Academic Program Description Form

University name: UniversityTikrit

College/Institute: CollegeManagement and Economics

Scientific Department: DepartmentGeneral Administration

Name of academic or professional program:Public Administration Department

Final Certificate Name: BachelorScience in Public Administration

Academic system:Course system

Description preparation date:14/9/2023

Date of filling the file:14/9/2023

التوقيع : اسم رئيس القسم: ١.م. حاضر صباح اسم المعاون العلمي: ١.م.د. أشرف هاشم فارس

التاريخ: 17 / 9 / 2023

التاريخ: 17 / 9 /2023 دقق الملف من قبل شعبة ضمان الجودة والأداء الجامعي اسم مدير شعبة ضمان الجودكم والأداء الجامعي: أسامة موسى فرحان التوقيع لمسمه

التاريخ: 17/ / 9 / 2023

شعير



1. Program Vision

Excellence in deliveryAngelspioneerAndTo lead public sector institutions that meet

stakeholder requirements, in line with global quality standards..

2. Program message

Providing the public sector with the educated administrative energies it needs to meet its aspirations in serving the community, and communicating with relevant stakeholders to consolidate community behaviors through education.andLearning, creating an open environment for cultural and intellectual exchange that stimulates scientific research, creativity, innovation and leadership, as well as disseminating knowledge to public sector institutions to ensure the well-being and excellence of society.

3. Program objectives

- Preparing graduates capable of working in government organizations, thus . N contributing to achieving social and economic development in society..
- Supporting government organizations and developing their knowledge in the .Y fields of central and local administration by providing them with specialized administrative cadres.In this field.
- Disseminating noble community values and instilling integrity behaviorsAnd .7 community serviceIn the basics of workAdministrative.
- Continuous development of the scientific contributions portfolioFor .٤ membersThe teaching staff in the department and following up on their feedback to ensure the achievement of the objectives of the educational process.
- Building bridges of cooperation between the Public Administration Department .° and the community, and achieving a strategic partnership with government organizations by creating a cooperative environment that achieves continuous communication.andfor.

4. Program accreditation

DoThe programIs the program accredited? And from which authority? both . 7

5. Other external influences

Is there a sponsor? ForprogramYes, Ministry of Higher Education and Scientific .^V Research

6. Program Structure	6.	Program	Structure
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comments	percentage	Study unit	Number of	Program	
			courses	Structure	
	9.4%	14	6	Institutional	
				Requirements	
	18%	27	10	College	
				Requirements	
	72.6%	109	40	Department	
				Requirements	
				Summer	
				training	
				Other	

*Notes may include whether the course is basic or optional.

7. Program Description / Curriculum of the Department of Public Administration							
(Credit hours	Course name	Course code	Year/Level			
practical	theoretical						
	3	Principles of Public					
		Administration 1		First			
	3	Principles of Economics					
	3	Principles of Statistics					
	I						

1	2	Computer 1Word	
	2	Arabic	
	2	Human rights and	
		democracy	
	3	Principles of Public	
		Administration 2	
	3	Mathematics for	
		administrators	
	3	Accounting principles	
	3	ReadingsEnglish	
1	2	Computer2Word	
	2	English language	
	3	Marketing Management	
	3	Human Resources	
		Management	
	2	Administrative law	
2	2	Intermediate Accounting	
	3	The development of	
		organizational thought	
	2	English language	
	2	Quantitative methods	
1	2	Computer1Excel	Second
	2	Baath crimes in Iraq	
	3	Public Relations	
2	2	Government accounting	
	2	Administrative Psychology	
	2	Civil Service Legislation	
	3	Political systems	
	2	Operations research	
1	2	Computer1Excel	
	3	Public Financial	
		Management	
2	2	unified accounting system	Third
	3	Local administration	
	3	Contract management	

	2	Quality Management	
	2	Public service ethics	
1	2	Database Computer	
		Applications2	
	2	English language	
	3	Organizational Behavior	
	3	Financial policies	
	2	General Project	
		Management	
	3	Management Information	
		Technology	
	3	Comparative local	
		management systems	
	2	Environmental	
		management	
1	2	Database Computer	
		Applications2	
	3	Production and Operations	
		Management	
	2	Comparative Public	
		Administration	
	3	Administrative	
		development1	
	3	Strategic Management1	
	2	English language	
1	2	Computer	
		Applications1QSB	Fourth
	2	Scientific research methods	
		and ethics	
	3	Strategic management	
	3	Administrative	
		development 2	
	2	Risk Management and	
		Insurance	
	3	General Policies	

