Score 20	Rating 10 :	Practic al grade 10	Theoretic al score 20		
	.....	.....	√	√	√	Investment portfolio management	1
	.....	.....	√	√	√	marine and air ,Land insurance	2
	.....	.....	√	√	√	Insurance Economy	3
	.....	.....	√	√	√	Crisis and disaster management	4
	.....	.....	√	√	√	Software Insurance	5
	√	√	.....	.....	.....	Professional ethics	6
	√	√	.....	.....	.....	English language	7





**Ministry of Higher Education  
and Scientific Research  
Middle Technical University  
Insurance Management Technology  
Department**

**Study vocabulary  
First stage  
First semester**



Language of instruction	Weekly hours			Academic year	Name of the material
	total	Practical	Theoretical		Insurance and Risk Management
Arabic	5	3	2	The first stage	Insurance and Risk Management
<p>To provide students with the knowledge necessary to understand the different :General objective</p> <p>.types of risks that individuals and companies may face, whether financial, natural, or technological</p> <p>vely as part of a risk the role of insurance in reducing risks and how to use it effecti And to know</p> <p>.management strategy</p>					
Practical Vocabulary		Theoretical vocabulary			The week
Case studies and applications on risk management		Risk Management / Concept and Types of Risk / Causes of Risk and Methods of Managing It / Identifying Potential Risks in the Work Environment / and Managing Risk Confronting			1
Case studies and practical applications of risk analysis		Risk Analysis/ Different techniques for risk analysis such as fault tree analysis, failure mode and effect .analysis			2
Case studies and practical applications in crisis and natural disaster management and mitigation		assessment and probability of occurrence/ Risk Risk management strategies/ Developing strategies to deal with risks and reduce their impact/ Crisis management			3
Practical applications of statistical models and evaluation tables		Risk measurement: Quantitative methods for assessing risk such as statistical models and evaluation .tables			4
f Case studies and applications o insurance as a risk management tool		Insurance as a tool for risk management / Origin and Concept of insurance / / development of insurance Importance of insurance in risk management / Its principles / Functions / and elements / Advantages of insurance for the individual, companies and society / / Economic and social aspects of insurance			5
Case studies and practical current insurance applications of companies in Iraq		Insurance companies: their importance, organizational structure and how they work, their advantages and disadvantages, their role in the market and how they .are regulated			6
Case studies and practical applications on the types of current insurance companies in Iraq		Types of insurance companies (individual / joint stock ( cooperative / and governmental / Lloyd's Association : Its History and Role in the Global / (Insurance Market Insurance Laws / Rights and Duties of Contracting Parties / Challenges and Opportunities Facing Insurance Institutions in the Insurance Market			7
Case studies, practical applications and presentation of models of insurance contracts		Insurance contract / definition / pillars / / insurance elements / characteristics Technical principles of insurance (the principle of accidental loss. The principle of financial loss. The			8

	principle of spreading the risk. And the principle of .(proving the occurrence of the loss and regulations Legal principles of insurance: (Laws a .governing insurance contracts .(Rights and duties of the contracting parties	
Case studies, practical examples and presentation of models of types of insurance and their common forms	Types of insurance (life insurance, health insurance, (civil liability insurance ,property insurance	9
Case studies, practical applications, and presentation of models of fire .insurance and its common forms	Fire insurance/ concept of fire/ fire insurance application form/ settlement of fire compensation settlement experts/ payment without and duties of obligation/ settlement of disputes between the insurer and the insured	10
Case studies and practical common types of fire applications of insurance policies	y Types of fire insurance documents/monthl /declarations document Loss of Profit Document/Valuable Documents/Family /Protection Document Show modifications	11
Case studies and practical common theft applications of insurance policy types	Theft Insurance Policy / Theft Insurance Quote	12
tical Case studies and prac common types of applications of insurance policies personal accident	Personal accident insurance policy Conditions required for the accident / Table of benefits / Pricing rules / Group insurance policies / Travel voucher	13
Case studies and practical car accident applications of insurance document models	Car Insurance: Comprehensive Supplementary Car Insurance Policy/ Car Insurance Covers/ Compensation Under Comprehensive Insurance Policy	14
l Case studies and practica common reinsurance applications of contract models	Reinsurance / Concept / Types of reinsurance contracts / Characteristics of reinsurance contracts / Facultative reinsurance / Treaty reinsurance	15

Language of instruction	Weekly hours			Academic year	Name of the material
	total	Practical	Theoretical		Specialized administrative readings in English
Arabic	5	3	2	The first stage	Specialized Management Readings in the English language

**Objective :** This course aims to equip students with professional knowledge and skills in insurance management, while also enhancing their English language proficiency in speaking and writing for future professional use .

Week	Theoretical vocabulary	Practical Vocabulary
2/1	Management / Management Functions /The Process of Management / Levels of Management/ The Organization Functions/ Manager and Leader/Making Decisions	/ Chapter Checkout / Case studies and skill exercises
3/4	Communication/ The Significance of Communication in the Management Process / The Process/ Types / Level / Methods of Communication/ Communication Blocked	/ Chapter Checkout / Case studies and skill exercises
5	Risk Management / Pillars for Managing the Risk / Type of Risks / Peril and Hazard / Type of Hazard	/ Chapter Checkout / Case studies and skill exercises
6	Insurance/ Type of Insurance / Characteristics of Insurance / Benefits of insurance to society/ Advantages and Disadvantages of Self/Insurance/ Measuring Insurable Risks / Rating Factors Used to determine the insurance	/ Chapter Checkout / Case studies and skill exercises
7	Business Statistics, Statistics Study, Statistics Report/ The steps of conducting a statistical study/ Quantitative Tools used in Decision Making; Decision Trees, payback analysis, & simulations .	/ Chapter Checkout / Case studies and skill exercises
8	Warehouse Management / Inventory management system / Principle and Characteristics of Warehouse / Warehousing and the supply chain / Warehousing and Stores.	/ Chapter Checkout / Case studies and skill exercises
9	Marketing Management / Micro and Macro Marketing / The Importance of Marketing / Central Marketing / The Marketing Management Process .	/ Chapter Checkout / Case studies and skill exercises
10	Management Accounting /Management Accounting Process / Costs / Cost Information and Organizations/ Cost Classifications and Their Uses /	/ Chapter Checkout / Case studies and skill exercises

	<b>Income Statement and Accounting for Inventories / Statement of Cost of Goods Manufactured</b>	
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<b>11</b>	<b>Management Tools for Continuous Improvement / Just/In/Time operating philosophy / Total Quality Management / Activity Based Management / Theory of Constraints / Achieving Continuous Improvement / Business Functions Making Up the Value Chain</b>	<b>/ Chapter Checkout / Case studies and skill exercises</b>
<b>12 / 13</b>	<b>Production and Operation Management/ Production management Concept, Objectives, and its Classification./ Operations Management concept and its objectives./ Distinction between Manufacturing Operations and Service Operations Managing / Global Operation / Scope of Production and operations management / General Locational Factors</b>	<b>/ Chapter Checkout / Case studies and skill exercises</b>
<b>14</b>	<b>Materials Management / Concept of the Materials Management / The Scope or Function of Materials Management/ Techniques of Material Planning</b>	<b>/ Chapter Checkout / Case studies and skill exercises</b>
<b>15</b>	<b>Purchasing / Concept / Objective and Parameters of Purchasing / Purchasing Procedure / Inventory Control or Management / Reasons for Keeping Inventories</b>	<b>/ Chapter Checkout / Case studies and skill exercises</b>

Language of instruction	Weekly hours			Academic year	Name of the material
	total	Practical	Theoretical		Insurance Law
Arabic	6	4	2	second stage	Insurance Law

**Objective :** To provide the student with theoretical and practical knowledge and experience in understanding the legal foundations governing insurance laws , including contracts, obligations professional skills of students, enabling them to and rights. It thus contributes to developing the .work effectively in insurance companies or in related legal fields

Practical Vocabulary	Theoretical vocabulary	The week
Case studies, applications, examples and homework	General rules of insurance contract / Definition of insurance Ruling on -Insurance classifications - and its importance commercial (traditional) insurance	1
Case studies, applications, examples and homework for students	Characteristics of insurance contract contract and its causes Elements of the insurance (causes -descriptions -Danger (danger conditions	2
	The principle of proportionality of the -Installment (a (Elements of the installment -installment to the risk: b -The insured's performance or the insurance amount (a Determining the insured's performance in personal insurance Determining the insured's performance in damage -b : ( insurance	3
Case studies, applications, examples and homework for students	Conclusion of the insurance contract beneficiary: -Insured: 3 -Insured: 2 - Insurance persons (1 The insured -4	4
	:The stages that satisfaction goes through in practice ry coverage note: -Insurance request: 2 - 1 Insurance document appendix -3	5
Case studies, applications, examples and homework for students	from the insurance contract Obligations arising Insured Obligations -A How to pay the -Commitment By paying the installment: 1 Penalty for not paying the installment -installment 2 declaring data related to the risk and its Commitment to -B :aggravation Content of the data to be declared by the insured Effects of the insured fulfilling his obligation: modification -C	6

	of the premium or cancellation Penalty for failure to provide information related to the -D risk	
Case studies, applications, examples and homework for students	Insured's obligations The insured's commitment to insure persons The insured's commitment to pay the insurance amount The insurer's commitment to create an account balance in favor of the insured The insured's commitment to insure damages The insured's obligation to insure things : The insured's obligation to insure liability	7

Practical Vocabulary	Theoretical vocabulary	The week
Case studies, applications, examples and homework for students	Expiry of insurance contract	8
	Duration of the insurance contract and its expiry: The insurance contract expires upon the expiry of .the specified period	
	the insurance contract by cancellation Expiry of performance of obligations and -Termination for non termination without agreement	
	Termination by operation of law and termination for special cases	
Case studies, applications, examples and homework for students	Statute of limitations for claims arising from insurance contracts -statute of limitations and its commencement - interruption and suspension of statute of interruption of statute of limitations: -limitations: (1 (suspension of statute of limitations - 2	9
Provisions and legislation of the Iraqi legislator on the application of these types of insurance : Persons: Theft insurance: Public property	Insurance Law in Iraq : Special provisions and legislation for some types of insurance	10
	Life Insurance Law	11
	Fire Insurance Law	12
	Insurance Law Theft Insurance Law / Car	13
	Public Property Insurance Law	14
	Social Security Law	

insurance and car .insurance, etc		
Provisions and legislation of the Iraqi legislator for companies violating the application of laws in the insurance above areas	Penalties: Penalty to the violating insurance .company, agent and broker	15
	Violation of the provisions of the law	

