



**Ministry of Higher Education and Scientific Research**  
**Scientific Supervision and Evaluation Authority**  
**Department of Quality Assurance and Academic Accreditation**  
**Accreditation Department**

**Description of the  
academic program  
and course of the  
department  
Tourism Technologies**

2025

## **Introduction:**

The educational program is a coordinated and organized package of courses that include procedures and experiences organized in the form of academic vocabulary whose main purpose is to build and refine the skills of graduates, making them qualified to meet the requirements of the labor market, which is reviewed and evaluated annually through internal or external audit procedures and programs such as the external examiner program.

The description of the academic program provides a brief summary of the main features of the program and its courses, indicating the skills that are being acquired to students based on the objectives of the academic program, and the importance of this description is evident because it represents the cornerstone in obtaining program accreditation and is written jointly by teaching staff under the supervision of scientific committees in scientific departments.

This guide, in its second version, includes a description of the academic program after updating the vocabulary and paragraphs of the previous guide in light of the developments and developments of the educational system in Iraq, which included the description of the academic program in its traditional form (annual, quarterly), as well as the adoption of the description of the academic program circulated according to the letter of the Department of Studies T 3/2906 on 3/5/2023

regarding the programs that adopt the Bologna track as the basis for their work.

In this regard, we can only emphasize the importance of writing descriptions of academic programs and courses to ensure the proper functioning of the educational process.

### **Concepts and terminology:**

**Academic Program Description:** The description of the academic program provides a brief summary of its vision, mission and objectives, including an accurate description of the targeted learning outcomes according to specific learning strategies.

**Course Description:** Provides a brief summary of the most important characteristics of the course and the learning outcomes expected of the student to achieve, proving whether he has made the most of the available learning opportunities. It is derived from the description of the program.

**Program Vision: An** ambitious picture for the future of the academic program to be a sophisticated, inspiring, stimulating, realistic and applicable program.

**Program Mission:** Briefly outlines the objectives and activities necessary to achieve them and defines the program's development paths and directions.

**Program Objectives:** These are statements that describe what the academic program intends to achieve within a specific period of time and are measurable and observable.

**Curriculum Structure:** All courses / subjects included in the academic program according to the approved learning system (semester, yearly, Bologna track) whether it is a requirement (ministry, university, college and scientific department) with the number of study units.

**Learning Outcomes:** A compatible set of knowledge, skills and values acquired by the student after the successful completion of the academic program and must determine the learning outcomes of each course in a way that achieves the objectives of the program.

**Teaching and learning strategies:** They are the strategies used by the faculty member to develop the student's teaching and learning, and they are plans that are followed to reach the learning goals. Describe all classroom and extra-curricular activities to achieve the learning outcomes of the program.

## Academic Program Description Form

University Name: . Al-Awsat Technical University.

Faculty/Institute . Najaf Technical Institute .

Scientific Department: . Department of Tourism Technologies and Hotel Management


Academic or Professional Program Name: . Diploma in Tourism technology and hotel management

Final Certificate Name: Diploma in Tourism

Academic System: Annual

Description Preparation Date: 2025/5/14


File Completion Date: 2025/6/2

Signature: 

Head of Department Name:

Hussien MNAAM ALTAHA

Date: 21/6/25

Signature: 

Scientific Associate Name:

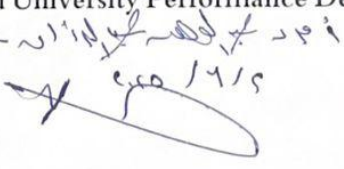
Date: ا.م.د. صلاح مهدي صالح  
معاون العميد للشؤون العلمية

The file is checked by:


Department of Quality Assurance and University Performance

Director of the Quality Assurance and University Performance Department:

Date:

Signature: 



Approval of the Dean 

### **1. Program Vision**

Excellence in qualifying the best cadres specialized in the field of tourism technologies and hotel management and attracting the highest scientific, research and technical competencies capable of creativity and development in the field of research, education, training and tourism and hotel consultations.

### **2. Program Mission**

The Department of Tourism and Hotel Management Najaf Technical Institute should provide distinguished educational, training and research services to students in the fields of tourism, hotel management and tourist guidance, and practically qualify them to compete in the tourism labor market.

Achieving leadership in the field of education, research and training, contributing to the efficiency of scientific, cognitive and moral construction, developing the environment, community service, and achieving the university's mission.

### **3. Program Objectives**

1 – Developing the system of teaching, learning and support for students studying in the department

2– Improving and developing the curricula in the department and emphasizing the practical applications of the theoretical side.

3 – Raising the efficiency of the educational process by enriching the department's students with skills through trips and seminars  
Conferences and workshops.

4 – Effective communication with graduates and the tourism labor market in Iraq

5 – Providing distinguished community service that contributes to the development of the local community.

6 – Enhancing the positive participation of students in various activities at the level

of the university and the institute.

7 – Obtaining the academic accreditation program for quality in the field of tourism education

#### 4. Program Accreditation

#### 5. Other external influences

1- Labor market requirements. 2- Modern scientific and technical developments

#### 6. Program Structure

Reviews*	Percentage	Unit of study	Number of Courses	Program Structure
	7%	١٥	٥	Requirements of the institution
	30%	٣٠	٥	College Requirements
	63%	٧٢	٩	Department Requirements
		0	١	Summer Training
				Other

\* It is possible to include notes whether the course is basic or optional.

#### 7. Program Description

Credit Hours (Theoretical – Practical)		Course Name	Course or Course Code	Year/Level
3	1	Principles of Tourism		First stage
3	2	Archaeology and history of Iraq		
2	2	Geography of Tourism	_____	
4	2	English readings	_____	
2	1	English correspondence	_____	
2	1	Public Relations	_____	

2	1	Computer Applications		Second stage
-	2	rights		
-	1	English		
	1	Arabic Language		
3	1	Online Booking		
3	2	Tourist Guide		
2	2	Laws & Regulations		
3	2	English readings		
3	1	Hospitality Industry		
2	1	Professional conduct		
2	1	Computer Applications		
-	2	Research Methodology		
-	2	Baath Party Crimes		
	1	Arabic Language		
	1	English Language		
2	-	Graduation Project		

## 8. Expected learning outcomes of the program

### Knowledge and understanding

1- The ability to apply knowledge in the field of tourism and hotel industry and to believe in the importance of teamwork

2 - Be able to provide distinguished tourism services with the ability to innovate and create according to a scientific method

3- The ability to use the computer and training on programs in his field of specialization and to realize the importance of continuing learning to communicate with the wheel of development

4- Be able to distinguish the types of tour guide and know his methods

5- Be able to understand the methods of preparing tourism programs

6- The ability to operate and maintain electronic reservation systems

### Program Skills Objectives

1- Acquires and trains basic skills in the work related to the work of the tour guide

2- Sticking with the mechanisms of tourism sustainability in travel companies

3- Acquires, develops and implements a lot of work related to travel and tourism companies

Emotional goals	
3- Reviving traditional clothes and introducing modernity to them with attractive modern ideas	1- Monitoring the needs of society and thinking about creative ways to implement them to compete with the importer
4. Understand professional and ethical responsibility	2- Developing and enhancing the skill of thinking according to the student's ability and moving him to the level of high thinking

## 9. Teaching and Learning Strategies

- 1- The method of giving theoretical lectures and the use of modern scientific methods in presenting them
- 2- Application and practice in laboratories and workshops to acquire practical skills
- 3- E-learning, including video lectures in PDF format
- 4-Summer Training
- 5- Field visits

## 10. Evaluation methods

- 1- Oral tests to know the student's scientific background.
- 2- Daily tests.
- 3- Semester exams (written and practical)
- 4- Comprehensive (final) tests (written and practical)

## 11. Faculty

### Faculty Members

Preparation of the teaching staff		Special Requirements/Skills (if applicable)		Specialization		Teaching Name	Academic Rank
lecturer	angel			special	year		
	1			Guidance	Tourism	Hussein Moneim	Assistant Professor

				Travel & Tourism	Sciences	Khalaf	
	1			Business Administration	Management and Economics	Najah Muhammad	teacher
	1			Geography of the environment	Geography	Shaima Issa	Assistant Lecturer
	1			Tourist Guide	Tourism Sciences	Mustafa Abdul samad	Assistant Professor
	1			English literature	English	Dreams of Zahir	Assistant Lecturer
	1			c. Political	Geography	Dalal Ayed	Assistant Lecturer
	1			Gemur Volgi	Geography	Fatima Adel	Assistant Lecturer
	1			Mathematical teaching methods	Physical education	Marwa Fahmi	Assistant Lecturer

### Professional Development

#### Mentoring new faculty members

There are some requirements that contribute to the development process for new faculty members, including

- 1- Scientific research
- 2- Teaching Methods Courses
- 3- Validity Test
- 4- Arabic, computer and other courses

#### Professional development of faculty members

The professional development process takes place in many ways

- 1- Various scientific courses
- 2- Workshops
- 3- Scientific Seminars

### **11. Acceptance Criterion**

- 1- Graduation rate from high school, scientific and literary branch, central admission plan for the Ministry of Higher Education and Scientific Research
- 2- The corresponding specialization of the branches of vocational education in Iraq (tourism and commercial).

### **12. The most important sources of information about the program**

- 1- Methodological courses.
- 2- Update allowed by the subject teacher at a rate of 20% for each teacher.
- 3- Libraries and scientific references (paper and electronic)
- 4- Travel & Tourism Companies

### **13. Program Development Plan**

The program development plan depends mainly on two things:

- 1-
- 2- Communicate with the labor market through direct meetings and continuous questionnaires.
- 3- Legal powers in amendments to the curricula and obtaining approvals from the relevant authorities.

Learning outcomes required from the program												Basic or optional	Course Name	Course Code	Year/Level
Values				Skills				Knowledge							
C4	C3	C2	C1	B4	B3	B2	B1	A4	A3	A2	A1				
		*	*			*	*	*	*	*	*	<b>Essential</b>	Principles of Tourism	<b>The first</b>	
		*	*			*	*	*	*	*	*	<b>basic</b>	Archaeology and history of Iraq		
		*	*			*	*	*	*	*	*	<b>basic</b>	Geography of Tourism		
		*	*			*	*	*	*	*	*	<b>basic</b>	E Readings		
		*	*			*	*	*	*	*	*	<b>Help</b>	Correspondence		
		*	*			*	*	*	*	*	*	<b>Help</b>	Public Relations		
		*	*			*	*	*	*	*	*	<b>Help</b>	Computer Applications		
		*	*					*	*	*	*	<b>General</b>	Human Rights		
		*	*					*	*	*	*	<b>General</b>	English		

		*	*					*	*	*	*	<b>General</b>	<b>Arabic Language</b>		
		*	*	*	*	*	*	*	*	*	*	<b>fundamental</b>	<b>Online Booking</b>		<b>The second</b>
		*	*		*	*	*	*	*	*	*	<b>fundamental</b>	<b>Tourist Guide</b>		
		*	*	*		*	*	*	*	*	*	<b>fundamental</b>	<b>Laws &amp; Regulations</b>		
		*	*		*	*	*	*	*	*	*	<b>fundamental</b>	<b>Readings E</b>		
		*			*	*	*	*	*	*	*	<b>fundamental</b>	<b>Hospitality Industry</b>		
		*	*	*	*	*	*	*	*	*	*	<b>Help</b>	<b>Professional conduct</b>		
		*	*	*	*	*	*	*	*	*	*	<b>Help</b>	<b>Computer Applications</b>		
		*				*	*	*	*		*	<b>General</b>	<b>Research Methodology</b>		

		*	*					*	*	*	*	General	English		
		*	*	*				*	*	*	*	General	Baath Party Crimes		
			*			*	*	*	*	*	*	Specialized	Research Project		
		*	*			*	*	*	*	*	*	General	Arabic Language		

**Please tick the boxes corresponding to the individual learning outcomes from the program under evaluation.**

## Subjects for the first stage

### Course Description Form

#### Course Description for ..... Archaeology and history of Iraq

<b>1. Course Name</b>	
Archaeology and history of Iraq	
<b>2. Course Code :</b>	
<b>3. Semester / Year :</b>	
Second Semester / 2024 AD	
<b>4. The history of preparation of this description</b>	
Wednesday 24/4/2024	
<b>5. Available Attendance Forms</b>	
Came	
<b>6. (Number of Credit Hours (Total) / Number of Units (Total)</b>	
5	10
<b>7. Course administrator's name (if more than one name)</b>	
Name: Eng. Dalal Ayed Kamel Email : <a href="mailto:dalal.kamil@atu.edu.iq">dalal.kamil@atu.edu.iq</a>	
<b>8. Course Objectives</b>	
<b>General: Providing the student with scientific knowledge about Iraq's tourist archaeology.</b>	<b>Course Objectives</b>
<b>Special: Providing the student with applied and scientific knowledge about Iraq's tourist monuments and their impact on building scientific civilization in Iraq</b>	
<b>9. Teaching and Learning Strategies</b>	

Daily oral exams	1	<b>Strategy</b>
Written exams (COZ)	2	
Monthly exams	3	
Questions & Discussions	4	
Student Reports	5	
activities Classroom and extracurricular	6	
Practical Activities	7	
The style of the lecture, including brainstorming, discussion and lecture	8	

