

**Ministry of Higher Education and Scientific Research
Al-Furat Al-Awsat Technical University
Technical Institute – Najaf
Department of Health management**



**Academic Program
and Course
Department of
Health management**

2026

Introduction:

The "Health Management Technologies" department is an academic field specialized in the application of information technology and computing in the management and organization of health systems. Its aim is to enhance the effectiveness and quality of healthcare by developing and utilizing modern tools and techniques to improve the administrative and operational performance of healthcare institutions. This department was established in the 2021/2022 academic year at the Technical Institute of Najaf. The academic description of this department revolves around several key points, which are:

1. **Basic Concepts of Health Management:** This field focuses on studying how to manage healthcare institutions by applying fundamental management concepts such as planning, organizing, directing, controlling, and evaluation, with an emphasis on achieving efficiency and effectiveness in delivering healthcare services.
2. **Information Technology in Healthcare:** This includes the significant use of information technology such as health information systems, databases, big data analysis, and artificial intelligence to facilitate decision-making, improve service levels, and ease access to medical information.
3. **Health Systems and Quality Management:** The department focuses on studying different health systems and how to manage them effectively to ensure quality in healthcare delivery. This includes improving processes, reducing costs, and ensuring patient safety.

4. **Interaction Between Technology and Health Management:** The department examines how modern technologies integrate with administrative processes in healthcare institutions. This includes studying electronic health systems, process automation, and developing digital solutions to support decision-making.
5. **Data Analysis and Decision-Making:** This involves studying how to use statistical analysis techniques and mathematical models to support decision-making in health management. This includes handling clinical and administrative data to enhance performance and make informed decisions.
6. **Training and Technical Skills:** The department also provides practical training on health management tools and techniques, such as health information systems software, e-health applications, and data analysis using specialized software.

Overall, the "Health Management Technologies" department aims to equip students with the knowledge and skills needed to integrate technology with health management and improve the effectiveness and quality of healthcare in various health environments.

Concepts and terminology:

Academic Program Description: The academic program description 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 students to achieve, proving whether they have made the most of the available learning opportunities. It is derived from the program description.

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

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

Program Objectives: They 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 (quarterly, annual, Bologna Process) whether it is a requirement (ministry, university, college and scientific department) with the number of credit hours.

Learning Outcomes: A compatible set of knowledge, skills and values acquired by students 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 members to develop students' teaching and learning, and they are plans that are followed to reach the learning goals. They describe all classroom and extra-curricular activities to achieve the learning outcomes of the program.

University Name: ...AL-Furat Al-Awsat Technical University.

Faculty/Institute: Medical Technical Institute \Najaf.

Scientific Department :Health administrative techniques.

Academic or Professional Program Name: Technical diploma in health administration.

Final Certificate Name:

Technical diploma in health administration.

Academic System: curriculum system (courses)

Description Preparation Date: 22\2\2026

File Completion Date: 1\3\2026

Signature: 

Head of Department Name

:M.D. Rasm Hassan

Date:3 \3\2026





Signature:

Scientific Associate

Name:dr.salah mahdi al-ac

Date:3 \3\2026

Department: Director of the Quality Assurance and University Performance

Dr. Zaid Abdulkareem ALhamidawi

Date:3 \3\2026

Signature: 



Approval of the Dean

Prof. Dr. Haider Hassan Abd Hussein

1. Program Vision

The Department of Health Administration offers a broad study of aspects related to health management systems. The study program includes the necessary requirements that qualify students to enter the field of health administration so that they are able to create and provide modern solutions to improve and manage the health sector locally and regionally.

2. Program Mission

The study of the health administration major aims to provide students with the necessary theoretical and applied knowledge in managing health sectors, by teaching students the skills of analyzing the social aspects of health cases, implementing advanced projects to improve the efficiency of hospitals and health centers, and the ability to communicate with health sectors at the regional and national levels.

It also provides the student in the health administration major with the necessary skills that enable him to take preventive measures against expected dangers and sources of harm before they occur.

3. Program Objectives

- Graduation of cadres with experience in administration in general and health administration in particular.
- Unifying the administrative system for health unit institutions as much as possible within the applicable administrative law so that the rights of all workers in directorates, hospitals and units operating within the health sector can be guaranteed.
- Carrying out reforms in the form and content of hospital and health department management

- Determining the tasks and work of those affiliated with the health units according to their capabilities, ability, ability and experience, each according to his specialty.
- Organizing and arranging the working hours of workers in health units in order to ensure their material and moral rights.

4. Program Accreditation

Does the program have program accreditation? From which side?

Reliability not obtained

5. Other external influences

Ministry of Health + Ministry of Higher Education and Scientific Research /
Scientific Supervision and Evaluation Authority

6. Program Structure

Program Structure	Number of Courses	Credit hours	Percentage	Reviews*
Institution Requirements	5	10	15%	general
College Requirements	5	13	19%	assistant
Department Requirements	24	42	63%	Specialist
Summer Training	1	2	1%	
Other				

* This can include notes whether the course is basic or optional.

7. Program Description

Year/Level	Course Code	Course Name	Credit Hours	
			theoretical	practical
First		<u>First course</u>		
		Health systems	2	3
		Biostatistics/Preliminary	2	2
		Postal and health archiving administration	2	2
		Civil service legislation	1	2
		Accounting techniques	2	3
		Computer principles / 1	1	2
		English language/1	2	0
		human rights	2	0
		Arabic Language	2	0
		<u>Second course</u>		
		Principles of administration	1	3
		Health information technology	1	3
		Health documentation	1	2
		Biostatistics/Advanced	2	2
		Accounting in hospitals	2	3
		Computer applications / 2	1	2
		Editing administrative messages	2	2
		English language/2	2	0
Second		<u>The curriculum is annual</u>		
		Hospital management	2	3
		Health savings management	1	3
		Community health	2	2
		Government accounting	2	2
		Internet applications	1	2
		Scientific research methodology	2	0
		Health laws and legislation	2	1
		Health professions ethics	2	0
		Graduation research project	0	2

8. Expected learning outcomes of the program

Knowledge	
<p>1. the concepts, principles, theories, methods, procedures and policies (administrative – informational – accounting – financial – economic) related to the management of health facilities and institutions.</p> <p>2. Determines mathematical, financial, statistical, and operations research methods and procedures for their application in service management and health sciences.</p>	<p>3– Explains concepts related to (health – illness – public health – health care – medical care – medical risks – health care systems).</p> <p>4– Describes the types of approaches and methods of scientific research and methods of statistical analysis and how to apply them in the management of health institutions.</p> <p>5– Explains theories of general ethics, professional laws, and practices related to health facilities</p>
Skills	
<p>Learning Outcomes: Analyze and interpret complex administrative problems related to health administration using modern analytical methods, techniques and tools.</p>	<p>1. Prepares appropriate strategies to develop the performance of health services and confront expected crises in health institutions</p> <p>2. Applies modern concepts, theories, principles, methods, policies and procedures (administrative - informational - economic - financial - accounting) in the field of public and private health management.</p>
<p>Learning outcomes: Professional and administrative performance in various sectors of health institutions is objectively evaluated.</p>	<p>3- Manages health institutions efficiently and effectively, contributing to the activation of preventive and curative activities at the management and division levels of those institutions</p> <p>4- Applies the principles, foundations and standards of comprehensive quality in the management of health services institutions.</p>
Ethics	
<p>1– Learning outcomes.... Participates within a work team to achieve the goals of the health institution in which he works.</p>	<p>2- Statement of learning outcomes..... It uses modern technology in preparing administrative and medical reports to meet the needs of beneficiaries</p>
<p>3– Learning outcomes: Communicate effectively with others to activate and raise the quality of health services provided through hospitals</p>	<p>4- Statement of learning outcomes..... Adheres to ethical standards and professional controls while practicing his work in the multi-health institution</p>

9. Teaching and Learning Strategies

1. A strategy for coordination and integration between different disciplines and administrative sciences to achieve a link between basic sciences and their applications
2. Self-learning strategy and continuous follow-up through gradually informing and assigning students preparatory readings for subsequent educational activities, as well as specific assignments for each educational activity. A number of lectures are also listed on the website of the institute and the department, and students are assigned to review these topics
3. Use various educational sources of knowledge, such as university textbooks (if available), scientific references and scientific periodicals, e-learning and the international information network.
4. Using different teaching methods and methods to achieve the required goals and objectives.
 - 1.1. Interactive education
 - 1.2. Cooperative education
 - 1.3. E-Learning
 - 1.4. Brainstorming
 - 1.5. Experiential learning
 - 1.6. Indirect education

10. Evaluation methods

1. Mid-semester and end-of-semester exams, and this process is applied in all courses.
2. Multiple oral exams.
3. Multiple process exam.
4. Methods of evaluating non-traditional learning methods, such as: evaluating individual and group research projects + a practical exam that evaluates the student's professional performance

11. Faculty

Faculty Members

Academic Rank	Specialization		Special Requirements/Skills (if applicable)		Number of the teaching staff	
	General	Special			Staff	Lecturer
Assistant Professor		1			1	
Doctor teacher		2			2	
Teacher		1			1	
assistant teacher	2	3			5	

Professional Development

Mentoring new faculty members

- Program content

The program is designed and presented in the form of open lectures and seminars with training workshops and lasts over two or more days, which all new faculty members are required to attend and includes the following topics:

- Rights and duties of faculty members

Providing an overview of the Technical University system and the most important regulations related to the work of faculty members, such as regulations for department councils, in addition to financial matters and vacations related to faculty members.

- Students' rights and duties

Providing an overview of students' rights and duties, student discipline regulations, study regulations, tests, and academic guidance

- Program quality and academic accreditation

Providing an overview of academic accreditation, the requirements and forms of the National Center for Academic Accreditation and Evaluation, and presenting the quarterly plan for quality work related to academic departments, while giving practical training on fulfilling the course.

- Learning resources at the institute

Providing an overview of the electronic services provided by the Deanship of the Institute in Information Technology, along with practical training on the basics of using the smart Whiteboard.

- Scientific research programs

Providing an overview of the scientific research programs supported by the institute's esteemed administration, the scientific research awards and rewards, the electronic scientific research systems and how they work, the regulations for promotions, academic sabbaticals, and the secondment system.

- Feedback

At the end of the program, an evaluation questionnaire is distributed that includes the evaluation of the new faculty members of the program with regard to reception, organization, presentations, and scientific material. The results of these questionnaires are used to change and update programs for subsequent years according to the needs of the trainees.