Language of instruction	Weekly hours			Academic year	Name of the material
	total	Practical	Theoretical		
Arabic	5	3	2	The first stage	Principles of management

**General objective**

To provide students with basic concepts about managing economic units and the .basics of management science

**:Specific objective**

To enable the student to absorb the knowledge, skills and applications of .units management science in all economic

Practical Vocabulary	Theoretical vocabulary	The week
Applications on how to prepare .administrative programs	Modern Schools + Administrative Job Case Preparation	1
Preparing practical cases for the functions of the economic unit	Preparing practical cases for the functions of the economic unit + economic factors other	2
Preparing practical cases on the .functions of the economic unit	Planning + Forecasting and its relation to central planning	3
Show examples of environmental .impacts on management	Case studies in decision making + case studies of preparing -programming and non programmed decisions	4
Presentation and discussion of organizational structures for training	Presentation and discussion of means + Administrative	5



<b>.sites</b>	<b>organization</b>	
<b>Presentation and discussion of organizational structures for training sites</b>	<b>The foundations used in the organizational structure</b>	<b>6</b>
<b>Case studies on the powers granted to individuals</b>	<b>Administrative levels + authority</b>	<b>7</b>
<b>Case studies on powers and responsibilities/case studies on the .communication process</b>	<b>The relationship between responsibility and authority + communications</b>	<b>8</b>
<b>Presentation and discussion of -scientific methods in the decision .g processmakin</b>	<b>Centralization and decentralization motivation +</b>	<b>9</b>
<b>Show examples of the relationship between incentives, needs and .motives</b>	<b>Needs and incentives + administrative organization</b>	<b>10</b>
<b>Case studies on financial control and individual control</b>	<b>Control steps + control methods</b>	<b>11</b>
<b>The role of committees in preparing .information for administrative jobs</b>	<b>their + Production plans relationship to other functions</b>	<b>12</b>
<b>Presentation of application cases on marketing plan / application cases on financial plans</b>	<b>Marketing Plan Components + Annual Financial Plans</b>	<b>13</b>
<b>.Show case studies on individual plans</b>	<b>Individual plan components + application case presentation</b>	<b>14</b>
<b>Identify study types on centralization administrative and decentralization in .organization</b>	<b>Show models of Iraqi administration + centralization and decentralization</b>	<b>15</b>

Language of instruction	Weekly hours			Academic year	Name of the material
	total	Practical	Theoretical		Accounting principles
Arabic	6	4	2	The first stage	Accounting principles
Qamoussi / Baghdad 2012-Accounting / Diao Abdul Hussein Al The approved textbook / Principles of					
<p><b>Specific objective</b></p> <p>The course aims to provide the student with the foundations and rules second stage .of accounting, as well as accounting records and documents of various types how to record accounting entries and , Students will keep accounting records : transfer them to the general ledger records, prepare final accounts and financial .and extract financial results from them ,statements</p>					
Vocabulary Practical		Theoretical vocabulary			The week
Accounting in the job		Introduction to Science Objectives, -Accounting Principles and Assumptions of Accounting			1
Principles And the Accounting assumptions		And hypotheses Principles And its objectives Accounting mechanism - Accountant the job And the impact in Parties that affected all in treatment Financial			2
Applications and exercises about restriction singular		The restriction Statement of the most : singular important daily restrictions, including the single restriction			3
Applications and exercises about restriction singular		issues related to single entry with Addressing explanation of examples and exercises			4
Mathematical applications and exercises with explanations, examples and exercises about double entry		The restriction Mathematical formula for the :Double restriction model double entry dual objective			5
Mathematical applications and exercises with explanations, examples and exercises about double entry		Double entry: accounting operations			6
Case studies and examples of the course Accounting		Accounting cycle: knowledge Stages Dates that With it To achieve Accounting Its goals registration from And And delivery deportation Information			7
- Journal and ledger planning Proof of business transactions in records		Journal and ledger and how to plan them Business transactions and how to record them in accounting books			8

Examples and solutions for the disclosure list Income	Statement of what the income :Income statement statement consists of, with examples and solutions	9
Statement of what the budget statement consists of General with examples and solutions	Sheet Operations on the Balance Sheet Balance Components of the Balance Sheet -Equation	10
Applications, exercises and examples with solutions	balance Review	11
Sports applications on how to Character record withdrawals	Withdrawals: Understanding Personal Treatment Character For withdrawals Accounting whether She was or Eye Financial	12
Mathematical exercises, examples and solutions	Expenses and Revenues: / Understanding Treatment Accounting sale For operations buy And The goods in or cash on the account	13
Mathematical exercises, examples and solutions	Sales and returns: knowledge to set The goods Cost Sold/Cost Calculation And Sold>Returns The goods and purchases Sales permissions plained How to calculate the discount ex Types And treatment /opponent per Accounting type from opponent Types	14
How to calculate loans and their interest expenses And capitalism Revenue	/Accounting treatments for loans and their types distinction Expenses between And capitalism Revenue treatment And the nature of the all And also From it nature Its impact	15

Language of instruction	Weekly hours			Academic year	Name of the material
	total	Practical	Theoretical		Computer applications
English	2	1	1	The first stage	Computer applications

**General objective:** Teaching the student made -computer skills and using its ready . applications. And the principles of the Internet in the field of specialization

**Specific objective**

/ the computer and various computer software use The student should be able to : and the student should be able to design simple programs within the specialization . /and employ them in his field of study and future work

tical VocabularyPrac	Theoretical vocabulary	The week
Introduction to computer / computer system / information technology types of computers / input units / processing unit Central / Output / memory / Factors Units / Memory Home and its types / Data storage in affecting computer performance	Computer components Computer hardware parts	1

<b>) :including , Definition of software and its types / systems software programming languages and programming systems / systems Operating .( software Applied And</b>	<b>Software</b>	<b>2</b>
<b>Introduction toWindows Its features / Turning on the device / / Shutting down the device / Using the mouse / Components of the Windows screen the And standard ) Taskbar: Icons: and their types : public</b>	<b>Windows Windows</b>	<b>3</b>
<b>Control Panel / Desktop Control / Screen Saver / Window Colors and Adjust Time and Date / / Display Settings / Adjust Screen Colors / Fonts Click Speed / Change -Volume / Change Mouse Buttons / Control Double d Uninstall ProgramsInstall an / Control Mouse Speed / Mouse Pointer</b>	<b>Control panel Control panel</b>	<b>4</b>
<b>Minimize and maximize the window / final close / temporary close / move the window / control the window size / methods of running applications and programs</b>	<b>Dealing with / the window start menu start</b>	<b>5</b>
<b>Arrangestart menu items / Delete start menu items / Add submenu to start menus / Add new button to start menu</b>	<b>Dealing with the window / start menu start</b>	<b>6</b>
<b>Basic System Information / Stop Unwanted Applications Windows Explorer /My Computer / IconMy Computer Window Parts / ( Recycle Bin (delete, restore and empty the recycle binmy document icon</b>	<b>Dealing with the window / start menu start</b>	<b>7</b>
<b>Select files and folders / Properties of files and / Define files and folders folders / Create files and folders / Change the name of files and folders Move a file or folder / Move a file or folder / Copy a file or folder / / r an application or Search for a file or folder / Create a shortcut icon fo file</b>	<b>Folders and files File &amp; Folder</b>	<b>8</b>
<b>Word processor features / RunningWord / Basic elements of theWord / window Language flip / Paragraph definition / Paragraph merging and splitting / / New text highlighting</b>	<b>Word processor Microsoft word</b>	<b>9</b>
<b>Open stock file / Close document / Save new document / Save existing / document Preview before printing / Close document / Endword</b>	<b>Word processor Microsoft word</b>	<b>10</b>
<b>Clipboard : Cut/Copy/Paste/Copy Format decrease font size / Clear Font: Change font / Font size / Increase or formatting / Change font color / Text highlight color / Subscript / Superscript / Change case</b>	<b>Page Home Home</b>	<b>11</b>
<b>/ Underline Style / Effects / Letter Spacing Paragraph: Numbering / Bulleting / Creating a bulleted list to an existing text / Cancel dot symbols / space Prefix / Paragraph spacing / Line spacing / Text Direction / Alignment / Borders &amp; Shading</b>	<b>Page Home Home</b>	<b>12</b>

Practical Vocabulary	Theoretical vocabulary	The week
<b>Pages: Blank Page / Cover Page / Page Break  Excel spreadsheet / Quick tables / Table styles / Draw table  / borders Illustrations: Image / Clip art / Prepared shapes Smart  art drawing Chart /  Header and Footer : Header / Footer / Page Number</b>	<b>drawers insert</b>	<b>13</b>
<b>inition / Ways of spreading Viruses / Reason for the name / Def  the virus / Symptoms of infection with the virus / Methods of  protection / Types of viruses  Computer crimes / theft / hackers</b>	<b>Computer Ethics</b>	<b>14</b>
<b>Networks and their types / Network forms / Network protocols /  nt / Internet and intranet / Firewalls Internet and its developme  Some basic Internet concepts / Connecting to the Internet / /  Opening the Internet browser / Components of the Internet  browsing window / Browser icons / Web addresses / Using the  oolbars / Closing the browser / Changing the start page / T  browser and disconnecting the Internet / Archives / Storing  favorite pages / Search engines / How to search for information  on the Internet / Copying texts and images to any application /  g for printing / Downloading files from the Internet / Preparin  Printing</b>	<b>Internet</b>	<b>15</b>

## Computer Applications Practical Side

Application Description	Practical Vocabulary	The week
Introduction to computer / computer system / information technology computers / input units / processing unit Central / Output types of / Units / Memory Home and its types / Data storage in memory / Factors affecting computer performance	Computer components Computer hardware parts	1
Definition of software and its types / Systems software : operating Programming languages and programming systems / / systems Software Applied	Software	2
Introduction to Windows Its features / Turning on the device / / Shutting down the device / Using the mouse / Components of the Windows screen types ( standard And the Taskbar: Icons: and their : .( public	Windows Windows	3
Control Panel / Desktop Control / Screen Saver / Window Colors and Fonts / Display Settings / Adjust Screen Colors / Adjust Time and Date / ick Speed / CI-Volume / Change Mouse Buttons / Control Double Change Mouse Pointer / Control Mouse Speed / Install and Uninstall Programs	Control panel Control panel	4
Minimize and maximize the window / final close / temporary close / running move the window / control the window size / methods of applications and programs	Dealing with the window / start menustart	5
Arrangestart menu items / Delete start menu items / Add submenu to start menus / Add new button to start menu	Dealing with the window / start menustart	6
Basic System Information / Stop Unwanted Applications Windows Explorer / My Computer / icon My Computer / window parts / ( Bin Recycle Bin (delete, restore and empty the Recycle My Document icon	Dealing with the window / start menustart	7
Select files and folders / Properties of files and / Define files and folders folders / Create files and folders / Change the name of files and folders or folder / Move file or folder / Copy file or folder / Search for file / Create shortcut icon for application or file	Folders and files File & Folder	8
Word processor features / Running Word / Basic elements of the Word window / Language switching / Paragraph definition / Paragraph / (merging and splitting / New text selection (shading	rocessor Word p Microsoft word	9
Open stock file / Close document / Save new document / Save existing document / Preview before printing / Close document / Endword	Word processor Microsoft word	10
Clipboard : Cut/Copy/Paste/Copy Format Clear / Font: Change font / Font size / Increase or decrease font size formatting / Change font color / Text highlight color / Subscript / Superscript / Change case	Page Home Home	11
Underline Style / Effects / Letter Spacing / Paragraph: Numbering / Space / Remove bullets / Bullets / Create a bulleted list to existing text Indentation / Paragraph Spacing / Line Spacing / Text Direction / Alignment / Borders & Shading	Page Home Home	12

