

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: 1/28/2024

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

التاريخ: 2024 / 1 / 28

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

التاريخ: 2024 / 1 / 28

دقق الملف من قبل :

شعبة ضمان الجودة والأداء الجامعي

اسم مدير شعبة ضمان الجودة والأداء الجامعي: م.م. خلدون عبد الله خلف

التوقيع:
المدرس المساعد
خلدون عبد الله خلف
مدير شعبة ضمان الجودة
التاريخ: 2024 / 1 / 28

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 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				Essenti al or optiona l?	Cours e name	Cour se code	Year/Le vel
A 4	A 3	A 2	A 1	B 4	B 3	B 2	B 1	A 4	A 3	A 2	A 1		Stage		the first
√	√	√	√	√	√	√	√	√	√	√	√	essenti al	First		
√	√	√	√	√	√	√	√	√	√	√	√		Stage		the second
√	√	√	√	√	√	√	√	√	√	√	√	essenti al	Second		

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

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

Course Description Form

1. Course name:
Computer material (2)
2. Course code:
nothing
3. Semester / Second Year / 2023-2024
Second course / second stage
4. Date of preparation of this description: First course:
1/28/2024

5. Available forms of 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): hour / unit

30 hours / 2 units

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

the name:Dr. Tahseen Fadhel Mohammed

JassimEmail:tahseen.f.m87@tu.edu.iq

8. Course objectives

	Subject objectives
Preparing an educated generation armed with science and adopting it as a sound basis for bringing about radical changes, placing scientific knowledge and the scientific method of thinking and analysis in the service of the country's goals, enabling it to pursue its higher education and adapt to the development of technology in order to keep pace with the expansion of human needs. .1	
Preparing staffAdministrativelt is responsible for studying the country's needs for development and progress and is capable ofhTo meet the needs of the labor market in state institutions. .2	
Focusing on students and building them on a strong foundation of scientific knowledge, especially in the principles of computers and information technology, and constantly striving to support them in various fields. .3	
Introducing modern methods into the computer-based education system that increase students' ability to be creative and innovative. .4	
Providing the student with a cognitive skill about the concept, specifications and importance ofExcel program in daily life and work. .5	

Teaching the student how to benefit from his academic studies after his appointment. Especially in computer use.

9. Teaching and learning strategies

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

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
discussion	theoretical / And my work	Knowing the nature of each program's work and its basic areas of use	The difference between the program Excel and the word	2	the first
Oral exam and discussion	theoretical / And my work	What are the problems that the user faces?	Disadvantages of the program Excel	2	the second
discussion	theoretical	Book printing and table design	Printing method	2	the third
Discussion and juicing	theoretical / And my work	Apply the copy and paste operation to texts within cells	How to copy and paste in a program Excel	2	Fourth
----	♣♣♣♣♣ ♣♣♣♣♣ ♣♣♣♣♣ ♣♣♣♣♣	First month exam	♣♣♣♣♣♣♣♣♣ ♣♣♣♣♣♣♣♣♣ ♣♣♣♣♣♣♣♣♣ ♣♣♣♣♣♣♣♣♣	2	Fifth
viva voce	theoretical / And my work	Open new workbooks	How to create a new workbook for the program Excel	2	Sixth
Student discussion	theoretical / And my work	Definition of the program in terms of levels of organization of sub-commands	program Excel	2	Seventh
discussion	theoretical / And my work	Entering and analyzing data into active cells	Data processing and analysis	2	The eighth
Discussion posts and dialogues	theoretical / And my work	How to use mathematical equations in a program Excel	Reading equations	2	Ninth
♣♣♣♣♣♣ ♣♣♣♣♣♣ ♣♣♣♣♣♣ ♣♣	♣♣♣♣♣ ♣♣♣♣♣ ♣♣♣♣♣ ♣♣♣♣♣	Second month exam	♣♣♣♣♣♣♣♣♣ ♣♣♣♣♣♣♣♣♣ ♣♣♣♣♣♣♣♣♣ ♣♣♣♣♣♣♣♣♣	2	tenth
Homework	theoretical	Preparing attendance	Use the	2	eleven

and jug	/ And my work	and departure schedules and student grade lists	programExcelIn creating tables and attendance lists		th
viva voce	theoretical / And my work	The process of formatting texts and mathematical equations in the program	Format active cells in the program	2	twelfth
viva voce	theoretical / And my work	Applying automatic formatting steps to tables in a worksheet	Automatic table formatting	2	thirteenth
Homework and sharing	theoretical / And my work	Use operators such as arithmetic, comparison, references, and text concatenation.	Operators (mathematical operations)	2	fourteenth
—	—	Third month exam	???????????? ???????????? ???????????? ??????????	2	fifteenth

11. Course Evaluation

The final grade for the evaluation is 100 points, and the minimum for success is 50 points, and the grade is distributedEvaluation on the end of the course is 30 points and the end of the course exam is 70 points.As follows:

- First month exam 10 marks •
- Second month exam 10 marks •
- Daily preparation 5 degrees •
- Posts 5 points •
- End of course exam 70 points •

12. Learning and teaching resources

	Required textbooks (methodology if any)
Various books and references on the Internet and the college library.	Main References (Sources)
A set of scientific research related to the Excel program	Recommended supporting books and references (scientific journals, reports...)
A group of websites and electronic forums	Electronic references, websites

Professor of the subject

Dr. Tahseen Fadhel Mohammed