### 10. Course Structure

Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	The week
Interrogation	The style of the lecture from it Brainstorming and discussion	The tourist importance of the antiquities of Iraq, its different city	Understand the lesson	5	First
Interrogation	The style of the lecture from it Brainstorming and discussion	Distinctive characteristics of Mesopotamia	Understand the lesson	5	The second
Interrogation	The style of the lecture including brainstorming and discussion	The impact of the environment on the emergence and development of the Mesopotamia	Understand the lesson	5	Third

		n civilization and the presentation of tourist sites in the form of charts and indicators since ancient times			
<b>Interrogation</b>	<b>The style of the lecture including brainstorming and discussion</b>	<b>The role of the civilization of ancient Iraq and prehistoric times, which is the division of eras and the mention of all existing monuments and according to regions and each era and the identification of villages and monuments for that</b>	<b>Understand the lesson</b>	<b>5</b>	<b>Fourth</b>
<b>Interrogation</b>	<b>The style of the lecture including brainstorming and discussion</b>	<b>Determining the relative stage of construction of the books and reviewing the joints for the time period of that era with the most</b>	<b>Understand the lesson</b>	<b>5</b>	<b>V</b>

		<b>important discoveries</b>			
<b>Interrogation</b>	<b>The style of the lecture including brainstorming and discussion</b>	<b>Determine the peoples that inhabited Mesopotamia , their origin, in the form of records and areas of their distribution</b>	<b>Understand the lesson</b>	<b>5</b>	<b>Sixth</b>
<b>Interrogation</b>	<b>The style of the lecture including brainstorming and discussion</b>	<b>The Sumerians: their homeland - their migration - their features - their kings - the most important monuments they left behind - their languages</b>	<b>Understand the lesson</b>	<b>5</b>	<b>Seventh</b>
<b>Interrogation</b>	<b>The style of the lecture including brainstorming and discussion</b>	<b>Akkadians: their origin - position - roles - features - rule - languages - relations with the remaining monuments</b>	<b>Understand the lesson</b>	<b>5</b>	<b>Eighth</b>
<b>Interrogation</b>	<b>The style of the lecture including brainstorming and discussion</b>	<b>The Ages of the Dawn of Dynasties, The Age of the States,</b>	<b>Understand the lesson</b>	<b>5</b>	<b>Ninth</b>

	<b>ming and discussion</b>	<b>The Dynasties of Ladash, Omar, Warka, Kish</b>			
<b>Interrogation</b>	<b>The style of the lecture including brainstorming and discussion</b>	<b>The period of the third dynasty of your and the new Sumerian era with their most important monuments and cities</b>	<b>Understand the lesson</b>	<b>5</b>	<b>X</b>
<b>Interrogation</b>	<b>The style of the lecture including brainstorming and discussion</b>	<b>The era of Hammurabi - its effects - and an explanation of the obelisk and the locations of its presence in the regions and its fall</b>	<b>Understand the lesson</b>	<b>5</b>	<b>Eleventh</b>
<b>Interrogation</b>	<b>The style of the lecture including brainstorming and discussion</b>	<b>An explanation of the peoples of the Kutis and the Kassites and their roles in influencing the first Akkadian and Babylonian era</b>	<b>Understand the lesson</b>	<b>5</b>	<b>Twelfth</b>
<b>Interrogation</b>	<b>The style of the lecture</b>	<b>Assyrians, their origin, periods, areas</b>	<b>Understand the</b>	<b>5</b>	<b>Thirteenth</b>

	including brainstorming and discussion	of distribution, features, effects, concept of divisions of their periods, their fall	lesson		
<b>Interrogation</b>	The style of the lecture including brainstorming and discussion	The Neo-Babylonian (Chaldean) era - their kings - their escape with the Jews - their deeds - their recommendations - their impact and their features	Understand the lesson	5	Fourteenth
<b>Interrogation</b>	The style of the lecture including brainstorming and discussion	Review of the foreign eras that ruled Iraq until Islamic liberation (Persian - Achaemenid - Macedonian - Seleucid)	Understand the lesson	5	Fifteenth
<b>Interrogation</b>	The style of the lecture including brainstorming and discussion	The Parthian era and the Sassanid era until the liberation of Iraq during the reign of Caliph Omar (RA) in the Battle of Qadisiyah	Understand the lesson	5	Sixteenth

<b>Interrogation</b>	<b>The style of the lecture including brainstorming and discussion</b>	<b>A detailed explanation of the effects of Iraq and their division according to the geographical areas of the country (north-central south) and a review of drawings, plans and indicators thereof</b>	<b>Understand the lesson</b>	<b>5</b>	<b>Seventeenth</b>
<b>Interrogation</b>	<b>The style of the lecture including brainstorming and discussion</b>	<b>Monuments of the northern region, Mosul to Assyrian sites, mosques, artifacts and important shrines (the revolutionary Umayyad Mosque, the Prophet Yunus, the Prophet Gerges)</b>	<b>Understand the lesson</b>	<b>5</b>	<b>Eighteenth</b>
<b>Interrogation</b>	<b>The style of the lecture including brainstorming and discussion</b>	<b>Erbil - Hatra and its monuments and civilizations - Samarra and the construction campaign</b>	<b>Understand the lesson</b>	<b>5</b>	<b>Nineteenth</b>

		and its effects - mosques and shrines - the lover's palace - the lover's palace - the caliph's palace			
<b>Interrogation</b>	<b>The style of the lecture including brainstorming and discussion</b>	<b>The ruins of the central region - Baghdad - naming the building doors entrances - its cultural symbol</b>	<b>Understand the lesson</b>	<b>5</b>	<b>th 2 .</b>
<b>Interrogation</b>	<b>The style of the lecture including brainstorming and discussion</b>	<b>Review and design of all monuments in the city of Baghdad from shrines and monuments and the return of each of them to the era that occupied them with the display of fees</b>	<b>Understand the lesson</b>	<b>5</b>	<b>-Twenty first</b>
<b>Interrogation</b>	<b>The style of the lecture including brainstorming and discussion</b>	<b>An explanation of the city of Akkrkov and cities as outskirts and a review of the effects of the central</b>	<b>Understand the lesson</b>	<b>5</b>	<b>-Twenty second</b>

		areas between Baghdad, Kut and Babylon, which extend with its monuments and signs to this day			
<b>Interrogation</b>	<b>The style of the lecture including brainstorming and discussion</b>	<b>The effects of the southern region / Babylon - its doors - temples and hanging cities Ishtar and linking it to the current reality with the development that happened to it</b>	<b>Understand the lesson</b>	<b>5</b>	<b>-Twenty third</b>
<b>Interrogation</b>	<b>The style of the lecture including brainstorming and discussion</b>	<b>Explanation of the ruins of Kufa and Wasit as well as the religious impact of the specified sites and linking them with religious tourism</b>	<b>Understand the lesson</b>	<b>5</b>	<b>-Twenty fourth</b>
<b>Interrogation</b>	<b>The style of the lecture including brainstorming</b>	<b>Review of the ruins of Qasr Al-Akhaider, Warka your in the south</b>	<b>Understand the lesson</b>	<b>5</b>	<b>-Twenty fifth</b>

	<b>ming and discussion</b>	<b>and Al-Zafira in Nasiriyah</b>			
<b>Interrogation</b>	<b>The style of the lecture including brainstorming and discussion</b>	<b>Review the process of linking the religious-spiritual impact of the mosques and mosques of the country in the center, south and north as a house of emirate or centers of communication between people in the past</b>	<b>Understand the lesson</b>	<b>5</b>	<b>-Twenty sixth</b>
<b>Interrogation</b>	<b>The style of the lecture, including brainstorming and discussion</b>	<b>Basra, its monuments, landmarks, location.</b>	<b>Understand the lesson</b>	<b>5</b>	<b>-Twenty seventh</b>
<b>Interrogation</b>	<b>The style of the lecture, including brainstorming and discussion</b>	<b>Linking the country with other countries.</b>	<b>Understand the lesson</b>	<b>5</b>	<b>-Twenty eighth</b>
<b>Interrogation</b>	<b>The style of the lecture, including brainstorming and discussion</b>	<b>Its monuments, its construction, its mosques .</b>	<b>Understand the lesson</b>	<b>5</b>	<b>-Twenty ninth</b>

<b>Interrogation</b>	<b>The style of the lecture, including brainstorming and discussion</b>	<b>Islamic construction and its scientific and religious role.</b>	<b>Understand the lesson</b>	<b>5</b>	<b>Xxx</b>
<b>Third</b>					
<b>Fourth</b>					
<b>11. Learning and Teaching Resources</b>					
			<b>Required textbooks (methodology, any)</b>		
<b>1- Archaeology in Iraq.  2- A book of historical guide the habitats of antiquities Iraq  3- The book of archeology Iraq: its origin and developme</b>			<b>Main references (sources)</b>		
<b>1- The importance antiquities and cultural heritage in Iraq and the effectiveness of legal procedures in protecting them</b>			<b>Recommended books and references (scientific journals, reports...)</b>		
<b><a href="https://www.Aljazeera.net">https://www. Aljazeera.net</a></b>			<b>Electronic References, Websites</b>		

### **Course Description for a course..... Public Relations**

<b>12. Course Name</b>
Public Relations
<b>13. Course Code :</b>
<b>14. Semester / Year :Annual</b>
<b>15. The history of preparation of this description</b>
<b>Wednesday 24/4/2024</b>

<b>16. Available Attendance Forms</b>		
Came		
<b>17. (Number of Credit Hours (Total) / Number of Units (Total)</b>		
3	6	
<b>18. Course administrator's name (if more than one name)</b>		
Name: Eng. Hussein Moneim Khalaf Email :		
<b>19. Course Objectives</b>		
<p><b>Public:</b> Introducing the student to the concepts and scientific foundations of the public relations function that contribute to the formulation of the organization's policies, plans and programs in accordance with its direction and the demands of the general public or the private audiences of the organization.</p> <p><b>Special:</b> Enable the student to understand the concept, objectives and uses of public relations in the field of administrative work, tourism and hotel business, and provide him with the skills required in this field.</p>	<b>Course Objectives</b>	
<b>20. Teaching and Learning Strategies</b>		
Daily oral exams	1	<b>Strate</b>
Written exams (COZ	2	
Monthly exams	3	
discussions Questions & Di	4	
Student Reports	5	
Classroom and extracurricular activities	6	
Practical Activities	7	
The style of the lecture, including brainstorming, discussion and lecture	8	
<b>21. Course Structure</b>		

<b>The week</b>	<b>First</b>	<b>The second</b>	<b>Third</b>	<b>Fourth</b>	<b>V</b>	<b>Sixth</b>	<b>Seventh</b>	<b>Eighth</b>
<b>Hours</b>	3	3	3	3	3	3	3	3
<b>Required</b>	<b>Under</b>	<b>Understand the less</b>	<b>Under</b>	<b>Under</b>	<b>Under</b>	<b>Under</b>	<b>Under</b>	<b>Understand the</b>
<b>Unit or subject</b>	<b>Public</b>	<b>Historical development</b>	<b>The reasons</b>	<b>Internal</b>	<b>Central</b>	<b>Employee</b>	<b>General</b>	<b>Organization Public</b>
<b>Learning</b>	<b>The style of</b>	<b>The style of the lecture from it</b>	<b>The style</b>	<b>The style</b>	<b>The style</b>	<b>The style</b>	<b>The style</b>	<b>The style of the</b>
<b>Evaluation method</b>	<b>Interrogation</b>	<b>Interrogation</b>	<b>Interrogation</b>	<b>Interrogation</b>	<b>Interrogation</b>	<b>Interrogation</b>	<b>Interrogation</b>	<b>Interrogation</b>

Ninth	X	Elev enth	Twel fth	Thirt eent	Four teent	Fifte enth	Sixte enth	Seve ntee	Eigh teent	Nine teent
3	3	3	3	3	3	3	3	3	3	3
Und erst	Und erstand	Und erst	Und erst	Und ersta	Und erst	Und er and	Und erst	Und erst	Und erst	Und erst
Scop e of	Organi zation	The conc	The role	Meth ods	Plan ning	Publi c relati	The conc	Clas sific	Type s of	Publ ic
The style	The style of	The style	The style	The style	The style	The style	The style	The style	The style	The style
Inter roga tion	Interro gation	Inter roga tion	Inter roga tion	Inter rogat ion	Inter roga tion	Inter roga tion	Inter roga tion	Inter roga tion	Inter roga tion	Inter roga tion

20th Twe	Twe -nty	Twe -nty	Twe -nty	Twe -nty	Twe -nty	Twe -nty	Twe -nty	Twe -nty	Twe -nty	Xxx
3	3	3	3	3	3	3	3	3	3	3
Und erst	Und erst	Und erst	Und erst	Und erst	Und erst	Und erst	Und erst	Und erst	Und erst	Und erst
Publ ic	Publ ic	Publ ic	Publ ic	Publ ic	Publ ic	Publ ic	Publ ic	Publ ic	Publ ic	Eval uatio
The style	The style	The style	The style	The style	The style	The style	The style	The style	The style	The style
Inter roga tion	Inter roga tion	Inter roga tion	Inter roga tion	Inter roga tion	Inter roga tion	Inter roga tion	Inter roga tion	Inter roga tion	Inter roga tion	Inter roga tion
<b>Third</b>										
<b>Fourth</b>										
<b>22. Learning and Teaching Resources</b>										

	<b>Required textbooks (methodology, if any)</b>
	<b>Main references (sources)</b>
	<b>Recommended books and references (scientific journals, reports...)</b>
	<b>Electronic Reference Websites</b>

### **Course Description for a Subject..... Arabic Language**

<b>1. Course Name</b>
Arabic Language
<b>2. Course Code</b>
<b>3. Semester / Year</b>
Annual
<b>4. The history of preparation of this description</b>
1/6/2024
<b>5. Available Attendance Forms</b>
Came
<b>6. Number of Credit Hours (Total) / Number of Units (Total)</b>
Two hours
<b>7. Course administrator's name (if more than one name)</b>
Name: Heba Yousef Khudair Email: heba.yousof.inj@atu.edu.iq
<b>8. Course Objectives</b>

Identify the most important linguistic and spelling rules associated with the course that will help the student write properly and error-free.	Course Objectives
<b>9. Teaching and Learning Strategies</b>	
Lecture Brainstorming Oral tests Written tests	<b>Strategy</b>