Pages: Blank Page / Cover Page / Page Break Excel spreadsheet / Quick tables / Table styles / Draw table borders / e / Clip art / Prepared shapes Illustrations: ImagSmart art drawing / Header and footer : Header / Footer / Page number / Chart	drawers insert	13
Viruses / Reason for the name / Definition / Ways of spreading the virus / Symptoms of infection with the virus / Methods of protection / Computer crimes / Theft / Hackers / Types of viruses	Computer Ethics	14
Networks and their types / Network forms / Network protocols / Internet and its development / Internet and intranet / Firewalls / Some basic Internet concepts / Connecting to the Internet / Opening the window / Internet browser / Components of the Internet browsing Browser icons / Web addresses / Using the browser / Changing the start page / Toolbars / Closing the browser and disconnecting the Internet / Archives / Storing favorite pages / Search engines / How to ying texts and images to search for information on the Internet / Cop any application / Downloading files from the Internet / Preparing for printing / Printing	Internet	15

Language of instruction	Weekly hours			Academic year	Name of the material
	total	Practical	Theoretical		Arabic
Arabic	2	0	2	stage The first	Arabic language\1

**General objective**

To provide students with basic concepts related to the Arabic language

**Specific objective:**

.Enable the student to absorb knowledge, skills and applications of the Arabic language

Theoretical vocabulary	The week
the tied taa, the long taa and the open taa -Introduction to linguistic errors	1
solar and lunar letters -Rules for writing the extended and shortened alif	2
Dad and Tha	3
Writing the hamza	4
punctuation marks	5
them Noun, verb and the difference between	6

<b>Effects</b>	<b>7</b>
<b>Number</b>	<b>8</b>
<b>Common Language Mistakes Applications</b>	<b>9</b>
<b>Common Language Mistakes Applications</b>	<b>10</b>
<b>Meanings of Prepositions -Noon and Tanween</b>	<b>11</b>
<b>Formal aspects of administrative discourse</b>	<b>12</b>
<b>Administrative discourse language</b>	<b>13</b>
<b>Administrative discourse language</b>	<b>14</b>
<b>Administrative correspondence samples</b>	<b>15</b>





**Ministry of Higher Education and  
Scientific Research  
Middle Technical University  
Insurance Management  
Department Technology**

**Study Vocabulary  
First Stage  
Second Semester**

Language of instruction	Weekly hours			Academic year	Name of the material
	total	Practical	Theoretical		Insurance of persons
Arabic	5	3	2	The first stage	Insurance of persons

to the concept of personal insurance and the most important risks It aims to introduce the student it faces. People and develop their knowledge and skills in how to apply the legal and legitimate yment principles of health insurance, solve issues related to life insurance and assess the unemplo .problem

Practical Vocabulary	Theoretical vocabulary	The week
Practical applications of the risks that people are exposed to	Types of risks - Importance -Life Insurance: Concept that people are exposed to/and means of insurance against them	1
Practical applications of insurance companies in Iraq	Life Insurance Companies: Their Functions, Tasks and Social Responsibilities/Procedures of Life Insurance Companies	2
Applications of appropriate mathematical and statistical ated methods to solve problems rel to life insurance	its pillars, capacity to -Life insurance contract and special principles - contract, defects of consent -Insurance period -Insured - insurance policy - Life -Beneficiaries -Premiums -Insurance amount .Monetary value - insurance application forms	3
Applications of mathematical and for life insurance statistical methods (term and comprehensive)	.(Types of life insurance (comprehensive and term Individual term insurance, its types, importance the difference between life insurance -and uses .(comprehensive and term)	4
Applications of mathematical and statistical methods in life insurance (joint and group)	.Joint life insurance / group life insurance	5
Applications of mathematical and statistical methods in life insurance (industrial and mutual)	Industrial life insurance / Takaful (Islamic) life .insurance	6
Mathematical methods applications health insurance for	Health Insurance: Concept and Importance/ History /of Health Insurance Basic components of the health insurance system	7
Case studies and applications of the most important health insurance documents	Types of health insurance/ Health insurance procedures/ Health insurance documents	8
Case studies and applications on the health insurance system in Iraq	Legal and Sharia principles of health insurance contract .insurance system in Iraq, health reinsurance Health	9
Case studies and applications on labor insurance procedures	and their Work injury insurance/work hazards -insurance procedures (death types/work permanent total disability or partial medical treatment and ompensationdisability)/c .expenses resulting from work accidents	10

Case studies and applications on social insurance	Origin and -Concepts : Social insurance The social , economic and political / Development impacts of the social insurance system / social risks Social insurance system and methods of B covered social insurance / it / compensation calculating financing systems	11
Case studies and applications on legal penalties -work injury law against the employer	-Work injury and occupational disease insurance against the Legal penalties - Work injury law legal -compensation -employer (financial fines .(suspension of activity -procedures	12
Case studies and applications on retirement insurance	/ (Military-Civil) insurance / retirement systems .Deductions / Beneficiaries / Beneficiary Cases. etc	13
personal accident insurance	Death Insurance / Permanent total or partial / expenses resulting from a Medical / disability sudden accident Personal Accident Reinsurance	14
applications of the Case studies and Ministry of Labor and Social Affairs in Iraq	Social security companies at work and their procedures for employing the unemployed / Unemployment is the problem and the cure	15

Language of instruction	Weekly hours			Academic year	Name of the material
	total	Practical	Theoretical		
Arabic	5	3	2	The first stage	Banking Risk Insurance

The goal is to provide students with the knowledge and skills necessary to understand, analyze and manage the operations of banks and financial institutions, the most important risks to which banks . how to insure banking risks are exposed when providing financial services, and

Practical Vocabulary	Theoretical vocabulary	The week
practical Case studies and examples	Privacy of banking/ Commercial banks and their types/ The concept of deposits and their types/ The mechanism of generating deposits in commercial banks	1
Case studies and practical examples	Nature of bank deposits / Calculating interest on deposits Methods of repaying bank loans / Managing bank / liquidity / Managing bank profitability	2
Case studies, examples and exercises	Introduction to Banking Risks and Banking Management/ Types of Banking Risks (Credit, and Concept, Importance (Market, Operational, Liquidity	3
Case studies, examples and exercises	-Credit Risk Measurement Tools -Concept -Credit Risk The role of banks in Management Strategies Credit Risk managing credit risks	4
Case studies, examples and exercises	Credit Risk Assessment –Credit Risk Insurance	5
Case studies, examples and exercises	Concept and Tools for Measuring Market –Market Risk .Market Risk Management Strategies –Risk The role of banks in managing market risks	6
Case studies, examples and exercises	Market Risk Assessment –Market Risk Insurance	7
Case studies, examples and exercises	Concept and Tools for Measuring -Operational Risk Operational Risk Management -Operational Risk .Strategies The role of banks in managing operational risks	8
Case studies, examples and exercises	Operational Risk Assessment –Operational Risk insurance	9
Case studies, examples and exercises	for Measuring Liquidity Concept and Tools - Liquidity Risk The role of Liquidity Risk Management Strategies -Risk banks in liquidity risk management	10
studies, examples and Case exercises	Liquidity Risk Assessment –Liquidity Risk Insurance	11
Case Studies Examples of Systematic and Unsystematic and Exercises -Risk	a comparison -Systematic and unsystematic risks and -between them Strategies for mitigating systematic and unsystematic risks/the role of banks in dealing with them	12

Case studies, examples and exercises	Regular and irregular Risk insurance systematic and unsystematic risks Assessing –	13
Case studies, examples and exercises	Investment Banking Risk Return / / Investment Banking Investment Risk Insurance	14
Case studies, examples and exercises	Laws and Regulations: Laws and Regulations Related to The Role of Regulatory -Banking Risk Management Bodies in Banking Risk Management	15

Language of instruction	Weekly hours			Academic year	Name of the material
	total	Practical	Theoretical		Insurance companies accounting
Arabic	5	3	2	The first stage	Accounting for insurance companies

### :General objective

To develop students' knowledge and skills in calculating technical provisions in insurance companies. It also aims to understand the concept of the accounting system in place in insurance companies in Iraqi insurance companies and the methods of creating various financial statements

Practical Vocabulary	Theoretical vocabulary	The week
Case studies and practical and mathematical applications	The nature and environment of accounting in insurance concept / importance / functions of insurance / companies structure of the accounting system in insurance / companies / companies	1
Case studies and practical and mathematical applications	Accounting system in insurance companies: basic concept and basic concepts of financial accounting. Accounting theories and foundations	2
Case studies and practical and mathematical applications	Characteristics of the accounting system in insurance companies The accounting cycle, types of accounts/reports and accounting data important in managing insurance companies	3
Case studies and practical and mathematical applications	Accounting tabulation and documentary components / Accounting treatment of insurance branches / The importance of accounting and its impact on the profitability of of institutions and improving the financial performance / insurance companies	4
Case studies and practical and mathematical applications	Technical reserves and provisions in insurance companies /Unearned premium provision/unexpired risk provision Provision for outstanding claims/Provision for claims incurred but not reported/Provision for claims settlement	5

