

## Continuing Education Center Courses



Lecturers	Target Groups	Aim of the Course	Course Fees	Time and Date of the Course	Course Title	No.
To be determined later by the Administration of the Centre	MA/PhD	The Development of the Skills of Higher Degrees' Holders to qualify them for University Teaching	125,000 (Iraqi Dinar)	15/1/2021 for two weeks	Educational Qualification	1
To be determined later by the Administration of the Centre	BA/Diploma & Secondary	The Development of Government Employees in framing official correspondence to deal with different government sectors	50,000 (Iraqi Dinar)	10/1/2021 for two weeks	A Course of Linguistic Corrections in Formal Correspondence	2
Prof. Dr. Akram Obaid Farah	General	To learn the Skills of the art of Marketing	50,000 (Iraqi Dinar)	17/1/2021	The Skills and Marketing the Art of Self Administration	3
Prof. Dr. Akram Obaid Farah	General	To learn the leadership and Crisis Administrations	50,000 (Iraqi Dinar)	22/1/2021	Leadership and Crisis Administrations	4

Prof. Dr. Akram Obaid Farah	General	To learn the Art of Delivering	50,000 (Iraqi Dinar)	26/1/2021	The Art of Effective Delivering/Addressing	5
To be determined later by the Administration of the Centre	MA/PhD	The Development of the Skills of Higher Degrees' Holders to qualify them for University Teaching	125.000 (Iraqi Dinar)	7/2/2021 for two weeks	Educational Qualification	5
To be determined later by the Administration of the Centre	BA/Diploma from Special Grades (third, second)	The Development of Manager's skills of middle management and teach them how to deal with cadre according to ranging position	150.000 (Iraqi Dinar)	15/2/2021 for one month	Middle Management Course	6
Asst. Instructor Ahmed Basil Abdul Kareem	BA/MA	To learn Computer skills	50,000 (Iraqi Dinar)	15/3/2021 for one week	Computer Development course	7
To be determined later by the Administration of the Centre	BA/Diploma & Secondary	To learn the right basics of writing in Formal Correspondence	50,000 (Iraqi Dinar)	25/3/2021 for one week	A Course of Linguistic Corrections in Formal Correspondence	8
Asst. Prof. Dr. Ahlam Salman Ali	General	To learn Team Work Validity during work	50,000 (Iraqi Dinar)	2/4/2021	Skills of Team Work Validity	9
Asst. Prof. Dr. Ahlam Salman Ali	General	To learn sound ways and styles of teaching	50,000 (Iraqi Dinar)	6/4/2021	Self-confidence and Literary Audacity in	10

					the teaching .profession	
Asst. Instructor Hadeel Mohammed Salih	General	To learn how to write an authentic paper	50,000 (Iraqi Dinar)	10/4/2021	How to write a good research?	11
Asst. Instructor Hadeel Mohammed	General	To know the right ways of publishing in details	50,000 (Iraqi Dinar)	15/4/2021	The Right Ways of Publishing in a high-standard Journals	12
Asst. Instructor Ahmed Basil Abdul Kareem	BA/Diploma	To learn the skills of dealing with computer and the use of Microsoft applications such as word, Excel and PowerPoint	50,000 (Iraqi Dinar)	20/4/2021 for one week	The Importance of Using Excel Program in Government Institutions, Companies and Work Locations	13
1-Asst. Prof. Dr. Majeed Mohammed Midhin 2-Dr. Hutheifa Yusif Turki 3-Asst. Prof. Meethaq Kh. Khalaf 4-Asst. Instructor Awham Rasheed Mohammed	BA/Diploma	To learn the basic skills of English for the beginners	50,000 (Iraqi Dinar)	29/4/2021	The Development of Linguistic Skills for the Intermediate Level	14
To be determined later by the Administration of the Centre	MA/PhD	The Development of the Skills of Higher Degrees' Holders to qualify them for University	125.000 (Iraqi Dinar)	2/5/2021	Educational Qualification	15

