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:1/28/2024

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

التاريخ: 28/ 1 /2024

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

التاريخ: 28 / 1 / 2024

دقق الملف من قبل :
شعبة ضمان الجودة والأداء الجامعي
اسم مدير شعبة ضمان الجودة والأداء الجامعي: م.م. خلدون عبد الله خلف
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التاريخ: 28 / 1 /2024

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 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

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	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	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 Mohammed Al-Jumaili
	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				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**		

√	√	√	√	√	√	√	√	√	√	√	√	essential	Stage Third		the third
													Stage		Fourth
√	√	√	√	√	√	√	√	√	√	√	√	essential	Stage Fourth		

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

Course Description Form

1. Course name:
Computer 2
2. Course code:
nothing
3. Semester/Year: 2023-2024
Second stage / second course
4. Date this description was prepared:
1/28/2024

	5. Available forms of attendance: In-person

In-room attendance, using softwareClassroomTo notify students of exam times and download monthly exam grades and annual effort grades, while providing them with some instructions regarding attendance, absence, and exams.

	6. Number of study hours (total) / Number of units (total): hour / unit

45 hours / 3

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

Name: M.M. Mohammed Salem Abdul Mohammed Mail: Mohammed.salim87@tu.edu.iq

	8. Course objectives
• Training the student and developing his scientific abilities to benefit from the computer. • Providing the student with creative mental abilities, helping him to think logically, inductively and deductively, and developing his abilities to solve problems. • Strengthening the desire factor towards computers and their applications and providing the student with positive tendencies towards information technology.	Subject objectives

	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

					10. Course Structure
Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Review the practical application and ask discussion questions.	Theoretical + Practical	Run the programMicrosoft Word 2010	Knowledge of program operation and its importance	3	the first
Follow up on homework	Theoretical + Practical	Program Home Page Tab	Dealing well with tabhome to develop student's	3	the second

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and formulate questionsAbout home			cognitive and technical skills		
Follow up on homework and formulate questionsAbout Insert	Theoretical + Practical	Drawer tab	Full awareness of the tabulation of drawers and its practical use	3	the third
Follow up on homework and formulate questionsAbout page layout	Theoretical + Practical	Page tabbing and layout	Full featured page layout inword	3	Fourth
Follow up on homework and formulate questionsAbout review	Theoretical + Practical	References tab	Valuable information by adding references to the program in research.	3	Fifth
Follow up on homework and formulate questionsAbout view	Theoretical + Practical	View tabview Tab	Knowing the importance of page widths and how to deal with them	3	Sixth
Follow up on homework and formulate questionsAbout the material in general	Theoretical + Practical	Practical review of the material	Consolidate the information gained during the course	3	Seventh
		Exam		3	The eighth
Discussions and questions on the topic	theoretical	Internet Basics	Know the basics Because the Internet has become part of the development	3	Ninth
Discussions and questions on	theoretical	Web addresses	General idea about web addresses and	3	tenth

the topic			their types		
Follow up on homework and formulate questionsonInternet Explorer	**Theoretical + Practical**	**Internet Explorer**	**Practical and theoretical information about the research method**	**3**	**eleventh**
Discussions and questions on the topic	**theoretical**	**Data transfer rate**	**How to transfer data and the mechanisms followed for that**	**3**	**twelfth**
Follow up on homework and formulate questionsonsearch engines	**Theoretical + Practical**	**Use of search engines**	**Use various search engines and the difference between them**	**3**	**thirteenth**
Follow up on homework and formulate questionson computer effect	**Theoretical + Practical**	**The impact of computers and the Internet on our lives**	**Full understanding of the risks and benefits of the Internet for humanity**	**3**	**fourteenth**
		Exam		**3**	**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
Computer Basics and Office Applications / Part Three	Required textbooks (methodology if any)
Microsoft Word 2019, Ihab Abu Al-Azm (2019), Dar Al-Hikma for	Main References (Sources)

Printing and Publishing, First Edition, Tripoli, Libya.	
	Recommended supporting books and references (scientific journals, reports...)
Microsoft Support and Help Site https://support.microsoft.com/ar-sa/office/basic-tasks-in-word%E2%80%8F-87b3243c-b0bf-4a29-82aa-09a681999fdc	Electronic references, websites

Professor of the subject:

Mr. Mohammed Salem Abdul Mohammed