

Academic Program Description Form

University name: University Tikrit

College/Institute: College Management and Economics

Scientific Department: Department General Administration

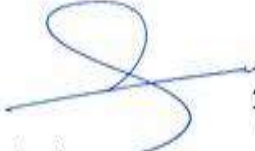

Name of academic or professional program: to divide Management General


Final Certificate Name: BachelorsciencesinGeneral Administration

Academic system: Courses

Description preparation date: 28/1/2024

Date of filling the file: 28/1/2024

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التوقيع:  اسم رئيس القسم: م. حاصر صباح
شعير
التاريخ: ٢٠٢٤/١/٢٨ التاريخ: ٢٠٢٤/١/٢٨

دقق الملف من قبل
شعبة ضمان الجودة والأداء الجامعي
اسم مدير شعبة ضمان الجودة والأداء الجامعي: أسامة موسى فرحان
التوقيع: 
التاريخ: ٢٠٢٤/١/٢٨
المدرس المساعد
أسامة موسى فرحان
مدير شعبة ضمان الجودة وتقييم الأداء


مصادقة السيد العبيد

1. Program Vision

Excellence in presentation Angels Pioneer To lead Institutions Sector The year Meet requirements Owners interest, And since Harmonize with Criteria Global For quality.

2. Program message

Support Sector The year With what He needs it from Energies Administrative Educated Meet His aspirations in service the society, And communication with Owners interest Those with Relationship To consolidate Behaviors Community from during education and learning, And create environment Open For exchange Cultural And intellectual It works on Activate Search Scientific, And

creativity And innovation And leadership, Please on to publish Knowledge For
institutions Sector The year With what Ensures investigation Luxury And
excellence For the community.

3. Program objectives

1. Setting up Graduates Able on the job in Organizations Government With
what Contributes in investigation Development Social And economic For the
community.
2. Support Organizations Government And development Knowing her in
Areas Management Central And the local from during Support it With cadres
Administrative Specialized in this The field.
3. broadcast Values Community Noble And consolidation Behaviors
Integrity And service the society in basics the job Administrative.
4. Development Continuous For wallet Contributions Scientific For members
The Authority The teacher in Section And follow up Nutrition The reviewer From
it With what Ensures investigation Goals The process Instruction.
5. building Bridges For cooperation between to divide Management General
And the community, And achieve partnership strategy with Organizations
Government on road create environment Cooperative verification
communication diligent.

4. Program accreditation

Do The program Result on Accreditation Programmatic ? And any Side ? both

5. Other external influences

Do there Side Shepherdess For the program ? Yes, ministry education High
and Search Scientific

6. Program Structure

comments	percentage	Study unit	Number of courses	Program 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

Credit hours		Course name	Course code	Year/Level
practical	theoretical			
	3	Administrative development	nothing	Fourth

8. Expected learning outcomes of the program

Knowledge	
capacity Graduates Section on development Their skills Administrative And cognitive And achieve Leadership in command	- presentation Angels Pioneer in command Institutions Sector The year. to publish Knowledge in Institutions Government With what achieves aspirations the

Institutions Government.	society.
Skills	
possession Graduates to divide - Management ability on Thinking Solution Problems And management the time.	development And support spirit - Creativity And innovation And leadership. create environment Open For exchange - Cultural And intellectual.
that Be Our outputs I know - And acquired For skills in How to completion Tasks The agent To her.	communication And interaction - Construction with Owners interest.

Values	
Adherence to professional ethics - and the ability to demonstrate high professional competence.	Establishing social and ethical responsibility. - Serving the community and meeting its requirements. -
The student must believe in the - principles of integrity and transparency, and have the ability to apply the concepts of quality management at work.	Integrity and transparency. - Quality. -

9. Teaching and learning strategies

Learning Active:to encourage Participation Effective For students in Operations 1.
learning, like Discussions and activities Collective Solution problems, To enhance
understand them Deep For concepts Sports.

Learning Cooperative:to encourage Students on the job together in Groups small To 2.
solve Issues Related By studying them And share Ideas, Which Contributes in Enhance
Interaction And exchange Knowledge Between them.

Use Technology:Benefit from Technology in to provide tools Educational 3.
Interactive like Programs Computer and resources via Internet To enhance to
understand Students And motivate them.

Learning The one who stands on Problems:presentation Problems Specific And 4.

motivation Students To think Cash And use Skills Administrative To solve it.
Strategies Educational Multiple:to provide group Miscellaneous from Strategies 5.
educational, like Lectures Interactive And the lessons The process And exercises The
process, To meet Needs Miscellaneous from Students.