		Computer Applications20	2	1
es of the program	d learning outcomes	8. Fx		
Knowledge				
0	Providing leading cadro	department's -	e ability of the	Th
tor institutions.		b develop their	•	
	Disseminating k	itive skills and	ative and cogn	administra
s to achieve the	vernment institutions to	ship in leading	achieve leader	:
ions of society.	aspiration	nt institutions.	governme	
age and invest -	The ability to manag			
at achieves the	owledge in a way that			
of the academic	lity and efficiency of			
their suitability	gram's outputs and the			
e labor market.	for the l			
Skills				
porting the -	Developing and supporting the -		nent Departm	Manager
ovation and	spirit of creativity, innovation and		ave the ability	ha
leadership.	16	manage time.	problems and	I
onment for -	eating an open enviror			
ll exchange.	ltural and intellectual			
te and interact -	Communicate	nowledgeable -	ts should be k	Our outpu
h stakeholders.	constructively with	accomplish the	led in how to a	and skill
		gned to them.	tasks assi	
Values				
int and attrical	Establishing socia	nal ethics and -		

Adherence to professional ethics and -	Establishing social and ethical -
the ability to demonstrate high	responsibility.
professional competence.	Serving the community and meeting its -
	requirements.

Integrity and	transparency.
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Quality.

The student must believe in the principles of integrity and transparency, and have the ability to apply the concepts of quality management at work.

9. Teaching and learning strategies

- Active learning: Encouraging students' active participation in learning processes, . such as discussions, group activities, and problem solving, to enhance their deep understanding of mathematical concepts.
 - Cooperative learning: Encouraging students to work together in small groups to .^v solve problems.related to their studiesAnd sharing ideas, which contributes to enhancing interaction and knowledge exchange between them.
- Use of Technology: Leveraging technology to provide interactive learning tools ." such as computer software and online resources to enhance student understanding and motivation.
- Problem-based learning: presenting specific problems and motivating students to .٤ think critically and use skillsAdministrativeTo solve it.
- Multiple Instructional Strategies: Providing a variety of instructional strategies, .• such as interactive lectures, practical lessons, and hands-on exercises, to meet the diverse needs of students.
 - Promote thinkingAdministrativeEncourage students to develop thinking .[\] skills.AdministrativeSuch as analysis, planning and inference, by providing stimulating questions and applied problems.
 - Provide immediate feedback: Provide mechanisms to provide immediate .^v feedback to students on their performance and understanding of concepts.Administrative, whether through periodic assessments or direct interaction with the teacher.

10. Evaluation methods

Classroom performance assessment: This includes assessing students'. performance during lessons, lectures and workshops, whether through written tests or continuous assessment of their participation and understanding of the

material.

- Participation in discussions and activities: Students' participation in class .^v discussions, group activities, and individual projects can be assessed to assess their understanding and engagement with the material.
 - Tests and assignments: Students may be given regular tests and assessment .۳ assignments to assess their problem-solving skills.related to their field of expertiseAnd their understanding of the concepts presented.
- Evaluating participation in research: The extent to which students participate in .[£] research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions.
 - Practical Performance Evaluation: Students can be evaluated in practical .• performance through: VisitsProcess and participation in applied activities.
 - Evaluation of external participation: This includes evaluation of the extent of .³ students' participation in external activities such as conferences, seminars, and sports competitions.
 - Evaluation of Personal and Professional Development: Students' personal, .^v professional and academic development can be evaluated during their participation in the faculty mentoring program.

11. Faculty

Faculty members							
Faculty		Requirements/	Specialization				
preparation		Skills (if any)			Academic Rank		
lecturer	angel		private	general			
	angel		Operations research	Statistics (Operations Research)	Asst. Prof. Dr. Mazhar Khaled Abdel Hamid		
	angel		Administrati ve law	General law	A.M.D. Mohamed Ahmec Raheel Aftar		
	angel		Financial manageme nt	business management	A.M.D. Qusay Jassim Mohammed Imran		

