

Academic Program Description Form

University name: University Tikrit

College/Institute: College Management and Economics

Scientific Department: Department Business Administration.

Name of academic or professional program: Bachelor business management

Final Certificate Name: Bachelor's in Business Administration.

Academic system: My semester (courses)

Description preparation date: 2023-2024

Date of filling the file: 1/9/2023

التوقيع:
اسم المعاون العلمي: أ.م.د. أشرف هاشم فارس

التاريخ: 2023 / 9 / 1

التوقيع
اسم رئيس القسم: أ.م.د. عامر علي
حمد

التاريخ: 2023 / 9 / 1

دقق الملف من قبل
شعبة ضمان الجودة والأداء الجامعي
اسم مدير شعبة ضمان الجودة والأداء الجامعي: أسامة موسى فرحان
التوقيع
المدرس المساعد
أسامة موسى فرحان
مدير شعبة ضمان الجودة وتقييم الأداء
التاريخ: 2023 / 9 / 1

مصادقة السيد العميد

1. Program Vision

Establishing an educational system characterized by quality and creativity in education and academic programs that keep pace with scientific and technical developments and advancements in the field of specialization, ensuring diversity and providing qualitative programs to provide distinguished job opportunities in the local labor market, achieving excellence in scientific research, and contributing to serving the community.

2. Program message

Providing university graduates who are qualified in knowledge and technology and who employ their capabilities in the art of management to support the various institutions of society and develop and enhance their institutional performance by providing students with a solid foundation of in-depth academic levels to achieve their goals and aspirations towards a successful professional life in a way that ensures compliance with the international standards of the specialization, in addition to achieving excellence in scientific research and contributing to serving the community.

3. Program objectives

- Graduating students in the field of business administration after qualifying them professionally and providing them with all scientific and practical skills in a manner that suits the current and future needs of the labor market.
- Caring for academically outstanding students and preparing them to complete their studies in their field of specialization.
- Developing the student's scientific, intellectual and social personality.
- Contributing to serving the local community by providing scientific and practical advice and applied research necessary to serve all economic sectors in the community.
- Supporting and activating links with the public and private sectors to participate in building and developing the department's curricula so that they are compatible with the requirements of the labor market.
- Preparing specialized research and studies with a focus on applied research that provides solutions to societal problems.

4. Program accreditation

Is the program accredited? And by which authority? No

5. Other external influences

Is there a sponsor for the program? A government program of the Ministry of Higher Education and Scientific Research

6. Program Structure

comments	percentage	Study unit	Number of courses	Program Structure
				Institutional Requirements
				College Requirements
				Department Requirements
				Summer training
				Other

*Notes may include whether the course is basic or optional.

7. Program Description

Credit hours		Course name	Course code	Year/Level
practical	theoretical	business management		
4	35	The first stage		First
4	35	Phase 2		Second
6	35	Stage 3		Third
2	31	Stage Four		Fourth

8. Expected learning outcomes of the program

Knowledge	
Learning Outcome Statement 1: Enabling the student to perform his practical tasks in	Learning Outcomes 1: The graduate will be able to organize knowledge and information and retain it in his memory in preparation for its functional use in the

a professional manner.	future.
Skills	
Learning Outcome Statement 2: Enabling the graduate to perform his work efficiently and effectively.	Learning Outcomes 2: To be able to analyze results and re-employ them to solve problems and to have the mentality of an analyst according to scientific data based on the method of thinking and scientific research.
Learning Outcome Statement 3: Rely on regional analysis of phenomena in the field of business administration.	Learning Outcome 2: To be able to judge phenomena away from impressions and subjective judgments.
Values	
Learning Outcome Statement 4: Inculcating values in students and considering them as the basis for future work	Learning Outcome 4: Provide the student with the core values that guide organizational citizenship, teamwork, interactive decisions, academic excellence and equal opportunities prevail.
Learning Outcome Statement 5: Building Administrative Staff that Serves the Community	Learning Outcomes 5: Improving community relations and faith with ethics, professionalism and high quality work performance.