Enhance Thinking Administrative:to encourage Students on development skills 6.
Thinking Administrative like Analysis And planning And the conclusion, from during
presentation Questions Motivational And problems Applied.
presentation Replies an act Immediate:to provide Mechanisms To submit Replies an 7.
act Immediate For students about Their performance And understand them For
concepts Administrative, whether He was that from during Ratings Periodic or
Interaction Direct with teacher.

10. Evaluation methods

evaluation Performance in the chapter:Includes evaluation performance Students 1.
during Lessons And lectures Workshops the job, whether from during Tests Writing or
Evaluation Continuous To share them And understand them For materials.

Participation in Discussions and activities:maybe evaluation bezel sharing 2.
Students in Discussions Classroom and activities Collective And projects Individuality,
And that To evaluate bezel understand them And their interaction with Materials.

Tests And duties:maybe give Students Tests Regular And duties Evaluation To 3.
evaluate Their skills in solution Issues Associated In the field Their specialty And
understand them For concepts On display.

evaluation Participation in Search:maybe evaluation bezel sharing Students in 4.
Activities Search And projects Scientific, And present evaluation For style Show them
And analysis Their results And their conclusions.

evaluation Performance Practical:maybe evaluation Students in Performance 5.
Practical from during Visits The process And participation in Activities Applied.

evaluation Participation Foreign:Includes evaluation bezel sharing Students in 6.
Activities Foreign like Conferences And seminars and competitions Sports.

evaluation Evolution Personal And professional:maybe evaluation development 7.
Students on Level Personal And professional And the academic during Their

participation in program directing Members body Teaching.

11. Faculty

Faculty members

Faculty preparation		Requirements/Skills (if any)	Specialization		Academic Rank
lecturer	angel		private	general	
	angel		Operations research	Statistics (Operations Research)	Asst. Prof. Dr. Mazhar Khaled Abdel Hamid
	angel		Administrative law	General law	A.M.D. Mohamed Ahmed Raheel Aftan
	angel		Financial management	business management	A.M.D. Qusay Jassim Mohammed Imran
	angel		Bank management	business management	A.M. Mazen Noman Abdullah Bakr
	angel		linguistics	English language	A.M. Adnan Fayhan Mahmoud Khader.
	angel		Financial management	business management	A.M. Ahmed Khader Ahmed Ali
lecturer			Political economy	economy	Prof. Dr. Saad Saleh Issa
lecturer			Special law	law	Asst. Prof. Dr. Yasser Ali Hamdan
	angel		Networks	Calculators	Asst. Prof. Dr.

					Qusay Abboudi Ali
	angel		Financial management	business management	A.M. Present Sabah Shaeer Jabara
	angel		Knowledge management	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organization theory	business management	M Iman Muwaffaq Omar
	angel		administration Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administration Financial	administration works	M. Najm Suhail Najm Abdullah
	angel		Human Resources	business management	M. Talha Kwan Salem
	angel		Applied statistics	count	Ms. Aisha Abdel Khaleq Ismail
	angel		business management	business management	Mr. Saad Salem Ghanem Suleiman
	angel		Financial management	business management	Dr. Qutaiba Ibrahim Hamada
	angel		General Administration	General Administration	M. Hamid Anwar Danok
	angel		business management	business management	Mr. Naji Hassan

					Ahmed Allawi
	angel		Production and operations	business management	M. Maysam Riad Bahr
	angel		Human Resources	business management	Mr. Hussein Abdul Hamad Hussein
	angel		Human Resources	business management	millimeter. Hassan Farhan Ahmed Handal
	angel		General Policies	General Administration	Mr. Mohamed Mustafa Mohamed Ibrahim
	angel		Human Resources	business management	M. Ahmed Ayed Makhlaf
	angel		Human Resources	business management	M.M. Nihad Khamis Hassan
	angel		Quality Management	business management	M. Mazhar Ahmed Khalaf
	angel		Production management	business management	Mr. Ali Mohammed Huwait Khater
	angel		Bank management	Financial and Banking Sciences	M.M. Ali Hamad Ali
lecturer			English literature	English language	M. Alaa Ahmed Abdullah
	angel		law	law	Mr. Ihab

					Abdullah Muhaimid
	angel		Cost accounting	accounting	Mr. Yasser Fouad Taha
lecturer			law	law	Mr. Maher Sabah Habib
	angel		Financial accounting	accounting	Mr. Mohammed Ahmed Diab
	angel		Management accounting	accounting	Mr. Ali Fouad Taha
	angel		about	Arabic	M.M. Ali Ghaleb Ali