		<b>Teaching</b>				
<b>Asst. Prof. Dr. Omer Abdul Rahman Dawood</b>	<b>BA/Diploma from Special Grades (third, second)</b>	<b>The Development of Manager's skills of middle management and teach them how to deal with cadre according to ranging position</b>	<b>50,000 (Iraqi Dinar)</b>	<b>17/5/2021</b>	<b>How to use Google Scholar in Electronic Websites</b>	<b>16</b>
<b>Asst. Prof. Dr. Omer Abdul Rahman Dawood</b>	<b>General</b>	<b>To learn how to prepare a good digital content by using PowerPoint</b>	<b>50,000 (Iraqi Dinar)</b>	<b>21/5/2021</b>	<b>Preparing digital content by using PowerPoint</b>	<b>17</b>
<b>Instructor Dr. Sadir Abdul Wahid Fadhil</b>	<b>General</b>	<b>To learn how to manage Examining Committees electronically</b>	<b>50,000 (Iraqi Dinar)</b>	<b>27/5/2021</b>	<b>The Managing of Examining committees by using the Excel program</b>	<b>18</b>
<b>Instructor Dr. Sadir Abdul Wahid Fadhil</b>	<b>General</b>	<b>To learn Photoshop</b>	<b>50,000 (Iraqi Dinar)</b>	<b>4/6/2021</b>	<b>The Use of Photoshop in Advanced Designs</b>	<b>19</b>
<b>Asst. Instructor Qasim AbdulSattar Abdul Rahman</b>	<b>General</b>	<b>To learn the sound ways of financial administration</b>	<b>50,000 (Iraqi Dinar)</b>	<b>9/6/2021</b>	<b>Financial and Administration Concepts</b>	<b>20</b>

Asst. Instructor Wisam Khalid Jumar	<b>General</b>	<b>The ways of preparing digital lectures</b>	<b>50,000 (Iraqi Dinar)</b>	<b>14/6/2021</b>	<b>An Ideal Use for Video Clips in preparing digital lectures</b>	<b>21</b>
Asst. Instructor Qasim AbdulSattar Abdul Rahman	<b>BA/Diploma &amp; Secondary</b>	<b>To learn details of the Mechanisms of Economic Policy</b>	<b>50,000 (Iraqi Dinar)</b>	<b>18/6/2021</b>	<b>The Mechanisms of Economic Policy</b>	<b>22</b>
<b>To be determined later by the Administration of the Centre</b>	<b>BA/Diploma &amp; Secondary</b>	<b>The Development of Government Employees in framing official correspondence to deal with different government sectors</b>	<b>50,000 (Iraqi Dinar)</b>	<b>27/6/2021</b>	<b>A Course of Linguistic Corrections in Formal Correspondence</b>	<b>23</b>
<b>To be determined later by the Administration of the Centre</b>	<b>MA/PhD</b>	<b>The Development of the Skills of Higher Degrees' Holders to qualify them for University Teaching</b>	<b>125,000 (Iraqi Dinar)</b>	<b>6/7/2021</b>	<b>Educational Qualification</b>	<b>24</b>
<b>To be determined later by the Administration of the Centre</b>	<b>BA/MA in Administration</b>	<b>To learn the basics of Management of the Administration Concepts</b>	<b>50,000 (Iraqi Dinar)</b>	<b>23/8/2021</b>	<b>The Course of the Management of the Administration Concepts</b>	<b>25</b>
Asst. Instructor Wisam Khalid Jumar	<b>BA/MA &amp; PhD</b>	<b>To teach the Industry of Introductory Offers</b>	<b>50,000 (Iraqi Dinar)</b>	<b>26/9/2021</b>	<b>The Basics of Montage</b>	<b>26</b>

<b>To be determined later by the Administration of the Centre</b>	<b>BA/Diploma from Special Grades (third, second)</b>	<b>The Development of Manager's skills of middle management and teach them how to deal with cadre according to ranging position</b>	<b>150.000 (Iraqi Dinar)</b>	<b>5/10/2021</b>	<b>Middle Management Course</b>	<b>27</b>
<b>To be determined later by the Administration of the Centre</b>	<b>BA/Diploma</b>	<b>To teach the basic skills of English for the beginners</b>	<b>50,000 (Iraqi Dinar)</b>	<b>7/11/2021</b>	<b>The Basics of English for the Beginners</b>	<b>28</b>
<b>To be determined later by the Administration of the Centre</b>	<b>BA/MA in Administration</b>	<b>To teach the Basics of the administration and its concepts in the right way</b>	<b>50,000 (Iraqi Dinar)</b>	<b>16/11/2021</b>	<b>The Course of the Management of the Administration Concepts</b>	<b>29</b>
<b>To be determined later by the Administration of the Centre</b>	<b>MA/PhD</b>	<b>The Development of the Skills of Higher Degrees' Holders to qualify them for University Teaching</b>	<b>125.000 (Iraqi Dinar)</b>	<b>18/12/2021</b>	<b>Educational Qualification Course</b>	<b>31</b>