	<b>.expenses</b>	
<b>Case studies and practical and mathematical applications</b>	<b>How to calculate personal, property and liability insurance xpenses related to different types of revenues and e /insurance</b>	<b>6</b>
<b>cal Case studies and practi and mathematical applications</b>	<b>Income Statement and Surplus Distribution Statement/Preparation of Income Statement for Insurance and Reinsurance Companies</b>	<b>7</b>
<b>Case studies and practical and mathematical applications</b>	<b>Methods of calculating insurance and reinsurance premiums</b>	<b>8</b>
<b>Case studies and practical and mathematical applications</b>	<b>Methods of calculating insurance and reinsurance claims and compensation</b>	<b>9</b>
<b>Case studies and practical and mathematical applications</b>	<b>Closing accounts and preparing final accounts</b>	<b>10</b>
<b>Case studies and practical and mathematical applications</b>	<b>Preparing a cash flow statement for insurance and reinsurance companies</b>	<b>11</b>
<b>Case studies and practical and mathematical applications</b>	<b>Develop skills related to reporting on financial performance The quality of information that helps in accounting in . insurance companies</b>	<b>12</b>
<b>studies and practical Case and mathematical applications</b>	<b>Preparing financial reports: (income statement, balance Financial performance . (sheet, and cash flow statement analysis / regulatory reports / internal reports / claims and compensation reports / reserves and provisions reports / .reinsurance reports</b>	<b>13</b>
<b>Case studies and practical and mathematical applications</b>	<b>Principles of evaluating the financial statements of insurance companies Balance sheet</b>	<b>14</b>
<b>practical Case studies and and mathematical applications</b>	<b>cash flow statement</b>	<b>15</b>

Language of instruction	Weekly hours			Academic year	Name of the material
	total	Practical	Theoretical		Work Environment and Industrial Relations
Arabic	5	3	2	The first stage	Work Environment and Industrial Relations

### General objective

To provide the student with cognitive and professional information about the industrial work environment and organizational culture, which will help him gain professional knowledge to deal with the labor market in the future

### : Specific objective

.To identify the work environment in insurance companies

Practical Vocabulary	Theoretical vocabulary	The week
Case studies and practical applications	Work environment concept/ Types of work environment/ /Elements of work environment/ Organizational culture of the work environment on the efficiency of The impact .employee performance	1
Case studies and practical applications	Components of the work environment / Analysis of the general work environment / Analysis of the competitive environment Work environment in / environment Internal and external work insurance companies	2
Case studies and practical applications	Healthy Work Environment: The Concept and Importance of Providing a Healthy Work Environment for Employees onment for Improving the physical and psychological work envir .workers being and -Quality of life in the workplace (employee well / (increased productivity Effective Communication and Effective Communication in the Work Environment	3
Case studies on strategies for improving and evaluating the work environment	Strategies for improving the / Improving the work environment industrial ) Evaluating the work environment / work environment (and service with a focus on insurance companies	4
	environment assessment: Quantitative methods in work environmental monitoring / biological monitoring / statistical . analysis / mathematical modeling	5
Case studies and practical applications	Historical Industrial relations: concept and importance development For industrial relations Organizational structure For industrial relations: The role of industrial federations and chambers of industry/ The role of trade Interactions between government, / unions and their federations	6

	<b>/(workers, unions, and employers</b>	
<b>Case studies and practical applications</b>	<b>Labor laws and legislation/collective bargaining agreements /between unions and employers Collective bargaining: concept/ importance /steps and processes .of collective bargaining Joint Employment Contracts: Types of Joint Employment Contracts/ How to Prepare and Implement Joint Employment Contracts</b>	<b>7</b>
<b>Case studies and applications practical</b>	<b>Negotiation in Industrial Relations: Concept / Types of / Negotiation Negotiation Skills / Negotiation Strategies</b>	<b>8</b>
<b>Case studies and practical applications</b>	<b>Settlement in industrial relations / The concept of settlement / The importance of settlement in resolving organizational disputes / Types of settlement / The importance of settlement in ement reducing disputes and increasing productivity / Settl .methods</b>	<b>9</b>
<b>Case studies and practical applications</b>	<b>its -its importance -Arbitration in dispute resolution: its concept - basic pillars and its forms of -The role of arbitration in resolving disputes . arbitration agreement</b>	<b>10</b>



Practical Vocabulary	Theoretical vocabulary	The week
Case studies and practical applications	Insurance companies: a conceptual introduction Benefits Insurance companies / Financial protection / Legal stability Innovation and development and technological challenges / / Enhancing trust / Social role /	11
Case studies and practical applications	Challenges Facing Commercial Insurance Companies: Technology Integration/ Cybersecurity Threats / Regulatory Complexity / Climate Change / Changing Consumer Expectations	12
Case studies and practical applications	Insurance / Labor legislation in insurance companies business control laws / Role of regulatory bodies: (Central / (Bank or national insurance bodies	13
Case studies and practical applications	Procedures and conditions for licensing insurance business / he competent Registration of insurance companies with t authorities / Legal rights of the insured and compensations /	14
Case studies and practical applications	Globalization and its impact on the work environment : the and developments Technological concept of globalization Competition between / diversity Cultural innovation .Expansion and spread/economic changes companies	15

Language of instruction	Weekly hours			Academic year	Name of the material
	total	Practi	Theoreti		
Arabic	5	3	2	The first stage	Quantitative statistical methods

### General objective

To introduce the student to statistical methods and the use of scientific methods in collecting, .organizing, presenting and classifying various statistical data

### Specific objective

Knowledge of statistics in socialist and developing countries and Iraq / knowledge of statistical : planning, its foundations, principles and importance, and knowledge of the student of the .tatisticsorganization and organizational structure of s

Practical Vocabulary	Theoretical vocabulary	The week
Case studies and classroom discussion	- Statistics : Basic Concepts The emergence and development of - science Statistics	1
Mathematical applications and practical Comprehensive inventory examples about -method and common errors in data collection y and Data collection methods and how to classif - tabulate data	Comprehensive -Data collection errors in inventory method and common Data collection methods -data collection Classification and tabulation Data -	2
d practical Mathematical applications an examples of random variables and frequency distributions Random variables Relative frequency distribution / Binary frequency distribution / Clustered frequency distribution / Geometric display of data / Display of ungrouped data	Random Variables and Frequency Distributions Random Variables Frequency Distribution / Binary Frequency Distribution / Clustered Frequency Distribution / Geometric Data Display / Ungrouped Data Display	3
Math exercises and examples of bar graphs / pie graph / line graph / tabulated data display / histogram / polygon	Pie charts / Line charts / / Bar charts Tabulated data display / Frequency histogram / Frequency polygon	4
Exercises and examples of frequency curve / distribution curve / cumulative frequency / measures of central tendency The importance of measures of central tendency	Frequency curve / Distribution curve / ed frequency / Measures of Cluster central tendency The importance of measures of central tendency	5
Exercises and examples of harmonic mean / squared mean / mode / absolute measures of dispersion / range and mean deviation	Harmonic mean / Mean squared / Mode Absolute measures of dispersion / / Range and mean deviation	6
Exercises and examples of variance / standard deviation / relative measures of dispersion (dispersion coefficients)	Relative / Variance / Standard Deviation Measures of Dispersion (Dispersion (Coefficients	7
Exercises and examples on standard deviation / correlation and linear regression / linear and coefficient partial correlation	Standard Deviation / Correlation and Linear Regression / Simple Linear Partial Linear -Correlation Coefficient	8

	Correlation Coefficient	
Spearman's Exercises and examples of correlation coefficient	Spearman's correlation coefficient	9
Exercises and examples of Pearson's linear coefficient, its importance and correlation .disadvantages	Pearson's linear correlation coefficient, its importance and disadvantages	10
Exercises and examples of the Saberman rank correlation coefficient	Saberman's rank correlation coefficient	11
Exercises and examples of the coupling coefficient / compatibility coefficient	Coupling coefficient / compatibility coefficient	12
Exercises and examples of time series and their components / general trend	Time series and their components / general trend	13
Sports exercises and examples of standard numbers, their importance and how to calculate them / the simple standard number and its disadvantages	Standard numbers, their importance and how to calculate them disadvantages Simple index and its	14
Exercises and examples of the cumulative / number standard Simple mean of levels	Cumulative index / simple mean of levels	15

Language of instruction	Weekly hours			Academic year	Name of the material
	total	Practical	Theoretical		1-English
Arabic	5	3	2	The first stage	English language
<p><b>General objective:</b>            .To provide students with basic concepts related to the English language  <b>Specific objective:</b> To enable the student to absorb knowledge, skills and applications of the .English language</p>					
The week	Theoretical vocabulary				
1	Unit One: hello Am/are/is, my/your This is with practice in work				
2	Unit Two: Your World He/she /they, his/her Questions				
3	Unit Three: all about				
4	Unit Four: family and friends Possessive adjectives Possessive's Has/have				

	<b>Adjective + noun</b>
<b>5</b>	<b>Unit Five: The Way I Live</b> <b>Present simple I/you /we /they</b> <b>A and an</b> <b>Adjective + noun</b>
<b>6</b>	<b>Unit Six: every day</b> <b>Present simple he/she</b> <b>Questions and negatives</b> <b>Adverbs of frequency</b>
<b>7</b>	<b>Unit seven: my favorites</b> <b>Question words</b> <b>Pronouns</b> <b>This and that</b>
<b>8</b>	<b>Unit eight: where I live</b> <b>There is /are...</b> <b>Prepositions</b>
<b>9</b>	<b>Unit nine: times past</b> <b>Was /were born</b> <b>Past simple -irregular verb</b>
<b>10</b>	<b>Unit ten: we had a great time!</b> <b>Past simple -regular &amp; irregular</b> <b>Question</b> <b>Negatives</b> <b>Ago</b>
<b>11</b>	<b>Unit Eleven</b> <b>Can/can't</b> <b>Adverbs</b> <b>Requests</b> <b>I can do that!</b>
<b>12</b>	<b>Unit twelve: please</b> <b>I'd like...</b> <b>Some and any</b> <b>Like and would like</b> <b>and thank you</b>
<b>13</b>	<b>Unit thirteen: here and now</b> <b>Present continuous</b> <b>Present simple &amp; present continuous</b>
<b>14</b>	<b>Unit fourteen: it's time to go!</b> <b>Future plans</b>

	<b>Revision writing email and informant letter part 1</b>
<b>15</b>	<b>Unit fourteen: it's time to go!</b> <b>Future plans</b> <b>Revision writing email and informant letter part 2</b>