Professional development of faculty members

- Programs to develop educational skills for faculty members

1. Development in the academic field
2. Diversity in learning and e-learning
3. Electronic training for some educational skills
4. Teamwork: work teams and communication opportunities

- Self-skills development programs for faculty members

1. Learn self-control, how to do neural programming, listen to self-talk, and distinguish between useful and unhelpful patterns of thinking.
2. Creating a safe and confidential environment in exploring work issues and solving problems on the ground and in the work environment.
3. Determine the roles that everyone must play in ensuring health and safety, and know how to respond to emergency situations or report a problem.

- Programs to develop research skills for faculty members

1. Providing information to researchers and faculty members who wish to advance their innovations
2. Educating faculty members about available publishing fields and houses, and how to communicate with international publishers.
3. It presents a wide range of ethics that researchers must adhere to when conducting applied research.

12. Acceptance Criterion

- i. Central admission / general channel – scientific or biological branch only**
- ii. Central admission/candidacy amendment channel (vacant seats)**
- iii. Central admission/objections channel for those with averages of 75% and above**
- iv. Results for students who do not have central admission for the academic year 2023–2024**
- v. Private government morning study channel (vacant seats)**
- vi. Graduates of distinguished schools**
- vii. Private government morning study channel / graduates 2022–2023**
- viii. Private government morning study channel / graduates 2021–2022**
- ix. Channel for families of martyrs of victims of terrorism {morning study}**
- x. Channel for the families of the martyrs of the victims of the former regime {morning study}**
- xi. Channel for the families of the martyrs of the victims of the former regime {students of the previous year}**

13. The most important sources of information about the program

- Specialized field of work {health}
- Educational bags
 - world Wide Web
- Accredited scientific sources {relative and analogous}
- Educational and advisory centers for the fields of professional and academic work

14. Program Development Plan

- Adopting contemporary curricula to expand and enhance students' knowledge towards providing them with scientific skills that are compatible with the needs of the labor market.
- Establishing laboratories and workshops to link the theoretical aspect to the practical aspect in light of the needs of the labor market and development plans.
- Establishing a scientific center to care for distinguished students in coordination with the university to develop their scientific capabilities.
- Developing a new mechanism for student evaluation that adopts modern testing methods that include the following
 - Objective written tests are 30% and depend on teaching thinking, understanding and deduction.
 - • Written and essay tests, which are 20% and depend on memorization, memory, and expression.
 - Practical tests, which are 40%, depend on personal abilities to understand and apply the scientific material.
 - Curricular and extracurricular activities 10%.

Program Skills Outline

				Required program Learning outcomes										
Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Ethics		
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3
Stage (first)		Health systems		*		*		*		*			*	*
		Mail management and archiving		*		*		*	*	*	*		*	*
		Biostatistics		*	*		*		*	*	*		*	*
		Civil service legislation		*		*		*		*				*
		Accounting techniques		*	*			*	*	*	*		*	*
		Computer Principles (1)		*			*		*		*		*	*
		English language (1)		*		*			*	*	*		*	*
		human rights		*		*					*		*	
		Arabic		*			*			*	*		*	*
Stage (second)		Principles of administration		*		*		*	*		*		*	*
		Health information technology		*		*		*	*		*		*	*
		Health documentation		*	*	*		*	*		*		*	*
		Biostatistics		*	*		*		*	*		*	*	*
		Accounting in hospitals		*	*			*	*	*	*		*	*
		Computer Applications (2)		*	*				*		*		*	*
		Editing administrative messages		*		*			*		*		*	*
		English language (2)		*		*			*	*	*		*	*
Final stage		Hospital management		*		*		*	*	*	*	*	*	

Health stores management		*		*		*	*	*	*	*	*	*
Community health		*		*		*		*	*	*	*	*
Government accounting		*	*			*	*		*	*	*	*
Internet applications		*	*			*	*		*		*	*
Scientific research methodology					*	*	*			*	*	*
Health Management		*		*		*	*	*	*	*	*	*
Health laws and legislation		*		*		*	*	*	*		*	*
Health professions ethics		*	*	*	*	*	*	*	*	*	*	*

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

First stage courses:

Description Form Editing administrative messages

1. Course Name:
Editing administrative messages
2. Course Code:
3. Semester / Year:
Course (15 week)

4. Description Preparation Date:					
5. Available Attendance Forms:					
Presence					
6. Number of Credit Hours (Total) / Number of Units (Total)					
4 hours – 4 units					
7. Course administrator's name (mention all, if more than one name)					
Name: Noor Alhuda Nabih Email: NoorAl-HudaNabi.inj@atu.edu.iq					
8. Course Objectives					
Course Objectives		<ul style="list-style-type: none"> • The student's knowledge of the concept and components of ac • The student's knowledge of the methods of writing letters and the and administrative, purchase and sale requests, collecting transact • The student's knowledge of how to conduct correspondence within the work and within the framework of administrative work • The student learned a wide range of terms and expressions comm 			
9. Teaching and Learning Strategies					
Strategy		<ul style="list-style-type: none"> • Giving lectures • Discussing with students and exchanging ideas about the lecture topic • Brainstorming questions • Dividing the students into scientific groups, asking them questions, and holding a competit correctness of the answers between the groups • Use a set of exercises and models on how to write letters in English. • Using screens and presentations for the lecture. 			
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method

First	4 hours	Know and understand the concept and components of messages in the English language	The concept and components of messages in English	Theoretical explanation of the information and the use of examples and models for different types of messages in the English language	Tests, homework, sharing inform
second	4 hours	Know and understand how to prepare and write letters in English	How to prepare and write letters in English	Theoretical explanation of the information and the use of examples and models for different types of messages in the English language	Tests, homework, sharing inform
Third	4 hours	Know and understand some exercises on how to write letters	Explain and apply some exercises on how to write letters	Theoretical explanation of the information and the use of examples and models for different types of messages in the English language	Tests, homework, sharing inform
Fourth	4 hours	Know and understand how to write a letter containing a job application in English	How to write a letter containing a job application in English	Theoretical explanation of the information and the use of examples and models for different types of messages in the English language	Tests, homework, sharing inform

Fifth	4 hours	Know and understand some exercises about applying for a job	Explain and apply some exercises about submitting a job application	Theoretical explanation of the information and the use of examples and models for different types of messages in the English language	Tests, homework, sharing inform
Sixth	4 hours	Know and understand how to write query and inquiry letters	How to write query and inquiry letters	Theoretical explanation of the information and the use of examples and models for different types of messages in the English language	Tests, homework, sharing inform
seventh	4 hours	Know, understand and apply some exercises on how to write inquiry letters about goods and products	Explain and apply some exercises on how to write inquiry letters about goods, products, and purchase deals	Theoretical explanation of the information and the use of examples and models for different types of messages in the English language	Tests, homework, sharing inform
Eighth	4 hours	Know and understand how to write letters requesting the purchase of products and materials	How to write letters requesting the purchase of products and materials	Theoretical explanation of the information and the use of examples and models for different types of messages in the English language	Tests, homework, sharing inform

Ninth	4 hours	Know, understand and apply some exercises on how to write letters requesting the purchase of products and materials	Explain and apply some exercises on how to write letters requesting the purchase of products and materials	Theoretical explanation of the information and the use of examples and models for different types of messages in the English language	Tests, homework, sharing inform
Tenth	4 hours	Know and understand how to write letters of complaint and respond to letters of complaint	How to write complaint letters and respond to complaint letters	Theoretical explanation of the information and the use of examples and models for different types of messages in the English language	Tests, homework, sharing inform
eleventh	4 hours	Know, understand and apply some exercises on how to write complaint letters	Explain and apply some exercises on how to write letters of complaint and respond to letters of complaint	Theoretical explanation of the information and the use of examples and models for different types of messages in the English language	Tests, homework, sharing inform
twelfth	4 hours	Know and understand how to write letters on the subject of paying dues and collecting bills	Explaining how to write letters on the subject of paying dues, collecting bills, and conducting some accounts and financial matters	Theoretical explanation of the information and the use of examples and models for different types of messages in the English language	Tests, homework, sharing inform

Thirteenth	4 hours	Know and understand some exercises	Explanation and application of some exercises	Theoretical explanation of the information and the use of examples and models for different types of messages in the English language	Tests, homework, sharing inform
Fourteenth	4 hours	Knowledge and understanding of foreign trade and how to communicate with external parties	Foreign trade, how to communicate with external parties, methods of payment and collecting invoices	Theoretical explanation of the information and the use of examples and models for different types of messages in the English language	Tests, homework, sharing inform
fifteenth	4 hours	Know and understand some exercises in how to write letters in foreign trade and foreign business dealings	Explaining and applying some exercises on how to write letters in foreign trade and foreign business dealings in terms of buying, selling, and collecting invoices	Theoretical explanation of the information and the use of examples and models for different types of messages in the English language	Tests, homework, sharing inform

11. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily exams, reports are divided as follows:

- 30 marks for the annual endeavor, consisting of 10 marks for daily activity and 20 marks for a written exam
- 70 marks on the final exam

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)

Main references (sources)	Commercial correspondence in Arabic and English (Yassin Abde
Recommended books and references (scientific journals, reports...)	A collection of research and reports on the topics of writing a
Electronic References, Websites	

Description Form of Health documentation

1. Course Name:	
Health documentation	
2. Course Code:	
3. Semester / Year:	
Course (15 week)	
4. Description Preparation Date:	
8\12\2025	
5. Available Attendance Forms:	
Presence	
6. Number of Credit Hours (Total) / Number of Units (Total)	
3 hours (3 units)	
7. Course administrator's name (mention all, if more than one name)	
Name: Nawras Ali Hussein Email: nawres.ali.inj@atu.edu.iq	
8. Course Objectives	
Course Objectives	<ul style="list-style-type: none"> • The student's knowledge of the concept and components of the medical record and its importance • The student's knowledge of methods for keeping medical records, how to maintain the best systems, programs, and Internet networks in the process of keeping records • Knowledge of the health information system and the types of information systems and their importance in providing the best level of quality of health services and health care using modern technological means.
9. Teaching and Learning Strategies	
Strategy	<ul style="list-style-type: none"> • Giving lectures • Discussion with students and exchanging ideas about the lecture topic • Brainstorming questions