10. Course Structure					
Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	The week
auditions	theoretical	The tethered Taa and t	Know the difference	2 hours	First
auditions	theoretical	Open Taa	between tethered Taa and an open Taa	2 hours	Second
auditions	theoretical	The thousand compartments and t	Knowing the rules of writing the thousand	2 hours	Third
auditions	theoretical	elongated	both types	2 hours	Fourth
auditions	theoretical	Rules of writing Dh	limited and extended	2 hours	V
auditions	theoretical	and Zaa	The difference between Dh and Z	2 hours	Sixth
auditions	theoretical	Rules of writing hamza	and Z	2 hours	Seventh
auditions	theoretical	Punctuation	Know the rules of the hamza	2 hours	Eighth
auditions	theoretical		How to write	2 hours	Ninth

auditions	theoretic	noun and verb	punctuation marks	2 hour	X
auditions	theoretic	Effects	Know the difference between a noun and a verb	2 hour	athesten
auditions	theoretic	Number	Know the types of effects	2 hour	Secondten
auditions	theoretic	Common linguistic errors	How to write number	2 hour	Fourthten
auditions	theoretic	Noon and Tanween	Know common mistakes	2 hour	Fifteen
auditions	theoretic	Formal aspects of administrative discourse	The difference between Noon and Tanween		
		The language of administrative discourse	Knowledge of administrative discourse		
		Samples of administrative correspondence	Know the importance of administrative letter		
		Solar and lunar letters	How to apply grammar in administrative correspondence		
		Prepositions and their meanings	Difference between solar and lunar letters		
			Knowledge of prepositions		

<b>11. Course Evaluation</b>					
The course is evaluated according to the tests that the student undergoes					
<b>12. Learning and Teaching Resources</b>					
			Required textbooks (methodology, if any)		
			Main references (sources)		
The Book of Spelling and Punctuation in Arabic Writing Abd al-Alim Ibrahim			Recommended books and references (scientific journals, reports...)		
The Book of Spelling in English Abdullah Al-Sayed Muhammad					
Websites			Electronic References, Websites		

**Course description of the course..... Readings of the first guidance in English**

<b>F. ASSIGNMENT:</b> Answering a letter in the Narration ,referring to every n	<b>D. DISCUSSION</b> <b>E. PRACTICE EXERCISES</b>
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**Course description of the course..... Mail**

<b>1- Course Name</b>	
Mail	
<b>2- Course Code</b>	
<b>3- Semester / Year : Annual</b>	
Date of preparation of this description . ٤	
25/4/2024	
<b>5. Available Forms of Attendance</b>	
My theory in the hall with my work is a language lab	
(Number of academic hours (total) / number of units (total - ٦	
3	6

7- The name of the course administrator (if more than one name is mentioned)					
Huda Amin Aliwi Email: <a href="mailto:huda.oleiwi@atu.edu.iq">huda.oleiwi@atu.edu.iq</a>					
8- Course Objectives					
<b>General Objective: To give students the basics of English correspondence in general.</b>			<b>Course Objectives</b>		
<b>Special Objective: Introduce the student and develop his ability to correspondence within his specialization, especially in the work of tourist libraries.</b>					
9- Teaching and learning strategies					
- Relying on modern listening methods - Direct student participation					<b>Strategy</b>
10. Course Structure					
Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	The week
Interrogati	Deliverin the discussio	Business letter writi	Understand the lesson	3	First
Interrogati	Deliverin the discussio	: what makes a letter effective	Understand the lesson	3	Second
Interrogati	Deliverin the discussio	Parts of a business letter	Understand the lesson	3	Third
Interrogati	Deliverin the discussio	The Heading , The date line , The opening , The attention line , The salutation line	Understand the lesson	3	Fourth

Interrogati	Deliverir the discussio	The body – subject line the closing – company signature	Understand the lesson	3	V
Interrogati	Deliverir the discussio	Reference initials – enclosure notation Mailing notation . carbon copy . Lind carbon copy	Understand the lesson	3	Sixth
Interrogati	Deliverir the discussio	Posts script – position of letter ports- the envelop	Understand the lesson	3	Seventh
Interrogati	Deliverir the discussio	Different lay outs of a business letter – full blocked Semi-Blocked , the indented letter – social – business letter.	Understand the lesson	3	Eighth
Interrogati	Deliverir the discussio	Kinds of business letter Asking letter – letters answering requests	Understand the lesson	3	Ninth
Interrogati	Deliverir the discussio	Claim and adjustment – credit and collection	Understand the lesson	3	X
Interrogati	Deliverir the discussio	Sales letter – employment letters social business letter	Understand the lesson	3	Eleventh
Interrogati	Deliverir the discussio	Enquiries , useful opening – suitable endings – useful. Expressions – specimens of enquiry	Understand the lesson	3	Twelfth
Interrogati	Deliverir the discussio	Terms used in giving quotation , some useful abbreviations	Understand the lesson	3	Thirteenth

Interrogati	Deliverin the discussio	Offer : opening expression	Understand the lesson	3	Fourteenth
Interrogati	Deliverin the discussio	Useful ending – useful expressions of offer	Understand the lesson	3	Fifteenth
Interrogati	Question And t answers	Soles letters Elements of sales letters sales letter	Understand the lesson	3	Sixteenth
Interrogati	Question And t answers	Promotion letters or circular letters Factors of planning stressful sales letters . Points For on effective sales letter follow- up sales letter Useful expressions	Understand the lesson	3	Seventeen
Interrogati	Question And t answers	Public relations . circular letter – Useful expressions .	Understand the lesson	3	Eighteenth
Interrogati	Question And t answers	Public relations letters orders and execution of orders	Understand the lesson	3	Nineteenth
Interrogati	Question And t answers	Different form of orders Necessary details of an	Understand the lesson	3	th <sup>20</sup> .
Interrogati	Question And t answers	order – opening phrases concluding line . Rejecting the order , useful expressions .	Understand the lesson	3	first-Twen
Interrogati	Question And t answers	Packing and despite , Marking , useful expressions	Understand the lesson	3	-Twenty second

Interrogati	Question	Errors and	Understand	3	third-Twer
	And t	disagreements in	the lesson		
	answers	accounts – statement of a account – complaints .			
Interrogati	Question	And adjustment	derstand U	3	-Twenty
	And t	letters adjustment	the lesson		fourth
	answers	letters notice banking – Home trade kinds of bank accounts			
Interrogati	Question	Payment by	Understand	3	fifth-Twer
	And t	cheques bank and	the lesson		
	answers	over drafts			
Interrogati	Question	banking – foreign	Understand	3	sixth-Twer
	And t	trade banker's	the lesson		
	answers	Hansfers – bills of exchange – letters of credit – Promissory note			
Interrogati	Question	Banker's draft –	Understand	3	-Twenty
	And t	banking lemmas -	the lesson		seventh
	answers	useful expression			
Interrogati	Question	Telegrams –	Understand	3	-Twenty
	And t	Rules of sending a	the lesson		eighth
	answers	telegram – kinds			
Interrogati	Question	of telegrams –	Understand	3	-Twenty
	And t	Tele communication	the lesson		ninth
	answers	Services			
Interrogati	Question	Secretarial	Understand	3	Xxx
	And t	correspondence	the lesson		
	answers				

### 11. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student

such as daily preparation, daily, oral, monthly, written exams, reports .... etc

12. Learning and Teaching Resources	
	Required textbooks (methodology, if any)
	Main references (sources)
	Recommended books and references (scientific journals, reports...)
	Electronic References, Websites

**Course description of the course..... English Language**

1. Course Name	
English Language	
2. Course Code	
3. Semester / Year	
Annual	
4. criptionThe history of preparation of this des	
22/4/2024	
5. Available Attendance Forms	
6.	
Came	
7. Number of Credit Hours (Total) / Number of Units (Total)	
1 Hour (1) Units	
8. Course administrator's name (if more than one name)	
Name: Liqa Karim Abadi Email: <a href="mailto:liqaa_azeiz@atu.edu.iq">liqaa_azeiz@atu.edu.iq</a>	
9. Course Objectives	
<ul style="list-style-type: none"> <li>- The course aims to teach students language skills through listening</li> <li>-Talk</li> <li>- Reading</li> <li>- Writing</li> </ul>	Course Objectives
10. Teaching and Learning Strategies	

<ul style="list-style-type: none"> <li>- Determine the required material in advance g Raise student</li> <li>with a question about the last lecture as an introduction to lecture</li> <li>- Use the method of meeting and explanation to display the main paragraphs in the lecture</li> <li>- This coincides with writing the main themes of the lecture on blackboard</li> <li>- The evaluation process through a set of questions directed students to ensure their understanding of the topic of the lecture and assign them to solve activity exercises related to the topic the lecture</li> <li>- The last paragraph is determined homework</li> <li>- The means used / blackboard to write the main points of lecture and enrichment examples related to the specific title.</li> <li>- Headway Book</li> </ul>	Strategy
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**11. Course Structure**

Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	The week
Interrogative	Dumping (Lecture)	Auxiliary verbs do- be- have	Understand the lesson	1	First
Interrogative	Diction and application	uses this how are you numbers	Understand the lesson	1	Second
Interrogative	Dumping (Lecture)	Negatives and short answers	Understand the lesson	1	Third
Interrogative	Dumping (Lecture)	Parent simple	Understand the lesson	1	Fourth
Interrogative	Diction and application	Countries where's he from?	Understand the lesson	1	V
Interrogative	Explanation and application and discussion	Reading and speaking	Understand the lesson	1	Sixth
Interrogative	Dumping (Lecture)	Present continuous	Understand the lesson	1	Seventh

Interrogati	Dumping (Lecture)	Past simple	Understan the lesson	1	Eighth
Interrogati	Dumping and discussion and explanatic	Jobs	Understan lesson the	1	Ninth
Interrogati	Dialog	Can -can't	Understan the lesson	1	X
Interrogati	Presentati and discussion	Personal information and social expression	Understan the lesson	1	Eleventh
Interrogati	Discussion	The future	Understan the lesson	1	Twelfth
Interrogati	Dumping and discussion	Possessive's and family	Understan the lesson	1	Thirteenth
Interrogati	Throwing (Lecture)	Present continuous	Understan the lesson	1	Fourteenth
		Test			Fifteenth
Interrogati	Discussion method and dictio	The way we live sport/ food	Understan the lesson	1	Sixteenth
Interrogati	Dumping (Lecture)	Do you like	Understan the lesson	1	Seventeenth
Interrogati	Discussion	Want to do	Understan the lesson	1	Eighteenth
Interrogati	Dumping and discussion	Present perfect	Understan the lesson	1	Nineteenth
Interrogati	Dumping (Lecture)	Simple past	Understan the lesson	1	th <sup>20</sup>
Interrogati	Dialog	Conditionals	Understan the lesson	1	Twenty one
Interrogati	Dumping and	Reading /words that go	Understan the lesson	1	-yTwent second

	<b>discussion</b>	<b>together</b>			
<b>Interrogati</b>	<b>Discussion</b>	<b>Time clauses</b>	<b>Understan</b>	<b>1</b>	<b>-Twenty</b>
			<b>the lesson</b>		<b>third</b>
<b>Interrogati</b>	<b>Discussion</b>	<b>Models verbs</b>	<b>Understan</b>	<b>1</b>	<b>-Twenty</b>
			<b>the lesson</b>		<b>fourth</b>
<b>Interrogati</b>	<b>Dialog</b>	<b>Have been-</b>	<b>Understan</b>	<b>1</b>	<b>-Twenty</b>
		<b>have gone</b>	<b>the lesson</b>		<b>fifth</b>
<b>Interrogati</b>	<b>Discussion</b>	<b>Time</b>	<b>Understan</b>	<b>1</b>	<b>-Twenty</b>
		<b>expressions</b>	<b>the lesson</b>		<b>sixth</b>
<b>Interrogati</b>	<b>Dumping</b>	<b>I don't know</b>	<b>Understan</b>	<b>1</b>	<b>-Twenty</b>
	<b>(Lecture)</b>		<b>the lesson</b>		<b>seventh</b>
<b>Interrogati</b>	<b>Dumping</b>	<b>Report speech</b>	<b>Understan</b>	<b>1</b>	<b>-Twenty</b>
	<b>(Lecture)</b>		<b>the lesson</b>		<b>htheig</b>
<b>Interrogati</b>	<b>Dumping</b>	<b>Grammar</b>	<b>Understan</b>	<b>1</b>	<b>-Twenty</b>
	<b>(Lecture)</b>	<b>revision</b>	<b>the lesson</b>		<b>ninth</b>
		<b>Test</b>			<b>Xxx</b>

### 12.Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily, oral, monthly, written exams, reports .... etc  
 daily -first exam / \ pursuit of semester -daily -second exam -daily -First exam  
 daily -second exam -

8	2	8	2	20	8	2	8
2							

Final Total -Final Exam -Final Grade - †Pursuit Semester

20	40	60	100
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### 13.Learning and Teaching Resources

	<b>Required textbooks (methodology, if any)</b>
<b>Writing progress Liz and Joan- n</b>	<b>Main references (sources)</b>
<b>headway</b>	
<b>English Grammer in Use, Raymc</b>	<b>Recommended books and references</b>
<b>Murphy, Fourth Edition Essen</b>	<b>(...scientific journals, reports)</b>
<b>Grammer</b>	
	<b>Electronic References, Websites</b>