9. Teaching and learning strategies

- Use the board •
- Home solutions •
- Try to investigate some tasks and problems to find out their causes. •
- Blended learning •

10. Evaluation methods

- Exams •
- Follow up on homework •
- Direct interaction with students •
- brainstorming •

11. Faculty

Faculty members

Faculty preparation		Requirements/ Skills (if any)	Specialization		Academic Rank
lecturer	angel		private	general	
	angel		Knowledge management	business management	Asst. Prof. Dr. Ahmed Jadaan Hammad Musa Al-Jabouri

	angel		Management Information Systems	business management	Mr. Ahmed Hamdan Mahdi Saleh Al-Jubouri
	angel		Human Resources Management	business management	A.M. Ahmed Khalaf Hamdan Saho Al-Janabi
	angel		Organizational theory	business management	Prof. Dr. Ahmed Ali Hussein Attia Al-Mawla
	angel		Information systems	business management	Mr. Osama Musa Farhan Mahmoud Al-Douri
	angel		Production management	business management	Dr. Tahseen Fadhel Mohammed Jassim Al-Ahbab
	angel		Production management	business management	Dr. Thamer Akab Hawas Thamer Al-Saray
	angel		Strategic Management-Knowledge	business management	Asst. Prof. Dr. Hatem Ali Abdullah Hussein Al-Hamdani
	angel		Organizational theory	business management	Dr. Riyadh Shahada Hussein Shahada Al-Jabouri
	angel		Marketing Management	business management	A.M. Zahid Mohammed Saleh Subhi Al-Azzawi
	angel		Information systems	business management	M. Sherine Ismail Khalil Mohammed Al-Hadidi
	angel		Information systems	business management	A.M. Sohaib Abdulrahman Taama Al-Douri
	angel		Human Resources Management	business management	Asst. Prof. Dr. Amer Ali Hamad Shuwaish Al-Nasiri
	angel		Marketing Management - Knowledge	business management	Assistant Professor Abdullah Mahmoud Abdullah Dawood Al-Daraji
	angel		Organizational theory	business management	Dr. Ali Ihsan Abdul Karim Mohammed Al-Kumait
	angel		Strategic management	business management	Assistant Professor Ammar Awad Mohammed Mukhlef Al-Hamdani
	angel		Organizational theory	business management	Mr. Omar Wasfi Mukhlef Mohammed Al-Ajili
	angel		Human Resources Management	business management	Dr. Firas Hassan Rashid Salman Al-Jabouri
	angel		Organizational	business	Asst. Prof. Dr. Firas Hussein

			theory	managem ent	Alwan Al-Tayef Al-Jabouri
	angel		Production management	business managem ent	Prof. Dr. Qasim Ahmed Hanzel Mohammed Al- Azzawi
	angel		Strategic management	business managem ent	A.M. Kifah Abbas Muhaimid Hajim Al-Janabi
	angel		Information systems	Informati on systems	Mr. Mohammed Salem Abdul Jamili
	angel		Human Resources Management	business managem ent	Asst. Prof. Dr. Mohammed Ali Abdullah Hussein Al- Jumaili
	angel		Marketing Management	business managem ent	Mr. Mohammed Mahmoud Abdullah Mahjoub Al- Jubouri
	angel		Marketing Management	business managem ent	A.M. Marwan Rashid Hamoud Naseef Al-Abidi
	angel		Organizational theory	business managem ent	Mr. Mahdi Khalaf Ali Ahmed Al-Jumaili
	angel		Strategic management	business managem ent	M. Mahran Mahmoud Khattab Hamad
	angel		Production managementMa rketi ng management	business managem ent	Prof. Dr. Naji Abdel Sattar Mahmoud Ahmed
	angel		Marketing Management	business managem ent	Mr. Nawaf Rasool Ismail Al-Maamari
	angel		Organizational theory	business managem ent	Dr. Wissam Hashim Kamel Kurdi Al-Janabi

Professional development

Orientation of new faculty members

1. We must be aware of how to harmonize between the department's vision and the college's vision, which is derived from the university's vision and even the ministry's, which enables the department to make decisive decisions in building and achieving the set goals.
2. The goals set are realistic and achievable, and each individual in this program should objectively achieve these goals.