A.M. Mazen Noma	business	Bank	angel	
A.M. Mazen Noma Abdullah Bak		manageme		
	management	nt		
A.M. Adnan Fayha		linguistics	angel	
Mahmoud Khade	English language	linguistics		
	h	Financial	angel	
A.M. Ahmed Khade	business	manageme		
Ahmed A	management	nt		
		Political		lecturer
Prof. Dr. Saad Saleh Iss	economy	economy		
Asst. Prof. Dr. Yasser A				lecturer
Hamda	law	Special law		lecturer
Asst. Prof. Dr. Qusa			angel	
Abboudi A	Calculators	Networks	anger	
		Financial	angel	
A.M. Present Saba	business management		unger	
Shaeer Jabai		manageme		
		nt		
A.M. Tariq Aziz Kur	business	Knowledge	angel	
	management	manageme		
	management	nt		
M. Khalaf Mohamme	business	organized	angel	
Alo	management	organizeu		
	business	Organizatio	angel	
M Iman Muwaffaq Oma	management	n theory		
Mr. Salam Hussein Jassir	business	administrati	angel	
Hand	management	on Financial		
M. Najm Suhail Najr	administration	administrati	angel	
Abdulla	works	on Financial	unger	
Abdulla				
M. Talha Kwan Saler	business	Human	angel	
	management	Resources		
Ms. Aisha Abdel Khale	count	Applied	angel	
Isma	count	statistics		
Mr. Saad Salem Ghaner	business	business	angel	
Suleima	management	manageme		

		nt	
		Financial	angel
Dr. Qutaiba Ibrahin	business		anger
Hamada	management	manageme	
		nt	
	General	General	angel
M. Hamid Anwar Danol	Administration	Administrati	
		on	
Mr. Noii Llosson Abmo	business	business	angel
Mr. Naji Hassan Ahme Allaw		manageme	
Allaw	management	nt	
		Production	angel
M. Maysam Riad Bah	business	and	
	management	operations	
Mr. Hussein Abdul Hamad	business	Human	angel
Husseir	management	Resources	
millimeter. Hassan Farha	business	Human	angel
Ahmed Handa	management	Resources	
Mr. Mohamed Mustafa	General	General	angel
Mohamed Ibrahin	Administration	Policies	
	business	Human	angel
M. Ahmed Ayed Makhla	management	Resources	
M.M. Nihad Khami	business	Human	angel
Hassar	management	Resources	
	husingan	Quality	angel
M. Mazhar Ahmed Khala	business	Manageme	
	management	nt	
		Production	angel
Mr. Ali Mohamme	business	manageme	
Huwaid Khate	management	nt	
		Bank	angel
M.M. Ali Hamad A	Financial and		unger
ινι.ινι. Απ παπαά Α	Banking Sciences	manageme	
		nt	
M.M. Mohammed Salen	Management	Information	angel
Abde	Information	systems	

			Systems	
lecturer		English	Fractisk Jananasa	
		literature	English language	M. Alaa Ahmed Abdullah
	angel	law	law	Mr. Ihab Abdullah
			law	Muhaimid
	angel	Cost	accounting	Mr. Yasser Fouad Taha
		accounting	accounting	
lecturer		law	law	Mr. Maher Sabah Habib
	an cal	Financial	accounting	Mr. Mohammed Ahmed
	angel	accounting	accounting	Diab
		Manageme		
	angel	nt	accounting	Mr. Ali Fouad Taha
		accounting		
	angel	about	Arabic	M.M. Ali Ghaleb Ali

Professional development

Orientation of new faculty members

Determining the needs of the university and the department: The needs of 1the university and the department are determined in terms of the required educational cadres and preferred specializations.

Orientation Programs: Customized orientation programs are designed for 2new, visiting, full-time and part-time members based on their needs and specialties.

Introduction to the University Environment: A comprehensive introduction 3to the university and the Department of Public Administration is provided, including an overview of the department, vision, mission, goals, and available services.

Providing support resources: New members are provided with the necessary 4resources and support, including training courses, workshops, and technical assistance.

Academic Orientation: New members are oriented regarding the curricula, 5research areas and teaching methods used in the department. Administrative Orientation: New members are oriented to administrative 6procedures, responsibilities, university policies and code of conduct.

Ongoing Support: Ongoing support is provided to new, visiting, full-time 7-

and part-time faculty members through advisory sessions, workshops and periodic evaluations.