**Course description of the course..... Rights**

1- Course Name	
rights	
2- Course Code	
3- Semester / Year: Yearly	
Date of preparation of this description . <sup>٤</sup>	
25/4/2024	
5. Available Forms of Attendance	
My theory in the hall with my work is a language lab	
(Number of academic hours (total) / number of units (total - <sup>٦</sup>	
2	4
7- The name of the course administrator (if more than one name is mentioned)	
Name: Shaima Issa Jassim Email : shyama.essa.inj@atu.edu.iq	
14. Course Objectives	
<p><b>General Objective: - General Objective: - Introducing the student to the nature of public freedoms and their types.</b></p> <p><b>The objective of the special course: - Introducing the student to the most important legal guarantees for the concept of public freedoms in addition to explaining the forms of democratic systems.</b></p>	Course Objectives
15. Teaching and Learning Strategies	
<p>1- Adopting the method of discussion and interrogation with students</p> <p>2- Giving realistic examples close to the material so that the student can absorb them</p>	Strategy

16. Course Structure					
Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	The week
Interrogati		Human rights , definition, objectives	<b>Understand the lesson</b>	2	First
Interrogati		The roots and development of human rights in human history: human rights in antiquity and medieval times	<b>Understand the lesson</b>	2	Second
Interrogati		Human rights in ancient civilizations, especially the Mesopotamian civilization	<b>Understand the lesson</b>	2	Third
Interrogati		Human rights in heavenly laws with a focus on human rights in Islam	<b>Understand the lesson</b>	2	Fourth
Interrogati		Human rights in the Middle Ages: human rights in doctrines - schools and political theories - human rights in companies and their	<b>Understand the lesson</b>	2	V

		declarations - revolutions and constitutions (English documents - American Revolution - French Revolution - Russian Revolution)			
Interrogati		Human Rights in Contemporary and Modern History: International Recognition of Human Rights since the First World War and the League/United Nations (	<b>Understand the lesson</b>	2	Sixth
Interrogati		Regional recognition of human rights: European Convention on Human Rights 1950, American Convention on Human Rights 1969, African Charter on Human Rights 1981, Arab Charter on Human Rights	<b>Understand the lesson</b>	2	Seventh
Interrogati		NGOs and human rights (ICRC, Amnesty International,	<b>Understand the lesson</b>	2	Eighth

		Human Rights Watch)			
Interrogati		National Human Rights Organizations	<b>Understand the lesson</b>	2	Ninth
Interrogati		Human rights in Iraqi constitutions between theory and reality	<b>Understand the lesson</b>	2	X
Interrogati		The relationship between human rights and public freedoms: 1- In the Universal Declaration of Human Rights	<b>Understand the lesson</b>	2	Eleventh
Interrogati		2- In regional charters and national constitutions	<b>Understand the lesson</b>	2	Twelfth
Interrogati		Necessary human rights and collective human rights	<b>Understand the lesson</b>	2	Thirteenth
Interrogati		Economic, social and cultural human rights and civil and political human rights	<b>Understand the lesson</b>	2	Fourteenth
Interrogati		Modern human rights: facts in development, the right to a clean environment, the right to solidarity, the right to religion	<b>Understand the lesson</b>	2	Fifteenth
Interrogati		Guarantees of	<b>Understand</b>	2	Sixteenth

		respect and protection of human rights at the national level, guarantees in the Constitution and laws, guarantees in the principle of the rule of law	<b>the lesson</b>		
Interrogati		Guarantees in constitutional oversight, guarantees in freedom of the press and public opinion, the role of NGOs respect and protect human rights	<b>Understand the lesson</b>		Seventeen
Interrogati		Guarantees, respect and protection of human rights at the international level: The role of the United Nations and its specialized agencies in providing safeguards	<b>Understand the lesson</b>	2	Eighteenth
Interrogati		The role of regional organizations (Arab League, European Union, African Union,	<b>Understand the lesson</b>	2	Nineteenth

		Organization of American States, ASEAN) The role of international, regional non-governmental organizations and public opinion in respecting and protecting human rights			
Interrogati		The general theory of freedoms: the origin of rights and freedoms, the position of the project on rights and Declared freedoms, use of the term public liberties	<b>Understand the lesson</b>	2	th <sup>2</sup> .
Interrogati		The functional nature of the concept of public freedoms: philosophical considerations of the functional right - structural considerations of positive right - structural considerations of positive right - structural considerations of positive right - considerations Economic and	<b>Understand the lesson</b>	2	first-Twen

		public freedoms			
Interrogati		The legal basis of the rule of law	<b>Understand the lesson</b>	2	-Twenty second
Interrogati		The legal basis of the rule of law	<b>Understand the lesson</b>	2	third-Twe
Interrogati		Regulation of public freedoms by public authorities	<b>Understand the lesson</b>	2	-Twenty fourth
Interrogati		Non-judicial litigation or grievance	<b>Understand the lesson</b>	2	fifth-Twer
Interrogati		Judicial appeal, determining the responsibility of the state for its legitimate acts	<b>Understand the lesson</b>	2	-Twenty thsix
Interrogati		The effect of dual elimination of public freedoms Public freedoms under administrative jurisprudence	<b>Understand the lesson</b>	2	-Twenty seventh
Interrogati		Equality: the historical development of the concept of equality	<b>Understand the lesson</b>	2	-Twenty eighth
Interrogati		The modern development of the idea of equality	<b>Understand the lesson</b>	2	-Twenty ninth
Interrogati		Gender equality Equality between individuals according to their beliefs and race	<b>Understand the lesson</b>	2	xxX

<b>17. Course Evaluation</b>	
Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily, oral, monthly, written exams, reports .... etc	
<b>18. Learning and Teaching Resources</b>	
/	(Required textbooks (methodology, if any
/	(Main references (sources
/	Recommended books and references (...scientific journals, reports)
/	c References, WebsitesElectroni

### **Course description of the course..... Principles of Tourism**

<b>1- Course Name</b>	
Principles of Tourism	
<b>2- Course Code</b>	
<b>3- Semester / Year</b>	
Came	
<b>Date of preparation of this description . ξ</b>	
25/4/2024	
<b>5. Available Forms of Attendance</b>	
My theory in the hall with my work is a language lab	
<b>(Number of academic hours (total) / number of units (total - ٦</b>	
4	8
<b>7- The name of the course administrator (if more than one name is mentioned)</b>	
Instructor: Najah Mohamed Taher Email:najihah.taher@atu.edu.iq	
<b>8- Course Objectives</b>	
General: Introducing the student to the basics of tourism science and the principles on which it is	<b>Course Objectives</b>

based and clarifying tourism phenomena.  
 Special: Introducing the student to tourism and the tourist, analyzing the basic areas generating tourism, applications on tourist demand and supply, and the economic effects of tourism activity.

9– Teaching and learning strategies

Discussing the material with students while increasing the possibility of actual application and adopting modern programs in presenting and documenting content.

**Strategy**

10. Course Structure

Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	The week
Interrogation		General introduction to tourism	Understand the lesson	4	First
Interrogation		Visitor, Park & Recreation	Understand the lesson	4	Second
Interrogation		Who is a tourist? Types of tourists	Understand the lesson	4	Third
Interrogation		Motives for tourism	Understand the lesson	4	Fourth
Interrogation		Foundations and motives	Understand the lesson	4	V
Interrogation		Tourist offer	Understand	4	Sixth

n			d the lesson		
Interrogation		Concept, components	Understand the lesson	4	Seventh
Interrogation		Tourist Demand	Understand the lesson	4	Eighth
Interrogation		Properties	Understand the lesson	4	Ninth
Interrogation		Seasonality	Understand the lesson	4	X
Interrogation		Tourism is a composite industry Its relationship with the rest of the industries	Understand the lesson	4	Eleventh
Interrogation		Its relationship in transportation / types of transport and roads	Understand the lesson	4	Twelfth
Interrogation		Its relationship in the shelter industry	Understand the lesson	4	Thirteenth
Interrogation		Its relationship in the food industry	Understand the lesson	4	Fourteenth
Interrogation		Its relationship to recreational activities	Understand the lesson	4	Fifteenth
Interrogation		Its relationship in the folkloric industries	Understand the lesson	4	Sixteenth
Interrogation		Its relationship in shopping activities in general _ (mall	Understand the lesson	4	Seventeenth

		<b>system</b>			
<b>Interrogation</b>		<b>The development of world tourism</b>	<b>Understand the lesson</b>	<b>4</b>	<b>Eighteen</b>
<b>Interrogation</b>		<b>The development of tourism in the Middle East</b>	<b>Understand the lesson</b>	<b>4</b>	<b>Nineteen</b>
<b>Interrogation</b>		<b>Tourist Exporting Countries in the World</b>	<b>Understand the lesson</b>	<b>4</b>	<b>th<sup>20</sup></b>
<b>Interrogation</b>		<b>Attractions in Iraq</b> - <b>Recreational nature</b> - <b>Historical</b>	<b>Understand the lesson</b>	<b>4</b>	<b>-Twenty first</b>
<b>Interrogation</b>		- <b>Religious</b> - <b>Therapeutic</b>	<b>Understand the lesson</b>	<b>4</b>	<b>Second Twenty</b>
<b>Interrogation</b>		- <b>Men's tourists</b> - <b>Business</b>	<b>Understand the lesson</b>	<b>4</b>	<b>Third Twenty</b>
<b>Interrogation</b>		- <b>Cultural</b> - <b>Sports</b>	<b>Understand the lesson</b>	<b>4</b>	<b>Fourth Twenty</b>
<b>Interrogation</b>		<b>Conferences Meetings</b>	<b>Understand the lesson</b>	<b>4</b>	<b>V Twenty</b>
<b>Interrogation</b>		<b>Tourism Survey Plan Comprehensive Iraq</b>	<b>Understand the lesson</b>	<b>4</b>	<b>Sixth Twenty</b>
<b>Interrogation</b>		<b>The role of investments in Tourism Development</b>	<b>Understand the lesson</b>	<b>4</b>	<b>Seventh Twenty</b>
<b>Interrogation</b>		<b>The role of tourism education and</b>	<b>Understand the lesson</b>	<b>4</b>	<b>Eighth Twenty</b>

		training in tourism development			
Interrogation		The reality of tourism education and training in Iraq	Understand the lesson	4	Ninth Twenty
Interrogation		The role of skilled labor In the tourism industry	Understand the lesson	4	Xxx
<b>19. Course Evaluation</b>					
Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily, oral, monthly, written exams, reports .... etc					
<b>20. Learning and Teaching Resources</b>					
/			Required textbooks Methodology, (any		
Throw a car Internet			Main references (sources)		
/			Recommended books and references scientific ) journals, (...reports		
/			electronic references, Websites		

**Course description of the course..... Tourist geography**

<b>21. Course Name</b>	
Tourist geography	
<b>22. Course Code</b>	
No	
<b>23. Semester / Year</b>	
Annual	
<b>24. The history of preparation of this description</b>	
22/4/ 2024	
<b>25. Available Attendance Forms</b>	
Came	
<b>26. (Number of Credit Hours (Total) / Number of Units (Total</b>	
4	8
<b>27. Course administrator's name (if more than one name)</b>	
Name: Laila Jawad Hussain Al Masoudi Email: layla.hussein@atu.edu.iq	
<b>28. Course Objectives</b>	
<ul style="list-style-type: none"> <li>• Introducing the student to the geographical advantages of rivers, mountains and flats.</li> <li>• Analysis of the various tourist attractions that are suitable for tourism.</li> <li>• Identify the types of tourism that are related to the most important tourist markets</li> </ul>	<b>Course Objectives</b>
<b>29. Teaching and Learning Strategies</b>	
<ul style="list-style-type: none"> <li>• Determine the required material in advance and arouse the student's interest in a question about the previous lecture as an introduction to the lecture.</li> <li>• Use the meeting and explanation method to present the main paragraphs in the lecture.</li> <li>• This coincides with writing the main themes of the lecture on the board.</li> </ul>	<b>Strategy</b>

- The evaluation process through a set of questions directed to students to ensure the extent of their understanding of the topic of the lecture
- The last paragraph is to specify the homework.
- The means used by the blackboard to write, display pictures, display the power punnet.