Professional development

Orientation of new faculty members

- to set Needs the university And the section:It is done to set Needs the university 1-
And the section from where Cadres Educational Required And specializations
Favorites.
- numbers Programs Guidance:It is done design Programs directing Customized 2-
Target Members New And visitors And the full-timers And other Full-time building
on Their needs And their specializations.
- Definition In the environment University:It is done presentation introduction 3-
Comprehensive around the university And section Management General, With what in
that About on Section And the vision And the message and goals And services
Available.
- presentation Resources Supportive:It is done to provide Resources And support 4-
Necessary For members New, With what in that Courses Training And the workshops
The process And help Technical.
- directing academic:It is done directing Members New While Related By 5-

curricula And the regions Research and the roads The teacher used in Section.
 directing administrative:It is done directing Members New around procedures 6-
 Administrative And responsibilities and policies University And rules Behavior.
 to support continuous:It is done to provide to support continuous For members 7-
 body Teaching New And visitors And the full-timers And other Full-time from during
 Sessions Consultant Workshops a job And ratings patrol.

Professional development for faculty members

1. to set Needs And specify Objectives:It is done to set Needs Members body
 Teaching from during Surveys opinion And evaluation performance, And then to set
 Objectives Specific that He should achieve it in framework The program.
 design The program Developmental:building on Needs Specific and goals
2. specified, It is done design program My development comprehensive Includes group
 from Activities And courses Training Workshops the job and resources Educational.
 to implement The program:It is done to implement The program Developmental
3. In a way regular And organized, It includes that to organize Workshops the job, And
 conduct Courses Training, And present Resources Educational The occasion.
 Use Strategies Teaching Effective:learn Members body Teaching Use And
4. application Strategies Teaching Modern And effective, like Learning Cooperative And
 learning Active And technology Educational.
 evaluation results Learning:It is done evaluation effectiveness The program
5. Developmental from during evaluation results Learning For members body Teaching,
 like more level Knowledge and skills The teacher and interactive with Students.
 Development Continuous:Running presentation Nutrition The reviewer And
6. support Continuous For members body Teaching To enhance Development
 Professional And the academic Continuous.
 Participation in Search And publishing Scientific:He encourages Members body
7. Teaching on Participation in Search Scientific And publish Results in Magazines
 academy Prestigious, Which enhances Their status academy And contributes in
 development Knowledge in Their fields.

12. Acceptance Criteria

- acceptance central. 1-
- acceptance Exceptions(Those with Martyrs, people The Authority Teaching, Staff 2-
Distinguished, The firsts on Institutes, Students Expatriates).
- education governmental private 3-
- acceptance studies Evening. 4-

13. The most important sources of information about the program

- location the university And the college And the section Electronic. 1-
- Priorities Creation Section. 2-
- project development And update Curricula Colleges Management and the 3-
economy in Universities Iraqi For a year2017.

14. Program Development Plan

- development Curricula Academic. 1-
- to open studies Alia(diploma High equivalent For Masters). 2-
- development Angels The teacher And administrative on road Courses And seminars Workshops 3-
in Areas Specialization.
- to support efforts Search Scientific from during to encourage Members The Authority The 4-
teacher on Publishing especially in Containers Global.
- stay Programs Training For development Capabilities Students in Areas Technology And 5-
technology Information.
- stay Visits Field And trips Scientific For students to Institutions Government. 6-

Program Skills Chart

Required learning outcomes of the program

Values				Skills				Knowledge				Essen tial or option al?	Cours e name	Cours e code	Year/ Level
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 1		First year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Economics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Statistics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer 1Word Arabic		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Human rights and democracy		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				

																		Administration 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							Mathematics for administrators		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							Accounting principles		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							ReadingsEnglish		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							Computer2Word		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							Marketing Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							Human Resources Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							Administrative law		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							Intermediate Accounting		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							The development of organizational thought		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							Quantitative methods		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							Computer1Excel		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							Baath crimes in Iraq		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							Public Relations		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							Government accounting		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							Administrative Psychology		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							Civil Service Legislation		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							Political systems		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							Operations research		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							Computer1Excel		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							Public Financial Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							unified accounting system		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							Local administration		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							Contract management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							Quality Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							Public service ethics		

Second year

Third year

✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Database Computer Applications2		Four th year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Organizational Behavior		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Financial policies		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		General Project Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Management Information Technology		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		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		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Scientific research methods and ethics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Risk Management and Insurance		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		General Policies		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications2QS B		

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

Course Description Form

1. Course name
Development Administrative
2. Course code
nothing
3. Semester/Year
Second course
4. Date this description was prepared
28/1/2024
5. Available forms of attendance
100% attendance
6. Number of study hours (total) / Number of units (total)
45 hours per course
7. Name of the course supervisor (if more than one name is mentioned)
Name: Prof. Dr. Qusay Jassim Mohammed Email: qusayj39@tu.edu.iq
8. Course objectives