Professional development for faculty members

- Identifying needs and setting goals: Faculty needs are identified through surveys and . performance evaluations, and then specific goals to be achieved within the program are identified.
- Development Program Design: Based on the specific needs and objectives, a comprehensive .^v development program is designed that includes a set of activities, training courses, workshops, and educational resources.
 - Program Implementation: The development program is implemented in a regular and .^r organized manner, including organizing workshops, conducting training courses, and providing appropriate educational resources.
 - Use effective teaching strategies: Faculty members learn to use and apply modern and .[£] effective teaching strategies, such as cooperative learning, active learning, and educational technology.
- Evaluation of learning outcomes: The effectiveness of the development program is evaluated ... by evaluating the learning outcomes of faculty members, such as increased levels of knowledge, teaching skills, and interaction with students.
- Continuous Development: Ongoing feedback and support is provided to faculty members to .7 promote ongoing professional and academic development.
- Participation in scientific research and publication: Faculty members are encouraged to .^V participate in scientific research and publish the results in prestigious academic journals, which enhances their academic standing and contributes to the development of knowledge in their fields.

12. Acceptance Criteria

- Central acceptance. -1
- Accepting exceptions (martyrs' families, children of faculty, distinguished -۲ employees, top students in institutes, foreign students).
 - Private government education "
 - Accepting evening studies. [£]

13. The most important sources of information about the program

- University, college and electronic department website. -)
 - Priorities for establishing the department. -^Y
- Project to develop and update the curricula of the faculties of management and -r
 - economics in Iraqi universities for the year 2017.

14. Program Development Plan

- Curriculum development. -1
- Open postgraduate studies (higher diploma equivalent to a master's degree). -⁷
- Developing teaching and administrative staff through courses, seminars and workshops in -^r areas of specialization.
- Supporting scientific research efforts by encouraging faculty members to publish, especially in -٤ international journals.
 - Conducting training programs to develop students' capabilities in technical and information -o technology fields.
 - Organizing field visits and scientific trips for students to government institutions. -7

							Prog								
				F	Requi	red l	earni	ng o	utco	mes	s of	the prog	gram		
	Ι	/alue	S			Skill			now			Essent ial or	Course		Year/I
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✓	\checkmark	✓	✓	\checkmark	\checkmark	✓	\checkmark	~	✓	✓	~		Principles of Economics		
✓	\checkmark	✓	✓	\checkmark	\checkmark	~	\checkmark	\checkmark	✓	✓	✓		Principles of Statistics		
	✓	~	✓		✓	✓	✓		~	~	~		Computer 1Word		
	\checkmark	\checkmark	\checkmark		\checkmark	\checkmark	\checkmark		\checkmark	~	✓		Arabic		
	~	✓	✓		~	~	\checkmark			✓	✓		Human rights and democracy		
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✓	~	~	~	~	~	✓	~	✓	~	✓	✓		Mathematics for administrators		
✓	✓	✓	<	✓	✓	~	✓	~	~	✓	✓		Accounting principles		
✓	✓	~	✓	✓	✓	~	~	~	~	~	~		ReadingsEnglis h		
	✓	~	✓		✓	~	~		~	~	~		Computer2Wo rd		
✓	\checkmark	✓	✓	\checkmark	\checkmark	\checkmark	\checkmark	~	✓	✓	✓		English language		

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\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	✓	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark		man	-	
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												Manage	ment		
\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	✓	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	Administr	ative		
													law	_	
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✓	\checkmark	\checkmark	✓	\checkmark	developme										
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\checkmark	Civil Se		_												
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✓	\checkmark	Opera	tions arch												
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\checkmark		ublic		1											
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												Manage	ment ified	_	
\checkmark	\checkmark	✓	\checkmark												
													stem		
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												administr			
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\checkmark	\checkmark	✓	✓	~	\checkmark	✓	✓	\checkmark	\checkmark	\checkmark	\checkmark	Manage	ality ment		
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	-			-	-	-				Ĺ	Ĺ	e	thics	Third	
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			-									Inform	ation		
												Techno	ology		l

								Fourt	Fourt	h year	h	h	h
Comparative local management systems	Environmental management	Database Computer	Applications2 Production and Operations Management	Comparative Public Administration	Administrative development1	Strategic Management1	English language	Computer	Applications1QS B	Applications1QS B Scientific research methods and ethics	Applications1QS B Scientific research methods and	Applications1QS B Scientific research methods and ethics Strategic	Applications1QS B Scientific research methods and ethics Strategic management Administrative
✓ ∨	✓ v	✓ v	✓ v	✓ ∨	✓ v	✓ v	✓ v		✓ ∨	✓ × ✓ ×		✓ ∨	✓ ✓ ✓ ✓
✓	✓	✓	✓	✓	✓	✓	\checkmark		✓			✓	✓ ✓
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~	✓	✓	✓	✓	✓	~	\checkmark	1	~	✓ ✓		✓ ✓	✓ ✓