## The textbook

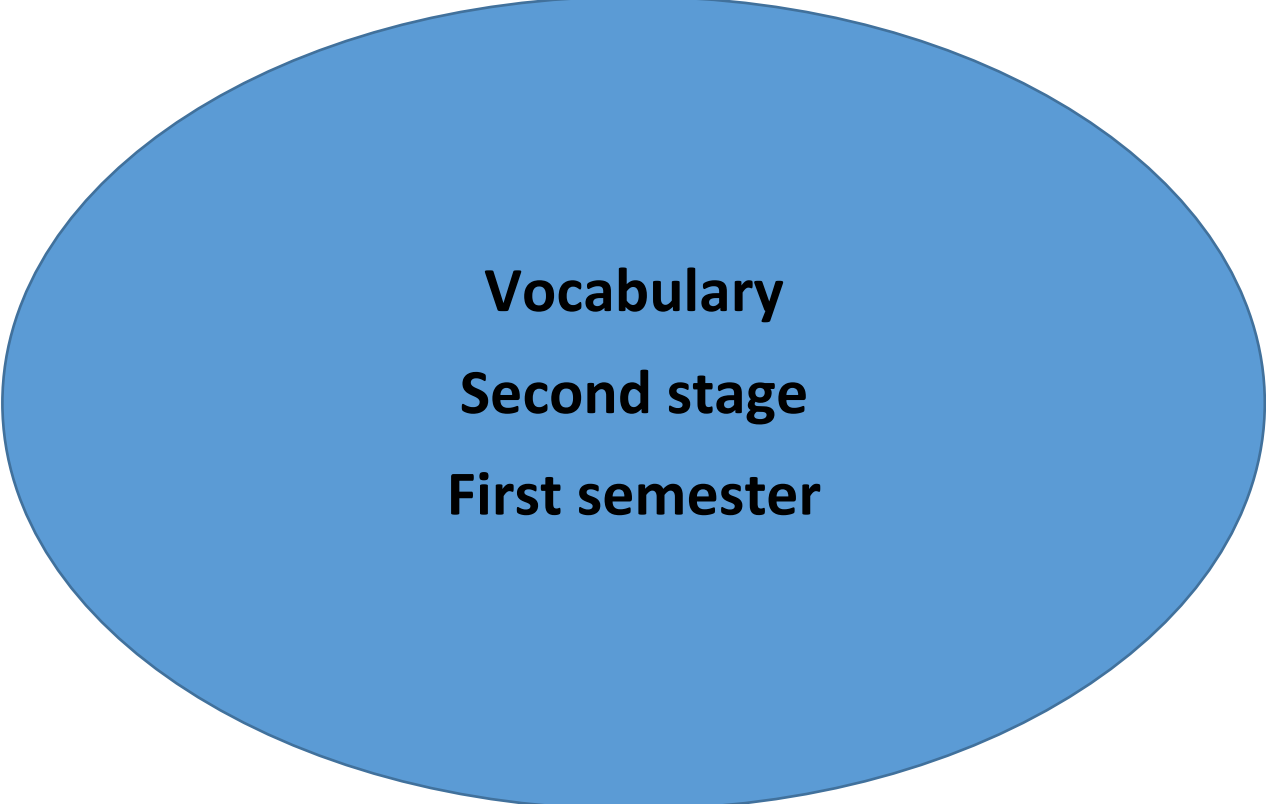
1- John & Liz Soars, Headway book, 2019

Language of instruction	Weekly hours			Academic year	Name of the material
	total	Practical	Theoretical		rights and democracy Human
Arabic	2	0	2	The first stage	Human Rights and Democracy

**General objective:** Understanding the theoretical framework of the roots of human rights and public freedoms their development in human history and knowledge of

**Specific objective:** To introduce students to the methods and theories of thought for human rights and democracy , to know human rights in socialist and developing countries and Iraq, to know its importance, and to know the know human rights planning, its foundations, principles. student's freedom of security, feeling and reassurance

Theoretical vocabulary	The week
Human Rights + Human Rights in Civilizations	1
Human Rights in the Middle Ages + Human Rights in Doctrines and Schools	2
Rights in Corporations + Human Rights in Modern History Human	3
International recognition + regional recognition	4
European agreement + American agreement	5
African Convention + Arab Charter	6
NGOs + Rights Relationship	7
of Liability Universal Declaration + Limitation	8
Litigation + Areas of Expertise	9
Legal Jurisdiction + Bargaining	10
Democracy + Freedoms Classification	11
Intellectual freedoms + individual freedoms	12
Freedom of association + right to work	13
Capitalism + Socialism	14
of the Constitution Contents	15



**Vocabulary**  
**Second stage**  
**First semester**

Language of instruction	Weekly hours			Academic year	Name of the material
	total	Practical	Theoretical		
Arabic	6	4	2	second stage	Insurance of companies and public properties

**:General objective**

To develop students' knowledge and professional skills in public property insurance and civil advantages compared to other types By explaining its technical principles, clarifying its liability of insurance, detailing the basics of underwriting it, methods of pricing its documents, in addition to applying methods of calculating insurance premiums and mechanisms for settling .to it compensation claims for risks related

Practical Vocabulary	Theoretical vocabulary	The week
Case studies and practical applications	Definition of : Introduction to Property Insurance .Insurance and its Importance .Different types of insurance	1
Case studies and practical applications	property. Types of public property: Government .Municipal property .Educational, health and agricultural properties etc	2
Case studies and practical applications	Technical Principles of Property and Civil Liability Insurance	3
Case studies and practical applications	Liability Insurance Risks Property and Civil Risks to public property Fires. Natural disasters (such as earthquakes and floods). .Theft and vandalism	4
Case studies and practical applications	Insurance Policies: How to Draft General Property .Insurance Policies Exceptions in General Insurance Policies Terms and	5
Case studies and practical applications	Distinguishing between the characteristics of public property insurance, civil liability, and the characteristics of other types of insurance	6



Case studies and practical applications	.Risk management: risk assessment Risk reduction strategies	7
Case studies and practical applications	Pricing and issuance of general property insurance .documents	8
Case studies and practical applications	.claims Compensation: How to file .Procedures for assessing damage to public property	9
Case studies and practical applications	Settlement of general property insurance and civil liability claims	10
studies and practical Case applications	of public property Reinsurance	11
Case studies and practical applications	:Laws and Regulations Local and international laws relating to the insurance of .public property securing public property The role of regulatory bodies in	12
Case studies and practical applications	Engineering Insurance: Concept, Types Contractors' All Risks Insurance, Fraud All Risks Insurance Loss of Profit Insurance, Coverage Limits and Exclusions in Engineering Insurance	13
Case studies and practical applications	Liability Insurance Liability Insurance: General Professional Liability Insurance	14
Case studies and practical applications	:Electronic insurance .Protect sensitive data and information Cyber Attack Insurance	15

Language of instruction	Weekly hours			Academic year	Name of the material
	total	Practic	Theoretic		
Arabic	6	4	2	second stage	Basics of financial management
<b>:General objective</b>					
of financial To provide students with scientific and practical knowledge of the importance management for local and international organizations in the labor market, and how to address .the financial problems facing the organization					
Practical Vocabulary		Theoretical vocabulary			The week
Case studies and examples		financial Financial management / Development of / management The importance of financial management and financial			1

	<b>.analysis for business organizations The relationship between financial management and other sciences/Functions of financial of managers and employees management/Responsibilities / n financial departmentsI</b>	
<b>Case studies and examples</b>	<b>/Financial Markets and Interest Rates: Stock Market calculating stock -investment-Stocks and bonds (price dividends)/deposit certificates and their types</b>	<b>2</b>
<b>Practical applications, exercises and examples</b>	<b>Statements and Financial Analysis: Basic Financial Financial Financial Ratios -Statements</b>	<b>3</b>
<b>Practical applications, exercises and examples</b>	<b>Vertical and horizontal analysis</b>	<b>4</b>
<b>Practical applications, exercises and examples</b>	<b>Statement of change in financial position</b>	<b>5</b>
<b>Practical applications, exercises and examples</b>	<b>Term Planning and Financial Forecasting-Forecasting : Long – Methods of forecasting financial needs</b>	<b>6</b>
<b>applications, Practical exercises and examples</b>	<b>Financial failure prediction models</b>	<b>7</b>
<b>Practical applications, exercises and examples</b>	<b>Even Analysis and -Financial Planning and Control: Break Operating Leverage</b>	<b>8</b>
<b>Practical applications, examples exercises and</b>	<b>Cash Budget -Operating Budget -Flexible Budget</b>	<b>9</b>
<b>Practical applications, exercises and examples</b>	<b>Financial ratio analysis :Financial analysis</b>	<b>10</b>
<b>Practical applications, exercises and examples</b>	<b>Financing and investment decisions: Financial decisions -financing decisions) Cash flow -investment decisions ) - Dividend distribution money Sources of</b>	<b>11</b>
<b>Practical applications, exercises and examples</b>	<b>Trade Credit -Marketable Investments -Cash Management Time Value of Money -</b>	<b>12</b>
<b>Practical applications, exercises and examples</b>	<b>/Working Capital Management: Working Capital Policy budgeting/capital costs and dividend policy Capital</b>	<b>13</b>
<b>Practical applications, exercises and examples</b>	<b>Fixed asset investment asset deferral operations</b>	<b>14</b>
<b>Practical applications, exercises and examples</b>	<b>Return, financial risk and financial performance evaluation</b>	<b>15</b>
<p><b>,Financial Administration , Ansari-Dr. Osama Abdel Khaleq Al .1 :Sources</b>  <b>.Gamil Ahmed Tawfiq, Fundamentals of Financial Management, Dar Al Nahda Al Arabiya .2</b>  <b>University of ,Farjani , (2020), Fundamentals of Financial Management-Ibrahim Masoud Al .3</b>  <b>.edition Bnghazi. First</b>  <b>.Shamaa, 1992, Financial Management-Dr. Khalil Muhammad Hassan Al .4</b></p>		

Language of instruction	Weekly hours			Academic year	Name of the material
	total	Practical	Theoretical		
Arabic	5	3	2	second stage	Insurance Marketing

### General objective

of the objectives and with professional experience and knowledge Providing students \_ importance of service marketing and its development. It also addresses the functional role and institutions. The course also presents the importance of marketing management in insurance .marketing of insurance services and the elements of the marketing mix

Practical Vocabulary	Theoretical vocabulary	The week
Case studies and examples	The concept of marketing management and its importance of development . The objectives and .marketing for insurance companies	1
Case studies and examples	The concept of service, the reasons for its growth and its - characteristics its determinants The concept of services marketing and	2
Case studies and examples	Insurance: Provides an introduction to the Introduction to insurance industry and its importance. The development -of the insurance sector at the Iraqi level Comparing the insurance sector with international .insurance companies	3
Case studies and examples	sector in the world: supply and demand in The insurance and comparing supply and -the global insurance market demand in local insurance markets with Arab and .international ones	4
Case studies and examples	Characteristics of -Insurance Services Marketing: Concept Insurance Business emergence and development of insurance marketing The marketing into insurance Conditions for introducing - Factors affecting insurance services - companies Technical foundations of insurance - marketing policies onomyec and its impact on the	5
Case studies and examples	Job Role and Importance For marketing management in -insurance institutions Terms of application of marketing in insurance .institutions	6
Case studies and examples	Marketing environment And its endorsement to institutions insurance	7
Case studies and examples	Insurance Services Planning and Design Insurance Services Marketing Strategies	8
Case studies and examples	: Marketing mix for insurance services The close relationship between the elements of the	9