	<ul style="list-style-type: none"> • Divide the students into scientific groups, ask them questions, and hold a competition for the answers between the groups • Using screens and presentations for the lecture, along with displaying pictures and videos.
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10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
First	3 hours	Know and understand the concept of medical documentation	The concept of medical documentation	theoretical	Tests, homework, part
second	3 hours	Know and understand the history of medical records	History of medical records	theoretical	Tests, homework, part
Third	3 hours	Knowledge and understanding of the concept, importance and objectives of medical records in health institutions	The concept, importance and objectives of medical records in health institutions	theoretical	Tests, homework, part
Fourth	3 hours	Knowledge and understanding of centralization and decentralization in medical record keeping	Centralization and decentralization in medical record keeping	theoretical	Tests, homework, part
fifth	3 hours	Knowledge and understanding of hospital information systems	Hospital information systems	theoretical	Tests, homework, part
Sixth	3 hours	Knowing and understanding the types of	Types of hospitals and administrative organization	theoretical	Tests, homework, part

		hospitals and administrative organization			
seventh	3 hours	Know and understand administrative information and basic medical forms	Administrative information and basic medical forms	theoretical	Tests, homework, part
eighth	3 hours	Knowledge and understanding of numbering and archiving of medical records	Numbering and archiving of medical records	theoretical	Tests, homework, part
ninth	3 hours	Knowledge and understanding of collation and quantitative and qualitative review of medical records	Arranging and reviewing quantitative and qualitative medical records	theoretical	Tests, homework, part
tenth	3 hours	Know and understand the components and benefits of the medical record	Components and benefits of a medical record	theoretical	Tests, homework, part
eleventh	3 hours	Knowledge and understanding of medical statistics and their importance	Medical statistics and their importance	theoretical	Tests, homework, part
twelfth	3 hours	Know and understand how to write monthly statistical reports	Writing monthly statistical reports	theoretical	Tests, homework, part
Thirteenth	3 hours	Knowledge and understanding of monitoring and following	Monitoring and following up on the movement of medical records	theoretical	Tests, homework, part

		up on the movement of medical records			
Fourteenth	3 hours	Knowledge and understanding of legal and information technology requirements	Legal and IT requirements	theoretical	Tests, homework, part
fifteenth	3 hours	Knowledge and understanding of medical records departments and their duties	Medical records departments and their duties	theoretical	Tests, homework, part

11. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily exams, reports are divided as follows:

- 30 marks for the annual endeavor, consisting of 10 marks for daily activity and 20 marks for a written exam
- 70 marks on the final exam

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Course Description of the course Professional Ethics

1. Course Name
Professional Ethics
2. Course Code
1
3. Semester/Year

Course (15 weeks)

4. Date of preparation of this description

8\12\2025

5. Available Student Attendance Forms

Came

6. Number of study hours (total) / number of units (total) 4 hours

2 hours 2 units

7. Course administrator's name (if more than one name)

Name: Thawra Latif Jassim ALA Lean: thawra.lateef.inj@atu.edu.iq

Course Objectives

Recognize eth

Commitment to ethical values wh

Learning and teaching the most important m

9. Teaching

Strategy

Giving lectures and conducting periodic tests for students in order to review the stu
Making general questions away from the subject in order to know the skills of

Provide illustrative examples that are more understandable to the student

Use screens and presentations with il

10. Course Structure

The week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
The first	2 hours	Recognize the concept of ethics	The concept of ethics	theoretical	auditions
Second	2 hours	Recognize the general rules of ethics. Sources of Ethics.	General rules of ethics	theoretical	auditions
Third	2 hours	Professional Ethics			

Fourth	2		What is the ethics of the profession? Positive returns of commitment to professional ethics	theoretical	auditions
V	hours	Characteristics of business ethics. Qualities of professional ethics			
Sixth	2	Steps of an acceptable level of professional ethics	Characteristics of business ethics.	theoretical	auditions
	hours	Values and ethics			
Seventh	2	Patterns of unethical behavior in the profession Administrative corruption.	Steps of an acceptable level of professional ethics	theoretical	auditions
Eighth	hours	Bribery. The concept of bribery. Types of bribery.	Values and ethics	theoretical	auditions
Ninth	2	Cheating. The concept of cheating. The nature of cheating at work. Manifestations of job fraud	Patterns of unethical behavior in the profession	theoretical	auditions
X	hours	Means and methods of consolidating the values of professional ethics The method of consolidating professional ethics	ü Bribery.	theoretical	auditions
Eleventh	2	Levels of building and consolidating professional ethics. Means and methods of consolidating professional ethics.	ü Cheating. Means and methods of consolidating the values of professional ethics	theoretical	auditions
Twelfth	2	Health Ethics The honor of the science and profession of medicine and its importance		theoretical	auditions
Thirteenth	hours	Doctor's duties First: The doctor's duties towards society	Levels of building and consolidating ethics	theoretical	auditions
Fourteenth	2	Patient Rights The concept of patient rights The importance of respecting patient rights	Health Ethics The honor of the science and profession of medicine and its importance	theoretical	auditions
Fifteenth	hours			theoretical	auditions

2 hour s	Duties of the doctor First: The duties of the doctor towards society	theoreti cal	auditio ns
2 hour s	Patient Rights The concept of patient rights The importance of respecting patient rights	theoreti cal	auditio ns
2 hour s			
2 hour s			
2 hour s			
2 hour s			

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. 30 for the annual quest consisting of 10 marks for daily activity, 20 marks for the written exam and 70 marks for the final exam

12. Learning and Teaching Resources

Required textbooks (methodology, if any)	
Main references (sources)	
Recommended books and references (scientific journals, reports...	Professional Ethics / Ahmed bin Ali Al-Ghafairi 2019
Electronic References, Websites	Websites

Course description form

13. Course Name	
Arabic	
14. Course Code	
15. Semester/ year	
Quarterly	
16. Date this description was prepared	
2024-4-19	
17. 1. Available forms of attendance: blended in-person education	
18. Number of study hours (total)/number of units (total)	
30hours	
19. Name of the course administrator (if more than one name is mentioned)	
Name: : Heba Karim Shaker : Yamil : Heba Karim Shaker @atu.edu.iq	
20. objectives Course	
	<p>Objectives of the study subject</p> <p>1-Developing a spirit of pride in the Arabic language.</p> <p>2-Developing students' linguistic skills.</p> <p>3-Business ethiDeveloping a spirit of pride in the Arabic language.</p> <p>4- - Improving the professional and research level of students.</p> <p>5-Developing the grammatical and literary abilities of university students</p>

21. Teaching and learning strategies					
The strategy		1- Theoretical lectures. 2- Cooperative education strategy and group system. 3- Pen and paper strategy. 4- Brainstorming strategy and stimulating creative thinking.			
22. Course structure					
the week	hours	Required learning outcomes	Name of the unit or topic	Learning method	Evaluation method
the first	2	Knowledge understanding	Writing topics (dād) and (dā)	Active learning: includes active and interactive participation in the learning process through practicing scientific activities and applications	:Objective assessment includes the use of tests with predetermined answers, such as tests that require a yes or no answer or choosing the correct answer from multiple options
the second	2	Knowledge understanding	The number	Active learning: includes active and interactive participation in the learning process through practicing scientific activities and applications	Objective :assessment includes the use tests with predetermined answers, such as tests that require yes or no answer or choosing the correct answer from multiple .options
the third	2	Knowledge understanding	T' marbuta And the open and the ha	Active learning: includes active and interactive participation in the learning process through practicing scientific	Objective :assessment includes the use tests with predetermined answers, such as tests that require yes or no answer or choosing the correct answer from multiple .options

				activities and applications	
the fourth	2	Knowledge understanding	punctuation ma	Active learning: includes active and interactive participation in the learning process through practicing scientific activities and applications	Objective :assessment includes the use tests with predetermined answers, such as tests that require yes or no answer or choosing the correct answer from multiple .options
Fifth	2	Knowledge an understanding	Linguistic error Common	Active learning: includes active and interactive participation in the learning process through practicing scientific activities and applications	Objective :assessment includes the use tests with predetermined answers, such as tests that require yes or no answer or choosing the correct answer from multiple .options
VI	2	Knowledge understanding	The thousand cabin And the extended thousand	Active learning: includes active and interactive participation in the learning process through practicing scientific activities and applications	Objective :assessment includes the use tests with predetermined answers, such as tests that require yes or no answer or choosing the correct answer from multiple .options
Seventh	2	Knowledge understanding	Solar letters And the moon	Active learning: includes active and	Objective :assessment includes the use tests with

				interactive participation in the learning process through practicing scientific activities and applications	predetermined answers, such as tests that require yes or no answer or choosing the correct answer from multiple options
VIII	2	Knowledge understanding	Noun and verb And the intention	Active learning: includes active and interactive participation in the learning process through practicing scientific activities and applications	Objective :assessment includes the use tests with predetermined answers, such as tests that require yes or no answer or choosing the correct answer from multiple options
Ninth	2	Knowledge understanding	Meanings of letters Traction	Active learning: includes active and interactive participation in the learning process through practicing scientific activities and applications	Objective :assessment includes the use tests with predetermined answers, such as tests that require yes or no answer or choosing the correct answer from multiple options
The tenth	2	Knowledge understanding	Effects	Active learning: includes active and interactive participation in the learning process through practicing	Objective :assessment includes the use tests with predetermined answers, such as tests that require yes or no answer or choosing the correct answer

				scientific activities and applications	from multiple .options
eleventh	2	Knowledge understanding	Rules for writing hamza	Active learning: includes active and interactive participation in the learning process through practicing scientific activities and applications	Objective :assessment includes the use tests with predetermined answers, such as tests that require yes or no answer or choosing the correct answer from multiple .options
twelveth	2	Knowledge understanding	The link And the pieces	Active learning: includes active and interactive participation in the learning process through practicing scientific activities and applications	Objective :assessment includes the use tests with predetermined answers, such as tests that require yes or no answer or choosing the correct answer from multiple .options
Thirteenth	2	Knowledge understanding	The names of the signal	Active learning: includes active and interactive participation in the learning process through practicing scientific activities and applications	Objective :assessment includes the use tests with predetermined answers, such as tests that require yes or no answer or choosing the correct answer from multiple .options
fourteenth	2	Knowledge understanding		Active learning: includes active and interactive	Objective :assessment includes the use tests with predetermined

				participation in the learning process through practicing scientific activities and applications	answers, such as tests that require yes or no answer or choosing the correct answer from multiple options
Fifteenth	2	Knowledge understanding	Administrative discourse	Active learning: includes active and interactive participation in the The correct action And the sick one learning process through practicing scientific activities and applications	Objective :assessment includes the use tests with predetermined answers, such as tests that require yes or no answer or choosing the correct answer from multiple options
23. Course evaluation					
Grade distribution 20 Editorial + 10 activity = 30 70 Final					
24. Learning and teaching resources					
Main references (sources)					
Recommended supporting books and references (...scientific journals, reports)			1- Explanation of Ibn Aqeel 2- Al-Wajeez in the Arabic language 3- Grammar of the Arabic language (grammar and easy morphology) 4- Spelling rules		
Electronic references, Internet sites					

Course Name

Service Legislation

Course Code

Semester/Year

Priority

Time of preparation of this description

2025

Available Attendance Forms

Number of credit hours (total) / number of units (total)

Hours / five units

Course administrator's name (if more than one name)

Rasim Aayed Hasan email : rasm.hassan@atu.edu.iq

Course Objectives

Objectives

- Learn the methods of calculating vacations for the employee.....
- Introducing the student to the most important rights. and the duties of the employee.
- Teaching the context of legal procedure for the punishment of the employee.....