### 30.Course Structure

Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	The week
Interrogation	Presentation and discussion	Introducing tourism geography and its relationship with the branches of geography and other sciences.	Understanding the course	4	The first
Interrogation	Presentation and discussion	The importance of the geographical location in Iraq and the Arab world and its impact on tourism.	Understanding the course	4	Second
Interrogation	Presentation and discussion	Formative location factors and their impact on the tourist side.	Understanding the course	4	Third
Interrogation	Presentation and discussion	Learn about the various tourist	Understanding the	4	Fourth

	n	attractions in general.	course		
<b>Interrogation</b>	<b>Presentat ion and discussio n</b>	<b>Evaluate the elements of tourist attractions in terms of their importance.</b>	<b>Understand ing the course</b>	<b>4</b>	<b>V</b>
<b>Interrogation</b>	<b>Presentat ion and discussio n</b>	<b>The importance of terrain</b>	<b>Understand ing the course</b>	<b>4</b>	<b>Sixth</b>
<b>Interrogation</b>	<b>Presentat ion and discussio n</b>	<b>And its relationship with tourist attractions such as mountains, plains and plateaus</b>	<b>Understand ing the course</b>	<b>4</b>	<b>Seventh</b>
<b>Interrogation</b>	<b>Presentat ion and discussio n</b>	<b>Climatic conditions in Iraq</b>	<b>Understand ing the course</b>	<b>4</b>	<b>Eighth</b>
<b>Interrogation</b>	<b>Presentat ion and discussio n</b>	<b>Climatic conditions</b>	<b>Understand ing the course</b>	<b>4</b>	<b>Ninth</b>
<b>Interrogation</b>	<b>Presentat ion and discussio n</b>	<b>and the factors affecting them according to the geographical distribution areas in Iraq</b>	<b>Understand ing the course</b>	<b>4</b>	<b>X</b>

<b>Interrogation</b>	<b>Presentation and discussion</b>	<b>Climatic departments in Iraq</b>	<b>Understanding the course</b>	<b>4</b>	<b>Eleventh</b>
<b>Interrogation</b>	<b>Presentation and discussion</b>	<b>Terrain and vegetation</b>	<b>Understanding the subject</b>	<b>4</b>	<b>Twelfth</b>
<b>Interrogation</b>	<b>Presentation and discussion</b>	<b>Climate elements: air, Wind, rain</b>	<b>Understanding the subject</b>	<b>4</b>	<b>Thirteenth</b>
<b>Interrogation</b>	<b>Presentation and discussion</b>	<b>And its relationship to the geographical tourist areas in Iraq</b>	<b>Understanding the subject</b>	<b>4</b>	<b>Fourteenth</b>
<b>Interrogation</b>	<b>Presentation and discussion</b>	<b>Types of climate: sea climate, desert climate.</b>	<b>Understanding the subject</b>	<b>4</b>	<b>Fifteenth</b>
<b>Interrogation</b>	<b>Presentation and discussion</b>	<b>Climate of plains, plateaus</b>	<b>Understanding the subject</b>	<b>4</b>	<b>Sixteenth</b>
<b>Interrogation</b>	<b>Presentation and discussion</b>	<b>The nature and influence of climate on tourists.</b>	<b>Understanding the subject</b>	<b>4</b>	<b>Seventeenth</b>
<b>Interrogation</b>	<b>Presentation and discussion</b>	<b>Natural resources in tourist areas and their impact on the material return of</b>	<b>Understanding the subject</b>	<b>4</b>	<b>Eighteenth</b>

		tourism			
<b>Interrogation</b>	<b>Presentation and discussion</b>	<b>Natural resources in tourist areas and their impact on the material return of tourism</b>	<b>Understanding the subject</b>	<b>4</b>	<b>Nineteenth</b>
<b>Interrogation</b>	<b>Presentation and discussion</b>	<b>Water Resources</b>	<b>Understanding the subject</b>	<b>4</b>	<b>th<sup>20</sup></b>
<b>Interrogation</b>	<b>Presentation and discussion</b>	<b>Water resources : groundwater, springs, wells</b>	<b>Understanding the subject</b>	<b>4</b>	<b>Twenty one</b>
<b>Interrogation</b>	<b>Presentation and discussion</b>	<b>Lakes and rivers</b>	<b>Understanding the subject</b>	<b>4</b>	<b>-Twenty second</b>
<b>Interrogation</b>	<b>Presentation and discussion</b>	<b>Natural minerals and natural plants</b>	<b>Understanding the subject</b>	<b>4</b>	<b>-Twenty third</b>
<b>Interrogation</b>	<b>Presentation and discussion</b>	<b>Birds and wild animals in the tourism areas in Iraq</b>	<b>Understanding the subject</b>	<b>4</b>	<b>-Twenty fourth</b>
<b>Interrogation</b>	<b>Presentation and discussion</b>	<b>Motives and desires of the tourist</b>	<b>Understanding the subject</b>	<b>4</b>	<b>-Twenty fifth</b>

Interrogation	Presentation and discussion	Regions of Iraq for tourism – Northern Region	Understanding the subject	4	-Twenty sixth
Interrogation	Presentation and discussion	Upper Euphrates and Island area	Understanding the subject	4	-Twenty seventh
Interrogation	Presentation and discussion	Middle Euphrates Region	Understanding the subject	4	-Twenty eighth
Interrogation	Presentation and discussion	Greater Baghdad Region	Understanding the subject	4	-Twenty ninth
Interrogation	Presentation and discussion	Southern Region	Understanding the subject	4	xxX

### 31. Course Evaluation

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

First exam - daily - second exam - daily - pursuit of semester 1 / first exam - daily - second exam - daily

8            2            8            2            20            8            2            8  
2

Pursuit Semester 2 - Final Grade - Final Exam - Final Total

20            40            50            100

### 32. Learning and Teaching Resources

	Required textbooks (methodology, if any)
Geography of Iraq (Taha Al-Hashemi). Geography of Iraq (Abdullah	Main references (sources)

<b>Salem Al-Maliki).</b>	
<b>Iraq's natural, demographic and economic geography A study in regional geography.</b>	<b>Recommended books and references (scientific journals, reports...)</b>
	<b>Electronic References, Websites</b>

### **Course description of the course..... Computer Applications**

1- Course Title : Computer Applications	
2- Course Code	
3- Semester / Year	
Annual	
Date of preparation of this description . ٤	
25/4/2024	
5. Available Forms of Attendance	
My theory in the hall with my work is a language lab	
(Number of academic hours (total) / number of units (total - ٦	
3	6
7- The name of the course administrator (if more than one name is mentioned)	
Name: Fatima Adel Khalifa Email: <a href="mailto:fatema.adel.inj@atu.edu.iq">fatema.adel.inj@atu.edu.iq</a>	
8- Course Objectives	
1- Identify computers	Course Objectives

2- Learn Windows					
<b>9- Teaching and learning strategies</b>					
- Giving lectures with the participation of students - Direct application on computers to document and save information and know the skill of managing folders and files					Strategy
<b>10. Course Structure</b>					
Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	Week
auditions	Discussion and application	Introducing the concept of the calculator and its various terms, development and types	Learn the skill	3	First
auditions	Discussion and application	Recognize the different physical components	Learn the skill	3	Second
auditions	Discussion and application	Identify the moral components	Learn the skill	3	Third
auditions	Discussion and application	Learn about operating system	Learn the skill	3	Fourth
auditions	Discussion and application	Supplies, setup and operation of windows	Learn the skill	3	V
auditions	Discussion and application	Identify the jazz icon and explain the context and implementation of the various commands file edit menus	Learn the skill	3	Sixth
auditions	Discussion and application	Learn about the rest of the icon's lists and	Learn the skill	3	Seventh

	applicatio	commands			
auditions	Discussion and applicatio	Identify the document icon	Learn the skill	3	<b>Eighth</b>
auditions	Discussion and applicatio	Working with the trash can icon	Learn the skill	3	<b>Ninth</b>
auditions	Discussion and applicatio	Familiarize yourself with the taskbar	Learn the skill	3	<b>X</b>
auditions	Discussion and applicatio	Learn about the contents of the Start menu	Learn the skill	3	<b>Eleventh</b>
auditions	Discussion and applicatio	Learn about some of the functions of the control panel	Learn the skill	3	<b>Twelfth</b>
auditions	Discussion and applicatio	How to deal with software installed programs	Learn the skill	3	<b>Thirteenth</b>
auditions	Discussion and applicatio	Microsoft Word application	Learn the skill	3	<b>Fourteenth</b>
auditions	Discussion and applicatio	Excel application	Learn the skill	3	<b>Fifteenth</b>

#### **11. Course Evaluation**

The grade is distributed to 50 per semester based on the tasks assigned to the student such as daily preparation, paper and practical exams, reports, and others

	<b>12. Learning and Teaching Resources</b>
There isn't any	Required textbooks (methodology, if any)
There isn't any	Recommended supporting books and references (scientific journals, reports.....)
Many sites that contain information helps to learn the basics of computers	Electronic References, Websites



8- Course Objectives	
<p><b>Course Objectives</b></p> <p>General Objective: Introducing the student to the technical aspects of how to establish a tourist office and how to make the necessary decision to open a tourist office and make it</p> <p>Special Objective: Enable the student to work with the technical and administrative aspects of offices, tourism companies, travel agents, organizing programmed tourist trips, introducing him to the electronic reservation system and its uses.</p>	
9. Learning strategies and methods of teaching, learning and assessment	
<p>1- Adopting scientific methods electronic reservation methods</p> <p>2- Familiarity with electronic reservation systems in terms of type, scope and services</p> <p>3. Understand the sales policies of airline tickets</p> <p>4. Understand international tourism organizations</p> <p>5- Follow up the offers of the sites of travel and tourism companies</p> <p>6- Field visits to travel companies</p>	

10. Course Structure					
Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	The week
Pre-Question Post-practical application	Lecture	Definition of Tourist Office Building a Tourist Office Legal for Travel & Tourism Companies	The student will have the ability to know how to establish a tourist office	4	The first week
=	Lecture Panel Blackboard	Types of tourism companies -Transport- Travel Agencies	The student will have the ability to know the types of tourism companies	4	Second week

Oral, written and practical tests	Pre-Question And then Practical application	Display+ Panel	Travel agent tour operator	office Will have ability to know agents Travel	4	Third
	=	=	Decision-Location-Preparation - Employ Action Plan	The student will have: ability to know Steps establish tourist office	4	Fourth
	Practicality	Display panel	Budget Announcements - Opening	=	ξ	V
	Pre-Question After Practical application	Lecture	Reservation Definition-Items-Policies	Will have ability understand construction Administrat Travel Agent	4	Sixth
	=	Lecture	Traditional Booking-Transportation Sales Accounts	Will have ability understand services that Provided tourism companies	4	Seventh
	=	Lecture	The meaning of the trip - how to prepare and organize Trip Package Program Pricing	He will have awareness of the importance of tourism programs	4	Eighth
	=	Lecture	Concept importance nature of work	He will have knowledge of tourism organization	4	Ninth
	=	Lecture	Concept importance nature of work	He will have knowledge of tourism organization	4	X
	=	Display+ Panel	Concepts - Travel Brochures Reservation System CRS Global Distribution System (GDS)	He will have ability to know Concepts, conventions and reservation system	4	Eleventh Sixteenth
	=	Amadeus Reservation System	Performance of the reservation system - its use Methods of collecting information from suppliers cost calculation - profits - risk	Will have ability to know the performance of Booking	4	Sixteenth up to th <sup>17</sup> .

		of reservation systems - practical examples - IAAF - ICAO Codes			
=	Display +Pa Reservation System	Practical person book system-system Family Pract Booking Reservation System Practical Group - Price Methods -Entering information	Will have ability to book with Amadeus system sales policies remember fly	4	-Twenty one to thirtieth

### 23. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily, oral, monthly, written exams, reports .... Etc. The pursuit score should be 50 and the final exam should be 50%

### 24. Learning and Teaching Resources

Amadeus Reservation System	Required textbooks (methodology any)
Workshops + Amadeus System Program + Practical Training in Computer Lab	Main references (sources)
	Recommended books and references (scientific journals, reports...)
Online booking websites reservation systems	Electronic References, Websites

## Course Description of the course Hospitality Industry Phase II

1- Course Name
Hospitality Industry
2- Course Code
3- Semester / Year
annual

Date of preparation of this description . ٤						
25/4/2024						
5. Available Forms of Attendance						
Came						
6- Number of academic hours (total) / number of units (total)						
4 Hours 8 Unit						
14. (Course administrator's name (if more than one name						
Question: محسن ظاهر احلام لايميل ahlam.muhsion.inj@atu.edu.iq						
15. Course Objectives Introduce the student to the departments of tourism and how to benefit from them and develop them such as accommodation, transportation and food						
<ul style="list-style-type: none"> <li>• Introduce students to the basics of tourism.....</li> <li>• How to develop these basics.....</li> <li>• .How to benefit from it, whether in the private or public sector....</li> </ul>		Course Objectives				
16. Teaching and Learning Strategies						
This course contains 3 hours of my work and one hour of theory and is in English to introduce the student to the largest number of English terms in tourism					Strategy	
10_ Course structure						
Evaluation method	Learning method	Unit or subject name		Required Learning Outcomes	Hours	Week
		Practical	Theoretical			
auditions	Explanation and	listening :guests preference Exercise (1) work book consist of descriptions of three hotels,	Type of Accommodation. Language study: (A) giving Opinions.	Increasing tourist termin	4	First

	pres enta tion	Exercises (2,3,4) work book making sentences to express like and dislike p (4,5,6)	Expressing Like and Dislike Word study : Accommodati on . Reading :Where to stay in parkYosemite	ology and touris m in Englis h		
au dit io ns	Expl anat ion and pres enta tion	Activity: Choosing a Hotel Activity: Describing beach resort hotels Vocabulary Study	- Spea king : Deali ng with enqui ries about acco mmo datio n - Readi ng : Broc hure Descr iption	Increa sing tourist termin ology and touris m in Englis h	4	Sec ond
au dit io ns	Expl anat ion and pres enta tion	Exercises: (1) work book p (10) Exercises: (2,3,4,5) work book p (11,12,13 Exercises: (6,7,8) work book p 914,15)	Hotel Facilities Word study :- guide book Symbols Listening :- At the Hoteliers conference , 3- language study : (A) Describing past Time , using present perfect and simple past .) (B) Making Comparison, we study the ways of comparing things.	Increa sing tourist termin ology and touris m in Englis h	4	Thir d
au dit	Expl anat	6- speaking : Describing Room 7- word study : Special facilities	5- Listening ; Room Description ; listening to the	Increa sing	4	Fou rth

ions	ion and presentation	8- Reading : Tall Story ,What problems tall people face in hotels ?	phone calls between a respective guests and the information desk at three different hotels	tourist terminology and tourism in English		
auditions	Explanation and presentation	11- An Informal letter Recommending Hotels 12- Studying the Vocabulary	9- Activity : comprising Hotels ,Guide book for three different hotels in Edinburgh  10-Activity :Prioritizing alteration work on a hotel	Increasing tourist terminology and tourism in English	4	V
auditions	Explanation and presentation	Language study: Obligation. Exercises: (1,2) work book p (16,17)  Word study: Adjectives and nouns Describing Personality. Exercises (3,4,5)work book p (18,19,20)	:Staffing and Internal Organization Listening :Hotel staff Hierarchy, simplified staff tree of a medium-sized hotel.	Increasing tourist terminology and tourism in English	4	Sixth
auditions	Explanation and presentation	Exercises : (6,7) work book p (21) Listening: The job of a concierge	-Reading :A family Hotel In the Dordogne. Speaking: Running a small Hotel	Increasing tourist terminology and tourism	4	Seventh