	- marketing mix	
Case studies and examples	Types of insurance services ( life : Policy Service-Product . (.insurance, health insurance, property insurance , etc	10
Case studies and examples	Insurance Services Policy Pricing	11
Case studies and examples	Distribution Policy Insurance Services	12
Case studies and examples	Insurance Services Promotion Policy	13
Case studies and examples	Insurance Documents, Contracts, and Forms	14
examples Case studies and	insurance marketing services	15

Language of instruction	Weekly hours			Academic year	Name of the material
	total	Practical	Theoretical		Business Correspondence in English
Arabic	5	3	2	second stage	English Commercial Correspondence

**:General objective**

provide students with scientific skills in how to write business correspondence and its To\_ importance in

Practical reality, and the use of academic knowledge of business correspondence in practical .reality

Vocabulary Practical	Theoretical vocabulary	The week
Examples and models of business correspondence	General review of the most important terms in business correspondence	1
Practical applications, examples and exercises	Types Messages Commercial	2
Practical applications, examples and exercises	Structure and parts of a business letter	3
Practical applications, examples and exercises	Business Letter Writing Rules	4
Practical applications, examples and exercises	Models Correspondence Commercial	5
Practical applications, examples and exercises	Business letter planning and design	6
Practical applications, examples and exercises	inquiry letters Inquiry letters/ the importance of	7
Practical applications, examples and exercises	inquiry letters	8
applications, examples and Practical exercises	Structure message Inquiry	9
Practical applications, examples and exercises	message inquiry letters The importance of /demand	10
Practical applications, examples and exercises	How to write/letter demand	11
applications, examples and Practical exercises	Structure Request letter	12
Practical applications, examples and exercises	Shipping invoice	13
Practical applications, examples and exercises	Business Correspondence between Theory and Practice	14

Practical applications, examples and exercises	Business correspondence in light of modern technical development	15
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Language of instruction	Weekly hours			Academic year	Name of the material
	total	Practical	Theoretical		
Arabic	2	1	1	Phase 2	Computer Application

**:objective General**

made applications and the Internet in -Teaching the student computer skills and using its ready the field of specialization

Practical Vocabulary	Theoretical vocabulary	The week
Practical applications in the computer lab	Learn about Excel screen, ribbons, data entry, data , deletion, opening a new file, opening a stock file, copying, .pasting, cell formatting, data formatting	1
Practical applications in the computer lab	Using equations, using mathematical functions, using .statistical functions, inserting graphs and data Sorting data, filtering, hyperlinking, linking multiple worksheets together, data security and protection, protecting mathematical equations	2
Practical applications in the computer lab	A program to calculate salaries using Excel and create a balance, create a general ledger, create a journal, trial calculate revenues and expenses	3
Practical applications in the computer lab	A program to calculate salaries using Excel and create a ,trial balance, create a general ledger, create a journal Calculating revenues and expenses	4
Practical applications in the computer lab	Definition of the types of data entered into the system (( text, numbers, date, currency, logical data (yes/no) Create a database the simple way, use the wizard to ,new database create a Set field properties (field size, field type, set primary key ,(field Format spreadsheet, format columns, rows and cells for tables, freeze columns, set caption (column header), enter information into database	5

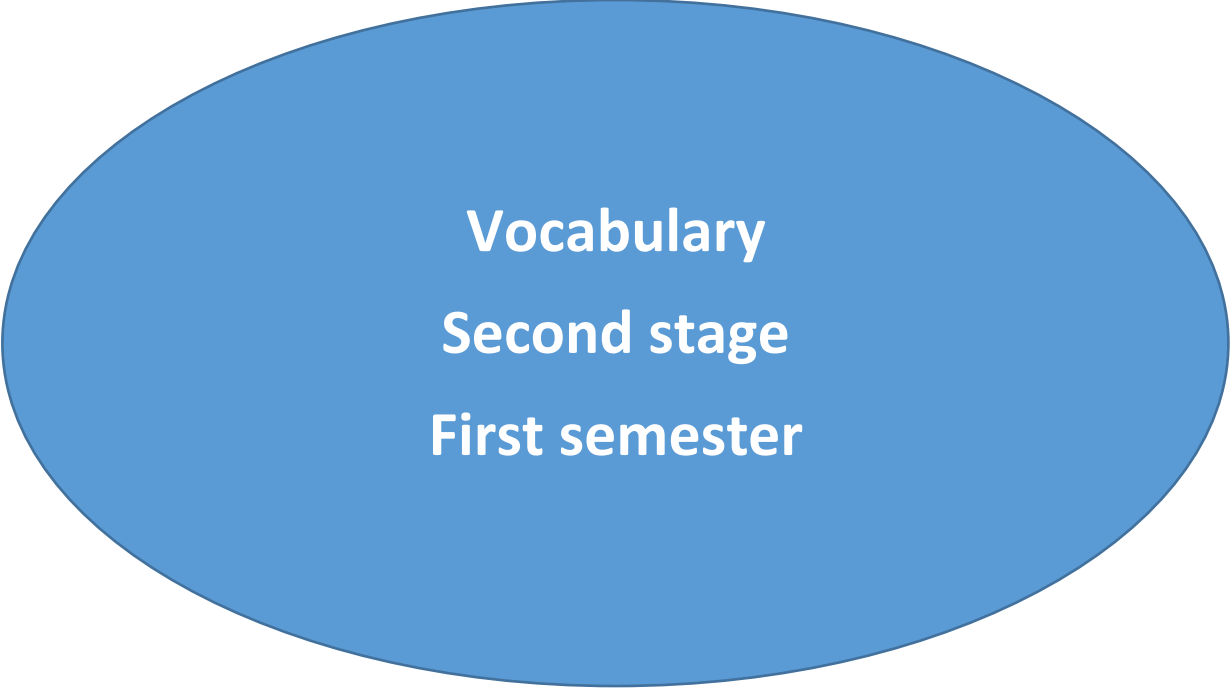
Practical applications in the computer lab	Import external data into database, import information from Excel files , import data from text file, import data from database (Access), import data fromHTML files Export information to other programs, export data to an Excel file withXML extension , copy and paste data, copy data from Access, copy data from Excel	6
Practical applications in the computer lab	Queries, query definition, how to write a query, functions used in a query, exploring queries, searching and information, querying and updating, deleting replacing information from a table, storing records	7
Practical applications in the computer lab	Forms, Form Definition, Data Entry Using Forms, Form Creation Using Wizard, Form Properties, Form Formatting, Preview Design Adding controls to the form, basic sections of the form form header, detail, form footer), creating a form using ) automatic forms Sorting data, ascending and descending sorting of records, and filtering data in the table, finding information by filter advanced sorting Create the query in the filter preview, execute the ) mathematical functions in the querySUM ,MAX ,MIN , COUNT ,AVG ,VAR (	8
	Reports, definition of report, purpose of report, main differences between forms and reports, steps to create ,reports, report wizard Edit report, create report in design view ,report to the main report-Steps to add a sub Preview reports, print reports	9
Practical applications in the computer lab	content Database security, database encryption, database ,hiding, database password setting Steps to design an opening screen to the database, format ,the opening screen, save the design Sharing database in LAN, designing database for administrative system	10
Practical applications in the puter labcom	SPSS program , introduction toSPSS how to run ,SPSS , getting to know theSPSS environment entering and , ,exiting the application Entering, modifying and deleting data inDATA VIEW ,	11

	<p>Learn about the properties of variables variable view , Identify file types (data files, outputfiles ( data , menu commands Learn about the most important commands in this list ) such as variable ,insert case ,go to case ,sort case , insert case ,insert date ,transpose).</p>	
Practical applications in the computer lab	<p>Transform menu commands : Learn about the most :important commands in this menu, such as Compute ,random number seed ,count ,record Practical application Analyze menu commands , learn the main commands and tendency, mean, mode, median, find measures of central practical application</p>	12
in the Practical applications computer lab	<p>Measures of dispersion, standard deviation and variance, coefficient of variation, practical application T- test for one or two means</p>	13
Practical applications in the computer lab	<p>LinearCorrelation LINEARDECLINE</p>	14
Practical applications in the computer lab	<p>Charts, practical examples</p>	15



Language of instruction	Weekly hours			Academic year	Name of the material
	total	Practical	Theoretical		Crimes of the Baath regime in Iraq
Arabic	2	0	2	second stage	
<p><b>General objective</b>            :.Baath regime against humanity Introducing students to the crimes committed by the</p> <p><b>Special objective</b>            people To give students a clear picture of the killing, displacement and oppression of the .committed by the regime</p>					
Theoretical vocabulary					The week
Crimes of the Baath regime according to the Iraqi Supreme Criminal Court Law of 2005					1
					2
of crimes, their types, and the crimes of the Baath regime according to the The concept documentation of the Iraqi Criminal Court Law					3
					4
Types of international crimes, organized crime and decisions issued by the Supreme Criminal Court					5
					6
decisions of the Supreme Criminal Court and psychological and social Details of the crimes and their effects					7
					8
The most prominent violations of the Baath regime in Iraq, psychological crimes, and the Baath's position on religion and belief					9
laws and environmental crimes of the Baath regime in Iraq and war and Violation of Iraqi radioactive pollution					10
Drying the marshes, mass grave crimes, the latest genocide graves, and the destruction of orchards					11
n of genocide graves Destruction of cities and the chronological classificatio					12
Places of prisons and detention and some decisions of political violations					13
Some decisions of military violations and images of human rights violations					14
Militarization of society					15

Language of instruction	Weekly hours			Academic year	Name of the material
	total	Practical	Theoretical		language Arabic 2 –
Arabic	2	0	2	second stage	Arabic language\2
<p><b>General objective:</b> To provide students with basic concepts related to the Arabic language.</p> <p><b>Specific objective:</b> To enable the student to absorb knowledge, skills and applications specific to the Arabic language.</p>					
Theoretical vocabulary					The week
Quranic expression <ul style="list-style-type: none"> <li>▪ Grammatically in terms of sentence structure and text</li> <li>▪ Rhetorically in terms of artistic influence</li> </ul> Samarra'i-Back to the source: The Book of Quranic Expression by Dr. Fadhel Al					1
					2
Sayyab-The poet Badr Shakir al					3
Original diacritical marks: damma, fatha, kasra ya – alif -Secondary diacritical marks: waw					4
Nominal sentence Types of subject / Types of predicate / Subject and predicate					5
An and its sisters					6
The difference between “inna” and “anna” The difference between if and an					7
Kan and her sisters					8
The five verbs					9
Grammatical errors part 2					10
Linguistic information antonyms Synonyms and Linguistic differences Grammatical equations					11
Dual and its syntax					12
Types of plurals Sound masculine plural Sound feminine plural plural of breaking					13
					14
Syntax engineering					15