Teaching and learning strategies

Explanation and clarification
 Effective lecture and discussion method
 Case study method
 Participation in practical activities of the subject

Course Structure

Week

Hours

Required Learning Outcomes

Unit or subject name

Learning method

Evaluation method

	5	Civil Service Legislation	Public Service	Lecture	Audition
	5 5	Civil Service Legislation Civil Service Legislation	Legal status of the employee The basics of employee selection	Lecture Lecture	audition audition
	5 5	Civil Service Legislation Civil Service Legislation	Employee Duties Employee Rights	Lecture Lecture	audition audition
	5	Civil Service Legislation	Works that deprive the employee	Lecture	audition
	5	Civil Service Legislation	Disciplinary sanctions	Lecture	audition
	5	Civil Service Legislation	Chapter	Lecture	audition
	5	Civil Service Legislation	Insulation	Lecture	audition
	5	Civil Service Legislation	Hand pull	Lecture	audition
	5	Civil Service Legislation	Grievance	Lecture	audition
	5	Civil Service Legislation	Staff Justice Courts	Lecture	audition
nth	5	Civil Service Legislation	Loan & Transfer	Lecture	audition
nth	5	Civil Service Legislation	Resignation	Lecture	audition
h	5	Civil Service Legislation	Retirement	Lecture	audition

Course Evaluation

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

ion: Exam end of semester from 30/
am of / 70

Learning and Teaching Resources

Used textbooks (methodology, if any)	No textbook
References (sources)	Mediator in administrative law
Recommended books and references (scientific journals, reports...)	Iraqi Academic Journal
Electronic References, Websites	

Course Name:	
Application computer 1	
Course Code:	
Semester / Year:	
First /first	
Description Preparation Date:	
Available Attendance Forms:	
Number of Credit Hours (Total) / Number of Units (Total)	
1-2/2	
Course administrator's name (mention all, if more than one name)	
Name: Hanan abbas Salman Email: hananabbas@atu.edu.iq	
Course Objectives	
Course Objectives	Identify the types of computers <ul style="list-style-type: none"> • Identify the types of computer systems • Learn the Windows program •
13. Teaching and Learning Strategies	

Strategy	<p>Understanding the Windows system</p> <ul style="list-style-type: none"> • How to deal with input and output devices • Skill in managing folders and files
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14. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	3	Learn the skill	Introduction to the concept of calculator and its various development and types	Theoretical practical	Tests
2	3	Learn the skill	Identify the different physical components	Theoretical practical	Tests
3	3	Learn the skill	Identify the moral components	Theoretical practical	Tests
4	3	Learn the skill	Learn about the operating system	Theoretical practical	Tests
5	3	Learn the skill	Supplies, preparation operation of windows	Theoretical practical	Tests
6	3	Learn the skill	Identify the device icon, explore the contents of the file edit menu and execute various commands	Theoretical practical	Tests
7	3	Learn the skill	Learn about the rest of the icons, menus and commands	Theoretical practical	Tests
8	3	Learn the skill	Identify the documents icon	Theoretical practical	Tests
9	3	Learn the skill	Dealing with the trash icon	Theoretical practical	Tests

10	3	Learn the skill	Get to know the taskbar	Theoretical practical	Tests
11	3	Learn the skill	Identify the contents of the \$ menu	Theoretical practical	Tests
12	3	Learn the skill	Learn about some of the co panel functions	Theoretical practical	Tests
13	3	Learn the skill	How to deal with some insta programs	Theoretical practical	Tests
14	3	Learn the skill	Microsoft word application	Theoretical practical	Tests
15	3	Learn the skill	Excel application	Theoretical practical	Tests

15. Course Evaluation

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

16. Learning and Teaching Resources

Required textbooks (curricular books if any)	None
Main references (sources)	None
Recommended books and references (scientific journals, reports...)	None
Electronic References, Websites	All sites that contain computer basics, hardware and software par

Biostatistics Course Description

1. Course Name Biostatistics
2. Course Code

3. Semester / Year First course 15 weeks + second course 15 weeks

4. Date of preparation of this description 8\12\2025

5. Available Forms of Attendance / My Presence

6. Number of study hours (total) / number of units (total) 4 hours, 4 units

7. Course administrator's name (if more than one name)

Name: Hamida Muslim Abdel Zahra AlaYamil : ahshaban2013@yahoo.com

8. Course Objectives

Course Objectives

- Identify and class
- How data frequen
- Know how to mak

9. Teaching and learning strategies

Strategy

Learn how to reach and implement a statistical decision

10. Course Structure

The week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluat
The first	4 hours	Know and understand data collection and define statistics	Data collection and definition of statistics	Theoretical and practical	Daily P Homew
Second	4 hours	Know and understand measures of central tendency	Measures of central tendency	Theoretical and practical	Daily Pa

Third	4 hours	Knowledge and understanding	Frequency distributions	Theoretical and practical	Daily P Homev
Fourth	4 hours	Know and understand the dispersion meter	Dispersion Meter	Theoretical and practical	Daily P Homev
V	4 hours	Know and understand the properties of dispersion scales	Properties of dispersion meters	Theoretical and practical	Daily P Homev
Sixth	4 hours	Know and understand the measures of hypertension and torsion	Hyperterometers and torsion	Theoretical and practical	Daily P Homev
Seventh	4 hours	Know and understand the normal distribution	Normal distribution	Theoretical and practical	Daily P Homev
Eighth	4 hours	Know and understand correlation and regression	Correlation and regression	Theoretical and practical	Daily P Homev
Ninth	4 hours	Know and understand indices	Indices	Theoretical and practical	Daily P Homev
X	4 hours	Know and understand population and vital statistics	Population and vital statistics	Theoretical and practical	Daily P Homev
atleast ten	4 hours	Know and understand time series	Time series	Theoretical and practical	Daily P Homev
Second ten	4 hours	Know and understand weighted mediums	Weighted media	Theoretical and practical	Daily P Homev
Third ten	4 hours	Know and understand the possibilities	Possibilities	Theoretical and practical	Daily P Homev

Fourteenth	4 hours	Know and understand the possibilities	Possibilities	Theoretical and practical	Daily P Homev
V ten	4 hours	Know and understand conditional probability	Conditional probability	Theoretical and practical	Daily P Homev
Sixth ten	4 hours	Know and understand life schedules	Life schedules	Theoretical and practical	Daily P Homev
Seventh ten	4 hours	Know and understand the extraction of mortality numbers	Extracting the number of deaths	Theoretical and practical	Daily P Homev
Eighth ten	4 hours	Know and understand the extraction of life expectancy	Extraction of average age	Theoretical and practical	Daily P Homev
Nineteenth	4 hours	Know and understand integrated life schedules	Integrated Life Schedules	Theoretical and practical	Daily P Homev
Twentieth	4 hours	Know and understand the organization of birth data	Organizing birth data	Theoretical and practical	Daily P Homev
Twenty- first	4 hours	Know and understand death registration and death registry	Death Registration and Death Registry	Theoretical and practical	Daily P Homev
Twenty- second	4 hours	Know and understand the concept of health statistics	The concept of health statistics	Theoretical and practical	Daily P Homev
Twenty- third	4 hours	Know and understand patient and inpatient statistics	Statistics of patients and patients	Theoretical and practical	Daily P Homev

Twenty-fourth	4 hours	Knowledge and understanding of folk clinics and central medical clinics	Popular clinics and central medical clinics	Theoretical and practical	Daily Preparation Home
Twenty-fifth	4 hours	Know and understand the statistics of parahealth professionals	Statistics of Allied Health Professionals	Theoretical and practical	Daily Preparation Home
Twenty-sixth	4 hours	Know and understand the laboratory test form	Laboratory Test Form	Theoretical and practical	Daily Preparation Home
Twenty-seventh	4 hours	Knowledge and understanding of the endemic diseases form	Endemic Diseases Form	Theoretical and practical	Daily Preparation Home
Twenty-eighth	4 hours	Know and understand the measurement of infection rate and prevalence	Measuring infection rate and prevalence	Theoretical and practical	Daily Preparation Home
Twenty-ninth	4 hours	Know and understand the duration of stay	Length of stay	Theoretical and practical	Daily Preparation Home
Thirty	4 hours	Know and understand the method of coding statistical forms	Method of coding statistical forms	Theoretical and practical	Daily Preparation Home

11. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily exams, reports etc. and are presented as follows 30 for the annual quest: ten daily activity, twenty monthly course exam

12. Learning and Teaching Resources

Required textbooks (methodology, if any)	No
Main references (sources)	No
Recommended books and references (scientific journals, reports...)	Iraqi Academic Journal
Electronic References, Websites	G00gl Sc0lr

Course Description of the course Professional Ethics

1. Course Name	
Professional Ethics	
2. Course Code	
1	
3. Semester/Year	
Course (15 weeks)	
4. Date of preparation of this description	
8\12\2025	
5. Available Student Attendance Forms	
Came	
6. Number of study hours (total) / number of units (total) 4 hours	
2 hours 2 units	
7. Course administrator's name (if more than one name)	
Name: Thawra Latif Jassim ALALean: thawra.lateef.inj@atu.edu.iq	
8. Course Objectives	
Course Objectives	Recognize ethical principles and values..... Commitment to ethical values when practicing any profes Learning and teaching the most important moral principl
9. Teaching and learning strategies	
Strategy	Giving lectures and conducting periodic tests for students in order to review the study Making general questions away from the subject in order to know the skills of student intelligence Provide illustrative examples that are more understandable to the student than theor Use screens and presentations with illustrations of the lecture
10. Course Structure	

