

Academic Program Description Form

University name: University Tikrit

College/Institute: College Management and Economics

Scientific Department: Department Business Administration.

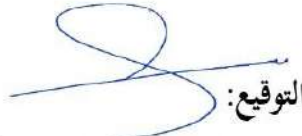
Name of academic or professional program: Bachelor business management

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

المدرس المساعد

التوقيع: 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

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 work Efficiently and effectiveness.

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 With the core values that guide currency from Where 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
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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 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 Marketing 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.

- 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

- 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.
- Conducting solid scientific research that is useful to all stakeholders to serve the labor market from an administrative perspective.
- Trying to focus on preparing young leaders in the field of specialization to support Iraqi organizations with them to serve our beloved Iraq.
- Introducing specialized knowledge in the teaching staff from the young category for the continued development of the teaching staff.
- 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.
- 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.
- 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		Stage		the first
√	√	√	√	√	√	√	√	√	√	√	√	essenti al	First		
√	√	√	√	√	√	√	√	√	√	√	√		Stage		the second
√	√	√	√	√	√	√	√	√	√	√	√	essenti al	Second		
√	√	√	√	√	√	√	√	√	√	√	√		Stage		the third
√	√	√	√	√	√	√	√	√	√	√	√	essenti al	Third		
√	√	√	√	√	√	√	√	√	√	√	√		Stage		Fourth
√	√	√	√	√	√	√	√	√	√	√	√	essenti al	Fourth		

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

Course Description Form

(Business correspondenceBusiness letter

Course Description

This course description provides a concise summary of the main features of the course and the learning outcomes expected of the student, demonstrating whether he or she has made the most of the learning opportunities available. It must be linked to the programme description.

1. Course name

Business correspondence

2. Course code

3. Semester/Year: Semester

Second course / first stage

4. Date this description was prepared

10/1/2023

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 objectives

The 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.

<ul style="list-style-type: none"> • Introducing students to the concept of a business letter and how to prepare it • Learn the most important terms in the English language that contribute to preparing an ideal business letter. • Understand the importance of business messages for institutions and individuals • The student's ability to prepare a business letter that includes all the terms and elements of a business letter. • Knowing the concepts related to the business message • Learn about the sections of a business letter and the conditions of each section • Learn how to respond to business messages from companies 	<p>Subject objectives</p>
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9. Teaching and learning strategies

<ul style="list-style-type: none"> • 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,andAsk questions to help students brainstorm. • Encourage students to improve their English reading skills by reading the entire lecture in English in turn. • Expanding students' concepts by linking the terms of the subject to other, more common terms. • Give students space to ask questions and express ideas. 	<p>Strategy</p>
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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

- **Exams of all kinds**
- **Discussions and scientific presentations by students**
- **Brainstorming method**
- **Reports and studies**

Required textbooks (methodology if any)

Business correspondence 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

Course structure

Evaluation method	Teaching method	Unit name/topic	Required learning outcomes	Watches	The week
Daily exams and daily preparation	Giving lectures and reports	Introduction to Business -An introduction to business	Knowing the nature of business	2	1
Daily exams and daily preparation	Giving lectures and reports	Communication process - Communication process	Effective and ideal communication method	2	2
Note	Submit case studies	Examples - Examples Cases	Knowing how to communicate practically	2	3
Daily exams and daily preparation	Giving lectures and reports	Business Messages Overview - An overview on business letters	Get an overview of business messages	2	4
Daily exams and daily preparation	Giving lectures and reports	Related terms - Selective related concepts	Knowledge of relevant concepts and terms	2	5
Daily exams and daily preparation	Giving lectures and reports	The importance of business letters - Importance of letters	Understand the importance of business letters	2	6
		exam		2	7
Daily exams and daily preparation	Giving lectures and reports	Types of business messages - Types of business letter	Know the types of business messages	2	8
Daily exams and daily preparation	Giving lectures and reports	Body quality - Quality of the structures	Knowing how to build a message structure with perfect quality	2	9
Note	Submit case studies	Examples - Examples Cases	Knowing how to write a letter practically	2	10
Daily	Giving	The basic parts	Knowing the	2	11

exams and daily preparation	lectures and reports	of the message - Main parts of the letters	important parts of the message		
Note	Submit case studies	Examples - Examples Cases	Identify each part of the message.	2	12
Daily exams and daily preparation	Giving lectures and reports	Review previous cases - Review of applications	Review of cases that have been applied	2	13
Daily exams and daily preparation	Giving lectures and reports	Examples - Examples Cases	Solve examples of all previous applications	2	14
		exam		2	15

Student role and obligations

- Attendance at the specified time for the lecture and performance of the student's duties inside the lecture hall. -1
- Performing periodic and surprise tests at the time specified by the course instructor or according to the department's timings. -2
- Preparing reports supporting the topic. -3
- Participate in the discussion within the lecture. -4

Professor of the subject Professor of the subject

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