<p>Gain The student skill Cognitive • on concept And specifications And the importance And application Change and resistance to change Which He is With relationship By work Administrative supply The student With • information on How to Use skills The century atheistic And the twenty All kinds Different And about How to Benefit From it By providing Data And information Correct And the minute Which Serve Taken decision in take decision The right way to invest time and manage it well Training Continuous To keep up • all Types Evolution Fast The result in Areas Reducing resistance to change supply The student With • information on How to Use skills Time and its management In its four types (creative / preparatory / productive / indirect) And about How to Benefit From it By providing Data And information Correct And the minute in time. Training Continuous To keep up • all Types Evolution Fast The result in Confronting administrative corruption.</p>	<p>Subject objectives</p>
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9. Teaching and learning strategies

<p style="text-align: right;">The lecture 1. Discussion 2. strategy Thinking According to 3. capacity The student strategy skill Thinking High 4. strategy Thinking critic in Learning 5.</p>	<p style="text-align: right;">Strategy</p>
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Storm Mental 6.

10. Course Structure

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Follow up on homework and formulate at least 3 questions	theory	The concept of resistance to change	1- An emotional and natural response to what is considered a real or expected danger that threatens the current way of working. 2- It is inevitable, just as change is inevitable, and man, by nature and instinct, tends to resist changing the status quo (tendency towards stability). 3- It may cause confusion, anxiety and internal tension in the individual, due to his uncertainty about the resulting consequences.	3	1
Follow up on homework and formulate at least 3 questions	theory	ReasonsResistance to change	1- Fear of the unknown 2- The threat of change to personal matters and interests 3- Not being convinced of the value of change 4- Individuals' varying understanding and perception of change. 5- Social reasons	3	2
Follow up on homework and formulate	theory	Motives for resistance to change + Strategies for resisting	1- Organizational, objective, social,	6	3 – 4

at least 3 questions		change	economic, cultural and psychological motivation + Education and communication / participation / negotiation and agreement / explicit coercion		
Follow up on homework and formulate at least 3 questions	Theory and scientific examples	Creating a healthy climate for change+ElementsHealthy climate for change	A- Management can benefit from the cognitive processes of employees. 2- Management can create a healthy climate for change by spreading and clarifying sound, constructive values between them and the employees. 3- Management can make sound planning for change. 4- Management can benefit from the employees' motivations and provide appropriate satisfaction through the appropriate incentive project. Sound 1- perception of change. Employee 2- motivations appropriate to change The right value 3- framework for change. Favorable 4- trends of workers towards change.	6	5 – 6
Follow up on	Theory and	Treatment methodsResistance to	- Education and	3	7

homework and formulate at least 3 questions	scientific examples	change	communication - Participation - Facilitation and support - Negotiation and agreement - Maneuvering and polarization		
exam The month the first					8
Follow up on homework and formulate at least 3 questions	Theory and scientific examples	PositivesResistance to change	1- It can encourage management to examine its proposals in depth and with utmost seriousness to ensure that they are appropriate. 2- It helps to discover some of the difficulties and problems that change may cause. 3- It also helps to highlight weaknesses.	3	9
Follow up on homework and formulate at least 3 questions	Theory and scientific examples	The role of leadership in the success of change + Change Leadership Styles	Good use of 1- available technical means. Working on 2- developing technical means by bringing and using those that are appropriate in terms of cost, capabilities, etc. Making good 3- use of available human potential, which means giving them the opportunity to show their highest abilities and capabilities. Working on 4- developing available human skills and bringing the best of them to the	6	10 – 11

			extent that the project budget can bear.		
Follow up on homework and formulate at least 3 questions	Theory and scientific examples	The concept of time and the concept of time	1- Past: memory, recording, writing. 2- Present: implementation, activities, and events. 3- The future: plans, programs, information.	3	12
Follow up on homework and formulate at least 3 questions	Theory and scientific examples	Time management concept	- It is the management of thinking and behavior. - It is life management, because the person who cannot manage his time, cannot manage anything else. - It means that one adapts in an appropriate way. It is the efficient use of time resources. It means the effective use of available resources, including time.	3	13
exam The month the second					14
Follow up on homework and formulate at least 3 questions	theory	Types of time	Creative time - 1 Preparatory time - 2 Production time - 2 indirect time - 2	3	15
Second semester final exam					

11. Course Evaluation

70 marks on the end of course exam - 1
30 annual pursuit points distributed as follows: - 2
A- 10 marks for the first month exam
B- 10 Second month exam

C- 10 attendance and participation

12. Learning and teaching resources

Administrative Development: Dr. Jassim Al-Dhahabi	Required textbooks (methodology if any)
	Main References (Sources)
	Recommended supporting books and references (scientific journals, reports...)
	Electronic references, websites