The week	Hours	Required Learning Outcomes	Unit or subject name	Learning method
The first	2 hours	Recognize the concept of ethics	The concept of ethics	theoretical
Second	2 hours	Recognize the general rules of ethics.Sources of Ethics.	General rules of ethics	theoretical
Third	2 hours	Professional Ethics	What is the ethics of the	theoretical
Fourth	2 hours	Characteristics of business ethics.	profession?Positive returns of	theoretical
V	2 hours	Qualities of professional ethics	commitment to professional ethics	theoretical
Sixth	2 hours	Steps of an acceptable level of professional ethics	Characteristics of business ethics.	theoretical
Seventh	2 hours	Values and ethics	Steps of an acceptable level of professional ethics	theoretical
Eighth	2 hours	Patterns of unethical behavior in the profession	Values and ethics	theoretical
Ninth	2 hours	Administrative corruption.	Patterns of unethical behavior in the profession	theoretical
X	2 hours	Bribery. The concept of bribery. Types of bribery.	ü Bribery.	theoretical
	2 hours	Cheating. The concept of cheating. The nature of cheating at work. Manifestations of job fraud	ü Cheating.	theoretical
	2 hours	Means and methods of consolidating the values of professional ethics The method of consolidating professional ethics	Means and methods of consolidating the values of professional ethics	theoretical
	2 hours	Levels of building and consolidating professional ethics. Means and methods of consolidating professional ethics.	Levels of building and consolidating ethics	theoretical
Eleventh	2 hours	Health Ethics		theoretical
	2 hours	The honor of the science and profession of medicine and its importance		theoretical
Twelfth	2 hours	Doctor's duties First: The doctor's duties towards society	Health Ethics	theoretical
Thirteenth	2 hours	Patient Rights The concept of patient rights The importance of respecting patient rights	The honor of the science and profession of medicine and its importance	theoretical
Fourteenth				

Fifteenth	2 hours		Duties of the doctor First: The duties of the doctor towards society	theoretical
	2 hours		Patient Rights The concept of patient rights The importance of respecting patient rights	theoretical
	2 hours			
	2 hours			
	2 hours			

11. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily reports ... etc. 30 for the annual quest consisting of 10 marks for daily activity, 20 marks for the written exam and

12. Learning and Teaching Resources

Required textbooks (methodology, if any)	
Main references (sources)	
Recommended books and references (scientific journals, reports...	Professional Ethic
Electronic References, Websites	

1. Course Name:

Medical terminology / first year

2. Course Code:					
No					
3. Semester / Year: Autumn semester 2024					
Year					
4. Description Preparation Date:					
8\12\2025					
5. Available Attendance Forms:					
Presence					
6. Number of Credit Hours (Total) / Number of Units (Total)					
2 hour - week 2 unit					
7. Course administrator's name (mention all, if more than one name)					
Name: Liqaa Kareem Abadi / Email : liqaa.azeiz@atu.edu.iq					
8. Course Objectives					
1. Identify the parts of the medical term		3. Defining the medical term based on linking the meanings to th			
2. Understand how to analyze a medical term into its component parts		4. Memorizing abbreviations for medical terms commonly used			
9. Teaching and Learning Strategies					
Strategy	<ul style="list-style-type: none"> - Giving theoretical lectures through the use of PowerPoint and through Use Data show. - As well as clarifying the chemical structure of molecules and their metabolic pathways through (lectur induction and measurement - and problem solving). 				
10. Course Structure					
Week	H o u r s	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation met

The first	2	Referred to in the previous axis each according to the content	Introduction to medical terminology	Presentation and discussion
The second	2	Referred to in the previous axis each according to the content	Prefixes	Presentation and discussion
The third		Referred to in the previous axis each according to the content	Root	Presentation and discussion
The four		Referred to in the previous axis each according to the content	Suffix	Presentation and discussion
The five		Referred to in the previous axis each according to the content	Cardiovascular system	Presentation and discussion
The six		Referred to in the previous axis each according to the content	Pathological terminology	Presentation and discussion
The seven		Referred to in the previous axis each according to the content	Pathological terminology	Presentation and discussion
The eight		Referred to in the previous axis each according to the content	Blood system	

The nine	Referred to in the previous axis each according to the content	Pathological terminology	Presentation and discussion
The ten	Referred to in the previous axis each according to the content	Surgical system	Presentation and discussion
The eleven	Referred to in the previous axis each according to the content	Respiratory terminology	Presentation and discussion
The Twelve	Referred to in the previous axis each according to the content	Pathological terminology	Presentation and discussion
The thirteen	Referred to in the previous axis each according to the content	Surgical terminology	Presentation and discussion
The fourteen	Referred to in the previous axis each according to the content	Urinary system	Presentation and discussion
The fifteen		Full review	Presentation and discussion

11. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports etc 10=20=30 + final exam 70 marks = final score out of 100	
12. Learning and Teaching Resources	
Required textbooks (curricular books, if any	English for medicine and health sciences
recommended book and References (scientific journals, reports...)	Janson Cohen B, "Medical Terminology: An Illustrated Guide", 5th Edition, Lippincott Williams & Wilkins, 2008
Electronic References, Websites	

Course name: Health Information Techniques

Course code:

Semester / year: 2024-2025

Date this description was prepared: 8\12\2025

Available forms of attendance: attendance inside the lecture hall

Number of study hours (total) / Number of units: 4 hours / 4 units

Name of the course administrator

Instructor: Ass. Lec. Mohammed Faris Yousef Email: muhammed.fares.inj@atu.edu.iq

Course objectives

Objectives of the study subject

1. The student's knowledge of the concept and components of health information systems and its importance
2. The student's knowledge of computerized information systems and their types.
3. The student's knowledge of the relationship between information systems and strategic performance evaluation in health organizations.
4. The student's knowledge of the referral system... Indicators, application tools, and implementation method.

Teaching and learning strategies

strategy	Scientific lectures - daily, monthly and quarterly tests and scientific reports.
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Week	Name of the unit / topic
First	Introduction to health information system (concept and definition).
Second	Components of health information systems... (electronic medical records investigations system, laboratory systems, electronic pharmacy management appointment and outpatient clinics system, telehealth).
Third	
Fourth	Types of information systems... (Medical, administrative, strategic decision support systems).
Fifth	
Sixth	Basic elements of a health information system.
Seventh	
Eighth	Advantages of codified health information systems.
Ninth	Elements of the general plan for the information system.
Tenth	Information system life cycle.
eleventh	The relationship between information systems and strategic performance evaluation.
Twelfth	Problems and obstacles that limit the efficiency and effectiveness of using health information systems.
Thirteenth	Computerized health information systems (benefits, types, components).
Fourteenth	
Fifteenth	Referral system... basic indicators, application tools, implementation method.

10. Course name: Health Systems	
11. Course code:	
12. Semester / year: 2024-2025	
13. Date this description was prepared: 8\12\2025	
14. Available forms of attendance: attendance inside the lecture hall	
15. Number of study hours (total) / Number of units: 5 hours / 5 units	
16. Name of the course administrator	
Name: Ass. Lec. Mohammed Faris Yousef Email: muhammed.fares.inj@atu.edu.iq	
17. Course objectives	
Objectives of the study subject	<ol style="list-style-type: none"> 1- The student's knowledge of the concept and components of the health information system and its importance 2- The student's knowledge of methods of providing medical health care services.

	3- The student's knowledge of health system planning in health institutio system in Iraq
18. Teaching and learning strategies	
The strategy	Scientific lectures - daily, monthly and quarterly tests and scientific repo

Week	Name of the unit / topic
First	Health system, health services and their types, types of health system, health care and preventive health, basics of the
Second	The overall national system for providing health services, objectives of the national health system, evaluation of the
Third	Health planning, stages of health planning, health planning in Iraq.
Fourth	Health information system, types of information systems, records system, medical consultation system, marketing re procedures, obtaining data, data on the health organization's capabilities, data on the health organization, data on hea
Fifth	Practical methods for obtaining data, health economics data, basic data, periodic data, preventive unit data, alternative and organizational approaches.
Sixth	The individual model in health organization management, the sponsor model, the maximum health services mod government model.
Seventh	Comparing economic problems and the health system, public relations approach to health organization management.
Eighth	Population analysis and environment measurement in hospital management, the medical behavioral approach to hosp
Ninth	An introduction to psychiatry in the management of health organizations, an intermittent diagnostic approach in the
Tenth	Health and medical decision making, systems theory in organizational management of administrative problems.
eleventh	The high cost of health services, analysis of administrative tools to assist the health organization manager.
twelfth	Administration of health services in the world, comparisons between health services administrations of different cou
thirteenth	Management of health services in the world, comparisons between health services administrations in different count
fourteenth	General trends in hospital organization, evaluation of health planning attempts.
fifteenth	Definition of health organizations and the factors that affect the health organization, which are: defining health ser structure.

11. Course assessment
Distribution of the grade out of 100 according to the tasks assigned to the student, such as daily preparation, da exams, reports, etc. The pursuit grade should be 30% and the final exam should be 70%.
12. Learning and teaching references

Assigned references required	
Main references	.1Al-Najjar, Dr. Farid, Business Administration in Health and Medical for Administrative Development in Cairo, Al-Wahda Foundation Publi .2Sheet, Ibrahim, Evaluation of the health referral system: as a method of health services, University of Baghdad / Center for Urban and Regio 1990 .3Al-Rubaie, Adnan Shukri Al-Rubaie 1985, Ministry of Health
Recommended supporting books and references (Scientific journals, reports....)	
Electronic references, Internet sites	

Second year courses :

Description Form Scientific research methodology

17. Course Name:	
Scientific research methodology	
18. Course Code:	
19. Semester / Year:	
Semester school system	
20. Description Preparation Date:	
8\12\2025	
21. Available Attendance Forms:	
Attendance system	
22. Number of Credit Hours (Total) / Number of Units (Total)	
2 / / 2	
23. Course administrator's name (mention all, if more than one name)	
Name: Heba yousuf Al-Zuhairi Email: heba.yusof.ing@atu.edu.iq	
24. Course Objectives	
Course Objectives	<ul style="list-style-type: none"> • Definition of scientific research, its objectives, assumptions, scientific hypothesis, scientific method • Elements of scientific research. Identifying the research problem. Identifying the sources of the research and references. How to write information within scientific research • Identifying the means of scientific research, knowing the steps of scientific research, how to write scientific research, teaching students to use the institutions of scientific research in Iraq, knowing the challenges and how to overcome them.
25. Teaching and Learning Strategies	
Strategy	Cooperative learning

26. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
	1	Identify the concept of science, its goals, scientific knowledge, and scientific theory.	Introduction to scientific research.	Lecture and discussion method	Oral and written tests and s
		Knowing the objectives of scientific research and its scientific hypotheses	General concepts of scientific research	Lecture and discussion method	Oral and written tests and s
		How to make a comparison between scientific research concepts.	General concepts of scientific research	Lecture and discussion method	Oral and written tests and s
		Diagnosing the problem of scientific research, its sources, importance and objectives	Research problem	Lecture and discussion method	Oral and written tests and s
		How to conduct a clear scientific plan for research and how to apply research procedures to it	Scientific research plan	Lecture and discussion method	Oral and written tests and s
		Knowing how to use research references, how to search for them in the library and document them correctly.	Scientific research references	Lecture and discussion method	Oral and written tests and s