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

Course Description Form

1. Course name

Marketing Management

2. Course code

No wayD

3. Semester/Year

Chapter One / Stage Two

4. Date this description was prepared

14/9/2023

5. Available forms of attendance

Weekly / Full time attendance

6. Number of study hours (total) / Number of units (total)

45 hours / 3 units

7. Name of the course supervisor (if more than one name is me	ntioned)
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Name: A.M. Tariq Aziz Kurdi Email: tareq1982@tu.edu.iq

Name: M.M. Mohamed Mustafa

Mohamed<u>mohammedmustafaalabid@gmail.com</u>

8. Course objectives

	8. Course objectives
Providing the student with a •	
cognitive skill about the	
concept, specifications,	
importance, application and	
development of marketing	
that is related to	
administrative work.	
Providing the student with •	
information on how to use	
modern methods in	
Marketing in its various	
forms and how to benefit	Subject objectives
from it by providing correct	
and accurate data and	
information about the	
organization's audiences	
that serve the decision-	
maker in making the right	
decision	
How to continuously train •	
to keep up with all types of	
rapid development in the	
field of mass marketing.	
	9. Teaching and learning strategies

	0	gy according to student's ab nking Skill Stra strategy in lear brainstorn	ility tegy • ning •	Strat	egy	7	
			0	1	0. (Course	Structure
Evaluatio	Lea	Name of	R	Required learning outcom		Watch	The week
n method	rni	the unit or				es	
	ng	topic					
	met						
	hod						
Follow up on	theor	The origin and	Marke	eting concept and importance	•	3	the first
homework	etical	development of		etween selling and marketing	•	-	
assignments and formulate questions		marketing	Types of Marketing •				
Follow up on	theor	Marketing		Marketing Jobs	٠	3	the second
homework	etical	JobsAnd its		Marketing objectives	•		
assignments		objectives	Modern mea	ns of marketing management	•		
and			Fact	ors to Consider in Organizing	٠		
formulate				Marketing Management			
questions Follow up on	theor	Market and	Definition of consumer behavior				the third+
homework	etical	Consumer					Fourth
assignments			importance study behavior Consumer •				
and				affecting consumer behavior	•		
formulate			Market Defin	nition Advantages of market	•		
questions				segmentation			
			Ma	rket segmentation principles:	•		
Follow up on	theor	Consumer and		Product Definition	٠	3	Fifth
homework	etical	industrial	Cons	sumer Products Classification	•		
assignments and		products	£	Products Industrial	•		
formulate questions			features	And typesIndustrial Products	•		
Follow up on	theor	Marketing mix		Marketing mix elements	•	3	Sixth
homework	etical			Marketing mix characteristics	•		
assignments and formulateQu estions				Marketing mix strategies	•		
Follow up on	theor	Marketing	concept N	larketing Information System	•	3	Seventh +
homework	etical	Information					Eighth
assignments		SystemsandMar	Importa	nce and benefitsInformation	•		
and		keting research	_	SystemMarketing			
formulate questions				d areas of marketing research	•		
940300003		Ci	rst month exam	search Ethics and Obligations	•		Ninth
Follow up on	theor	Nature of		Service conceptAnd	•	3	thetenth
homework	etical	services		Types and Service Features	•	-	
assignments and formulate				Dimensions quality Service	•		

Follow up on	theor	Service	AFor health services	•	3	theEleventh
homework	etical	producers and	Banking Services	•		
assignments and formulate questions		marketers	Hotel services	•		
Follow up on homework assignments and formulate questions	theor etical	Social Responsibility, Ethics and International Marketing	What is social responsibility? The importance and benefits of social responsibility: Dimensions of social responsibility International MarketingAnd its objectives Similarities and differences between local marketing and international marketing	•	3	twelfth + thirteenth
Follow up on homework assignments and formulate questions	theor etical	Distribution and Pricing	Distribution concept and objectives Types and channels of distribution outlets Pricing Importance and methods of pricing	•	3	fourteenth
-		Second	month exam		3	fifteenth

11. Course Evaluation

70 marks on the end of course exam - \

30 annual pursuit points distributed as follows: -*

A- 10 marks for the first month exam

B-10 Second month exam

C-10 attendance and participation

12. Learning and teaching resources

undefined	Required textbooks (methodology if any)
Yes	Main References (Sources)
Yes	Recommended supporting books and
	references (scientific journals, reports)
Yes	Electronic references, websites