**Vocabulary**  
**Second stage**  
**First semester**



Language of instruction	Weekly hours			Academic year	material Name of the
	total	Practical	Theoretical		Investment portfolio management
Arabic	6	4	2	second stage	Investment portfolio management

### General objective

scientific skills in the types of financial markets, To provide the student with theoretical and : methods of measuring the efficiency of financial markets, and methods of evaluating and investing .in securities

pts and conce professional knowledge and experience in the providing students with In addition to theories of the optimal investment portfolio, knowledge of the Sharia controls for investment of criteria for selecting its portfolios, portfolio formation, and reaching the application .components

Vocabulary Practical	Theoretical vocabulary	The week
Case studies and practical applications	Financial Markets : General Concepts and Terminology Direct and indirect financing Primary Market and Secondary Market Money market : General concepts and terms Financial instruments: Treasury bonds and convertible For trading and commercial papers certificates of deposit Stock market in Iraq	1
Case studies and practical applications	Capital Market : General Concepts and Terminology Financial instruments: common stocks, preferred stocks, corporate ) and bonds and notes ( treasury, municipal, and derivatives Securities Commission of Iraq	2
studies and practical Case applications	Financial market indicators Stock trading index -Local and global market indicators Securities - Types of Orders in the Trading Market Evaluation	3
Case studies and practical applications	Capital Asset Pricing Model ( Yentner , 1965 ) and ( Mosin 1966 ) -Sharp, 1964 ) ) Model Derivations -Basic Assumptions of the Model Capital Market Line -Stock Market Line Developing a Capital Asset Pricing Model (Ross 1976 ) Arbitrage theory ( Either French model of three factors ( 1993	4
Case studies and practical applications	Introduction to Investment Portfolio Management	5
Case studies and practical	Investment portfolio analysis	6

<b>applications</b>	<b>investment portfolio Building an</b>	
<b>Case studies and practical applications</b>	Return and risk Basic concepts of return: arithmetic return and geometric return ,Basic concepts of risk: variance and standard deviation variance ,Correlation coefficient, coefficient of variation and normal distribution	<b>7</b>
<b>Practical Vocabulary</b>	<b>Theoretical vocabulary</b>	<b>The week</b>
<b>Case studies and practical applications</b>	Risk aversion and capital allocation to risky assets (Risk and risk aversion (risk, speculation, gambling utility values Risk aversion and	<b>8</b>
<b>Case studies and practical applications</b>	–Evaluating investments using utility functions off-return trade-Risk free portfolios-Capital allocation between risky and risk risk free assets :free asset-risk A portfolio consisting of a risky asset and a Risk Tolerance and Asset -Capital -Distribution Line Allocation	<b>9</b>
<b>Case studies and practical applications</b>	Optimal risk portfolios Systematic and -Diversification and Portfolio Risk Unsystematic Risk asset portfolios with risk-Two Expected return and standard deviation with different correlation coefficients Low risk portfolio Asset allocation between stocks, bonds and treasury bills Optimal Portfolio for Investor -Optimal Risk Portfolio	<b>10</b>
<b>Case studies and practical applications</b>	Investment portfolio performance evaluation models Markowitz 1952 model of portfolio selection evruc reitnorf tneiciffe eht dna stessa fo noitceles • niboT :pihsrenwo fo noitarapes dna latipac fo noitubirtsiD • 1958 istribution and d tessA • noitacifisrevid fo rewop eht • selection	<b>11</b>
<b>Case studies and practical applications</b>	( Single indicator model , or ( market model, Sharpe, 1963 Regression equation and single indicator model	<b>12</b>
<b>Case studies and practical applications</b>	return and beta The relationship between expected coefficient Risk and Heteroscedasticity in the Single Indicator Model Indicator and diversification model Simple Trigger Model for Building an Investment Portfolio	<b>13</b>
<b>Case studies and practical applications</b>	(Fama , 1970 ) Efficient market hypothesis -Random Walk and the Efficient Market Hypothesis Competition as a Source of Efficiency	<b>14</b>

	<p>- Types of efficient market hypothesis</p> <p>The effects of the efficient market hypothesis ( technical active management and -fundamental analysis -analysis ( passive portfolio management</p> <p>Abnormal -Event Studies ( Event Impact of Stock Price ( Return</p>	
Case studies and practical applications	<p>?Are markets efficient</p> <p>The Weak Type of Market Efficiency Test: The Relationship between Historical Stock Returns</p> <p>strong market efficiency test: market anomalies-Semi Market Efficiency Test in its Strong Type: Inside Information</p>	15

Language of instruction	Weekly hours			Academic year	Name of the material
	total	Practical	Theoretical		insurance Land, marine and air
Arabic	6	4	2	second stage	Land, Marine, and Air Insurance

**:General objective**

The course aims to provide the student with the foundations and rules of land, marine and air .compensation and exceptions ,insurance, as well as types of losses

**:Specific objective**

Students will prepare and calculate insurance and how to deal with compensation and losses .arising from compensation

Practical Vocabulary	Theoretical vocabulary	The week
Case studies and examples	Introduction to the concept of insurance against transportation risks, types of transportation transportation insurance means, pricing of Marine Insurance: Concept, Origin, Importance	1
Case studies and examples	Land Land Insurance Principles, Main Types of Insurance Policies	2
Case studies, examples and exercises	Covered and excluded risks in marine insurance	3
Examples and practical exercises	Land Insurance Contract: Land Insurance System, Stages of Land Insurance, Land Losses and How Settlement – Compensation -to Calculate Them	4
Case studies and examples	Marine insurance: concept, origin, importance of ,marine insurance	5

	<b>,of Marine Insurance Principles</b>	
<b>Case studies, examples and exercises</b>	<b>,Components of the marine insurance market marine risks: risks covered and excluded in ,marine insurance</b>	<b>6</b>
<b>Examples and practical exercises</b>	<b>:Marine losses ,salvage The concept of common loss and marine Examples of how to calculate marine losses (total-private-general)</b>	<b>7</b>
<b>Case studies and examples</b>	<b>Marine insurance contract Marine insurance ,system Stages of marine insurance, effects of marine insurance contract</b>	<b>8</b>
<b>Case studies and examples</b>	<b>:Marine insurance documents Cargo insurance policy, freight insurance policy Ships Insurance Document, Implied Undertakings</b>	<b>9</b>
<b>Case studies, examples and exercises</b>	<b>Marine insurance procedures, loss compensation, maritime fraud</b>	<b>10</b>
<b>Case studies and examples</b>	<b>Aviation insurance, concept, origin, importance</b>	<b>11</b>
<b>Case studies and examples</b>	<b>Principles of aviation insurance and its types</b>	<b>12</b>
<b>Case studies, examples and exercises</b>	<b>Covered and excluded risks in aviation insurance, the most important international agreements in the field of aviation insurance</b>	<b>13</b>
<b>Case studies, examples and exercises</b>	<b>Air insurance policy procedures, losses, , compensation</b>	<b>14</b>
<b>Case studies and examples</b>	<b>The economic effects of marine and aviation international insurance and its importance for trade</b>	<b>15</b>



Language of instruction	Weekly hours			Academic year	Name of the material
	total	Practical	Theoretical		economy Insurance
Arabic	5	3	2	The first stage	Principles of Economics

### General objective

**Objective:** To provide students with a basic understanding of economics and supply and demand analysis so that the student can analyze consumer behavior and production issues, and identify markets and their effects on the local and national economy different types of

Practical Vocabulary	Theoretical vocabulary	The week
Case studies and practical applications in the field of insurance	<p>Economics and the economic problem</p> <p>Introduction to the Study of Economics: Definition of Study of Economics and its Importance/Methodology of the Economics/ The difference between microeconomics and macroeconomics</p> <p>The economic problem: The nature of the economic problem/ limited resources and unlimited needs/ How to allocate resources</p>	1
Case studies and practical applications in the field of insurance	<p>Economic systems: The concept and importance of economic systems in organizing economic activity / Different economic systems (capitalist, socialist, mixed) / Comparison between different economic systems / Analysis with the economic problem / of how these systems deal</p> <p>The impact of economic systems on economic growth and development</p>	2
Case studies and practical applications in the field of insurance	<p>Value theory: concept of value/ definition of economic value and exchange value/ difference between use value and Value Theories: Labor Theory of Value/Marginal Value Theory/Intrinsic Value Theory</p>	3
Case studies and practical applications in the field of insurance	<p>Factors affecting value: supply and demand, equilibrium, market competition cost of production, and market Applications of Value Theory: How to Use Value Theories in Pricing</p> <p>The impact of economic policies on values</p>	4
Case studies and practical applications in the field of insurance	<p>Consumer Behavior</p> <p>Flexibility of demand –Supply –Demand</p>	5
Practical applications and exercises in the field of insurance	<p>Theory : Concept of Utility/Types of Utility (Universal, Unitary)</p> <p>Law of Diminishing Marginal Utility: Explain the Law of Diminishing Marginal Utility</p> <p>How it affects consumption decisions</p>	6

Case studies and practical the field of applications in insurance	<b>Theory : Definition of Indifference Curves/ Properties of /Indifference Curves</b> How to use indifference curves in consumer behavior .analysis	7
Practical applications and exercises on production, costs and the production function in the field of insurance	<b>The concept of production / elements of :Production theory production (land, labor, capital, organization) / The role of .each element in the production process</b> <b>Production Function: Explain the production function/the .between inputs and outputs relationship</b> <b>Law of Diminishing Returns: Definition of Law of .Diminishing Returns/Its Effect on Production</b>	8
Practical applications and term and -n shortexercises o term production -long analysis in the insurance field	<b>production analysis : How changes in inputs term-Short run production -affect output in the short run / Short .curves</b> <b>run production analysis: How changes in inputs affect -Long .run production curves-output in the long run / Long</b>	9
Case studies and practical applications in the field of insurance	<b>Theories of the Demand for Money: Recent Developments .in the Theories of the Demand for Money</b> <b>.Stability of the money demand function</b> <b>.Policy Monetary Policy: The Effectiveness of Monetary The Keynesian Disagreement They argue about the effectiveness of monetary policy in the event of a liquidity .trap</b>	11
Case studies and practical applications in the field of insurance	<b>Inflation: Theories of inflation/ Cost of reducing inflation .according to economic schools/ Inflation targeting</b> <b>.Phillips Curve / Phillips Curve in the Short and Long Run</b>	12
Case studies and practical field of applications in the insurance	<b>Business Cycles: The Concept and Impact of Business .Macroeconomy Cycles on the Economic Policies in an Open Economy: Economic Integration and Optimal Currency Area / Money in Islamic .Economy</b> <b>System : Central Bank of Iraq/Functions and Operations of Commercial Banks</b>	13
Case studies and practical applications in the field of insurance	<b>:National income</b> <b>Concept of national income: Definition of national income .and its importance in macroeconomics</b> <b>Methods of measuring national income: include gross ) domestic productGDP ) gross national product ,(GNP ,( ) net national productNNP ) and net domestic product ,( NDP .(</b> <b>Sources of national income: such as wages, profits, .interest, and rents</b>	14