				m in English		
auditions	Explanation and presentation	Activity: Appointing a Concierge Vocabulary Study.	Activity: Careers in Housekeeping and Maintenance. Writing: A Job Application	Increasing tourist terminology and tourism in English	4	Eighth
auditions	Explanation and presentation	Listening: Telephone Reservation Exercises: (1,2)work book p(22) 3 Exercises (3,4) work book p (23) Exercises (5) work book p(24). Reading: Reservations and Front Office Computer Systems,	Reservation and Check-in Word study:- Hotel Document Language study: (A)Pronunciation of letters, (B) short answers, (C)Tag questions, the way we use tag questions to ask for information,).	Increasing tourist terminology and tourism in English	4	Ninth
auditions	Explanation and presentation	Exercises (6) work book p (24) the students should choose the correct option from the word in italics. Exercises (7) work book p(25) the students should	Speaking: Reservation Procedure, flow- chart showing the procedure that hotel should follow when dealing with a reservation. Writing :Confirming a Reservation by a fax	Increasing tourist terminology and tourism in English	4	X
au	Expl	Listening: Check-in Procedure	Reading: Fax Reservation .	Increasing	4	Elev

dit io ns	anat ion and pres enta tion	Speaking Check –in Allocating Room Vocabulary Study	An example of fax reservation then we should complete the chart. -Activity: Buying a Computer System	sing tourist termin ology and touris m in Englis h		enth
au dit io ns	Expl anat ion and pres enta tion	-Reading: Menus. Exercises (3,4) work book p (29-30) Listening :Ordering a meal Language Study :Intentions and Spontaneous Decisions Exercises (5,6) work book p (31-32)	Hotel and Restaurant Service  Word study :American and British Exercises (1,2) work book p (28-29) – Reading Hotel Notice And Information Sheets	Increa sing tourist ntermin ology and touris m in Englis h	4	Twel fth
au dit io ns	Expl anat ion and pres enta tion	Listening: Calling Reception Writing: taking Telephone Message Vocabulary Study	       Activity: Categorizing job in the food and beverage cycle Activity :Separating Jumbled Orders	Increa sing tourist termin ology and touris m in Englis h	4	Thirt eent h
au dit io ns	Expl anat ion and pres	Word study: (A) Financial Terms (B) Guest accounting Exercise (5) work book p (37) Exercises (6) work book p (38-39)  Speaking: Checking out, dialogue between receptionist and a guest,	Money Matters Reading: Bill form the Royal York Hotel Language Study : (A) Using Number Exercises	Increa sing tourist termin ology	4	Fou rtee nth

	enta tion	who is checking out	(1,2,3) work book p (334- 35) (B) The Passive Exercise (4) work book p (36) Listening: Tree Financial Transaction	and touris m in Englis h		
au dit io ns	Expl anat ion and pres enta tion	Exercises (6) work book p (38-39) Activity: Exchanging Foreign Currency . A set of buying and selling rates for each currency , and decide whether you going to charge commission Activity :A Comparison of tipping in three countries 11- Vocabulary Study	Reading: A memo Staff ,A memo explaining the Grand Hotel policy on room rates  Writing: A Letter Offering A special rate, possible reservation for three rooms for two nights for the weekend reservation	Increa sing tourist termin ology and touris m in Englis h	4	Fifte enth
au dit io ns	Expl anat ion and pres enta tion	Exercise (1) work book p (40,41)  Listening :a guest complains Exercise (2) work book p (42).	dealing with complaints Language study : present perfect passive Reading : There is a fly in my software	Increa sing tourist termin ology and touris m in Englis h	4	Sixt eent h
au dit io ns	Expl anat ion and pres enta tion	6- Speaking : Dealing with complaints. Exercise (4) work book p (44) Exercise (3) work book p (43)	Word study : Intensifying adverb. Reading : Letters of complaints . Writing : Replaying to a latter complaints 9- listening : A Disastrous experience	Increa sing tourist termin ology and touris	4	Sev ente enth

				m in English		
auditions	Explanation and presentation	Exercise (5):work book P(45) Vocabulary 2- Listening : Excursion on Crete Exercise (1) work book p (46)	10-Activity :Restaurant role play 11-Activity : Assessing guests feedback Unit (8) Site services: Reading Off – Site services.	Increasing tourist terminology and tourism in English	4	Eighth
auditions	Explanation and presentation	4- Speaking : Local attractions . Exercise(2,3) work book p (48) . Exercise(4) work book p (49) .	3- Language study : First conditional. Word study :Entertainment Reading : Car Hire Information	Increasing tourist terminology and tourism in English	4	Nineteenth
auditions	Explanation and presentation	Listening : guided tour . Exercise (5) work book p (50) . Exercise (6) work book p (51) Writing : Writing a leaflet describing the attractions . Vocabulary study .	7- Speaking : car hire information ,As a representative of a car hire company working at hotel desk . Activity : Reading a bout full - day coach tour to Leeds Castle Activity : Making a list of attractions and local facilities which might interest a	Increasing tourist terminology and tourism in English	4	th .

			visitor .			
au dit io ns	Expl anat ion and pres enta tion	Word study: Comparison and contrast Exercise (1) work book p (52) . Listening : An interview . Exercise (2,3) work book p (53,54)	the Business Traveler. Listening : Looking after important persons. Language Study : Present Perfect Continuous. Reading : Hotel Business facilities.	Increa sing tourist termin ology and touris m in Englis h	4	Two -nty first
au dit io ns	Expl anat ion and pres enta tion	Writing : A welcome letter. Exercise (4,5) work book p ( 54,55). . Activity- Activity. Exercise (6,7) work book p (56,57) Writing : A leaflet for the Conference hotel . Vocabulary study.	Speaking : Cultural differences Reading : The Business traveler. - Writing : A leaflet for the Conference hotel . Listening : Changing Conference Programmer.	Increa sing tourist termin ology and touris m in Englis h	4	Two -nty sec ond
au dit io ns	Expl anat ion and pres enta tion	✦-Inspecting a Conference suite Exercise (1) work book p (59) 5- Speaking :Conference facilities Exercise (2,3) work book p (59-60)	: Conferences 1-reading: A letter of Enquiry 2- Word study: Conferences and meetings 4-Language study : Describing Use 6- Reading : The Abela Hotel	Increa sing tourist termin ology and touris m in Englis h	4	Two -nty third
au dit io	Expl anat ion	Exercise(4,5) work book p (61-63) 9-Activity Exercise (6) work book p (63)	7- Listening :Changing Conference Programme 10- Writing :A	Increa sing tourist	4	Two -nty fourth

ns	and presentation	Exercise (6,7) work book p (56,57)	leaflet for the Conference Hotel 11-Vocabulary Study	terminology and tourism in English		h
auditions	Explanation and presentation	Reading : Five tour operators. Speaking : Arranging an itinerary . Listening : Choosing a Hotel Reading : A letter form a managing Director .	Tour Operation – Planning Listening : Explaining fame trips. Language study : Future Continuous Word study :Prepositional phrase	Increasing tourist terminology and tourism in English	4	Twenty fifth
auditions	Explanation and presentation	Exercise(4) work book p (69) Activity :The business of Tourism	Writing :A letter to a tour operator Speaking : tour -planning Activity :tour-operation planning Vocabulary study.	Increasing tourist terminology and a tourism in English	4	Twenty sixth
auditions	Explanation and presentation	Listening : Checking a group. Listening study : Second conditional. Listening in rates. Exercise( 1 ) work book p (71).	Tour Operation-execution Speaking :Assessing tour group needs Reading : A welcome letter and itinerary for special	Increasing tourist terminology and tourism in	4	Twenty seventh

				Englis h		
au dit io ns	Expl anat ion and pres enta tion	Different external Exercises	Revision	Increa sing tourist termin ology and touris m in Englis h	4	Two -nty eigh th
au dit io ns	Expl anat ion and pres enta tion	Exercises: (1) work book p (10) Exercises: (2,3,4,5) work book p (11,12,13 Exercises: (6,7,8) work book p 914,15)	Hotel Facilities  Word study :- guide book Symbols Listening :- At the Hoteliers conference , 3- language study : (A) Describing past Time , using present perfect and simple past .) (B) Making Comparison, we study the ways of comparing things.	Increa sing tourist termin ology and touris m in Englis h	4	Two -nty nint h
au dit io ns	Expl anat ion and pres enta tion	6- speaking : Describing Room 7- word study : Special facilities 8- Reading : Tall Story ,What problems tall people face in hotels ?	5- Listening ; Room Description ; listening to the phone calls between a respective guests and the information desk at three different hotels	Increa sing tourist termin ology and touris m in	4	Xxx

				English		
<b>17. Course Evaluation</b>						
Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily, oral, monthly, written exams, reports .... etc						
Chapter One _ Chapter Two _ Extracurricular Nashzat and evaluate the pursuit of the end of the year exam						
20 20 10 50 50 (n40 + p 10) = 100						
<b>18. Learning and Teaching Resources</b>						
Professors' lieutenant from Internet			Required textbooks (methodology any)			
Hotel and resort English			(Main references (sources			
			Recommended books and references (scientific journals, reports...)			
			Electronic References, Websites			

## Course Description of the Course Rules and Regulations

<b>1- Course Name</b>
Laws & Regulations
<b>2- Course Code</b>
No
<b>3- Semester / Year</b>
annual
<b>Date of preparation of this description .</b> ٤
25/4/2024
<b>5. Available Forms of Attendance</b>
Came
(Number of academic hours (total) / number of units (total -٦
4 8
<b>7- The name of the course administrator (if more than one name is mentioned)</b>
Name: Suhair Abbas Kazem Email : Soheer.abbas.idi3@atu.edu.id

8- Course Objectives					
<ul style="list-style-type: none"> <li>The course aims to learn tourism regulations and laws .....</li> <li>.....In Iraq</li> <li>.....</li> </ul>			Course Objectives		
9- Teaching and learning strategies					
<p>Determine the required material in advance reminding the previous lecture</p> <p>Asking questions to students and mentioning examples that are related to the reality of life</p> <p>And discuss the students on the most important basic points in the lecture</p> <p>And ask questions to students in case there is something unclear that must be clarified</p> <p>And give homework</p>					Strategy
10. Course Structure					
Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	The week
Interrogation	Presentations and discussion	General concepts tourism	Understand the lesson	2	First
Interrogation	Presentations and discussion	Clarifying the concept of law and the most important tourism laws in Iraq	Understand the lesson	2	Second
Interrogation	Discussion and application	The most important tourism	Understand the lesson	2	Third

		legislation in Iraq			
Interrogation	Presentati and discussion	Law on Tourism Companies and Travel Agencies	Understand the lesson	2	Fourth
Interrogation	Diction an applicatio	Law on Car Rental Office for Tourists	Understand the lesson	2	V
Interrogation	Diction an applicatio	Traffic Law and Traffic Regulations	Understand the lesson	2	Sixth
Interrogation	Presentati and discussion	Labor Instructions and Labor La	Understand the lesson	2	Seventh
Interrogation	Diction an applicatio	Banking Law and Instructions for Opening Exchange Companies	Understand the lesson	2	Eighth
Interrogation	Presentati and discussion	General conditions fo the operatio of tourist facilities	Understand the lesson	2	Ninth
Interrogation	Diction an applicatio	IATA Internationa Aviation Association	Understand the lesson	2	X
Interrogation	Presentati and discussion	IATA Activit and IATA Tasks	Understand the lesson	2	Elevent
Interrogation	Diction an applicatio	Civil Aviation and types of air transport	Understand the lesson	2	Twelfth
Interrogation	Presentati and discussion	Internationa Aviation Organization AYACO	Understand the lesson	2	Thirteen
Interrogation	Questions	General	Understand	2	Fourteen

	Answers	Review	the lesson		
		examination	Understand the lesson	2	Fifteen
<b>End of Semester Exam</b>					
<b>11. Course Evaluation</b>					
Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily, oral, monthly, written exams, reports .... etc The first exam_ daily_ the second exam_ daily_ the pursuit of the first semester / the first exam _ my day _ the second exam _ daily 8            2            8            2            20            8            2            8            2 final degree _ final exam _ final total _ Pursuit of the semester 20                    40                    60                    100					
<b>12. Learning and Teaching Resources</b>					
	Tourism legislation (Naef Al-Zahir)	Required textbooks (methodology, any)			
	Tourism legislation (Fav Atiwi)	Main references (sources)			
	Historical development tourism Studies and Research Center	Recommended books and references (scientific journals, reports...)			
	Electronic reference informatics	Electronic References, Websites			

### **Course Description for Tourism Guidance Second Stage**

<b>1- Course Title: Tourism Guidance</b>
<b>2- Course Code</b>
<b>3- Semester / Year: Yearly</b>
<b>4- Date of preparation of this description: 21/4/2024</b>
<b>5- Available Forms of Attendance: Physical Attendance</b>

