

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: 1/9/2023


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

التاريخ: 2023 / 9 / 1


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

التاريخ: 2023 / 9 / 1

دقق الملف من قبل
شعبة ضمان الجودة والأداء الجامعي
اسم مدير شعبة ضمان الجودة والأداء الجامعي: أسامة موسى فرحان
التوقيع

المدرس المساعد
أسامة موسى فرحان
مدير شعبة ضمان الجودة وتقييم الأداء
التاريخ: 2023 / 9 / 1


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.
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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.
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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.
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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.
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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.
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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-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.

- 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
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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		the second
													Stage		
√	√	√	√	√	√	√	√	√	√	√	√	essenti al	Secon d		the third
													Stage		
√	√	√	√	√	√	√	√	√	√	√	√	essenti al	Third		Fourth
													Stage		
√	√	√	√	√	√	√	√	√	√	√	√	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:
Human Resources Management
2. Course Code: None

3. Semester / First Year / 2023-2024

First course / second stage

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

12/3/2024

5. Available forms of attendance: In-person

In-room attendance, using software Classroom to notify students of exam times, to ask quick questions to know students' interaction with the lecture, and to 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/ 3 units

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

Name: A.M. Ahmed Khalaf Hamdan Email: ahmed.hamdan@tu.edu.iq

8. Course objectives

- **Clarifying the concepts, definitions, practices and strategies of human resource management**
- **Defining the importance of (human resources management) for business organizations and in all sectors, whether private or public**
- **Preparing qualified cadres in the field of business administration and human resources management.**
- **Blending the theoretical framework of human resource management with the field reality of companies and organizations that are highly concerned with their human capital.**

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**
- **AKasabStudentsSelf-learning skills that enable them to update their scientific informationBy their scientific specialization.**

Strategy

10. Course Structure

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
discussion	theory	Definition of human resource - management The importance of human - resources management Objectives and origins of - human resources management Human Resources - Management Jobs	Introduction to Human Resource Management	3	1
viva voce	theory	Definition of job analysis- The importance of job analysis- Job Analysis Steps-	Job analysis	3	2
discussion	theory	Job definition and job design- Factors to Consider When - Designing a Job -	Job design	3	3
Daily exam	theory	Human Resource Management - Planning Concept The importance of human - resources management planning Human resource management - planning objectives Stages of human resources - management planning	Human Resource Planning	3	4
discussion	theory	Employment concept- Selection and appointment - objectives Selection and appointment - process steps	Recruitment, Selection and Appointment	3	5
viva voce	theory	The concept of polarization- Types of polarization- Sources of polarization-	polarization	3	6
Written exam	theory	Compensation concept- Definition of wages and - salaries The importance of wages and - salaries Types of wages and salaries- Terms of determining wages - and salaries	Wages and salaries	3	7
discussion	theory	Training concept Management - development concept The difference between - training and development Types of training- Training Step- Identify training needs-	Training and development	3	8
Daily exam	theory	Definition of incentive- Definition of rewards-	Incentives and rewards	3	9

		Difference between - rewards And the incentive Steps to prepare the incentive - system			
discussion	theory	Discipline and discipline - system Definition of job discipline- Definition of administrative - violations Types of administrative - violations Reasons for poor employee - performance	Discipline and discipline system	3	10
Daily exam	theory	Performance Evaluation - Concept Performance evaluation - objectives Parties responsible for - performance evaluation Performance Evaluation Steps-	Human Resources Performance Evaluation	3	11
viva voce	theory	Occupational health and safety - concept The difference between health - and safety Types of work injuries- Causes of work injuries- Occupational Health and - Safety Programs	Occupational Health and Safety	3	12
viva voce	theory	conceptOffer estimate- Demand vs Supply Interview-	Demand Estimation	3	13
Homework	theory	The concept of career mobility- Basics of work rotation- Job rotation requirements-	Functional movement management	3	14
Written exam	theory	A sample of companies that practice HR strategy to attract talent	Case Studies	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

Nothing

Required textbooks (methodology if any)

<p>Books and references specialized in human resources management Gary Dessler and Omar Wasfi Aqili</p>	<p>Main References (Sources)</p>
<p>A collection of scientific research published in scientific journals and university theses specializing in organization theory.</p>	<p>Recommended supporting books and references (scientific journals, reports...)</p>
<p>A group of websites and electronic forums.</p>	<p>Electronic references, websites</p>

Professor of the subject Human Resources Management

A.M. Ahmed Khalaf Hamdan