Program Description FormAcademic

namethe university:universityTikrit

College /Institute:collegeManagement and Economics

Scientific Department: DepartmentBusiness Administration.

Academic Program NameOr professional: Bachelor'sbusiness management

Final Degree Name: Bachelor's inBusiness Administration.

Academic system:quarterly(Courses)

Date of preparationDescription: 2023-2024

Date of filling the file:1/9/2023

التوقيع: التوقيع

اسم المعاون العلمي: ا.م.د. أشرف هاشم فارس   اسم رئيس القسم: ا.م.د. عامر علي حمد

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

المدَرِّس المَسَاعِـد
اسامة موسى فرحان
مدير شعبة ضمان الجودة وتقييم الاداء

التوقيع

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?Programmatic?From where?Side?both

5. Other external influences

Is there a sponsor?For the program?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 core 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 Outcomes Statement1: EnableThe student performs 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 guideHis work is fromWhere organizational citizenship, teamwork, interactive decisions and excellenceAcademicand equal opportunities
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 • Use data show • 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	Requirements/	Specialization	Academic Rank

preparation		Skills (if any)			
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 managem	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: Computer Basics and Office Applications
2. Course Code: None

3. Semester/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): 45 hours / unit 3	
7. Name of the course supervisor (if more than one name is mentioned)	

the name:Mr. Omar Wasfi Mukhlef Mohammed Email:omar.wasfi20@tu.edu.iq

Name: M.M. Osama Musa Farhan Mahmoud Email:usamamuosa@tu.edu.iq

	8. Course objectives
• Providing all the information and experiences required for the student in the field ofComputer Basics. • moretheCapabilitiesCreative forFor a student in scientific and cognitive fieldsComputer. • Qualifying the student in the field so that he is able to work within the sector's fields of work.The year andprivate.	Subject objectives
	9. Teaching and learning strategies
• Use the board • Use data show • Home solutions • Try to investigate some tasks and problems to find out their causes. • Blended learning	Strategy
	10. Course Structure

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Review and discussion questions	theoretical	Know the life cycle of a computer	Computer life cycle development	3	1
Oral exam	Theoretical + Practical	Definition of electronic computer	Electronic computer	3	2
Review and discussion	theoretical	Identify the general areas of computer use.	Computer use areas	3	3

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Daily exam	Theoretical + visual aids	Knowing the hardware components of the computer	Computer components	3	4
Daily exam	Theoretical + Visual Aids	Knowing the hardware components of the computer (Input devices)	Computer components (material entity)	3	5
Daily exam	Theoretical + parts for clarification	Knowing the hardware components of the computer (Output devices)	Computer components (material entity)	3	6
Daily exam	Theoretical + Practical	Knowing the components of the computer (CPU)	Computer components (material entity)	3	7
Daily exam	Theory + examples for clarification	Knowledge of computer software components (Operating systems)	Computer components (Software entity)	3	8
Written exam	Theory + examples for clarification	Knowledge of computer software components (Application programs + programming languages)	Computer components (Software entity)	3	9
viva voce	theoretical	Knowledge of computer security and software licenses	Computer Security and Software Licensing	3	10
viva voce	theoretical	Knowledge of computer security and software licenses (cyber ethics)	Computer Security and Software Licensing (Electronic world ethics)	3	11
viva voce	Theory + examples	Knowledge of computer security and software licenses (hacking)	Computer Security and Software Licensing (Cyber hacking)	3	12
Exam + Discussions	Theory + examples	Malware knowledge + types of viruses	Malware + Virus Types	3	13
Daily exam + homework	Theoretical + Practical	Know the new requirements and features	Windows installation requirements	3	14
Written exam	Theoretical + Practical + Data Show	Getting to know the components of the desktop	Desktop Components	3	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
Textbook Part One Computer Basics and Office Applications	Required textbooks (methodology if any)
nothing	Main References (Sources)
nothing	Recommended supporting books and references (scientific journals, reports...)
ps://support.microsoft.com/en-us/office/basic-tasks-in-word%E2%80%8F-87b3243c-b0bf-4a29-82aa-09a681999fdc	Electronic references, websites

Professor of the subjectComputer: M. Omar Wasfi Mukhlef

Subject teacher: M.M. Osama Musa Farhan Mahmoud