(Number of academic hours (total) / number of units (total - ٦					
5		10			
7- The name of the course administrator (if more than one name is mentioned)					
Name: Shifa Shahid Diwan Email: <a href="mailto:shafaash12@gmail.com">shafaash12@gmail.com</a>					
8- Course Objectives					
<ul style="list-style-type: none"> <li>• The course aims to identify the nature of the tourist guide</li> <li>• Identify the duties and work carried out by the tour guide</li> <li>• Learn about the procedures that must be followed to complete his work as a tour guide</li> <li>• Knowing the policy of dealing with tourism compared through contact with expatriate and local tourist groups</li> </ul>		Course Objectives			
9- Teaching and learning strategies					
<p>Presenting the study material to students in an understandable way based on live examples and documentary videos and relying on them in the possibility of repeating it and answering the questions posed, as well as practicing the role of the tour guide and applying his tasks in the practical lesson so that they can understand the practice of their specialization and break the barrier of fear that they have and then make weekly tests for students in the material that has been addressed.</p>					Strategy
10. Course Structure					
Evaluation meth	Learning meth	Unit or subject name	Required Learning Outcomes	Hours	The week

od	od				
auditions	Lecture interrogation and presentation	<b>Product Types – Goods – Commodity Mix – Service – Services – Definition of Services Types - Characteristics</b>	Recognize the role of the tour guide and its embodiment	5	First
auditions	Lecture interrogation and presentation	<b>Definition of the tourist product and its components (goods, equipment, arrival, other) Production policies (display of the tourist product - tourist area - Organized trips inclusive)</b>	Recognize the role of the tour guide and its embodiment	5	Second
auditions	Lecture interrogation and presentation	<b>Effects of all-inclusive trips Manufacturers and sellers of all-inclusive trips The role of tour operators – the role of travel agents</b>	Recognize the role of the tour guide and its embodiment	5	Third
auditions	Lecture interrogation and presentation	<b>Tourist guidance site in tourism activity</b>	Recognize the role of the tour guide and its embodiment	5	Fourth

auditions	Lecture interrogation and presentation	<b>Definition and importance of tourism praise</b>	Recognize the role of the tour guide and its embodiment	5	V
auditions	Lecture interrogation and presentation	<b>Types of tour guides (facilities - group leader - trip manager) ( Source Area )</b>	Recognize the role of the tour guide and its embodiment	5	Sixth
auditions	Lecture interrogation and presentation	<b>Types of tour guides – destination area -</b>	Recognize the role of the tour guide and its embodiment	5	Seventh
auditions	Lecture interrogation and presentation	<b>Description and duties of the tour guide (before the arrival of the group – upon arrival And accommodation during the period of stay - when farewell)</b>	Recognize the role of the tour guide and its embodiment	5	Eighth
auditions	Lecture interrogation and presentation	<b>Rights and duties of the parties to the tourism process Rights of citizens and duties of the state</b>	Recognize the role of the tour guide and its embodiment	5	Ninth
auditions	Lecture interrogation and presentation	<b>Duties and Rights of Service Providers Rights and</b>	Recognize the role of the tour guide and its embodiment	5	X

		<b>duties of tourists in transit and destination areas</b> <b>Rights and duties of local people in areas of destination</b>			
auditions	Lecture interrogation and presentation	<b>Communication-Connection Elements</b>	Recognize the role of the tour guide and its embodiment	5	Eleventh
auditions	Lecture interrogation and presentation	<b>Communication - Specifications and conditions of effective talk</b>	Recognize the role of the tour guide and its embodiment	5	Twelfth
auditions	Lecture interrogation and presentation	<b>How to behave in interviews and how to behave with the media</b>	Recognize the role of the tour guide and its embodiment	5	Thirteenth
auditions	Lecture interrogation and presentation	<b>Communication – Public Communication Print/TV/Radio</b>	Recognize the role of the tour guide and its embodiment	5	Fourteenth
auditions	Lecture interrogation and presentation	<b>Contact - Personal Communication - Public Conversations -pulpits</b>  <b>Meetings-</b>  <b>-</b>	Recognize the role of the tour guide and its embodiment	5	Fifteenth

auditions	Lecture interview and presentation	<b>Events accompanying the color slideshow</b> - <b>Cinematic films</b> -	Recognize the role of the tour guide and its embodiment	5	Sixteenth
auditions	Lecture interview and presentation	<b>Trips &amp; Field Tours</b> <b>Other Means of Communication - Shows &amp; Exhibitions</b> - <b>Public receptions</b> <b>-imaging</b>	Recognize the role of the tour guide and its embodiment	5	Seventeenth
		<b>- Email</b>			Eighteenth
auditions	Lecture interview and presentation	<b>Documents needed by the guide</b> - <b>What is meant by documents and data</b> - <b>The importance of documents</b>	Recognize the role of the tour guide and its embodiment	5	Nineteenth
auditions	Lecture interview and presentation	<b>Types of documents – publications and brochures</b> - <b>Tour Guide</b> - <b>Maps</b> - <b>Books</b>	Recognize the role of the tour guide and its embodiment	5	twentieth

		<p>and scientific compositions</p> <ul style="list-style-type: none"> <li>- Photographs &amp; Slides</li> <li>- Newspapers &amp; Magazines</li> <li>- Video tapes</li> <li>- Computer Disks &amp; Internet Information</li> </ul>			
auditions	Lecture interrogation and presentation	<p><b>Data needed by the directory</b></p> <ul style="list-style-type: none"> <li>- <b>Passport List</b></li> <li>- <b>List of rooms distribution</b></li> <li>- <b>Demographic Information List</b></li> <li>- <b>Final Report Guidelines for using documents</b></li> </ul>	Recognize the role of the tour guide and its embodiment	5	first-Twenty
auditions	Lecture interrogation and presentation	<p><b>Annotations and comments - meaning and importance</b></p> <ul style="list-style-type: none"> <li>- <b>During the transport phase</b></li> <li>- <b>During the shelter phase</b></li> </ul>	Recognize the role of the tour guide and its embodiment	5	second-Twenty

		<ul style="list-style-type: none"> <li>- <b>When recuperating – in natural environments</b></li> <li>- <b>In ancient constructed environments</b></li> <li>- <b>In modern constructed environments</b></li> <li>- <b>Within cities</b></li> </ul>			
auditions	Lecture interrogation and presentation	<b>Conditions for the success of explanations and comments</b>	Recognize the role of the tour guide and its embodiment	5	third-Twenty
auditions	Lecture interrogation and presentation	<b>Clarification – Meaning and Basics</b> <ul style="list-style-type: none"> <li>- <b>Illustration and impression</b></li> <li>- <b>Objectives of the demonstration program</b></li> </ul>	Recognize the role of the tour guide and its embodiment	5	fourth-Twenty
auditions	Lecture interrogation and presentation	<b>Clarification – Planning the demonstration work – Components of the illustrative plan</b>	Recognize the role of the tour guide and its embodiment	5	fifth-Twenty
auditions	Lecture	<b>Types of</b>	Recognize the role of	5	sixth-Twenty

ns	interro ion and present on	<b>recreational programs</b>	the tour guide and its embodiment		
audit ns	Lecture interro ion and present on	<b>Design of (3) trips inside Iraq by students – recreational  - Cultural (archaeologi cal-religious)</b>	Recognize the role of the tour guide and its embodiment	5	seventh-Twenty
audit ns	Lecture interro ion and present on	<b>Preparing explanations and comments for each trip</b>	Recognize the role of the tour guide and its embodiment	5	eighth-Twenty
audit ns	Lecture interro ion and present on	<b>Preparing the required clarifications for each trip</b>	Recognize the role of the tour guide and its embodiment	5	ninth-Twenty
audit ns	Lecture interro ion and present on	<b>Preparing the required clarifications for each trip</b>	Recognize the role of the tour guide and its embodiment	5	Xxx

## 11. Course Evaluation

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

<b>Final Grade</b>	<b>End of Year Exam</b>	<b>Seek</b>	<b>Activ ity</b>	<b>Chapter Two</b>	<b>Chapter One</b>
100	Theoretica + 1 Practical 0,=1,	20+20+= 5010	1,	Pr+1, Theoretical 1,actical	Theoretical10+ Practical10



Name: Eng. Marwa Fahim Hadi Em  
marwah.hadi@atu.edu.iq

## 8- Course Objectives

### Course Objectives

General Objective: To understand the concepts and use of professional conduct in the field of tourism.

Special Objective: Introducing the student to the functions and objectives of behavior and its relationship to the organization, the concept of the public and public opinion, the mutual relationship with the two workers and communication with them and multiple organizations.

### 9. Teaching and learning strategies

- 1- Giving lectures
- 2- Discussion with students
- 3- Electronic offers and other means

## 10. Course Structure

Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	The week	
Practicality and tests	Lecture discussion	Behavioral Sciences	Recognize right professional behavior	3	The first	
Practicality and tests	Lecture and discussion	Sociology, Psychology	Recognize the right professional behavior	3	Second	
Practicality and tests	Lecture and discussion	Trends	Recognize the right professional behavior	3	Third	
Practicality and tests	Lecture and discussion	Concept	Recognize the right professional behavior	3	Fourth	
Oral, written and practical tests	Practicality and tests	Lecture and discussion	application	Recognize the right professional behavior	3	V

Practicality and tests	Lecture and discussion	Cognition: meaning, subprocesses influencing factors	Recognize the right professional behavior	3	Sixth
Practicality and tests	Lecture and discussion	Personality, Personality Concept	Recognize the right professional behavior	3	Seventh
Practicality and tests	Lecture and discussion	and determinant	Recognize the right professional behavior	3	Eighth
Practicality and tests	Lecture and discussion	Theories personalization	Recognize the right professional behavior	3	Ninth
Practicality and tests	Lecture and discussion	Motivations: meaning motives - relationship motives barriers	Recognize the right professional behavior	3	X
Practicality and tests	Lecture and discussion	Motives behavior	Recognize the right professional behavior	3	Eleventh
Practicality and tests	Lecture and discussion	Community - the concept of community	Recognize the right professional behavior	3	Twelfth
Practicality and tests	Lecture and discussion	Small groups	Recognize the right professional behavior	3	Thirteenth
Practicality and tests	Lecture and discussion	Leadership, definition, elements	Recognize the right professional behavior	3	Fourteenth
Practicality and tests	Lecture and discussion	Leadership Theories	Recognize the right professional behavior	3	Fifteenth
Practicality and tests	Lecture and discussion	Driving people	Recognize the right professional behavior	3	Sixteenth
Practicality and tests	Lecture and discussion	Communication meaning communication	Recognize the right professional behavior	3	Seventeenth
Practicality and tests	Lecture and discussion	Types connection	Recognize the right professional behavior	3	Eighteenth
Practicality and tests	Lecture and discussion	Contact directions	Recognize the right professional behavior	3	Nineteenth

Practicality and tests	Lecture and discussion	Means communication effective communication commandment of effect hadith	Recognize the right professional behavior	3	th <sup>1</sup> .
Practicality and tests	Lecture and discussion	Transfer information	Recognize the right professional behavior	3	-Twenty first
Practicality and tests	Lecture and discussion	Determine type and size information	Recognize the right professional behavior	3	-Twenty second
Practicality and tests	Lecture and discussion	Summarizing information	Recognize the right professional behavior	3	-Twenty third
Practicality and tests	Lecture and discussion	View information	Recognize the right professional behavior	3	-Twenty fourth
Practicality and tests	Lecture and discussion	Responses, answers questions	Recognize the right professional behavior	3	-Twenty fifth
Practicality and tests	Lecture and discussion	How to deal with emergency situations	Recognize the right professional behavior	3	-Twenty sixth
Practicality and tests	Lecture and discussion	How to deal with official persons delegations	Recognize the right professional behavior	3	-Twenty seventh
Practicality and tests	Lecture and discussion	How to deal with official persons delegations	Recognize the right professional behavior	3	-Twenty eighth
Practicality and tests	Lecture and discussion	How to receive	Recognize the right professional behavior	3	-Twenty ninth
Practicality and tests	Lecture and discussion	How to receive	Recognize the right professional behavior	3	Xxx

### 11. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily, oral, monthly, written exams, reports .... Etc. The pursuit score should be 50 and the final exam should be 50%

### 12. Learning and Teaching Resources

Curriculum	Required textbooks (methodology, any)
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<b>8- Course Objectives</b>
<b>Course Objectives</b> 1- Identify the types of computers 2- Recognition of computer systems 3- Identify the importance of the Internet and ways to link and browse
<b>9- Teaching and learning strategies</b>
- Theoretical lectures - Cooperative Learning Strategy and Group Systems - Applied Tests

### 25. Course Structure

Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	The week
Practical tests	Lecture application	Computer Concept	Knowledge application	3	The first
Practical tests	Lecture and application	The concept networking	Knowledge and application	3	Second
Practical tests	Lecture and application	Types of networks local, civil or regional wide area network storage networks	Knowledge and application	3	Third
Practical tests	Lecture and application	Benefits of Computer Networks	Knowledge and application	3	Fourth
Oral, written and practical tests	Practical tests	Internet Concept World wide area networks 2- World wide area networks	Knowledge and application	3	V
	Practical tests	Internet connection requirements	Knowledge and application	3	Sixth
	Practical tests	Browser and its types	Knowledge and application	3	Seventh
	Practical tests	Lecture and	The concept and type protocol	Knowledge and	3

	applicatio n		applicatio n		
Practical tests	Lecture and applicatio n	The concept of a web address	Knowledg e and applicatio n	3	Ninth
Practical tests	Lecture and applicatio n	Search engines and th types	Knowledg e and applicatio n	3	X
Practical tests	Lecture and applicatio n	Email	Knowledg e and applicatio n	3	Eleven
Practical tests	Lecture and applicatio n	General explanation of the Google Chrome browser	Knowledg e and applicatio n	3	Twelfth
Practical tests	Lecture and applicatio n	Search Eng Applications and Servi "Google"	Knowledg e and applicatio n	3	Thirtee

#### 26. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily, oral, monthly, written exams, reports .... Etc. The pursuit score should be 50 and the final exam should be 50%

#### 27. Learning and Teaching Resources

/	Required textbooks (methodolo (if any
/	(Main references (sources
/	Recommended books and references (scientific journals, (...reports
Sites that include explanations on the basics computers, physical parts and programming	Electronic References, Websites