Professional development for faculty members

- Continuous development courses. •
- Academic rotation according to stages and programs. •

12. Acceptance Criteria

(central, parallel, evening)

13. The most important sources of information about the program

- Books approved by the Sectoral Committee for Administration and Economics .1
Supporting books and articles with an update rate of 20% .2

14. Program Development Plan

1. Preparing teaching staff according to the principle of job rotation to support the department with various specializations to meet the department's needs and achieve employers' requirements.
2. Conducting solid scientific research that is useful to all stakeholders to serve the labor market from an administrative perspective.
3. Trying to focus on preparing young leaders in the field of specialization to support Iraqi organizations with them to serve our beloved Iraq.
4. Introducing specialized knowledge in the teaching staff from the young category for the continued development of the teaching staff.
5. Focus on providing business administration graduates with skills, knowledge and expertise in the field of specialization, to contribute to building governmental institutions and public and private institutions alike.
6. Keeping pace with developments in the environment, especially digital transformations, and providing graduates with the skills necessary to deal with the requirements of the present and future eras.
7. Establishing the concept of citizenship among all stakeholders in the department by dealing with them transparently.

Program Skills Chart

Required learning outcomes of the program

Values				Skills				Knowledge				Essential or optional?	Course name	Course code	Year/Level
A 4	A 3	A 2	A 1	B 4	B 3	B 2	B 1	A 4	A 3	A 2	A 1				
√	√	√	√	√	√	√	√	√	√	√	√	essential	First		
√	√	√	√	√	√	√	√	√	√	√	√		Stage		the second
√	√	√	√	√	√	√	√	√	√	√	√	essential	Second		

													al	d		
√	√	√	√	√	√	√	√	√	√	√	√	√		Stage		the third
√	√	√	√	√	√	√	√	√	√	√	√	√	essenti	Third		
√	√	√	√	√	√	√	√	√	√	√	√	√		Stage		Fourth
√	√	√	√	√	√	√	√	√	√	√	√	√	essenti	Fourth		
													al	h		

*Please tick the boxes corresponding to the individual learning outcomes of the programme being assessed.

Course Description Form

1. Course name
Administrative readings
2. Course code
3. Semester/Year: Semester
First course/first stage
4. Date this description was prepared

5. Available forms of attendance: Live attendance

In-room attendance, using software ClassroomTo notify students of exam times, download monthly exam grades and annual endeavour grades, and provide them with some instructions regarding attendance, absence and exams.

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

30 hours/2

7. Name of the course supervisor (if more than one name is mentioned)

Prof. Dr. Naji Abdul Sattar Mahmoud / Eng. Mahdi Khalaf Ali

8. Course objectivesThe description aims to provide the student with the most important principles and foundations in learning administrative terms in the English language, which will raise the student's educational level by using modern methods in education.

- Contributing to understanding the historical development of management and the stages of cognitive maturity on which administrative theories in cognitive thought are based.
- Continue to find graduates with high levels of administrative skills to practice successful administrative work.
- Providing the student with a cognitive skill about the concept, specifications and importance of management and business, the concept of management functions, and the functions and skills of the manager.
- Teaching the student how to benefit from his academic studies after his appointment, especially in the administrative aspect.

Subject objectives

9. Teaching and learning strategies

AGaining self-learning skills for students, which enables them to update their scientific information in the specialization. •
 Promote thinkingAdministrative encouragementStudents •
 develop thinking skills.Administrative
 likeAnalysisandConclusion,How to make an administrative decision and explain the most important stages through which a good and smart decision is made

Strategy

Statement of the most important planning steps and stages •	
How to create, organize and employ according to scientific principles •	

11. Course Evaluation

The annual effort grade is (30 points) and is divided as follows:

10 marks for the first month exam. -

10 marks for the second monthly exam. -

5 marks for oral exams and quizzes. -

5 marks for reports, homework and contributions. -

The final exam score is (70 points).

12. Learning and teaching resources

	Required textbooks (methodology if any)
Administrative reading books	Main References (Sources)
A collection of specialized research in business administration published in scientific journals	Recommended supporting books and references (scientific journals, reports...)
A group of websites and electronic forums.	Electronic references, websites

Professor of the subject Professor of the subject

M. Mahdi Khalaf Ali Prof. Dr. Naji Abdul Sattar Mahmoud