		. Knowing what is meant by observation and interview, and knowing the type of each.	Scientific research tools	Lecture and discussion method	Oral and written tests and s
		Know what is meant by questionnaire and test, in addition to the type of each.	Scientific research tools	Lecture and discussion method	Oral and written tests and s
		Knowing how to select a sample, test it, classify it, and know its size.	Scientific research samples	Lecture and discussion method	Oral and written tests and s
		Explaining scientific research methods and detailing them accurately, in addition to knowing their types and characteristics	Research Methodology	Lecture and discussion method	Oral and written tests and s
		How to write an introduction to the research and formulate the problem and assumptions	Writing scientific research	Lecture and discussion method	Oral and written tests and s
		Knowing how to divide the research chapters and topics	Writing scientific research	Lecture and discussion method	Oral and written tests and s
		Discussing the research results using existing samples and arranging its sources correctly.	Writing scientific research	Lecture and discussion method	Oral and written tests and s
		Knowledge of scientific research institutions, their types, the history of their establishment, and the obstacles they faced.	Scientific research institutions	Lecture and discussion method	Oral and written tests and s

	Knowing the reality of scientific research in Iraq and how it is developing.	The reality of scientific research	Lecture and discussion method	Oral and written tests and s
27. Course Evaluation				
Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, dai exams, reports ... etc				
28. Learning and Teaching Resources				
Required textbooks (curricular books, if any)	Yes			
Main references (sources)	Yes			
Recommended books and references (scientific journals, reports...)	no			
Electronic References, Websites	yes			

Description Form Savings management

Course Name:	
Savings management	
Course Code:	
Semester / Year:	
A full academic year	
Description Preparation Date:	
Available Attendance Forms:	
My presence	
Number of Credit Hours (Total) / Number of Units (Total)	
4 hours per week, 4 units	
Course administrator's name (mention all, if more than one name)	
Name: Thawra Latif Jassim ALALean: thawra.lateef.inj@atu.edu.iq	
Course Objectives	
Course Objectives	➤ Students learned the basics of building saving reserves by knowing the following in an expans

	<ul style="list-style-type: none"> ➤ Organizational structure and functional relations ➤ Mechanisms for organizing and coordinating st ➤ Modern rules and procedures in stores and war ➤ Storage procedures ➤ Exchange and transportation between warehous
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29. Teaching and Learning Strategies

Strategy	<ul style="list-style-type: none"> ➤ Lecture meeting ➤ Divide the students into two scientific groups and ask questions of themselves in the speed of the answer and the accuracy of the answer ➤ Using screens and presentations for the lecture, along with displays ➤ Using three-dimensional models ➤ Brainstorming questions ➤ Students discuss and exchange ideas about the lecture topic ➤ Educational trips for government funds in hospitals
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30. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
the first	4hours	Modern organizational structure for the warehousing function. The organizational structure of the warehouse system.	Modern organizational structure for the warehousing function. The organizational structure of the warehouse system.	theoretical	Repeated tests, homework, answering questions, material by
the second	4hours	The effective relationship between the storage function and other functions.	The effective relationship between the storage function and other functions.	theoretical	Repeated tests, homework, answering questions, material by
the third	4hours	Internal organization of storage	Internal organization of storage	theoretical	Repeated tests, homework, answering questions, material by

		management (practical case).	management (practical case).		
the four	4hours	Advanced storage systems (practical case).	Advanced storage systems (practical case).	theoretical	Repeated tests, homework answering questions material by
Fifth	4hours	Ingredients for successful storage management (panel discussion).	Ingredients for successful storage management (panel discussion).	theoretical	Repeated tests, homework answering questions material by
Sixth	4hours	Centralization and decentralization in storage.	Centralization and decentralization in storage.	theoretical	Repeated tests, homework answering questions material by
Seventh	4hours	Storage locations and their specifications. Modern warehouse equipment.	Storage locations and their specifications. Modern warehouse equipment.	theoretical	Repeated tests, homework answering questions material by
Eighth	4hours	Considerations to be taken into account when choosing storage locations. Security and safety requirements in warehouses.	Considerations to be taken into account when choosing storage locations. Security and safety requirements in warehouses.	theoretical	Repeated tests, homework answering questions material by
Ninth	4hours	Requirements before storage	Requirements before storage	theoretical	Repeated tests, homework answering questions material by

		Requirements during storage Requirements after storage	Requirements during storage Requirements after storage		
The tenth	4hours	Safe model of warehouses (state of modern warehouse equipment.	Safe model of warehouses (state of modern warehouse equipment.	theoretical	Repeated tests, homework, answering questions and re the students
eleventh	4hours	Considerations to be taken into account when choosing storage locations. Security and safety requirements in warehouses.	Considerations to be taken into account when choosing storage locations. Security and safety requirements in warehouses.	theoretical	Repeated tests, homework, answering questions and re the students
Twelfth	4hours	Requirements before storage Requirements during storage Requirements after storage Safe warehouse model Basic principles, policies and procedures.	Requirements before storage Requirements during storage Requirements after storage Safe warehouse model Basic principles, policies and procedures.	theoretical	Repeated tests, homework, answering questions and re the students
Thirteenth	4hours	Criteria for appointing warehouse secretaries and wardens, their leave and	Criteria for appointing warehouse secretaries and wardens, their leave	theoretical	Repeated tests, homework, answering questions and re the students

		secondment (practical case). Receiving and examining (practical case).	and secondment (practical case). Receiving and examining (practical case).		
fourteenth	4hours	Disbursement of materials (panel discussion). Returning items to warehouses, damage and loss Supervision and inspection of warehouses.	Disbursement of materials (panel discussion). Returning items to warehouses, damage and loss Supervision and inspection of warehouses.	theoretical	Repeated tests, homework, answering questions and re the students
Fifteenth	4hours	The concept and importance of inventory control and its causes.	The concept and importance of inventory control and its causes.	Theoretical	Repeated tests, homework, answering questions and re the students
sixteen	4hours	Inventory control cycle and responsibility for it. Prioritize attention to inventory items Modern mechanisms for receiving and examining.	Inventory control cycle and responsibility for it. Prioritize attention to inventory items Modern mechanisms for receiving and examining.	Theoretical	Repeated tests, homework, answering questions and re the students
seventeenth	4hours	Subdivisions for receiving materials. Partial receipt - total receipt -	Subdivisions for receiving materials. Partial receipt - total receipt - temporary	Theoretical	Repeated tests, homework, answering questions and re the students

		temporary receipt - final receipt.	receipt - final receipt.		
eighteen	4hours	Inventory control cycle and responsibility for it.	Inventory control cycle and responsibility for it.	theoretical	Repeated tests, homework, answering questions and re the students
Nineteen	4hours	Prioritize attention to inventory items Modern mechanisms for receiving and examining.	Prioritize attention to inventory items Modern mechanisms for receiving and examining.	theoretical	Repeated tests, homework, answering questions and re the students
Twenty	4hours	Subdivisions for receiving materials. Partial receipt - total receipt - temporary receipt - final receipt.	Subdivisions for receiving materials. Partial receipt - total receipt - temporary receipt - final receipt.	theoretical	Repeated tests, homework, answering questions and re the students
Twenty-one	4hours	Steps and procedures for receiving materials (workshop on designing material receipt forms).	Steps and procedures for receiving materials (workshop on designing material receipt forms).	theoretical	Repeated tests, homework, answering questions and re the students
Twenty-two	4hours	Procedures for receiving devices and equipment (workshop on designing device	Procedures for receiving devices and equipment (workshop on designing device	theoretical	Repeated tests, homework, answering questions and re the students

		and equipment receipt forms).	and equipment receipt forms).		
Twenty-three	4hours	Examination and types (practical case).	Examination and types (practical case).	theoretical	Repeated tests, homework, answering questions and re the students
Twenty-four	4hours	Inspection and quality control for storage. Procedures for examining and rejecting an order.	Inspection and quality control for storage. Procedures for examining and rejecting an order.	theoretical	Repeated tests, homework, answering questions and re the students
twenty five	4hours	Material handling concept. Objectives of a good handling system.	Material handling concept. Objectives of a good handling system.	theoretical	Repeated tests, homework, answering questions and re the students
twenty six	4hours	Factors affecting the choice of handling methods	Factors affecting the choice of handling methods	theoretical	Repeated tests, homework, answering questions and re the students
Twenty seven	4hours	Repeated tests, homework, and participation by answering questions and re-explaining the material by the students	Handling means and equipment and their classification (internal - external). Methods and techniques for disbursing materials, devices and equipment (verbal, written, upon request, periodic, time-	theoretical	Repeated tests, homework, answering questions and re the students

			bound, non-time-specific)		
Twenty-eight	4hours	Disbursement procedures and documents (procedures model design workshop).	Disbursement procedures and documents (procedures model design workshop).	theoretical	Repeated tests, homework, answering questions and re the students
Twenty-nine	4hours	Determine the reorder level and map storage levels.	Determine the reorder level and map storage levels.	theoretical	Repeated tests, homework, answering questions and re the students
Thirty	4hours	Methods for determining the appropriate quantity	Methods for determining the appropriate quantity	theoretical	Repeated tests, homework, answering questions and re the students

Course Evaluation	
Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, da exams, reports etc	
Learning and Teaching Resources	
Required textbooks (curricular books, if any)	Savings management curriculum for the Department of the Diwanayah Technical Institute
Main references (sources)	Training bag: Warehouse terminology in English in t management, written by Dr. Firas Muhammad Al-Nasr
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	Some short reports and research

Course description for the subject:

Course description of the course..... Health and medical legislation and laws.....