### Course Description English Language Second Stage

1- Course Title: English Language
2- Course Code
3- Semester / Year: Yearly

4- Date of preparation of this description: 27/4/2024					
5- Available forms of attendance: My presence					
Number of study hours (total) / number of units - ٦ :(total)					
2		4			
7- The name of the course administrator (if more than one name is mentioned)					
Name: Noor Sabah Hassan Ema noorhassan@atu.edu.iq					
8- Course Objectives					
<b>Course Objectives</b> Enable the student to know the most important rules of English language and see the different vocabulary and apply them in daily life					
9- Teaching and learning strategies					
Determine the material to be translated and interpreted, solve the required exercises, give them homework to solve in a special notebook for the material, and then apply what was mentioned verbatim in the lecture					
10. Course Structure					
Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	The week
auditions	Presentation and discussion	Getting to know you p	Understand lesson	1	The first
auditions	Presentation and discussion	The way we live p 14	Understand the lesson	1	Second
auditions	Presentation and discussion	It all went went w p22	Understand the lesson	1	Third
auditions	Presentation and	Lets go shopping! P.30	Understand the lesson	1	Fourth

Oral, written and practical tests	auditions	discussion Presentation and discussion	What do you want to P38	erstanUnd d the lesson	1	V
	auditions	Presentatio n and discussion	Tell me ! Whats it li P.45	Understan d the lesson	1	Sixth
	auditions	Presentatio n and discussion	Fame p.54	Understan d the lesson	1	Sevent
	auditions	Presentatio n and discussion	Dos and donts .52	Understan d the lesson	1	Eighth
	auditions	Presentatio n and discussion	Going places p70	Understan d the lesson	1	Ninth
	auditions	Presentatio n and discussion	Scared to dath .p78	Understan d the lesson	1	X
	auditions	Presentatio n and discussion	Things and reality.p94	Understan d the lesson	1	Eleven
	auditions	Presentatio n and discussion	Earning a living . p. 10	Understan d the lesson	1	Twelfth
	auditions	Presentatio n and discussion	Family ties. P 110	Understan d the lesson	1	tThirte h

### 11. Course Evaluation

**Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily, oral, monthly, written exams, reports .... Etc. The pursuit score should be 50 and the final exam should be 50%**

### 12. Learning and Teaching Resources

Fixed Course	Required textbooks (methodold if any)
/	(esMain references (sourc
/	Recommended books and references (scientific journals, (...reports
	Electronic References, Websites

## Course Description for English Readings Second Stage

1- Course Title: English Readings

2- Course Code

3- Semester / Year: Yearly

4- Date of preparation of this description: 27/4/2024

5- Available forms of attendance: My presence

:(Number of study hours (total) / number of units (total -٦

5

10

7- The name of the course administrator (if more than one name is mentioned)

Name: Noor Sabah Hassan Email: noorhassan@atu.edu.iq

8- Course Objectives

### Course Objectives

Enable the student to acquire the skill of reading English texts according to English ru and acquire different language vocabulary in their specialization

9- Teaching and learning strategies

Determine the material to be translated and interpreted, solve the required exercises, give them homework to solve in a special notebook for the material, and then apply what was mentioned verbatim in the lecture

28. Course Structure

Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	The week
auditions	Presentations and discussion	A prospective agent -reading ,vecbulry, discussion,practice exerci	Understand the les	5	The first
audition	Presentat	Tourism and governm	Understand the	5	Second

ns	ion and discussion	-reading,vecbulry, discussion,practice exerci	lesson		
auditio ns	Presentat ion and discussio n	Tour arrangeme -reading,vecbulry, discussion,practice exerci	Understand the lesson	5	Third
auditio ns	Presentat ion and discussio n	Skining in Summer and wir -reading,vecbulry, discussion,practice exerci	Understand the lesson	5	Fourth
auditio ns	Presentat ion and discussio n	Handling Complai -reading,vecbulry, discussion,practice exerci	Understand the nlesso	5	V
auditio ns	Presentat ion and discussio n	Cruising in the caribi -reading,vecbulry, discussion,practice exerci	Understand the lesson	5	Sixth
auditio ns	Presentat ion and discussio n	Special eve -reading,vecbulry, discussion,practice exerci	Understand the lesson	5	Seventh

### 29. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily, oral, monthly, written exams, reports .... Etc. The pursuit score should be 50 and the final exam should be 50%

### 30. Learning and Teaching Resources

A curriculum prepared by the subject professor according to the approved vocabulary	Required textbooks (methodology, if any)
/	(Main references (sources
/	Recommended books and references (scientific journals, (...reports
	Electronic References, Websites

## Course Description Form for Course..... Arabic Language

### Course Description:

This course description provides a summary of the Arabic language material, which is an introductory material and an important introduction to the knowledge of the Arabic language and the extent of his knowledge of the methods of the Arabic language and its developments, and its linguistic, grammatical and spelling aspects, and the most prominent linguistic rules that must be known, and introducing the student to its originality and cultural and historical heritage, as it provides the student in the second stage with the necessary amount of information

Technical Institute / Najaf	Educational institution	1.
Tourism Technologies	Scientific Department / Center	2.
Arabic language	Course Name/Code	3.
(Theoretical lectures)	Available attendance formats	4.
Yearly/Second	Semester/Year	5.
2Number of hours / 2Number of units	Number of Credit Hours (Total) - Number of Units (Total)	6.
Eng. Najah Mohammed Taher	Course administrator name	7.
<a href="mailto:Najihah.taher@atu.edu.iq">Najihah.taher@atu.edu.iq</a>	Grade-E	8.
1/6/2025	Date of preparation of this description	9.
<b>General: Introducing the student to the importance of the Arabic language as the language of the Holy Quran and the miracle of the Prophet Muhammad (peace be upon him). Private: Introducing the importance of controlling the Arabic language grammatically, linguistically and spellingly</b>	<b>Course Objectives</b>	<b>10.</b>
1. Introducing the student to the history of the Arabic language and its originality 2. Introducing the student to the most important theoretical and conceptual frameworks of the Arabic language. 3. Identify the most important grammatical, linguistic and spelling errors.	<b>II- Cognitive Objectives</b>	<b>Course Outcomes Learning and assessment methods</b>
1. To see the linguistic heritage and manuscripts and the cultural and linguistic heritage they contain through the establishment of scientific trips field the most important libraries and visit the effects of poets that are concerned with preserving them in those libraries. 2. Writing reports, research and various topics in the field of Arabic language.	<b>II- Skill Objectives</b>	
1. Scientific lecture. 2. Discussion between students using different methods such as brainstorming. 3. Writing reports related to Arabic language topics . 4. Reports related to scientific trips and field visits to libraries.	<b>Teaching and learning methods</b>	
1. Daily tests . 2. Weekly tests. 3. Homework.	<b>Evaluation methods</b>	
1. Developing the student's abilities to analyze the cognitive variables of the subject represented by the Arabic language 2. Identify writing skills in Arabic	<b>C- Emotional and value goals</b>	
		<b>11.</b>

in different forms 3.The ability to face problems and find enablers.						
Lectures, explanation, exercises, classroom and extracurricular exercises, field application, scientific trips		Teaching and learning methods				
Direct questions, daily and monthly exams, discussion, cultural activities, semester and end exams.		Evaluation methods				
<b>Course Structure</b>						<b>12.</b>
Evaluation method	Learning method	Unit Name	Required Learning Outcomes	Hours	Week	13.
Interrogation	Presentation and discussion	Introduction to the Arabic language, its importance, and the reasons for studying it.	Cognitive	1	1)	
Interrogation	Presentation and discussion	What are the most important departments of Arabic language sciences, characteristics of the Arabic language.	Cognitive	1	2)	
Interrogation	Presentation and discussion	Clarification and indication of common errors in the Arabic language (linguistic, spelling and grammar)	Cognitive	1	3)	
Interrogation	Presentation and discussion	Practical examples of linguistic errors	Cognitive, emotional	1	4)	
Interrogation	Presentation and discussion	Why was the Arabic language called the Dhad language? The difference between Dhad and Zaa,	Cognitive, Marathi	1	5)	
Interrogation	Presentation and discussion	Sections of speech (signs of nouns, verbs and letters)	Cognitive, Marathi	1	6)	
Interrogation	Presentation and discussion	Types of verbs in terms of (form, time and composition)	Cognitive	1	7)	
Interrogation	Presentation and discussion	Past tense and construction signs Practical examples of past tense	Cognitive	1	8)	
Interrogation	Presentation and discussion	Present tense verb (raising it - erecting it - asserting it)	Cognitive	1	9)	
Interrogation	Presentation	The verb and its cases -	Cognitive	1	10)	

<b>tion</b>	<b>on and discussion</b>	<b>practical examples</b>			
<b>Interrogation</b>	<b>Presentati on and discussion</b>	<b>Features of the administrative discourse, its steps, writing a model for an administrative letter)</b>	<b>Cognitive</b>	<b>1</b>	<b>11)</b>
<b>Interrogation</b>	<b>Presentati on and discussion</b>	<b>Practical examples in writing administrative letters.</b>	<b>Cognitive</b>	<b>1</b>	<b>12)</b>
<b>Interrogation</b>	<b>Presentati on and discussion</b>	<b>Nominal and phrasal sentence are examples</b>	<b>Cognitive, Marathi</b>	<b>1</b>	<b>13)</b>
<b>Interrogation</b>	<b>Presentati on and discussion</b>	<b>The beginner and the news - (the news and its types)</b>	<b>cognitive,</b>	<b>1</b>	<b>14)</b>
<b>Interrogation</b>	<b>Presentati on and discussion</b>	<b>The actor (types - rulings) display examples of the Holy Qur'an , poetic verses and others .</b>	<b>Cognitive, Marathi</b>	<b>1</b>	<b>15)</b>
<b>Interrogation</b>	<b>Presentati on and discussion</b>	<b>Effects and their types.</b>	<b>cognitive,</b>	<b>1</b>	<b>16)</b>
<b>Interrogation</b>	<b>Presentati on and discussion</b>	<b>The five verbs (raising them - erecting them - asserting them)</b>	<b>Cognitive</b>	<b>1</b>	<b>17)</b>
<b>Interrogation</b>	<b>Presentati on and discussion</b>	<b>Constructing the present tense, presenting practical examples from reality.</b>	<b>Cognitive, Marathi</b>	<b>1</b>	<b>18)</b>
<b>Interrogation</b>	<b>Presentati on and discussion</b>	<b>The Five Names (Practical Examples)</b>	<b>Cognitive</b>	<b>1</b>	<b>19)</b>
<b>Interrogation</b>	<b>Presentati on and discussion</b>	<b>The right and ill verb</b>	<b>Cognitive</b>	<b>1</b>	<b>20)</b>
<b>Interrogation</b>	<b>Presentati on and discussion</b>	<b>Denial, knowledge and differentiation between them. Practical examples</b>	<b>Cognitive, Marathi and sentimental</b>	<b>1</b>	<b>21)</b>
<b>errogation</b>	<b>Presentati on and discussion</b>	<b>Types of hamza - practical examples</b>	<b>Cognitive, Marathi and sentimental</b>	<b>1</b>	<b>22)</b>
<b>Interrogation</b>	<b>Presentati on and discussion</b>	<b>The difference between open and tied T.</b>	<b>Cognitive, Marathi and sentimental</b>	<b>1</b>	<b>23)</b>
<b>Interrogation</b>	<b>Presentati on and discussion</b>	<b>Parent and subordinate parsing marks</b>	<b>cognitive,</b>	<b>1</b>	<b>24)</b>
<b>Interrogation</b>	<b>Presentati</b>	<b>Punctuation marks</b>	<b>Cognitive,</b>	<b>1</b>	<b>25)</b>

tion	on and discussion	(applied texts)	Marathi, and Emotional		
Interrogation	Presentati on and discussion	(Plural of the feminine Salem) with applied texts from reality	Cognitive, Marathi, and Emotional	1	26)
Interrogation	Presentati on and discussion	(Collection of masculine Salem) with the presentation of applied texts.	Cognitive, Marathi, and Emotional	1	27)
Interrogation	Presentati on and discussion	Cracker collection	Cognitive	1	28)
Interrogation	Discuss listening and giving questions	Muthanna signs of his expression (lifting - erecting it - dragging it)	Cognitive	1	29)
Interrogation	Lecture	How to write correctly following the basic rules to avoid making mistakes. Application examples	Cognitive, Marathi	1	30)

#### 14. Infrastructure

<p>1. Sharh Ibn Aqeel on the Alfiya of Ibn Malik, Judge of Judges Bahaa Al-Din Abdullah bin Aqeel, Muhammad Muhyi Al-Din Abdul Hamid, 20th edition, 1400 AH, 1980 AD, published and distributed by Dar Al-Turath, Cairo, Dar Misr for Printing.</p> <p>2. Common Grammatical, Morphological and Spelling Errors, Fahd Khalil Zayed, Dar Al-Yazuri Scientific, Jordan, 2013.</p> <p>3. Syntax Tools, Zahir Shawkat Al-Bayati, First Edition 1425 AH, 2005 AD, Majd University Foundation for Studies, Publishing and Distribution, Beirut, Hamra.</p> <p>4. History of Arabic Literature, Shawky Deif, Dar Al-Maaref, Egypt, first edition, 1960, 1995.</p>	<b>1 Required textbooks</b>
<p>Al-Bayan wal-Tabyeen by Abu Othman Omar bin Bahr Al-Jahiz – 150 – 255 AH – investigated and explained by Abd al-Salam Muhammad Haroun – Cairo – Press of the Committee for Authorship, Translation and Publishing – 1368 AH – 1949 AD.</p> <p>Sources and references from the Internet.</p>	<b>2 Main references (sources)</b>
<p>Books and references specialized in Arabic grammar and literature, well as external reports and research</p>	<b>3 recommended books and references (scientific journals, reports, ..)</b>
<p>Sites that include explanations on the basics of the Arabic language and its basic grammar.</p>	<b>4- Electronic references, websites</b>

#### 15. Course Development Plan

- 1. Providing the appropriate classroom environment and the required supplies that enable the teacher to diversify the strategies and methods of education.**
- 2. Providing a laboratory for the Arabic language similar to the English language laboratory .**
- 3. to or outside rom the work environmentf The use of experts with competence .benefit from their expertise in developing the course according to the actual need**