Academic Program Description Form

University name: UniversityTikrit

College/Institute: CollegeManagement and Economics

Scientific Department: DepartmentBusiness Administration.

Name of academic or professional program: Bachelorbusiness management

Final Certificate Name: Bachelor's inBusiness Administration.

Academic system:My semester (courses)

Description preparation date:2023-2024

Date of filling the file:1/9/2023

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

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

التاريخ: 1 / 9 /2023   التاريخ: 1 / 9 / 2023

دقق الملف من قبل

شعبة ضمان الجودة والأداء الجامعي

اسم مدير شعبة ضمان الجودة والأداء الجامعي: أسامة موسى فرحان

التوقيع

المُدَرِّس المُسَاعِد
أسَامَة مُوسَى فرحَان
مدير شعبة ضمان الجودة وتقييم الاداء

التاريخ: 1 / 9 /2023

مصادقة السيد العميد

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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

				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 a professional manner.	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 future.
	Skills
Learning Outcome Statement 2:Enabling the graduate to perform his workEfficiently andeffectiveness.	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 withWith the core values that guidecurrency fromWhere 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 faithWith ethicsProfessionalism 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-Ahbabi
	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 theory	business management	Asst. Prof. Dr. Firas Hussein Alwan Al-Tayef Al-Jabouri
	angel		Production management	business management	Prof. Dr. Qasim Ahmed Hanzel Mohammed Al-Azzawi
	angel		Strategic management	business management	A.M. Kifah Abbas Muhaimid Hajim Al-Janabi
	angel		Information systems	Information systems	Mr. Mohammed Salem Abdul Jamili
	angel		Human Resources Management	business management	Asst. Prof. Dr. Mohammed Ali Abdullah Hussein Al-Jumaili
	angel		Marketing Management	business management	Mr. Mohammed Mahmoud Abdullah Mahjoub Al-Jubouri
	angel		Marketing Management	business management	A.M. Marwan Rashid Hamoud Naseef Al-Abidi
	angel		Organizational theory	business management	Mr. Mahdi Khalaf Ali Ahmed Al-Jumaili
	angel		Strategic management	business management	M. Mahran Mahmoud Khattab Hamad
	angel		Production management	business management	Prof. Dr. Naji Abdel Sattar Mahmoud Ahmed
	angel		Marketing Management	business management	Mr. Nawaf Rasool Ismail Al-Maamari
	angel		Organizational theory	business management	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
1. Books approved by the Sectoral Committee for Administration and Economics 2. Supporting books and articles with an update rate of 20%

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

A4	A3	A2	A1	B4	B3	B2	B1	A4	A3	A2	A1		Stage		the first
√	√	√	√	√	√	√	√	√	√	√	√	essential	First		
													Stage		the second
√	√	√	√	√	√	√	√	√	√	√	√	essential	Second		
													Stage		the third
√	√	√	√	√	√	√	√	√	√	√	√	essential	Third		
													Stage		Fourth
√	√	√	√	√	√	√	√	√	√	√	√	essential	Fourth		

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

Course Description Form

1. Course name: Arabic Language
2. Course Code: None

			3. Semester / First Year / 2023-2024

			4. Date of preparation of this description: First course 9/1/2023

			5. Available forms of attendance: In-person

			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:Raghad Haitham Shams Email:iq.raghda.h.shams@tu.edu

8. Course objectives

	Subject objectives
• Knowledge: Remember the basic terms and concepts of the Arabic language.	
• Understanding: Explaining the basic concepts and rules related to the Arabic language.	
• Application: Using concepts and rules in scientific scenarios and purposeful case studies.	
• Analysis: Dividing information into sub-components and understanding the sub-functions of the Arabic language.	
• Composition: Integrating ideas to form a plan to delve deeper into the content of the Arabic language.	
• Evaluation: The extent to which Arabic grammar rules are applied in society.	

9. Teaching and learning strategies

	Strategy
• Use the board	
• Home solutions	
• Try to investigate some tasks and problems to find out their causes.	
• Blended learning:Blending traditional face-to-face education with the use of modern technology and online materials to enhance learning.	

10. Course Structure

Evaluation method	Learning g	Name of the unit or topic	Required learning outcomes	W at	Th e

	method			ches	week
Attendance Preparation Monthly Exams End of Semester Exam	Lectures, brainstorming, questioning	**Quranic text**	**Knowing how to analyze the Quranic text**	**6**	**1**
Attendance Preparation Monthly Exams End of Semester Exam	Lectures, brainstorming, questioning	**The importance of the Arabic language and the reasons for teaching it**	**Learn about the language, its importance and the most prominent characteristics of the Arabic language**	6	**2**
Attendance Preparation Monthly Exams End of Semester Exam	Lectures, brainstorming, questioning	**The closed taa and the open taa**	**Knowing and writing the closed and open taa**	6	**3**
Attendance Preparation Monthly Exams End of Semester Exam	Lectures, brainstorming, questioning	**The object**	**Definition of the direct object and explanation of the grammatical cases**	6	**4**
Attendance Preparation Monthly Exams End of Semester Exam	Lectures, brainstorming, questioning	**The object**	**Explaining the rules of the direct object and what it indicates in terms of time and place**	6	**5**
		First semester exam	**Identify the student's level**	6	**6**
Attendance Preparation Monthly Exams End of Semester Exam	Lectures, brainstorming, questioning	**punctuation marks**	**Knowing the signs that are placed between parts of written speech to help the reader understand and distinguish**	6	**7**
Attendance Preparation Monthly Exams End of Semester Exam	Lectures, brainstorming, questioning	**The hamza**	**Knowing the initial and intermediate single hamza and explaining the types of hamza**	6	**8**
Attendance Preparation Monthly Exams End of Semester Exam	Lectures, brainstorming, questioning	**Nominal sentence**	**Knowing the subject and predicate, their types, and the places where the predicate is placed before the subject**	6	**9**
Attendance Preparation Monthly Exams End of Semester Exam	Lectures, brainstorming, questioning	**verbal sentence**	**Building the past tense verb and explaining its construction conditions**	6	**10**

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				6	11
Attendance Preparation Monthly Exams End of Semester Exam	Lectures, brainstorming, questioning	**Present tense**	**Parsing of the present tense verb: nominative, accusative and jussive**	6	11
Attendance Preparation Monthly Exams End of Semester Exam	Lectures, brainstorming, questioning	**Imperative**	**Definition of the imperative verb, explaining its most important signs and the conditions of its construction**	6	12
Attendance Preparation Monthly Exams End of Semester Exam	Lectures, brainstorming, questioning	**Dad and Tha**	**Writing the letters Dhad and Tha and distinguishing between them**	6	13
Attendance Preparation Monthly Exams End of Semester Exam	Lectures, brainstorming, questioning	**Poetic text from pre-Islamic, Islamic and modern literature**	**Understanding how to analyze poetic text from pre-Islamic literature, Islamic literature, and modern literature**	6	14
		Final exam for the first semester	**Identify the extent of the student's comprehension of the scientific material**	6	15

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)
	Main References (Sources)
	Recommended supporting books and references (scientific journals, reports...)
	Electronic references, websites

Professor of the subject

M.M. Raghda Haitham Shams