	<p><b>Methods of calculating national income: Income method / Output method / Expenditure method / Value added method</b></p> <p><b>importance of studying national income: tracking the development of productive activity, determining the state of growth or recession in the economy, and setting economic and development plans</b></p> <p><b>Definition of GDP and methods of measuring it/ its contribution of production factors to GDP: sources/ contribution of national GDP and spending (consumption, government, investment and foreign)</b></p>	
<p><b>Case studies and practical applications in the field of insurance</b></p>	<p><b>Economic relations in the national economy and financial policies</b></p> <p><b>consumption function / Equilibrium income / Multiplier / C / Saving function</b></p> <p><b>Consumption multiplier / Determinants of investment / Relationship between investment and marginal efficiency</b></p> <p><b>Fiscal policies: government spending/taxes and transfer payments</b></p> <p><b>Types of multipliers/ Effect of types of multipliers on income/ Taxes/ Balanced budget</b></p>	<p><b>15</b></p>

Language of instruction	Weekly hours			Academic year	Name of the material
	total	Practical	Theoretical		
Arabic	4	3	1	second stage	disaster management Crisis and Crisis and disaster management

**General objective**

The aim is to provide students with the knowledge and skills necessary to deal with crises and disasters effectively, reduce their impact on individuals and communities, and enhance the ability to plan and respond quickly in emergency situations.

Practical Vocabulary	Theoretical vocabulary	The kwee
Case studies and practical applications	General theoretical foundations of crisis and disaster :management science Causes of the -The concept of crisis and its characteristics - crisis and its types Crisis Diagnosis Methods -Crisis Management	1
Case studies and practical applications	: Crisis management needs - Common features of crises - The development of crises and how to confront them Dimensions and stages of the crisis	2
Case studies and practical applications	:Crisis management concept and factors affecting crisis management The The role of leadership and ways to deal with crises - Steps to deal with crises Integrated approach to dealing with crises - Administrative requirements in crisis management Crisis Management Strategies ds and tools in crisis managementmetho	3
Case studies and practical applications	The role of information systems in crisis management The concept and importance of information systems in crisis management The role of information systems in crisis prevention Methods of collecting data on crises	4
Case studies and practical applications	Decision making in crises Types of decisions in crisis -Administrative functions - management making in times of crisis-Stages of decision management Creative thinking in crisis	5
Case studies and	Characteristics of the crisis management team and methods of selecting it	6

<b>practical applications</b>	Formation of the crisis management task force - Characteristics and duties of a crisis management leader and training the crisis management Methods of selecting task force Crisis Management Team Tasks Sequence	
<b>Case studies and practical applications</b>	Security Crisis Management -Organization and planning -Principles and stages - - Philosophy and confrontation characteristics Features and	<b>7</b>
<b>Case studies and practical applications</b>	:Crises and contemporary media official spokesperson and -Media plans for crises - announcements Dealing with hostile campaigns and rumors	<b>8</b>
<b>Case studies and practical applications</b>	global financial and economic crises and their Managing effects Banking crises and their solutions	<b>9</b>
<b>Case studies and practical applications</b>	:Negotiations between the parties to the crisis negotiation -concept and characteristics -Negotiation stages, methods of influence and ,conditions, areas - negotiation team -penetration Selection of the negotiation team leader and his duties	<b>10</b>
<b>Case studies and practical applications</b>	:Hostage negotiations Principles, Areas and Strategies of Hostage Negotiations of the negotiation process Aspects - A practical guide to negotiating and communicating with - hostage takers Managing the negotiation situation and the rules for - selecting the negotiator	<b>11</b>
<b>Case studies and practical applications</b>	of crises Psychological and social aspects - Psychological and social repercussions of crises - Dealing with fear and panic during a crisis Social and humanitarian impacts of crises Crises and their psychological effects	<b>12</b>
<b>Case studies and practical applications</b>	:management Crisis community The mutual influence between the crisis and the society in which it occurred Mobilizing society to address and confront crises crisis procedures-Post	<b>13</b>
<b>Case studies and practical applications</b>	:International Crisis Management international crisis and international The concept of conflict Causes of its occurrence and characteristics	<b>14</b>

	<b>International crisis management -Stages of its emergence</b> - <b>Levels of international crisis management and the role of military force in dealing with it</b> <b>ional Crisis ManagementUS Internat</b>	
<b>Case studies and practical applications</b>	<b>Practical applications and methods for crisis :management</b> <b>International crises</b> <b>-Arab crises-</b> <b>State of Iraq -Local Crises</b>	<b>15</b>

Language of instruction	Weekly hours			Academic year	Name of the material
	total	Practical	Theoretical		Software Insurance
Arabic	4	2	2	second stage	

**General objective**

To introduce students to the importance and role of software in the field of insurance and risk management, with a focus on the uses of technology and areas of computer application in the on programs are the use field of insurance and risk management. The most important applications of Stata programs in analyzing and classifying risks and applying several models for prediction and estimating probabilities

Poisson, Negative Binomial, Zero Inflated Poisson, Logit / Probit , Ordred Logist , Ordered Probit

Practical Vocabulary	Theoretical vocabulary	The week
studies Examples and case in the field of insurance companies	The importance and role of software in the field of insurance and risk management , uses of technology and areas of computer application in risk prediction, and .methods of risk control	1
Practical applications in the computer lab	Database processing in the insurancefield using Stata	2
		3
Practical applications in the computer lab	Insurance field (data Descriptive analysis of data - data classification -data sorting -collection	4
Practical applications in the computer lab	Statistical analysis: Using statistics to describe data such .as averages, standard deviations, and percentages	5
Practical applications in the computer lab	illustrate Graphical analysis: Create graphs and charts to .patterns and trends in data	6
Practical applications in the computer lab	Risk prediction models Regression analysis of Poisson distribution models Poisson-Negative Binomial- Zero Inflated Poisson	7
Student project application		8
Practical applications in the computer lab	Regression analysis for logistic distribution models  Logit / Probit , Ordered Logisti	9
Student project application		10
Student project application applications in the Practical computer lab	Risk Forecasting and Output Analysis	11
		12
		13

Student project application		14
Practical applications in the computer lab	Practical application on creating statistical reports	15

Language of instruction	Weekly hours			Academic year	Name of the material
	total	Practical	Theoretical		
Arabic	2	0	2	second stage	Professional Ethics

### General objective

To provide graduate students with the basics of administrative professional ethics according to provide them with professional ethical rules that enhance their technical specialization and to their commitment to them, in order to enable them to solve the ethical problems that they will face in their expected field of work after graduation

Theoretical vocabulary		The week
Ethics	(Unit (1	1
Work and profession	(Unit (2	2
.Professional ethics	(Unit (3	3
.Values and professional ethics	(Unit (4	4
Patterns Behavior not Ethics in the profession: administrative corruption	(Unit (5	5
Patterns Behavior not profession: Bribery/cheating at work Ethics in the	(Unit (5	6
.Means and methods of establishing professional ethics	(Unit (6	7
Ethics of practicing administrative professions (for institutes and .(administrative departments Professional ethics for business organizations: the concept of work and the and the ethics of the management profession/ administrative profession the importance of the ethics of the management profession for society, the /organization and the individual .thics required in the administrative professionE	(Unit (15	8
Unacceptable patterns of unethical behavior in the management .profession/sources of management ethics Factors affecting administrative ethical behavior/determinants of business .ethics	(Unit (15	9
the concept and principles of : Professional behavior and job relations professional behavior, its types , and the most important basic values of .public service ethics	(16) Unit	10



<p>resources The role and responsibilities of the government agency, human departments and the employee in implementing the employment contract/employment behavior of administrative leaders (managers and .(heads of work</p> <p>The professional behavior of employees and workers and professional .d colleaguesrelationships with supervisors an</p> <p>. Professional behavior and dealing with citizens</p>	(Unit (16	11
<p>Effects of employment contracting and administrative work: the concept of .the public employee and the worker</p> <p>Financial rights of the administrative employee</p>	(Unit (17	12
<p>Penalties for employee breach of Administrative employee functional rights job duties</p>	(Unit (17	13
<p>Professional ethics according to administrative specializations :</p> <p>Professional ethics of the administrative manager towards employees</p> <p>Professional ethics of the administrative employee / / (workers)</p> <p>Professional ethics of the law</p>	(Unit (18	14
<p>Case studies on professional ethics according to administrative specializations (according to the specialization of the scientific departments (.insurance, etc - office -tourism -in the institute: accounting</p>	(Unit (18	15

Language of instruction	Weekly hours			year Academic	Name of the material
	total	Practical	Theoretical		2-English
English	2	0	2	second stage	English Language-2
For a week	Unity		vocabulary Theoretical		
1	Unit-1: hello		Introduction -Nice to meet you - How are you - Vocabulary - What is this in English - Numbers - Plurals - Every day English - Good morning- Don't forget – Revision		
2	Unit-2: your world		Listening - At the wedding - Question - Adjective - Good/awful- Reading - Where are they - Listing - Every day English - Good morning - Don't forget - Revision		
3	Unit-3:		all about		
4	Unit - 4: family and friends		Possessive adjectives - Possessive's - Has/have Adjective + noun		
5	Unit -5 : The way I live		Present simple I/you /we /they A and an - Adjective + noun		
6	Unit-6: Every day		Present simple he/she Questions and negatives Adverbs of frequency		
7	Unit-7: My favorites		Question words - Pronouns - This and that		
8	Unit-8: Where I live		There is /are... Prepositions		
9	Unit-9 : Past times		Was /were born Past simple -irregular verb		
10	Unit -10 : We had a great time !		Past simple -regular & irregular Question – Negatives – Ago		
11	Unit-11 :		Can /can't - Adverbs - Requests - I can do that!		
12	Unit-12: Please		I'd like - Some and any - Like and would like - and thank you		
13	Unit-13: Here and now		Present continuous - Present simple & present continuous		
14	Unit fourteen: it's time to go!		Future plans - Revision writing email and informant letter part 1		

15	Unit fourteen: it's time to go!	Future plans - Revision writing email and informant letter part 2
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