

Management Technology Department (Level Two) (First Semester) Section (A) for the academic year 2025-2
morning study

3:30-2:30	2:30 – 1:30	1:30 – 12:30	12:30 – 11:30	11:30 – 10:30	– 9:30 10:30	9:30 – 8:30	day
Guidance Hour M.M. Ibrahim Abdelkhalek	Arabic CorrespondenceEng. Dr. Lamia Mohammed Jassim	Human Resource ManagementEng. Hanan Ahmed Sheikho	Time ManagementEng. Nasreen Mohamed Fathy				sunday
	Crimes of the Ba'ath PartyM.D. Mayada Mahdi Saleh	Service Legislation Eng. Ibrahim Abdelkhalek Ibrahim	Office Organization Eng. Diyaa Mutham Rashid				monday
E Correspondence Eng. Hind Qahtan Sheet	Time ManagementEng. Nasreen Mohamed Fathy	Service Legislation Eng. Ibrahim Abdelkhalek Ibrahim	Professional EthicsTeaching Assistant Yasmin Taha Abdul Razzaq				tuesday
Human Resource ManagementEng. Hanan Ahmed Sheikho	Office Organization Eng. Diyaa Mutham Rashid		E Correspondence Eng. Hind Qahtan Sheet		E-Business ManagementM.Sc. Lamiaa Mohammed Jasim		wensday
	E-Business ManagementM.Sc. Lamiaa	E Correspondence Eng. Hind Qahtan	Human Resource ManagementEng. Hanan Ahmed Sheikho				thursday



**Office Management Techniques Department (Level 2) First Semester, Section (B) for the Academic Year 2025-2026,
Morning Study**

3:30-2:30	2:30 – 1:30	1:30 –12:30	12:30 –11:30	11:30 –10:30	10:30 – 9:30	9:30 – 8:30	day
	Human Resource Management M.M. Hanan Ahmed Sheikho		Time Management Eng. Nasreen Mohamed Fathy		Arabic Correspondence Eng. Lamiaa Mohammed Jassim		sunday
Correspondence Eng. Hind Qahtan Sheet	Office Organization Eng. Diyaa Mutham Rashid		Crimes of the Ba'ath Party M.D. Mayada Mahdi Saleh		Service Legislation Eng. Ibrahim Abdelkhalek Ibrahim		monday
	Professional Ethics Teaching		Time Management Eng. Nasreen Mohamed Fathy		Service Legislation Eng. Ibrahim Abdelkhalek Ibrahim		tuesday

E Correspondence Eng. Hind Qahtan Sheet		E-Business Management Lamia Muhammad Jassim	Office Organization Eng. Diyaa Mutham Rashid		wensday
Guidance Hour M.M. Ibrahim Abdelkhalek	Human Resource ManagementEng. Hanan Ahmed Sheikho		E-Business ManagementM.Sc. Lamiaa Mohammed Jasim	E Correspondence Eng. Hind Qahtan Sheet	thursday