1. Course Name
Health and medical legislation and laws

2. Course Code					
3. Semester/Year					
Quarterly					
4. Date of preparation of this description					
2026					
5. Available Attendance Forms					
Came					
6. Number of credit hours (total) / number of units (total)					
Three hours / three units					
7. Course administrator's name (if more than one name)					
Name: Zainab Wathiq email :Zainab Wathiq.inj@atu.edu.iq					
8. Course Objectives					
Course Objectives			Learn Public Health Laws in Iraq Know the role of the Ministry of Health in maintaining public health individual		
9. Teaching and learning strategies					
Strategy		Explanation and clarification Lecture method Case study method as well as practical activities			
10. Course Structure					
The week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
The first	3	Medical Legislation and Laws	Public Health Law	Lecture	test
Second	3	Medical Legislation and Laws	Health Services	Lecture	test

Third	3	Medical Legislation and Laws	Conditions for opening chicken shops	Lecture	test
Fourth V	3 3	Medical Legislation and Laws Medical Legislation and Laws	Health conditions of the ice plant Juice Laboratories & Jams	Lecture Lecture	test test
Sixth	3	Medical Legislation and Laws	Mineral Water Plants	Lecture	test
Seventh	3	Medical Legislation and Laws	Gypsum plants	Lecture	test
Eighth	3	Medical Legislation and Laws	Dairy Plants	Lecture	test
Ninth	3	Medical Legislation and Laws	Ice cream production plants	Lecture	test
X	3	Medical Legislation and Laws	Buildings selling sweets	Lecture	test
Eleventh	3	Medical Legislation and Laws	Food Industries Laboratories	Lecture	test
Twelfth	3	Medical Legislation and Laws	Workers exposed to vibration	Lecture	test
Thirteenth	3	Medical Legislation and Laws	Instructions for the gradation of health professionals	Lecture	test

Fourteenth	3	Medical Legislation and Laws	Penal guarantees	Lecture	test
Fifteenth	3	Medical Legislation and Laws	Professions in conflict with medical work	Lecture	test

11. Course Evaluation

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

The score is distributed by counting 30 semester exams / and the final exam 70

12. Learning and Teaching Resources

Required textbooks (methodology, if any)	No textbook
Main references (sources)	
Recommended books and references (scientific journals, reports...)	Iraqi Academic Journal
Electronic References, Websites	https://wiki.dorar-aliraq.net

Description Form Application computer 2

Course Name:
Application computer 2
Course Code:
Semester / Year:
first /second
Description Preparation Date:
Available Attendance Forms:
Number of Credit Hours (Total) / Number of Units (Total)
1-2/2
Course administrator's name (mention all, if more than one name)
Name: Hanan abbas Salman

Email: hananabbas@atu.edu.iq

Course Objectives

Course Objectives

Identify the types of computers

- Identify the types of computer systems

- Learn about the importance of the Internet and methods of connecting a

-

31. Teaching and Learning Strategies

Strategy

- Identify the concept of the Internet

- How to deal with the network and possible connectivity methods

- Identify possible browsing programs

32. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	3	Learn the skill	Computer concept - Computer	Theoretical practical	tests
2	3	Learn the skill		Theoretical practical	Tests
3	3	Learn the skill	The concept of networks - Networks	Theoretical practical	Tests
4	3	Learn the skill	Types of networks.... 1) Local Area Networks, 2) Civil or regional networks - Metropolitan Area Network.. 3) Wide Area Networks.. 4 Storage Networks - Storage Area Network	Theoretical practical	Tests
5	3	Learn the skill	Benefits of computer networks	Theoretical practical	Tests

6	3	Learn the skill	The concept of the Internet (WWW: Web Wide World) is the Wide World Wide Web (or the World Wide Web).	Theoretical practical	Tests
7	3	Learn the skill	Internet uses	Theoretical practical	Tests
8	3	Learn the skill	The concept of the Internet and Intranet	Theoretical practical	Tests
9	3	Learn the skill	Internet connection requirements	Theoretical practical	Tests
10	3	Learn the skill	Browser and its types	Theoretical practical	Tests
11	3	Learn the skill	The concept of protocol and its types	Theoretical practical	Tests
12	3	Learn the skill	URL Concept Locator - URL Uniform Resource	Theoretical practical	Tests
13	3	Learn the skill	Search engines and their types	Theoretical practical	Tests
14	3	Learn the skill	Electronic mail / E-mail	Theoretical practical	Tests
15	3	Learn the skill	A general explanation of the Google Chrome browser	Theoretical practical	Tests

33. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily o reports etc

34. Learning and Teaching Resources

Required textbooks (curricular book any)	None
Main references (sources)	None
Recommended books and references (scientific journals, reports...)	None

Electronic References, Websites

All sites that contain computer basics, hardware and software parts

Description Form community Health

Course Name:	
community Health	
Course Code:	
Semester / Year:	
Years	
Description Preparation Date:	
2026	
Available Attendance Forms:	
Attendance time	
Number of Credit Hours (Total) / Number of Units (Total)	
5 hours/10 units	
Course administrator's name (mention all, if more than one name)	
Name: Hassanain Jameel Ali Email: hussein.jameel.inj@atu.edu.iq	
Course Objectives	
Course Objectives	<ol style="list-style-type: none"> 1. Placing health on the list of priorities in the work p sectors. 2. Create an environment that supports health and health 3. Increase awareness of important health and environme 4. Encouraging the local community to participate in ad social and economic problems
Teaching and Learning Strategies	
Strategy	<ul style="list-style-type: none"> • Among the most important educational strategies are (coordination - pre discussion - brainstorming - collaborative communication - research and d projects - seminars - etc.). • Among the learning strategies are (discuss - share - conclusion of learnin

25. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation me
The first week	5	Identify the concept and areas followed by the World Health Organization	Definition of health, public health, the social concept of public health, its goals - its fields - its fields - the factors that lead to the obstruction and success of the implementation of public health programs	(PowerPoint slide show - explanatory videos - discussion of the topic - brainstorming – research and discovery - daily tests, etc.)	<ul style="list-style-type: none"> • Brainst • Daily and mo • Graduation p • Student sem
2week	5	Identify the goals and areas of health	The World Health Organization, its goals and areas of work		
3week	5	Identify the levels of health and how to distinguish between these levels	Definition of health, degrees and levels of health, means of achieving health, types of health services		
4-5 week	10	It aims to know the disease, its causes, factors related to the disease, and how diseases are classified.	Definition of the disease, factors and pathogens, factors related to the cause, factors related to the host, factors related to the environment, symptoms and physical signs, classification of diseases, forms of the disease, natural history of the disease (stages of the disease)		
6-7 week	10	Knowledge of methods of rehabilitating the	Disease outcomes, disease rehabilitation, disease prevention and		

		disease and methods of preventing the disease	prevention levels, primary or basic preventive measures, auxiliary (secondary) preventive measures, tertiary preventive measures		
8-9 week	10	He touched on environmental health and its impact on human health	Fields of public health - environment - environmental health, goals of environmental health, components of environmental health, environmental factors affecting human health, healthy housing, requirements for healthy housing, personal health, environmental sanitation		
10- 11 week	10	Learn about pollutants, their types, the causes that lead to diseases, and how to prevent pollution	Pollution, water health, its characteristics, types of water pollution, causes of water pollution, water-borne diseases, methods of preventing water pollution, water sterilization, means of water sterilization		
12 week	10	It aims to know the health damage resulting from unclean air and airborne diseases	Air health, healthy air, healthy ventilation, causes of air pollution, airborne diseases, health damage resulting from air pollution, air pollution control, and prevention		
13 week		Health causes of waste and the internal causes of	Waste, harms of waste, methods of disposal, sewage,		

		the body resulting from waste.	sewage methods, waste, its types, methods of collecting waste, conditions for waste disposal.		
14 week		Insects and their health effects, methods of contamination by which they are produced, insecticides and their symptoms on the body structure	insects and rodents, methods of contamination by insects and rodents, diseases transmitted by insects and rodents, control of insects and rodents, insecticides		
15 week		Unhealthy food, food contamination, and methods of food control,	food and dairy health, food contamination, diseases resulting from food contamination, health control of food, methods of preventing food contamination		

Course Evaluation

30% for the two semesters, 70% for the final grade

Learning and Teaching Resources

Required textbooks (curricular books, if any)

- 1) Health care book
- 2) Health for all
- 3) Mental health
- 4) Rural health
- 5) Nutrition and food

Main references (sources)

Health for all

Recommended books and references (scientific journals, reports...)

- 1) Health care book
- 2) Health for all
- 3) Mental health
- 4) Rural health
- 5) Nutrition and food

Electronic References, Websites

Google Scholar

me

ly Department

le

Year

escription was prepared

Forms of Attendance

Hours (Total) / Number of Credits (Total)

ts

Administrator name (if more than one name mentioned)

Al-Huda Salman Email:

jectives

cs of mail management and custody

tudent to the concept of mail management, methods of
nents, posting and preservation procedures

g
s of saving and retrieving information using desktop devices

onal

ent with information that helps in the process of preservation of

and Information Systems in Health Institutions

Course Objectives

and Learning Strategies

<p>into two scientific groups and asking questions to conduct competition among the speed of the answer and the accuracy of the answer presentations for the lecture with images and videos</p> <p>questions</p> <p>students and exchange ideas on the topic of the lecture</p>	Strategy
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Name or Subject	Required Learning Outcomes	Watches	The week
<p>Concept of Postal Management and Safeguarding / Information and Importance / Its Sources The Concept of Preservation \ A Brief on the Development of Safeguarding Systems / The Reality of Safeguarding Systems in Iraq</p>	<p>The Concept of Postal Management and Safeguarding / Information and its Importance / Its Sources The Concept of Preservation \ A Brief on the Development of Safeguarding Systems / The Reality of Safeguarding Systems in Iraq</p>	<p>4 hours</p>	<p>First</p>
<p>Objectives and Duties of Mail Management and Archive Supervision Methods</p>	<p>Objectives and Duties of Postal Management and Archive Supervision Methods</p>	<p>4 hours</p>	<p>The second</p>

<p>cedures mail / Understood / ce res</p>	<p>Inbox His Procedures Outgoing mail / Understood / Importance \Procedures</p>	4 hours	The third
<p>il \ understood \ procedures</p>	<p>Secret mail \ understood \ procedures</p>	4 hours	Fourth
<p>tion \ Understood \ ce</p>	<p>Classification \ Understood \ Importance</p>	4 hours	Fifth

Classification Systems Specifications Thematic classification of the archive	Classification Systems Specifications Thematic classification of the archive	4 hours	Sixth
\Understood\Types of \Encoding Function\File	Encoding\Understood\Types of Encoding\Encoding Function\File Encoding m	4 hours	Seventh
Profile Markup \Global Centers	Topics \ Profile Markup \Global Archive Centers	4 hours	Eighth

/ Concept \ Indexing Rules Criteria for Arabic and Names and Topics	Indexing / Concept \ Indexing Rules and Entry Criteria for Arabic and Foreign Names and Topics	4 hours	Ninth
ment \ od\Arrangement Methods	Arrangement \ Understood\Arrangement Methods	4 hours	Tenth
tion Methods \ tions of Conservation Conservation Procedures	Conservation Methods \ Specifications of Conservation Systems \ Conservation Procedures	4 hours	Eleventh

Memorization System\ es & Steps	Alphabet Memorization System\ Procedures & Steps	4 hours	XII
l ation/Procedures/Advantages vantages/Decimal Method.	Numerical Memorization/Procedures/Advantages and Disadvantages/Decimal Method.	4 hours	Thirteenth

Alphanumeric Memorization \ es \ Geometry System \ es	Alphanumeric Memorization \ Procedures \ Geometry System \ Procedures	4 hours	Fourteenth
Preservation System / es	Historic Preservation System / Procedures	4 hours	Fifteenth

Evaluation	
Grade out of 100 according to the tasks assigned to the student, such as daily preparation, daily, written exams, attendance, reports, etc. etc.	
Methods and Teaching Resources	
Required Safeguarding Curriculum for the Department of at the Technical Institute of Diwaniya	Required Textbooks (Methodology, if any)
English Terminology in the Specialization of Postal and Mohamed Al-Nasr	Main References (Sources)

on Writers \ Samira Bashir Hasso et al. \ Higher	Recommended books and references (scientific journals, reports...)
and Research	Electronic References, Websites

1. Course Name:

Ethics

2 Course Code

3 Semester/Year:

2025-2026

4 Date of preparation of this description

2025

5 Forms of Attendance Available:

Presence

6. Number of study hours (total) / number of units (total):

Number of Hours 2 / Number of Units 2

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

Name: Eng. Noha Hilal Hussain Email:

Email Name: hlalhsynnhy@gmail.com

8 Course Objectives

1- Promoting ethical principles in health management.

2- Understanding health laws and regulations, i.e.

familiarity with health legislation and ethics of dealing with patients and visitors.

3. Distinguish between professional and non-professional behavior in the health field

Course

Objectives

9 Teaching and Learning Strategy

1- Interactive lectures

2- Brainstorming

3. Structured classroom discussion

Strategy

10 Course Structure

<u>Evaluation Method</u>	<u>Learning method</u>	<u>Unit or Subject Name</u>	<u>Required Learning Outcomes</u>	<u>Watches</u>	<u>The week</u>
<u>Daily and monthly tests</u>	<u>Learning by lecture</u>		<u>Knowledge Domain:</u>		<u>The first</u>
<u>Seminars</u>	<u>Active learning i.e. engaging students in classroom activities such as discussions</u>		<u>The student should know the ethical principles and values associated with health management practices.</u>		<u>The second</u>
<u>Graduation Projects</u>			<u>Skill Field: The student should distinguish between ethical and unethical professional behaviors in the work situation.</u>	<u>2 hours per week</u>	<u>The third</u>
	<u>Problem-Based Learning and Collaborative Learning</u>				<u>Fourth</u>
					<u>Fifth</u>
					<u>Sixth</u>
					<u>Eighth</u>
					<u>Ninth</u>
					<u>Tenth</u>
					<u>Eleventh</u>
					<u>h</u>
					<u>XII</u>

Thirteenth
Fourteenth
Fifteenth

11 Course Evaluation

Distribution of the grade out of 100 according to the tasks assigned to the student such as daily preparation, daily, oral, monthly, and written exams, reports , and making a research paper 30% extended, 70% final

12 Learning and Teaching Resources

Ethics

Ethics in Healthcare

Introduction to Medical Ethics

Required Textbooks

(Methodology, if any)

Main References (Sources)

Books and supporting

references that he

recommends (scientific

journals, reports...)

Electronic References,

Websites

1. <u>Course Name</u>
<u>Management Principles</u>
2. <u>Course Code</u>
3. <u>Semester/Year</u>
<u>Course (15 weeks)</u>
4. <u>Date this description was prepared</u>
<u>2026</u>
5. <u>Available Forms of Attendance</u>
<u>Presence</u>
6. <u>Number of Hours (Total) / Number of Credits (Total)</u>
<u>3 Hours 3 Units</u>
7. <u>Course administrator name (if more than one name mentioned)</u>
<u>Name: Thawra Latif Jassim Email: thawra.lateef.inj@atu.edu.iq</u>
8. <u>Course Objectives</u>

<p><u>Understanding the concept of management and its components</u> <u>Identify the most important scientific schools that contributed to the development of many theories about management</u> <u>Identify the elements of management represented in planning, organization, control and decision-making and identifying the administrative functions and the functions of each establishment separately</u></p>	<p><u>Course Objectives</u></p>
<p><u>9. Teaching and Learning Strategies</u></p>	
<p><u>Lecture</u> <u>Brainstorming questions as well as sample questions to know the student's IQ score</u> <u>Use of screens and presentations for lectures</u> <u>Conducting joint scientific research between students and teaching staff</u> <u>Conducting courses and workshops that clarify practical matters in the lecture</u></p>	<p><u>Strategy</u></p>

10. Course Structure					
<u>Evaluation Method</u>	<u>Learning method</u>	<u>Unit Name or Subject</u>	<u>Required Learning Outcomes</u>	<u>Watches</u>	<u>The week</u>
<u>Tests</u>	<u>theoretical</u>	<u>Management Concept</u>	<u>Understanding the concept of management</u>	<u>2 hours</u>	<u>First</u>
<u>Tests</u>	<u>theoretical</u>	<u>The Historical Development of Administrative Thought</u>	<u>The Historical Development of Administrative Thought</u>	<u>2 hours</u>	<u>The second</u>
<u>Tests</u>	<u>theoretical</u>			<u>2 hours</u>	<u>The third</u>
<u>Tests</u>	<u>theoretical</u>			<u>2 hours</u>	
<u>Tests</u>	<u>theoretical</u>			<u>2 hours</u>	
<u>Tests</u>	<u>theoretical</u>			<u>Planning</u>	<u>2 hours</u>

<u>Tests</u>	<u>theoretical</u>	<u>The importance of planning</u>	<u>Organization</u>	<u>2 hours</u>	<u>Fifth</u>
<u>Tests</u>	<u>theoretical</u>	<u>Types of Organization</u>	<u>Decision Making</u>	<u>2 hours</u>	<u>Sixth</u>
<u>Tests</u>	<u>theoretical</u>	<u>Central or Central Decisions</u>	<u>Coordination</u>	<u>2 hours</u>	<u>Seventh</u>
<u>Tests</u>	<u>theoretical</u>	<u>The Importance of Coordination</u>	<u>Administrative Leadership</u>	<u>2 hours</u>	<u>Eighth</u>
<u>Tests</u>	<u>theoretical</u>	<u>Leadership</u>	<u>Incentives and their importance</u>	<u>2 hours</u>	<u>Ninth</u>
<u>Tests</u>	<u>theoretical</u>	<u>Incentives</u>	<u>Administrative Communications</u>	<u>2 hours</u>	<u>Tenth</u>
<u>Tests</u>	<u>theoretical</u>	<u>Connectivity</u>	<u>The Importance of Oversight</u>	<u>2 hours</u>	<u>The first Ten</u>
<u>Tests</u>	<u>theoretical</u>			<u>2 hours</u>	<u>The second Ten</u>

<u>Tests</u>	<u>theoretical</u>	<u>Censorship</u> <u>Human Resources Management</u>	<u>The Importance of Resource Management</u> <u>Humanity</u>	<u>2 hours</u>	<u>The third Ten</u>
<u>Tests</u>	<u>theoretical</u>	<u>Marketing Management</u> <u>Production</u> <u>Financial Management</u>	<u>The Importance of Marketing</u> <u>Production Management</u> <u>The Importance of Financial Management</u> <u>Management Information</u>	<u>2 hours</u>	<u>Fourth Ten</u> <u>Fifteenth</u>

		<u>Management Information</u>	<u>Systems Management</u>		
11. <u>Course Evaluation</u>					
<u>Distribution of the score out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, written exams, reports, etc. etc. The exam of 30 is divided into 10 for the year's work, 20 for the written exam, and 70 for the final exam.</u>					
12. <u>Learning and Teaching Resources</u>					
			<u>Required Textbooks (Methodology, if any)</u>		
			<u>Main References (Sources)</u>		
<u>Business Management Principles/ Ahmed Bin Abdulrahman Al-Shumaimari</u>			<u>Recommended books and references (scientific journals, reports...)</u>		
<u>Principles of Management / Khalil Mohammed Hassan Al-Shammaa Al-Asadi</u>					
<u>Websites</u>			<u>Electronic References, Websites</u>		

1. Course Name	
Baath Party Crimes	
2. Course Code	
3. Semester/Year	
First Course / Second Stage	
4. Date of Preparation of Description	
	2026
5. Available Attendance Forms	

Presence						
6. Number of Credit Hours / Number of Units						
2 hours						
7. Name of the course administrator (mention all names if more than one name is subscribed to them)						
Eng. Zainab Abdul-Jabbar Abdul Razzaq zaineb.al-jabbar.inj@atu.edu.iq						
8. Course Objectives						
					.1	Introducing students to the policy followed by the Baath regime, the most prominent crimes committed against civilians
2. Teaching and Learning Strategy						
3. Course Structure						
Evaluation Method	Learning method	Required Learning Outcomes	Unit Name or Subject	Watches	The week	
Tests	theoretical	Introducing the student to the effect of crimes	Crimes of the Baath regime according to the Criminal Court Law	2 hours	First	
Tests						

Tests	theoretic al	Types of International Crimes	Baath crimes according to documentation	2 hours	The second	
Tests	theoretic al	Identifying Crimes and Their Types	Psychological Crimes	2 hours	The third	
Tests	theoretic al			2 hours	Fourth	
Tests	theoretic al			2 hours	Fifth	
Tests	theoretic al			2 hours	Sixth	
Tests	theoretic al			2 hours	Seventh	
Tests	theoretic al			2 hours	Eighth	
Tests	theoretic al			The militarization of society	2 hours	
Tests	theoretic al			The Baathist regime's position on religion	2 hours	

Tests	theoretic al		Violations of Iraqi Laws	2 hours	Nint h
Tests	theoretic al		Prison Locations	2 hours	Tent h
Tests	theoretic al		War and Radioactive Pollution	2 hours	The first Ten
Tests	theoretic al		Destroying cities and villages	2 hours	The seco nd Ten
	theoretic al		Draining the marshes	2 hours	The third Ten
	theoretic al		Mass Grave Crimes	2 hours	

	theoretic al		Events of the extermination cemeteries	2 hours	Four th Ten
	theoretic al		Chronologica l classification of tombs	2 hours	Fifte enth
4. Course Evaluation					
Pursuit of 30% final exam 70%					
5. Learning and Teaching Resources					
Ministerial Methodology			Textbooks or Methodology Books		
Diverse resources between books and the International Information Network			Key References		
			Books and Supporting References		
			Electronic References, Websites		

